General Education and Examination Regulations for the Bachelor's degree programmes

2021-2022

Undergraduate School of Geosciences
Utrecht University

SECTION 1 – GENERAL PROVISIONS **4**
art. 1.1 – applicability of the Regulations 4
art. 1.2 – definition of terms 4
SECTION 2 – PREVIOUS EDUCATION **5**
art. 2.1 – Admission 5
art. 2.2 – Language requirement for holders of a foreign diploma 5
art. 2.3 – Colloquium doctum (university entrance examination) 5
SECTION 3 – CONTENTS AND STRUCTURE OF THE DEGREE PROGRAMME **5**
art. 3.1 – aim of the degree programme 5
art. 3.2 – mode of attendance 5
art. 3.3 – language of instruction 5
art. 3.4 – study load 5
art. 3.5 – major 5
art. 3.6 – optional courses, minor 5
art. 3.7 – courses taken at another Dutch institution 6
art. 3.8 – courses taken at a foreign university 6
art. 3.9 – components taken elsewhere 6
art. 3.9a - destination with negative travel advice 6
art. 3.10 – honours programme 7
art. 3.11 – actual teaching structure 7
SECTION 4 – COURSES **7**
art. 4.1 – course 7
art. 4.2 – course admission requirements; prior education 7
art. 4.3 – registration for courses 7
art. 4.4 – attendance and effort requirements 8
art. 4.5 – participation in courses; priority rules 8
art. 4.6 – conclusion of courses for international students 8
art. 4.7 – evaluation of the quality of education 8
SECTION 5 – TESTING **8**
art. 5.1 – general 8
art. 5.2 – Board of Examiners 9
art. 5.3 – assessment of thesis 9
art. 5.4 – grades 9
art. 5.5 – repeat exams: supplementary tests 9
art. 5.6 – force majeure: replacement tests 10
art. 5.7 – type of test 10
art. 5.8 – oral tests 10
art. 5.9 – provision for testing in special cases 10
art. 5.10 – time limit for grading tests 10
art. 5.11 – period of validity 10
art. 5.12 – right of inspection 11
art. 5.13 – retention of tests 11
art. 5.14 – exemption 11
art. 5.15 – fraud and plagiarism 11
art. 5.16 – control of plagiarism 12
art. 5.17 – right of appeal 12
SECTION 6 – EXAMINATION **12**
art. 6.1 – examination 12
art. 6.2 – cum laude classification 12
art. 6.3 – degree 13
art. 6.4 – degree certificate 13
art. 6.5 - honours 13
art. 6.6 – grading tables 13
SECTION 7 – STUDENT COUNSELLING **13**
art. 7.1 – student progress administration 13
art. 7.2 – student counselling 13
art. 7.3 – disability 14
art. 7.4 – binding study advice 14
art. 8.1 – safety net arrangements 14
art. 8.2– amendments 15
art. 8.3 – publication 15

art. 8.4 – effective date 15
Appendices **16**
1. Equivalent previous education 16
2. Honours College of Geosciences 16

The Education and Examination Regulations set out the degree programme-specific rights and obligations of students on the one hand and of Utrecht University on the other hand. The University's student charter contains the rights and obligations that apply to all students.

These Regulations were adopted by the Dean of the Graduate School of the Faculty of Geosciences with the approval of the Faculty Council and the Education Committee on 11 May 2021.

This is a translated version of the officially valid Education and Examination regulations in Dutch (Onderwijs- en Examenregeling).

SECTION 1 – GENERAL PROVISIONS

art. 1.1 – applicability of the Regulations

These Regulations apply to the teaching and examinations of the Bachelor's degree programmes in Earth Sciences, Global Sustainability Science, Science and Innovation Management and Human Geography & Planning to all students who are registered for and/or have applied for admission to these degree programmes.
The degree programmes referred to above are run by the Undergraduate School within the Faculty of Geosciences, hereinafter referred to as: the faculty.
These Regulations are applicable for the 2021-2022 academic year. For students who have already started their degree programme, general transitional rules have been laid down in paragraph 8, as well as per degree programme in the degree programme-specific parts with respect to the educational programme.

art. 1.2 – definition of terms

In these Regulations, the terms below have the following meanings:

- academic vacation periods: periods without any teaching obligations for teaching staff and learning obligations for students, as laid down in the academic calendar for the degree programmes.
- academic calendar: the division of the academic year periodically determined by the Executive Board
- the Act: the Dutch Higher Education and Research Act 1992 (*Wet op het Hoger onderwijs en wetenschappelijk onderzoek 1992, WHW*).
- component: a unit of study (course) within the degree programme, as included in the prospectus and the University Course Catalogue.
- course: the whole of the education and testing of a component.
- course guide: document specifying for each course the aim and content of the course, the exit qualifications, effort requirements (such as the attendance and test requirements) that a student must meet to achieve the exit qualifications and to qualify for a final grade, required literature, the way in which the final grade is calculated, the timetable and the instructional formats, name and availability of the course coordinator.
- credit: a value expressed in EC, where the study load is expressed as one credit being equivalent to 28 hours of learning. The European Credit Transfer System (ECTS) ensures that credits are comparable within Europe.
- degree programme: the Bachelor's degree programme referred to in Art. 1.1 of these Regulations, consisting of a coherent whole comprised of units of study.
- effort requirements: phrase used for all the requirements that the student must meet during a course in order to be eligible for a final grade. These effort requirements are described in the University Course Catalogue and laid down in the course guide (see above).
- examination: the final examination of the degree programme that is passed if all obligations of the entire Master's degree programme have been fulfilled.
- examiner: an assessor with competences that have been determined by the Board of Examiners of the program.
- International Diploma Supplement: the annex to the Master's degree certificate, which includes an explanation of the nature and contents of the degree programme (partly in an international context).
- period: part of the academic year, the start dates of which are laid down in the academic calendar and the number of weeks in the calendar of the degree programme.
- portfolio: the collection of documents relating to the performance of the student within the degree programme he has chosen.
- practical exercise: participation in a practical or another learning activity, the aim of which is to achieve certain skills, such as:
    - writing a thesis or paper
    - preparing a project or a design
    - giving a presentation or lecture
    - carrying out a research assignment
    - participating in a working group, fieldwork or an excursion
    - working together in a group
    - completing a traineeship
- semester: part of the academic year (roughly 5 months), the start and end dates of which are laid down in the academic calendar.
- special needs contract: the contract concluded by the Director of Education (or another officer on behalf of the degree programme) and the disabled student, which lays down the necessary and reasonable facilities to which the student is entitled.
- student: a person who is registered at the University to take courses and/or sit the tests and final examination of the degree programme.

