

Academic Rules and Regulations

Erasmus University College (EUC)

2019-2020

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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 Programme Committee of EUC and the Faculty Council of ESSB have given consent to these Academic Rules and Regulations.

Academic Rules and Regulations EUC, 2019-2020

§ 1 Erasmus University College – General information

1.1 *Application*

These Academic Rules and Regulations (ARR) as prescribed by article 7.13 of the WHW (see article 1.2 of the ARR) apply to the education and examination components of the Bachelor programme in Liberal Arts and Sciences of Erasmus University College (EUC), which is a part of the Erasmus School of Social and Behavioural Sciences (ESSB) of Erasmus University Rotterdam (EUR).

1.2 *Definitions*

The following definitions are 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 programme's Education Director. ARR articles that concern the Dean of EUC are related to his role as Education Director.
- d. Student: a person enrolled at Erasmus University Rotterdam for the programme, and who enjoys the legal rights as set out in article 7.34 WHW.
- e. Examination Board: the official body, as intended by article 7.12 WHW, that sets regulations and passes formal judgment regarding the knowledge, insight and skills of a student (in accordance with article 7.12b WHW and within the parameters set by these Academic Rules and Regulations).
- f. Assessment: the evaluation of a student's knowledge, insight and skills with respect to the examination of a specific part of the programme, as described in article 7.3-3 WHW.
- g. Fraud and plagiarism: actions, or failures to act, which prevent a proper assessment of the knowledge, insight and skills of a student (see 5.3 ARR).
- h. Course: an educational unit of the programme, as described in article 7.3 WHW.
- i. Course coordinator: the person responsible for the content and delivery of a course.
- j. Examiner: the person who, in accordance with article 7.12c WHW, is authorised by the Examination Board to set the assessment criteria for the course concerned.
- k. Course catalogue: the document in which an overview of the courses offered by EUC is provided (see Appendix 1).
- l. Off-campus courses: all courses offered by organisations other than EUC, with the exception of exchange courses (see 3.11 ARR).
- m. Exchange courses: courses taken by a student while on an approved study programme at a university within EUC's exchange partner network (see 3.10 ARR).
- n. Prerequisite course: a course for which a student must have obtained a pass (see 4.2.9 ARR) in order to be allowed to follow an advanced course (see Appendix 1, the Course Catalogue, for the prerequisites of specific advanced courses).
- o. 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.

- p. The portal: the online portal, found at myeur.nl, which provides access to educational information – including the education management system Canvas – that supports the students and faculty of EUC.
- q. Student Counsellors: the EUC staff members who guide and advise students with regard to curriculum choices and study progress; the student counsellor is the first point of contact for an EUC student who wishes to discuss matters of an academic or personal nature.

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 offered solely as a full-time programme;
- consists of a total study load of 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.

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 EUR;
2. have knowledge and understanding of the most prominent theories, methods, traditions and perspectives within one of the Majors of EUC;
3. have knowledge and understanding of the current issues and debates within one of the Majors of EUC;
4. can reflect on science and scientific practices, as well as their relations to society;
5. are able to analyse and critically reflect on social and academic issues in an inter- and multidisciplinary manner;
6. are able to contribute constructively to science and society;
7. are able to perform research in an ethical and academically meaningful manner and to 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. are able to communicate clearly and effectively 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, well-reasoned and evidence-based opinion while being prepared to engage with other opinions and arguments; and
14. are able to reflect on their role as a critical world citizen.

1.6 *Determining curriculum content*
Each year, the Dean of EUC determines the curriculum and the examination programme. See § 2 and Appendix 1 for the curriculum structure.

1.7 *Evaluation of education*

1.7.1 The Dean of EUC is responsible for evaluating the quality of the education offered.

1.7.2 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.

1.7.3 The Dean of EUC informs the Programme Committee of the outcomes of the student surveys, proposed adjustments following from the outcomes, and the results of adjustments that were implemented.

1.7.4 Students are furthermore requested to fill in an evaluation form on the Canvas portal for each EUC course for which they are registered; the evaluation form covers all aspects of the course, such as study load, content quality and teacher performance.

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

1.8 *Admission requirements*

1.8.1 To be eligible for admission to the programme, prospective students should have completed 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 about EUC's selection and admission procedure can be found at www.eur.nl/euc.

