

## Teaching and Examination Regulations

### Bachelor History

2018-2019

## Table of Contents

<b>SECTION 1 – GENERAL PROVISIONS .....</b>	<b>4</b>
<b>Article 1.1 – Applicability of the regulations.....</b>	<b>4</b>
<b>Article 1.2 – Definitions .....</b>	<b>4</b>
<b>Article 1.3 – Evaluation of education .....</b>	<b>5</b>
<b>SECTION 2 – PREVIOUS EDUCATION AND ADMISSION .....</b>	<b>5</b>
<b>Article 2.1 – Previous education .....</b>	<b>5</b>
<b>Article 2.2 – Language requirements for admission to Dutch language specialisation .....</b>	<b>6</b>
<b>Article 2.3 – Language requirements for admission to IB History .....</b>	<b>6</b>
<b>Article 2.4 – Entrance examination (Colloquium Doctum).....</b>	<b>6</b>
<b>SECTION 3 – CONTENT AND STRUCTURE OF THE PROGRAMME .....</b>	<b>7</b>
<b>Article 3.1 – Intended learning outcomes of the degree programme.....</b>	<b>7</b>
<b>Article 3.2 – Full-time / part-time .....</b>	<b>8</b>
<b>Article 3.3 – Language of instruction and assessment.....</b>	<b>8</b>
<b>Article 3.4 – Participation in educational activities .....</b>	<b>8</b>
<b>Article 3.5 – Study load and duration.....</b>	<b>8</b>
<b>SECTION 4 – PROGRAMME .....</b>	<b>8</b>
<b>Article 4.1 – Composition of the bachelor examination .....</b>	<b>8</b>
<b>Article 4.2 – Curriculum in Bachelor 1 .....</b>	<b>8</b>
<b>Article 4.3 - Curriculum in Bachelor 2/3 .....</b>	<b>9</b>
<b>Article 4.4 – International exchange .....</b>	<b>9</b>
<b>Article 4.5 – Practicals .....</b>	<b>9</b>
<b>Article 4.6 – Attendance and best efforts obligation.....</b>	<b>10</b>
<b>Article 4.7 – Honours Class .....</b>	<b>10</b>
<b>SECTION 5 – ASSESSMENT.....</b>	<b>11</b>
<b>Article 5.1 – General.....</b>	<b>11</b>
<b>Article 5.2 – Content of exams.....</b>	<b>11</b>
<b>Article 5.3 – Sequence of exams and progress through the degree programme.....</b>	<b>11</b>
<b>Article 5.4 – Time periods and frequency of exams .....</b>	<b>11</b>
<b>Article 5.5 – Administration of exams .....</b>	<b>12</b>
<b>Article 5.6 – Oral exams .....</b>	<b>12</b>
<b>SECTION 6 – EXAM RESULTS.....</b>	<b>12</b>

Article 6.1 – Establishing, publishing and recording results of exams .....	12
Article 6.2 – Grading.....	13
Article 6.3 – Validity .....	13
Article 6.4 – Right of inspection .....	13
<b>SECTION 7 – EXEMPTIONS.....</b>	<b>13</b>
Article 7.1 – Exemptions from exams .....	13
<b>SECTION 8 – BACHELOR’S EXAMINATION.....</b>	<b>14</b>
Article 8.1 – Bachelor’s examination .....	14
Article 8.2 – Compensation.....	14
Article 8.3 – Judicium cum laude.....	14
Article 8.4 – Degree.....	14
Article 8.5 – Honours.....	15
Article 8.6 – Bachelor degree certificate.....	15
<b>SECTION 9 – STUDY PROGRESS AND STUDENT COUNSELLING.....</b>	<b>15</b>
Article 9.1 – Study progress .....	15
Article 9.2 – Student counselling.....	15
Article 9.3 – Studying with a functional impairment .....	15
<b>SECTION 10 – BINDING STUDY ADVICE (BSA) .....</b>	<b>16</b>
Article 10.1 – The standard.....	16
Article 10.2 – Rejection .....	16
Article 10.3 – Study progress monitoring .....	16
Article 10.4 – Personal circumstances .....	16
Article 10.5 – Form and content of the Binding Study Advice.....	17
<b>SECTION 11 – TRANSITIONAL AND FINAL PROVISIONS.....</b>	<b>17</b>
Article 11.1 – Hardship clause.....	17
Article 11.2 – Appeal .....	17
Article 11.3 – Complaint procedure .....	17
Article 11.4 – Amendments .....	17
Article 11.5 – Announcement .....	17
Article 11.6 – Adoption and implementation .....	17
<b>APPENDIX 1 – Programme overview.....</b>	<b>18</b>

## SECTION 1 – GENERAL PROVISIONS

### Article 1.1 – Applicability of the regulations

These regulations are applicable to the curriculum and examinations of the bachelor degree programme in History hereinafter referred to as the “degree programme” and include the programme specific rights and obligations of students following the programme in the academic year 2018-2019. The general university Student’s Charter stipulates the rights and obligations applicable to all students of the Erasmus University. The degree programme is offered by the Erasmus School of History, Culture and Communication (ESHCC) at Erasmus University Rotterdam, referred to here as: “the School”. The degree programme includes a Dutch language specialisation (Bachelor Geschiedenis) and an English language specialisation (International Bachelor History).

The bachelor programme is subject to the provisions set out in the Higher Education and Research Act (WHW).

The degree programme’s online study guide, the [website](#) that sets out the teaching plan for the degree programme, and the course guides and course manuals of individual courses are an integral part of these regulations as regards the specifics of courses and exams.

