

Academic Rules and Regulations Erasmus University College (EUC) 2022-2023

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Erasmus University College
Academic Rules and Regulations (ARR)
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, 2022 – 2023

1 Erasmus University College - General Information

1.1 Application

These Academic Rules and Regulations (ARR; in Dutch: *Onderwijs- en Examenregeling*) 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). In this document references are made to the Dean EUC in the capacity of Programme Director of Education (see faculty regulations ESSB, 2022).

1.2 Definitions

The following definitions are used in these rules and regulations:

- a. **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.
- b. **Course:** an educational unit of the programme, as described in article 7.3 WHW. A course consists of 0, 5 or 10 EC, with the exception of EUR Minors and the Capstone.
- c. **Course catalogue:** the document in which an overview of the courses, majors, and minors offered by EUC is provided (see the Course Catalogue).
- d. **Course Coordinator:** the person responsible for the content and delivery of a course.
- e. **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.
- f. **EUC Educational Director:** is submandated by the Dean EUC, in the capacity as Programme Director, for all tasks related to the educational processes and curriculum.
- g. **EUC minor:** an EUC Minor consists of a coherent set of courses totaling 30 EC, with at least 5 EC at 300-level (see 3.5).
- h. **EUR minor:** An EUR Minor is a cohesive course of 15 to 30 EC which students can follow at EUC or at a different faculty within Erasmus University Rotterdam, Delft University of Technology, or Leiden University in the first Semester of their third Bachelor year (see 3.6).
- i. **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.
- j. **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 the ARR).
- k. **Exchange courses:** courses taken by a student while on an approved study programme at a university within EUC's exchange partner network (see 3.9).
- l. **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).
- m. **Major:** a Major is a cohesive selection of courses that together constitute a specialization.
- n. **Mastery level average (MLA):** an MLA is calculated from the weighted averages obtained for a certain set of courses. The courses for which a withdrawal (see 4.7) or exemption (see 4.9) was granted, and those courses for which the grade P (for pass) is recorded, are excluded from the calculation.
- o. **MyEUR:** the online portal, found at myeur.nl, which provides access to educational information – including the educational management system Canvas – that supports the students and faculty of EUC. MyEUR also gives access to OSIRIS Student, the study information system used for registering courses, exams, resits, and where students can find their results and study progress.
- p. **Off-campus courses:** all courses offered by organisations other than EUC, with the

- exception of EUR minors and exchange courses (see 3.6 and 3.9).
- q. OSEA: Office of Student and Educational Affairs of EUC.
 - r. Prerequisite course: a course for which a student must have obtained a pass (see 4.4) in order to be allowed to follow an advanced course. Prerequisite courses are indicated in the Course Catalogue (see the Course Catalogue).
 - s. Retake: following a failed course again at a later point in time is called a retake.
 - t. 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.
 - u. Student Counsellors: the central point of contact for an EUC student or staff member who wishes to discuss a student's personal circumstances, functional disabilities and how to manage the impact on their studies. Student Counsellors offer confidentiality and refer to other services as required.
 - v. The programme: the Bachelor programme in Liberal Arts and Sciences, an educational programme as described in article 7.8 WHW.
 - w. WHW: the Higher Education and Academic Research Act, the formal Dutch title of which is 'Wet op het hoger onderwijs en wetenschappelijk onderzoek (WHW).'

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 principles underpinning a Liberal Arts and Sciences curriculum; to impart a broad general knowledge, foster interdisciplinary inquiry and further the development of academic skills. It seeks to empower students to explore and combine insights from various academic disciplines, while simultaneously acquire an in-depth understanding of a specific field of interest. In addition, the programme enables students to develop themselves as critical world citizens by engaging with major global, scientific, cultural, and societal issues, as well as with their own positionality.

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, the programme has 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 ESSB, taken into account the advice given by the Dean EUC, determines the curriculum and the examination programme.