1.8.3 Persons 21 years of age and older who are not eligible for admission based on the requirements set in article 7.24 or 7.28 WHW may request an exemption. In such cases, 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 must be completed to demonstrate that a prospective student meets these alternative admission requirements:

- EUC mathematics test, for which a passing grade must be obtained;
- One of the following English language proficiency tests:
 - TOEFL-iBT: 100, with a minimum score per section of 20
 - IELTS Academic: 7.0, with a minimum score per section of 6.0
 - CPE: C
 - CAE: B

For further information regarding EUC's admission requirements, please see <https://www.eur.nl/en/euc/application-admissions>.

§ 2 Curriculum structure

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

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

The academic year of the programme formally starts on 15 August and ends the day before the start of the following academic year.

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

Level	Description
100	A student can follow this course without prerequisites;
200	An advanced course for which prerequisites may be required;
300	An advanced course for which prerequisites may be required and for which a student must have already obtained at least 60 EC; and
400	The 400-level Capstone (see 3.5).

2.3 To be admitted to an advanced course, a student must have obtained a passing grade (see 4.2.9) for the required prerequisite course(s).

2.4 If the results of a prerequisite course (or courses) is/are not available at the start of the advanced course, the student may follow the course provided that he/she has not failed the professional behaviour requirement (see 4.4) for the prerequisite course(s).

§ 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 intended by article 7.3-3 WHW):

- Completion of 180 EC, of which:
 - 45 EC are from the Academic Core (100-level, see 3.3); and
 - 75 EC are from within a Major (see 3.4).
 - The remaining ECs can be from any of the following: courses in the EUC curriculum, one or more Minors (see 3.6 and 3.7), courses taken while on exchange (see 3.10), and/or off-campus courses (see 3.11);
- Attainment of a Mastery Level Average (MLA) of at least 55.0% (see 4.1);
- Attainment of a mastery level (see 4.1.1) of at least 55.0% for the Capstone;
- Fulfilment of the specific requirements for the declared Major (see Appendix 1);
- Fulfilment of the Residential Requirement (see 3.8).

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

3.2.1 Students are required to draft a study plan or update their existing study plan throughout the year. The new or updated study plan can be discussed by the student with his or her Student Counsellor.

3.2.2 A regular study load is 30 EC per semester.

3.2.3 Students who wish to apply for a reduced study load must submit a proposal to the Examination Board for approval. This proposal must include a revised study plan that shows how the student will make up for the credit shortage plus an accompanying letter of advice by a Student Counsellor. Requests can be considered when they are due to personal circumstances or when a student is serving in certain representative functions in student bodies affiliated with EUR.

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% for a semester study load of at least 25 EC;
- students who have approval from the Examination Board (for which a positive Binding Study Advice is required, see section 7);
- courses that cover more than one Quad; or
- retakes.

3.3 *The Academic Core*

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

- 3.4 *Major*
- 3.4.1 A Major is a cohesive selection of courses that together constitute a specialisation.
- 3.4.2 A regular Major consists of 75 EC in courses, with at least 20 EC at the 300-level and 15 EC at the 400-level (i.e., the Capstone; see 3.5); the only exceptions are the Pre-Med Major and PPE Major, which both consist of a higher number of ECs.
- 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 start a particular Major.
- 3.4.4 Students are required to declare their Major by the beginning of the Summer Term in their second semester of studies at EUC.
- 3.5 *Capstone*
- 3.5.1 A Capstone is the 400-level, final project in the programme, in which students demonstrate proficiency in their major.
- 3.5.2 Students who have obtained at least 110 EC of the required total 180 EC may start the Capstone. Depending on the Major chosen, additional rules may apply, as specified in the Capstone Course manual.
- 3.6 *EUC Minor*
- 3.6.1 EUC students can opt to follow an EUC Minor, as listed in the Course Catalogue.
- 3.6.2 An EUC Minor consists of a coherent set of courses totalling 30 EC, with at least 5 EC at the 300-level.
- 3.6.3 Courses applied to an EUC Minor must not overlap by more than 10 EC with the courses required for the chosen Major.
- 3.7 *EUR Minor*
- 3.7.1 EUC students have the option of taking an EUR Minor from the programmes offered by the Schools of Erasmus University Rotterdam, Delft University of Technology or Leiden University (see <http://www.eur.nl/english/minor> for an overview, potential entry requirements, and deadlines).
- 3.7.2 Students who wish to use an EUR Minor toward a specific EUC Major requirement need the approval of the Head of Department concerned.
- 3.7.3 The content of an EUR Minor must not significantly overlap with the content of a course in the EUC curriculum.
- 3.7.4 For an EUR Minor, the grading rules of the institution offering the Minor apply.
- 3.7.5 EUC sets the level of EUR Minors at the 300-level.
- 3.8 *Residential Requirement*
- 3.8.1 EUC is a residential college, aimed at establishing an academic community among its students.
- 3.8.2 For this purpose, EUC requires students to live together with their fellow EUC students for the full duration of their first academic year (see 2.1). This is called the Residential Requirement.
- 3.8.3 EUC designates suitable residential options that comply with the Residential Requirement.
- 3.8.4 The Dean of EUC may impose additional guidelines and procedures for the Residential Requirement. Exceptions to the Residential Requirement are considered by the Dean of EUC only in cases of extenuating circumstances and upon positive advice from the Student Counsellor and/or the Admissions Office/Student Life Officer of EUC.
- 3.9 *Extracurricular programmes and (custom-designed) projects*

