Faculty of Spatial Sciences

Teaching and Examination Regulations (TER) Bachelor’s degree programme in Spatial Planning and Design for academic year 2019-2020
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.

These Regulations were decreed by the Board of the Faculty of Spatial Sciences on 25-06-2019 and approved by the Faculty Council and the Programme Committee where required on 09-07-2019.
SECTION 1: GENERAL PROVISIONS

Article 1.1 - Applicability

1. These Regulations for academic year 2019-2020 apply to the teaching, examinations and final assessment of the Bachelor’s degree programme in Spatial Planning and Design, CROHO degree programme code 56194, 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 Spatial Sciences of the University of Groningen, hereinafter referred to as the Faculty.

3. These Teaching and Examination Regulations also apply to students of other degree programmes, faculties or institutes of higher education, insofar as they follow course units in one of the degree programmes (including Minors) offered by the Faculty to which these Regulations apply.

4. Course units or Minors that students of the degree programme as referred to in Article 1.1.1 follow in other degree programmes or at other faculties or higher education institutions are subject to the Teaching and Examination Regulations of that programme, faculty or institution.

5. These Articles (only articles 1.1.1, 1.1.4, 1.1.5, 1.2, 3.1-3.3, 3.4.3, 3.8, 8.6, 9.1, 9.2, 9.4-19, 11 and 12) 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.

Article 1.2 - Definitions

The following definitions apply to these Regulations:


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

gh. Propaedeutic phase: the first 60 ECTS credit points of the formal Bachelor’s programme as defined in Article 7.8 of the Act

h. Post-propaedeutic phase: the part of the Bachelor’s degree programme following the propaedeutic phase
i. **Study progress overview**: a written overview of study results and their ECTS credit points, which is sent to students by e-mail

j. **Preliminary study advice**: a written overview of study results accompanied by a preliminary study advice, which is issued to students halfway through the academic year

k. **Definitive study advice**: a study advice that is issued only once and which may result in rejection of the student in question, in accordance with Articles 7.8b.1 and 7.8b.2 of the Act

l. **Binding (negative) Study Advice**: a negative study advice that is binding for the student in question and means the student may not continue with the degree programme, in accordance with Article 7.8b.3 of the Act

m. **Major**: all compulsory course units in the propaedeutic and post-propaedeutic phases

n. **Minor room**: the space available for students to specialize within the degree programme

o. **Minor**: a coherent set of course units that can be followed within the Minor room

p. **University Minor**: a broadening Minor that students can follow either at their own or a different Faculty

q. **Personal Minor**: a broadening or deepening Minor that students can compile themselves and follow either at their own or a different Faculty

r. **Test or examination**: a test of the knowledge, understanding and skills of students, including an assessment of the results

s. **Final assessment**: the final assessment for the Bachelor’s degree which is considered to be passed once all the requirements of the 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 an internship
   - participation in another educational activity designed to teach certain skills

w. **Board of Examiners**: an independent body with the duties and powers as set out in Articles 7.11, 7.12, 7.12b and 7.12c of the Act, including assessing whether the requirements of the final assessment have been met

x. **Admissions Board**: the board that has decision-making powers in matters concerning admission to the degree programme on behalf of the Faculty Board

y. **Examiner**: a person appointed by the Board of Examiners to set examinations and determine their results

z. **VWO diploma**: pre-university certificate in accordance with Article 13.1 of the Secondary Education Act or Article 7 of the Secondary Education Act BES

aa. **Programme Committee**: the consultative and advisory body that fulfils the duties referred to in Articles 9.18 and 9.38c of the Act

bb. **Regular student**: a student who is not a part-time, Minor or non-degree exchange student

c. **Matching**: matching activities and degree programme advice in accordance with Article 7.31a ff. of the Act, further elaborated in Chapter 3 of the University of Groningen Regulations for Registration and Tuition Fees.
Extraordinary circumstances: circumstances such as those referred to in Article 7.51 of the Act, and which will be taken into account when formulating a decision within the meaning of Articles 5.4, 9.8 and 9.13. For the UG, the Graduation Fund Regulations 2019–2020 contain an elaboration of Article 7.51 of the Act. In these Regulations, extraordinary circumstances include, in any case, a disability or chronic illness, illness, pregnancy and delivery, extraordinary family circumstances, a degree programme which is not feasible, students with an elite sports status (issued by the elite sports coordinator), students with a ‘student entrepreneur status’ (issued by the UGCE), membership of a consultative participation body.

