



rijksuniversiteit  
groningen

# Historical overview of Teaching and Examination Regulations, CvB model 2018-2019

Faculty of ....

Model

Teaching and Examination Regulations (OER)

Bachelor's degree programme in

.....

for academic year 2018-2019

These Model Teaching and Examination Regulations set out the historical and legal basis for the articles. A grey text box indicates a quote from an article. A blue text box indicates an explanatory note or reference to an article or policy. **In addition to the principles behind the articles, this overview also sets out the participation rights (right of consent/right to prior consultation) that each of the consultative participation bodies (Faculty Council/Programme Committee) has. A purple text box indicates information about the Faculty Council and/or Programme Committee's right of consent concerning the topic in question.**



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**The Teaching and Examination Regulations (OER) set out the specific rights and obligations that apply to each degree programme taught at the University of Groningen, for both the students and the degree programme.**

**The University-wide section of the Student Charter sets out the rights and obligations that apply to all students.**

These Regulations were decreed by the Board of the Faculty of ..... on ..... (date) and approved by the Faculty Council and the Programme Committee where required on ..... (date).

## SECTION 1 GENERAL PROVISIONS

### Article 1.1 – Applicability

1. These regulations for academic year **2018-2019** apply to the teaching, examinations and final assessment of the Bachelor's degree programme in ..... CROHO degree programme code....., hereinafter referred to as **the degree programme**, and to all students enrolled in this degree programme.
2. The degree programme is provided by the Faculty of ..... of the University of Groningen, hereinafter referred to as **the Faculty**.
3. These Teaching and Examination Regulations also apply to students of other degree programmes, faculties or institutes of higher education, insofar as they follow course units in one of the degree programmes (including Minors) offered by the Faculty to which these Regulations apply.
4. Course units or Minors that students of the degree programme as referred to in Article 1.1.1 follow in other degree programmes or at other faculties or higher education institutions are subject to the Teaching and Examination Regulations of that programme, faculty or institution.
5. These Regulations also apply to students enrolled in the degree programme for the purpose of following a Pre-Master's programme as referred to in Article 8.6.1.

*Article 7.13.1 of the Act: The board of the institution approves a set of Teaching and Examination Regulations for each of the degree programmes or clusters of degree programmes taught at the institution. The Teaching and Examination Regulations contain clear and adequate information about the degree programme or cluster of degree programmes.*

Since 2010, Pre-Master's students must register for a Bachelor's degree programme in accordance with RIC Article 1.1 h.

### Article 1.2 – Definitions

The following definitions apply to these Regulations:

- a. **The Act**: the Higher Education and Research Act (WHW: *Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek*)
- b. **Student**: a person registered at the University for the purpose of following course units and/or taking examinations leading to the conferral of a university degree.
- c. **Degree programme**: the Bachelor's degree programme referred to in Article 1.1 of these Regulations, comprising a coherent set of course units
- d. **Course unit**: a syllabus unit or other part of the degree programme within the meaning of Article 7.3 of the Act, included in OCASYS
- e. **OCASYS**: the University of Groningen's online course catalogue



- f. ECTS credit point: a credit point within the meaning of Article 7.4 of the Act. The student workload of each course unit is expressed in ECTS credit points, whereby 1 ECTS is equivalent to a student workload of 28 hours
- g. Propaedeutic phase: the first 60 ECTS credit points of the formal Bachelor's programme as defined in Article 7.8 of the Act
- h. Post-propaedeutic phase: the part of the Bachelor's degree programme following the propaedeutic phase
- i. Study progress overview: a written overview of study results and their ECTS credit points, which is sent to students by e-mail
- j. Preliminary study advice: a written overview of study results accompanied by a preliminary study advice, which is issued to students halfway through the academic year
- k. Definitive study advice: a study advice that is issued only once and which may result in rejection of the student in question, in accordance with Articles 7.8b.1 and 7.8b.2 of the Act
- l. Binding (negative) study advice: a negative study advice that is binding for the student in question and means the student may not continue with the degree programme, in accordance with Article 7.8b.3 of the Act
- m. Major: all compulsory course units in the propaedeutic and post-propaedeutic phases
- n. Minor room: the space available for students to specialize within the degree programme
- o. Minor: a coherent set of course units that can be followed within the Minor room
- p. University Minor: a broadening Minor that students can follow either at their own or a different Faculty
- q. Personal Minor: a broadening or deepening Minor that students can compile themselves and follow either at their own or a different Faculty
- r. Test or examination: a test of the knowledge, understanding and skills of students, including an assessment of the results
- s. Final assessment: the final assessment for the Bachelor's degree which is considered to be passed if all the requirements of the entire Bachelor's degree programme have been satisfied
- t. Academic year: the period of time that starts on 1 September and ends on 31 August of the following year
- u. Semester: part of the academic year, either starting on 1 September and ending on a date to be determined by the Board of the University, or starting on a date to be determined by the Board of the University and ending on 31 August
- v. Practical: a practical exercise, as referred to in Article 7.13 of the Act, in one of the following forms:
  - a thesis
  - a written assignment, paper or draft
  - a research assignment
  - participation in fieldwork or an excursion
  - completion of a placement
  - participation in another educational activity designed to teach certain skills
- w. Board of Examiners: an independent body with the duties and powers as set out in Articles 7.11, 7.12, 7.12b and 7.12c of the Act, including assessing whether the requirements of the final assessment have been met
- x. Admissions Board: the board that has decision-making powers in matters concerning admission to the degree programme on behalf of the Faculty Board



- y. Examiner: a person appointed by the Board of Examiners to set examinations and determine their results
- z. VWO diploma: pre-university certificate in accordance with Article 13.1 of the Secondary Education Act or Article 7 of the Secondary Education Act BES
- aa. Programme Committee: the consultative and advisory body that fulfils the duties referred to in Articles 9.18 and 9.38c of the Act
- bb. Regular student: a student who is not a part-time, Minor or non-degree exchange student
- cc. Matching: matching activities and degree programme advice in accordance with Article 7.31a ff. of the Act, further elaborated in Chapter 3 of the University of Groningen Regulations for Registration and Tuition Fees
- dd. Extraordinary circumstances: circumstances as referred to in Article 7.51 of the Act, which must be taken into account when making a decision as referred to in Articles 5.4, 9.8 and 9.13. Article 7.51 of the Act is further elaborated in the University of Groningen Graduation Fund Regulations.

All other definitions will have the meaning that the Act ascribes to them.

The definitions are set out in Article 1.1. of the Act.

## SECTION 2 QUALIFICATIONS AND ADMISSION

***Please choose one of the versions of Article 2.1 listed below:***

***For degree programmes to which admission will be granted based on any VWO profile:***

### **Article 2.1 – Admission to the programme**

1. A VWO diploma (with any profile) grants admission to the degree programme.
2. In addition to the certificates that grant admission to the degree programme according to the Act, holders of an equivalent certificate as listed in Appendix 1 will also be granted admission to the degree programme.
3. *Article 2.3.3 applies to holders of a certificate as referred to in Article 2.1.2 (N.B. For English-taught degree programmes only).*

Articles 7.24 and 7.28 of the Act: entry requirements and exemption on the basis of other qualifications.

***For degree programmes to which admission will be granted based on specific VWO profiles:***

### **Article 2.1 – Admission to the programme with profile requirement**

1. A VWO diploma with the .... profile grants admission to the degree programme.
2. Holders of:
  - a VWO diploma without the right profile



- another certificate listed in the Act that grants admission to the degree programme, or
  - an equivalent certificate as listed in Appendix 1
- will be admitted to the degree programme on condition that the requirements set out in Article 2.1.3 are satisfied.

3. Holders of one of the certificates listed in Article 2.1.2 may only register for the degree programme after having demonstrated sufficient knowledge at VWO final examination level of the following subjects in the required VWO profile:
  - .....
  - .....
4. Under certain circumstances, the Admissions Board may request a university lecturer in the relevant subject to arrange one or more tests to determine the student's knowledge as referred to in Article 2.1.3.

Articles 7.24 and 7.28 of the Act: entry requirements and exemption on the basis of other qualifications. Further entry requirements/specific profiles apply to certain degree programmes; Article 7.25 of the Act.