- Student Affairs Geosciences: student information desk and student progress administration unit of the Faculty.
- test: interim examination as referred to in Art. 7.10 of the Act.
- Undergraduate School: framework within which the Bachelor's degree programme of the faculty is organised. The Undergraduate School is charged with organising and coordinating the academic programmes and monitoring the quality of the teaching.

The other terms have the meanings ascribed to them in the Act.

SECTION 2 – PREVIOUS EDUCATION

art. 2.1 – Admission

See degree programme-specific component of the degree programme concerned.

art. 2.2 – Language requirement for holders of a foreign diploma

Holders of a foreign diploma may only register:

a. once it has been demonstrated that the requirement of adequate command of the Dutch language has been fulfilled by passing the state examination in Dutch as a Second Language, Programme 2, or the certificate in Dutch as a Foreign Language, 'Educatief Professioneel' or 'Educatief Startbekwaam' and[1]
b. after it has been demonstrated that the requirement of adequate command of the English language is fulfilled at the level of the Dutch pre-university (VWO) examination.

Deficiencies in previous education in English must be made up before the start of the degree programme by sitting one of the following tests:

- IELTS (International English Language Testing System), academic module. The minimum required IELTS score (overall band) is: 6.0 with at least 5.5 for the component 'writing'.
- TOEFL (Test of English as a Foreign Language). The minimum required TOEFL score is 83 (internet-based test).
- Cambridge EFL (English as a Foreign Language) Examinations, with one of the following certificates:
    - Cambridge English C1 Advanced (CAE). Minimum score: 169 total, 162 writing.
    - Cambridge English C2 Proficiency (CPE). Minimum score: 180 total, 162 writing.

art. 2.3 – Colloquium doctum (university entrance examination)

See degree programme-specific part of the degree programme concerned.

SECTION 3 – CONTENTS AND STRUCTURE OF THE DEGREE PROGRAMME

art. 3.1 – aim of the degree programme

See degree programme-specific part of the degree programme concerned.

art. 3.2 – mode of attendance

All Bachelor's degree programmes are offered full-time. The degree programme in Human Geography and Planning is also offered part-time.

art. 3.3 – language of instruction

The degree programmes in Earth Sciences, Science and Innovation Management and Human Geography and Planning are taught in Dutch. A course may be taught in English if the course aims, the exit qualifications of the degree programme or the origin of the lecturer(s) or some of the students so require. The degree programme in Global Sustainability Science is taught entirely in English.

art. 3.4 – study load

1. The degree programme has a study load of 180 credits.
2. The degree programme comprises elements at an advanced level (see also art. 4.1), with a study load of at least 45 credits (in major and optional course credits together).

art. 3.5 – major

See the degree programme-specific part of the degree programme concerned.

art. 3.6 – optional courses, minor

1. The degree programme includes optional courses in which the student chooses components with a total study load of 45 credits.
2. The components of the optional courses must be at the in-depth or advanced level for at least 15 credits.
3. Components listed in the University Course Catalogue may be chosen, unless in the opinion of the Board of Examiners the content is duplicated in relation to components already completed by the student. The Board

[1] a. is not applicable to the Bachelor's degree programme in Global Sustainability Science taught in English.

of Examiners will withhold its approval if in its opinion the content is duplicated in relation to (major) components already completed or yet to be completed by the student. If components overlap fully or partially in terms of content, the Board of Examiners may limit the contribution of these components to the examination by deducting credits in proportion to the overlap.

4. If students choose a coherent whole of components that is provided by the faculty under the designation of 'minor', after approval by the Board of Examiners this designation will be shown on the supplement to the certificate of their examinations.

art. 3.7 – courses taken at another Dutch institution

1. Courses provided by another Dutch university or a funded or designated Dutch institution for higher vocational education are also optional components as referred to in Article 3.6(3) with the approval of the Board of Examiners. The Board of Examiners will decide the level of these courses. The credits and marks awarded by the other Dutch institution will be used.
2. The Board of Examiners will withhold approval if it is of the opinion that a replication of content exists in relation to courses already completed by the student. In the event that courses are replicated in terms of their content, either wholly or in part, the Board of Examiners may limit the contribution of these courses to the examination through deduction of credits in proportion to the overlap.