- 3.9.1 Students can participate in extracurricular activities and programmes offered by EUC. Successful completion of these programmes will be awarded with a certificate upon graduation.
- 3.9.2 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 Examination Board. 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 Examination Board will not review proposals that lack 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.
- 3.10 Exchange courses*
- 3.10.1 Students can apply for permission to study abroad for one full semester in the fifth (autumn) semester of their studies.
- 3.10.2 Students have the opportunity to apply a maximum of 30 EC from a combination of exchange courses and off-campus courses (see 3.11) toward the general graduation requirements (see 3.1).
- 3.10.3 The content of an exchange course must not significantly overlap with the content of a course in the EUC curriculum.
- 3.10.4 Students are expected to be proficient at an 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.
- 3.10.5 Students who wish to apply for an exchange semester need to:
- have completed at least 5 Quads;
 - have completed at least 10 EC in the fifth or previous Quad of their studies;
 - have a first-year MLA of at least 70.0%; and
 - uphold the Honour Code (see article 5.1).
- 3.10.6 Students who wish to participate in an exchange programme and who fulfil the requirements listed in 3.10.5 must submit an application to EUC's Exchange Office, respecting the application procedure and deadlines. Specific information about the requirements, content of the application and the deadlines are published on the portal.
- 3.10.7 Students who wish to apply an exchange course toward a specific Major requirement must obtain the approval of the Head of Department concerned.
- 3.10.8 To receive approval for the transfer of credits for 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.
- 3.10.9 EUC registers grades awarded for exchange courses as pass/fail; these grades are not included when calculating a student's MLA. Approved and successfully completed exchange courses will appear on the EUC transcript as 200-level courses, with the number of obtained credits converted to EC.
- 3.11 Off-campus courses*
- 3.11.1 Students have the opportunity to apply a maximum of 30 EC from a combination of off-campus courses and exchange courses (see 3.10) toward the general graduation requirements (see 3.1).
- 3.11.2 The content of off-campus courses must not significantly overlap with the content of a course in the EUC curriculum.
- 3.11.3 Students who wish to take one or more courses off-campus need to submit a request for approval to the Examination Board.

- 3.11.4 Approval of an off-campus course does not constitute permission to participate in the course. This permission is left to the discretion of the institution offering the course.
- 3.11.5 Students who wish to apply an off-campus course toward a specific EUC Major requirement need the approval of the Head of Department concerned.
- 3.11.6 EUC registers grades for off-campus courses as pass/fail; these grades are not included when calculating a student's MLA. Approved and successfully completed off-campus courses will appear on the EUC transcript with:
- the number of credits, converted to EC; and
 - the level, as determined by the Examination Board, based on the advice of the Head of Department concerned.
- 3.12 *Course enrolment*
- 3.12.1 To be admitted to a course, a student needs to meet its entry requirements.
- 3.12.2 A course grade will not be recorded on a student's transcript if the student was not enrolled for the course concerned.
- 3.12.3 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. For the remaining places, students will be selected randomly.
- 3.13 *Degree and Transcript*
- 3.13.1 The degree and transcript are issued to a student once he or she has met all graduation requirements (see 3.1) as well as all financial obligations (including full payment of the required tuition fees).
- 3.13.2 The transcript lists all courses completed. Credits and grades will be listed only for those courses that formed part of the graduation requirement.
- 3.13.3 An official copy of a final or current transcript can be obtained from OSEA.
- 3.13.4 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:

<i>Mastery level</i>	<i>Grade point</i>	<i>Letter grade</i>	<i>Dutch equivalent</i>
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 from the final mastery levels obtained for courses in proportion to the ECs for those courses. The courses for which a withdrawal (see 4.5) was granted and those courses for which the grade P (for pass) is recorded (see 3.10 and 3.11) are excluded from the calculation.

4.1.3 A grade point average (GPA) can be calculated at the student's request. Such a request needs to be addressed to OSEA. OSEA will calculate the GPA by converting the MLA to the corresponding GPA, using the information from the table shown in 4.1.1.

4.1.4 Any reference to the term 'MLA' or 'mastery level average' denotes the student's cumulative MLA (calculated on the basis of 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;
- 'Academic Core MLA' refers to the mastery level average for the nine Academic Core courses (see 3.3);
- 'First-year MLA' refers to the mastery level average for the courses taken in a student's first year of studies;
- 'Final MLA' refers to the mastery level average received upon graduation, which is calculated using the grades from all courses that count towards the graduation requirement.

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	Assessment format A	Assessment format B	Assessment format C
Final written exam <i>Weight</i>	Yes <i>Minimum 40%, Maximum 50%</i>	No <i>N/a</i>	Yes <i>Minimum 40%, Maximum 60%</i>
Large academic assignment or midterm exam <i>Weight</i>	Yes <i>Minimum 40% Maximum 50%</i>	Yes (excluding midterm exam) <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, 1 to 3 <i>Each minimum 10% Each maximum 30%</i>	Yes, 1 to 3 <i>Each minimum 10% Each maximum 30%</i>
Total weight of assessments	90%	90%	90%
Weight of Professional Behaviour (see 4.4.2)	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 weights in the final course grade).

4.2.2 The Course Manual indicates the methods of assessment for 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 four weeks before the start of the course.

4.2.4 Failure to attend a final written exam will automatically result in a mastery level of 0% for that exam.

4.2.5 A student's failure to attend a resit that he or she is registered for will result in a grade of 0% for Professional Behaviour of the course concerned.

- 4.2.6 All deadlines for assignments will be published before the start of the course.
- 4.2.7 A course assignment that is handed in late or not at all will automatically be graded with a mastery level of 0%.
- 4.2.8 Deadline extensions (due to personal circumstances, for which the Student Counsellor will be consulted) of up to one week will be decided upon by the course coordinator. Deadline extensions of more than one week need to be requested from the Examination Board.
- 4.2.9 A passing grade for a course is a final mastery level of 55% or higher. Students will be granted the ECs for all courses they pass.
- 4.2.10 A final mastery level below 55% for a course means that the student has failed that course. Students do not receive ECs for courses that they fail. For Academic Core Courses, a compensation rule applies for course grades between 50% and 55% when the Academic Core MLA (see 4.1.4) is 55% or higher (see 7.1).
- 4.2.11 If one or more of the partial examination grades that each weigh at least 30% towards the final course grade are lower than a mastery level of 40%, the student has failed the course.
- 4.2.12 Students can take two resits per academic year.
- 4.2.13 EUC will register both the original grades and grades from a resit. EUC will only use the highest grade obtained to compute the final course grade.
- 4.2.14 EUC will schedule resits during the Summer Term.
- 4.2.15 Students may retake a course (in a later academic year) when they failed this course.
- 4.2.16 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 must not affect the quality or degree of difficulty of a course or assessment. For more information, see 'Guidelines and Procedures of the Examination Board'.
- 4.2.17 In exceptional cases, the Examination Board may assign an alternative assessment (see the EUC Assessment Policy).
- 4.3 *Validity of grades*
- 4.3.1 All final course grades for successfully completed courses – including approved off-campus courses, 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.
- 4.3.2 When a course is considered outdated, the Examination Board may require replacement or additional assessments.
- 4.3.3 Partial course grades (for courses for which no credits were obtained by the student) will expire at the end of the academic year in which they were obtained.
- 4.4 *Professional behaviour*
- 4.4.1 Students are required to adhere to the EUC Honour Code (see Appendix 3). EUC denotes this as the professional behaviour requirement of each course, and it is considered a requirement as governed by article 7.13 WHW.
- 4.4.2 The weight of the professional behaviour score is 10% of the course grade (see 4.2.1).
- 4.4.3 A student who 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 weighted average score of all other assessment methods in the course.
- 4.4.4 As an exception to the default score described in 4.4.3, the course coordinator may decide to adjust the score of a student to 0 percent for insufficient professional behaviour. The course coordinator motivates such an exception to the default score with arguments on how the behaviour of the student deviates from the EUC Honour Code. The student must be informed, under the responsibility of the examiner of the course, of the decision before the end of the Quad in which the course takes place.

