

BSA Manual

2010–2011

Colophon

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[www.rug.nl/medewerkers/werkenstudenten/
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Disclaimer

This English translation of the BSA handbook is intended to assist our English-speaking staff and students. In the event of a conflict between this text and the original Dutch text, the latter takes priority. No rights can be derived from the English translation.

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1. What is a Binding (negative) Study Advice (BSA)?

Binding (negative) Study Advice – a definition

After 1 September 2010, all students who start a degree in the first year of the Bachelor's phase will be faced with the BSA system (Dutch: Bindend Studie Advies).

A BSA (binding negative study advice) is a decision by the Faculty Board to expel a student from his/her degree programme, because that student failed to earn enough ECTS credits points/ did not pass the BSA threshold..

BSA threshold

The minimum number of ECTS credit points a student must earn to pass the BSA threshold is:

1. 40 ECTS credit points in your first year (38 ECTS for medicine and dentistry) and
2. Gaining the propaedeutic certificate by the end of your second year.

Study progress supervision

At the University of Groningen, the introduction of the Study Advice System has been linked to an intensification of study progress supervision. Every student will be allocated a contact person within the degree programme and receive regular study progress feedback. The feedback comprises study progress reports and a preliminary study advice after the second block of the first semester. If a student does not pass the BSA threshold, a BSA will be issued. There is only one exception to this: if the student has indicated that extraordinary circumstances have delayed progress and alternative agreements have been made as a result.

Consequences of a BSA

If a student is issued a BSA, he/she may not re-enrol for the same degree programme for a period of two years from 1 September of the next academic year.

2 Why a BSA?

2.1 Mutual commitment

The provision of education is the *raison d'être* of a university. For the University of Groningen, the key to good education is mutual commitment from the institution, lecturers and students. The institution can be expected to facilitate, support and where necessary stimulate educational improvements. Lecturers can be expected to be passionate teachers; they should stimulate and supervise students and be held accountable for this. Students can be expected to demonstrate dedication and ambition. Together they form an academic community.

2.2 BSA

The BSA has evolved out of this mutual commitment. The Study Advice System ensures that students in the propaedeutic phase are confronted with clear expectations concerning their results. The introduction of the BSA flows forth from the educational intensification plan and other improvement measures already introduced. It is the next step on the way to achieving the aims set out in the strategic plan: to initiate a change in academic culture that grants teaching and research equal status.

BSA threshold

The 40 ECTS BSA threshold must definitely not become the norm; it must be regarded as an absolute minimum. The norm must be to earn 60 ECTS credit points in the first year. Teaching and examination programmes must be designed in such a way that students are encouraged to aim for and be able to achieve 60 ECTS with sufficient effort.

2.3 Aim of the Study Advice System

Students must find their appropriate degree programme as quickly as possible. Students' study success is always in their own interests, as well as that of the institution. Students who have little chance of ever completing a specific degree programme will be expelled via the BSA. The BSA is thus an aspect of the orientating and clarifying role of the propaedeutic phase. The BSA means that students who perform poorly will be detected more quickly and they will be obliged to follow a process of selection or self-selection supervised by the institution.

An academic culture must be fostered

The aim is that students are stimulated to give their studies priority. The University is trying to do this with a wide range of measures, of which the BSA is one.

3 Regulations

3.1 BSA Threshold

A Binding (negative) Study Advice is issued when:

Full-time degree programme (all)

- > a student has earned fewer than 40 ECTS credit points by the end of the first year
- > a student has not gained the propaedeutic certificate by the end of the second year of the degree programme ('P-in-2').

Part-time degree programme

- > a student has earned fewer than 20 ECTS credit points by the end of the first year
- > a student has not gained the propaedeutic certificate by the end of the third year of the degree programme ('P-in-3').

N.B. A faculty board may exempt individual part-time students from the BSA system.

Exceptions

Medicine and Dentistry

- > a student has earned fewer than 38 ECTS credit points by the end of the first year
- > a student has not gained the propaedeutic certificate by the end of the second year of the degree programme.

Academic PABO (primary teacher training)

In the propaedeutic phase, students follow course units worth 30 ECTS credit points at the University of Groningen. The BSA threshold for these students is thus the same as the threshold for part-timers (at least 20 ECTS in the first year and then P-in-3).

BSA threshold and exemptions

If a student is granted an exemption for a certain course unit because he or she has already achieved an equivalent result elsewhere in the opinion of the Board of Examiners, then the number of ECTS credit points for that course unit must be included in the total number of credit points earned. This should be set out clearly in the Teaching and Examination Regulations (OER).

3.2 Validity of a BSA

Introduction with Cohort 2010-2011

Students who enrol for the first time in the propaedeutic phase of a degree programme in 2010-2011 will fall under the BSA system.

Exceptions

Students who were already enrolled in the propaedeutic phase:

Students who were already enrolled in the same degree programme in academic year 2009-2010 do not fall under the BSA system. Students with a university propaedeutic certificate/completed propaedeutic phase:

If a student has already passed the propaedeutic phase of a university degree programme (including at a university other than the University of Groningen), or has earned 60 ECTS credit points in the first year, that student shall not fall under the BSA system for the degree programme for which he or she enrolls in the propaedeutic phase.

Term of validity

A binding (negative) study advice (BSA) is valid for a period of 2 years from 1 September of the subsequent academic year.

Degree programme (CROHO/ISAT)

A BSA applies only to degree programmes with their own CROHO codes and not separately to variants therein.¹

¹The Academic PABO programme is an exception.