**Article 2.2 – Admission to the programme based on a HBO, University or Open University propaedeutic certificate**

1. Holders of a propaedeutic certificate from the HBO Bachelors' programme in ...../University Bachelor's programme in .....or Open University Bachelor's programme in ....., who do not have a VWO diploma or equivalent degree as referred to in Article 2.1, will be granted direct admission to the degree programme.
2. Holders of a propaedeutic certificate from the HBO Bachelor's programme in ...../University Bachelor's programme in ...../ Open University Bachelor's programme in ..... will be granted admission to the degree programme after having demonstrated sufficient knowledge at VWO final examination level of the following subjects, in accordance with the admission requirements for VWO graduates. This applies to the following course units:
  - .....
  - .....
3. Holders of a propaedeutic certificate from a degree programme other than the ones listed above and who do not have a VWO diploma or equivalent degree may submit a request to the Admissions Board for admission to the degree programme. Such students will have to demonstrate that they have sufficient knowledge at VWO final examination level of the following subjects, in accordance with the entry requirements for VWO graduates:
 

*This applies to the following course units:*

  - .....
  - .....

Articles 7.24 and 7.28 of the Act: entry requirements and exemption on the basis of other qualifications.

### Article 2.3 – Language requirement for foreign certificates

1. Students who have been admitted to a degree programme on the basis of a foreign certificate or degree may be required by the Admissions Board – before registration – to pass a Dutch or English language test, depending on the language of the chosen degree programme, to be administered by an agency stipulated by the Board.
2. The Dutch language proficiency requirement can be met by passing the state examination in Dutch as a Second Language (NT2).
3. The English language proficiency requirement can be met by passing an examination in English at the level of the VWO final exam or by passing the TOEFL with a score of at least .. (computer TOEFL .., internet TOEFL ..) or an IELTS score of .. or a Cambridge Proficiency score of ....

*Article 7.28.2 of the Act:.... If the certificate is one awarded outside the Netherlands, the board of the institution may decide that no final assessments or parts thereof may be taken until proof has been provided to the satisfaction of the relevant Board of Examiners that a sufficient level of Dutch has been achieved to successfully follow the degree programme. In addition, the board of the institution may also decide that the student in question may not register until the proof referred to in the previous sentence has been provided.*

The authority to grant admission has been mandated to the Admissions Boards by the Faculty Boards.

### Article 2.4 – Entrance examination

1. Students who do not satisfy the admission requirements set out in Articles 2.1 and 2.2 may participate in an entrance examination in accordance with Article 7.29 of the Act.
2. Students who wish to take the entrance examination must be aged 21 or over on the date on which the examination is held. An exception to the age requirement may be made if the student in question has gained a certificate abroad that would grant admission to a university degree programme in their home country, or if the student has refugee status and for this reason is unable to present a degree certificate.
3. The entrance examination will cover the following subjects at the stated level:  
.....  
.....  
.....  
The provisions of Article 2.3 apply.

4. A successfully completed entrance examination will grant admission to the University of Groningen degree programme for which it was taken for the duration of one academic year (or: two academic years) after the date on which the examination was taken.

*Article 7.29 of the Act*

1. The board of the institution may grant exemption from the entry requirements set out in Articles 7.24.1 and 7.24.2 to people aged 21 years and over who do not satisfy these entry requirements and are not exempt from them on the grounds of Article 7.28 if they provide proof of their suitability for the degree programme in question as well as of a level of Dutch that is sufficient to successfully follow the degree programme in a test to be administered by a committee appointed to this end by the board of the institution.
2. The test criteria will be set out in the Teaching and Examination Regulations.
3. The board of the institution may make an exception to the age requirement set out in Article 7.29.1 if the student in question has gained a certificate abroad that would grant admission to a higher education degree programme in their home country, or in exceptional cases if no certificate can be presented.
4. The board of the institution may also make an exception to the age requirement set out in Article 7.29.1 in exceptional cases concerning degree programmes in the field of the arts.

The legal basis for Article 2.4.3 OER can be found in Articles 7.24 and 7.25 of the Act.

### **Article 2.5 – Admissions Board**

1. The Admissions Board has the power to decide on behalf of the Faculty Board in matters concerning admission to the degree programme.
2. The Admissions Board consists of:
  - one member, also the chairperson, selected from the professors who teach in the degree programme
  - one member / two members selected from the other academic staff who teach in the degree programme.
3. The study advisor for the degree programme (or an equivalent member of Faculty staff) will be an advisory member and also secretary.
4. The Faculty Board is responsible for appointing members.

The legal basis can be found in Articles 7.24 ff of the Act. The composition of the Admissions Board is set out in the Faculty Regulations and is included for information purposes in the OER.

### **Article 2.6 – Intake date and application dates**

1. There is one intake date per academic year, namely 1 September of each year.
2. The provisions of this Article also apply to students who reregister for the same degree programme.



3. *In addition to this intake date, there are several application dates on which registration may take place upon the approval of the Admissions Board.*
4. *Different categories of students may be distinguished (see the letter sent to the Faculty Boards on 9/10/15 (ref. 15/12981) about Bachelor's intake for more information).*
5. Requests for admission after 1 September can be submitted to the Admissions Board by email: (include email address). A decision regarding this application will be taken within 4-6 weeks.

The legal basis can be found in Article 7.32.4 of the Act.

### **Article 2.7 – Matching**

1. Prospective students are required to attend the matching activities related to the degree programme in question. Prospective students will be issued with a degree programme advice based on their participation in the matching activities.
2. The stipulations in Chapter 3 of the University of Groningen Regulations for Registration and Tuition Fees (RIC) and the Faculty matching procedure apply.
3. University of Groningen students who wish to register for the propaedeutic phase of the degree programme in the course of an academic year in accordance with Article 2.6.2 and who satisfy the entry requirements, will be admitted upon completion of one or more mid-term matching activities, including:
  - a) completion of the UG-wide questionnaire, and
  - b) *a matching activity to be determined by the Faculty, for example an interview with a study advisor, participation in a web class, and*
  - c) *possibly a second matching activity to be determined by the Faculty.*
4. Students who switch to a different degree programme within the same BSA cluster are exempted from participation in matching activities. *(N.B. Only include this article if the degree programme falls into a BSA cluster.)*

Based on Articles 7.31b.1 and 2 of the Act, included in Chapter 3 of the RIC. Matching regulations, latest version approved by the Board of the University on 20 April 2015 (and by the University Council on 30 April 2015). Regulations approved by the Board of the University on 17 February 2014 and by the University Council on 27 February 2014.

## SECTION 3      CONTENT AND STRUCTURE OF THE DEGREE PROGRAMME

### Article 3.1 – Aims and learning outcomes of the degree programme

1. The degree programme is designed to:
  - a. impart knowledge, skills and understanding in the field of ....., and to enable the learning outcomes listed in Article 3.1.2 to be attained
  - b. promote academic development. This is defined as the development of competences (knowledge, skills and attitudes) concerning:
    - independent academic thought, action and communication
    - the use of the relevant academic instruments
    - academic communication in the mother tongue
    - the use of specific knowledge of a field in a wider academic, philosophical and social/cultural context
    - behavioural norms that apply during the degree programme and in the academic world
  - c. prepare students for further studies. Students become familiar with the theory and practice of academic research from the very start of their Bachelor's degree programme.
  
2. Graduates
  - a. have knowledge and understanding of the field of ....., in particular .....
  - b. have knowledge and understanding of the theoretical and methodological principles of .....
  - c. have mastered general academic skills, in particular with regard to .....
  - d. are able to apply their knowledge and understanding in such a way that they demonstrate a professional approach to their work or profession
  - e. are able to reformulate a practical question or problem in their field into a clear, researchable problem definition; operationalize the concepts within this problem definition in an adequate way; study a topic from both theoretical and empirical perspectives, in their mutual relationship; present the results of such study in a coherent argument with a clear, synthesizing conclusion; use the results to answer the practical question or help clarify and if possible solve the problem; form a judgement that weighs relevant social, academic or ethical aspects
  - f. are able to communicate information, ideas and solutions to both specialists and laypersons
  - g. have the learning skills needed to continue on to a Master's degree programme.
  
3. The learning outcomes of the various individual course units can be found in the Appendix.

Based on Article 7.13.2 of the Act; this is the general provision in the Act regarding the Teaching and Examination Regulations.



