MODEL TEACHING AND EXAMINATION REGULATIONS

BACHELOR’s Degree Programmes

A. Model faculty section
B. Model programme-specific section

Academic year 2014-2015

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Introduction to the Model Teaching and Examination Regulations for BACHELOR’s degree programmes

General

Since the introduction of the Dutch Higher Education and Research Act (Wet op het hoger onderwijs en wetenschappelijk onderzoek, WHW) in 1993, it has been compulsory for the broad outlines of the teaching programme and examining for each degree programme to be recorded in Teaching and Examination Regulations (OER).

The University of Amsterdam (UvA) and VU University Amsterdam (VU) have opted to draft a harmonised model Teaching and Examination Regulations (model OERs) for the Bachelor’s and Master's degree programmes. With regard to the content, a decision has been made to opt for a completely harmonised model OER text. With regard to the extent to which it is possible to depart from the provisions in the model OERs, it has been decided to maintain the situation that applied separately for each institution in the previous model and this has been incorporated within this model.

In accordance with Section 7.13, paragraph 1, of the WHW, the OER must contain sufficient and clear information about the degree programme or group of programmes. Section 7.13, paragraph 2, of the WHW lists those issues that must, as a minimum, be regulated in the OER with respect to the procedures and rights and responsibilities relating to the teaching and examinations applicable for each degree programme or group of programmes. The WHW also includes a number of separate obligations relating to the inclusion of rules within the OER. Appendix I includes a list of the relevant articles in the OER and the associated sections of the WHW.

The model OER is subdivided into two sections (Section A and Section B), which together form the OER. Section A, which can be seen as the faculty section, includes provisions that may apply for several degree programmes. Section B contains the provisions that are specific to the particular degree programme. Although the two Sections belong together and together form the OER of a degree programme or group of programmes, they can be amended separately.

The structure of the model OER is a format set by the UvA Executive Board as a guideline for the deans pursuant to Section 9.5 of the WHW (referred to hereinafter as: guideline). The model contains four types of provision.

Most articles concern subjects that must be included in the OER in accordance with Section 7.13 or other Sections of the WHW. These articles appear in framed boxes. Insofar as these articles have not been set as a guideline, it is possible to depart from the text of these articles, providing that the subject is described in the OER in accordance with the prescribed structure.

Articles that have been placed in a framed box with grey shading indicate that the subject in question must be regulated in this way because it is a UvA guideline. The guidelines are set by the Executive Board, with due regard for the powers and authorities of the other bodies that participate in decision-making. The dean is not at liberty to depart from these. Appendix II provides an overview of the guidelines that are important for this model OER, including the date on which the decision was made and the date it took effect.

For articles that do not apply for both institutions or all programmes, the following appears in square brackets for the article: [Optional:] Parts of articles that are optional also appear in square brackets.

The other articles, not included in framed boxes, concern articles for which compulsory inclusion in the OER is not stipulated in the WHW and which have also not been adopted as guidelines. These
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may concern subjects that are regulated in the WHW, but for which no explicit reference is made to compulsory inclusion in the OER. The remaining articles are included in the model either because they are intended to provide clear and sufficient information or because of a UvA or VU regulation. It is recommended that these articles be included in the OER in accordance with the model.

If necessary, additional articles can be added to reflect particular circumstances in the programme. In such cases, efforts should be made to apply the structure and numbering of articles as they appear in this model OER. Any additional articles should, as far as possible, be placed at the end of the chapter and given a higher number. If an article is placed between existing articles, this article should be given an interim number by adding a letter to the number (for example, Article 1.1a). It promotes transparency and improves quality assurance if a specific subject is regulated under the same article number in every OER.
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Section A: faculty section

1. General provisions

Article 1.1 Applicability of the Regulations

1. These Regulations apply to the teaching and examinations for the Bachelor’s degree programmes (hereinafter referred to as: the degree programme) provided by the Faculty of ……… (hereinafter referred to as: the faculty) of the University of Amsterdam/VU University Amsterdam.

2. These Regulations consist of a faculty section (A) and a programme-specific section (B). Section A contains general provisions and applies to the teaching and examinations of the Bachelor’s degree programmes of the Faculty of ……… Section B contains programme-specific provisions. Together, Sections A and B form the Teaching and Examination Regulations for the programme.

3. The Regulations can be declared to apply mutatis mutandis to the joint degree programmes and units of study, pursuant to Section 7.3c of the WHW, also provided by the faculty.

4. These Regulations apply to anyone enrolled in the programme, irrespective of the academic year in which the student was first enrolled in the programme.

5. Section B of these Teaching and Examination Regulations may contain additional general provisions for the relevant degree programme.