Degree programme clusters

A BSA issued for a particular degree programme may also apply to a cluster of related degree programmes. At the University of Groningen, certain degree programmes at the faculties of Economics and Business, Mathematics and Natural Sciences and Law have been clustered. The clusters are set out in the Implementation Decree in Appendix 7.2.

3.3 Enrolment

Multiple degree programmes

The BSA and enrolment in several degree programmes

Occasionally a student will have enrolled in two or more degree programmes. At our university, good students must be free to choose to follow two degree programmes. However, to then require that the student pass the BSA threshold for both degree programmes is asking too much. As long as the student passes the BSA threshold for one of the degree programmes, then the requirement lapses for the other degree programmes. Once a student passes the propaedeutic phase, he or she is exempt from the BSA threshold requirement for the other degree programmes (see 3.2 Validity of a BSA: introduction with cohort 2010-2011 – exceptions).

A binding (negative) study advice is a ban for all degree programmes

A student following several degree programmes who does not earn 40 ECTS/P-in-2 in any of them will be issued a BSA for all the degree programmes he or she has enrolled in.

Study progress overviews/preliminary study advice for all degree programmes

Students who are enrolled in several degree programmes will be sent a study progress overview, an interim advice and a definitive advice for each degree programme.

If a student is given a positive study advice for one of the degree programmes (i.e. has earned 40 ECTS or more in the propaedeutic phase), then he or she can show this to the other degree programme(s) and avoid being issued with a binding (negative) study advice there.

Study progress supervision

Students are automatically entered into the study progress supervision system for all the degree programmes they are enrolled in. If the student does not wish this, he or she should contact the relevant degree programme.

Enrolling in a 2nd degree programme after 1 February

Students who enrol in a second degree programme after 1 February will still have to pass the BSA threshold of 40 ECTS for one of the two programmes to be allowed to continue.

New degree programme, late enrolment

Registration after 1 September

Full-time degree: BSA threshold

Students who register between 1 September and 1 February have to pass the regular BSA threshold; they must earn at least 40 ECTS by the end of the academic year and gain their propaedeutic certificate within 2 years.

Part-time degree: BSA threshold

Students who register between 1 September and 1 February have to pass the regular BSA threshold; they must earn at least 20 ECTS by the end of the first year of registration and gain their propaedeutic certificate within 3 years. A faculty board may exempt individual part-time students from the BSA system.

Contact with the study advisor

Students who register after 1 September must make an appointment with a study advisor to see what the possibilities and potential problems are.

Registration after 1 February

New degree programme

A BSA threshold of 20 ECTS applies to registrations after 1 February, with the propaedeutic certificate needing to be gained by the end of the subsequent academic year (P-in-2 remains the requirement).

Second degree programme

The regular BSA threshold applies to registration after 1 February for a second degree programme: by the end of the academic year, the student must have passed the BSA threshold in at least one of the two degree programmes.

Part-time degree programme

A BSA threshold of 10 ECTS applies to registrations after 1 February, with the propaedeutic certificate needing to be gained by the end of the third academic year (P-in-3 remains the requirement).

Deregistration before 1 February

Genuine first-year students can stop their student grant without any problem between 1 September and 1 February if they do not reregister again in that academic year.

This 1 February date is also included in the BSA system as a benchmark point – stop or change programmes. If a student deregisters from the University of Groningen before 1 February, no BSA will be issued and the student can in principle start the same degree programme again the next year. What is

important here is the date that the student is actually deregistered at the University of Groningen and not the date on which the student submitted the request. A request for deregistration must therefore be submitted to Studielink in January at the latest.

Deregistration after 1 February

Students who deregister from their degree programme or the University of Groningen after 1 February will be issued a study advice for the degree programme for which they were registered for the first semester.

3.4 Extraordinary Circumstances

If extraordinary circumstances play a role, the BSA threshold may be adjusted accordingly. Below are some examples of extraordinary circumstances and the consequences for the BSA threshold.

Types of extraordinary circumstance

Personal circumstances

Special regulations apply to students faced with extraordinary circumstances (illness, family circumstances, performance disability, etc.). Above all, the regulations must closely match the circumstances as set out in the Graduation Fund Regulations. One difference with the Graduation Fund regulations is that the assessment of whether the relevant circumstances should affect the issue of a BSA or not takes place decentrally. The Board of the University has mandated this to the faculty boards.

Top sport

The regulations in the Graduation Fund also govern the recognition of top athletes. Just as in the case of personal circumstances, agreements will be made with the student about the required study progress.

Committee membership

In the first year, a committee membership is not a reason for study delay. From the second year of registration on, students on committees can apply for dispensation after agreeing a study plan with the study advisor.

Regulations governing personal circumstances

Recognizing personal circumstances involves the BSA system being adapted to the student's personal situation – this is known as tailored study advice. This means that when such circumstances occur, the question of whether they are such that a student can reasonably be expected to incur substantial study delay (with a lower limit of 10 ECTS), and thus prevent him or her passing the regular BSA threshold, must be examined. If this is the case, more detailed agreements will be made with the student about the expected performance.

The starting point remains that all students are expected to achieve the same results: the norm is to earn all the ECTS reasonably expected of students (60 ECTS, adapted to extraordinary circumstances). When making tailored agreements with students about the minimum levels of performance, the reference norm will be the same minimum result requirement, i.e. 2/3 of the

maximum number of ECTS available, depending on the design of the curriculum.