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

SECTION 2: QUALIFICATIONS AND ADMISSION

Article 2.1 - Admission to the programme

1. A VWO diploma (including Wiskunde (Mathematics) A or B 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 (including an equivalent to Wiskunde (Mathematics) A or B) will also be granted admission to the degree programme.

3. Article 2.3. applies to holders of a certificate as referred to in Article 2.1.2.

Article 2.2 - Admission to the programme based on a University of Applied Sciences (Dutch: HBO), University or Open University propaedeutic certificate

Holders of a propaedeutic certificate from a degree programme 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:
- English (VWO level)
- Mathematics A or B (VWO level)

Article 2.3 - Language requirement for foreign certificates

Students who have been admitted to a degree programme on the basis of a foreign certificate or degree may be asked by the Admissions Board – before registration – to pass an English language test to be administered by an agency stipulated by the Admissions Board. 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 80 or an IELTS score of 6.0 with a minimum of:

- Listening 6.0
• Reading 6.0
• Speaking 6.0
• Writing 6.0

**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:

   English (VWO level)
   Mathematics A or B (VWO 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 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 decide on behalf of the Faculty Board in matters concerning admission to the degree programme.

2. The Admissions Board consists of:
   - two members, including one chairperson, selected from the academic staff who teach in the degree programme.

3. The study advisor for the degree programme (or an equivalent member of staff) will be appointed as an advisory member and also secretary.

4. The Faculty Board selects the members of the Admissions Board and is responsible for specifying the details on the admissions procedure.

**Article 2.6 - Intake date and application dates**

1. There is one intake date per academic year, namely 1 September of each year.

2. The provisions of this Article also apply to students who reregister for the same degree programme.
3. In addition to this intake date, there are several application dates on which registration may take place upon the approval of the Admissions Board, namely 1 November, 1 February and 1 April.

4. Different categories of students may be distinguished. Article 2.6.3 only applies to students who have been registered to the programme before.

5. A request for admission after 1 September may be submitted to the Admissions Board by email. A decision regarding this application will be taken within 6 weeks.

**Article 2.7 - Matching**

1. Prospective students who register after May 1st, are required to attend the matching activities related to the degree programme in question. Prospective students will be issued with a degree programme advice based on their participation in the matching activities.

2. The stipulations in Chapter 3 of the University of Groningen Regulations for Registration and Tuition Fees (RIC) and the Faculty matching procedure apply.

3. University of Groningen students who wish to register for the propaedeutic phase of the degree programme in the course of an academic year in accordance with Article 2.6.2 and who satisfy the entry requirements, will be admitted upon completion of one or more mid-term matching activities, to be determined by the Faculty Board

**Article 2.8 – Admission to premaster programmes**

1. The faculty offers pre-master’s programmes to facilitate entry into the faculty master’s degree programmes. Direct access is given to the premaster programmes preparing students for the master programmes (a) MSc Environmental and Infrastructure Planning and (b) MSc Socio-Spatial Planning are students holding a bachelor degree of an accredited degree programme with a study load of 240 credits of an University of Applied Sciences or a bachelor degree of an accredited degree programme with a study load of 180 credits of a research university. These students also need to meet the other admission requirements as mentioned in article 2.8.4 and 2.8.5.

2. Students can be admitted to only one of the in article 2.8.1 mentioned premaster programmes within a period of 3 years after the first admission to a premaster programme of FSS. The admission is granted for one year and can only be extended, with a period of one year maximum, if the student received a minimum of 45 credits of a 60 ECTS premaster programme in the first year (the year of admission). If receiving a premaster of only 30 ECTS, a minimum of 20 ECTS should be received in the first year.

