



university of  
 groningen

**Faculty of ....**

**Model**

**Teaching and Examination Regulations (OER)**

**Bachelor's degree programme in**

.....

**for academic year 2016-2017**



rijksuniversiteit  
 groningen

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**The Teaching and Examination Regulations 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.**

## Section 1 General provisions

### Article 1.1 – Applicability

1. These Regulations for academic year 2016-2017 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 institutes of higher education are subject to the Teaching and Examination Regulations of that programme, faculty or institute.
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 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 degree 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 issued at the end of the academic year, which can be either negative, provisionally positive or positive, in accordance with Article 7.8b.1 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 advisory body that fulfils the duties referred to in Article 9.18 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.**

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

## **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).*

***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 1will 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.**

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

1. Holders of a propaedeutic certificate from the HBO Bachelor's programme in ...../University Bachelor's programme in .....or Open University 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 .....or Open University 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:  
  
.....  
.....
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:*  
  
.....  
.....

## **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 Board of Examiners – before registration – to pass a Dutch or English language test, depending on the language of instruction 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 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 his/her 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 2.5 – Admissions Board**

1. The Admissions Board has the power to take decisions on behalf of the Faculty Board in matters concerning admission to the degree programme.
2. The Admissions Board consists of:
  - a member, also the chairperson, selected from the professors who teach the degree programme
  - one member / two members selected from the other academic staff who teach 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.

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

1. **There is one intake date per academic year, namely 1 September of each year.**
2. ***In addition to this intake date, there are several application dates on which registration may take place upon the approval of the Admissions Board.***
3. ***Distinctions can be made into different categories of students (see the letter sent to the Faculty Boards on 9/10/15 about Bachelor's intake for more information).***

#### **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 the University of Groningen Regulations for Registration and Tuition Fees (RIC) and the Faculty matching procedure apply.
  - If Article 2.6 sets out a second or third application date **for the propaedeutic phase of the degree programme**, in addition to the 1 September intake date, a mid-term matching activity must be offered, including at least completion of a University-wide questionnaire. Additional matching activities are optional.
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 University-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 that in terms of the BSA falls into the same cluster are exempted from participation in matching activities. *(N.B. Only include this article if the degree programme falls into a BSA cluster.)*

## **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 achieved
  - 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 a further study career. 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 subject 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 is partly based on the weighing of 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.

### **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.*

### **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.*

### **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.*

### **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.
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.

### **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.

### **Article 3.7 – Organization and examinations of the degree programme**

1. The degree programme incorporates the following final assessments:
  - a. the propaedeutic assessment
  - b. the 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 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.*

## **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 with their related 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 4.2 – Exemptions**

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 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 he/she has 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.

## **SECTION 5 STUDY ADVICE**

### **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.*

2. Students will receive a written preliminary study advice as soon as possible **after the first semester**, and in any case before 1 March.
3. The preliminary study advice should be considered as a warning if there is a question of insufficient study progress, giving students the chance to improve their performance.
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 (or provisionally positive) study advice within the meaning of Articles 5.2.2 a and b, he or she 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 him or her to a different degree programme.

### **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:
  - a. positive, for students who have successfully completed the propaedeutic programme
  - b. provisionally positive, for students who have earned at least 45 ECTS (*or 20 ECTS for part-time students*) in the propaedeutic programme. This advice is accompanied by the condition that the propaedeutic phase must be successfully completed by the end of the second year of study (P-in-2)
  - c. 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 the end of his/her 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.*
4. Students who were issued a provisionally positive study advice in accordance with Article 5.2.2b will be assessed at **the end of the second year of registration** in the degree programme (*or at the end of the third year for part-time students; P-in-3*), and by 31 July at the latest, to see whether they satisfy the requirements for a positive study advice.
  1. if the student now satisfies the requirements for the propaedeutic certificate (P-in-2), the provisionally positive study advice will be converted into a definitive positive advice.
  2. if the student still does not satisfy the requirements for the propaedeutic certificate (no P-in-2),

this means that the conditions of the provisionally positive study advice have not been satisfied. The provisionally positive advice will therefore lapse and be converted into a negative study advice, which is binding for the student.

5. The Faculty Board will take extraordinary circumstances into account in its decision on which study advice to issue in the first year of registration as well as the assessment of the provisionally positive study advice in the second year of registration. Extraordinary circumstances may include
  1. *personal circumstances* as referred to in Article 5.4, as well as
  2. *recognized committee positions* in the second year of registration on the grounds of a provisionally positive advice.