The Programme Committee has the right of consent concerning Article 3.1.2 on the grounds of Article 7.13.2 c of the Act. However, the Minister has responded to this in a letter to the institutions, explaining that students should not assess their own learning outcomes. As the letter does not mention sub c in the Programme Committee's right of consent, an amendment to the Act is to be expected.

### Article 3.2 – Type of degree programme

The degree programme is full time.

#### *Examples of alternatives*

- 1: *The degree programme is available in both full-time and part-time variants.*
- 2: *The degree programme is available in full-time, part-time and dual variants.*
- 3: *The degree programme is available in full-time and dual variants.*

Based on Article 7.7 of the Act.

The Faculty Council has the right of consent on the grounds of Article 7.13.2 i of the Act.

### Article 3.3 – Language

1. The degree programme is taught in *Dutch/English*.
2. *< For Dutch-taught degree programmes >: Notwithstanding Article 3.3.1, one or more course units of the programme may be taught in English in line with the University of Groningen Code of Conduct: Languages Used in Teaching and Examinations.*

Based on Article 7.2 of the Act.

### Article 3.4 – Student workload

1. The degree programme has a student workload of 180 ECTS credit points.
2. The propaedeutic phase of the degree programme has a student workload of 60 ECTS credit points.
3. The student workload is expressed in whole ECTS credit points.
4. *The part-time variant has a student workload of 30 ECTS credit points a year.*

The student workload is based on Articles 7.4.1, 7.4.3 and 7.4a.1 of the Act. The transfer from study credits to ECTS credit points was agreed at European level in the Bologna Declaration.



The Programme Committee has the right of consent concerning 'the student workload of the degree programme and of individual course units in the degree programme' (Article 7.13.2 e of the Act).

### Article 3.5 – Conditions for awarding a University of Groningen degree

1. Students can only be awarded a Bachelor's degree in the degree programme if at least half of the programme was followed at the University of Groningen during the student's period of registration as a student at the University of Groningen.

Article 7.12b.1 of the Act. The Board of Examiners guarantees the quality of the degrees to be awarded.

2. For Double Degree Bachelor's degree programmes offered together with an institution abroad, at least one quarter (*or more*) of the programme must have been followed at the University of Groningen during the student's period of registration as a regular student at the University of Groningen.

The basis for Article 3.5.1 OER can be found in Article 7.10a of the Act and the WHW Implementation Decree 2008. Article 3.5.2 concerns policy of the Ministry of Education, Culture and Science.

### Article 3.6 – Contact hours

1. The propaedeutic phase of the degree programme comprises a minimum of 480 contact hours a year (*full-time variant*) and a minimum of ... contact hours a year (*part-time variant*).
2. The post-propaedeutic phase of the degree programme comprises a minimum of ... contact hours a year (*full-time variant*) and a minimum of ... contact hours a year (*part-time variant*).
3. The structure of the contact hours is set out in Appendix 2 of these Teaching and Examination Regulations and is also registered in the Student Handbook and/or OCASYS.

Performance agreement (12 contact hours per week, approved by the CvB on 1 May 2012)  
<http://www.rcho.nl/asp/invado.asp?t=show&id=1417>.

The Faculty Council has the right of consent as the number of contact hours relates to the actual design of the teaching; Article 7.13.2 x of the Act.



### **Article 3.7 – Organization and final assessments of the degree programme**

1. The programme is concluded by a final Bachelor's assessment.
2. The degree programme is divided into a propaedeutic phase and a post-propaedeutic phase.
3. *The entire programme comprises a Major and a University/Personal Minor.*

Article 7.30.1 of the Act implies that a propaedeutic assessment must be taken first. Article 7.8.1 of the Act sets out that the board of the institution can establish a propaedeutic phase. Article 3.7.3 is the result of the Minors policy; memo CvB 5-03-2008 (08/02536).

### **Article 3.8 – Participation in course units**

1. Students may participate in course units of the degree programme if they register in good time via ... (*link to web page*)
2. The maximum number of students for each course unit is listed in OCASYS.
3. Admission to course units with limited capacity is arranged according to the order of registration. Students who are registered for the degree programme will be given priority for the course units in their Major (*or Minor*).

*Alternative: Admission to course units with limited capacity is arranged according to predefined and published admission criteria and priority regulations. Students who are registered for the degree programme will be given priority for the compulsory course units in their Major.*

Article 7.3.3 of the Act, every degree programme is concluded with a final assessment, every course unit is concluded with an examination.

The Faculty Council has the right of consent as the participation in course units relates to the actual design of the teaching; Article 7.13.2 x of the Act.



## SECTION 4 THE PROPAEDEUTIC PHASE OF THE DEGREE PROGRAMME

### Article 4.1 – Structure of the propaedeutic phase

1. The propaedeutic phase comprises the following course units and student workloads:
  1. .... (.. ECTS)
  2. .... (.. ECTS)
  3. .... (.. ECTS)
  4. .... (.. ECTS) etc.
2. All course units and their modes of instruction are listed in the digital University course catalogue OCASYS.

Article 7.13.2 x; Article 7.13.2 a of the Act. The content of the degree programme and its examinations is set out in the OER.

The relevant Programme Committee has the right of consent concerning the student workloads of the various course units; Article 7.13.2 e of the Act.

### Article 4.2 - Exemption

1. At a student's request, the Board of Examiners, having discussed the matter with the examiner in question, may grant exemption from an examination (or part thereof) on the basis of results earned previously (possibly elsewhere) on condition that the student:
  - a. has completed part of a university or higher vocational degree in the Netherlands or abroad that is equivalent in content and level
  - b. can demonstrate by work experience that they have sufficient knowledge and skills with respect to the course unit in question.
2. The stipulations of Article 3.5 apply to exemptions.
3. The validity period of exemptions granted for course units or parts thereof is identical to that of examination results.

Article 7.12b.1 d of the Act: the Board of Examiners is authorized to grant exemptions from one or more examinations.



*Article 7.13.2 of the Act: Without prejudice to any other provisions in this Act, the Teaching and Examination Regulations set out the applicable procedures and rights and obligations with regard to teaching and examinations for each degree programme or cluster of degree programmes. This includes at least the following:*

- k. where necessary, the validity period of successfully completed examinations, notwithstanding the Board of Examiners' authority to extend this period.*
- r. the grounds on which the Board of Examiners can grant exemptions from one or more examinations on the basis of previously passed examinations or final assessments in higher education or knowledge and skills acquired outside the world of higher education.*

The Faculty Council has the right of consent concerning Article 4.2.1 with regard to the actual implementation at the Faculty; Article 7.13.2 r of the Act.  
The Faculty Council also has the right of consent concerning Article 4.2.3; Article 7.13.2 k of the Act, notwithstanding the Board of Examiners' authority.



## SECTION 5 STUDY ADVICE

### **Article 7.8b of the Act Study advice in the propaedeutic phase**

1. The board of a funded university, university of applied sciences or ideological university must provide advice to each student on whether it would be wise to continue studying within or outside their Bachelor's degree programme no later than by the end of their first year of registration for the propaedeutic phase of a full-time or dual programme. For part-time Bachelor's degree programmes, the board of the institution will determine when this advice is issued.
2. Notwithstanding the stipulations of Article 7.8b.1, advice may be issued to a student at any time until the propaedeutic assessment has been passed.
3. An advice as referred to in Articles 7.8b.1 and 2 may result in rejection of the student in question for certain degree programmes designated by the board of the institution within the time period referred to in Article 7.8b.2, but not before the end of the first year of registration. Such a rejection may only be issued if the student in question, bearing in mind his/her personal circumstances, must in the opinion of the board of the institution be considered unfit for the degree programme because the study results do not satisfy the requirements set in this regard by the board. Rejections may be issued for a certain period of time. Rejections may also be expanded to include degree programmes that share a joint propaedeutic assessment with the degree programme in question. The board of the institution may only use the authority set out in this provision if it provides all the facilities needed to enable students to achieve the required study progress in the propaedeutic phase of the relevant degree programme.
4. Before issuing a rejection, the board of the institution will give the student a warning including a reasonable term within which his or her study results must have improved to the satisfaction of the board. In addition, the student will be granted the opportunity to put his or her case before being rejected.
5. When a student is rejected on the grounds of Article 7.8b.3, his or her registration for the degree programme in question at the relevant institution will be terminated. The student will not be able to reregister for the same degree programme at the same institution unless the board of the institution has applied the third sentence of Article 7.8b.3 or the student applies for registration for the degree programme at a later time and can then demonstrate that they will be able to successfully follow the programme.
6. The board of the institution will define more detailed regulations for the implementation of the provisions set out above. These regulations will at least include the study results and the facilities referred to in Article 7.8b.3, as well as the term referred to in Article 7.8b.4.
7. An Order of Council will determine which personal circumstances as referred to in Article 7.8b.3 the board of the institution must take into account in its assessment.
8. For the purposes of this article, 'propaedeutic phase' includes the first period of an academic Bachelor's degree programme, with a student workload of 60 ECTS credit points, and 'propaedeutic assessment' includes the set of examinations for the course units in the first period of an academic Bachelor's degree programme, with a total student workload of 60 ECTS credit points.