art. 3.8 – courses taken at a foreign university

1. Courses provided by a foreign university are also eligible for choice as referred to in Article 3.6(3) with the approval of the Board of Examiners. The Board of Examiners will decide whether these courses are at a sufficient academic level.
2. The Board of Examiners will withhold approval if it is of the opinion that a replication of content exists in relation to courses already completed by the student. In the event that courses are replicated in terms of their content, either wholly or in part, the Board of Examiners may limit the contribution of these courses to the examination through deduction of credits in proportion to the overlap.
3. The degree programme will publish the procedure for contributing courses taken abroad on the student site:
   - stating at what moment and in what manner students may apply for approval for courses taken abroad;
   - giving students the option of applying for approval at such time that they have received a decision from the Board of Examiners by the start of their period abroad.
4. Conversion of credits achieved for courses taken abroad is as follows:
   a. The credits will be taken over for courses provided by foreign universities within the European Union/European Economic Area that work with the European Credit Transfer System (ECTS) which have been approved by the Board of Examiners with regards to their content and level. Contrary to this, the Board of Examiners may decide to award a different number of credits if it is established that the credits awarded abroad do not correspond to the study hours.
   b. The credits will be converted for courses provided by foreign universities outside the European Union/European Economic Area that do not work with the European Credit Transfer System (ECTS) which have been approved by the Board of Examiners with regards to their content and level, in accordance with the university-wide conversion table. See www.uu.nl/credit-omrekentabel. The Board of Examiners may deviate from this in exceptional cases if there are good reasons to do so.
5. Conversion of grades achieved for courses taken abroad is as follows:
   a. Foreign grades are converted into the alphanumerical results Pass/Fail; in addition, the original grades and assessment scale will be recorded in OSIRIS. Furthermore, the original results will be printed on the International Diploma Supplement referred to in Article 6.4, stating the information from Nuffic concerning the grading scales at foreign institutions (https://www.nuffic.nl/onderwerpen/onderwijssystemen).
   b. The foreign university will determine where the cut-off score lies for a pass, and records in the transcript whether the students have passed.
   c. The foreign results will not count towards the student's average final mark.
   d. The Board of Examiners will determine whether and how foreign results will count towards determining whether the student has passed with distinction (*cum laude*).

art. 3.9 – components taken elsewhere

a. The condition for gaining the degree certificate of the Bachelor's examination of the programme is that at least half of the Bachelor's degree programme is passed in components provided by Utrecht University.
b. Components passed elsewhere during the degree programme can only be incorporated in the student's examinations programme with prior permission from the Board of Examiners.
c. Exemption can be granted for components passed at an institute of higher education prior to the start of the Bachelor's degree programme only on the basis of Art. 5.14.
d. Contrary to Art. 3.7.3., components that
   a. have been passed prior to starting the Bachelor's programme,
   b. are included in the University Course Catalogue,
   c. may be contributed to the student's examination programme at the discretion of the Board of Examiners,

   will not be recorded as exemptions, but recorded in OSIRIS under the course name and the original mark and stated on the International Diploma Supplement referred to in Article 6.4.

art. 3.9a - destination with negative travel advice

1. Components for which the student must travel to areas abroad or the Caribbean part of the Kingdom for which the Ministry of Foreign Affairs has given a travel advice of classification red (do not travel) or orange

(only necessary travel) during the period that the course will be followed, cannot be entered in the degree programme.
2. On behalf of the Dean, the provisions of the first paragraph may be deviated from in exceptional circumstances. Permission can only be given in case:
   - it concerns an obligatory part of the study,
   - for which there is no alternative, and
   - it is necessary that this is followed, and
   - there are, in the opinion of the UU, sufficient guarantees that safety and health are guaranteed.

art. 3.10 – honours programme

1. The Undergraduate School of Geosciences offers an honours programme. This programme is organised within the Honours College of Geosciences. The honours programme has a study load of 45 credits. A compulsory component of the honours programme is an honours thesis with a study load of 15 credits. Each honours student is expected to take an active part in extracurricular activities within the honours community. Students acquire international and interdisciplinary experience in the honours programme. The composition of the programme is stated in Appendix 2.
2. The selection of candidates, admission to the programme and the extension of admission to the programme in the second and third academic year is the responsibility of the selection committee of the Honours College of Geosciences. Applicants will receive a decision as to whether or not they are admitted to the honours programme and will also be informed of the possibility of lodging an objection to the Executive Board.
3. All prospective students may apply for the Honours College of Geosciences before the start of the degree programme. Each year the selection committee will select from the applications the students who will be admitted to the Honours College in Geosciences. The selection will be made on the basis of the motivation letter, CV and results of the previous education qualifying for admission.
4. An intake of students to the Honours College of Geosciences is also possible at the start of the second semester of the first year of the degree programme. Each year before the start of the second semester the selection committee will select from the applications the students who will be admitted to the Honours College of Geosciences. The selection will be made on the basis of the motivation letter, CV, results of the previous education qualifying for admission and the results of the first semester of the first academic year.
5. The selection committee of the Honours College of Geosciences will decide each year whether admission to the Honours College of Geosciences will be extended. Admission to the Honours College of Geosciences will be extended:
   - if 60 EC have been obtained (end of year 1) or 120 EC (end of year 2)
   - with a weighted grade average of at least 7.0
   - provided that the student has demonstrated sufficient active participation in the honours programme, and
   - provided that the student continues to demonstrate good motivation.
6. In its decision the selection committee will consider
   - the student's curriculum and portfolio
   - any particular personal circumstances that the student reports as soon as can be reasonably demanded.

art. 3.11 – actual teaching structure

The teaching structure of each course is shown in the University Course Catalogue and/or course guides and/or in the digital learning environment (Blackboard).
Students can view the timetables of the classes for which they are registered via MyTimetable.