Article 1.2 Definitions

The following definitions are used in these Regulations:

a. ECTS (ECTS credit): an ECTS credit with a workload of 28 hours of study;

b. final examination (examen): the final examination of the Bachelor’s programme;

c. fraud and plagiarism: the student’s acts or failures to act which make it wholly or partially impossible to accurately judge his/her knowledge, understanding and skills;

d. joint degree: a degree awarded by an institution together with one or more institutions in the Netherlands or abroad, after the student has completed a degree programme (a degree programme, a major or a specific curriculum within a degree programme) for which the collaborating institutions are jointly responsible;

e. component: a unit of study of the programme within the meaning of the WHW;

f. period: a part of a semester;

g. practical exercise: the participation in a practical training or other educational learning activity, aimed at acquiring certain (academic) skills. Examples of practical exercises are:

- researching and writing a thesis;
- carrying out a research assignment;
- taking part in fieldwork or an excursion;
- taking part in another educational learning activity aimed at acquiring specific skills, or
- participating in and completing a work placement;

h. programme: the totality and cohesion of the course components, teaching activities/methods, contact hours, testing and examination methods and recommended literature;

i. thesis: a component comprising research into the literature and/or contributing to scientific research, always resulting in a written report;


k. course catalogue: the guide for the degree programme that provides further details of the provisions and other information specific to that programme. The course catalogue is available electronically at www…;

l. workload: the workload of the unit of study to which an interim examination applies, expressed in terms of credits = ECTS credits (ECTS =
European Credit and Transfer Accumulation System). The workload for 1 year (1,680 hours) is 60 ECTS credits;

m. academic year: the period beginning on 1 September and ending on 31 August of the following calendar year;

n. examination (tentamen): an assessment of the student’s knowledge, understanding and skills relating to a course component. The assessment is expressed in terms of a final mark. An examination may consist of one or more interim examinations (deeltentamen). A resit always covers the same material as the original examination;

o. University: \[optional: the University of Amsterdam/ VU University Amsterdam;\]


The other terms have the meanings ascribed to them by the WHW.

**Article 1.3 Language test and proficiency in Dutch**

[optional UvA, compulsory VU]

1. At the start of his/her first year of study at the institution, every student of a Dutch language Bachelor’s degree programme must complete the diagnostic Dutch language test.

2. The language test focuses on written skills and includes sections on grammar, spelling, vocabulary, structure and formulation.

3. Any student who does not achieve a pass in the language test must take the Dutch Refresher Course (Bijspijkercursus Nederlands) organised by the Language Desk (Taalloket).

4. Section B may stipulate that a mark can only be determined for the unit of study of which the language test is a part if the student has achieved a pass in the language test or completed the Dutch Refresher Course.

5. Language proficiency may be taken into account in the assessment of a test if this is stipulated in Section B.

**2. Previous education and admission**

**Article 2.1 Previous education**

1. A person will be admitted to the programme if he/she has a pre-university diploma as referred to in Section 7.24 of the WHW, or if he/she is exempt from this requirement based on Section 7.28 of the WHW.

[Optional:]

2. A person possessing a foreign diploma satisfies the requirement for sufficient proficiency in the Dutch language once he/she has passed one of the examinations referred to in Section B or has obtained an exemption from taking this examination.

or

2. The proficiency requirement in English as the language of instruction can be met by the successful completion of one of the examinations referred to in Section B or the equivalent specified there.]

**Article 2.2 Equivalent previous education**

1. Anyone possessing a diploma who has the nationality of a state that is not party to the Lisbon Treaty (Treaty Series 2002, 137) must submit the diploma to the Executive Board (via [optional: Student Services /Student and Education Affairs/Central Student Administration]). The Executive Board will determine whether the student meets the requirements for admission to the programme based on the diploma and any additional evidence submitted.
2. Anyone possessing a diploma not issued in the Netherlands cannot be enrolled until he/she has demonstrated sufficient proficiency in the language of instruction in order to follow the programme.

Article 2.3 Entrance examination (colloquium doctum)
1. Persons aged 21 years and older who do not meet the requirements for previous education referred to in Article 2.1 or 2.2 can submit a request to the Executive Board to take an entrance examination (colloquium doctum), as stipulated in Section 7.29 of the WHW.
2. Section B stipulates the requirements set for such an examination.

Article 2.4 Refusal or termination of enrolment (unsuitability/judicium abeundi)
1. Based on the provisions of Section 7.42a of the WHW, [optional: UvA: the dean/ VU: the faculty board] or the Examinations Board may, in exceptional cases, ask the Executive Board to terminate or refuse a student’s enrolment in a programme, if that student’s actions or remarks show that he/she is unsuitable either for practising one or more of the professions for which the programme in question is preparing the student or for the practical preparation for professional practice.
2. If a student is suspected of being unsuitable as described in paragraph 1, the Examinations Board or [optional: UvA: the dean/ VU: the faculty board] will institute an inquiry, of which the student will be informed immediately. The Examinations Board or [optional: UvA: the dean/ VU: the faculty board] will not issue any recommendation without carefully considering the interests involved and giving the student the opportunity to be heard.

3. Degree programme structure

Article 3.1 Structure of academic year
1. The degree programme will be offered in a year divided into two semesters.
2. Every semester consists of three consecutive periods of eight, eight and four weeks.
3. In the first year of the programme, the programme will offer at least twelve contact hours.
4. [VU compulsory:] In the second and third years of the programme, the programme will offer at least twelve contact hours.]