Policy, approved by the University Council on 29 March 2012, implemented in academic year 2012-2013. Adapted in response to a letter from the Minister dated 12 September 2016 about discontinuation of the P-in-2 rule, confirmed in the CvB meeting of 24-10-16.





## Article 5.1 – Preliminary study advice

1. Halfway through the first semester of the first year of registration in the propaedeutic phase of the degree programme, students will receive a study progress overview specifying the student workload realized thus far.  
*Additional study progress overviews will be sent to students later in the academic year.*  
(sub 6, see grey square above)
2. Students will receive a written preliminary study advice as soon as possible **after the first semester**, and in any case before 1 March. (sub 4 & 6)
3. The preliminary study advice should be considered a warning if there is a question of insufficient study progress, giving students the chance to improve their performance. (sub 4)
4. If the study progress is insufficient to such an extent that the student cannot reasonably be expected to satisfy the conditions for receiving a positive study advice within the meaning of Articles 5.2.2 a and b, they will be invited to a meeting with the study advisor. The aim of the meeting is to discuss the student's study habits, to reassess the choice of degree programme and if necessary to refer them to a different degree programme. (sub 3, 6 & 7)

## Article 5.2 – Definitive study advice

1. Students must earn at least 45 ECTS credit points in their first year of registration in the propaedeutic phase of the degree programme. This is known as the BSA threshold.
2. A definitive study advice is issued at **the end of the first year** of study, by 31 July at the latest. This can be either: (sub 1 & 2)
  - a. positive, for students who have earned at least 45 ECTS (*or 20 ECTS for part-time students*) in the propaedeutic programme
  - b. negative, for students who have earned fewer than 45 ECTS (*or 20 ECTS for part-time students*) in the propaedeutic programme. This study advice is binding for students (BSA) in accordance with Article 7.8b.3 of the Act.
3. *In the event that the preliminary study results are insufficient to such an extent that the student cannot reasonably be expected to pass the 45 ECTS (or 20 ECTS for part-time students) threshold by the end of the first year of study, a binding (negative) study advice may be issued subsequently to the preliminary study advice as referred to in Article 5.1 before the end of the academic year. This may also be at the request of the student. The procedure set out in Article 5.5 will apply.* (sub 1 & 6)
4.
  - a. The Faculty Board will take extraordinary personal circumstances as referred to in Article 5.4 into account in its decision on which study advice to issue in the first year of registration. (sub 6)
  - b. Notwithstanding the stipulations in Article 5.2.2, if no assessment can be made with regard to a student's suitability for the degree programme due to personal circumstances



in the first year, the assessment may be postponed until a later date within the propaedeutic phase. An adapted BSA threshold may be agreed upon in such cases.

BSA regulations for personal circumstances approved by the CvB on 8 June 2010. Article 5.2.5 2 OER is linked to Article 3 of the Graduation Fund regulations (regulations since 1 September 2015). The discontinuation of the propaedeutic assessment was approved by the CvB in its meeting on 3-10-2016.

### **Article 5.3 – Exceptions to the definitive study advice**

Based on Articles 7.8b.3 and 7.8b.6 of the Act. Included in OER since 2011-2012.

#### ***Multiple degree programmes at the University of Groningen***

1. Students who are registered for the propaedeutic phase of 2 or more University of Groningen degree programmes in their first year of registration and by the end of the year satisfy the BSA threshold as referred to in Article 5.2.1 for one degree programme will not have to satisfy the BSA threshold for the other programme(s) in that year. Once students have successfully completed the propaedeutic phase of one degree programme, they are exempt from the BSA requirements for all other programmes.

#### ***Propaedeutic certificate previously gained***

2. Students who have already completed the propaedeutic phase of a degree programme at the University of Groningen or another Dutch university, or (for degree programmes that do not issue propaedeutic certificates) in the opinion of the Board of Examiners have earned 60 ECTS credit points in the first year, will not fall under the BSA system for the UG degree programme for which they enrol in the propaedeutic phase.

#### ***Deregistration before 1 February***

3. No definitive study advice will be issued to students who submit a request for deregistration before or as of 1 February of the first year of registration. The procedure set out in Article 5.1 will apply again to students who reregister in a subsequent academic year. The BSA regulations for the academic year in which they reregister will then apply.

#### ***Deregistration before 1 February + registration as of 1 February***

4. Article 5.2 applies in full to students who deregister from a degree programme before 1 February and register for a degree programme in the same degree programme cluster, see Appendix xxx, as of 1 February of the same academic year.
5. Article 5.2 applies in full to students who deregister from the full-time variant of a degree programme before 1 February and register for the part-time variant of the same degree programme or a programme in the same degree programme cluster, see Appendix xxx, as of 1 February of the same academic year.

### **Registration as of 1 February**

- 6 An adapted BSA threshold will apply to students who register for a University of Groningen Bachelor's degree programme as of 1 February and have not previously been registered as students in the same academic year. These students must earn 20 ECTS from the second semester of the propaedeutic phase of the degree programme (*or 10 ECTS for part-time students*) by the end of the second semester of the first year of registration. In all other cases, the provisions of Article 5.2 will apply *mutatis mutandis*.

### **Article 5.4 – Extraordinary circumstances**

The basis for Article 5.4 OER can be found in Article 7.8b.3 of the Act (see explanatory notes to Article 5.2.5 OER). Adapted in response to the letter from the Minister about the application of the BSA system.

1. When deciding whether to issue a binding (negative) study advice, the Faculty Board will take a student's extraordinary or personal circumstances into account at that student's request. The Faculty Board can thereupon decide to adjust the BSA threshold or postpone issuing a study advice.  
The evaluation of personal circumstances will also take into account the student's study behaviour, the agreements made and any study plan drawn up in consultation with the study advisor, when the extraordinary circumstances were reported and the study results achieved by the end of the first year of study.
2. Students must report extraordinary circumstances to the study advisor as soon as possible in order to ensure optimum support. The Faculty Board, or the Faculty BSA Committee on its behalf, will make a decision in response to a student's request for a postponed advice or an adapted BSA threshold. Students must also report to the study advisor as soon as possible if they are unable to complete the study plan drawn up in consultation with the study advisor and based on the original or adapted BSA threshold. (Article 7.8b.6 of the Act)
3. If no assessment can be made at the end of the first year with regard to a student's suitability for the degree programme due to personal circumstances as referred to in Article 5.4.1, the assessment may be postponed.
4. Postponed advice will be issued no later than by the **end of the second year of registration** for the degree programme, and in any case no later than 31 July.
  - a. This advice will be positive if the (possibly adapted) BSA threshold has been passed.
  - b. The advice will be negative (and binding) if the student in question still fails to pass the (possibly adapted) BSA threshold in the propaedeutic phase.
5. All students whose study advice has been postponed (whether or not combined with an adaptation of their BSA threshold) are expected to draw up a study plan in consultation with *their study advisor/mentor/assigned supervisor*, comprising at least the following:
  - a. the propaedeutic course units that have not yet been passed, with a related time line



- b. the post-propaedeutic course units that may be followed in addition to the course units listed under a.

Policy based on Article 7.8b.6 of the Act.

6. Circumstances as referred to in Article 5.4.1 do not automatically lead to a successful application for a grant from the Graduation Fund.