SECTION 4 – COURSES

art. 4.1 – course

1. For the components of the degree programme, courses are taught with a study load of 7.5 credits or multiples thereof.
2. Each course is structured in such a way that active participation of the student is encouraged.
3. Each course has a course guide, which will be available to students two weeks before the start of the course.
4. All courses which can be part of the degree programme are included in the University Course Catalogue.
5. A course will be given at one of the following levels:
   - introductory: 1
   - greater depth: 2
   - advanced: 3

art. 4.2 – course admission requirements; prior education

See the degree programme-specific part of the degree programme concerned.

art. 4.3 – registration for courses

1. Participation in a course is possible only if the student has registered for it in time via Osiris-student. See the student site.
2. All the courses listed in the University Course Catalogue will take place.
3. If fewer than 15 students register for a course, the course coordinator may decide, in consultation with the Director of Education, to offer the course in a different instructional format and/or assessment.

4. Students may register for two courses per period. A third course must always be requested in good time from the degree programme office. This extra course may only be chosen from the range of courses offered in their own major; requests may be made only during the regular registration period.
5. An exception to the provisions under 4. is registration by students already registered on the honours programme for courses belonging to this programme. This extra registration will always be honoured.
6. If the student fails to make adequate progress on the course and/or there is insufficient capacity for a course, the Director of Education may exclude the student from registration for a third course within a single course period.
7. Subject to notification to the contrary the student who has registered correctly and in time for a course will have a confirmed place on the course no later than 15 working days before the start of the course.
8. During the late registration days, a student may only register for the courses for which capacity is still available.

art. 4.4 – attendance and effort requirements

1. Students are expected to participate actively in the course for which they are registered.
2. Besides the general requirement for the student to participate actively in the course the additional effort requirements for each component, such as attendance and test requirements, are listed in the University Course Catalogue and laid down in the course guide.
3. A student may be granted exemption from attendance for reasons demonstrably beyond their control (exceptional circumstances as a result of illness or family circumstances, for example), at the discretion of the course coordinator. Students must notify the study programme's secretariat of their absence in advance and must provide written evidence of the exceptional circumstances.
4. Effort requirements (such as holding a presentation or writing a paper) can never expire. If students fail to meet an effort requirement in time for reasons beyond their control, they must report to the course coordinator immediately after the situation has arisen and, if instructed by the course coordinator, provide evidence of the exceptional circumstances.
5. Students who wish to apply for special arrangements with regard to effort requirements as a result of chronic illness, disability or Outstanding Student Athlete status, may submit a request to the Board of Examiners (see also Art. 7.3).
6. In the event of qualitatively or quantitatively inadequate participation, the course coordinator may exclude the student from further participation in the course or part of it.

art. 4.5 – participation in courses; priority rules

1. If a course has a limited capacity, the University Course Catalogue and/or prospectus will state the maximum number of students for whom the course will be held.
2. Participation will be in the order of registration, with the proviso that students registered for the degree programme (including the Liberal Arts and Sciences major linked to the degree programme concerned) will be given priority on courses that belong to the compulsory part of their major.
3. Apart from the general priority rule formulated in paragraph 2, admission to courses with a limited capacity will be on the basis of the following allocation rules;
    - students who are repeating a course because they did not successfully complete it due to circumstances beyond their control;
    - compulsory course for major students in a chosen study path or track;
    - compulsory course for minor students;
    - compulsory course for exchange students accepted by the faculty who have registered in time and under approval.
4. In the case of optional courses with a limited capacity, lots will be drawn. Students of the faculty (including accepted GEO exchange students) will be given priority over external students.
5. Students are expected to be aware of all information that is sent to their university email address, or that is published on the student site of the study programme and in the electronic learning environment. Information distributed in this manner is assumed to be known.

art. 4.6 – conclusion of courses for international students

International exchange students have the opportunity to complete courses in period 2, selected by the Director of Education, before the winter break.

art. 4.7 – evaluation of the quality of education

See the degree programme-specific part of the degree programme concerned.

SECTION 5 – TESTING

art. 5.1 – general

1. During the course, students will be tested for academic schooling and on the extent to which they have sufficiently achieved the learning objectives set.
2. The University Course Catalogue and/or course guide describe the effort requirements the student must meet to pass the course, as well as the criteria on which the student is assessed. In the event of a difference of opinion, the course guide will be followed.
3. For all courses, in order to achieve a final grade the student must have participated in all the compulsory partial tests for the courses.
4. The course coordinator can indicate in the course guide for at most one test component that obtaining a sufficient grade of at least 5.50 is a condition for awarding a sufficient final grade. Only in special cases and

with the approval of the Director of Education, this condition can be linked to more than one test component.
5. Each course offers multiple tests, of which at least one is scheduled no later than halfway through the course.
6. Subject to what is stated in article 5.5. and 5.6 each test component that is part of the final assessment of a course is taken and assessed once.
7. The testing of the student is completed at the end of the course.
8. If a student repeats a course, the last classification gained will count.
9. Should a student pass a course, but still wishes to repeat the course, the complete course must be repeated.
10. The Regulations of the Board of Examiners describe the testing process (see: student site).