1.7 *Evaluation of education*

- 1.7.1 The Dean of ESSB, taken into account the advice given by the Dean EUC, is responsible for evaluating the quality of education offered.
- 1.7.2 All curriculum components are systematically evaluated. The Dean EUC informs the Programme Committee of the method and frequency with which the curriculum components are evaluated.
- 1.7.3 The Dean EUC informs the Programme Committee of the outcomes of the evaluation, proposed adjustments following from the outcomes, and the results of adjustments that were implemented.
- 1.7.4 Students are requested to fill in an evaluation form on the Canvas portal for each EUC course for which they are registered. 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. The same admission and selection procedure will be followed for new and reapplying students.
- 1.8.3 For entrance examination referred to in section 7.29 WHW (*colloquium doctum*), the following tests must be completed:
 - A mathematics test determined by EUC, 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 or CAE: B.

2 Curriculum Structure

2.1 Programme duration

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

- an Autumn semester, consisting consecutively of Quad 1, the Autumn Break, Quad 2, and the Winter Break;
- 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 of the programme. Students are required to follow the programme in person, unless stated otherwise by EUC's Educational Director.

2.2 Course levels

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

- 100 A student can register for this course without prerequisites;
- 200 An intermediate 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 within the programme; and
- 400 The 400-level Capstone (see 3.4).

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 stipulated in article 7.3-3 WHW):

- Completion of 180 EC, of which:
 - 45 EC from the Academic Core (see 3.2);
 - 75 EC from within a Major (see 3.3);
 - the remaining ECs from any, or a combination, of the following: courses offered by EUC (some of which may count towards an EUC Minor, see 3.5), an EUR Minor (see 3.6), courses taken while on exchange (see 3.9), off-campus courses (see 3.10);
- Attainment of a final mastery level average (MLA) of at least 55.0% (see 4.1);
- Attainment of a mastery level of at least 55.0% for the Capstone (see 3.4);
- Fulfilment of the specific requirements for the declared Major (see the Course Catalogue);
- Fulfilment of the Residential Requirement (see 3.7).

3.2 The Academic Core Courses (ACC)

Students are automatically registered in mandatory courses that constitute the Academic Core, amounting to 45 EC (100-level). These courses are specified in the Course Catalogue.

3.3 Major

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

3.3.2 A Major consists of 75 EC in courses, with 15 EC at 400-level (i.e., the Capstone, see 3.4), at least 20 EC at 300-level and the remainder of at least 200-level. The only exceptions are the Pre-Med Major and PPE Major, which both consist of a higher number of ECs and additional requirements (see the Course Catalogue).

3.3.3 The departments of EUC offer various Majors. See the Course Catalogue for an overview of specific major requirements and their entry requirements that may need to be met before a student can pursue a particular Major.

3.3.4 Students are required to declare one Major by the beginning of the Summer Term in their first year of studies at EUC. Students may change their major until the end of the first semester of their second year.

3.4 Capstone

3.4.1 A Capstone is the final project in the programme, in which students demonstrate the ability to apply knowledge, insights and skills relating to their Major as well as their overall curriculum.

3.4.2 Students who have obtained at least 110 EC of the required total 180 EC, of which 45 EC are part of the Academic Core Courses, are automatically registered for the Capstone in their third year of studies.

3.5 EUC Minor

3.5.1 Students can opt to pursue an EUC Minor, as listed in the Course Catalogue.

3.5.2 An EUC Minor consists of a coherent set of courses totaling 30 EC, with at least 5 EC at the 300-level.

3.5.3 Courses applied to an EUC Minor must not overlap by more than 10 EC with the courses chosen for the Major.

3.5.4 A course counted towards an EUC Minor cannot overlap with a course counted towards any additional EUC Minor.

3.6 EUR Minor

- 3.6.1 Students have the option of registering for an EUR Minor from the programmes offered by Erasmus University Rotterdam, Delft University of Technology, or Leiden University.
- 3.6.2 Students who wish to use an EUR Minor toward a specific Major requirement need the approval of the Head of Department concerned. In case of a 30 EC minor, only 15 EC may count towards the major requirements and the remaining 15 EC may count to the remainder of the graduation requirements.
- 3.6.3 For the credits to be awarded, the content of an EUR Minor must not significantly overlap with the content of a course offered by EUC.
- 3.6.4 For an EUR Minor, the grading rules of the institution offering the Minor apply.
- 3.6.5 EUC sets the level of EUR Minors at the 300-level.
- 3.6.6 In case of a conflict of the mandatory schedules of an EUR Minor and EUC course(s), the EUR Minor will be given priority during the first two weeks of Quad 2. An absence may be exempted in case of conflicting schedules approved by the Examination Board, such that the Professional Behaviour (see 4.6) of the students concerned will not be affected by the conflict.

