

Academic Rules and Regulations EUC 2017/2018

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*Erasmus University College
Academic Rules and Regulations
Bachelor programme in Liberal Arts and Sciences
(Croho registration number 50393)*

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The Academic Rules and Regulations for the academic year 2016/2017 have been discussed by EUC with both its Programme Committee and with the Faculty Council FSW.

Academic Rules and Regulations EUC 2017-2018

§ 1 Erasmus University College – General

1.1 *Application*

These Academic Rules and Regulations (ARR) as prescribed by article 7.13 WHW are applicable to the education and examination of the bachelor programme in Liberal Arts and Sciences of Erasmus University College (EUC), which is a part of the Faculty of Social Sciences of Erasmus University Rotterdam (EUR).

1.2 *Definitions*

The following definitions will be used in these rules and regulations:

- a. WHW: the Higher Education and Academic Research Act, the formal Dutch title of which is '*Wet op het hoger onderwijs en wetenschappelijk onderzoek (WHW)*'.
- b. The programme: the bachelor programme in Liberal Arts and Sciences, an educational programme as described in article 7.8 WHW.
- c. Dean of EUC: the Head of the EUC department and the Director of Education at the Liberal Arts & Sciences bachelor programme. ARR articles which concern the Dean of EUC, are related to his role as Director of Education.
- d. Student: a person enrolled at Erasmus University Rotterdam for the programme, who enjoys the legal rights as set out in article 7.34 WHW.
- e. Examination Board: the official body as meant by article 7.12 WHW, which sets regulations (in accordance with article 7.12b WHW and within the parameters set by these Academic Rules and Regulations) regarding the judgment of knowledge, insight and skills of a student.
- f. Assessment: the judgment of knowledge, insight and skills of a student with respect to a specific part of the examination of the programme, as described in article 7.3-3 WHW.
- g. Fraud and plagiarism: actions, or omissions to act, which prevent a proper assessment of the knowledge, insight and skills of the student.
- h. Examiner: the person who in accordance with article 7.12c WHW is authorised by the Examination Board to set assessments for the course concerned.
- i. Course coordinator: the person who is responsible for the content and delivery of a course.
- j. Student Counsellor: the first point of contact for EUC students wishing to discuss matters of an academic or personal nature. The Student Counsellor also guide, inform and advise students with regard to curriculum choices, study progress and professional development.
- k. EC: European Credit, the unit of measure for the study load. One EC represents 28 hours of study. The entire study load of the programme and its components are expressed in ECs.
- l. Course: an educational unit of the programme, as described in article 7.3 WHW, rated at 5 EC.
- m. Course Catalogue: the document in which an overview of majors and courses is provided (see appendix 1).
- n. Course manual: the document in which course specific information is stated.
- o. Off-campus course: all courses offered outside EUC, with the exception of exchange courses (see 3.12b ARR).
- p. Exchange courses: courses that a student takes while on an approved study abroad programme at a university from EUC's exchange partner network (see 3.12a ARR).
- q. Prerequisite course: a course, which a student must at least conditionally have passed (see 4.2.12 ARR), in order to be allowed to follow a particular course (see appendix 1, the Course Catalogue, for the specific prerequisites for a certain course).

- r. Mastery Level Average (MLA): the weighted average of the mastery levels obtained (expressed as a percentage). Weighting occurs based on the ECs assigned to each course.
- s. CollegeWeb: the online educational environment designed to support the Students and Faculty of EUC, which can be found at collegeweb.eur.nl.

1.3 *Main elements of the programme*

The bachelor programme in Liberal Arts and Sciences of EUC:

- has a nominal length of three years and is only offered as a full-time programme;
- consists of a total study load of at least 180 EC;
- is offered in the English language.

1.4 *Aim of the programme*

In offering this programme, EUC endorses the general principles underpinning liberal arts education: to provide students with breadth and depth in their academic studies, enabling them to acquire a broad understanding of culture, science and society as a whole, and to allow them to explore, in depth, a specific field of interest. Additionally, a liberal arts education prepares young adults for the challenges of the 21st century, helping them to improve the lives of individuals in a changing and complex global society by promoting individual freedom with a shared responsibility for equality and peace.

EUC maintains its scientific and academic environment by continuously challenging existing achievements and by actively encouraging curiosity, fostering students' sense of self-appropriation of their own education; and by creating an international EUC community that is receptive towards the surrounding city. Members of the EUC community have an open attitude towards each other and others. Information is shared and feedback is valued to optimise the learning experience.

1.5 *Intended learning outcomes*

A bachelor degree from EUC equips graduates with the knowledge and skills required to pursue a career at a corresponding academic level, or to progress to master programmes as illustrated in article 7.3a WHW. To this end, EUC uses the following Intended Learning Outcomes:

Graduates of this programme:

1. have fundamental academic knowledge of a variety of disciplines represented at the EUR;
2. have knowledge of the most prominent theories, methods, traditions and perspectives within one of the Majors of EUC;
3. have knowledge of the current issues and debate within one of the Majors of EUC;
4. can reflect on science and the scientific practices, as well as its relation with society;
5. are able to analyse and critically reflect in an inter- and multidisciplinary way on social and academic issues;
6. are able to contribute to science and society in a constructive way;
7. are able to perform research in an academically meaningful and ethical manner and communicate about this to peers, professionals, policymakers and the public;
8. are able to collect relevant and reliable sources and data in order to identify and analyse academic problems;
9. are able to critically relate to, and independently reflect on academic discourse;
10. should be able to communicate in written and spoken academic English;
11. are able to collaborate in a group with members from different backgrounds;

12. are able to accept social and civic responsibilities and to speak out against prejudice, injustice and the abuse of power;
13. are able to formulate a critical and well-reasoned evidence-based opinion, while being prepared to engage with other opinions and arguments;
14. are able to reflect on their role as a critical world citizen.

1.6 *[article withdrawn]*

1.7 *Determining curriculum content*

Each year the Dean of EUC draws up the curriculum and the examination programme. See § 2 and appendix 1 for the general structure of the curriculum.

1.8 *Admission requirements*

1.8.1 To be eligible for admission to the programme, prospective students should have completed appropriate prior education in accordance with article 7.24 or 7.28 WHW.

1.8.2 Actual admission to the programme depends on the outcome of the selection procedure, as regulated by article 6.7 WHW and as adopted by EUC. Details on the selection and admission procedure of EUC can be found at www.eur.nl/euc.