### Article 1.2 – Definitions

In these regulations, the following definitions apply:

<i>Academic year</i>	the academic year runs from 1 September to the following 31 August (inclusive).
<i>Admissions Committee</i>	a committee mandated by the Examination Board which assesses whether a prospective student can be admitted to the degree programme and which selects the most suitable students for the programme
<i>The Act</i>	The Higher Education and Research Act; WHW (Statute book 1992, 593); later revised.
<i>Bachelor’s examination</i>	the total assessment of the performance of the student for separate examination parts of the degree programme, as referred to in Art. 7.10 of the Act. The aforesaid examination parts together constitute an investigation into the knowledge, insight and skills of the student.
<i>Course</i>	one (examination) component of the degree programme as referred to in section 7.3 of the Act, which is awarded credits;
<i>Course manual</i>	a written (electronic) document containing information about the objectives, working method and structure of a course, the test format, the mandatory literature and the lecturer’s office hours.
<i>Credit</i>	a unit expressed in EC, whereby one credit is equal to 28 hours of study (according to the European Credit Transfer System).
<i>Degree programme</i>	the International Bachelor History as referred to in Art. 1.1, which is concluded when all the requirements for the bachelor degree have been fulfilled.
<i>Director of Education</i>	the person who is responsible for the general administration of the degree programmes of the School.
<i>Elective</i>	an elective course taken.
<i>Exam</i>	assessment as referred to in Section 7.10 of the Act, i.e. a written, oral, or other investigation including a practical or a combination of these, into the understanding, knowledge and skills of the student and the assessment of the results of that investigation.
<i>Examination Board</i>	A board appointed by the Dean of the School and as referred to in Art. 7.12 of the Act, for the purpose of guaranteeing that all requirements for a degree are met before graduation. See <a href="#">contact</a> details here.

<i>Examiner</i>	the lecturer on staff at the School, or an external lecturer assigned to the task by the Examination Board, who is authorised to administer exams and/or tests.
<i>Intermediate test or interim exam</i>	a midterm test taken during the lecturing term of a course, the assessment of which is taken into consideration for establishing the result for the course.
<i>Major</i>	coherent programme of education worth 67,5 credits within the bachelor phase, focusing on a primary field of study.
<i>Minor</i>	coherent programme of education worth 15 credits within the bachelor phase, focusing on a secondary field of study.
<i>Practical</i>	a practical exercise as referred to in Art. 7.13 of the Act, in one of the following forms: <ul style="list-style-type: none"><li>○ writing a paper, report, essay or thesis.</li><li>○ taking part in a tutorial, research workshop, communication workshop, or seminar.</li><li>○ carrying out an assignment.</li><li>○ giving an oral presentation.</li><li>○ taking an internship.</li><li>○ participating in an excursion or field trip.</li><li>○ taking part in another study activity aimed at the attainment of certain skills.</li></ul>
<i>Programme Director</i>	the person charged with managing and supervising the degree programme.
<i>Resit</i>	the possibility to improve a grade.
<i>Rules &amp; Guidelines</i>	the rules, guidelines and regulations of the Examination Board, as referred to in Art. 7.12 paragraph 4 of the law.
<i>Student</i>	a person enrolled at the university for the purpose of following the degree programme and/or sitting the programme's examinations and having his/her academic record reviewed in accordance with section 7.34 of the Act;
<i>Study guide</i>	document containing important information about the framework, the contents, the services offered and the regulations of a specific programme.
<i>Website</i>	the degree programme's website available at <a href="https://my.eur.nl/">https://my.eur.nl/</a>

### **Article 1.3 – Evaluation of education**

1. The Director of Education will ensure the evaluation of education.
2. The Director of Education will inform the Faculty Council and Programme Committee of the method and frequency with which curriculum components are to be evaluated.
3. The Director of Education will inform the Faculty Council and Programme Committee of the outcomes of the evaluation, the amendments made as a result of this and the effect of the actual amendments.
4. The Programme Committee will advise the Director of Education on the evaluation and curriculum assessment, and will initiate or suggest possible improvements in the evaluation of education and the curriculum.

## **SECTION 2 – PREVIOUS EDUCATION AND ADMISSION**

### **Article 2.1 – Previous education**

1. Applicants are eligible for admission to the bachelor degree programme History on the basis of one of the following diplomas:
  - a) Pre-university education (VWO);
  - b) Evidence of the successful completion of the propaedeutic year of an academic education in the Netherlands or a bachelor or master degree for an academic programme in the Netherlands (WO);

2. Applicants without a VWO certificate but who have successfully completed the propaedeutic phase of a tertiary education programme [HBO] will be admitted to the programme provided they satisfy the criteria stipulated on the website and fulfil the language requirements.
3. Applicants without a VWO certificate but who have successfully passed the Colloquium Doctum exam as referred to in Art. 2.6 will be admitted to the **Dutch language specialisation**.
4. In addition to previous educational qualifications obtained in the Netherlands, applicants with the following qualifications will be eligible for the English language specialisation IB History:
  - a) An international or European Bacculaureate diploma;
  - b) A diploma of secondary education in another country at least equivalent to the Dutch diploma of pre-university education.
5. Applicants are only eligible for admission if they meet and give evidence of fulfilment of the language requirements for either specialisation (Art. 2.2 and 2.3).

#### **Article 2.2 – Language requirements for admission to Dutch language specialisation**

1. To participate in the Dutch programme and assessments sufficient mastery of the Dutch language is required. This requirement is met if either:
  - a) the candidate holds a Dutch pre-university education (VWO) diploma and the subject Dutch was part of the exam to obtain that diploma;
  - b) the candidate has completed the “Dutch as second language, level two” (NT-2, Examen II) assessment with good result.
2. To participate in the English language components of the programme sufficient mastery of the English language is recommended. The level of English is sufficient if either:
  - a) the candidate holds a Dutch pre-university education (VWO) diploma and the subject English was part of the exam to obtain that diploma;
  - b) the candidate holds a diploma of secondary education obtained at an Institution where students are taught in English for secondary education in or outside of the Netherlands;
  - c) the candidate holds a diploma of a tertiary education programme [HBO], and the subject English was part of the exam to obtain that diploma.