3. If a student’s admission to the programme is not extended, the student can apply for the regular bachelor programme.

4. Students must satisfy at least the following English language requirements:

   - mastery of English at VWO (Dutch higher education) level or equivalent to this level, with the subsequent test scores
     * TOEFL iBT: 80 (min. 20 on each section)
     * IELTS: 6.0 (min. 6.0 on all sections, see art. 2.3)
     * CAE or CPE: grade A, B or C
• University of Groningen Language Center Test B2/C1
   - if a student is a native English speaker, an exemption can be given by the Admission Board

5. Students from an University of Applied Sciences need to have a weighted average of a grade 7.0 or higher of year 2 until 4 of the bachelor programme.

6. Students with a bachelor’s degree that does not meet the requirements in Article 2.8.1 can submit a request for admission to the premaster programme to the Admission Board of the master’s degree programs.

SECTION 3: CONTENT AND STRUCTURE OF THE DEGREE PROGRAMME

Article 3.1 - Aims and learning outcomes of the degree programme

The degree programme is designed to:
   a. impart knowledge, skills and understanding in the field of Spatial Planning and Design, 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
      - the use of specific knowledge of a field in a wider academic, philosophical and social/cultural context
      - behavioural norms that apply during the degree programme and in the academic world
   c. prepare students for further studies. Students become familiar with the theory and practice of academic research from the very start of their Bachelor’s degree programme.

1. Knowledge and understanding

Graduates have demonstrated a proficiency in knowledge and understanding in a field of study that builds upon their general secondary education, and is typically at a level that graduates are able to, whilst supported by academic literature, study the frontiers of their field of study.

A. Graduates can reproduce an overview of past and present developments in the field of spatial planning and human geography.

B. Graduates can explain the complexities of spatial planning and design while paying attention to the relationships between planning and the dynamic social, physical and institutional context.

C. Graduates are able to distinguish the different spatial planning cultures present in the national and international contexts.

D. Graduates know the theoretical, methodological and ethical foundations of spatial planning and design.

E. Graduates can describe the main physical variables and natural laws relevant to planning interventions in physical space, and apply the associated basic formulas and models, with a particular focus on the subsoil, building, water, infrastructure and the environment.
F. Graduates are aware of the relevant Dutch and international career prospects for spatial planners, both in practice and research.

2. Applying knowledge and insights

Graduates are able to apply their knowledge and insights in a manner that indicates a professional academic approach to their work or vocation, and they have competences typically demonstrated through devising and sustaining arguments and solving problems within their field of study.

A. Graduates can utilise contemporary experiences from Dutch planning practice as a starting-point for applying knowledge in an international context.

B. Graduates can design and develop innovative strategies and solutions for spatial planning challenges with the aid of design techniques in a creative and substantiated manner.

C. Graduates can devise and design a realistic decision-making and implementation trajectory for institutional planning challenges in a substantiated manner.

D. Graduates can explain and apply mainstream methods and policies used within the fields of environment, water, infrastructure and spatial planning.

E. Graduates can independently formulate, analyse and solve problems in the field of spatial planning and human geography.

F. Graduates are able to make informed decisions about the theoretical positioning of planning questions.

G. Graduates are able to relate important, globally relevant research topics to the faculty research programme and the research program of the spatial planning department.

H. Graduates are able to design and conduct supervised research using standard research methods and techniques (both quantitative and qualitative approaches, including GIS) in the field of spatial planning.

3. Making Judgements

Graduates have the ability to gather and interpret relevant data (usually within their field of study) to inform judgements that include reflection on relevant social, scientific or ethical issues.

A. Graduates can develop a clear vision regarding spatial planning challenges motivated from their own research.

B. Graduates are aware of the interdisciplinary and international character of spatial research and they are able to integrate, analyse and reflect upon information from various perspectives (including social, cultural, economic, planning, demographic and physical geographic themes).

C. Graduates are able to give substantiated and critical feedback on analyses, designs and solutions for spatial problems.