1.8.3 Persons of 21 years and older who are not eligible for admission may request an exemption. The person will be offered the opportunity to take an entrance examination (colloquium doctum), as regulated by articles 7.25 and 7.29 WHW. The following tests need to be completed in order to demonstrate that prospective students meet the requirements:

- EUC mathematics test, for which a passing grade must have been obtained.
 - English language proficiency test, required scores per test:
 - TOEFL-iBT: 100 with minimum subscores of 20
 - IELTS Academic: 7,0 with minimum subscores of 6,0
 - CPE: C
 - CAE: B
 - SAT or ACT, required scores per test:
 - SAT: minimum total score of 1170 with minimum section score of 570 for Math
 - ACT: minimum composite score of 27 with minimum score of 27 for Mathematics
- SAT/ACT scores older than 2 years are not considered valid by EUC.

§ 2 General structure of the curriculum

2.1 The programme of study has a nominal length of three years. Each year consists of:

- an Autumn semester, itself consisting consecutively of Quad 1, the Autumn Break, Quad 2, the Winter Break and the Winter Term;
- a Spring semester, itself consisting consecutively of Quad 3, the Spring Break, Quad 4 and the Summer Term;
- the Summer Break.

2.2 Four levels have been established for the courses in the curriculum:

Level	Description
100	A student can follow this course based on prior education (no additional entry requirements)
200	A more advanced course for which (a) 100-level course(s) may be required as a prerequisite, in order to be allowed to follow this course
300	An advanced course for which (a) 200-level course(s) may be required as a prerequisite, and a student must have obtained at least 60 EC, in order to be allowed to follow this course
400	The 400-level refers to the Capstone, see 3.13 below for more information.

- 2.3 A student must at least have conditionally passed a course (see 4.2.12) in order to qualify for any courses that include a prerequisite.
- 2.4 If the results of a course are not available at the start of a course that includes that course in its prerequisites, the student may follow the course provided he/she has not failed the professional behaviour requirement (see 4.3) for the prerequisite course.

§ 3 Graduation requirements

3.1 *General requirements*

EUC confers the degree Bachelor of Science (in Liberal Arts and Sciences) to students who, based on a decision by the Examination Board, have successfully met the following requirements (i.e. who have completed the Bachelor Exam as meant by article 7.3-3 WHW):

- Completion of (at least) 180 EC, of which:
 - 45 EC in the Academic Core (100-level, see 3.3 below)
 - at least 60 EC in a Major (200/300-level, see 3.4 below)
 - a Capstone of 15 EC (400-level, see 3.13 below)
 - and the remainder in a combination of singular courses in the EUC curriculum, one or more Minors (see 3.10 below), a second Major, courses while taken on exchange (see 3.12a), and/or off-campus courses (100/200/300-level, see 3.12b below)
- Attaining a MLA of at least 60.0% (see 4.1 below).
- Obtaining a mastery level of at least 60.0% for the Capstone (see 3.13 below).
- Fulfilment of specific requirements for the declared Major(s) (see appendix 1).
- Fulfilment of the requirements for Professional Development (see 4.4 below).
- Fulfilment of the residential requirement for the first year of study at EUC (see 3.14 below).

Note: an overview of courses is presented in appendix 1.

3.2 *Study planning, study load and shortage of credit*

3.2.1 With the exception of their first semester of studies at EUC, students need to draft a study plan or update an existing study plan at two (first-year students) or one (following years) decided point(s) throughout the year. The (updated) study plan is to be discussed by the student with his or her Student Counsellor.

3.2.2 A regular study load is 30 EC per semester. If a student does not obtain 30 EC in a semester, he or she incurs a credit shortage equal to the difference between 30 EC and the number of EC obtained (see 5.4).

3.2.3 Students who wish to apply for a reduced study load to accommodate special circumstances must prepare a proposal, including a revised study plan that shows how the student will make up for the credit shortage plus an accompanying advice by the student's Student Counsellor, and submit this for approval to the Dean of EUC.

3.2.4 The study load per Quad cannot exceed 15 EC. The only exceptions to this rule are made for:

- students with a most recent Semester MLA of at least 82.5%; or
- students who have approval from the Examination Board (for which a positive BSA is required); or
- ECs obtained in an honours programme;
- ECs obtained in the Capstone.

3.3 *The Academic Core*

Students participate in nine compulsory courses that together constitute the Academic Core. These are further specified in appendix 1.

3.4 *Majors*

3.4.1 A Major is a cohesive selection of courses that together constitute a specialisation.

- 3.4.2 A Major consists of at least 60 EC of course work, with at least 20 EC rated at 300-level.
- 3.4.3 The departments of EUC offer various Majors. See appendix 1 for an overview and any entry requirements that may need to be met before a student can embark on a particular Major.
- 3.4.4 Students may also opt for a custom-designed Major. For that, the student must first prepare a proposal and submit this for approval to the Dean of EUC. The proposal should contain a comprehensive overview of the courses that together would constitute a specialisation, a thorough motivation as to why a custom-designed Major is to be favoured over an existing Major and a title for the custom-designed Major. The Dean of EUC will not review proposals that deviate from the format of a Major (see 3.4.2 above) and/or that lack the recommendations of the head(s) of the department(s) at EUC that offer courses for the custom-designed Major.
- 3.4.5 Students are required to declare their Major before the (Winter/Summer) Term in their second semester of studies at EUC.
- 3.4.6 Students may declare two majors ('double major'), however:
- The majors should differ at least 30 EC in their requirements to be both considered as a Major on the transcript of the student;
 - A successfully completed course that is part of the requirements of both majors will only carry credits once;
 - Students are personally responsible for slotting courses required for the majors into their individual study plan in such a way that they can still complete the graduation requirements in a timely manner. Alternatively, they may need to acknowledge and accept a possible study delay. EUC will use reasonable efforts to facilitate the opportunity to do a double major.
 - EUC reserves the right to directly cancel the declaration of one of these majors if the student does not fulfil the requirements for that major or if the courses completed for the majors are not distinct enough in requirements when the student nears graduation.