#### **Article 2.3 – Language requirements for admission to IB History**

1. To participate in this English language specialisation a satisfactory command of the English language is required. This requirement will be deemed to have been met if the candidate fulfills one of the following criteria:
  - a) the candidate holds a Dutch pre-university education [VWO] diploma with at least a 7 for English;
  - b) the candidate holds an International Bacculaureate with English A or B at Higher Level, or English A at Standard Level;
  - c) the candidate holds an European Bacculaureate with English as first or second language;
  - d) the candidate holds a diploma of secondary education obtained in Australia, Canada (other than Quebec), New Zealand, the United States of America, South-Africa, the United Kingdom, or Ireland;
  - e) the candidate has successfully taken and passed one of the following tests:
    - an internet-based TOEFL with a score of 100 (sub scores 23) or higher;
    - IELTS with a score of at least 7.0 (sub scores 6.5).
    - CAE: grade B or A
    - CPE: grade C, B or AEnglish tests must be no more than two years old at the time of application.

#### **Article 2.4 – Entrance examination (Colloquium Doctum)**

1. In the entrance examination, referred to in Article 7.29 of the Act, the candidate must demonstrate they have sufficient general education, knowledge and suitability to be able to follow the educational programme and sit the examinations in the History programme.  
The following requirements are set:

- **History:** the candidate has knowledge and understanding of both general and Dutch history of the 19th and 20th century; this is assessed by having the student answer a number of written questions; and
  - **Dutch:** the candidate must pass the Dutch component of the Colloquium Doctum exam; and
  - **English: for being admissible to the Dutch Geschiedenis programme,** the candidate must achieve a minimum grade of 5.5 for the English part of the Colloquium Doctum examination. **For being admissible to the English IBHistory programme,** the candidate must achieve a minimum grade of 7.0 for the English part of the Colloquium Doctum examination.
2. After a potential second chance, the final assessment is expressed as “accepted” or “not accepted”. Within four weeks of taking the entrance examination, the candidate will be informed of his/her results.
  3. The entrance examination is a written exam administered at least twice a year on dates specified for each year.
  4. If requested, the Examination Board is authorised to grant exemption from one or more of the tests specified in paragraph 2.
  5. The result of the entrance examination is valid for two years.

### SECTION 3 – CONTENT AND STRUCTURE OF THE PROGRAMME

#### Article 3.1 – Intended learning outcomes of the degree programme

The intention of the programme is to confer such knowledge, understanding and skills in the field of History, that the graduate is able to fulfil a position at bachelor level in the labour market and eligible to follow a master’s degree programme in, at least, the field of History. This objective is specified as follows in the exit qualifications.

##### *Knowledge and understanding.*

The graduate:

1. has knowledge and understanding of the main historical trends of various societies since 1500, within a global context;
2. is able to analyse local, regional, and global historical events and place them in a longer-term perspective.

##### *Applying knowledge and understanding*

The graduate:

3. can independently find different types of source material, and critically assess it based on specific historical contexts, and link this information to relevant socio-scientific and historical theory concepts;
4. has a command of historical and socio-scientific methods and techniques;
5. is able to apply historical skills in the professional field within changing multicultural societies;

##### *Making judgements*

The graduate:

6. is able to take up a position related to historical events and processes on the basis of various kinds of historiography and theoretical historical knowledge.

##### *Communication*

The graduate:

7. can present academic reports, both orally and in writing, on findings from literature study and the graduate’s own research;
8. has knowledge of the impact of historical processes in multicultural societies and is able to introduce these critically into various discussions taking place within a societal context;

##### *Learning skills*

The graduate:

9. is able to conduct a small-scale research project based on primary sources and secondary literature.

### **Article 3.2 – Full-time / part-time**

Within the scope of the Act, this degree programme is only offered full-time.

### **Article 3.3 – Language of instruction and assessment**

*Language of instruction and assessment in the Dutch language specialisation*

1. Taking due account of the Code of Conduct of the Executive Board of Erasmus University Rotterdam, lectures are taught in English throughout the programme. Practicals are taught in Dutch at least during the first year of the Dutch language specialisation. Practicals in bachelor 2 and 3 are taught in English, unless the lecturer specifies differently in the course manual.
2. Exams and assignments may be completed in Dutch, unless the lecturer specifies differently in the course manual.

*Language of instruction and assessment of the English language specialisation IB History*

3. Taking due account of the Code of Conduct of the Executive Board of Erasmus University Rotterdam, the English language specialisation of the programme is taught in English and all tests are taken in English.
4. Exams and assignments have to be completed in English, unless the lecturer specifies differently in the course manual.

### **Article 3.4 – Participation in educational activities**

Students are expected to participate in every educational activity offered by the programme. This concerns not only lectures but also study visits, workshops or course evaluations.

### **Article 3.5 – Study load and duration**

The degree programme is a three-year programme with a study load of 180 credits. Each course year comprises a study load of 60 credits.

## **SECTION 4 – PROGRAMME**

### **Article 4.1 – Composition of the bachelor examination**

1. The degree programme consists of the first bachelor year: Bachelor 1 (BA-1, cf. Art. 4.2) and the second and third bachelor year: Bachelor 2/3 (BA-2/3, cf. Art. 4.3).
2. The components of the curriculum that form the bachelor examination are determined by the Dean of the School. The complete examination programme and the corresponding study load are stipulated in appendix 1 of these Teaching and Examination Regulations.
3. A detailed explanation of the examination components referred to in the first paragraph of this Art. is included in the School's Study Guide.