Article 3.2 Programme structure
1. The programme comprises the units of study included in Section B of the Teaching and Examination Regulations.
2. The programme has a workload of 180 ECTS.
3. A unit of study comprises 6 ECTS or a multiple thereof.
4. By way of exception to paragraph 3, a work placement or thesis will comprise at least 6 ECTS or a multiple thereof.
5. By way of exception to paragraph 3, Section B may stipulate that a unit of study comprises [optional: 3 ECTS (UvA) / 9 ECTS (VU)]. Academic development will be part of every degree programme.
6. If the student wishes to choose a different unit of study or a different minor than those stipulated in Section B as part of his/her electives, prior permission is required from the Examinations Board.
7. If students must sign up for participation in a unit of study, this will only be possible in the periods designated for that purpose.

Article 3.3 Internationalisation
Attention will be paid to internationalisation during the Bachelor's programme.
4. Assessment and examinations

Article 4.1 Signing up for examinations
1. Every student must sign up for every examination opportunity. The procedure for signing up is described in the course catalogue. Participation in the examination may be refused if the student does not sign up or fails to do so in time.
2. By way of exception to the provisions of paragraph 1, any student who has correctly signed up for participation in the instruction/classes for a particular course and has been admitted will also be signed up for the subsequent examination, unless the degree programme stipulates a different approach.

Article 4.2 Type of examination
1. Section B stipulates the way in which a unit of study is concluded and the form any examination will take.
2. At the student’s request, the Examinations Board may permit a different form of examination than that stipulated in the course catalogue. If applicable, more detailed regulations on this are included in the Rules and Guidelines for the Examinations Board.
3. In the case of a unit of study that is no longer offered, in the academic year following its termination, at least one opportunity will be provided to sit the examination(s) or parts thereof and a transitional arrangement will be included in the programme-specific section for the subsequent period.

Article 4.3 Oral examinations
1. Unless otherwise specified for the relevant unit of study in Section B, no more than one student will be examined orally at the same time.
2. An oral assessment is public unless the Examinations Board or examiner determines otherwise in an exceptional case. A student may submit a reasoned request to the Examinations Board to depart from the public nature of the oral assessment. The Examinations Board will balance the interests of the student against the interests of a public assessment.
3. Unless otherwise specified by the Examinations Board, an oral examination will be taken in the presence of a second examiner.

Article 4.4 Determining and announcing results
1. The examiner determines the result (= mark) of a written examination as soon as possible, but at the latest within ten working days. Contrary to the provisions of the first sentence, the marking deadline for theses [and final assignments] is no longer than twenty working days. The examiner submits the necessary information to [optional: the Education Office/Programme Administration] and [the Education Office/Programme Administration] will then immediately ensure that the marks are registered. The [optional: Education Office/Programme Administration] also ensures that the student is immediately notified of the mark, taking due account of the applicable confidentiality standards.
2. The examiner determines the result (= mark) of an oral examination as soon as the examination has finished and informs the student accordingly. The third sentence of the first paragraph applies.
3. In the case of alternative forms of oral or written examinations, the Examinations Board determines in advance how and by what deadline the student will be informed of the results.
4. When being informed of the result of an examination, the student's attention will also be drawn to their right to inspect the assessed work and have a post-examination discussion as stipulated in Articles 4.9 and 4.10, as well as his/her option to appeal to the Examinations Appeals Board (COBEX).
5. A student may lodge an appeal against the way in which the result was reached with the Examination Appeals Board within six weeks of the announcement of the result. [optional: A student may also submit a request for reassessment to the examiner. A request for reassessment does not affect the time period for lodging an appeal.]
Article 4.5  Resits
1. An opportunity will be offered to resit examinations in the degree programme once in each academic year.
2. Paragraph 1 does not apply in the case of a fail for a work placement or a thesis. The options for retaking work placements and theses are detailed in the relevant work placement manual or thesis regulations.
3. The most recent mark will apply in the event of a resit.
4. The resit for an examination must not take place within ten working days of the announcement of the result of the examination being resat.

Article 4.6  Marks
1. Marks are given on a scale from 1 to 10, with a maximum of one decimal after the point.
2. The final marks 5.1 to 5.9 are not awarded.

Article 4.7  Exemption
1. At the written request of the student, the Examinations Board may exempt the student from taking one or more examination components, if the student:
   a) has passed a course component of a university or higher professional education program that is equivalent in terms of content and level; or
   b) has demonstrated through his/her work and/or professional experience that he/she has sufficient knowledge and skills with regard to the relevant course component.
2. This exemption does not apply to the Bachelor’s thesis.
3. The Examinations Board will make a decision within twenty working days of receiving the written request.

Article 4.8  Validity period for results
1. The validity period of examinations passed and examination exemptions is limited to …., unless otherwise specified in Section B.
2. The validity period of an interim examination is limited to the academic year in which it was sat or until the end of the course concerned, as stipulated for the relevant unit of study in Section B.
3. The Examinations Board can extend the limited validity period of an examination or exemption if a student submits a reasoned request to that effect. The Examinations Board can decide to permit the extension of the validity only after the individual making the request has successfully completed a supplementary examination on the relevant subject matter.