3.5 - 3.9 *[combined with article 3.4]*

3.10 *Minor*

- 3.10.1 EUC students can choose a Minor offered by EUC, or may opt for a custom-designed Minor, i.e., a coherent set of separate courses, which will be completed with separate final course grades (to which the rules regarding EUC courses as well as off-campus courses may apply).
- 3.10.2 The format of such a Minor should be 15 to 30 EC in courses with at the most one 100-level course and at the least one 300-level course.
- 3.10.3 The student must first prepare a proposal. The proposal should contain a comprehensive overview of the courses that together would constitute the Minor, a thorough motivation as to why a custom-designed Minor is to be favoured over an existing Minor and a title for the custom-designed Minor. The proposal should include the recommendations of the head(s) of the department(s) at EUC that offer courses for the custom-designed Minor and submit this for approval to the Dean of EUC. The Dean of EUC will not review proposals that deviate from the format and/or that lack the recommendations of the head(s) of the department(s).
- 3.10.4 Courses will not be approved for both a Minor and a Major.

3.11 *Extracurricular programme and (custom-designed) projects*

- 3.11.1 Students are encouraged to participate in projects, activities and/or classes in the extracurricular programme of EUC. When successfully completed, these extracurricular offerings are recognised on the transcript.
- 3.11.2 Students may also opt for a custom-designed project. For that, the student must first prepare a proposal and submit this for approval to the Dean of EUC. The proposal should contain a comprehensive overview of the activities, goals, deadlines,

deliverables and any cooperation with internal and/or external parties that together would constitute the custom-designed project. The Dean of EUC will not review proposals that lack the recommendations of the Student Counsellor of the student and the consent of at least one member of the EUC faculty who is prepared to act as a supervisor for the custom-designed project. The Examination Board can decide to recognise a successfully completed custom project by awarding it up to 5 EC if the project is of a sufficiently high academic standard and is objectively verifiable.

3.11.3 The professional behaviour requirement (see 4.3.1) applies to students who have enrolled for an extracurricular project, activity or class, for example a study trip or community work. Failure to comply will affect the good social standing of the student (see 5.5).

3.12 *[article withdrawn]*

3.12a *Exchange courses*

3.12a.1 EUC offers its students the opportunity to transfer up to 30 EC in exchange courses and/or off-campus courses, and have those count towards the general graduation requirements (see 3.1 above). Students who take more than 30 EC in approved courses will have those recognised on the EUC transcript. However, these are considered extra credits that do not count towards the graduation requirements.

3.12a.2 Students are personally responsible for slotting exchange courses into their individual study plan in such a way that they can still complete the graduation requirements within three year of studies. Alternatively, they may need to acknowledge and accept a possible study delay.

3.12a.3 The content of exchange courses must not significantly overlap with the content of a course in the EUC curriculum that the student has taken or will take upon returning to EUC.

3.12a.4 Students are expected to be proficient at intermediate level or higher in the language of instruction at the host institution where they wish to take exchange courses. EUC will not propose candidates for an exchange to its partner institution if a student is unable to prove that he or she fulfils this requirement.

3.12a.5 Students who want to apply for an exchange semester need to meet the following requirements:

a) at the time of application and selection, the student:

- has completed at least 5 Quads, and
- has completed at least 10 EC in the fifth or last Quad of their studies, and
- has an MLA of at least 70.0% over the last five Quads in their studies (for which a student who has completed 15 EC in their most recent Quad may exclude one obtained course grade of their choosing), and
- is in good standing (see article 5.1).

b) At the time of departure for an exchange, the student remains in good standing.

3.12a.6 A student who does not meet one or more requirements listed in 3.12a.5 above may appeal to the Dean of EUC for an exemption from these requirements.

3.12a.7 A student who wishes to participate in an exchange programme and fulfils the requirements needs to submit an application to EUC's Exchange Office, respecting the application procedure and deadlines. Specific information about the content of the application and the deadlines are published on CollegeWeb.

3.12a.8 Students who wish to use an exchange course for a specific major requirement or as a part of their minor, need the approval of the Head of Department concerned, and must therefore indicate this explicitly in the application or request.

3.12a.9 Available places at each partner university are limited: selection and allocation will be done by the Study Abroad Committee, based on the completed application package. Approval of an exchange course does not constitute permission to participate in the course. That is left to the discretion of the exchange institution offering the course.

3.12a.10 To receive approval for credit transfer of exchange courses, students must follow the Course Approval Procedure and the Course Conversion Procedure, as determined

and communicated by the Exchange Office. The Examination Board approves or denies these requests.

- 3.12a.11 EUC will register exchange courses as pass/fail; and these will therefore not affect the MLA of a student. Approved and completed exchange courses, including the credits, will appear on the EUC transcript. The number of credits registered on the transcript will be converted to EC. Exchange courses will be converted to EUC on 200 level.
- 3.12b Off-campus courses*
- 3.12b.1 EUC offers its students the opportunity to transfer up to 30 EC in off-campus courses and/or exchange courses, and have those count towards the general graduation requirements (see 3.1 above). Students who take more than 30 EC in approved courses will have those recognised on the EUC transcript. However, these are considered extra credits that do not count towards the graduation requirements.
- 3.12b.2 EUC students have the option of choosing and taking a minor from the programmes offered by the Schools and Faculties of Erasmus University Rotterdam, including EUC, as well as Delft University of Technology and Leiden University (see <http://www.eur.nl/english/minor> for an overview, entry requirements, if applicable, and deadlines). All these minors are not to be considered a Minor as described in article 3.10, and as such count as off-campus courses. However, these off-campus minors are excluded from the maximum of 30 EC in off-campus courses.
- 3.12b.3 Students are personally responsible for slotting off-campus courses into their individual study plan in such a way that they can still complete the graduation requirements within three year of studies. Alternatively, they may need to acknowledge and accept a possible study delay.
- 3.12b.4 The content of off-campus courses must not significantly overlap with the content of a course in the EUC curriculum that the student has taken or will take upon returning to EUC.
- 3.12b.5 Students who wish to take one or more courses off-campus at a Dutch or foreign university (including the Schools and Faculties of Erasmus University Rotterdam) need to submit a request for approval to the Examination Board.
- 3.12b.6 Approval of an off-campus course does not constitute permission to participate in the course. That is left to the discretion of the institution offering the course.
- 3.12b.7 Students who wish to use an off-campus course for a specific major requirement or as a part of their minor, need the approval of the Head of Department concerned.
- 3.12b.8 To receive approval for credit transfer of off-campus courses, students must follow the instructions of the Examination Board.
- 3.12b.9 EUC will register off-campus courses as pass/fail; and these will therefore not affect the MLA of a student. Approved and completed off-campus courses, including the credits, will appear on the EUC transcript. The number of credits registered on the transcript will be converted to EC. The level of a course taken off-campus will be determined by the Examination Board, based on the advice of the Head of Department concerned.
- 3.12b.10 With regard to grading of a minor described in 3.12b.2 (i.e., a different grading system), the grading rules of the faculty that offers the minor apply. The courses that constitute the minor will be designated 300-level.
- 3.13 Capstone*
- 3.13.1 A Capstone is the final project in the programme, in which students prove their proficiency in their chosen field of expertise (see 3.1 above for more information about the requirements). The content of a Capstone needs to relate to the Major(s) declared by the student.
- 3.13.2 A Capstone needs to consist of academic research and needs to culminate in a final, written thesis.
- 3.13.3 Only students who have obtained at least 110 EC of the required 180 EC in the general requirements (see 3.1 above), may commence work on the Capstone.