Article 3 of the Financial Support Regulations for UG student members of consultative/administrative bodies, committee members of student organizations and elite athletes: *In addition to the provisions of Article 2 of these Regulations, Bachelor's students who are members of a consultative body, committee or board as set out in Appendix 2b to these Regulations are entitled to financial support if they obtained a provisional or definitive positive study advice in the propaedeutic phase.*

### **Article 5.5 – Procedure for issuing a definitive study advice**

1. A definitive study advice is issued by the Faculty Board on behalf of the Board of the University. The decision will also state the applicable safeguards of legal rights.

Based on Article 7.8b.3 of the Act, the BSA is issued by the board of the institution.

2. Before a binding (negative) study advice is issued, students will receive notice of the intention to issue one, after which they will be given the opportunity to put their case to the Faculty Board or its representative.

Based on Article 7.8b.4 of the Act and Article 4:7 of the General Administrative Law Act.

### **Article 5.6 – Consequences of a binding (negative) study advice**

1. Students who have received a binding (negative) study advice may not register for the degree programme, or for any other degree programme in the cluster of related degree programmes listed in Appendix xxx, for a period of *2 years* from 1 September of the next academic year.

Based on Article 7.8b.5 in conjunction with Article 7.8b.3 of the Act.

2. Students who have been issued a binding (negative) study advice are not permitted to follow course units in this degree programme via a different degree programme or educational institution in order to avoid the consequences of their binding (negative) study advice. No exemptions will be granted for course units completed in this way, nor will such completed course units be recognized within the framework of the degree programme in any other way.

### **Article 5.7 – Consequences of a positive study advice**

1. Holders of a positive study advice for the UG degree programme in question will be admitted to the post-propaedeutic phase of the degree programme.
2. Notwithstanding Article 5.7.1, the requirement that a previous course unit must have been successfully completed may apply to some individual course units. This compulsory order





Based on Article 7.30.3 of the Act: The Board of Examiners may deviate from Article 7.30.1 of the Act.

## SECTION 7 THE POST-PROPAEDEUTIC PHASE OF THE DEGREE PROGRAMME

### Article 7.1 – Structure of the post-propaedeutic phase

1. The post-propaedeutic phase comprises the following course units and student workloads:
  1. .... (..ECTS), (*Major*;) )
  2. .... (..ECTS), (*Major*;) )
  3. 15 or 30 (2 x 15 ) ..... (..ECTS), (*Minor*) )
  4. etc.

Based on Article 7.13.2 a of the Act. The content of the degree programme and its examinations is set out in the OER.

The relevant Programme Committee has the right of consent concerning the student workloads of the various course units; Article 7.13.2 e of the Act.

2. Students can fill their Minor room with the following components:
  - a *research traineeship*
  - a *placement/internship*
  - a *study period at a university abroad*
  - a *broadening or deepening Minor, comprising course units from outside their own Major (further details to be provided by the degree programme)*

Minors policy. CvB meeting 18 March 2008 (memo : 08/02830) Introduction of Major-Minor system. 27 March 2008/041 agenda item 6.2.

1. *Students may choose the following electives, subject to approval by the Board of Examiners*
  - 1a. .... (..ECTS), (*Major/Minor room*) )
  - 2a. .... (..ECTS), (*Major/Minor room*) )
  - 3a. .... (..ECTS), (*Major/Minor room*) )

Article 7.12b of the Act: authority of the Board of Examiners.

2. All course units and their modes of instruction are listed in the digital University course catalogue OCASYS.

Policy; OCASYS is used to publish degree programme information and timetables.

### Article 7.2 – Replacements and electives followed elsewhere

7.12b.1 of the Act: duties and powers of the Board of Examiners.



1. *Following a substantiated request by a student, the Board of Examiners may grant permission to:*
  - a. *substitute a course unit in the examination programme with another course unit offered by the University of Groningen or another university in the Netherlands or abroad that dovetails well with the degree programme, or*
  - b. *use one or more course units followed at the University of Groningen or another university in the Netherlands or abroad as electives in the degree programme.*
2. *When assessing such a request, the Board of Examiners will always evaluate the coherence of the set of course units (or parts thereof) and the level of the course units followed.*

The Programme Committee has the right of consent concerning the grounds on which the Board of Examiners can grant exemption from one or more examinations; Article 7.13.2 r of the Act.

### **Article 7.3 – Open Degree Programme**

1. Students may choose to follow a degree programme's Open Degree Programme, which deviates from the regular specialization(s) of the degree programme. An Open Degree Programme must always be approved in advance by the Board of Examiners of the degree programme in which the student is registered.
2. *The following additional requirements apply to Open Degree Programmes....*

Article 7.3d in conjunction with 7.12b.1 c of the Act; possibility and approval of open degree programmes by the most applicable Board of Examiners.

## **SECTION 8                      OTHER SPECIALIZATIONS**

Minors policy: the first students followed a Minor in 2008-2009 (officially introduced at the UG in 2006). Memo 09/367 and 09/05888. University Council meeting 27 March 2008/041 agenda item 6.2.

### **A. Minor**

#### **Article 8.1 – Minor**

1. The Minor room can be filled using any of the options listed in Article 7.1.2.
2. Students can choose between:
  - a) a University Minor
  - b) a Personal Minor.

#### **Article 8.2 – University Minor**

1. A University Minor is a coherent set of broadening course units that students can follow either at their own or a different Faculty.
2. Students who choose to fill their Minor room with a University Minor do not need explicit permission from the Board of Examiners.



### Article 8.3 – Personal Minor

1. A Personal Minor is a coherent set of broadening or deepening course units that students can compile themselves and follow either at their own or a different Faculty.
2. Personal Minors must be presented to the Board of Examiners for approval in advance.

Article 7.3d in conjunction with 7.12b.1 c of the Act; possibility and approval of open degree programmes by the most applicable Board of Examiners.

### Article 8.4 – Authority of the Board of Examiners with regard to Minors

1. Students must present their choice of Minor to the Board of Examiners of their degree programme for approval, except if they choose a University Minor in accordance with Article 8.2.2.
2. Minors followed in other degree programmes or at other faculties *or institutes of higher education* are subject to the authority of the Board of Examiners of the degree programme that sets the relevant examinations.
3. Minors in the degree programme followed by students of other degree programmes, faculties *or institutes of higher education* are subject to the authority of the Board of Examiners of the degree programme.
4. A responsible Board of Examiners will be assigned in the event of interfaculty University Minors.

### B. Honours programme

Article 7.9b of the Act enables an excellence track (discussed by the University Council in September 2009 and on 28 January 2010).

### Article 8.5 – Bachelor’s Honours Programme

1. The Faculty participates in the Bachelor’s Honours Programme organized by the University of Groningen Honours College. The Bachelor’s Honours Programme does not form part of the regular Bachelor’s curriculum.
2. Students admitted to one of the Bachelor’s degree programmes offered by the Faculty can participate in the Bachelor’s Honours Programme if they are selected by the Dean of the University of Groningen Honours College. Please consult the Teaching and Examination Regulations of the University of Groningen Honours College for the selection procedure.

*If necessary/desired: the following selection criteria apply to participation in the Honours Programme ....*

Article 7.9b.2 of the Act: The board of the institution draws up regulations with regard to the selection referred to in Article 7.9b.1 of the Act.





The Programme Committee has the right of consent concerning any additional selection criteria defined by the Faculty; Article 7.13.2 v of the Act (*e.g. a minimum number of course units that must have been successfully completed*).

3. The Bachelor's Honours programme has a total student workload of 45 ECTS credit points, distributed over the three years of the Bachelor's programme. The Bachelor's Honours Programme, including the deepening Faculty part, is subject to the Teaching and Examination Regulations of the University of Groningen Honours College.

Policy based on Article 7.9b of the Act.

4. a. The Honours Programme does not form part of the regular Bachelor's curriculum. The results and marks do not count towards the awarding of an honours predicate for the Bachelor's programme.

Articles 7.4 and 7.4a.1 of the Act. The student workload of an academic Bachelor's degree programme is 180 ECTS credit points. The 45 ECTS for the Honours Programme thus fall outside the regular curriculum and the associated marks do not count towards the 'cum laude' or 'summa cum laude' predicates for the Bachelor's programme.

- b. The Diploma Supplement that accompanies the Bachelor's degree certificate will also list the results gained in the Bachelor's Honours programme.

Article 7.11.4 of the Act.