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

#### ***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 a student has successfully completed the propaedeutic phase of one degree programme, he or she is exempt from the BSA requirements for all other programmes.

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

2. Students who have already passed 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 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 re-register in a subsequent academic year. The BSA regulations for the academic year in which they re-register 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 have earned 20 ECTS in the propaedeutic phase of the degree programme (*or 10 ECTS for part-time students*) by the end of the second semester of the first academic year of registration. The propaedeutic phase must have been completed by the end of the second academic year of registration (P-in-2) (*or by the end of the third academic year of registration for part-time students*). In all other cases, the provisions of Article 5.2 will apply *mutatis mutandis*.

### **Article 5.4 – Personal circumstances**

1. When deciding whether to issue a binding (negative) study advice, the Faculty Board will take a student's personal circumstances into account at that student's request. The evaluation of personal circumstances will also take into account the student's study behaviour, the agreements made and/or the study plan drawn up in consultation with the study advisor, when the personal circumstances were reported and the study results achieved by the end of the first year of study.
2. Students must report personal 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 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.
3. Students who fail to satisfy the BSA threshold by the end of the first year of the propaedeutic phase due to circumstances as referred to in Article 5.4.1, but who do satisfy the **adapted threshold referred to in Article 5.4.2**, will be issued a provisionally positive study advice.
4. Students who are issued a provisionally positive study advice will be assessed at the **end of the second year of registration** in the degree programme to see whether they satisfy the requirements for a positive study advice.
  - a. The provisionally positive study advice will be converted into a definitive positive study advice if:
    1. the propaedeutic phase has been successfully completed (P-in-2)
    2. as a result of personal circumstances **in the second year of study** the student has not successfully completed the propaedeutic phase by the end **of the second year of study**, but has passed the **adapted** BSA threshold agreed upon. The provisions of Article 5.4.1 will apply *mutatis mutandis*.
  - b. The provisionally positive study advice will be converted into a negative study advice, which is binding for the student (BSA), if the student has not successfully completed the propaedeutic phase by the end of the second year of study, and has also failed to satisfy the adapted BSA threshold for the second year of study, if one was agreed upon.



5. *Provisional admission as set out in Article 6.1.2 only applies to course units in the first year of the post-propaedeutic phase (i.e. the second year of the Bachelor's degree programme). To participate in course units in the second year of the post-propaedeutic phase (i.e. the third year of the Bachelor's degree programme), the student must have passed the final assessment of the propaedeutic phase.*

### **Article 6.2 – Admission to the post-propaedeutic phase: hardship clause**

The Board of Examiners may deviate from the stipulations of Article 6.1 in situations where changes to the curriculum or educational force majeure would demonstrably lead to a situation of unfairness of an overriding nature. This is only possible in unique personal circumstances that are so unusual that admission cannot in all reasonableness be denied.

### **Article 6.3 – Study plan**

1. All students who have been issued a provisionally positive study advice as referred to in Section 5 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.

## **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 with their related student workloads:
  1. .... (..ECTS), (*Major*);
  2. .... (..ECTS), (*Major*);
  3. 15 or 30 (2 x 15 ) ..... (..ECTS), (*Minor*)
  4. etc.
2. Students can fill in 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)*
3. *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)

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

### **Article 7.2 – Replacements and electives followed elsewhere**

1. *Following a substantiated request by a student, the Board of Examiners may grant permission to:*
  - a. *replace 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. *to 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.*

### **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....***

## **SECTION 8                      OTHER SPECIALIZATIONS**

### **A. Minor**

#### **Article 8.1 – Minor**

1. The Minor room can be filled in 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 in 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 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 own 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 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 ....*
3. The Bachelor’s Honours Programme has a total student workload of 45 ECTS credit points, divided 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.

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

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

#### **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-Master's programme in ..... are registered in the Bachelor's degree programme as referred to in Article 1.1.1. (*possibly expand in the event of multiple Pre-Master's programmes*).
3. The Admissions Board of the desired Master's degree programme will decide whether students will be admitted to the Pre-Master's programme.
4. 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.
5. The stipulations concerning Pre-Master's programmes in the University of Groningen Regulations for Registration and Tuition Fees 2015-2016 apply.