Depending on the Major(s) chosen, additional rules may apply, as specified in the Capstone Course Manual. The Examination Board may grant an exemption to this rule.

3.13.4 A student who wishes to start with the Capstone must prepare a proposal, including a planning, and submit this to the responsible supervisor assigned for their declared Major(s) for approval.

3.13.5 Following approval by the responsible Head(s) of Department (formally on behalf of the Examination Board), the student may commence work on the Capstone only when he or she has been assigned a supervisor, being either a faculty member or Fellow of EUC. Students undertaking an internship associated with the Capstone also need to be supervised by a representative of the organisation where the internship takes place.

3.14 *Residential requirement*

3.14.1 EUC is a residential college, aimed at establishing an academic community amongst its students.

3.14.2 For this purpose, EUC requires students to live on campus with their fellow EUC students in their first academic year of study.

3.14.3 EUC allocates suitable residential options for prospective students who wish to enrol.

3.14.4 The Dean of EUC may impose additional guidelines and procedures for the residential requirement. Exceptions to the residential requirement are only considered by the Dean of EUC in case of extenuating circumstances and on the advice of the Student Counsellor.

3.15 *Course enrolment*

3.15.1 A student needs to meet the entry requirements in order to be admitted to a course.

3.15.2 A student who wishes to enrol in a course for which he or she does not meet the prerequisites must prepare a well-motivated proposal and submit this to the course coordinator for approval. In such instances, the student needs to expect to receive extra reading material and/or assignments before enrolment into the course is granted.

3.15.3 Grades received for a course for which the student was not enrolled will not be recorded on the student's transcript.

3.15.4 EUC may set a minimum and/or maximum enrolment number for a course. If the number of students wishing to enrol is higher than the maximum number permitted, preference will be given to students who need the course as part of their Major requirements. If necessary, students will be selected randomly. If enrolment numbers for a particular course are below the minimum required, EUC may decide to cancel the course.

3.16 *Degree and Transcript*

3.16.1 The degree and transcript are issued to a student once he or she has met all graduation requirements and financial obligations.

3.16.2 The transcript lists all courses completed and the grades obtained. Students who obtained more than 180 EC, may opt to exclude courses from the transcript that do not fulfil the graduation requirements (see 4.1.6 as well). On the transcript, a distinction is made between items that carry credit towards the fulfilment of graduation requirements and items that carry credit that does not count towards the graduation requirement ('extra credit').

3.16.3 Official copies of a(n intermediate) transcript can be obtained from OSEA. An administrative fee may be charged.

3.16.4 Students may request the Examination Board to issue the degree and transcript at a later date than set by OSEA.

3.16.5 The Examination Board may set additional guidelines and procedures regarding the transcript.

§ 4 Assessment

4.1 Grading

4.1.1 EUC uses a mastery level grading system and the following conversion table for mastery levels, grade points, letter grades and Dutch equivalent grades:

Mastery level	Grade point	Letter grade	Dutch equivalent
00.0% - 49.9%	0.0	F	0.0 – 4.9
50.0% - 52.9%	1.0	D	5.0 – 5.2
53.0% - 54.9%	1.3	D+	5.3 – 5.4
55.0% - 59.9%	1.7	C-	5.5 – 5.9
60.0% - 63.9%	2.0	C	6.0 – 6.3
64.0% - 66.9%	2.3	C+	6.4 – 6.6
67.0% - 69.9%	2.7	B-	6.7 – 6.9
70.0% - 73.9%	3.0	B	7.0 – 7.3
74.0% - 77.4%	3.3	B+	7.4 – 7.7
77.5% - 82.4%	3.7	A-	7.7 – 8.2
82.5% - 89.9%	4.0	A	8.2 – 8.9
90.0% - 100%	4.3	A+	9.0 – 10

4.1.2 A mastery level average (MLA) is calculated on the final mastery levels obtained for courses in proportion to the ECs for those courses, excluding the courses for which a withdrawal (e.g. extenuating personal circumstances, see 4.7 below) was granted or for which the grade P (for pass) is recorded (e.g. off-campus courses, see 3.12a/b above).

4.1.3 A grade point average (GPA) can be calculated and stated at the student's request. Such a request needs to be addressed to OSEA and may require an administrative fee. OSEA will calculate the GPA by converting the MLA to the corresponding GPA, on the basis of the table mentioned in 4.1.1 above.

4.1.4 Any reference to the term 'MLA' or 'mastery level average' denotes the student's cumulative MLA (calculated on the basis of final mastery levels for all courses taken by the students thus far), unless otherwise indicated, e.g.:

- 'Semester MLA' refers to the mastery level average for a specific semester;
- 'First year MLA' refers to the mastery level average for the courses taken in the first year of studies;
- 'Final MLA' refers to the mastery level average received upon graduation, which is calculated over all courses obtained, of which the first year courses are determined in the final 'first year MLA'.

4.1.5 For the purpose of calculating MLAs, EUC will deem any course, exam or assignment that was not completed to have a mastery level of 0%.

4.1.6 Students may indicate to OSEA that one or more (elective) courses should not be taken into account when the Final MLA is calculated, provided that these courses are non-mandatory and superfluous to the graduation requirements (see 3.1 above).