- 3.7 *Residential Requirement*
- 3.7.1 EUC is a residential college. For this purpose, EUC requires first year students to live together with their fellow EUC students for the full duration of the academic year (see 2.1). This is called the Residential Requirement.
- 3.7.2 EUC designates suitable residential options that comply with the Residential Requirement.
- 3.7.3 The Dean EUC may provide additional guidelines and procedures for the Residential Requirement.
- 3.7.4 Requests for exception from the Residential Requirement will be considered by the Dean EUC. Exemptions will only be considered on the basis of exceptional and compelling circumstances. Students should approach their Student Counsellor for advice as the first step of this process.

- 3.8 *Extracurricular programmes and (custom-designed) projects*
- 3.8.1 Students can participate in extracurricular activities and programmes offered by EUC. Successful completion of these programmes will be awarded with a certificate upon graduation.
- 3.8.2 Students may opt for an extracurricular custom-designed project. To be eligible, a student or a staff member on behalf of students (after the approval of a Head of Department or the EUC Educational Director) must submit a proposal for approval to the Examination Board. The proposal should contain an overview of the activities, goals, deadlines, deliverables, and any collaboration with internal and/or external parties. Successful completion of the project will be awarded with a certificate upon graduation. In case of a student submitting the proposal, the Examination Board will only review proposals that have the support of at least one member of the EUC faculty who is prepared to act as a supervisor for the project.
- 3.8.3 Students may opt for a *credited* custom-designed project. To be eligible, a student or staff member on behalf of students (after the approval of a Head of Department or EUC educational director) must submit a proposal for approval to the Examination Board. The proposal should contain an overview of the activities, goals, deadlines, deliverables, and any collaboration with internal and/or external parties. In addition, the proposal must contain an assessment plan, including the number of ECs to be obtained (a maximum of 5 EC), that conforms to the Assessment Policy. Students who complete the project with a passing grade will obtain the approved number of credits. The credits can count toward the remainder of the general graduation requirements. In case of a student submitting the proposal, the Examination Board will only review proposals that have the support of at least one member of the EUC faculty who is prepared to act as a supervisor and examiner for the project.

3.9 *Exchange courses*

- 3.9.1 Students may apply to study abroad for one full semester in the fifth (autumn) semester of their studies.
- 3.9.2 A maximum of 30 EC from a combination of exchange courses and off-campus courses (see 3.10) can be applied toward the general graduation requirements (see 3.1).
- 3.9.3 The content of an exchange course must not significantly overlap with the content of a course in the EUC curriculum, because students are expected to follow those courses at EUC.
- 3.9.4 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 students are unable to prove that they fulfil this requirement.
- 3.9.5 Students who wish to apply for an exchange semester need to:
- have obtained at least 70 EC;
 - have a first-year MLA of at least 65.0%; and
 - have not previously incurred a sanction (see 5.2).
- 3.9.6 Students who wish to participate in an exchange programme and who meet the requirements must submit an application to the Exchange Office.
- 3.9.7 Students who wish to apply an exchange course toward a specific Major requirement can do so for a maximum of 15 EC and must obtain the approval of the Head of Department concerned.
- 3.9.8 The transfer of credits for exchange courses must be approved by the Examination Board.
- 3.9.9 Grades awarded for exchange courses are registered as pass/fail and are not included in calculating the MLA. Approved and successfully completed exchange courses will appear on the transcript as 200-level courses, with the number of obtained credits converted to EC.

3.10 *Off-campus courses*

- 3.10.1 A maximum of 30 EC from a combination of exchange courses (see 3.9) and off-campus courses can be applied toward the general graduation requirements (see 3.1).
- 3.10.2 The content of off-campus courses must not significantly overlap with the content of a course in the EUC curriculum.
- 3.10.3 Students who wish to register for an off-campus course need to submit a request for approval to the Examination Board.
- 3.10.4 Approval of an off-campus course does not constitute registration of the course, which is left to the discretion of the institution offering the course.
- 3.10.5 Students who wish to apply an off-campus course toward a Major requirement can do so for a maximum of 15 EC and must obtain the approval of the Head of Department concerned.
- 3.10.6 Grades awarded for off-campus courses are registered as pass/fail and are not included when calculating the 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 advice of the Head of Department concerned.