### **Article 4.2 – Curriculum in Bachelor 1**

The first bachelor year counts 60 credits and comprises the following core courses, all with a study load of 7,5 credits (see also Appendix 1):

- Global History
- Heuristic Skills and Sources
- History of Early Modern Societies
- Rethinking History 1
- History of Modern Societies
- History and Social Sciences
- Dutch History in a Globalizing World
- Bachelor-1 Paper



### Article 4.3 - Curriculum in Bachelor 2/3

The second and third years of the degree programme comprise 120 credits and consist of the following components (see also Appendix 1):

- a) Three Theory and Methods courses, 22,5 credits
- b) Four Focus Area courses, 30 credits
- c) Elective courses, 15 credits
- d) Minor, 15 credits
- e) Internship, 15 credits
- f) Bachelor Thesis Project, 22,5 credits
  - Every student takes a Bachelor Thesis Class in Bachelor 3. The Bachelor Thesis is written in the context of that seminar.
  - The student must take a Bachelor Thesis Class and write his/her Bachelor Thesis in one of the focus areas that he or she has chosen (cf. appendix)
  - The Bachelor Thesis is an individual project by a student.
  - The supervision, submission and assessment of the Bachelor Thesis Class and Bachelor Thesis is subject to the guidelines, procedures, timetables and criteria as stipulated in the course manual for the Bachelor Thesis Class and Bachelor Thesis and on the degree programme's website.
- g) *Optional*: international exchange period or vocational minor, 30 credits (substituting the minor and the internship)

### Article 4.4 – International exchange

Students may choose to spend a study period at a foreign university.

1. Students can only go on an exchange in term 1 and 2 of their third year.
2. Students can only go on exchange when they are on track. Students who have a study delay cannot go on exchange, unless personal circumstances have been acknowledged and the study advisor agrees that the student goes on exchange.
3. Students have to present a motivated coursework overview for their study abroad period which has to be approved by the Examination Board before they leave.
4. Students who choose to spend a full semester abroad are required to:
  - a) take at least 10 credits in history courses at the host university
  - b) take a total of 30 credits worth of courses at their foreign host institution. Students who have already obtained more than 60 credits within their BA-2/3 programme at the end of their second year may obtain permission to take less than 30 credits at their foreign host university.
  - c) It is not allowed to take BA-1-level courses at the foreign host institution.
5. The following minimum requirements for an exchange apply.

At the time of application and selection for an exchange:

  - a) Students should have completed all the BA-1 courses, and all courses of BA-2, term 1 (total of 75 credits);
  - b) students' average grade for the courses in BA-1 + BA-2 (term 1) should be at least 6.5.

At the time of departure for an exchange:

  - a) students should have completed all their BA-1 courses, and all mandatory BA-2 courses of term 1 and 2
  - b) students are required to submit proof of their proficiency in the language of the foreign host institution (at B2 level or higher).
6. Available places at each partner university will be limited: Selection will be based on performance, motivation as well as students' completed application package.
7. Grades obtained abroad will be converted to a Pass/Fail on the students' grades list.

### Article 4.5 – Practicals

1. All courses in the first bachelor year include both lectures and practicals in the form of tutorials.
2. Second and third year courses may include practicals in the form of seminars, research workshops or bachelor thesis classes etc.

#### **Article 4.6 – Attendance and best efforts obligation**

1. Every student is expected to participate actively in the course for which they are registered.
2. Attendance is mandatory at all practicals. This means that an examination for a course, as mentioned in paragraphs 1 and 2 of this Art., can only be successfully passed once all the practicals have been attended.
3. In addition to the general requirement that a student is present and actively participates in their education, supplementary requirements in this respect are defined in the Course manual.
4. Should a student be unable to attend a practical, they should inform the lecturer before the practical.
5. The following attendance rules apply to **bachelor 1 students**:
  - a. A student who is absent from one or two practicals will still meet the attendance requirements if the student has attended all the other practicals. However, any regular assignments which are missed must still be completed.
  - b. A student who misses three practicals will receive an extra assignment from the lecturer. This extra assignment is an individual assignment and offers the student the possibility to still meet the attendance requirements.
  - c. . In principle, a student who is absent more than three times will be excluded from the course and will have to restart the course in a subsequent year.
  - d. The extra assignment should be handed in digitally within two weeks of the missed practical. If the extra assignment is assessed as passable, the student will be marked as having fulfilled the attendance requirement.
  - e. A student who fails to satisfy the attendance requirements of the practicals in that academic year has no right to be awarded a final grade for the relevant course.
  - f. The student advisor will issue advice to the Examination Board as to whether a hardship clause may or may not be applicable. If this is the case, the Examination Board may grant permission for the course to be retaken in the next academic year.
6. The following attendance rules apply to bachelor 2 and bachelor 3 students:
  - a. A student who is absent from one practical will still meet the attendance requirements if the student has attended all the other practicals. However, any regular assignments which are missed must still be completed.
  - b. A student who misses two practicals will receive an extra assignment from the lecturer. This extra assignment is an individual assignment and offers the student the possibility to still meet the attendance requirements.
  - c. The extra assignment should be handed in digitally within two weeks of the missed practical. If the extra assignment is assessed as passable, the student will be marked as having fulfilled the attendance requirement.
  - d. A student who fails to satisfy the attendance requirements of the practicals in that academic year has no right to be awarded a final grade for the relevant course. In principle, a student who is absent more than twice will be excluded from the course and will have to restart the course in a subsequent year.
7. The rules and procedures concerning attendance are stipulated in both the Course manual and the Study Guide.

#### **Article 4.7 – Honours Class**

The History Honours Class is an extra challenge for excellent students. Selection for the class is based on the students' grade point average of Bachelor 1 (minimum 7.0) and a motivation letter. The admission and application procedure is to be found on the website.

The class:

- will be offered in terms 2, 3 and 4 of the second bachelor year and consists of 15 credits;
- consists of lectures, seminars or other sessions on contemporary issues within the field of History; various aspects of these issues are presented by the School's permanent staff, as well as by professionals from outside the School.

## SECTION 5 – ASSESSMENT

### Article 5.1 – General

1. During the degree programme the student will be assessed on academic development to determine whether the student has sufficiently achieved the intended learning outcomes.
2. The course manual specifies the performance the student must meet in order to successfully complete each course as well as the criteria on which the student will be assessed.
3. In the Rules & Guidelines of the Examination Board the procedures concerning assessment are described.