If such a situation arises in the first year, the requirement that the student must have gained the propaedeutic certificate by the end of the 2nd year remains valid (P-in-2). Should an extraordinary circumstance again make this impossible, the student must again make agreements about the performance expected. If a student does not gain the propaedeutic certificate within two years due to extraordinary circumstances but in both cases has achieved the norm agreed with the study advisor, he or she will receive a positive advice.

After two years, it will thus be clear for each cohort who has received a positive advice and who has not. The above requires clear task and role divisions between the study advisor on the one hand and the Faculty Board on the other. Within this framework, faculties may install a Faculty Committee that can advise the Faculty Board about the study plans agreed between students and study advisors. At the end of the academic year, the Faculty Board will take a definitive decision on whether or not to issue a BSA to a student affected by extraordinary circumstances. If the student has satisfied the agreed study plan, the Faculty Board will adopt the advice of the Faculty Committee and issue a positive advice. If the student has incurred more delay than expected, the Faculty Board will need to decide whether or not to issue a BSA. For example, if the delay can be shown to be the result of an extraordinary circumstance, the decision may be not to issue a BSA.

Students must report any extraordinary circumstance as quickly as possible. The same applies if the student is not able to keep to the agreed plan due to the circumstance. The regulations governing this are the same as the Graduation Fund regulations.

Official Committee for personal circumstances and standardization

The Board of the University has decided to set up a temporary (official) Committee for personal circumstances and standardization, whose duties are to provide adequate information and to ensure proper dovetailing and standardization. The official Committee has been instructed to ensure that all students are treated equally and that the norms are applied in the same way. This temporary Committee shall draw up guidelines for the various categories of circumstances, and can (on request) test whether the rules have been properly interpreted and implemented in roughly the same way. The Committee can also answer any questions study advisors may have.

The student counsellors are the first point of contact for the Committee, i.e. Jooske de Haseth, e-mail: J.de.Haseth-Doorenbos@rug.nl.

The Committee will keep study advisors and other interested parties regularly informed of the state of affairs.

Top sport regulations

The same regulations as for students with a personal circumstance (see above) apply to students who are top athletes. The criteria for recognition are the same as those in the Graduation Fund Regulations.

Students who wish to apply for the top sport scheme can be referred to the top sport coordinator: Cees Reitsma, e-mail c.r.reitsma@rug.nl

Committee membership regulations

Students who become a member of a committee in their first year of registration must pass the BSA threshold.

Students who join a committee in their second year must report this to the study advisor and draw up a study plan for that year with the study advisor.

Notwithstanding the general regulations for extraordinary circumstances, and depending on the number of committee months (months recognized by the Graduation Fund), students will be granted dispensation from (postponement of) propaedeutic course units that are still open from the first year.

- › 1 to 2 months: no dispensation
- › 3 months: 5 ECTS dispensation
- › 4 months: 10 ECTS dispensation
- › 5 months: 15 ECTS dispensation
- › 6 months: 20 ECTS dispensation

Students who qualify for dispensation will not have to gain the propaedeutic certificate within 2 years. However, the propaedeutic certificate must be gained in the next year, otherwise a BSA will be issued.

3.5 Objections and appeals

Appeal

Students can appeal against a BSA issued by the Faculty. Before a BSA is issued, the Faculty Board will send the student a negative advice notification. This gives the student the chance to put his or her side of the case to the Faculty. If after this procedure the student feels that a BSA has been incorrectly issued, he or she can appeal to the Board of Appeal for Examinations (CBE).

The Higher Education and Research Act (WHW) states that there must be a single point within a university where students can lodge appeals. To this end the University of Groningen has set up a Central Portal for the Legal Protection of Student Rights (CLRS). Within six weeks of the date the BSA was sent, students can appeal against it to the CLRS via www.rug.nl/studenten or by sending a letter to P.O. Box 72, 9700 AB Groningen.

The CBE will first try to mediate between the student and Faculty Board to reach agreement. If the mediation attempt is unsuccessful, an appeals procedure will be started.

Summary

- › Students who will not pass the BSA threshold will be sent a negative advice notification during the second semester
- › Students then have the opportunity to put their side of the case to a Committee set up by the Faculty Board
- › The Faculty Board issues a definitive study advice
- › Students can appeal against the Faculty Board's decision to the CLRS within 6 weeks of the date of the BSA.

3.6 BSA system in year 2

In academic year 2010-2011, the rules governing students who fall under the BSA system in their second year will be worked out in more detail.

4 Planning and implementation of the BSA system

In the next academic year, degree programmes at the University of Groningen will in principle conform to the timing set out on the enclosed card.

N.B. It is possible to deviate from this planning. Please always contact your own degree programme for the exact dates!

4.1 Planning

In order to ensure that planning within the organization is optimal, agreements have been made concerning the periods when advice will be issued and the marking and registration periods:

The academic year

The academic year at the University of Groningen starts at the same time for all degree programmes.

In 2010–2011 that will be on 6 September 2010.

The second semester for all degree programmes at the University of Groningen will start at the same time as far as possible. In 2010-2011, this will be on 7 or 14 February.

The second semester at the University of Groningen ends at the same time for all degree programmes (see also the N.B. below). In 2010-2011, that will be on 15 July.

All regular resits will take place before the end of the second semester (see also the N.B. below).

The definitive study advice will be issued in week 45 (in 2011 in the last week of July) at the latest.