### C. **Pre-Master's programmes**

Article 7.57 i of the Act. Support to promote smooth progress from higher professional education to an academic Master's degree programme.

### **Article 8.6 – Pre-Master's programmes**

1. The Faculty offers Pre-Master's programmes to facilitate entry into a Faculty Master's degree programme.
2. Students who enrol in the Pre-Masters programme in ..... are registered for the Bachelor's degree programme as referred to in Article 1.1.1. (*possibly expand in the event of multiple Pre-Master's programmes*).

Chapter 6 of the University of Groningen Regulations for Registration and Tuition Fees. Article 1.1 h RIC provides a definition of the Pre-Master's programme.

3. The student workload and content of a Pre-Master's programme is determined on an individual basis by the Admissions Board.
4. The Admissions Board of the desired Master's degree programme will decide whether students are admitted to the Pre-Master's programme.
5. Students must complete the Pre-Master's programme within ..... (*the set time frame*).
6. *In addition to Article 8.6.5, students may only reregister for a Pre-Master's programme if they have earned at least ..... ECTS.*
7. The Board of Examiners of the degree programme as referred to in Article 1.1.1 has the authority to decide in matters concerning course units in the Pre-Master's programme.
8. The stipulations concerning Pre-Master's programmes in the University of Groningen Regulations for Registration and Tuition Fees apply.

## SECTION 9 EXAMINATIONS

### Article 9.1 – General

1. Each course unit is assessed by means of an examination.
2. *An examination can comprise a number of partial exams. The results of these partial exams together determine the examination result.*
3. The examination assesses students' academic development and mastery of the learning outcomes of the course unit.

*Article 7.3.3 of the Act. Every degree programme is concluded with a final assessment. Every course unit is concluded with an examination.*

4. The results of an examination are given as pass or fail, in numbers on a scale of 1 to 10, expressed as 6/5.5 or more for a pass and 5/5.4 for a fail.

Article 13 of the Model Rules and Regulations for Boards of Examiners.

### Article 9.2 – Participation in examinations

1. Students who register for a course unit in the degree programme in accordance with Article 3.8 of the OER are automatically registered for the examination for that course unit.
2. Notwithstanding the provisions of Article 9.2.1, students can register and deregister for examinations during certain periods to be further defined.

Policy on automatic examination registration. Introduced on 1 September 2014, approved by the CvB on 26 May 2014.

The Faculty Council has the right of consent concerning the periods to be further defined as referred to in Article 9.2.2; Article 7.13.2 x of the Act.

### Article 9.3 – Compulsory order

The examinations for the course units listed below may not be taken before the examinations for the associated course units have been passed:

a. propaedeutic phase:

- ..... after ..... has been passed
- ..... after ..... and ..... have been passed

b. post-propaedeutic phase:

- ..... after ..... has been passed
- ..... after ..... and ..... have been passed



etc.

*Article 7.13.2 of the Act:*

*Without prejudice to any other provisions in this Act, the Teaching and Examination Regulations set out the applicable procedures and rights and obligations with regard to teaching and examinations for each degree programme or cluster of degree programmes. This includes at least the following:*

*h. the number and order of examinations and when they can be taken*

*j. where necessary, the order, the periods and the number of times per academic year that examinations and final assessments may be taken*

*s. where necessary, a statement that admission to examinations is subject to successful completion of other examinations.*

The Faculty Council has the right of consent concerning this article in the OER; Article 7.13.2 h, j and s of the Act.

## **Article 9.4 – Examination frequency and periods**

1. There will be an opportunity to sit the examinations for the course units listed in Articles 4.1 and 7.1 at least twice in each academic year.

Policy based on Article 7.13.2 h of the Act.

The Faculty Council has the right of consent concerning any positive deviations from this provision; Article 7.13.2 h of the Act.

2. The periods in which examinations can be sat are listed in the Student Handbook and/or OCASYS. Partial exams can also be taken outside the period indicated.

Policy based on Article 7.13.2 h of the Act.

3. *Notwithstanding the provisions of Article 9.4.1, there will be only one opportunity in a certain year to take the examination for a course unit not taught in that year.* Policy
4. *Students may resit an examination for a course unit that is no longer offered at least twice during the first year after it has been removed from the curriculum.* Policy
5. *If a student has completed all the compulsory parts of a course unit to the best of their ability but has still not passed, then the examiner may give them the opportunity to take a supplementary or replacement test.*

Policy based on Article 7.13.2 l of the Act.

The Faculty Council has the right of consent concerning this article; Article 7.13.2 h of the Act.



## Article 9.5 – Assessment of placement/internship or research assignment

The assessment of a placement/internship or research assignment will be conducted by the on-site supervisor and the original commissioner, who will be appointed as examiners by the Board of Examiners.

Article 7.12c of the Act, appointment of examiners, and Article 7.13.2 d and t of the Act, the design of practical exercises and the requirement to participate in them.

Where necessary, the Programme Committee has the right of consent concerning the design of practical exercises; Article 7.13.2 d of the Act. The Faculty Council will have the right of consent if a provision is included about the requirements to participate in these exercises; Article 7.13.2 t of the Act.

## Article 9.6 – Thesis

1. A thesis can in principle be used for only one University of Groningen degree programme. Full or partial exemption for a degree programme's thesis may be granted by the Board of Examiners on the basis of a thesis written for another degree programme.

Article 7.12b.1 d of the Act. Duties and powers of the Board of Examiners, granting exemptions.

2. Each thesis is assessed by at least two examiners.

Article 12c of the Act: the Board of Examiners appoints examiners.

3. Article 10.1.7 on the storage period for theses applies.

4. *Students will be given the opportunity to write a final-year thesis at least twice per academic year.*

Article 7.13.2 j of the Act.

The Faculty Council has the right of consent concerning how many times a year this opportunity is offered; Article 7.13.2 j of the Act.

5. *The period(s) during which students can write theses will be published in the Student Handbook and/or OCASYS.*

Assessment policy memorandum, approved by the CvB on 16 June 2014 and discussed by the University Council on 26 June 2014. Based on Article 7.13.2 h of the Act.

The Faculty Council has the right of consent concerning these periods; Article 7.13.2 h of the Act.



6. *More detailed regulations on the design, content, time frame and assessment of the thesis can be found in the Regulations for Bachelor's and Master's theses, which form part of these Teaching and Examination Regulations. Policy.*
7. *If by the end of the period referred to in Article 9.6.5 the assessor(s) is/are of the opinion that the thesis cannot be awarded a pass mark, the student will be given one opportunity to remedy the work in order to be awarded a pass mark of 6 within a time frame defined by the degree programme.*

Assessment policy memorandum, approved by the CvB on 16 June 2014 and discussed by the University Council on 26 June 2014.

8. *The Board of Examiners is the only body that can deviate from the provisions of this Article at the written request of a student.*

Article 7.13.2 l of the Act.

9. *Students must satisfy the following requirements in order to qualify for supervision and assessment of the final-year thesis for the degree programme:*

Assessment policy memorandum, approved by the CvB on 16 June 2014 and discussed by the University Council on 26 June 2014.

*– they must have earned at least 60 ECTS credit points from the post-propaedeutic phase of the programme*

Article 7.13.2 s of the Act.

The Faculty Council has the right of consent concerning any admission requirements for examinations, including the thesis; Article 7.13.2 s of the Act.

*– their Bachelor's specialization must have been approved by the Board of Examiners (if this is required on the basis of Section 7).*

### **Article 9.7 – Form of examinations**

The Faculty Council has the right of consent concerning the form of examinations as set out in the Faculty Assessment Plan: Article 7.13.2 l of the Act.

1. Examinations will be taken in the form stated in OCASYS.

Assessment policy memorandum, approved by the CvB on 16 June 2014 and discussed by the University Council on 26 June 2014. Based on Article 7.13.2 l and m of the Act.

2. At a student's request, the Board of Examiners may allow an examination to be taken in a form different from that stated above.

Article 7.13.2 l of the Act.

3. Mock versions of each examination will be made available to practise with.

Policy on mock examinations. CvB decision, sent to the faculties on 20 October 2014.