Article 4.9  Right of inspection
1. For at least twenty working days after the announcement of the results of a written examination, the student can, on request, inspect his/her assessed work, the questions and assignments set in it, as well as the standards applied for marking.
2. The Examinations Board can determine that the inspection or post-examination discussion referred to in paragraph 1 take place at a specified place and at a specified time. The place and time referred to in the previous sentence will be announced at the time of the examination and on the faculty website.
3. If the student was unable to attend at the place and time referred to in paragraph 2 through no fault of his/her own, an alternative option will be offered.
4. If a student intends to appeal against the way in which his/her mark was assessed, he/she can be issued with a copy of the marked work at his/her request.
Article 4.10  Post-examination discussion
1. If a collective post-examination discussion has been organised, individual post-examination discussions will be held only if the student has attended the collective discussion or if he/she was unable to attend the collective discussion through no fault of his/her own.
2. Students who meet the requirements stipulated in paragraph 1 can submit a request for an individual post-examination discussion to the relevant examiner. The discussion will take place at a time and location to be determined by the examiner.

Article 4.11  Bachelor’s final examination
1. The Examinations Board determines the results and date of the final examination after it has established that the student has passed all the units of study belonging to the programme.
2. A diploma can only be awarded after the Executive Board has declared that the student has satisfied all the procedural requirements, including the payment of tuition fees.

Article 4.12  Diploma and transcript
1. The Examinations Board grants a diploma as proof that the student has passed his/her final examination. The Executive Board sets the model for the diploma. The Examinations Board adds a diploma supplement to the diploma providing information on the nature and content of the degree programme completed. The diploma supplement is drawn up in Dutch or English and complies with the European format.
2. Individuals who have successfully completed more than one examination and who cannot be awarded a diploma as stipulated in paragraph 1 will, on request, receive a statement to be issued by the relevant Examinations Board stating at least the components that have been successfully completed together with the units of study they involved, the number of ECTS obtained and the way in which the examinations were taken.
3. The student can, without needing to provide reasons, request that the Examinations Board not proceed to award a diploma, unless the student him-/herself submitted the request for its issue.

Article 4.13 Fraud and plagiarism
2. Electronic detection software programs may be used to detect plagiarism in texts. In submitting a text, the student implicitly consents to the text being entered into the database of the detection program concerned.

5. Honours programme

Article 5.1  Honours programme
1. An Examinations Board can invite a student to take part in the Honours programme. The student will take this programme alongside the regular Bachelor's programme.
2. The Honours programme comprises 30 ECTS. The choices available to the student will be published via the [optional: website/keuzegids etc.].
3. For admission to the Honours programme, the student must have secured all credits from the first year and have been awarded a weighted average mark of 7.5 or higher.
4. The number of participants, the selection procedure and the selection criteria for the Honours programme will be determined and announced annually at the start of the academic year by the faculty board, having taken advice from the Examinations Board.
5. In order to prevent significant unfairness, the Examinations Board can depart from the selection criteria referred to in the third and fourth paragraphs.
6. A student who has met the requirements of the regular Bachelor's programme within the nominal duration of study and achieved an average (weighted) mark of at least 7.5 for all components of the Bachelor's programme and also met the requirements of the Honours programme will
receive a Bachelor’s diploma with a transcript indicating that he/she has successfully completed the Honours programme.

6. Academic student counselling, advice regarding continuation of studies and degree progress

Article 6.1  Administration of study progress and academic student counselling

1. [optional: UvA: The dean / VU: The faculty board] is responsible for the correct registration of the students’ study results in [optional: UvA: SIS/VU: VUnet]. After the assessment of an examination component has been registered, every student has the right to inspect the result for that component via [optional: UvA: SIS/VU: VUnet] and also to have a list of the results achieved put at his/her disposal in [optional: UvA: SIS/VU: VUnet].

2. Enrolled students are eligible for academic student counselling. The types of academic student counselling available are listed in Section B.

Article 6.2  Advice regarding continuation of studies

1. As soon as possible after resitting the examinations of the first semester of his/her first year as an enrolled student, and in any event before 1 February, the student will receive written advice on whether he/she can continue with his/her programme or not.

2. Students who receive a negative advice, as referred to in paragraph 1, will be invited to a meeting in order to discuss their study methods, to reconsider their choice of study, and to discuss possible exceptional personal circumstances and a possible referral to another programme.

3. [optional: UvA: The dean / VU: The faculty board] will issue every student in a full-time Bachelor's programme with advice regarding the continuation of his or her studies. The advice regarding the continuation of studies is issued on behalf of [optional: the dean / the faculty board] [optional: by the faculty BSA committee].

4. Different time periods apply for students enrolled in part-time programmes. These are included in Section B, which describes the part-time programmes.

5. If a rejection is linked to the advice (‘negative advice regarding continuation of studies’), the provisions of Article 6.3 apply.

Article 6.3  Binding (negative) advice regarding continuation of studies (BSA)

1. The advice issued at the end of the academic year will be a binding rejection if the student has not achieved the standard required for positive advice regarding continuation of studies. Negative advice regarding continuation of studies will not be issued if the student demonstrates that he/she did not meet the standard as a consequence of personal circumstances, as referred to in Article 6.4. The standard is described in Section B of Article 7.2.