3.11 *Study load and planning*

- 3.11.1 The study load of the programme is 180 EC. A regular study load is 60 EC per academic year.
- 3.11.2 Students are responsible for drafting a study plan or updating their existing study plan throughout the year.
- 3.11.3 First and second year students who wish to apply for a reduced study load must submit a request to the Examination Board for approval. This request 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 will 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. For third year students who expect a study delay due to a reduced study load please see article 7.1.4

- 3.11.4 Students who need to make up a credit shortage beyond the nominal length of the programme are not required to submit a request for a reduced study load.
- 3.11.5 The study load per Quad cannot exceed 15 EC. The only exceptions are made for a maximum of 5 EC for students who will retake a course or obtained a positive binding study advice (BSA) and:
- have a most recent Semester MLA of at least 82.5% for a semester study load of at least 25 EC; or
 - have approval from the Examination Board; or
 - are registered for an EUR minor or a course that covers more than one Quad.

3.12 *Course registration*

- 3.12.1 To register for a course, a student needs to meet the prerequisites, if applicable.
- 3.12.2 If (partial) results of a prerequisite course are not available at the start of an advanced course, the student may register for the advanced course provided that the student did not obtain a fail (F) for the Professional Behaviour requirement (see 4.6) for the prerequisite course.
- 3.12.3 If a student does not meet the entry requirements for a course, the student can submit a motivated request to the Course Coordinator of the course, who can decide to waive the entry requirements.
- 3.12.4 EUC may set a minimum and/or maximum registration number for a course. If the number of students wishing to register for a course is higher than the maximum number permitted, preference will be given to students who need the course as part of their mandatory Major requirements. For the remaining places, students will be selected randomly, unless specified otherwise in the Course Catalogue.

3.13 *Degree and transcript*

- 3.13.1 A degree and transcript are issued to students once they have met all graduation requirements (see 3.1) and have settled all financial obligations (including full payment of the required tuition fees).
- 3.13.2 The transcript lists all courses completed and the grades obtained. Students who obtained more than 180 EC, have to exclude courses from the transcript that do not fulfil the graduation requirements. On the transcript, a distinction is made between items that carry credit towards the fulfilment of graduation requirements and items that carry credit that does not count towards the graduation requirements ('extra credit'). An official copy of a final or current transcript can be obtained from OSEA.
- 3.13.3 The Examination Board may set additional guidelines regarding the transcript.

4 Assessment

4.1 Grading

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

Mastery level	Grade point	Letter grade	Dutch equivalent
00.0% - 49.9%	0.0	F	0.0 - 4.9
50.0% - 52.9%	1.0	D	5.0 - 5.2
53.0% - 54.9%	1.3	D+	5.3 - 5.4
55.0% - 59.9%	1.7	C-	5.5 - 5.9
60.0% - 63.9%	2.0	C	6.0 - 6.3
64.0% - 66.9%	2.3	C+	6.4 - 6.6
67.0% - 69.9%	2.7	B-	6.7 - 6.9
70.0% - 73.9%	3.0	B	7.0 - 7.3
74.0% - 77.4%	3.3	B+	7.4 - 7.7
77.5% - 82.4%	3.7	A-	7.8 - 8.2
82.5% - 89.9%	4.0	A	8.3 - 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 4.7) or exemption (see 4.9) was granted, and those courses for which the grade P (for pass) is recorded, are excluded from the calculation.

4.1.3 Any reference to 'MLA' or 'mastery level average' denotes a cumulative MLA, unless otherwise indicated:

- 'Academic Core MLA' refers to the mastery level average for the Academic Core courses (see 3.2);
- '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 Validity of grades

4.2.1 The validity period of all final course grades - including approved off-campus courses, exchange courses and course exemptions - is unlimited. The Examination Board can restrict the validity period following the Dean of EUC's proposal if, in its opinion, the knowledge, insight, and skills assessed by the course assessment in question are obsolete (see Guidelines and Procedures of the Examination Board).