N.B. Different agreements for the end of the academic year and the examination dates apply to the Faculty of Mathematics and Natural Sciences and the Faculty of Medical Sciences.

Marking periods and registration of results

Marking period

All examination results must be sent to the Student Administration Office on the tenth working day after the examination at the latest.

Registration period

The Student Administration Office will process all the examination results within three working days.

Dates for study advice notifications

Study Progress Overview

The degree programme will send an e-mail to each student with a written overview of results in the form of a study progress overview by 3 December 2010 (week 13) at the latest.

Preliminary advice

The degree programme will send an e-mail to each student with a written overview of results in the form of a preliminary advice between 21 February 2011 and 4 March 2011 (week 23 or 24).

Negative advice notification

In the period between week 24 and week 45 it will have become clear which students will not be able to earn enough ECTS credit points. Once it has been established which students will not pass the BSA threshold, the degree programme will send them a negative advice notification. If a student considers that there are mitigating circumstances, he or she will be given the opportunity to put his or her case.

Definitive Study Advice (binding if negative)

The Faculty Board will send students a Definitive Study Advice (binding if negative) by 29 July 2011 (week 45) at the latest.

Study advice before this date

Faculties will quickly be able to issue students who have earned 40 ECTS in the course of Block 3 or 4 with a positive study advice. This is particularly desirable with an eye to the extension of the residence permits of international students.

Faculties can issue students who will clearly no longer earn 40 ECTS in the course of Block 3 or 4 and who have not invoked 'extraordinary circumstances' with a definitive BSA.

Transitional regulations for Medicine and the Faculty of Mathematics and Natural Sciences

Academic year 2010-2011

The final date for announcing examination results to students is the second last working day of the first week of August.

In 2011 that is by 4 August.

A BSA will be issued by the first week in August at the latest. In 2011 that is by 5 August.

Academic year 2011-2012

The final date for announcing examination results to students is the second last working day of July. In 2012 that is by 30 July. A BSA will be issued by the end of the last week in July at the latest. In 2012 that is by 31 July.

5 Study progress supervision and the Study Advice System

5.1 Introduction

A crucial aspect of the implementation of the Study Advice System at the University of Groningen is the integrated supervision of the study progress of students. This supervision is conducted by study advisors, tutors and mentors, whose most important task is to provide students with all the information and supervision they need in their first year at university. The registration data, study progress and supervision that students receive throughout the academic year are stored in the central electronic study information system Progress.NET. If a student is issued a BSA, it is based on the data stored in this system. During the first year, study advisors, tutors and mentors play different roles; official decisions, however, are taken by specially installed faculty committees in whose names the advice, letters and decisions are sent to students. These official decisions concern the BSA system and exemption from it.

5.2 The role of the study advisor

The main task of the study advisor is to communicate with students and advise them concerning their study progress. The study advisor has access to the electronic system Progress.NET, where all study results are stored, comments can be posted and from where letters can be sent. The study advisor informs and advises the Faculty BSA Committee about students who through extraordinary circumstances during their studies, or for other reasons, will not be able to pass the BSA threshold of 40 ECTS (full-time) or 20 ECTS (part-time). It is also the study advisor's responsibility to refer students on to, for example, a course at the Student Service Centre (SSC) of the Student Affairs unit or to a care institution, and to advise them on how to plan their studies, transfer to a different degree programme or terminate their enrolment. A study advisor is also the link between the tutor, the mentor and the degree programme.

5.3 The role of the lecturer-tutor

In most cases, the tutor is a first-year lecturer who is also responsible for a group of first-year students. The main task of the tutor is to inform students as fully as possible of the characteristics of the degree programme they have chosen: the field, the requirements and the possible applications. The tutor can inform students about the content of the degree programme and refer them to other programmes if the study choice turns out to have been the wrong one. The tutor is also able to inform the study advisor of or draw his or her attention to possible or actual problems encountered by students. The tutor reports regularly to the study advisor.

5.4 The role of the student-mentor

In most cases the mentor is a senior student who guides a group of first-year students. The main task of a mentor is to inform first-year students at the start of the academic year how a university works, where they can find the information they need, and give them advice about studying and living in a

new environment. Mentors also play a crucial role in referring students to the tutor, other lecturers and the study advisor.

5.5 The role of the Faculty Committee

Each faculty will install a special Committee to evaluate the BSA system and the related decision-making process. This means that a study advisor does not make decisions about exemption from the BSA system or adaptations to the threshold; he or she merely advises the faculty BSA Committee. All official letters are signed by the Faculty Board.

5.6 Extraordinary Circumstances

If a student is unable to pass the BSA threshold of 40 ECTS (full-time) or 20 ECTS (part-time) due to extraordinary circumstances, the Faculty Committee may decide that a lower threshold may apply to this student. Extraordinary circumstances are circumstances over which the student has no control (force majeure) and which have a negative effect on study performance. Extraordinary circumstances may also be related to playing sport at a high level or membership of a university board (see the regulations in section 3.4).

5.7 Progress.NET

A new electronic study information system has been created for the BSA system – Progress.NET. This system integrates the information that is currently stored in ProgRESS WWW and Progress.NET. It contains all the necessary information for students on registration, an environment for comments and memos, links to letters to be sent at important points during the academic year, and other information about the BSA system.

5.8 Courses for study advisors

The Student Service Centre (SSC) of the Student Affairs unit offers a range of basic courses for starting study advisors, including recognizing study-related problems, meeting techniques, the role of the study advisor and information about the courses for students offered by the SSC. Courses for experienced study advisors can be followed at the National Association of Study Advisors (LVSA): www.lvsa.nl.