## Article 9.8 – Request for an additional examination opportunity

Alternative examination regulation. For example:  
[https://nestor.rug.nl/bbcswebdav/institution/Rechtsgeleerdheid/Trinicom/Regelingen/2015-2016/Afwijkende\\_tentamenregeling\\_schriftelijke\\_tentamens1516.pdf](https://nestor.rug.nl/bbcswebdav/institution/Rechtsgeleerdheid/Trinicom/Regelingen/2015-2016/Afwijkende_tentamenregeling_schriftelijke_tentamens1516.pdf)

1. Students may submit a request for an additional resit to the Board of Examiners.
2. Such a request may be granted *if the student in question failed the relevant exam due to extraordinary circumstances and if not granting the request for an additional resit would result in unacceptable study delay.*
3. The following criteria apply to granting a request for an additional resit for the last course unit in the degree programme:
  - the course unit in question must be the last course unit that must be passed
  - *not granting the request would result in study delay of at least one semester*
  - *the examinee must have taken the last two regular exam opportunities for the course unit in question and have gained marks of at least 4 and 5.*

The Faculty Council has the right of consent concerning the criteria for granting an additional resit; Article 7.13.2 h & j of the Act.

## Article 9.9 – Board of Examiners responsible for electives taken at other degree programmes

1. A request to take an elective at another degree programme must be approved by the Board of Examiners of the student's own degree programme.

Article 7.12b.1 c of the Act.

2. The Board of Examiners of the other degree programme is authorized to set and assess the examinations and decide upon requests for alternative exam regulations.  
Article 9.10.2 applies.

Existing policy based on Article 7.12b.1 c of the Act.

## Article 9.10 – Examinations and functional impairment

1. Students with a functional impairment will be given the opportunity to take examinations in a form that will compensate as far as possible for their individual disability. If necessary, the Board of Examiners will seek expert advice from a student counsellor of the Student Service Centre (SSC) before making a decision.

Article 7.13.2 m of the Act.



The Faculty Council has the right of consent concerning the way in which students with a disability or chronic illness are given a reasonable opportunity to take examinations; Article 7.13.2 m of the Act.

2. With regard to examinations for electives taken at other degree programmes by students with a functional impairment, the Board of Examiners of the degree programme that sets the examination will comply with the facilities permitted by the Board of Examiners of the degree programme for which the student is registered.

Existing policy based on Article 7.12b.1 c of the Act.

### **Article 9.11 – Oral examinations**

Policy based on Article 7.13.2 l and n of the Act.

1. Unless the Board of Examiners decides otherwise, an oral examination may only be taken by one student at a time.
2. Oral examinations are public, unless the Board of Examiners or the relevant examiner stipulates otherwise or the student objects to the public nature of the examination due to extraordinary circumstances. *A second examiner may attend the oral exam at the request of the student or the examiner.*

The Faculty Council has the right of consent concerning the public nature of oral examinations, notwithstanding the Board of Examiners' authority to deviate from this in special circumstances; Article 7.13.2 n of the Act.

### **Article 9.12 – Marking of examinations and publication of marks**

1. After an oral examination, the examiner will assess the examination immediately and provide the student with a statement upon their request.

Policy based on Article 7.13.2 o of the Act.

2. The examiner will mark a written examination within ten working days of the day on which it was taken, and will provide the Faculty's administration department with the necessary details for registration of the result in ProgRESS.

Policy based on Article 7.13.2 o, p and q of the Act. The 10-day marking period was established by the CvB on 2 December 2003.

3. If an examination is taken in a form other than oral or written, the Board of Examiners will determine in advance how and when students will receive written confirmation of the result.

Policy based on Article 7.13.2 o of the Act.





4. Students can lodge an appeal against the results of an examination with the Central Portal for the Legal Protection of Student Rights (CLRS) within 6 weeks of the date on which the result was announced.

Article 7.61.1 e of the Act.

### Article 9.13 – Validity

Policy based on Articles 7.10.4, 7.13.2 k and 7.59a of the Act.

1. Completed course units remain valid indefinitely.
2.
  - a. *Contrary to the provisions of Article 9.13.1, the Board of Examiners may decide to require a student to take a supplementary or substitute examination for a course unit taken more than six (or: ..) years previously before allowing that student to progress to the final assessment if the student's knowledge is demonstrably outdated.*
  - b. *In the event of extraordinary personal circumstances, the term of validity will be extended to include the period during which the student in question receives support from the Graduation Fund.*
3. *Partial examinations and assignments passed within a course unit that has not been successfully completed will lapse at the end of the academic year in which they were passed.*

Where necessary, the Faculty Council has the right of consent concerning the limitation of the validity of course units passed; Article 7.13.2 k of the Act. This right is limited to the legal boundaries prescribed in Article 7.10.4, which came into force on 1-9-2017.

### Article 9.14 – Right of inspection

Policy based on Article 7.13.2 p and q of the Act.

The Faculty Council has the right of consent concerning the implementation of the right of inspection; Article 7.13.2 p and q of the Act.

1. On request, students have the right to inspect their marked work during a period of at least ... days after the results of a written examination have been made known. Also on request, they will be provided with a copy of the work at cost price.
2. Within the time frame stipulated in Article 9.14.1, any participant in the examination may request to be allowed to peruse the examination paper and the assessment criteria.
3. *The Board of Examiners can determine that this inspection or perusal will take place at a certain place and at two set times at least.*



*Students who can show that they were prevented by force majeure from attending at the indicated places and times will be offered another opportunity, if possible within the period stated in Article 9.14.1.*

### **Article 9.15 – Board of Examiners and examiners**

1. The Board of Examiners is the independent body that determines whether individual students have the knowledge, understanding and skills required to be awarded a degree.

Article 7.12.2 of the Act.

2. The Faculty Board appoints the members of the Board of Examiners on the basis of their expertise in the field of the degree programme (or cluster of degree programmes) in question.

Articles 7.12a.1 and 9.15.1 e of the Act.

3. The Board of Examiners must comprise at least:
  - a. one member who is a lecturer in the degree programme (*or in one of the degree programmes that are part of the relevant cluster of degree programmes*)
  - b. one member from outside the degree programme (*or one of the degree programmes that are part of the relevant cluster of degree programmes*).

Article 7.12a.3 a and b of the Act.

4. Members of the Faculty Board or other people who have financial responsibilities within the institution may not be appointed as members of the Board of Examiners.

Article 7.12a.3 c of the Act.

5. The Board of Examiners will appoint examiners to set examinations and determine the results.

Article 7.12c of the Act.

6. The Board of Examiners sets out Rules and Regulations for the Board of Examiners to assess and determine the results of examinations and final assessments.

Article 7.12b.1 b of the Act.

### **Article 9.16 – Cheating and plagiarism**

Articles 7.12b.2 and 3 of the Act.

1. Cheating is an act or omission by a student designed to partly or wholly hinder the forming of a correct assessment of his or her own or someone else's knowledge, understanding and skills. (Policy based on Article 7.12.3 of the Act)
2. Cheating also includes plagiarism, which means copying someone else's work without correct reference to the source. (Policy based on Article 7.12.3 of the Act)



3. If a student cheats, the Board of Examiners may exclude that student from participation in one or more examinations or final assessments for a maximum of one year.
4. In serious cases of cheating, the Board of Examiners may propose to the Board of the University that the student's registration be definitively terminated.
5. The Board of Examiners will set out its course of action in the event of cheating in its Rules and Regulations.

### Article 9.17 – Invalid examination

Article 7.12.2 in conjunction with 7.12b.2 of the Act.

In the event of irregularities with regard to an examination that are so serious that an accurate assessment of the examinee's knowledge, understanding and skills cannot be made, the Board of Examiners may declare the examination invalid for either an individual examinee or a group of examinees.

### Article 9.18 – Termination of registration

Article 7.42a of the Act and Article 6 RIC. *Protocol Iudicium Abeundi* [protocol for termination of registration] introduced on 1 March 2011; CvB decision 22 February 2011.

1. In cases of serious objectionable behaviour and/or remarks by a student, the Board of the University can in certain extraordinary cases, after advice from the Board of Examiners or from the Faculty Board, decide to terminate the registration of this student after having carefully assessed all the interests of the student and the institution and once it has been proven reasonable to assume that the student's behaviour and/or remarks prove them to be unsuitable for one or more of the professions for which they being trained in their degree programme, or for the practical preparation for that profession. In such cases the Faculty Board, the Board of Examiners and the Board of the University will follow the *Protocol Iudicium Abeundi* [protocol for termination of registration] as approved by the *Nederlandse Federatie van Universitaire Medische Centra* [Netherlands Federation of University Medical Centres] on 1 November 2010.
2. The stipulations in the *University of Groningen Regulations for Registration and Tuition Fees* apply.