D. Graduates have the ability to reflect on relevant social, scientific, intercultural or ethical issues related to spatial planning.
4. Communication

Graduates can communicate information, ideas, problems and solutions to both specialist and non-specialist audiences.
A. Graduates are able to present theoretical concepts, proposals, research outcomes, designs and spatial strategies by means of visualization, written texts and verbal presentations in a convincing and informed way to a diverse audience of specialists or non-specialists.

B. Graduates can work as part of an interdisciplinary and international team and are able to interact with a range of other professionals (e.g. experts, administrators, stakeholders).

C. Graduates are able to contribute to thematic discussions and debates in academia and planning practice.

5. Learning skills

Graduates have developed an academic attitude and the learning skills that are necessary for them to continue to undertake further study, with a high degree of autonomy.
A. Graduates have developed academic skills (e.g. comprehending theories, gathering and analysing academic literature and data) and general skills (e.g. computer, reporting and presentation skills) – that are necessary to perform effectively in planning-related jobs and to undertake further study.

B. Graduates are able to deduce relevant information from a large number of sources with a high variety of purposes.

C. Graduates keep up-to-date with contemporary planning developments and are able to integrate this information in spatial planning processes.

The learning outcomes of the various individual course units can be found in Ocasys.

Article 3.2 - Type of degree programme

The degree programme is full time.

Article 3.3 - Language

1. The degree programme is taught in English. Exceptions may apply for specific optional course units.

2. The thesis/final assignment shall be written in English unless the supervisors and the student jointly agree to use a different language that all involved understand and are proficient in.

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.

**Article 3.5 - Conditions for awarding a University of Groningen degree**

Students can only be awarded a Bachelor’s degree in the degree programme, with the exception of a Double Degree programme (see article 9.10), if at least half of the programme was followed at the University of Groningen during the student’s period of registration as a student at the University of Groningen.

**Article 3.6 - Contact hours**

1. The propaedeutic phase of the degree programme comprises a minimum of 480 contact hours a year.

2. The post-propaedeutic phase of the degree programme comprises a minimum of 450 contact hours a year.

3. The structure of the contact hours is set out in Appendix 1 of these Teaching and Examination Regulations and is also registered in OCASYS.

**Article 3.7 - Organization and examinations of the degree programme**

1. The Bachelor’s degree programme is concluded with a final 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 minor, personal minor or electives.

**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 [https://progresswww.nl/rug](https://progresswww.nl/rug).

2. The maximum number of students for each course unit is listed in OCASYS.

3. Admission to non-compulsory course units with limited capacity is arranged according to registration form of selection. Students who are registered for the degree programme will be given priority for the 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 and student workloads:

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester</th>
<th>ECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Urbanism and Planning (SP1)</td>
<td>1a</td>
<td>10</td>
</tr>
<tr>
<td>Power of Design (SD1)</td>
<td>1a</td>
<td>5</td>
</tr>
<tr>
<td>Economic Geography</td>
<td>1b</td>
<td>10</td>
</tr>
<tr>
<td>Statistics 1</td>
<td>1b</td>
<td>5</td>
</tr>
<tr>
<td>Geographical Information Systems</td>
<td>2a</td>
<td>10</td>
</tr>
<tr>
<td>Introduction to Academic Research</td>
<td>2a</td>
<td>5</td>
</tr>
<tr>
<td>Spatial Design Atelier (SD3)</td>
<td>2b</td>
<td>10</td>
</tr>
<tr>
<td>Spatial Design Standards and Conditions (SD2)</td>
<td>2b</td>
<td>5</td>
</tr>
</tbody>
</table>

SP = course within the Spatial Planning track
SD = course with a focus on Spatial Design

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 (or part thereof) on the basis of results earned previously (possibly elsewhere) on condition that the student:
   a. has completed part of a university or higher vocational degree in the Netherlands or abroad that is equivalent in content and level
   b. can demonstrate by work experience that 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 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 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 earned at least 45 ECTS of the propaedeutic programme
   b. **negative**, for students who have earned fewer than 45 ECTS 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 threshold by the end of the first year of study, a binding (negative) study advice may be issued subsequently to the preliminary study advice as referred to in Article 5.1 before the end of the academic year. This may also be at the request of the student. The procedure set out in Article 5.5 will apply.