4.2.2. When a course is considered obsolete, the Examination Board may require replacement or additional assessments.

4.2.3 Partial course grades, for courses for which no credits were obtained, will expire at the end of the academic year in which they were obtained or at the start of the Quad in which the student retakes the course, depending on which condition occurs first.

4.3 Publication of grades and reviews

4.3.1 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.

4.3.2 Students have the right to review their assignments and exams.

4.3.3 EUC schedules review meetings for written (digital or paper) exams. For the professional behaviour requirement or for assignments, a student can request an individual review within five working days after publication of the preliminary grade to the Course Coordinator. If the request is accepted, the assignment, exam or professional behaviour requirement will be reviewed by the examiner of the course.

- The Examination Board may set additional guidelines and procedures for reviews.
- 4.3.4 Following a review, an assignment or exam may receive a grade that is higher or lower than the original grade. The grade received after the review will be the final grade.
- 4.3.5 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.

4.4 Assessment

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

Assessment methods	Assessment format A	Assessment format B	Assessment format C
Final exam (Weight)	Yes (40%-50%)	–	Yes (40%-60%)
Large assignment or midterm exam (Weight)	Yes (40%-50%)	Yes (40%-60%)	–
Small assignment(s) (Weight)	–	1 to 2 (10%-30%, each)	1 to 2 (10%-30%, each)
Total weight of assessments	90%	90%	90%
Weight of Professional Behaviour (see 4.6.2)	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).

- 4.4.2 The course information on Canvas indicates the assessment methods for a particular course as well as their weight in the calculation of the final course grade.
- 4.4.3 All exam dates will be published four weeks before the start of the course. Deadlines for assignments can be set no later than the last Sunday of the Quad concerned.
- 4.4.4 Failure to attend a final written exam will automatically result in a mastery level of 0% for that exam.
- 4.4.5 The content, including deadlines of assignments and their grading criteria of the course will be published before the start of the course.
- 4.4.6 An extension of a deadline of up to one week can be decided upon by the Course Coordinator. A student must request the extension from the Course Coordinator (for which the coordinator can consult the Student Counsellor) no later than one day before the deadline (during working hours: Monday- Friday from 9:00 to 17:00). In case of personal circumstances, a deadline extension of more than one week needs to be requested from the Examination Board before the original deadline.
- 4.4.7 A passing grade for a course is a final mastery level of 55% or higher. In that case, credits for the course will be obtained. A final mastery level below 55% means that the student has failed the course concerned.
- 4.4.8 For Academic Core Courses, a compensation rule applies for a course grade between 50% and 55%. The course will count as a pass if the Academic Core MLA (see 4.1.3) is 55% or higher.
- 4.4.9 If one of the partial examination grades that weighs at least 30% towards the final course grade is lower than a mastery level of 40%, the student has failed the course.
- 4.4.10 Students with a functional disability will be offered the opportunity to adapt their education to their disability as far as 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 (see the 'Guidelines & Procedures of the Examination Board').

- 4.4.11 In exceptional cases, the Examination Board may assign an alternative assessment (see the Assessment Policy).
- 4.4.12 The Examination Board is authorised to declare the results from an assessment invalid in case irregularities have occurred during this assessment.
- 4.4.13 The products of the Capstone (see 3.4) and their assessments will be retained by OSEA for seven years. The results of all other assessments will be archived for up to two years by OSEA. Students are responsible for checking their grades recorded in Osiris Student in a timely manner and for notifying OSEA of any discrepancies.

4.5 *Resits*

- 4.5.1 Students can use a resit opportunity for a maximum of two courses per academic year. EUC will schedule resits during the Summer Term.
- 4.5.2 Resits are not allowed for a course for which the student has failed the Professional Behaviour requirement resulting in failure of the course (see 4.6).
- 4.5.3 A resit for a course may consist of one or more of the assessments of that course (see 4.4.1) that have a weight equal to or higher than 30% of the final course grade (see Guidelines & Procedures of the Examination Board).
- 4.5.4 EUC will register both the original grades and grades from a resit. Only the highest grade obtained will be used to compute the final course grade.
- 4.5.5 Failure to attend a resit will automatically result in a grade of 0% for Professional Behaviour of the course concerned.
- 4.5.6 Students may retake a course if they failed this course.