4.2 Assessment in courses

4.2.1 The grade for a course is derived from one of the following formats of assessment:

Assessment methods	Format of assessment A	Format of assessment B	Format of assessment C
Final written exam <i>Weight</i>	Yes <i>Minimum 50%, maximum 60%</i>	No <i>N/a</i>	Yes <i>Minimum 40%, maximum 60%</i>
Large academic assignment <i>Weight</i>	Yes <i>Minimum 30%, maximum 40%</i>	Yes <i>Minimum 40%, maximum 60%</i>	No <i>N/a</i>
Small exams and/or academic assignments <i>Weight</i>	No <i>N/a</i>	Yes, 2 to 5 <i>Each minimum 10%, each maximum 15%</i>	Yes, 2 to 5 <i>Each minimum 10%, each maximum 15%</i>
Total weight assessment	90%	90%	90%
Weight of Professional Behaviour (article 4.3.2)	10%	10%	10%
Total weight	100%	100%	100%

The Examination Board may approve another combination of assessment of knowledge, insights and skills (including their respective maximum weights in the final course grade).

- 4.2.2 The course manual indicates the methods of assessment in a particular course as well as their weight in the calculation of the final course grade.
- 4.2.3 All exam dates will be published no later than 4 weeks before the start of the course.
- 4.2.4 Failure by a student to attend an exam will automatically result in a mastery level of 0% (a letter grade F) for that exam.
- 4.2.5 All deadlines for assignments will be published no later than 4 weeks before the start of the course. The course instructor may postpone a published deadline, with the last possible date and time being 11.59 pm CET on the last Sunday of the Quad in which the course takes place. The required mode of delivery for each course assignment will be specified by the course coordinator in the course manual.
- 4.2.6 It is the student's responsibility to make sure all course assignments are submitted in time and according to the required mode of delivery. A course assignment that is handed in late or not at all will be graded automatically with a mastery level of 0% (a letter grade F).
- 4.2.7 EUC allows students to take a resit for one course per semester. A definition of the term "resit" is provided in the Guidelines & Procedures of the Examination Board.
- 4.2.8 EUC will register both original grades and any grades from a resit. EUC will only use the highest grade obtained to compute the final course grade.
- 4.2.9 EUC will schedule resits during the third or the fourth week of the Winter Term (for courses taken in Quad 1 and Quad 2) and during the Summer Term (for courses taken in Quad 3 and Quad 4).
- 4.2.10 EUC allows students to retake a course, i.e. repeating a course (the following year).
- 4.2.11 A final mastery level below 50% (F as a final grade) for a course means that the student has failed the course. In that case, the student will not be awarded the ECs for that course.
- 4.2.12 A final mastery level between 50% and 60% (D, D+ or C- as a final grade) for a course means that the student obtained a conditional pass. In that case, the student will only be awarded the ECs for that course if his/her final MLA (see 4.1.4) is 60% or higher (other rules may apply to EUR minors, see art. 3.10.2).
- 4.2.13 Upon calculation of the final course grade, no final course grade will be calculated if one of the partial examination grades, weighting at least 30% towards the final grade, is lower than a mastery level of 40%.
- 4.2.14 Students with a functional disability will be offered the opportunity to adapt their education to their disability as far as this is reasonably possible. Adaptations are

tailored to the individual disability of the student, but cannot affect the quality or degree of difficulty of a course or assessment. For more information, see 'Guidelines and Procedures of the Examination Board'.

4.2.15 Oral assessment may only take place in exceptional cases. The Examination Board assigns at least two examiners for an oral exam. The student and the examiners may invite a third party as a witness.

4.2a *Validity of grades*

4.2a.1 All final course grades for successfully completed courses – including approved off-campus and exchange courses, and course exemptions – are valid for six years.

After this period ends, the validity of these grades will be extended, unless the successfully completed courses are considered outdated by the Examination Board.

4.2a.2 When a course grade has expired, the Examination Board may require replacement examinations or additional assessments.

4.2a.3 Partial course grades (for which no credits were obtained) will expire after the academic year in which they were obtained.

4.3 *Professional behaviour*

4.3.1 Students are required to adhere to the EUC Honour Code (see appendix 3). In all mandatory sessions of a course, as indicated in the course manual, EUC designates this as the professional behaviour requirement of the course. This is considered a requirement as prescribed by article 7.13 WHW.

4.3.2 The weight of score for the professional behaviour in the course grade is 10% (see 4.2.1).

4.3.3 A student that acts in accordance with the EUC Honour Code will pass the professional behaviour requirement for a course by default. Such a pass means that the student will receive the same score for the professional behaviour as the average score of all other assessment methods in the course.

4.3.4 As an exception to the default score describe in article 4.3.3, the course coordinator may decide to adjust the score of a student to either 0 percent for insufficient professional behaviour or 100 percent for outstanding professional behaviour. The course coordinator motivates such exceptions to the default score with arguments on how the behaviour of the student deviates from the EUC Honour Code. The student must be informed about the decision before the end of the Quad.

4.3.5 The attendance of a student is required for all mandatory sessions in a course (for the duration of the full session). Not attending mandatory sessions in a course has the following repercussions:

Missed session(s)	Repercussion
Once	Warning
Twice	0 percent for insufficient professional behaviour in the course, <u>overriding</u> article 4.3.3 and 4.3.4
Three times or more	Failure for the course

The reason for a student's absence is not considered relevant, with the exception of any extenuating circumstances as decided upon by the Examination Board, with the advice of the Student Counsellor.

4.3.6 For events that benefit EUC, the Dean of EUC may decide –having heard the course coordinator involved- to give a student a waiver to miss one mandatory session in a course without any repercussion as described in article 4.3.5. The course coordinator will take such a waiver into account without any negative effect when deciding on an exception to the default score for professional behaviour as described in article 4.3.4.

4.3.7 For the purpose of article 4.3.5 and 4.3.6, two or more mandatory sessions for a course within a time frame of 5 weekdays (Monday, Tuesday, Wednesday, Thursday and Friday, starting day may vary) are considered as one mandatory session.

4.3.8 Cases of misconduct by a student in a course are referred by the course coordinator to the Dean of EUC, who will decide if such a violation of the Honour Code necessitates a sanction as described in article 5.6.

4.3.9 EUC publishes the dates and timeslots of all mandatory sessions for a student undertaking a particular course no later than 4 weeks before the start of the course.