2. Credits for exemptions do not count towards a determination of the number of acquired credits as referred to in paragraph 1.

3. As soon as possible after resitting the examinations of the second semester of his/her first/second year as an enrolled student, a student who has not met the standard will be informed in writing that [optional: UvA: the dean / VU: the faculty board] intends to issue him/her with negative binding advice regarding continuation of studies. The same procedure applies in the next year of enrolment if the student is permitted to continue with his/her degree programme as a result of personal circumstances (see Article 6.4) and has still not successfully met all of the requirements of the first year of study by that time.

4. Along with the information referred to in the previous paragraph, the student will also be informed of the possibility of being heard [optional: UvA: by or on behalf of the dean / VU: by the BSA committee] and of how he/she can apply for such a hearing.

5. As soon as possible after the hearing [and on the advice of the BSA committee], [optional: UvA: the dean/ VU: the faculty board] will determine which students will be issued with a negative binding advice regarding continuation of studies.
6. Students may lodge an appeal against a decision on a binding negative advice regarding continuation of studies with the institution’s Examination Appeals Board within six weeks of the day of the decision’s announcement.

7. Students who receive a binding negative advice regarding continuation of studies may therefore not enrol in the Bachelor’s programmes named in Section B of Article 7.2 during the subsequent three academic years.

8. [optional: UvA: The dean / VU: The faculty board] will issue every student in the part-time variant of the Bachelor’s programme with advice regarding continuation of studies by/in [date/period] at the latest. [The advice regarding continuation of studies is issued on behalf of [optional: the dean/the faculty board] by the faculty BSA committee].

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**Article 6.4  Personal circumstances**

1. [optional: UvA: The dean / VU: The faculty board] will not include a rejection in the advice regarding the continuation of studies in the case of personal circumstances as a result of which the student concerned cannot have been reasonably expected to have met the BSA standard set.

2. If a circumstance, as referred to in paragraph 4, should occur, the student must notify the study adviser as soon as possible, providing details of:
   a. the period in which the circumstance occurs or occurred;
   b. a description of the circumstance and its seriousness;
   c. the extent to which he/she cannot or could not participate in instruction/classes or an interim examination.

It is the student’s responsibility to submit documentary evidence to substantiate his/her notification.

3. Within four weeks of receipt of the notification, the study adviser will issue a written and reasoned advice as to whether it is a case of personal circumstances as referred to in paragraph 4. If it is a case of personal circumstances, the study adviser will include in his/her advice a proposal for an alternative study progress arrangement, as referred to in paragraph 5.

4. Within the meaning of this article, only the following are deemed to be personal circumstances:
   a. illness of the student;
   b. physical, sensory or other function impairment of the student;
   c. pregnancy of the student;
   d. special family circumstances;
   e. membership of a representative advisory body or degree programme committee of the University;
   f. membership of an assessment committee as referred to in Section 5a of the WHW;
   g. membership of the committee of a student organisation designated by the Minister within the context of the Regulation on the Administrative Provisions for National Graduation Support in Higher Education;
   h. other individually determined personal circumstances and other activities described in individual cases of general benefit to society or in the interests of the University, to be determined, with due observance of the Executive Board guidelines, by [optional: UvA: the dean / VU: the faculty board].

5. If [optional: UvA: the dean / VU: the faculty board], on the advice of the study adviser or on the basis of information received directly from the student, determines that there is a case of personal circumstances within the meaning of this article, [he/she/it] will determine a period that does justice to the nature and seriousness of the student's personal circumstances in which the components of the first year of the degree programme can be successfully completed.

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**Article 6.5  Adaptations for students with a disability**

1. A student with a disability can submit a written request to the study adviser to qualify for special adaptations with regard to teaching, practical training and interim examinations. These adaptations will accommodate the student’s individual disability as much as possible, but may not alter the quality or degree of difficulty of a course or an examination. In all cases, the student must fulfil the exit qualifications for the degree programme.
2. The request referred to in the first paragraph must be accompanied by a recommendation from a student counsellor. The recommendation must be at most twelve weeks old and must in part be based on a recent statement from a physician or a psychologist.

3. [optional: UvA: The dean / VU: The faculty board] or, on [optional: UvA: his/her / VU: its] behalf, the College/Graduate School director or the programme director decides on the adaptations concerning the teaching facilities and logistics. The Examinations Board will rule on requests for adaptations with regard to examinations.

4. In the event of a positive decision in response to a request as referred to in paragraph 1, the student will make an appointment with the study adviser to discuss the details of the provisions.

5. A request for adaptations will be refused if it would place a disproportionate burden on the organisation or the resources of the faculty or university were it to be upheld.

6. If the disability justifies an extension to the time in which the examination may be sat, the Examinations Board will issue a statement testifying to this entitlement to an extension. If a disability justifies other measures being taken, the study adviser can [optional: initiate the necessary measures / issue a Disability Provisions Pass]. The pass will indicate the provisions to which the individual involved is entitled.

7. The statement [optional: and pass] referred to in paragraph 6 is [are] valid for a maximum period of one year. This period of validity can be extended on the recommendation of a student counsellor.