- 4.4.5 Attendance is required for the full duration of all mandatory sessions in a course. 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> 4.4.3 and 4.4.4
Three times or more	Failure of the course

The reason for a student's absence is not considered relevant, except for extenuating circumstances approved by the Examination Board upon the advice of the Student Counsellor.

- 4.4.6 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 4.4.5.
- 4.4.7 For the purpose of 4.4.5 and 4.4.6, two or more mandatory sessions for a course within a time frame of 5 consecutive weekdays (Monday, Tuesday, Wednesday, Thursday and Friday, starting day may vary) are considered as one mandatory session.
- 4.4.8 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 5.1.
- 4.4.9 EUC publishes the dates and time slots of all mandatory sessions for a course no later than four weeks before the start of the course.

4.5 *Withdrawal*

- 4.5.1 Students are allowed to withdraw from a course before the end of the first calendar week (i.e., before Sunday at 23:59 hrs) of the Quad in which it takes place without consequences, and may do so by following the proper administrative procedure on the portal. Students who withdraw from a course are expected to register for an alternative course.
- 4.5.2 For students who have withdrawn from a course after the first week of the Quad, a Withdrawal (WD) will be registered on their transcript; these students cannot retake the course concerned.

4.6 *Leave of absence*

- 4.6.1 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.
- 4.6.2 The request must be accompanied by a written positive reference from a Student Counsellor.
- 4.6.3 A leave of absence is granted by the Examination Board.
- 4.6.4 Students who have permission for a leave of absence can reregister without reapplying.
- 4.6.5 Students who have been granted a leave of absence are required to attend an evaluation meeting with a Student Counsellor before returning to EUC.

4.7 *Publication of grades*

- 4.7.1 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.
- 4.7.2 Each student has the right to review the scored assignment or exam. EUC will schedule review meetings for written (digital or paper) exams. For the professional behaviour requirement or those scored assignments that cannot be returned to the

student with feedback by the course coordinator, the student can request an individual review within five working days after publication of the preliminary grade. If the request is accepted, the assignment, exam or professional behaviour requirement will be reassessed under the responsibility of the examiner of the course. This means that the assignment or exam might be graded higher or lower than the previously given grade. The grade given after the reassessment will be the final grade. The Examination Board may set additional guidelines and procedures for reviews.

4.7.3 Final grades will be published within ten working days after the review of a given assignment or exam, unless an exception is made by the Examination Board.

4.8 *Exemptions*

4.8.1 At a student's request and having consulted the examiner concerned, the Examination Board may grant a student exemption from a course if the student has either:

- a. successfully completed a relevant and similar course (in terms of content and level) at a university or institute of 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 with respect to the course concerned.

4.8.2 An exemption can apply only to a whole course and not to part of a course.

4.8.3 Students may be granted exemptions for no more than 30 EC.

§ 5 General understandings

5.1 *The Honour Code*

By enrolling at EUC, a student agrees to uphold the Honour Code (see Appendix 3). 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.

5.2 *Violations of the Honour Code and measures*

5.2.1 Violations of the Honour Code may lead to sanctions that vary from a warning up to expulsion.

5.2.2 Redressing a violation always entails the repair (physical or financial) of any damages a student may have caused in the process.

5.2.3 The Dean of EUC will decide on the measures, taking into account the advice of a Student Counsellor.

5.2.4 The Dean of EUC will inform the student of the measures decided upon. Students who are not available for contact within 24 hours of being requested to report will lose their right to be informed in advance. In case urgent action is required, the Dean of EUC may take immediate action.