4.4 *Professional development*

To fulfil the professional development requirement mentioned in 3.1 above, the student needs to:

- a. prepare and maintain a personal study plan, in which the student reflects on what he or she has learned and identifies possible study choices that he or she may wish to take in subsequent years, and
- b. participate fully in at least one meeting with his or her Student Counsellor during the first year of enrolment, and
- c. participate fully in at least two meetings with his or her Student Counsellor, during the following 2 years on from the first year of studies at EUC, and
- d. sufficiently reflect with his or her Student Counsellor on:
 - the (updated or revised) study plan;
 - personal goals regarding academic development;
 - the grades received so far;
 - insufficient scores on the professional behaviour requirement for each course taken.

4.5 *Evaluation of education*

4.5.1 The Dean of EUC is responsible for the evaluation of education.

4.5.2 All curriculum components are systematically evaluated through student surveys and discussions with the programme committee. The Dean of EUC informs the programme committee of the method and frequency with which the curriculum components are evaluated.

4.5.3 The Dean of EUC informs the programme committee of the outcomes of the evaluation student surveys, proposed adjustments following the outcomes, and the results of adjustments that were implemented.

4.5.4 EUC evaluates its courses. Students are requested to fill in an evaluation form on CollegeWeb for each course they are registered for at EUC, in which they can evaluate various aspects of the course (e.g., study load, quality of the content, meetings, teachers).

4.5.5 In the last mandatory meeting, ample time will be given for filling in the course evaluation.

4.6 *[article withdrawn]*

4.7 *Withdrawal*

4.7.1 Students are allowed to withdraw from a course before the end of the second week of the course without consequences. A student who is unable to complete a course after the second week may, in case of extenuating circumstances, request a withdrawal without penalty from the Examination Board before the last week of the course.

4.7.2 Any such request must be accompanied by a proposal to resolve the shortage of credits incurred.

4.7.3 In case a withdrawal is granted, the student will be deregistered from the course. Partial results, if any, will be deleted.

4.8 *[article withdrawn]*

4.9 *Leave of absence*

4.9.1 Students can request a leave of absence for a maximum of one semester for academic or personal reasons. A leave of absence implies that the student is expected to return after the approved period.

- 4.9.2 The request must be accompanied by a written positive reference from the Student Counsellor.
- 4.9.3 A leave of absence is granted by the Dean of EUC.
- 4.9.4 Students who have permission for a leave of absence can reregister without reapplying.
- 4.9.5 Students who have been absent for an entire semester are required to attend an evaluation meeting with the Student Counsellor before returning to EUC.
- 4.10 Publication of grades*
- 4.10.1 Preliminary grades will be published within 15 working days following completion of a given assignment or exam, unless an exception is made by the Examination Board. For more information, see EUC assessment policy.
- 4.10.2 Each student has the right to review the scored assignment or exam. EUC will schedule review meetings for written exams. For the professional behaviour requirement or those scored assignments which cannot be returned with feedback by the course coordinator to the student, the student can request an individual review within 5 working days. If the request is accepted, the assignment, exam, or professional behaviour requirement will be reassessed. This means that the assignment or exam might be graded higher or lower than the previously given grade. The grade after the reassessment will be the final grade. The Examination Board may set additional guidelines and procedures for reviews. Procedures with regard to objection and appeal can be found in the Guidelines and Procedures Examination Board.
- 4.10.3 Final grades will be published within 10 working days after the review of a given assignment or exam, unless an exception is made by the Examination Board.
- 4.11 Exemptions*
- 4.11.1 At a student's request and having consulted the examiner concerned, the Examination Board may grant the student exemption from a course, if the student has either:
- a. successfully completed a relevant and similar, in terms of content and level, course of a university or higher professional education prior to the start of the bachelor programme; or
 - b. demonstrated through his/her work or professional experience that he/she has sufficient knowledge, insight and skills in respect of the course concerned.
- 4.11.2 An exemption can only apply to a whole course and not to part of a course.
- 4.11.3 Students may be granted exemptions for no more than 30 EC.

§ 5 Good standing

- 5.1 General understandings*
- 5.1.1 EUC requires all its students to remain in good standing. To do so, students need to fulfil the requirements of good academic standing (see 5.2 below) as well as good social standing (see 5.5 below).
- 5.1.2 EUC's measures and procedures are aimed at encouraging, or, if needed, enforcing good standing.
- 5.2 Academic standing*
- 5.2.1 All members of EUC's academic community, staff and students alike, are obliged to uphold the academic standards of Erasmus University College. The basic premise here is that the learning process is a product of individual effort and commitment, accompanied by moral and intellectual integrity.
- 5.2.2 All students start their studies at EUC in good academic standing. To remain in good academic standing students must fulfil the following academic requirements each semester:

- to attain a Semester MLA of at least 60.0%, and;
- to obtain at least 25 EC, and
- to not have a course grade below 50.0%.

5.3 *Fraud and plagiarism*

5.3.1 In the event the Examination Board has evidence that fraud or plagiarism has been committed, the student immediately loses her/his good academic standing immediately and for the duration of (at least) two Quads. The Examination Board then decides upon an appropriate sanction, or may choose to refer the case to the Dean of EUC.

5.3.2 To be able to detect plagiarism EUC makes use of detection software. When a student hands in an assignment he or she implicitly accepts that the text of the assignment might be included in the database of the relevant detection software.

5.4 *Academic alert*

5.4.1 After the first year of studies, for which the binding study advice (see § 7 below) is given, if a student fails to remain in good academic standing, OSEA, on behalf of the Dean, will give the student an academic alert. A student's good standing will be evaluated after the third, fourth and, if applicable, sixth semester.

5.4.2 Students with a credit shortage of more than 5 EC in the previous semester will be given an academic alert. An exemption is made for third year students who only take a Minor in the Autumn semester of 2016/2017, and fourth-year students and/or higher.

5.4.3 In case of an academic alert, a study contract will be drafted for the upcoming semester, in which specific conditions and aims the student has to meet are listed. During that upcoming semester, the student:

- is required to adjust the study plan and as a consequence of that is required to meet at least once with his or her Student Counsellor to discuss these adjustments;
- may not participate in any exchange programme;
- may only work for EUC with explicit prior permission from the Dean of EUC.

5.4.4 At the end of that upcoming semester OSEA will review the extent to which a student's results have improved to a satisfactory level as determined in the student's study contract before recommending appropriate actions to the Dean of EUC.