7. **Hardship clause**

   **Article 7.1  Hardship clause**

   In instances not regulated by the Teaching and Examination Regulations or in the event of demonstrable extreme unreasonableness and unfairness, [optional: UvA: the dean / VU: the faculty board] responsible for the degree programme will decide, unless the matter concerned is the responsibility of the Examinations Board.

8. **Transitional and final provisions**

   **Article 8.1  Amendments and periodic review (Section A)**

   1. Any amendment to Section A of the Teaching and Examination Regulations will be adopted by [optional: UvA: the dean / VU: the faculty board] after taking advice from the relevant Board of Studies. A copy of the advice will be sent to the authorised representative advisory body.

   2. An amendment to the Teaching and Examination Regulations requires the approval of the authorised representative advisory body if it concerns components not related to the subject of Section 7.13, paragraph 2, sub a to g and v, and paragraph 4 of the WHW.

   3. An amendment to the Teaching and Examination Regulations only pertains to an academic year that is already in progress if this does not demonstrably damage the interests of students.

   **Article 8.2  Transitional provisions**

   Notwithstanding the current Teaching and Examination Regulations, the following transitional provisions apply for students who started the programme under a previous set of Teaching and Examination Regulations:

   .....
Article 8.3  Publication
1. [optional: UvA: The dean / VU: The faculty board] will ensure the appropriate publication of these Regulations, and any amendments to them.
2. The Teaching and Examination Regulations will be posted on the faculty website and deemed to be included in the course catalogue.

Article 8.4  Effective date
Section A of these Regulations will come into force as of 1 September 2014.

Thus drawn up by [optional: UvA: the dean /VU: the faculty board] ……… on …… 20...

Advice from Board of Studies,
……, date: ……
……, date: ……
……, date: ……

Approved by the authorised representative body on ………

Adopted by [optional: UvA: the dean /VU: the faculty board] ……… on …… 20...
Teaching and Examination regulations Bachelor’s

Section B: Programme-specific section

1. General provisions

Article 1.1 Definitions
[a. xxx xxxx
b. xxx xxxx
etc.]

Article 1.2 Degree programme information
1. The programme […] CROHO number […] is offered on a [optional: full-time, part-time, combined work-study] basis and the language of instruction is [optional: Dutch/English].
[1a optional: 1a. The part-time programme has a nominal study duration of […] year(s)].
[1b optional: This programme is offered in partnership with [the] ….. University ….. and leads to a joint degree.]
2. A unit of study comprises 6 ECTS or a multiple thereof. [optional: The units of study listed below have a different size:
- ECTS
- ECTS]
3. The programme includes the following majors:
-
-

2. Programme objectives and exit qualifications

Article 2.1 Programme objective
The programme aims to: …………

Article 2.2 Exit qualifications
In all events, a graduate of the degree programme will have:
1. knowledge and understanding in the field of …………
[2. Optional: Notwithstanding the provisions of paragraph 2, a graduate of the major X will have the following:
- knowledge and understanding in the field of …………
- ……..
etc.]

3. Further admission requirements

Article 3.1 Additional previous education requirements
1. For admission to the programme, a pre-university (VWO) diploma is required in the following subject cluster [optional: and the following additional requirements apply]:
[pre-university subject cluster Culture & Society /Economy & Society / Nature & Health/Science & Technology];
[optional: additional requirements:
…………………………].
2. Students who do not meet the additional previous education requirements can access the programme by successfully completing one or more of the following tests:
…………………………
3. [optional] Students who do not meet the previous education requirements but have successfully completed the propaedeutic examination of a higher professional education programme can gain admission to the programme by successfully completing one of the following tests:

…………………………
…………………………

Article 3.2 Entrance examination (colloquium doctum)

1. The entrance examination referred to in Article 2.3 (Section A) concerns the following subjects at the final pre-university (VWO) examination level:

………………
………………
………………

2. The proof that the entrance examination (colloquium doctum) has been passed provides entitlement to admission to the intended programme or programmes for the academic year after the examination was taken only.

Article 3.3 Dutch language requirement for Dutch-language Bachelor’s programmes

A student whose previous education was not in a Dutch-speaking country must demonstrate that he/she has sufficient proficiency in Dutch in order to follow academic higher education successfully. This requirement can be met through the successful completion of one of the following examinations:

- the state examination for Dutch as a Second Language, examination II (NT2 II);
- CNaVT (Certificate in Dutch as a Foreign Language) PAT and PTHO examinations;
- foreign examinations that included Dutch, designated by [optional: the UvA / VU].

or

Article 3.3 English language requirement for English-language Bachelor’s programmes

1. The proficiency requirement in English as the language of instruction can be met by the successful completion of one of the following examinations or an equivalent:

- IELTS: 6.5
- TOEFL paper based test: 580
- TOEFL internet based test: 92-93
- Cambridge Advanced English: A, B or C.