Courses and advice for tutors are tailored to their needs. Courses can differ significantly between faculties, but in general the aim is to instruct tutors in how to integrate study skills into their workshops. Mentors can participate in Basic Workshops for mentors, or follow supplementary workshops in the field of study skills or holding study progress meetings.

5.9 Supervision in the second semester

The expectation is that particular attention will have to be paid to counselling students in the second semester. Not only will some students change programmes after the first semester, a number of students will not pass the BSA threshold by the end of the academic year. Student counselling will have to be tailored to integrating new students into the system and referring students with difficulties to the various courses offered by the SSC.

6 Evaluation & the BSA system

In order to ensure that a BSA is correctly issued, the teaching linked to the BSA system must be of good quality and content. In fact, this means that two aspects must be systematically evaluated, namely:

The quality of the individual course units in the propaedeutic phase, and
The quality of the propaedeutic phase as a whole, with the emphasis on the fact that this phase has an orientational, selective and referral function and forms a coherent whole.

Both evaluations are performed under the auspices of the internal quality assurance procedure and the reports will follow the guidelines set out in 'In control of Educational Quality'

www.rug.nl/bureau/expertisecentra/azis/az/producten/onderwijsKwaliteitszorg.

6.1 Annual evaluations of propaedeutic course units

The annual course unit evaluations are performed in accordance with the procedure followed by the faculty/degree programme. To this end, every faculty/degree programme has a format that is followed within the framework of internal quality assurance. In the faculty annual report, the faculty will report the findings from the course unit evaluations, any resultant activities, and the desired and realised results of these actions.

6.2 Once every three years an evaluation of the propaedeutic phase as an independent part of the curriculum

In addition to the annual course unit evaluations, at least once every three years it must be investigated whether the propaedeutic phase actually does realise the function of orientation, selection and referral and give a representative picture of the rest of the degree programme. Only in this way can a student make a well-informed decision that a different degree programme would suit him or her better, and a well-founded study advice be issued. This procedure can also run via the internal quality assurance protocol of each faculty. To this end, faculties can make use of the procedure they use for curriculum evaluations. The evaluation of the propaedeutic phase as a separate unit is explicitly included in the list of aspects to be evaluated (see the 'In control of Educational Quality' document mentioned above). Reporting on the propaedeutic evaluation will once more take place via the faculty annual report.

6.3 Central evaluations of the implementation and effects of the BSA system

In discussions with the University Council, the Board of the University has decided to conduct the following evaluations in 2011, 2012 and 2013. The results will be discussed with the faculties and the participation councils and where necessary additional agreements will be made.

Academic year	Month	Evaluation
2011-2012	Nov -11	interim evaluation of the effects of the BSA system

		(study progress, dropout, switch)
	Nov -11	interim evaluation of implementation (preconditions, appeals issues, satisfaction)
	Nov -11	interim evaluation of transitional regulations for 2010 cohort
2012-2013	Nov -12	effects of the BSA system (study progress, dropout, switch)
	Nov -12	evaluation of the transitional regulations for cohorts 2010 and 2011
2013-2014	Nov -13	evaluation of the effects of the BSA system (study progress, dropout, switch)
	Nov -13	evaluation of implementation (preconditions, appeals issues, satisfaction)

7 Appendices

7.1 Conditions

Overview of conditions for issuing a BSA

The conditions have been drawn up within the legal framework for the BSA system. The University of Groningen regulations have also been fleshed out within this legal framework (appendix 3.2). The conditions formulated by the steering group have been arranged thematically. Each theme states clearly:

- › Essential conditions for introducing a BSA
- › Which essential conditions must be realized within which timeframe
- › Which facilities have been made available by the Board of the University.

When setting these conditions, the recommendations from the Memorandum 'De toets doorstaan' [Withstand the test] (see appendix 5) have played an important role. Please bear these recommendations explicitly in mind when reacting to the conditions.

N.B. Reactions regarding Bachelor's degrees or specializations taught in English should take the availability of English-language products and services into account.

Formal aspects of a BSA

1. A binding (negative) study advice (BSA) is issued when:

- › A student has earned fewer than 40 ECTS credit points by the end of the first year
- › A student has not gained the propaedeutic certificate by the end of the second year of the degree programme.

N.B. A BSA issued for a particular degree programme may also apply to a cluster of related degree programmes.

This is on condition that there is an overlap of at least 70% among the various propaedeutic phases.

N.B. A BSA is valid for a period of 2 years from 1 September of the subsequent academic year.

The academic year

2. The academic year at the University of Groningen starts at the same time for all degree programmes.

In 2010-2011 that will be on 6 September.

3. The second semester at the University of Groningen starts at the same time for all degree programmes.

In 2010-2011 that will be on 7 February.

4. The second semester at the University of Groningen ends at the same time for all degree programmes.

In 2010-2011, that will be on 15 July.

5. All regular resits will take place before the end of the second semester.

6. The definitive study advice will be issued in the last week of July at the latest.

Essential conditions

- › A semester is divided into 2 blocks, preferably each with the same study load.

In concrete terms, this results in the following division into teaching weeks: 10-10-10-12 (+ 1 week of unscheduled days).

- › Resits must be scheduled shortly after the normal examination, and no later than the following block without clashing with regular teaching.
- › There will be no resits in August.

