

10 Golden Rules

1. Use of International Office messages, Exchange students page on the Student Portal, and official email address

All information, also official information, is given to the students either through the International Office, the Exchange students page on Brightspace, the Study Guide Law and/or the official University e-mail address (name@student.rug.nl). Therefore make sure to use this official University e-mail address or link it to your personal email (gmail or otherwise).

2. Enrolment for courses and examinations

Everybody is supposed to enrol for their courses through Ocasys. This registration gives direct access to the course information page for each specific course on Brightspace and enrolls you for the examination(s) of that course. Should there be working groups involved, students are obliged to also enrol for these working groups **separately**. If you decide to not participate in a course or examination for which you had enrolled, you should cancel your enrolment in Progress as soon as possible.

3. In time

Make sure to be in time for classes and other educational modules. Students arriving late and entering a classroom after the lecture has already started disturb both the other participating students and the lecturer. It is also very annoying if others have to wait for you when preparing group assignments, etc. It is a matter of **academic courtesy** to be in time for your classes and meet deadlines; it also is the best practice you can have to prepare for working life in this particular regard.

4. Mobile phones

During all classes and examinations, mobile phones should be **switched off!** It is also not allowed to have phone conversations or to behave in any other disturbing way in the spaces available to study at the Faculty.

5. Deadlines

Deadlines are there for a reason. If a deadline is set for i.e. handing in an assignment, **stick** to that deadline. Lecturers have the right to not correct the assignment that was handed in too late, or to give an insufficient mark for such an assignment.

6. Group work

Some modules require group work. Every person participating in such a class should participate in both the group work and the final assignment. Group members should address those who are not participating properly. Only participating in the module and not in the final assignment can be considered as insufficient participation in group work and lead to a fail grade. Please also refer to the intercultural competence and belbin sessions you had in this regard in the workshop Starting your Academic Career.

7. Communicative etiquette

When you communicate in a written or electronic way, please state clearly to whom you send the message, what it is about and who has sent it. Formulate clearly and use good English. All texts that you hand in should hold the standard of correct and proper English.

8. Plagiarism & use of AI

Plagiarism (using (parts of) texts without mentioning the sources) is a deadly sin for academics, especially for lawyers. This goes for both copying texts from academic literature as from the internet, but also using your own text twice in different assignments. It is most definitely not always allowed to use AI when doing assignments or when writing papers or theses. Please check with your examiner about this. If nothing is mentioned, you are not allowed to use AI.

9. Evaluations

All courses offered within our Faculty are evaluated regularly to preserve and improve the educational quality. It is very much appreciated if students participate in such evaluations. All students will be invited for such evaluations by (University) email. For the programmes, so for you as a student in these programmes as well, it is of great importance that we keep our quality of education high.

10. Recording classes

It is **not** allowed to record classes! If you want to record classes, you will always have to ask permission from the lecturer. It is the lecturer's prerogative to refuse this permission. All lecturers have **copyright** over their classes and unauthorised recordings of the classes can be prosecuted under Dutch criminal law. The lecturers have, at all times, the right to take in any electronic devices they think are recording their classes, when they have not given permission.

Most courses will, when recordings are made, offer these recordings to all students two weeks before the exam (also see the item [lecture recordings](#) in [the Study Guide Law](#)).