### Article 5.2 – Content of exams

1. An exam covers the material covered in the most recent period.
2. The examiner or the Examination Board can make individual arrangements for courses that have been discontinued; such arrangements may be made up to a maximum of one year after the academic year in which the course was taught for the last time.

### Article 5.3 – Sequence of exams and progress through the degree programme

1. The student is personally responsible for accurate and timely registration for the exams he or she needs to sit. When the student registers for an ESHCC course on OSIRIS he/she is automatically registered for the final exam. For resit exams the student will have to register on OSIRIS separately between 35 and 7 days before the exam date.
2. If the Examination Board provides the ability to register for a test outside of the regular period registration period, an administration fee with a maximum of €20.00 per exam will be charged.
3. Students should have completed all exams of Bachelor 1 before they are allowed to sit for exams and/or complete their internship in the BA-2/3 programme.
4. The Examination Board will allow a student to sit one or more exams in BA-2/3 before completing Bachelor 1 if the student has received a postponement of the Binding Study Advice due to personal circumstances (PC), as described in Art. 10.4. In this context the following rules are applicable:
  - a) the permission to sit exams does not include the internship, the Bachelor Thesis Class and Bachelor Thesis.
  - b) for courses which have admission restrictions, students who have completed Bachelor 1 will have priority over students who, at the time of registering, have not;
  - c) such permission by the Examination Board shall be valid for a period of no more than twelve months.
5. Students may not take part in the exams for the courses from BA-2/3 detailed below until they have passed the exams in the corresponding courses as detailed below:
  - a) A student cannot participate in the Bachelor Thesis Class unless the student has completed BA-1 and 45 credits in BA-2 included 22,5 credits for the Focus Area (3 courses).
  - b) The Bachelor Thesis may not be submitted until the Bachelor Thesis Class has been completed.
  - c) Students may not start an internship until they have at least 52,5 credits in the BA-2/3 programme, including all mandatory courses.
  - d) Students who do not spend a study period abroad in the first term of their third year are required to take a 15 credits minor (within another study area). Students can choose their 15-credit minor from the minors offered in the minor admission matrix in the spring of the previous academic year (see <http://www.eur.nl/english/minor>), which are among the permitted minors for the degree programme according to that matrix. The vocational minor of 30 credits is also a possibility to follow.

### Article 5.4 – Time periods and frequency of exams

1. Students are offered two opportunities per academic year to sit for an exam and thus obtain a result for a course: that is to say a regular exam at the end of the course term and a resit exam. The following clauses apply:
2. The number of resit exams that a student is allowed to take is limited:

- a) Within the BA-1 programme students are allowed to take a resit for a maximum of three courses. This rule only applies to written examinations.
  - b) Within the BA-2/3 programme students are allowed to take resits for a maximum of three courses per academic year. This rule only applies to written examinations and to courses offered by the ESHCC.
3. A student may resit a written examination for which he/she has already obtained a passing grade, the highest mark achieved will then count. This is only possible within the academic year in which the course was completed.
  4. An exam in the form of a final assignment or paper that comprises the largest part of the course assessment, for which a student receives a Fail (5.4 or lower), is eligible for a resit. Unless article 9.5 is applicable, the student will be given 15 working days to submit his or her revised work, counted from the moment when the student receives the grade and feedback on the first version.
  5. A resit paper may be graded with a maximum grade of 6.0.
  6. An exam in the form of a final assignment or paper with a passing grade (5.5 or higher) is not eligible for a resit.
  7. Papers/theses that are submitted late will not be marked and will not get a resit opportunity.
  8. Notwithstanding the previous paragraphs, intermediate tests and assignments are offered only once a year and have no resits.
  9. The aforementioned clauses determine that students may not retake and resit passed courses in subsequent academic years.
  10. The submission and assessment of the Bachelor Thesis Class, Bachelor Thesis and internship are subject to the timetables, guidelines and procedures stipulated in the course manuals for these programme components and on the degree programme's website.

#### **Article 5.5 – Administration of exams**

1. The exams for the courses referred to in Appendix 1 are administered in a written or oral format or in some other way. Assessment (including resits) take place according to the method described in the course manual and website. This generally involves a combination of assessment methods.
2. In exceptional cases and at the student's request, the Examination Board may allow an exam to be administered in a different format than described in the course manual and website.
3. At the lecturer's request, the Examination Board may decide an exam to be administered in a different format or at a different time than described in the course manual and in the online course guide (<https://courses.eur.nl>). The students involved will be notified of said adjustment no later than five weeks before the exam in question by Blackboard and/or SIN and/or email.
4. The Bachelor Thesis results from a research project that a student carries out individually and independently, and is assessed individually.
5. The School is responsible for the proper administration of exams and will take the appropriate measures. The Examination Board can delegate this power to the most appropriate authority or person.

#### **Article 5.6 – Oral exams**

1. No more than one student at a time will sit an oral exam.
2. Oral exams will be public unless decided otherwise by the Examination Board/the examiner involved or unless the student has lodged a notice of objection to this.

### **SECTION 6 – EXAM RESULTS**

#### **Article 6.1 – Establishing, publishing and recording results of exams**

1. The examiner shall assign a mark immediately following an oral exam and present the student with written proof of the mark (results sheet).

2. The examiner shall mark a written exam within 15 working days after the day on which the exam is administered, and will record the grade in OSIRIS, the university student administration system. In exceptional cases, the Examination Board may allow deviations from this time period.
3. The examiner shall mark a practical within 15 working days after the end date of the course, or, if applicable, within 15 working days after it has been submitted, and record the grade in OSIRIS. In exceptional cases, the Examination Board may allow deviations from this time period.
4. The examiner shall establish the results of interim exams as soon as possible but ultimately before the written exam for that course.
5. The Examination Board verifies whether the terms referred to in the previous paragraphs are maintained.
6. The department of Student Administration Office that handles exams for the Erasmus School of History, Culture and Communication is responsible for recording the exam and for issuing the diploma.