4. a. The Faculty Board will take extraordinary personal circumstances as referred to in Article 5.4 into account in its decision on which study advice to issue in the first year of registration.
   b. Notwithstanding the stipulations in Article 5.2.2, if no assessment can be made with regard to a student’s suitability for the degree programme due to personal circumstances in the first year, the assessment may be postponed until a later date within the propaedeutic phase. An adapted BSA threshold may be agreed upon in such cases.

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

**Deregistration before 1 March**
3. No definitive study advice will be issued to students who submit a request for deregistration before or as of 1 March 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.

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

**Article 5.4 - Extraordinary circumstances**
1. When deciding whether to issue a binding (negative) study advice, the Faculty Board will take a student’s extraordinary circumstances into account at that student’s request. The Faculty Board can thereupon decide to adjust the BSA threshold or postpone issuing a study advice. The evaluation of extraordinary circumstances will also take into account the student’s study behaviour, the agreements made and any study plan drawn up in consultation with the study advisor, when the personal circumstances were reported and the study results achieved by the end of the first year of study.

2. Students must report extraordinary circumstances to the study advisor as soon as possible in order to ensure optimum support. The Faculty Board, or the Faculty BSA Committee on its behalf, will make a decision in response to a student’s request for a postponed advice and possibly 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. If no assessment can be made at the end of the first year with regard to a student’s suitability for the degree programme due to extraordinary circumstances as referred to in Article 5.4.1, the assessment may be postponed until a later date within the propaedeutic phase.

4. Postponed advice will be issued no later than by the **end of the second year of registration** for the degree programme, and no later than 31 July.
   a. The advice will be positive if the (possibly adapted) BSA threshold has been passed.
   b. The advice will be negative (and binding) if the student in question still fails to pass the (possibly adapted) BSA threshold in the propaedeutic phase.

5. All students whose study advice has been postponed (whether or not combined with an adjustment of their BSA threshold) must draw up a study plan in consultation with their study advisor, 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.
6. Circumstances as referred to in Article 5.4.1 do not automatically lead to a successful application for a grant from the Graduation Fund.

Article 5.5 - Procedure for issuing a definitive study advice

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

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

Article 5.6 - Consequences of a binding (negative) study advice

Students who have received a binding (negative) study advice cannot register for the degree programme, for a period of 2 years from 1 September of the next academic year.

Article 5.7 – Consequences of a positive study advice

1. Holders of a positive study advice for the degree programme in question at the University of Groningen will be admitted to the post-propaedeutic phase of the degree programme. Students from outside the University of Groningen will be admitted to the post-propaedeutic phase only if they have been exempted from the propaedeutic phase as a whole.

2. Notwithstanding Article 5.7.1, the requirement that a previous course unit must have been successfully completed may apply to some course units. This compulsory order of course units is set out in OCASYS and in Article 9.3 of these Teaching and Examination Regulations.

3. The admission does not apply to the Minor of the degree programme. For this, completion of the entire propaedeutic phase is a requirement.

Article 5.8 – Admission to the post-propaedeutic phase: hardship clause

The Board of Examiners may deviate from the stipulations of Article 5.7 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 extraordinary circumstances that are so unusual that admission cannot reasonably be denied.

SECTION 6: ADMISSION TO THE POST-PROPAEDEUTIC PHASE OF THE DEGREE PROGRAMME

Article 6.1 – Criteria for admission to the post-propaedeutic phase

The following may be admitted to the post-propaedeutic phase, after consideration by the Admissions Board:

1. holders of a propaedeutic certificate, or students who have earned 60 ECTS credit points in the first year of study in a related degree programme.

2. The Admissions Board may grant an exemption for the requirement stipulated in Article 6.1 to the holder of a diploma gained in the Netherlands or elsewhere and considered by the
Admissions Board to be at least equivalent to the propaedeutic certificate referred to in Article 6.1.