Central facilities

- › Sufficient examination hall capacity is guaranteed.

Marking periods and registration of results

7. All examination results must be sent to the Student Administration Office on the tenth working day after the examination at the latest.
8. The Student Administration Office will process all the examination results within three working days.
9. The degree programme will send the student a written list of marks in teaching weeks 13 and 23 in the form of a study progress overview or preliminary study advice and in week 45 at the latest a negative advice notification (if applicable).
10. Faculties will quickly be able to issue students who earned 40 ECTS in the course of Block 3 or 4 with a positive study advice. This is particularly desirable with an eye to the residence permits of international students.
11. Faculties can immediately issue students who will no longer earn 40 ECTS in the course of Block 3 or 4 and who have not invoked 'extraordinary circumstances' with a definitive BSA.
12. All discussions, advice and agreements regarding students must be recorded in a support system that will be put at the faculties' disposal.

Central facilities

- › The support systems are capable of quickly creating a personalized letter and study progress overview, as well as a study advice or interim study advice.
- › There is a support system that is suitable for recording discussions, advice and agreements concerning individual students. The lecturer/tutor/mentor and study advisor should be able to use this system.
- › The SIS and Progress are able to block students with a BSA from registering for blocked degree programmes for a certain period of time (2 years).

Study progress supervision

13. There shall be an integrated approach to supervision, namely that the teaching supervision, the study progress supervision within the degree programme and the general university study progress supervision must complement each other.
14. In addition to their teaching and assessment duties, lecturers must also supervise students.
15. Every first-year student will be allocated a tutor/mentor at the start of the degree programme. This can be a lecturer, the study advisor, a student assistant or a senior student (depending on the nature of the degree programme).
16. Depending on the form (in a group or individual), a minimum number of contact moments must be guaranteed:
 - a. in groups: at least 1 x 2 weeks (block 1), 1 x 3 weeks (block 2); at least 1 x individual meeting in the second semester

- b. Individual: at least 2 x in the first semester and 1 x in the second semester.
- 17. Every degree programme must have at least 1 professional study advisor.
- 18. Progress interviews with students must be registered. At registration attention should be paid to:
 - a. contacts relevant for a BSA
 - b. the student's privacy.

Essential conditions

- › Lecturers and study advisors involved in study progress supervision must be easily contactable. In concrete terms, this means:
 - › E-mail (for quick questions; reaction within 2 working days)
 - › Telephone (for brief discussions; 3 x per week a telephone office hour and/or call back after a mail request)
 - › If relevant: Appointment during office hour (for a longer discussion of about 20 min; appointment within 10 working days)

Central facilities

- › Student Service Centre facilities for students
- › Student Service Centre facilities for faculty study progress supervisors
- › Dovetailing with faculty study progress supervisors

Teaching, examinations and quality assurance

- 19. The propaedeutic phase is representative; in concrete terms, this means the following with regard to learning outcomes:
 - a. The propaedeutic phase is characterized by a suitable balance between: knowledge, understanding, insight, application, analysis and reflection.
 - b. The propaedeutic phase provides an orientation to the main aspects of the Bachelor's phase: content, level, working methods and testing.
- 20. Evaluations will be held within the degree programme, partly based on student assessments:
 - a. every year: of propaedeutic course units regarding organization, content, testing, study load and timetabling.
 - b. periodically, and at least once every three years: of the propaedeutic curriculum as an independent part of the Bachelor's degree, regarding content, learning outcomes, design of the curriculum, timetabling, examination types and how it dovetails with national and international reference points.
 - c. every year: in line with a fixed assessment procedure, evaluation of the teaching qualities of lecturers (good practice: FEB assessment system).
- 21. Involvement of students in the degree programme shall be stimulated by a minimum of 12 contact hours a week, including small-scale active learning.
- 22. The timetabling must reflect a balanced spread of activities; there must be as little competition as possible between the various teaching and testing parts. Means to this end include block timetabling and partial examinations.
- 23. The quality of the testing is guaranteed. This means the following:
 - a. There is a procedure for the content-related and design-related assessment of tests in advance of the actual exam date.
 - b. If the pass percentage is less than 50%, the exam and the teaching will be analysed before the result is confirmed. The analysis of the exam and the teaching is the responsibility of the programme director. Confirmation of the result will be supported by the results of the analysis.

c. Degree programmes where the BSA system is going to be introduced in 2010 must have any examinations and course units with a pass percentage below 50% in the current academic year 2009-2010 evaluated and analysed.

24. Assessment and testing criteria must be transparent. This means the following:

a. At the start of a course unit, the testing criteria shall be published and the students informed.

b. Students will be given the opportunity to discuss the exam and receive feedback at a suitable and clearly communicated moment.

25. Teaching and examination timetables, testing criteria and post-mortem opportunities must be clearly communicated to the students, and in good time.

26. The feasibility and quality of the degree programmes must be the guiding principle behind the quality and quantity of the facilities.

Essential conditions

› A degree programme must have at least 15 contact hours.

› Continuous study requires the following: the opening hours of libraries and study facilities must be expanded, particularly in examination periods.