5.4.5 Students who receive an academic alert for a third time will be required to leave the programme (expelled), unless the Dean of EUC decides otherwise.

5.5 *Social standing: The Honour Code*

5.5.1 The Honour Code is central to EUC's mission as a liberal arts college. It is a system of mutual trust and respect, on which the community is based. Honour is the foundation of teaching, learning and community life at EUC, and all staff and students share responsibility for preserving this foundation.

5.5.2 The Honour Code is based upon the core values of the EUC (see appendix 3).

5.5.3 Part of the Honour Code is that students undertake to adhere to the Dutch law, that they will refrain from substance abuse and violence and that they will use debate and discussion to settle arguments.

5.5.4 Part of the Honour Code is that students will adhere to the requirements of Professional Development (see 4.4).

5.5.5 By enrolling at EUC a student implicitly agrees to uphold the Honour Code.

5.6 *Violations of the Honour Code and measures*

5.6.1 Serious violations of the Honour Code can lead to the following sanctions, depending on the gravity:

- a warning;
- social probation;
- social probation combined with exclusion from (parts of) courses;

- a failure for the course where the violation of the Honour Code took place;
- social probation combined with exclusion from the EUC Building for other than academic purposes;
- social probation combined with exclusion from the EUC building for all purposes;
- expulsion from EUC.

Violations always entail (financial) repair of any damages a student may have caused in the process.

- 5.6.2 A first offence that is not serious enough to warrant outright social probation will result in a warning for the offending student; another violation in the same semester will automatically lead to social probation.
- 5.6.3 All serious offences, such as violation of the law, substance abuse, endangering the safety of others, harassment, gross negligence or destruction of EUC property, will lead to social probation.
- 5.6.4 A student on social probation:
- is required to meet at least once with his or her Student Counsellor;
 - may not participate in any exchange programme or extracurricular activities;
 - may only work for EUC with explicit prior permission from the Dean;
 - may face additional measures, depending on the original infraction.
- 5.6.5 The Dean of EUC will decide on any of these measures taking into account a recommendation by a Student Counsellor.
- 5.6.6 The Dean of EUC will inform the student in case of pending social probation, exclusion or expulsion. Students who are not available within 24 hours of being requested to report lose their right to be informed in advance. In case urgent action is required the Dean of EUC may take immediate action.
- 5.6.7 Students who are placed on social probation for a third time will be required to leave the programme (expelled), unless the Dean of EUC decides otherwise.

5.7 *Expulsion*

Expulsion (see 5.4.5 and 5.6.7 above) means that the student's enrolment will be terminated in accordance with article 7.42a WHW (iudicium abeundi) and/or 7.57h WHW. A student who is expelled from EUC will not be refunded tuition and/or accommodation fees and will have to repay (in full) any scholarships that he or she may have received.

§ 6 Distinctions

6.1 *Distinctions*

- 6.1.1 Students with a Semester MLA of at least 82.5% will be placed on the Dean's list for that semester, provided they are in good standing.
- 6.1.2 The following distinction will be awarded with the Bachelor Degree, based on the final MLA that is calculated for the first course grades that were registered by EUC (thus excluding any revised course grades from resits or retakes for the courses obtained):
- | | |
|-------------------|-----------------|
| 60.0% - 69.9% MLA | No distinction |
| 70.0% - 77.4% MLA | Honours |
| 77.5% - 82.4% MLA | Cum laude |
| 82.5% or more MLA | Summa cum laude |
- 6.1.3 The Leadership Programme is the honours programme of EUC. EUC offers the top 10% (based on cumulative MLA) of students who finished their first year of studies the opportunity to apply for the Leadership Programme. EUC reserves the right to offer a wildcard to students who are not part of the top 10%, but who have distinguished themselves in other respects for the academic community of EUC. EUC grants a student 15 EC in 'extra credit' (i.e. not counting towards the graduation requirements) on successful completion of the Leadership Programme.
- 6.1.4 If fraud/plagiarism (see 5.3) has been registered for the student, the Dean decides whether any distinction can be awarded.

- 6.1.5 Students who have been enrolled at EUC for more than 4 years before graduation, will not be awarded any distinction.

§ 7 Binding Study Advice

7.1 *Binding Study Advice standards*

Students need to have obtained at least 60 EC in EUC courses by the end of the first year of enrolment. A student needs to attain an MLA of 60% to complete the first year.

7.2 *Study Advice*

7.2.1 The Examination Board will provide a student with interim study advice at the following intervals:

- After the examinations in the second Quad of the first semester of their studies at EUC.
- After the examinations in the first Quad of the second semester of their studies at EUC.

7.2.2 The Examination Board will give each student a definitive and Binding Study Advice after the examinations in the second semester of their studies at EUC.

7.2.3 A dismissal, as defined in the WHW, article 7.8b, paragraph 3, can be bound to a Binding Study Advice.

7.2.4 The aforementioned dismissal means that the student in question, taking into account any personal circumstances, is not considered suitable for the programme due to his or her study results not meeting the required standards as explained in the previous article.

7.2.5 Students who are dismissed will be excluded from enrolling in the programme for 3 consecutive academic years.

7.3 *Study guidance*

7.3.1 EUC ensures – within reason – that its students will have access to study guidance, including exploring possible study plans within the programme. EUC offers a student counselling service both for study guidance and personal matters.

7.3.2 The interim study advice mentioned in the previous article may prompt the Student Counsellor to call a mandatory meeting with the student.

7.3.3 In the case of a certain chance of study delay, the student in question is expected to amend her/his study plan, in consultation with his or her Student Counsellor.

7.4 *Personal circumstances*

7.4.1 The following personal circumstances are taken into account when issuing a study advice:

- Illness, disability or pregnancy of the student in question.
- Special family circumstances.
- Positions for which the Erasmus University Rotterdam grants a scholarship.
- Other circumstances, as referred to in the Implementing Decision of the WHW (article 2.1).

7.4.2 Any student who, as a result of personal circumstances, can reasonably expect to incur study delays, is expected to report this as soon as possible to his or her Student Counsellor. The aim of this is to limit any study delays. The Student Counsellor will decide if it is necessary for the student to amend her/his study plan.

7.4.3 Notification by a student is considered on time if made within four weeks after the onset of the circumstances. If the circumstances are such that the student, or a representative, cannot give notification within these four weeks, the absence of notice will be reviewed in light of the circumstances.