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 case of extraordinary circumstances that are so unusual that admission cannot reasonably be denied.

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

Article 7.1 - Structure of the post-propaedeutic phase

1. The post-propaedeutic phase comprises the following course units and student workloads:

<table>
<thead>
<tr>
<th>Courses year 2</th>
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<tr>
<td>Physical Geography</td>
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<tr>
<td>Water and Planning</td>
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<tr>
<td>Governance Dynamics (SP2)</td>
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<tr>
<td>Methods for Academic Research SPD</td>
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<td>5</td>
</tr>
<tr>
<td>Landscapes</td>
<td>2b</td>
<td>5</td>
</tr>
<tr>
<td>Comparative Urbanism (SP3)*</td>
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* note: for a limited number of students, there is the possibility of taking the course unit “Global Course on Institutional Design and Spatial Planning” instead of the course unit Comparative Urbanism Course.

<table>
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<tr>
<th>Courses year 3</th>
<th>Semester</th>
<th>ECTS</th>
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<tr>
<td>Philosophy of Social Science</td>
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</tr>
<tr>
<td>Environment and Planning</td>
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</table>

2. Students can choose the following components as electives in their third year:

- a FSS supervised 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)
- electives
3. Students may choose electives, subject to approval by the Board of Examiners. No more than 10 ECTS of the electives can be course units from the propaedeutic phase. Also, the electives cannot be part of another completed degree programme.

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

5. Fieldwork in the course Landscapes is essential for the aims and learning outcomes of the degree programme (see article 3.1).

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.

SECTION 8: OTHER SPECIALIZATIONS

A. Minor

Article 8.1 - Minor

1. The first semester of the third year in the programme can be filled in using any of the options listed in Article 7.1.2.
2. Students can choose between:
   a) University Minor
   b) 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. In case of an interfaculty University Minor, authority will rest with only one Board of Examiners.

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.

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

4. a. The Honours programme is not 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 the master degree programme Environmental and Infrastructure Planning and the master degree programme Socio-Spatial Planning
2. Students who enrol in the Pre-Master’s programmes in Environmental and Infrastructure Planning and Socio-Spatial Planning are registered in the Bachelor’s degree programme in Spatial Planning and Design as referred to in Article 1.1.1.

3. A completed premaster programme gives admission to the corresponding master’s program.

4. The content and the study load of the premaster programmes can be found here: https://www.rug.nl/ocasys/rug/vak/showpos?opleiding=6165

5. The admission requirements are stated in article 2.8.

6. The provisions concerning premaster programs of the University of Groningen Regulations for Registration and Tuition Fees apply.

SECTION 9: EXAMINATIONS

Article 9.1 - General

1. Each course unit is assessed by means of an examination.

2. An examination can comprise a number of partial exams. The results of these partial exams together determine the examination result.

3. The examination assesses the students’ academic development and mastery of the learning outcomes of the course unit.

4. The results of an examination are given as pass or fail, in numbers on a scale of 1 to 10, expressed as 5.5 or more for a pass and less than 5.5 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 TER 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 cannot be taken before the examinations for the associated course units have been passed:

a. propaedeutic phase:
   no compulsory order

b. post-propaedeutic phase:
   Methods of Academic Research after Introduction of Academic Research has been passed
   Statistics 2 after Statistics 1 has been passed
Bachelor’s thesis Project SPD after Statistics 2, MAR SPD and GIS have been passed

Article 9.4 - Examination frequency and periods

a. A student who registers for a course unit is automatically registered for the examination for that course unit.
b. Notwithstanding the provisions of Article 9.5.1.a, students can register and deregister for examinations during certain periods to be further defined.
c. There will be two opportunities a year to sit examinations. For partial examinations, the examiner may opt for one resit for all partial examinations together.

Article 9.5 - Assessment of /internship or research assignment

The assessment of an internship or research assignment will be conducted by a examiner from the FSS.

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 archiving period for theses applies.

4. Students will be given the opportunity to start writing a bachelor’s thesis at least twice per academic year.

5. The thesis shall be written in English unless the supervisors and the student jointly agree to use a different language that all involved understand and are proficient in. This, in accordance with Article 3.3.