Central facilities

› Manuals and reports, including:

› De toets doorstaan (2007) [Withstand the test]

› Self-evaluations and QANU reports

Information

27. The faculties are cooperating on internal information provision about the BSA system through:

a. Information on faculty intranets/Nestor: regular updates of the state of affairs (continuous)

b. information meeting(s) for personnel about the educational philosophy/BSA system (February-May 2010)

c. Information for first-year students on the BSA system and study progress supervision

Central facilities

› digital newsletter (appears intermittently, from December 09)

› regular information in the Extra section of the UK

› progress discussions in the regular faculty/Office of the University/RM discussion forums (prog. directors, GOS, heads of the Education Offices, CORUG, etc.)

› information meetings on 7 December and in January/February/March 2010, thereafter when necessary (2nd meeting will definitely be before the Open Day on 5 March)

› verbal information and flyers at information events (starting with the Open Days on 6 November and 5 March)

› adapting the texts on www.rug.nl/studiekiezers in line with the teaching philosophy memo

› via the Straks Studeren paper [Studying soon] (February 2010)

› via online communities

7.2 Implementation Decision by the Board of the University

Decision in accordance with Articles 7.8b and 9.5 of the Higher Education and Research Act

The Board of the University of Groningen,

in its meeting on 20 April 2010,

Having regard to the fact that it is useful and necessary that a Study Advice System as referred to in Article 7.8b of the Higher Education and Research Act (WHW) be introduced for all Bachelor's degree programmes at the University of Groningen,

- › and having heard the opinion of the College of Deans hereover,
- › and given the reactions of the Faculties, contained in the relevant letters,
- › and taking into account the advice of the Study Advice Steering Committee
- › and bearing in mind the discussions with the University Council

Has decided the following:

Formal aspects

Study Advice System (BSA System)

- › Starting in academic year 2010-2011, the Bachelor's degree programmes at the University of Groningen shall be subject to a Study Advice System as referred to in Article 7.8b of the Higher Education and Research Act (WHW). This system shall include a negative advice as referred to in Article 7.8.c. Such a negative advice is referred to as a binding (negative) study advice (BSA).

Mandate

- › The authority to issue a Study Advice has been mandated by the Board of the University to the Board of the Faculty providing the Bachelor's degree programme
- › The Faculty Board will bear the following points in mind when exercising the power mandated to it.

BSA threshold for full-time degree programmes (40 (38) ECTS, 'P-in-2')

- › A BSA will be issued at the end of the first year of enrolment in the propaedeutic phase if fewer than 40 ECTS credit points have been earned, or if the propaedeutic certificate is not gained within two years of enrolment.
- › The degree programmes in Medicine and Dentistry have a different threshold for the time being – 38 ECTS instead of 40 ECTS.

Personal circumstances

[The Regulations governing Extraordinary Circumstances are set out in section 3.4]

Exemptions

- › If a student is granted an exemption for a certain course unit because he or she has already achieved an equivalent result elsewhere in the opinion of the

Board of Examiners, then the number of ECTS credit points for that course unit must be included in the total number of credit points earned.

BSA threshold for part-time degree programmes (20 ECTS, 'P-in-3')

› The BSA system also applies to part-time degree programmes. The part-time threshold is then 20 ECTS by the end of the first year of registration, and the propaedeutic certificate must have been gained within 3 years.

Registration after 1 September

› Although this may be considered not to be very sensible for many degree programmes on the grounds of educational content, the following applies to registrations after 1 September: between 1 September and 1 February of an academic year, the regular BSA threshold of 40 (38) ECTS applies. An initial enrolment in an academic year after 1 February: a threshold of 20 (19) ECTS applies for the first 6 months and further that the propaedeutic certificate must be gained within 18 months.

One BSA for several degree programmes

› Within the provisions of the WHW, the Board of the University can determine that a BSA also applies to other degree programmes.
› With regard to the Bachelor's degree programmes of the faculties, within this context this means the clusters set out in this decision. (See table below).

The BSA system and two (or more) enrolments in the propaedeutic phase

› Enrolment in the propaedeutic phase of 2 (or more) degree programmes means that the BSA system applies to one of those degree programmes. If 40 ECTS are earned in one of the degree programmes, then no study advice will be issued for the other programme(s).

If the student does not pass the BSA threshold in any of the degree programmes, then a BSA applies to all of the degree programmes.

Term of validity

› A BSA is valid for 2 years. This means that if a student is issued with a BSA, he or she cannot enrol in any of the degree programmes covered by that BSA for the next two years.

Additional rules

› Departing from or supplementary to the above, the Board of the University may set additional rules.

Faculty of Law Degree programme CROHO code	Title of degree programme:	Clustered with CROHO code	Title of degree programme
50017	B European Law School	50620 50700 56461 56827 56828 56829	B Recht en ICT B Rechtsgeleerdheid B Recht en Bestuur B Fiscaal Recht B Notarieel Recht B Internationaal en Europees Recht
50620	B Recht en ICT	50017 50700 56461 56827 56828 56829	B European Law School B Rechtsgeleerdheid B Recht en Bestuur B Fiscaal Recht B Notarieel Recht B Internationaal en Europees Recht
50700	B Rechtsgeleerdheid	50017 50620 56461 56827 56828 56829	B European Law School B Recht en ICT B Recht en Bestuur B Fiscaal Recht B Notarieel Recht B Internationaal en Europees Recht
56461	B Recht en Bestuur	50017 50620 50700 56827 56828 56829	B European Law School B Recht en ICT B Rechtsgeleerdheid B Fiscaal Recht B Notarieel Recht B Internationaal en Europees Recht
56827	B Fiscaal Recht	50017 50620 50700 56461 56828 56829	B European Law School B Recht en ICT B Rechtsgeleerdheid B Recht en Bestuur B Notarieel Recht B Internationaal en Europees Recht
56828	B Notarieel Recht	50017	B European Law School