#### **Article 6.2 – Grading**

All exams are graded either on a scale from 0 to 10 points (with 0 being the lowest possible result, a 5.5 or higher a passing grade, and 10 as the highest possible grade), or on a Pass/Fail basis. Numerical grades may have one decimal.

#### **Article 6.3 – Validity**

1. The validity period of passed examination components - including components taken elsewhere that are approved as part of the examination programme - and granted exemptions is unlimited. The Examination Board can restrict the validity period following the Programme Director's proposal if, in its opinion, the knowledge, insight and skills assessed by the exam component in question are obsolete.
2. Regarding an examination component of which the validity period has expired, the Examination Board can indicate a replacement examination component or require a student to take an additional or replacement examination before allowing the student to sit the examination.
3. If an examination component is tested using more than one test, the validity period of the interim tests for which no study points are awarded is restricted to one academic year unless otherwise determined pursuant to these regulations.

#### **Article 6.4 – Right of inspection**

1. For a period of 20 working days following publication of the mark for a written exam, the student will upon request be given the opportunity to inspect his/her work and discuss the results with the examiner if he/she so desires.
2. During the period specified in the first paragraph, any student can be informed of the questions and assignments of the exam in question, as well as the standards against which the assessment was conducted.
3. The Examination Board or the examiner can decide that the inspection of the exam and assessment standards or the discussion of the results must take place at a set time and place. If the person in question can demonstrate that forces beyond their control will keep or kept them from being present at the set time and place, they will be offered an alternative opportunity, within the period referred to in paragraph 1 if possible.
4. The Examination Board may accept deviations from the provisions in the first, second and third sections.

### **SECTION 7 – EXEMPTIONS**

#### **Article 7.1 – Exemptions from exams**

1. At the student's request and after having consulted the examiner in question if necessary, the Examination Board can grant a student exemption from an exam for one or more courses that are part of the requirements for the bachelor degree, as referred to in Art. 4.3.

2. Exemption will be granted if the student has achieved a passing mark on an exam that is a comparable component of a degree programme offered at a research university in terms of contents, level and credits.
3. No exemptions are granted for courses in Bachelor 1, for the Bachelor Thesis Class and the Bachelor's Thesis.
4. Requests for exemption must be submitted to the Examination Board (via OSIRIS Student) at least eight weeks before the start of the relevant course.

## **SECTION 8 – BACHELOR'S EXAMINATION**

### **Article 8.1 – Bachelor's examination**

1. The Examination Board establishes the results of the examination and awards the certificate, as referred to in Art. 8.6, as soon as the student has satisfied the requirements of the examination programme.
2. Before establishing the examination results, the Examination Board may itself instigate an assessment of the student's knowledge, understanding and skills in respect of one or more components or aspects of the programme, if and insofar the results of the relevant tests give grounds to do so.
3. The date of the bachelor's examination is the day on which the Examination Board establishes that the student has successfully passed the examination.
4. To have successfully passed the programme's examination and be awarded a certificate, the student must have been registered for the programme in the period the assessments were made.

### **Article 8.2 – Compensation**

1. In Bachelor 1 as well as in Bachelor 2/3, a course with a final failing grade (of at least 5.0) may be compensated for with a course with a final grade of 7.0 or higher. The following clauses apply:
  - a) Within the overall BA-1 programme a maximum of two fives may be compensated for.
  - b) Within the overall BA-2/3 programme a maximum of two fives may be compensated for.
  - c) A Fail (minimum 5.0) ought to be compensated for with (a) course(s) with a grade of 7.0 or higher that represent(s) at least the same amount of study credits (EC) as the failed course.
2. A Fail for the Bachelor Thesis Class, the Bachelor Thesis, courses during an exchange period or the internship cannot be compensated for, nor can these items be used to compensate with for other courses. Electives taught at ESHCC can be compensated for, external Electives cannot.
3. The compensation will only be allowed once the student has met all other requirements of the phase of study except the courses that qualify for compensation.

### **Article 8.3 – Judicium cum laude**

The judicium 'cum laude' is conferred to the bachelor's examination if the weighted grade average of all the results achieved in the degree programme is 8.25 or higher, and if the grade of the bachelor's thesis is 8.0 or higher.

1. The weighted average grade for the bachelor programme is based on the results for all courses for which a final grade is established and the grade for the Bachelor Thesis.
2. All results are weighted according to their assigned credits.
3. Courses and course elements which are assessed on a Pass/Fail basis do not count towards the weighted average.
4. Both the internship and grades obtained abroad will be converted to a Pass/Fail on the students' grades lists and do not count towards the weighted average.

### **Article 8.4 – Degree**

1. Students who satisfy the requirements of the academic achievement assessment for the degree programme will be conferred the title 'Bachelor of Arts in History (BA)'.  
2. The academic title thus conferred will be specified on the bachelor diploma.

#### **Article 8.5 – Honours**

If a student has successfully satisfied all the requirements of an honours programme, as referred to in Art. 4.7, a separate certificate will be issued on which this is detailed.

#### **Article 8.6 – Bachelor degree certificate**

1. The Examination Board shall confer a certificate as proof that the bachelor's examination has been successfully completed. One certificate per degree programme shall be conferred, even if the student completes more specialisations within a degree programme.
2. The Examination Board shall include a list of grades and the Diploma Supplement with this certificate, to provide insight into the nature and content of the degree programme completed.

### **SECTION 9 – STUDY PROGRESS AND STUDENT COUNSELLING**

#### **Article 9.1 – Study progress**

1. The School registers a student's individual study results and makes these accessible to the student via Osiris-student.
2. A certified student progress file can be obtained from the Department for Exam Registration.
3. The course is viewed as a single unit for the purposes of determining study progress.
4. The relevant credits are awarded when the student has achieved a passing mark on a course or has been granted an exemption.
5. Credits are only awarded once for each course that a student passes, on the date at which the requirements for that course are completed.
6. Credits for external courses are only awarded if the courses have been approved pursuant to Art. 4.1.