5.3 *Fraud and plagiarism*

5.3.1 In the event that the Examination Board has determined that fraud or plagiarism has been committed, the Examination Board will either decide upon an appropriate sanction (see Guidelines & Procedures of the Examination Board) or 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 *Expulsion*

Expulsion 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 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 that they have adhered to the Honour Code and have no credit shortage.

6.1.2 The following distinction will be awarded with the Bachelor degree, based on the final MLA:

60.0% - 69.9% MLA	No distinction
70.0% - 77.4% MLA	Honours
77.5% - 82.4% MLA	Cum laude
82.5% or higher MLA	Summa cum laude

6.1.3 If fraud or plagiarism (see 5.3) has been registered for the student, the Dean will decide whether any distinction can be awarded.

6.1.4 Students who have been enrolled at EUC for more than three years before graduation will not be awarded any distinction.

§ 7 Student counselling & Binding Study Advice

7.1 *Student counselling*

7.1.1 EUC is responsible for the induction and student counselling of students enrolled in its programmes; the aim is to help them familiarise themselves with the potential study routes both within and outside the programme.

7.1.2 Student counselling consists of:

- both collective and individual advice about possible study routes within the programme;
- collective and individual advice about study skills and study plans; and
- the offer of a confidential space for students to discuss personal circumstances experienced during their studies (see 7.2), and advice on other services that offer support.

7.1.3 The interim study advice mentioned in article 7.4, if negative, requires the student to arrange a meeting with the Student Counsellor.

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

7.2 *Personal circumstances*

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

- illness, functional disability or pregnancy of the student in question;
- exceptional family circumstances;
- positions for which Erasmus University Rotterdam grants a scholarship; and
- other circumstances, as referred to in the Implementing Decision (article 2.1 WHW).

7.2.2 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.

- 7.2.3 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.
- 7.2.4 The Student Counsellor advises the Examination Board about a student's personal circumstances that may influence the study advice given.
- 7.3 *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 55% to pass the first year. Grades for Academic Core courses between 50% and 55% can be compensated when the Academic Core MLA (see 4.1.4) is 55% or higher. In such a case, the student will obtain a pass (and the accompanying credits) for the course(s) concerned.
- 7.4 *Study Advice*
- 7.4.1 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.
- 7.4.2 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.
- 7.4.3 A dismissal, as defined in the WHW, article 7.8b, paragraph 3, can be bound to a Binding Study Advice.
- 7.4.4 Students who are dismissed will be excluded from enrolling in the programme for three consecutive academic years.

§ 8 Final clauses

- 8.1 *Hardship clause*
In individual circumstances, in which the application of one or more of the conditions from these Academic Rules and Regulations and/or Guidelines and Procedures could lead to unreasonable or unjust situations, the Examination Board may, of its own initiative, or as a result of a written, motivated request from the person involved, deviate from certain conditions in favour of the person concerned.
- 8.2 *Amendments*
- 8.2.1 Changes in the Academic Rules and Regulations take effect only 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.
- 8.2.2 All changes apply to every student, apart from changes in articles 3.1 up to and including 3.9. These articles will remain in force, unchanged, from the start of his or her study for at least three years, unless the interests of the student are unreasonably harmed by this, as decided by the Dean of ESSB upon receiving the advice of the Dean of EUC and the Examination Board.
- 8.2.3 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.
- 8.3 *Notification*
- 8.3.1 The Academic Rules and Regulations are published annually and are available to all students of EUC via the portal.

- 8.3.2 Students and staff of EUC are individually responsible for familiarising themselves with the terms of the Academic Rules and Regulations.
- 8.3.3 Students are required to read e-mails sent to their student e-mail address, as this is the address used for official communication purposes.
- 8.4 *Entry into force*
These regulations come into effect on 22 August 2019. The regulations were last modified by the Dean of EUC and were set by the Dean of ESSB on 20 June 2019.

Appendix 1: Course Catalogue 2019-2020

See Course Catalogue 2019-2020 on the portal.