7.4.4 The Student Counsellor advises the Examination Board about a student's personal circumstances that may influence the study advice given.

§ 8 Final clauses

- 8.1 Changes in the Academic Rules and Regulations only take effect at the beginning of the academic year. Interim and/or retrospective changes are not possible, unless the interests of the student are not unreasonably harmed by these changes.
- 8.2 All changes apply to every student, apart from changes in articles 3.1 up to and including 3.11. These articles will remain in force, unchanged, from the start of his or her study for at least four years, unless the interests of the student are unreasonably harmed by this, as decided upon by the Dean FSW, after advice of the Dean of EUC and the Examination Board.
- 8.3 The Academic Rules and Regulations are published annually and distributed to all students of the EUC. The full text is also available via CollegeWeb.
- 8.4 Students and staff of the EUC are individually responsible to familiarise themselves with the terms of the Academic Rules and Regulations.
- 8.5 Students are required to read e-mails sent to their student e-mail address, as this is the address used for official communication purposes.
- 8.6 The responsibilities of the Examination Board named in these regulations can be delegated by the Examination Board to its chair and/or another member of the Examination Board who is duly authorised.
- 8.7 The regulations come into effect on 28 August 2017. The regulations were last modified by the Dean of EUC and were set by the Dean of the Faculty of Social Sciences on 9 June 2017.

Appendix 1: Course Catalogue 2017/2018

See Course Catalogue 2017/2018 on CollegeWeb.

Appendix 2: ARR articles customized for double degree students of RASL in 2017-2018

Double degree students of EUC and Codarts/Willem de Kooning Academy aim to complete two bachelor degrees in 5 years, instead of 7 years, and therefore, for those students exceptions need to be made with regard to the following ARR articles:

- Article 1.3: The bachelor programme in Liberal Arts and Sciences of EUC has a nominal length of three years (5 years for double degree students) and is offered as a full-time programme (and as a part-time programme for double degree students);
- Article 3.4.5: students are required to declare their major before the (Winter/Summer) term in their second semester of studies at EUC. Double degree students are required to declare their major in the first Quad of their third semester at EUC;
- Article 3.12a/b.1: EUC offers its students the opportunity to transfer up to 30 EC in exchange courses and/or off-campus courses, and have those count towards the general graduation requirements (see 3.1 above). With the exception of double degree students, who will be allowed to transfer up to 60 EC in pre-approved Codarts or Willem de Kooning Academy courses;
- Article 6.1.5: Students who have been enrolled at EUC for more than 4 years before graduation, will not be awarded any distinction. Double degree students who have been enrolled at EUC for more than 6 years before graduation, will not be awarded any distinction.
- Article 7.1: Students need to have obtained at least 60 EC by the end of the first year of enrolment. A student needs to attain an MLA of 60% to complete the first year.
 - Double degree students of EUC and Willem de Kooning Academy need to:
 - Have obtained at least 25 credits in EUC courses by the end of the first year of enrolment;
 - have obtained at least 60 credits in EUC courses by the end of the second year of enrolment, of which 45 EC in Academic Core courses, and
 - Attain an MLA of 60% at the end of the second year of enrolment.in order to receive a positive BSA.
 - Double degree students of EUC and Codarts need to:
 - Have obtained at least 30 credits in EUC courses by the end of the first year of enrolment;
 - have obtained at least 60 credits in EUC courses by the end of the second year of enrolment, of which 45 EC in Academic Core courses, and
 - Attain an MLA of 60% at the end of the second year of enrolment.in order to receive a positive BSA.
- Article 7.2.1: The Examination Board will provide a student with interim study advice at the following intervals:
 - After the examinations in the second Quad of the first semester of their studies at EUC.
 - After the examinations in the first Quad of the second semester of their studies at EUC.with the exception of double degree students, they will be provided with interim study advice at two decided point in the first two years of enrolment.
- Article 7.2.2: The Examination Board will give each student a definitive and Binding Study Advice after the examinations in the second semester of their studies at EUC, with the exception of double degree students, who will receive their definitive and Binding Study Advice after the examinations in the fourth semester of their studies at EUC.

Appendix 3: Core Values & Professional Behaviour of an Academic

At Erasmus University College we expect you to use your knowledge, insight and creativity to unravel today's complex scientific and social issues ensuring your actions are informed and your decisions are taken with ample consideration for the context.

This means that we understand Professional Behaviour in terms of the following four core values:

Respect

We expect you:

- to introduce yourself to others;
- to listen attentively to others;
- to be curious and to engage in dialogue with others;
- to share your opinions and views in an appropriate way, and to refrain from using coarse language and making personal attacks;
- to allow space for questions to be asked;
- to take other people's views into consideration;
- to explore or discuss a conflict where credence is given to both the subject and the emotional (re)actions;
- to give compliments when appropriate.

Responsibility

We expect you:

- to be punctual;
- to be prepared;
- to actively engage in collaborations;
- to express your opinion, even when it may not be shared by others;
- to explore new approaches with everyone involved;
- to ask questions when things are unclear;
- to verify if others have understood you correctly;
- to discuss unprofessional behaviour with those involved;
- to act in accordance with scientific as well as social integrity;
- to reconsider and reflect upon past decisions and have the confidence and integrity to revise them if necessary;
- to act upon strengthening your weaker points.

Comprehension

We expect you:

- to be aware of your potential, your talents, your strengths and weaknesses;
- to set learning objectives to enrich your professional development, acknowledge the required motivation and to identify the appropriate steps in order to achieve your goals;
- to ask yourself critical questions regarding the choices you make and to be able to underpin your course(s) of action;
- to ask for support if needed;
- to deal with your own emotions and those of others, in such a way that it benefits the collaboration;
- to reflect on your own performance and to initiate peer appraisal;
- to be able to accept constructive criticism and to use this feedback for professional development.

Commitment

We expect you:

- to acquire an in-depth knowledge of your fields of interests;
- to move around fluently across disciplines;
- to actively follow current developments of your fields of expertise or interest;
- to make an active contribution towards the development and transfer of knowledge;
- to use available scientific literature and expert opinions appropriately;
- to be able to highlight the most important aspects of scientific and social issues;
- to be able to carry out a discussion or debate based on the arguments put forward;
- to be aware that your knowledge and frame of reference do not encompass all the wealth of knowledge that is available.