art. 5.2 – Board of Examiners

1. The Dean will establish a Board of Examiners for each degree programme or group of degree programmes and will ensure that the Board of Examiners can operate independently and professionally.
2. The Dean will appoint the chair and the members of the Board of Examiners for a period of three years on the basis of their expertise in the field of the degree programme(s) in question or the field of testing, in which
   - at least one member comes from outside the degree programme or group of degree programmes concerned, and
   - at least one member is a lecturer on the degree programme or group of degree programmes concerned.
3. Re-appointment is possible. Before making this appointment, the Dean will consult the members of the Board of Examiners concerned.
4. Persons holding management positions that include financial responsibilities or who are wholly or partially responsible for courses are not eligible for appointment to the Board of Examiners or as chair of the Board of Examiners. These persons will in any event include the Dean, the Vice Dean, directors/heads/managers of a department, members of a department's management/governing team, members or chairs of the Board of Studies of the Graduate School or Undergraduate School and the Director of Education.
5. Membership of the Board of Examiners will end on completion of the term of appointment. The chair and members of the Board may also be dismissed by the Dean at their own request. The chair and members of the Board will be dismissed by the Dean if they no longer meet the requirements of paragraphs 2 or 3 of this article. The Dean may also dismiss a chair or members found to be performing their statutory duties unsatisfactorily.
6. The Dean will announce the composition of the Board(s) of Examiners to students and lecturers.

art. 5.3 – assessment of thesis

1. A thesis referred to in Art. 3.5 will be assessed by at least two examiners (the supervisor in question and a second assessor).
2. If the thesis is written by a group of students, each student will receive an individual assessment based on the student's explicit contribution

art. 5.4 – grades

1. Grades will be awarded on a scale of 1 to 10. The final assessment of a course is either pass or fail, expressed in numbers: 6 or higher and 5 or lower respectively.
2. The final course grade will be rounded to one decimal place. A partial course grade will never be rounded.
3. The final course grade of 5 will not have any decimal places. An average grade of 4.95 to 5.49 is a fail (5); an average grade of 5.50 to 5.99 is a pass (6).
4. The course guide sets out the way in which the final course grade is calculated.
5. Alphanumeric results are awarded in the following cases:
   - a student who is registered for a course and has not participated in any of the test modules will be given an NV (Niet Verschenen – No Show). If non-participation is for reasons beyond the student's control the student will be given an ND (Niet Deelgenomen– Not Participated);
   - a student who has not participated in all the test modules will be given an NVD (*Niet VolDaan* – Incomplete);
   - a student who failed to meet the condition of a sufficient minimum grade of 5,50 for a test component will be given an NVD (*Niet VolDaan* – Incomplete);
   - if the student has completed a module, but has not received a grade for it, he may be given a V (*Voldoende* – Satisfactory) as the result;
   - if the student has not completed a module but does not receive a numeric result for it, the student can be given an ONV (ONVoldoende - Unsatisfactory) as the result;
   - a student who has been granted exemption by the Board of Examiners will be given a VR (*VRijstelling* – Exemption).

art. 5.5 – repeat exams: supplementary tests

1. If students do not receive a pass grade but do receive a final grade of at least 4.00 before rounding, they will be given a once-only opportunity to take a supplementary test.
2. If the student passes the individual supplementary test, a final grade of 6.00 for the entire course will be recorded in the student progress administration system. Partial course grades that the student has achieved will not be taken into account in establishing the final grade of the supplementary test.
3. If the student does not pass the supplementary test, the initial final grade will be entered into the student progress administration system, thus rendering all partial course grades no longer valid.

4. If students cannot be awarded a sufficient final average grade of 5.50 or higher because they have failed to pass one test component with the condition of a sufficient grade, they will be given one opportunity to take a supplementary partial test. The content of this partial test serves to replace the test component for which the mandatory minimum grade of 5,50 or higher is not achieved.
5. If a supplementary partial test is adequately repaired, the grade 5.50 is assigned to the test component and the final average grade will be recalculated according to the conditions specified in the course guide.
6. If the student does not pass the supplementary partial test, the final grade NVD will be entered into the student progress administration system, thus rendering all partial course grades no longer valid.
7. Students will not qualify for a supplementary test if they have not met all the effort requirements of the course.
8. Students will not qualify for a supplementary partial test if they have been awarded a pass.
9. The lecturer will determine the form and content of the supplementary (partial) test.

art. 5.6 – force majeure: replacement tests

1. Students who miss a test or part of a test owing to circumstances demonstrably beyond their control will be given only one opportunity to sit a replacement test. Only students reporting these circumstances beyond their control immediately after their occurrence to the course coordinator will be eligible to sit a replacement test (see also art. 4.4.).
2. The lecturer will determine the form and content of the replacement test.
3. If students are not present at the replacement test, or fail to meet the terms of the replacement test in good time, they will not be offered another opportunity.

art. 5.7 – type of test

1. Testing as part of a course will take place as stated in the University Course Catalogue and in the prospectus or course guide. If the information in these sources does not entirely match, the course guide will apply.
2. Upon request, the Board of Examiners may allow a test to be administered in a manner which departs from the provisions of the first paragraph.
3. If the manner in which a test will be taken is not stated, because this test concerns a course that is not offered by the degree programme, the provisions of the Education and Examinations Regulations concerned will apply.

art. 5.8 – oral tests

1. Only one person at a time may be tested orally, unless the Board of Examiners decides otherwise.
2. An oral test will be administered as far as possible by two examiners, for a maximum of 60 minutes.
3. Oral tests will be administered in public, unless the Board of Examiners or the examiner in question has decided otherwise in a special case, or the student has objected to this.

art. 5.9 – provision for testing in special cases

1. If a student, in order to pass the Bachelor's examination, needs a maximum of 7.5 credits for no more than one part taken previously but not passed and not providing for an individual testing possibility would demonstrably result in a delay in the studies of more than one semester, or a delay of more than one semester for the start of a follow-up programme, the student may submit a request to be eligible for an individual testing possibility.
2. If not providing for an individual testing possibility would result in a 'special case of manifest unfairness', the Board of Examiners may decide to grant an individual testing possibility.
3. Requests for a special possibility to sit a test must be submitted to the Board of Examiners as soon as possible, together with supporting documentary evidence.