6. The period(s) during which students can write theses will be published in OCASYS.

7. More detailed regulations on the design, content, time frame and assessment of the thesis can be found in the Regulations / Course manual of the Bachelor’s thesis Project, which form part of these Teaching and Examination Regulations.

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

9. Students must satisfy the following requirement 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
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 or examples of each examination will be made available to practise.

Article 9.8 - Request for additional resit

1. A student 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.

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 9.11.2 applies.

Article 9.10 – Course units completed elsewhere

1. a. 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/the Faculty/the degree programme during the student’s period of registration as a student at the University of Groningen.

   b. The provisions of article 10.4 regarding the thesis must apply

Article 9.11 - 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 9.12 - 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.

3. A second examiner must attend the oral exam.

Article 9.13 - Marking of examinations and publication of marks

1. After an oral examination, the examiner will assess the examination immediately and provide the student with feedback 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 examiner 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 9.14 - Validity

1. Completed course units remain valid indefinitely.

2. a. Contrary to the provisions of Article 9.14.1, 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 if the student’s knowledge is demonstrably outdated.
   b. In the event of extraordinary personal circumstances the validity term will be extended for the period during which the student in question is receiving support from the Graduation Fund.

3. Partial examinations and assignments passed within a course unit that has not been successfully completed will lapse at the end of the academic year in which they were passed unless the examiner decides differently.

Article 9.15 - Right of inspection

1. On request, students have the right to inspect their marked work during a period of at least 2 weeks after the results of a written examination have been made known.
2. Within the time frame stipulated in Article 9.15, any student 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 set at least two dates and/or times.
   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 9.15

**Article 9.16 - Board of Examiners and examiners**

1. 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.

2. Members of the (Faculty) Board or other people who have financial responsibilities within the institution cannot be appointed as members of the Board of Examiners.

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

4. The Board of Examiners will set out the Rules and Regulations of the Board of Examiners.

**Article 9.17 - 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 or the student’s own 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 serious 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 9.18 - 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 9.19 - Refusal 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. The Board of Examiners may define terms to this end. By determining the results of the final assessment, the student has proven to have acquired the necessary academic training. The Board of Examiners will issue a degree certificate to this end.

b. If a student exceeds the relevant deadlines for approval of the study programme referred to under a, the Board of Examiners may postpone 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’.

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

Article 10.4 - Honours (‘Cum Laude’/’Summa Cum Laude’)

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:
      - ‘Cum laude’: the mark for the thesis must be at least 8.0
      - ‘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
      - greater than or equal to 8.0 for ‘Cum laude’
      - 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. The Board of Examiners may depart from the provisions set out in Articles 10.4.2-6.
**Article 10.5 - Assessment Plan**

The programme has an assessment plan in order to link the learning outcomes to the different courses.

**SECTION 11: STUDY PROGRESS**

**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, following a recommendation by and/or upon the approval of the Programme Committee and in consultation with – and where necessary upon the approval of – the Faculty Council, be confirmed by the Faculty Board in a separate decree.

2. Any amendments to these Regulations will not apply to the current academic year, unless it may reasonably be assumed that the amendment in question will not harm the interests of students.

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 the Student Portal.

**Article 12.3 - Evaluation**

1. The Faculty Board will ensure that the TER is regularly evaluated, assessing at least – for monitoring and if necessary adapting the student workload – the amount of time students need to complete their duties as set out therein.
2. The Faculty Board evaluates the teaching in the Bachelor's degree programme in Spatial Planning and Design with the help of course evaluations and curriculum evaluations.

**Article 12.4 - Date of commencement**

These regulations will take effect on 1 September 2019.
Appendix 1: Estimate of contact hours

Contact hours are all hour in which a lecturer (or student assistant or tutor) is physically or virtual present (for example: lecturers, practical, exams, fieldwork, academic counseling). The minimum in year 1 is $40 \times 12$ hours per week = 480 hours. Self study or other forms of unguided forms of learning are not regarded as contact hours.

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