2. [optional] Exemption is granted from the examination in English referred to in paragraph 1 to students who, within two years before the start of the programme, have met the requirements of the VU test in English language proficiency TOEFL ITP, with at least the scores specified in paragraph 1, or

- had previous education in secondary or tertiary education in an English-speaking country as listed on the [UvA/ VU] website, or
- have an English-language ‘international baccalaureate’ diploma.

Article 3.4 Free curriculum

1. Subject to certain conditions, the student has the option of compiling a curriculum of his/her own choice which deviates from the curricula prescribed by the programme.

2. The concrete details of such a curriculum must be approved beforehand by the most appropriate Examinations Board.

3. The free curriculum is put together by the student from the units of study offered by [optional: the University of Amsterdam / VU University Amsterdam] and must at least have the size, breadth and depth of a regular Bachelor’s programme. The student must ensure that the proposed curriculum enables admission to at least one Master’s programme. In doing so, he/she does not commit him-/herself to actually take the Master's programme.
Teaching and Examination regulations Bachelor’s

[optional: 4. The following conditions must at least have been met in order to be eligible for the Bachelor’s degree:

a. At least …… ECTS must be obtained from the regular curriculum.
b. The free curriculum must contain at least …… ECTS at the post-prodaedeutic level (level 200 and above).]

4. Curriculum structure

Article 4.1 Composition of programme
1. The programme consists of the following components:
   a. academic development
      [b. major/compulsory units of study]
      [c. practical exercise]

Article 4.2 Academic development
1. Academic development is part of the degree programme. This includes:
   [optional for UvA, compulsory for VU]
   (1) Philosophical training/Philosophy of Science/History of Science
   (2) Methods & techniques
   (3) Critical reasoning/academic skills
   [and optionally:
   Academic English]

Article 4.3 Units of study
The major comprises a package of compulsory and possibly optional units of study. [For VU: In addition, units of study are categorised as introductory (100), in-depth (200) and advanced (300) level.]

Article 4.4 The [major/compulsory] units of study are:

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Name of course component</th>
<th>Course code</th>
<th>Number of credits</th>
<th>Period or semester</th>
<th>Teaching method</th>
<th>Type of test</th>
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<th>Period or semester</th>
<th>Teaching method</th>
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Page 18
Article 4.5  Electives
The first semester of the third year of the curriculum comprises elective units of study.
[Compulsory for VU: Of these units of study, at least two must be at level 300.]

For the elective component, the student can take optional units of study designated as such, a minor offered by the faculty, a University minor designated as such, or a minor designated as such by the Examinations Board and listed as such in Section B. [For VU: A minor comprises units of study of which at least two are categorised at level 300 and no more than one at level 100.]

Year 3

<table>
<thead>
<tr>
<th>Name of course component</th>
<th>Course code</th>
<th>Number of credits</th>
<th>Period or semester</th>
<th>Teaching method</th>
<th>Type of test</th>
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[optional: Article 4.6  Practical exercise]

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<tr>
<th>Name of course component</th>
<th>Course code</th>
<th>Number of credits</th>
<th>Period or semester</th>
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Article 4.7  Sequence of examinations
1. Students may participate in examinations [or practical exercises] of the units below only if they have passed the examination or examinations for the units mentioned hereinafter:
   ............ after passing ............
   ............ after passing ............ and .................
   etc.
[2. optional: There is [a/no] prescribed sequence for participating in courses of the different components of the post-propaedeutic phase [for majors X, Y...].]
3. The student may participate in the examinations or the practical exercises of the post-propaedeutic courses mentioned below only if he/she has passed the examinations of the following examination components:
   [for major X]
   ...
   ...
   [for major Y]
   ...
   ...

In exceptional cases, the Examinations Board may, at the student’s reasoned request, deviate from the sequence mentioned in paragraph 3 of this Article, with or without stipulating conditions.

[optional: Article 4.8  Signing up for examinations
A student who wishes to sit an examination must sign up for it in advance in the manner prescribed by the Examinations Board.]
Teaching and Examination regulations Bachelor's

[optional: Article 4.9 Participation in practical exercise and tutorials]
1. In the case of a practical training, the student must attend at least ...% of the practical sessions. Should the student attend less than ..., he/she must repeat the practical training, or the Examinations Board may have one or more supplementary assignments issued.
2. In the case of tutorials with assignments, the student must attend at least ...% of tutorials. Should the student attend less than ..., he/she must repeat the tutorial, or the Examinations Board may have one or more supplementary assignments issued.
3. In exceptional circumstances, the Examinations Board may, at the request of the student, permit an exemption from this requirement if, in the opinion of the Board, the assessment of the intended skills is also possible with a lesser percentage of participation, with or without the imposition of supplementary requirements.

Article 4.10 Maximum exemption
[Optional: A maximum of .... ECTS credits of the curriculum can be accumulated through granted exemptions.]

Article 4.11 Validity period for results
The validity period for the examinations below and exemptions from examinations is limited as follows:

a. ....................

b. ....................

etc.

Article 4.12 Degree
Students who have successfully completed the final examination and met all other requirements stipulated in the WHW will be given the degree of Bachelor of [optional Arts/Science/Laws], abbreviated to [BA/BSc/LLB]. The degree awarded is stated on the diploma. If it is a joint degree, this will also be stated on the diploma.