art. 5.10 – time limit for grading tests

1. Within 24 hours of administering an oral test the examiner will determine the grade and provide the student with a written statement of the grade awarded.
2. The examiner will grade a written or differently administered test or partial test within 10 working days of the test date, and will make this grade known.
3. If the mark is not available within this period time for reasons of force majeure, the examiner must communicate this to the student, indicating when the mark will be determined. Force majeure may only be established in consultation with the Director of Education.
4. The end results of a course will be established within 10 working days after the course has been completed and made known. The course coordinator will provide the administrative office of the Faculty with the information necessary to provide the student with written or electronic proof of the student's grade.
5. Time frames for assessment do not apply during academic vacation periods.
6. The written statement of the grade awarded must inform the student of the right of inspection referred to in Art. 5.12 and of the possibility to appeal to the Examination Appeals Board.

art. 5.11 – period of validity

1. The term of validity of courses passed is eight years between test date and exam date.
2. Notwithstanding this, in case of special circumstances the Board of Examiners may, if the student requests, determine an extended validity period for a course, or impose a supplementary or replacement test.
3. Partial tests and assignments passed in a course that was not successfully completed will expire at the end of the academic year in which they were passed. Partial tests and assignments expire at the end of the period in which they were passed, if the course concerned is taught more than once per academic year.

art. 5.12 – right of inspection

1. Within 20 working days after the announcement of the result of a written test, students are allowed to inspect their graded work upon request. A copy of that work will be supplied to the student on request.
2. During the period referred to in the first paragraph, the student may inspect the questions and assignments of the test concerned, as well as the standards on which the grade was based.

art. 5.13 – retention of tests

1. The assignments, answers and the work assessed in the written tests will be kept in paper or electronic form for a period of two years following the assessment.
2. The thesis referred to in Art. 3.5 and its assessment will be kept in paper or electronic form for a period of seven years following the assessment.

art. 5.14 – exemption

1. At the student's request, the Board of Examiners may, after consulting the examiner in question, grant exemption from a component of the major, if the student:
    - has either completed a component of a university or higher vocational programme which is equivalent in content and level prior to the start of the Bachelor's degree programme; or
    - has demonstrated, through work or professional experience, sufficient knowledge and skills in relation to that component.
2. An exemption may only be for an entire course and not for part of it.

art. 5.15 – fraud and plagiarism

1. Fraud and plagiarism are defined as an action or failure to act on the part of a student, as a result of which a correct assessment of the student's knowledge, understanding and skills is made impossible, in full or in part.
   Fraud includes:
    - cheating during tests. The person offering the opportunity to cheat is an accessory to fraud;
    - share answers with others while taking a test;
    - seeking the help of third parties during a test;
    - having within reach tools and resources during tests, such as a pre-programmed calculator, mobile phone, smartwatch, smartglasses, books, course readers, notes, etc., unless consultation is explicitly permitted;
    - having others carry out all of part of an assignment and passing this off as own work;
    - gaining access to questions, assignments or answers of a test prior to the date or time that the test takes place;
    - perform (or try to perform) technical changes that undermine the online testing system;
    - fabricating survey or interview answers or research data.

   Plagiarism is defined as including data or sections of text from others/own work in a thesis or other paper without quoting the source. Plagiarism includes the following:
    - cutting and pasting text from digital sources such as encyclopaedias and digital magazines without using quotation marks and referring to the source;
    - cutting and pasting text from the internet without using quotation marks and referring to the source;
    - using excerpts from texts of printed material such as books, magazines and encyclopaedias without using quotation marks and referring to the source;
    - using a translation of the abovementioned texts without using quotation marks and referring to the source;
    - paraphrasing of the abovementioned texts without clearly referring to the source: paraphrasing must be marked as such (by explicitly linking the text with the original author, either in text or a footnote), so that the impression is not created that the ideas expressed are those of the student;
    - using visual, audio or test material from others without referring to the source and presenting this as own work;
    - resubmission of the student's own earlier work without referring to the source, and allowing this to pass for work originally produced for the purpose of the course, unless this is expressly permitted in the course or by the lecturer;
    - using the work of other students and passing this off as own work. If this happens with the permission of the other student, the latter is also guilty of plagiarism;
    - in the event that, in a joint paper, one of the authors commits plagiarism, the other authors are also guilty of plagiarism, if they could or should have known that the other was committing plagiarism;
    - submitting papers obtained from a commercial institution (such as an internet site offering excerpts or papers) or having such written by someone else whether or not in return for payment.
2. In all cases in which fraud or plagiarism is found or suspected, the examiner will inform the student and the Board of Examiners of this in writing. The Board of Examiners will give the student the opportunity:
    - to respond to that in writing;
    - to be heard.
3. The Board of Examiners will determine whether fraud or plagiarism has occurred and will inform the student of its decision in writing of any sanctions in accordance with the stipulations of the fourth paragraph, stating the possibility of appeal to the Test Appeals Board.
4. The Board of Examiners is authorized to impose sanctions. In doing so, the Board of Examiners shall ensure that the sanction is proportionate: the consequences of the sanction shall be in proportion to the degree and seriousness of the fraud or plagiarism committed.
5. One or more of the following sanctions may be imposed, depending on the nature and extent of the fraud or plagiarism committed, and the circumstances in which the fraud or plagiarism was committed, as well as the student's study phase:

- invalidation of the paper or test submitted;
- reprimand, a note of which will be made in OSIRIS.
- removal from the course;
- no longer being eligible for a positive degree classification (cum laude) as referred to in article 6.2;
- exclusion from participation in tests belonging to the course concerned for the current academic year, or for a maximum period of 12 months;
- complete exclusion from participation in all tests for a maximum period of 12 months.