4.6 *Professional Behaviour*

- 4.6.1 Students are required to adhere to the EUC Honour Code (see Appendix 3). Within a course, the EUC Honour Code is reflected by the professional behaviour requirement and is considered a requirement as governed by article 7.13 WHW.
- 4.6.2 The weight of the professional behaviour score is 10% of the course grade (see 4.4.1).
- 4.6.3 The professional behaviour grade is based on the EUC Honour Code and comprises criteria of attendance, preparedness, and participation (see EUC Assessment Policy for an explanation). 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.
- 4.6.4 Attendance is required for the full duration of all mandatory sessions. Not attending mandatory sessions has the following repercussions:

Absent session(s)	Repercussion
Once	Warning
Twice	0 percent for insufficient professional behaviour in the course, <u>overriding</u> 4.6.3
Three times	Failure of the course (result = F)
Insufficient preparation and participation will be considered as an absence and the same repercussions will apply.	

The reason for a student's absence is not considered relevant when marking a student absent. Only in case of extenuating circumstances the student can file a request to the Examination Board and an exemption might be granted based upon the advice of the Student Counsellor.

- 4.6.5 For the purpose of 4.6.4, two or more mandatory sessions for a course within a time

- frame of 5 consecutive workdays (starting day may vary) are considered as one mandatory session.
- 4.6.6 Cases of misconduct by a student in a course are referred by the Course Coordinator to the Dean EUC. The Dean of ESSB will decide based on the advice of the dean EUC if such a violation of the Honour Code necessitates a penalty as described in 5.2.
- 4.6.7 The dates and time slots of all mandatory sessions for a course will be published no later than one week before the start of the course.
- 4.7 *Withdrawal from a course*
- 4.7.1 Students are allowed to withdraw from a course before the end of the first week of the course (i.e., before Sunday at 23:59). Students who withdraw from a course are expected to register for an alternative course.
- 4.7.2 For students who have withdrawn from a course after the first week of the course, a Withdrawal (WD) will be registered on OSIRIS and their intermediate transcript.
- 4.7.3 If a student changes courses in the first week of the Quad and misses a mandatory meeting for the new course, the student will be marked as an absent for that meeting.
- 4.8 *Leave of absence*
- 4.8.1 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.
- 4.8.2 A leave of absence is granted by the Examination Board. The request must be accompanied by a written positive reference from a Student Counsellor.
- 4.8.3 Students who have permission for a leave of absence can reregister without reapplying.
- 4.8.4 Students who have been granted a leave of absence are required to attend an evaluation meeting with a Student Counsellor before returning to EUC.
- 4.9 *Exemptions*
- 4.9.1 Students may be granted exemptions for no more than 30 EC.
- 4.9.2 At a student's request, the Examination Board may grant an exemption from a course after having consulted the examiner concerned. This may be the case if the student has either:
- a. passed a 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 their work or professional experience that they have sufficient knowledge, insights, and skills with respect to the course concerned.

5 General Understandings

5.1 *The Honour Code*

By enrolling at EUC, a student agrees to adhere to the Honour Code (see Appendix 3). The Honour Code is central to EUC's mission as a Liberal Arts & Sciences 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 sanctions*

- 5.2.1 Violations of the Honour Code may lead to sanctions that vary from a warning up to expulsion on the grounds of 7.42a or 7.57 WHW if applicable (see 5.4).
- 5.2.2 Redressing a violation entails the repair of any damages a student may have caused.
- 5.2.3 The Dean of ESSB, based on the advice given by the Dean EUC and a Student Counsellor, will decide on the sanctions.
- 5.2.4 The Dean EUC will inform the student of the sanctions 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 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 decide upon an appropriate sanction (see Guidelines & Procedures of the Examination Board).
- 5.3.2 To be able to detect plagiarism, EUC makes use of detection software. When students hand in an assignment, they implicitly accept that the text of the assignment might be included in the database of the relevant detection software.

5.4 *Expulsion*

- 5.4.1 Expulsion means that the student's enrolment will be terminated based on article 7.42a WHW (*iudicium abeundi*) and/or 7.57h WHW. Students who are expelled from EUC will not be refunded tuition or accommodation fees and will have to repay (in full) any scholarships that they may have received.