5. Electives

5.1. Minors
The student can take one of the following minors:

<table>
<thead>
<tr>
<th>Name of course component</th>
<th>Course code</th>
<th>Number of credits</th>
<th>Period or semester</th>
<th>Teaching method</th>
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</table>

5.2. Electives
The student can take one of the following electives:

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<tr>
<th>Name of course component</th>
<th>Course code</th>
<th>Number of credits</th>
<th>Period or semester</th>
<th>Teaching method</th>
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</tbody>
</table>
5.3 Other electives
[optional] If the student wishes to take a different course than that stipulated in Article 5.1 or 5.2, advance permission must be obtained in writing from the Examinations Board.

6. Honours programme

The Honours programme consists of the following components:

<table>
<thead>
<tr>
<th>Name of course component</th>
<th>Course code</th>
<th>Number of credits</th>
<th>Period or semester</th>
<th>Teaching method</th>
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7. Academic student counselling and advice regarding continuation of studies

Article 7.1 Academic student counselling
1. The academic student counselling on this programme consists of:
   ……………………… (e.g. tutors, mentors, study advisers, etc.)

Article 7.2 Binding (negative) advice regarding continuation of studies (BSA)
1. In order to obtain a positive advice regarding continuation of studies, the student must have obtained at least …. ECTS by the end of the first year of enrolment for the propaedeutic phase of the programme.
[2. optional: The quality requirements to meet the standard for positive advice regarding continuation of studies are:
   ……………………………………….]
3. A student who has not achieved the standard for positive advice regarding continuation of studies by the end of the first year of enrolment, but has obtained written permission from [optional: or on behalf of the faculty board/the dean] to continue the programme will again receive advice at the end of the subsequent academic year taking account of the standard of 60 ECTS.
4. Students who receive a binding negative advice regarding the continuation of studies may therefore not enrol for the following Bachelor’s programme(s) offered by the Faculty during the subsequent three academic years: …
[5. optional: Different time periods apply for students taking part-time programmes. The advice regarding continuation of studies will be issued at the end of ….].

8. Transitional and final provisions

Article 8.1 Amendments and periodic review (Section B)
1. Any amendment to Section B of the Teaching and Examination Regulations will be adopted by [optional: UvA: the dean / VU: the faculty board] after taking advice from the relevant Board of Studies. A copy of the advice will be sent to the authorised representative advisory body.
2. An amendment to the Teaching and Examination Regulations requires the approval of the authorised representative advisory body if it concerns components not related to the subject of Section 7.13, paragraph 2 sub a to g and v, and paragraph 4 of the WHW.
3. An amendment to the Teaching and Examination Regulations only pertains to an academic year that is already in progress if this does not demonstrably damage the interests of students.
Teaching and Examination regulations Bachelor's

Article 8.2 Transitional provisions
Notwithstanding the current Teaching and Examination Regulations, the following transitional provisions apply for students who started the programme under a previous set of Teaching and Examination Regulations:

…..
…..

Article 8.3 Publication
1. [optional: UvA: The dean / VU: The faculty board] will ensure the appropriate publication of these Regulations, and any amendments to them.
2. The Teaching and Examination Regulations will be posted on the faculty website and deemed to be included in the course catalogue.

Article 8.4 Effective date
Section B of these Regulations enters into force with effect from 1 September 201..

Thus drawn up by [optional: the dean or the faculty board] ….. on ….. 20…

Advice from Boards of Studies,
……., date: …..
……., date: …..
……., date: …..

Approved by the authorised representative body, on ……

Adopted by [optional: the dean/the board of the Faculty] ……………………….. on ….. 20…
### Appendix I

List of articles that must be included in the OER pursuant to the WHW (articles in framed boxes):

<table>
<thead>
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<th>Section A</th>
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<td>Art. 2.3</td>
<td>7.29, para 2</td>
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<td>7.13 para 2 sub n</td>
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<tr>
<td>Art. 4.4</td>
<td>7.13 para 2 sub o</td>
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<td>Art. 4.5</td>
<td>7.13 para 2 sub j, h</td>
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<td>7.25 para 4</td>
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<td>Art. 7.2</td>
<td>7.13 para 2 sub f</td>
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Appendix II

Overview of guidelines pursuant to Section 9.5 WHW UvA

*The structure is a format established as a guideline:*  
date of decision: 20 November 2012  
entry into force: 1 September 2013

<table>
<thead>
<tr>
<th>Section A</th>
<th>Art. 4.5 para 3</th>
<th>most recent result applies</th>
<th>date of decision: 14 February 2008</th>
<th>entry into force: 14 March 2008</th>
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<td>Art. 4.6</td>
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<td>(5.5 as pass mark boundary)</td>
<td>date of decision: 14 February 2008</td>
<td>entry into force: 14 March 2008</td>
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<td>Final examination dates, 12 per year</td>
<td>date of decision: 14 February 2008</td>
<td>entry into force: 14 March 2008</td>
<td>withdrawn on: 4 April 2014</td>
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<td>Art. 4.13</td>
<td>Fraud and plagiarism</td>
<td>date of decision: 25 May 2010</td>
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