6. In the case of extremely serious and/or repeated fraud or plagiarism, the Board of Examiners may recommend that the Executive Board permanently terminate the concerned student's registration for the programme.
7. If the Board of Examiners determines that there has been widespread or organised fraud, on a scale which would affect the test results in their entirety, the Board of Examiners will decide without delay that the test concerned is invalid and that all the participants must resit the whole test at short notice. The Board of Examiners will set the date on which the test must be retaken. This date will be no later than 10 working days after the fraud was established, so that the participants can still benefit from their preparatory work for the test.

art. 5.16 – control of plagiarism

1. For the purpose of controlling plagiarism handing in an electronic version of written assignments by the student (such as papers, theses) can be imposed as a compulsory condition by the examiner of the relevant course, whether or not using a designated plagiarism detection system. If the student does not submit an electronic version of the assignment in time, the assessor may decide not to assess the assignment.
2. In all cases, submitting an electronic version of the final thesis is mandatory for students.
3. By submitting a written assignment, the student gives permission in the broadest sense of the word for the control of plagiarism via a plagiarism detection system as well as for recording the written assignment in databases, to the extent necessary, for future plagiarism checks.
4. In the event of a particular course decides to disclose documents, students reserve the right not to disclose their written assignment other than for the purpose of plagiarism as referred to in paragraphs 1 and 2 of this article.

art. 5.17 – right of appeal

The student has a right to appeal decisions taken by the Board of Examiners or by examiners. The appeal must be made in writing, and explaining the basis for the appeal, to the Examination Appeals Board within six weeks of taking the test or examination, or of the decision being made, pursuant to Section 7.61 of the Higher Education Research Act 1992.

SECTION 6 – EXAMINATION

art. 6.1 – examination

1. The Board of Examiners will determine the result of the examination and award a certificate, as described in Art. 6.5 once the student has fulfilled the requirements of the examinations programme.
2. Prior to determining the result of the examination, the Board of Examiners may conduct its own examination of the student's knowledge of one or more components or aspects of the degree programme, if and in so far as the results of the relevant tests give it reason to do so.
3. Assessment of the examinations file constitutes part of the final examination. The date of examination will be the last working day of the month in which the Board of Examiners has determined that the student has fulfilled all the requirements of the examinations programme. The student must be registered for the degree programme on the examination date.
4. Conditions to pass the examination are
   - all components are passed;
   - the composition of the course package completed meets the level requirements set.
5. A further condition for passing the examination and receiving the certificate is that the student was registered for the degree programme during the period in which the tests were taken. If the student does not fulfil this condition, the Executive Board may issue a statement of no objection in relation to the passing of the examination and the issue of the certificate, after the student has paid the tuition fees and administration charges owing for the 'missing' periods.
6. After students have passed the final examination they can request the institution to terminate their registration
7. A student who has passed the examination and is entitled to a certificate may request the Board of Examiners to not yet grant the certificate and to postpone the examination date referred to in paragraph 3. This request has to be submitted within 10 working days after the student has been informed of the result of the examination. The student will indicate in this request a preferred examination date. The Board of Examiners will grant the request if the student:
   - is to fulfil a management position for which Utrecht University has provided an administrative grant
   - is to do a traineeship or take a component of a programme abroad
   - is obliged to take components required for admission to a Master's degree programme.
8. The examination dates may be postponed once only, for the duration of a maximum of thirteen months.

art. 6.2 – cum laude classification

1. If a student has demonstrated outstanding academic achievement in the Bachelor's degree programme, the degree will be awarded cum laude; this classification will be noted on the degree certificate.

2. The cum laude classification will be awarded to the Bachelor's examination if each of the following conditions have been met:
   - the weighted average of the grades achieved for the Bachelor's programme components is at least 8.00 before rounding.
   - during the course of the study, a maximum of one course assessed with a final grade and counting towards the examinations programme was repeated.
   - the student has been granted no more than 60 credits in exemptions that do not count towards the examinations programme.
   - No decision has been reached by the Board of Examiners regarding commitment of fraud/plagiarism that would otherwise no longer qualify for a positive classification (cum laude).
   - the Bachelor's examination has been passed within four years.
3. The Board of Examiners may decide to award the cum laude classification even if not all the requirements referred to in paragraph 2 are met. Such a decision must be unanimous.
4. Classifications other than cum laude will not be noted on the degree certificate.

art. 6.3 – degree

1. The Bachelor of Science degree will be awarded to the student who passes the examination.
2. The degree awarded will be noted on the examination certificate.

art. 6.4 – degree certificate

1. The Board of Examiners will award a certificate as proof that the examination was passed. One certificate will be awarded for each degree programme, even if the student completes several programmes.
2. The Board of Examiners will add the International Diploma Supplement to the certificate which provides (international) insight into the nature and contents of the completed degree programme.
3. The degree certificates will be presented at least twice a year in a public ceremony.

art. 6.5 - honours

If the total honours programme as referred to in Art. 3.10. has been completed successfully, this will be stated on the International Diploma Supplement. If the Bachelor's degree is awarded with a weighted average of the grades of at least 7.00 before rounding the Honours Certificate will be added to the Bachelor's degree certificate (see also art. 6.4).