6 Distinctions

6.1 *Distinctions*

6.1.1 The following distinctions will be awarded with the Bachelor's degree, based on the final MLA:

6.1.1.1	55.0% - 69.9% MLA	No distinction
6.1.1.2	70.0% - 77.4% MLA	Honours
6.1.1.3	77.5% - 82.4% MLA	Cum laude
6.1.1.4	82.5% or higher MLA	Summa cum laude

6.1.2 Students will only be awarded a distinction when no fraud or plagiarism (see 5.3) have been registered for them, unless they have been granted an exemption for this rule by the Examination Board.

6.1.3 Students will only be awarded a distinction if they have been enrolled at EUC for a maximum of three years, unless they have been granted an exemption for this rule by the Examination Board.

7 Student Counselling

7.1 *Student counselling*

7.1.1 EUC offers counselling for students enrolled in its programme with the aim to help them manage academic and personal circumstances affecting their studies and support student wellbeing.

7.1.2 Student counselling consists of:

- both collective and individual advice about personal circumstances and functional disabilities, and how to manage their impact on students' studies;
- collective and individual advice about study skills;
- advice on study plans (upon referral); and
- the offer of a confidential space for students to discuss personal circumstances experienced during their studies (see 7.2), and advice on and/or referral to other services that offer support.

7.1.3 A negative interim study advice mentioned in 8.2.1 requires the student to arrange a meeting with the Student Counsellor.

7.1.4 In the case of an expected study delay, the student is expected to amend their study plan in consultation with their Student Counsellor. In their fourth year, students are required to meet with their Student Counsellor once per semester to monitor progress.

7.2 *Personal circumstances*

7.2.1 The following circumstances are considered personal circumstances:

- a. sickness of the student concerned;
- b. physical, sensory or other functional impairment of the student concerned;
- c. pregnancy of the student concerned;
- d. exceptional (family) circumstances;
- e. membership of the University Council, the Faculty Council, the faculty's Management Team, or the Programme Committee;
- f. other circumstances, as referred to in article of the 2.1 WHW Implementation Decree Act

7.2.2 Any student who, as a result of personal circumstances, can reasonably expect to incur a study delay, is expected to report this as soon as possible to their Student Counsellor, and discuss related documentation.

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, or to support any relevant request to the Examination Board.

8 Binding Study Advice

8.1 *Binding Study Advice standards*

The norm for the Binding Study Advice is that students need to have obtained at least 60 EC in EUC courses, including 45 EC from the Academic Core Courses, by the end of the first year of enrolment. A student needs to attain an MLA of 55% to pass the first year.

8.2 *Study Advice*

- 8.2.1 The Examination Board will provide students with interim study advice after the examinations in the second Quad of the first semester of their studies at EUC, as well as after the examinations in the first Quad of the second semester of their studies at EUC.
- 8.2.2 The Examination Board will give students a definitive and Binding Study Advice after the examinations in the second semester of their studies at EUC.
- 8.2.3 A dismissal, as defined in the WHW, article 7.8b, paragraph 3, can be bound to a Binding Study Advice.
- 8.2.4 Students who are dismissed will be excluded from reapplying to the programme for three consecutive academic years.
- 8.2.5 A student experiencing severe personal circumstances can request a letter of intent from the Examination Board to grant a postponement of the Binding Study Advice (see 8.1). This letter will be issued within four weeks of filing the request, pending documentation provided to and assessed by a Student Counsellor.

8.3 *February stop*

- 8.3.1 First year students who deregister from the programme before the 1st of February will not receive a Binding Study Advice

9 Final Provisions

9.1 *Hardship clause*

- 9.1.1 In individual cases and at the request of the student, the Dean of ESSB is entitled to derogate from the provisions of the regulations if a strict application of the rules would result in extreme unreasonableness or unfairness.
- 9.1.2 In any situations not provided for in these regulations, or not provided for unambiguously, or which manifestly have an unreasonable outcome, a decision will be taken by or on behalf of the Dean of ESSB, after the Dean has consulted the Examination Board.