#### **Article 9.2 – Student counselling**

1. The degree programme provides the introduction and student counselling to students registered for the programme, partly for the benefit of their orientation for potential study paths in and outside the programme.
2. The student counselling consists of:
  - An introduction prior to the first week of the academic year.
  - Group and individual counselling on potential study paths within and outside the programme, partly with a view to the career opportunities after the degree programme or with a view to following a master programme.
  - Group and individual counselling about study skills, study planning and the choice of subsequent courses.
  - Group and individual counselling by student counselors, student psychologists, confidential counselor and career advisor on campus.
  - The offer of referral to a more suitable degree programme for the student who, prior to February 1<sup>st</sup> of the year of initial enrolment, has deregistered for the programme.
  - A matching activity before the start of the programme which offers insight into whether the programme is suitable.

#### **Article 9.3 – Studying with a functional impairment**

1. Students with a disability or a chronic illness are offered the opportunity to adapt their study, as far as is reasonably possible, to the restrictions determined by the disability or chronic illness. These adaptations will be aligned as far as possible to the student's individual functional impairment, but may not affect the course or the examination programme's quality or degree of difficulty.
2. Students should consult the student advisor and then submit a request to the Examination Board, accompanied by a statement from an authorised agency or specialist. In case of dyslexia, the [EUR Dyslexia Protocol](#) applies.

## **SECTION 10 – BINDING STUDY ADVICE (BSA)**

### **Article 10.1 – The standard**

At the end of his/her first year of registration for the degree programme, every student receives binding written advice about the continuation of his/her study. This study advice is issued by or on behalf of the dean. The study advice is issued during the first year of registration, after the final results of the Bachelor 1 programme at the end of the academic year, but at the latest before the start of the new academic year.

1. At the end of the first year of study of the degree programme, the student ought to have successfully completed all Bachelor 1 programme components and obtained all credits. The total amount of credits obtained must thus equal 60 EC.
2. Students' study results are assessed in August and only after application of the compensation and resit regulations, cf. Art. 5.4 and 8.2. This means students may retake the written examinations for a maximum of three courses in the summer period in order to improve their final grades, and are allowed to compensate for two insufficient grades (at least 5,0) with courses graded with at least 7,0 and worth the same amount of credits.
3. If the student obtains 60 credits, he/she will receive a positive Binding Study Advice and may continue to the second year of study.
4. If the student earns less than 60 credits (0 – 55 EC), he/she will receive a negative Binding Study Advice, which equals rejection for the degree programme.
5. Based on personal circumstances as mentioned in article 10.4, the Examination Board may postpone issuing the Binding Study Advice for one year. The student should then meet the set standard one year later.
6. Students who deregister for the degree programme before 1 February during their first year of study do not receive a Binding Study Advice during that academic year.

### **Article 10.2 – Rejection**

The Binding Study Advice may be used by the dean to issue a rejection on the grounds of Art. 7.8b, paragraph 3 of the Higher Education and Research Act (WHW), if the student has not yet passed all of the courses for Bachelor 1. A rejection will be issued if the student is not considered suitable for the programme, with due consideration of his/her personal circumstances, because his/her study results do not meet the standards as explained in Art. 10.1. The rejection shall apply for a period of three academic years. Consequentially, the student must quit the programme and is not allowed to enrol in this particular programme for three subsequent academic years.

### **Article 10.3 – Study progress monitoring**

1. During the first year of enrolment, provisional advice will be issued at least twice by or on behalf of the Dean.
2. Further regulations for student counselling and study progress monitoring during Bachelor 1 are explained in the study guide of the degree programme and set out in the Rules & Guidelines of the Examination Board.

### **Article 10.4 – Personal circumstances**

1. Personal circumstances that can be taken into consideration when issuing the Binding Study Advice are:
  - a) student illness, disability or pregnancy;
  - b) exceptional family circumstances;
  - c) membership of the University council, Faculty council, School management team or departmental Programme Committee;
  - d) other circumstances as outlined in Art. 2.1 of the WHW Implementation Decree (which refers to membership of the board of a student association of significant size).
2. Any student who can reasonably expect to incur some delay in his/her studies due to personal circumstances should report this fact to the student advisor as soon as possible, but ultimately within four weeks after they started and before July 1<sup>st</sup>. If a student comes forward after the 1st of July, he or



she must be aware that in most cases these personal circumstances will not be taken into consideration for their BSA. Furthermore, all notified personal circumstances should be corroborated in the form of e.g., a doctor's statement, a mourning card or a letter with a contact number from close relatives.

#### **Article 10.5 – Form and content of the Binding Study Advice**

The study advice is issued in writing and consists of:

1. the standard that applies to the student in question, expressed in the number of credits to be earned in Bachelor 1.
2. the number of credits the student actually earned in Bachelor 1.
3. whether or not a rejection as referred to in Art. 7.8b, paragraph 3 of the WHW has resulted. If a rejection has been issued:
  - a) there is a statement that the student is banned from enrolling in the degree programme as a student for the following three academic years.
  - b) the option of appealing to the Examination Appeals Board is given, as well as the period within which the appeal must be submitted.

### **SECTION 11 – TRANSITIONAL AND FINAL PROVISIONS**

#### **Article 11.1 – Hardship clause**

In exceptional individual circumstances, in which application of one or more of the provisions set out in these regulations leads to evidently unreasonable and/or unfair situations with regard to a student, the Examination Board may depart from the said provision(s) in favor of the student.

#### **Article 11.2 – Appeal**

Any decision taken by the Examination Board, including a refusal to make a decision, can be appealed to with the Examination Appeals Board (CBE) on the grounds of a conflict with the written and unwritten rules. This includes appeals regarding examination results.

#### **Article 11.3 – Complaint procedure**

In case of complaints, students are requested to follow the standing complaint procedure, which is published on the school's website.

#### **Article 11.4 – Amendments**

1. Amendments to these regulations will be drawn up by the Dean, in a separate resolution, after approval of the Faculty Council and Programme Committee, where the Act so requires.
2. No amendments pertaining to the current academic year will take place, unless the interests of the students remain reasonably unharmed.
3. No amendment may disadvantage a student by influencing a decision about the student taken by the examination board in accordance with these regulations.