		50620	B Recht en ICT
		50700	B Rechtsgeleerdheid
		56461	B Recht en Bestuur
		56827	B Fiscaal Recht
			B Internationaal en
		56829	Europees Recht
56829	B Internationaal en Europees Recht	50017	B European Law School
		50620	B Recht en ICT
		50700	B Rechtsgeleerdheid
		56461	B Recht en Bestuur
		56827	B Fiscaal Recht
		56828	B Notarieel Recht

Faculty of Economics and Business

Degree program me	Title of degree programme	Clustered with	Title of degree programme
CROHO code		CROHO code	
50643	B Accountancy en Controlling	50750	B Bedrijfseconomie
		56402	B Fiscale Economie
50750	B Bedrijfseconomie	50643	B Accountancy en Controlling
		50950	B Economics and Business Economics
		56402	B Fiscale Economie
50950	B Economics and Business Economics	50750	B Bedrijfseconomie
56402	B Fiscale Economie	50643	B Accountancy en Controlling
		50750	B Bedrijfseconomie

Faculty of Mathematics and Natural Sciences

Degree program me	Title of degree	Clustered with	Title of degree
CROHO		CROHO	

code 56286	programme B Life Science and Technology	code 56860	programme B Biologie
		56157 56989	B Farmacie B Farmaceutische Wetenschappen
56860	B Biologie	56286	B Life Science and Technology
		56157 56989	B Farmacie B Farmaceutische Wetenschappen
56157	B Farmacie	56860 56286	B Biologie B Life Science and Technology
		56989	B Farmaceutische Wetenschappen
56989	B Farmaceutische Wetenschappen	56860	B Biologie
		56286	B Life Science and Technology
		56157	B Farmacie
56980	B Wiskunde	56965	B Technische Wiskunde
56965	B Technische Wiskunde	56980	B Wiskunde
50206	B Natuurkunde	56962 50205	B Technische Natuurkunde B Sterrenkunde
56962	B Technische Natuurkunde	50206	B Natuurkunde
		50205	B Sterrenkunde
50205	B Sterrenkunde	56962 50206	B Technische Natuurkunde B Natuurkunde
56857	B Scheikunde	56960	B Scheikundige Technologie
56960	B Scheikundige Technologie	56857	B Scheikunde

7.3 Members of the BSA Steering Committee

Steering committee	Member	Function	tel. memb er	Deputy

CvB	F. Zwarts f.zwarts@rug.nl	RM	5290	
Coordinator	G. A. Mulder george.mulder@rug.nl	Head of AZ	5367	
FdL	R. Wagenaar r.wagenaar@rug.nl	Programme director	5176	Bruins
FEB	H. van Ees h.van.ees@rug.nl	Programme director	3705	Aalderink
FGG	M. de Baar m.p.a.de.baar@rug.nl	Vice Dean Education officer	4590	Buigel
FGMW	R. van Ouwerkerk r.j.van.ouwerkerk@rug.nl	Programme director	6374	Ruijssenaars
FR	J. Dijkstra j.j.dijkstra@rug.nl	Programme director	5784	Bouwman
FRW	P. Ike p.ike@rug.nl	Programme director	3878	Groen
FWB	K. Gardiner k.e.gardiner@rug.nl	Study Advisor	6157	Janssen
FWN	H. Hanson h.hanson@rug.nl	Programme director	4493	Oerlemans
UMCG	R. Hiemstra r.j.hiemstra@med.umcg.nl	Head of the Education institute	2885	Cohen
student UR	S. Schokker	SOG	0646492617	
student UR	M. Zwaan	Calimero	0628463352	
student FB	J. van Dijk	FB	0620552593	
student CUOS	Y. Hage	CUOS	0623583121	
Working group	Member		Telephone (050)363	
AZ	R. Klein Nagelvoort r.c.h.klein.nagelvoort@rug.nl G.A. Mulder george.mulder@rug.nl		5363	
			5367	
SZ	L. Kroes l.b.kroes@rug.nl		4683	
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			5444	
UOCG	H. Beldhuis h.j.a.beldhuis@rug.nl		3489	
Comm	P. Bouma p.bouma@rug.nl		5447	
Contact person Steering group/wor			Telephone	

king group			
	R. Klein Nagelvoort r.c.h.klein.nagelvoort@ru g.nl		(050)3635363

7.4 More information

University of Groningen website

› General portal for first-year students

www.rug.nl/eerstejaars

› Information about the Study Advice System and the BSA

www.rug.nl/medewerkers/bsa

› Educational Quality Assurance

www.rug.nl/bureau/expertisecentra/azis/az/producten/onderwijskwaliteitszorg

Protocol for internal quality assurance at the University of Groningen: ‘In Control of Educational Quality’ – available on the above website.

Trinicom

› Students’ questions

www.rug.nl/hoezithet

Student Service Centre

<http://www.rug.nl/studenten/voorzieningen/studentenservicecentrum>

UOCG

www.rug.nl/uocg/index

7.5 University of Groningen Graduation Fund Regulations 2010-2013

These regulations were approved by the Board of the University of Groningen in June 2010, on condition that agreements are reached with the Executive Board of the Hanze University of Applied Sciences Groningen on the level of committee grants.

After agreement is reached, the regulations will be published at:

www.rug.nl/bureau/expertisecentra/abjz/producten/index