Appendix 2: ARR articles customised for RASL double degree students in 2019-2020

The RASL Double Degree programme, offered to students of EUC, enables students to study at the Willem de Kooning Academy or at Codarts University of the Arts in addition to the EUC Bachelor programme and to achieve two degrees in five years by exchanging programme components between the two Bachelor programmes.

The Double Degree is not a separate educational programme but a service that enables students to follow two studies at the same time. This service provision concerns the following parts of the education:

1. Study feasibility

For Double Degree students, a programme is compiled with modules from Willem de Kooning Academy or Codarts University of the Arts. This programme has a study load of an average of 60 EC per year.

2. Scheduling

The schedules of both study programmes are coordinated, so that a student does not experience any scheduling conflicts.

3. Competencies

In the Double Degree programme there are competencies that overlap and which need to be achieved at both programmes. By including Willem de Kooning Academy or Codarts University of the Arts courses in the Erasmus University College Bachelor programme, an alternative route is created to achieve the Erasmus University College final competencies.

4. Registration

For Double Degree students, some services concerning the registration are granted. For example, BBCs (proof of paid tuition fees) are exchanged without the intervention of students.

5. Exchange of study results

Study results obtained in one study programme that are included in the other study programme are passed on and processed without requiring the intervention of the student.

6. Premature termination

If a student stops with one of the two programmes, the follow-up of the study will be examined on a case-by-case basis by the Examination Board of EUC.

Conditions for participation

There are two conditions for participation in the Double Degree:

1. The student is admitted to both programmes – at Erasmus University College and at either the Willem de Kooning Academy or Codarts University of the Arts. The regular admission requirements apply to both programmes.
2. The Double Degree programme starts simultaneously with the beginning of study year one. It is possible to enter the Double Degree programme at a later time. However, this is only possible after completing the first year of one of the two programmes. It is not possible to enter mid-year or after more than one year of studying at one of the two programmes.

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

- Article 1.3: The EUC Bachelor programme in Liberal Arts and Sciences has a nominal length of three years (five years for double degree students) and is offered as a full-time programme (and as a part-time programme for double degree students);

- Article 3.4.4: Students are required to declare their Major by the beginning of the 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 3.10.2/3.11.1: Students have the opportunity to transfer up to a maximum of 30 EC in a combination of exchange courses and off-campus courses to the general graduation requirements (see 3.1), 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 6.1.4: Students who have been enrolled at EUC for more than three years before graduation will not be awarded any distinction. Double degree students who have been enrolled at EUC for more than six years before graduation will not be awarded any distinction.
- Article 7.3: Students need to have obtained at least 60 EC in EUC courses by the end of their first year of enrolment. A student needs to attain an MLA of 55% to pass the first year. Grades for Academic Core courses between 50% and 55% can be compensated when the Academic Core MLA (see 4.1.4) is 55% or higher. In such a case, the student will obtain a pass (and the accompanying credits) for the course(s) concerned.
 - In order to receive a positive BSA, double degree students of **EUC and Willem de Kooning Academy** need to:
 - have obtained at least 25 EC in EUC courses by the end of their first year of enrolment;
 - have obtained at least 60 EC in EUC courses by the end of their second year of enrolment, of which 45 EC in Academic Core courses; and
 - have attained an MLA of 55% by the end of their 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 EC in EUC courses by the end of their first year of enrolment;
 - have obtained at least 60 EC in EUC courses by the end of their second year of enrolment, of which 45 EC in Academic Core courses; and
 - have attained an MLA of 55% by the end of their second year of enrolment.
- Article 7.4.1: 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; and
 - after the examinations in the first Quad of the second semester of their studies at EUC.

Double degree students will be provided with interim study advice at the following intervals:

 - after the examinations in the second semester of their studies at EUC; and
 - after the examinations in the third semester of their studies at EUC.
- Article 7.4.2: 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: Honour Code

At Erasmus University College we expect you to use your knowledge, insight and creativity to unravel today's complex scientific and social issues, while ensuring that 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 treat staff and fellow students in a respectful manner;
- to share your opinions and views in a considerate 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 by giving credence to both the subject and the emotional (re)actions; and
- 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; and
- 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 and to acknowledge the required motivation and identify the appropriate steps 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 when 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; and
- 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 fluently across disciplines;
- to actively follow current developments within 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; and
- to be aware that your knowledge and frame of reference do not encompass all the wealth of knowledge that is available.