## **SECTION 9 EXAMINATIONS**

### **Article 9.1 – General**

1. Each course unit is assessed by means of an examination.
2. The examination assesses the students' academic development and mastery of the learning outcomes of the course unit.
3. The results of an examination are given as pass or fail, in numbers on a scale of 1 to 10, expressed as 6 or more for a pass and 5 or less for a fail.

### **Article 9.2 – Participation in examinations**

1. **A student who registers for a course unit in the degree programme in accordance with Article 3.8 of the OER is 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.**

### **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 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.
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.
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.*
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.*
5. *If a student has completed all the compulsory parts of a course unit to the best of his or her ability but has still not passed, then the examiner may give him or her the opportunity to take a supplementary or replacement test.*

### **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 9.6 – Thesis**

1. A thesis can in principle only be used for one University of Groningen degree programme. Full or partial exemptions 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.
2. Each thesis is assessed by at least two 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 twice per academic year.*
5. *The period(s) during which students can write theses will be published in the Student Handbook and/or OCASYS.*
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.*
7. *If by the end of the period referred to in Article 9.5.5 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.*
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.*
9. *Students must satisfy the following requirements in order to qualify for supervision and assessment of the final-year thesis for the degree programme:*
  - *they must have earned at least 60 ECTS credit points in the post-propaedeutic phase of the programme*
  - *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**

1. Examinations will be taken in the manner stated in OCASYS.
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.
3. Mock versions of each examination will be made available to practise.

### **Article 9.8 – Request for additional resit**

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 to 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 at least marks of 4 and 5.*

### **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.
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.

### **Article 9.10 – Examinations and functional impairments**

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 impairment. If necessary, the Board of Examiners will seek expert advice from a student counsellor of the Student Service Centre (SSC) before making a decision.
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.

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

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 and/or the examiner.*

### **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.
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.

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.
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 9.13 – Validity**

1. Completed course units remain valid indefinitely.
2. *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 five years previously before allowing that student to progress to the final assessment.*
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.*

#### **Article 9.14 – Right of inspection**

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.
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.
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)*.
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.
  5. The Board of Examiners will appoint examiners to set examinations and determine the results.
  6. The Board of Examiners will set out the Rules and Regulations of the Board of Examiners.

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

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.
2. Cheating also includes plagiarism, which means copying someone else's work without correct reference to the source.
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**

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 (Iudicium Abeundi)**

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 him/her to be unsuitable for one or more of the professions for which he/she is being trained in his/her 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.
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, thereby acquiring the necessary academic training, and will to that end issue a degree certificate.
  - b. **If a student exceeds the relevant deadlines for approval of the study programme referred to under a**, the Board of Examiners may postpone his or her graduation date. **This date may then be in the academic year following the year in which the last examination was passed.**
3. Before 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.
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.
5. If a student wishes to postpone the date of graduation due to extra examinations that still need to be taken, he or she must submit a request to this end to the Board of Examiners in good time.
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.
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 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, he or she will receive only one degree certificate. Article 3.5 applies.

2. The Board of Examiners will issue an International Diploma Supplement with each degree certificate.
3. If relevant, the results achieved in the Bachelor's Honours Programme will also be listed on the Diploma Supplement that accompanies the Bachelor's degree certificate.

### **Article 10.3 – Degree**

1. Students who have successfully passed the final assessment are awarded the degree of 'Bachelor of *Science / Arts / Laws*'.
2. The degree awarded will be indicated on the degree certificate.

### **Article 10.4 – Honours ('judicium')**

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 is 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 less 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 deviate from the provisions set out in Articles 10.4.2-6.

8. Students who started the degree programme before 1 September 2010 continue to fall under the honours regulations that applied to them on 31 August 2010.

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

An Assessment Plan has been approved by the Faculty Board, comprising the following topics:

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 used and the assessment moments for each course unit
5. the test design and assessment procedures and assessment criteria used
6. who is responsible for the implementation of the various components of the assessment policy
7. the method of regular evaluation.

## **SECTION 11 STUDY PROGRESS SUPERVISION**

### **Article 11.1 – Study progress administration**

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

### **Article 11.2 – Study progress supervision**

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.

## **SECTION 12 TRANSITIONAL AND FINAL PROVISIONS**

### **Article 12.1 – Amendments**

1. Any amendments to these Regulations will, after due consultation with 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.

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 that student.

### **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 12.3 – Date of commencement**

These Regulations will take effect on 1 September 2016.

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