## SECTION 10 FINAL ASSESSMENT

### Article 10.1 – Final assessment

1. The degree programme is concluded with a final assessment.

Article 7.3.3 of the Act.

2. a. On condition that the student's study programme has been approved, the Board of Examiners will determine the result of the final assessment as soon as the student has passed all the required examinations. The Board of Examiners may define terms to



this end. The result of the final assessment indicates that the student has acquired the necessary academic training. The Board of Examiners will issue a degree certificate to this end.

- b. If a student exceeds the relevant deadlines for approval of the study programme referred to under a, the Board of Examiners may postpone the student's graduation date. This date may then be in the academic year following the year in which the last examination was passed.

Article 7.10.2 in conjunction with 7.11.2 in conjunction with 7.12.2 of the Act in conjunction with 7.12b.1 b of the Act.

Authority of the Board of Examiners.

3. Before the result of the final assessment can be determined, the Board of Examiners may decide to test the student's knowledge of one or more course units or components of the degree programme, if and inasmuch as the marks for these course units provide a reason for doing so.

Article 7.10.2 in conjunction with 7.12.2 of the Act.

4. By determining the result of the final assessment, the Board of Examiners also commits itself to a speedy processing of the degree certificate ceremony.

Article 7.10.3 of the Act.

5. If a student wishes to postpone the date of graduation due to extra examinations that still need to be taken, they must submit a request to this end to the Board of Examiners in good time.

Article 7.11.3 in conjunction with 7.12b.1 e of the Act.

6. The graduation date is the date on which the final assessment is passed, as determined by the Board of Examiners in accordance with the provisions of Article 10.1.2, and not the date on which the degree certificate is presented to the student.

Article 7.10.2 of the Act.

7. The successfully passed final assessment as referred to in Article 10.1.1, and all assignments submitted within the framework of this assessment, will be kept on file by the Faculty Board for a period of at least 7 years.

Article 7.3.5 of the Act. Included because documents must be kept on file for the accreditation procedure which takes place once every six years.

## Article 10.2 – Degree certificate

1. Students will receive a certificate issued by the Board of Examiners as proof that they have passed the final assessment. Even if a student successfully completes more than one specialization within a degree programme, they will receive only one degree certificate. Article 3.5 applies.

Article 7.11.2 of the Act.

2. The Board of Examiners will issue an International Diploma Supplement with each degree certificate.

Article 7.11.4 of the Act.

3. If relevant, the results obtained in the Bachelor's Honours Programme will also be listed on the Diploma Supplement that accompanies the Bachelor's degree certificate.

Policy based on Article 7.11 of the Act.

### Article 10.3 – Degree

1. Students who have successfully passed the final assessment are awarded the degree of 'Bachelor of *Science / Arts / Laws*'.

Article 1.9.2 in conjunction with Article 7.10a.1 of the Act.

2. The degree awarded will be indicated on the degree certificate.

Article 7.11.2 d of the Act.

### Article 10.4 – Honours ('Cum Laude'/'Summa Cum Laude')

Policy, not a legal regulation. CvB decision of 11 May 2010 (memo 10/05237). The Board of Examiners is responsible for determining whether or not an honours predicate is awarded.

1. The Board of Examiners will determine whether or not the Bachelor's degree certificate will be awarded an honours predicate.
2. The following conditions apply:
  - a) The mark for the thesis must satisfy the following minimum conditions:
    - i. 'Cum laude': the mark for the thesis must be *at least 8.0*
    - ii. 'Summa cum laude': the mark for the thesis must be *at least 9.0*.
  - b) The weighted average (not rounded off) for all course units, excluding the thesis, within the examination programme approved by the Board of Examiners must be
    - i. *greater than or equal to 8.0* for 'Cum laude'
    - ii. *greater than or equal to 9.0* for 'Summa cum laude'
3. No honours are awarded if the student workload of the exemptions in ECTS credit points amounts to more than half the total number of ECTS for the degree programme. This stipulation does not apply to Double Degree programmes.
4. Honours may only be awarded if the examinations for the course units were taken only once.



5. Honours may only be awarded if no single course unit was awarded a mark lower than 7.0.
6. No honours will be awarded if a decision by the Board of Examiners has been taken to the effect that a student is no longer eligible for an honours predicate because cheating/plagiarism has been detected.
7. In certain circumstances, the Board of Examiners may depart from the provisions set out in Articles 10.4.2-6.

### **Article 10.5 – Assessment Plan**

Assessment policy memorandum, approved by the CvB on 16 June 2014 and discussed by the University Council on 26 June 2014; based on Article 7.3.2 of the Act. Article 7.13.2 c and Article 22.7 of the Faculty Regulations: the Faculty approves the Assessment Plan and the Board of Examiners evaluates it.

An Assessment Plan has been approved by the Faculty Board. This Assessment Plan is part of/forms an Appendix to the OER and comprises the following components:

1. the learning outcomes of the degree programme
2. the course units of the degree programme and the learning outcomes of each course unit
3. the relationship between course units and learning outcomes
4. the mode of assessment to be used and the test moments for each course unit
5. the test design, assessment procedures and assessment criteria used
6. A list of who is responsible for the implementation of the various components of the assessment policy
7. the method of regular evaluation.

The Programme Committee has the right of consent concerning point 1, the learning outcomes of the degree programme; Article 7.13.2 c of the Act. However, the Minister has responded to this in a letter to the institutions, explaining that students must not assess their own learning outcomes. As the letter does not mention sub c in the Programme Committee's right of consent, an amendment to the Act is expected.

The Programme Committee also has the right of consent concerning point 7, the method of regular evaluation; Article 7.13.2 a1 of the Act.

The Faculty Council has the right of consent concerning point 4; Article 7.13.2 h, j and l of the Act.

## SECTION 11 STUDY PROGRESS SUPERVISION

The Faculty Council has the right of consent concerning the method of study progress supervision and individual tutoring; Article 7.13.2 u of the Act.

### Article 11.1 – Study progress administration



The faculty board registers the individual study results of all students, and provides students with an overview of their study results at least twice a year and on request.

### Article 11.2 – Study progress supervision

Article 7.34.1 e in conjunction with 7.13.2 u of the Act

The Faculty Board will organize the introduction and the study progress supervision for students enrolled in the degree programme, partly to promote their progress and partly with a view to potential study options within and outside the degree programme.

## Studiejaar 2018-2019

Inhoud:

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In de Onderwijs- en Examenregeling zijn de specifieke rechten en plichten opgenomen die per opleiding van de Rijksuniversiteit Groningen gelden voor zowel student als opleiding. In het (algemene universitaire) Studentenstatuut staan de rechten en plichten die voor alle studenten gelden.

## SECTION 12 TRANSITIONAL AND FINAL PROVISIONS

### Article 12.1 – Amendments

1. Any amendments to these Regulations will, following a recommendation by and/or upon the approval of the Programme Committee and in consultation with – and where necessary upon the approval of – the Faculty Council, be confirmed by the Faculty Board in a separate decree.
2. Any amendments to these Regulations will not apply to the current academic year, unless it may reasonably be assumed that the amendment in question will not harm the interests of students.

General principle of proper administration: legal certainty principle.

3. In addition, an amendment may not influence any other decision concerning a student taken by the Board of Examiners under these Regulations to the disadvantage of students.

No deviations are made from the OER in individual cases.

### Article 12.2 – Publication

1. The Faculty Board will duly publish these Regulations as well as any amendments to them.
2. *Copies of these Teaching and Examination Regulations are available from the Faculty Office. These documents can also be found on the Faculty website via 'My University'.*

Article 7.59.2 in conjunction with 7.59.4 b of the Act.

### Article 12.3 – Evaluation

The Faculty Board will ensure that the OER is regularly evaluated, assessing at least – for the purpose of monitoring and if necessary adapting the student workload – the amount of time students need to complete their duties as set out therein.

Article 9.18.1 b of the Act.

### Article 12.4 – Date of commencement

These Regulations will take effect on 1 September 2018.