9.2 *Amendments*

- 9.2.1 Changes in these Academic Rules and Regulations take effect at the beginning of the academic year. Interim and/or retrospective changes are only possible if the interest of a student is not unreasonably harmed by these changes.
- 9.2.2 All changes apply to every student, except amendments to articles 3.1 up to and including 3.7. These articles will remain in force, unchanged, from the start of their study for at least three years, unless the interests of students are unreasonably harmed by this, as decided by the Dean of ESSB upon advice of the Dean EUC and the Examination Board.
- 9.2.3 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.

9.3 *Notification*

- 9.3.1 The Academic Rules and Regulations are published annually and are available on MyEUR.
- 9.3.2 Students and staff of EUC are individually responsible for familiarising themselves with the terms of the Academic Rules and Regulations.
- 9.3.3 Students are required to read emails sent to their student email address, as this is the address used for official communication purposes.

These regulations come into effect on August 22, 2022.

Appendix 1: Course Catalogue 2022 – 2023

The Course Catalogue 2022-2023 is available on MyEUR.

Appendix 2: ARR Articles customized for RASL Dual Degree Students

The RASL Dual Degree programme, offered to students of EUC, enables students to study at either the Willem de Kooning Academy or at Codarts Rotterdam in addition to the EUC Bachelor programme and to obtain two degrees.

A. Specific aspects of the Dual Degree programme

The following articles pertain specifically to the Dual Degree programme.

1. *Study feasibility*
RASL Dual Degree bachelor students follow a study programme consisting of modules from Erasmus University Rotterdam and the courses at the other institute, spread over nominally five study years with an annual average study load of 60 EC per year.
2. *Competencies*
In the Dual Degree programme there are competencies that overlap, and which need to be achieved at both programmes. By including Willem de Kooning Academy or Codarts Rotterdam courses in EUC's Bachelor programme, an alternative route is created to achieve EUC's final competencies.
3. *Registration*
For Dual Degree students, some services concerning the registration are granted. For example, the 'Bewijs van Betaald Collegegeld' (the proof of paid tuition fees) is exchanged without the intervention of students.
4. *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.
5. *Premature termination*
When a student decides to terminate the Dual Degree programme they should inform their RASL coordinator to complete the process of deregistration.

B. Conditions for participation in the Dual Degree programme

There are two conditions for participation in the Dual Degree:

1. The student is admitted to both programmes – to EUC and to either the Willem de Kooning Academy or Codarts Rotterdam. The regular admission requirements apply to both programmes.
2. The Dual Degree programme starts simultaneously with both programmes at the beginning of study year one. Students that have already started to study at either EUC or the other two programmes can enter the Dual 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 enrol mid-year or after more than one year of studying at either of the two programmes.

C. Exceptions to ARR articles for Dual Degree students

Dual Degree students of EUC and Codarts Rotterdam/Willem de Kooning Academy aim to complete two bachelor's 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 Dual Degree students) and is offered as a full-time programme (and as a part-time programme for Dual Degree students).

- Article 3.3.4: Students are required to declare one Major by the beginning of the Summer Term in their first year of studies at EUC. Dual Degree students are required to declare one Major by the beginning of their fourth Semester of studies at EUC.
- Article 3.9.2/3.10.1: 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 Dual Degree students, who will be allowed to transfer up to 60 EC in pre-approved Codarts Rotterdam or Willem de Kooning Academy courses.
- Article 6.1.3: Students will only be awarded a distinction if they have been enrolled at EUC for a maximum of three years, unless they have been granted an exemption by the Examination Board due to membership of a representative body of the EUR. Dual Degree students who have been enrolled at EUC for more than five years before graduation will not be awarded any distinction.
- Article 8.1: Students need to have obtained at least 60 EC in EUC courses, including 45 EC from the Academic Core 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 is 55% or higher (see 4.4.8). 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, Dual Degree students of EUC and Willem de Kooning Academy or 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 8.2.1: The Examination Board will provide students with interim study advice after the examinations in the second Quad of the first semester of their studies at EUC, as well as after the examinations in the first Quad of the second semester of their studies at EUC. Dual 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 8.2.2: The Examination Board will give each student a definitive and Binding Study Advice after the examinations in the second semester of their studies at EUC, with the exception of Dual 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: EUC 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:

1. *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.

2. *Responsibility*

We expect you:

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

3. *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.

4. *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.