#### **Article 11.5 – Announcement**

The Dean is responsible for an appropriate announcement of these regulations, of the Rules & Guidelines established by the Examination Board, and of amendments to these documents.

#### **Article 11.6 – Adoption and implementation**

These regulations are adopted by the Dean after receiving the approval of the Faculty Council and Programme Committee, where such approval is required by law, and enter into effect on 1 September 2018.

**APPENDIX 1 – Programme overview****Bachelor degree programme in History 2018–2019**

The programme comprises the following compulsory components with the corresponding study load:

<b>BACHELOR 1</b>	<b>code</b>	<b>45 EC</b>
Global History	CH1101	7,5 EC
Heuristic Skills and Sources	CH1104	7,5 EC
History of Early Modern Societies	CH1103	7,5 EC
Rethinking History 1	CH1102	7,5 EC
History of Modern Societies	CH1105	7,5 EC
History and Social Sciences	CH1106	7,5 EC
Dutch History in a Globalizing World	CH1107	7,5 EC
Bachelor-1 Paper	CH1108	7,5 EC

<b>BACHELOR 2</b>		
<b>MAJOR</b>	<b>code</b>	<b>45 EC</b>
<b>Theory and Methods (mandatory)</b>		
- Rethinking History 2	CH2217	7,5 EC
- Quantitative Historical Methods	CH2216	7,5 EC
<b>Focus Areas</b>		
The student chooses one of the four Focus Area's:		30 EC
<b>Economic History (EH)</b>		
- Economic History	CH2201	7,5 EC
- International Business and Nation-states	CH2202	7,5 EC
- Emerging Economies and Global Labour	CH2203	7,5 EC
- Capitalism and Inequality	CH2204	7,5 EC
<b>International Relations (IR)</b>		
- International Relations	CH2201	7,5 EC
- International Business and Nation-states	CH2202	7,5 EC
- Migration, Citizenship and Identity in Global History	CH2205	7,5 EC
- Religion, Culture and Global Encounters	CH2206	7,5 EC
<b>Cultural History (CH)</b>		
- Social and Cultural History	CH2207	7,5 EC
- Historical Representation and Imagination	CH2208	7,5 EC
- Migration, Citizenship and Identity in Global History	CH2205	7,5 EC
- Religion, Culture and Global Encounters	CH2206	7,5 EC
<b>Social History (SH)</b>		
- Social and Cultural History	CH2207	7,5 EC
- Historical Representation and Imagination	CH2208	7,5 EC
- Emerging Economies and Global Labour	CH2203	7,5 EC
- Capitalism and Inequality	CH2204	7,5 EC

<b>BACHELOR 2</b>		
<b>ELECTIVES</b>		<b>15 EC</b>
<p><b>Electives</b> The student takes two electives amounting to 15 EC</p> <ul style="list-style-type: none"> <li>- <i>Total War</i> CH2209 7,5 EC</li> <li>- <i>Representing War in popular historical culture</i> CH2210 7,5 EC</li> <li>- <i>Urban History: Rotterdam in Global Perspective</i> CH2211 7,5 EC</li> <li>- <i>Erasmus and Grotius on Islam and Judaism</i> CH2212 7,5 EC</li> <li>- <i>Historical Databases: Demography and Social Mobility</i> CH2213 7,5 EC</li> <li>- <i>History behind Writing</i> CH2214 7,5 EC</li> <li>- <i>Geschiedenis van het Schrift</i> CH2215B 7,5 EC</li> <li>- <i>Mobility and constructing identities in the context of globalization</i> CH2215A 7,5 EC</li> <li>- <i>Historical Representation and Imagination (elective for the Focus Areas EH and IR)</i> CH2219 7,5 EC</li> <li>- <i>International Business and Nation-states (elective for the Focus Areas CH and SH)</i> CH2208 7,5 EC</li> <li>CH2202 7,5 EC</li> </ul> <p>The student is also allowed to take electives from ACW or IBACS, IBCoM or other bachelor programmes at the EUR or another university. An overview of options is provided on the programme website. The course may not be of an introductory level.</p>		15 EC
<b>EXTRA CURRICULAIR</b>		
<p><b>History Honours Class</b> (extracurricular class for selected students)</p>	CH2100	15 EC

<b>BACHELOR 3</b>		
<b>MAJOR</b>	<b>code</b>	<b>22,5 EC</b>
<b>Thesis / Final project</b> - Bachelor Thesis Class within the subjects followed in BA-2 - Bachelor Thesis	CH30xx CH3100	7,5 EC 15 EC
<b>OPTION 1</b>	<b>code</b>	<b>37,5 EC</b>
<b>Minor</b> The student chooses one minor from those offered by EUR*, Delft or Leiden.		15 EC
The Public Role of Historians	CH3051	7,5 EC
Internship	CH2020	15 EC
<b>OPTION 2</b>	<b>code</b>	<b>37,5 EC</b>
<b>Studying abroad</b> - Studying abroad <i>If the student opts to study abroad, the minor lapses (15 EC). Dependent on the content and scope of the programme followed abroad, these programmes may replace certain courses or the internship. This will be assessed by the Examination Board.</i>  OR  <b>Vocational minor</b> <i>* Students may also opt to follow an Educational Minor with a scope of 30 EC. The internship of 15 EC will then be replaced by a practical internship of 15 EC as part of the Educative Minor. In addition, they will take courses within this minor with a scope of 15 EC.</i>		30 EC
<b>Extra electives</b> The student should choose one course from: <ul style="list-style-type: none"> <li>- Emerging Economies and Global Labour (CH2203)</li> <li>- Migration, Citizenship and Identity in Global History (CH2205)</li> </ul>		7,5 EC

\* The complete offer of EUR minors can be found on the website <http://www.eur.nl/english/minor/>