art. 6.6 – grading tables

1. The International Diploma Supplement gives the student's cumulative average mark and an ECTS Grading Table.
2. The cumulative average mark shows the student's academic performance on a scale of 1 to 10. It is calculated based on the final results for the courses the student has successfully completed within the degree programme. Courses that are not assessed on a numerical basis are not included in the calculation. The cumulative average mark is weighted based on the number of credits for each course.
3. The ECTS Grading Table gives a clear picture of Utrecht University's marking culture for educational institutions and employers outside the Netherlands. Based on the Grading Table, they can convert the results into their own marking system. The ECTS Grading Table is an institution-wide table for all Bachelor's Degree programmes. This table uses a ten-point scale where only the marks from 6 to 10 are shown, as only passing marks are included in the Grading Table. The marks are expressed only as whole or half points. The percentage given with each mark indicates how frequently each mark is awarded.
4. The ECTS Grading Table is calculated on the basis of:
   - all final passing marks in courses undertaken towards the degree, excluding alphanumerical results;
   - not weighted according to study load;
   - in the three most recent academic years;
   - of students who were registered for a Bachelor's Degree programme at Utrecht University.

SECTION 7 – STUDENT COUNSELLING

art. 7.1 – student progress administration

1. The Faculty must record the individual study results of the students and make them available through Osiris-student.
2. Certified student progress files may be obtained from Student Affairs Geosciences.

art. 7.2 – student counselling

1. The Faculty is responsible for providing an introductory programme and student supervision to students registered for the degree programmes, the purpose also being to assist students in exploring potential study paths within and outside the degree programme.
2. Student counselling encompasses:
   - a compulsory matching process for prospective students prior to registration for a Bachelor's degree programme, the aim being to assist students in their choice of a degree programme that matches their ambitions, expectations and capabilities;
   - an introduction in the first week of the first semester of the first academic year;
   - assignment of a tutor to all Bachelor students, who introduces them to the study during the first semester and is available to them for supervising their further studies and making choices during the Bachelor phase;

- advice on a group and individual basis on potential study paths within and outside the degree programme, also with a view to career options after the Master's degree programme and on the possibilities of entering the labour market immediately after obtaining the Bachelor's degree;
- advice on a group and individual basis on study skills, study planning and the choice of further study after the Bachelor's degree;
- referring and assisting students who encounter difficulties during their studies;
- offering a referral to a more suitable course to students who deregister for the degree programme before 1 February of the year of their first registration;
- an individual matching activity for those who are referred to the degree programme from another degree programme at Utrecht University during the course of the academic year;
- providing urgent advice before 31 January and binding advice no later than 31 August in the first year as to whether or not to continue the studies, on the basis of all the credits obtained in the first year.

art. 7.3 – disability

Students with special needs are afforded the opportunity to take classes and sit tests in the manner agreed in their special needs contracts. Requests for special needs contracts are submitted to the student adviser.

art. 7.4 – binding study advice

1. In the year of the first registration students who are registered on 1 October for the degree programme for 31 January will receive a written study advice (the pre-advice) on the continuation of their degree programme. The advice will be based on the study results achieved in the first period. This advice is not binding, but gives a warning in the case of unsatisfactory study progress, so that students will still have the opportunity to improve their performance. In the case of study progress during the first period of 7.5 credits the student will receive a warning, in the case of study progress of 15 or 0 credits respectively the advice will be positive or negative respectively.
2. The student who receives a warning or a negative pre-advice will be invited to an interview with the study adviser or tutor, for the purpose of discussing study method, a reconsideration of the choice of study and any referral, if applicable. During this interview the partial results already known from period 2 and special circumstances that may have affected the student's study progress will be discussed. See also paragraphs 9 and 10.
3. At the end of the academic year, however no later than 31 August, students will receive a second written advice (the final advice) on the continuation of their degree programme. Without prejudice to the provisions of paragraphs 8, 9 and 10, a binding rejection will be attached to this study advice if the student has obtained fewer than 45 credits. The rejection applies for a period of 4 academic years.
4. In determining the number of credits obtained as referred to in paragraphs 1 and 3, all credits obtained in the first academic year will count. Exemptions and partial tests passed will not count.
5. No final advice will be given to students who submit a request to deregister from the university and the faculty before 1 February of the year of their first registration. If students register again in a subsequent academic year, the study advice as referred to in paragraph 3 will be given in accordance with the provisions applicable at that time.
6. Both the pre-advice and the final advice will be given by the Dean of the Faculty of Geosciences.
7. Before issuing a binding negative advice, the student will be given the opportunity to be heard by or on behalf of the Dean.
8. In deciding whether to issue a negative study advice, the Dean will consider the student's personal circumstances at the latter's request. Only personal circumstances that the student has reported to the study advisor or tutor as soon as can be reasonably demanded will be taken into consideration by the Dean. Personal circumstances include illness, pregnancy, a functional disorder and exceptional/serious family circumstances.
9. In considering whether to issue a negative study advice the Dean will also consider at the student's request other forms of circumstances beyond control than those referred to in the previous paragraph. Only situations beyond control that the student has reported to the study adviser or tutor as soon as can be reasonably demanded will be taken into consideration by the Dean. Furthermore, the Dean may take into consideration any unfairness of a serious nature.
10. If on the basis of circumstances as referred to in paragraphs 8 and 9 no opinion can be given on the suitability or otherwise of students, a refusal recommendation will not be issued and a recommendation on continuation of their studies as referred to in paragraph 3 will still be issued to the students at the end of the next academic year. The student must earn the number of credits referred to in paragraph 3 in that next academic year; the credits already earned earlier academic years will not count.
11. No binding negative advice can be issued to students who have achieved 60 EC or more in the first year of their degree programme.
12. An appeal against a decision for rejection may be submitted in writing, giving reasons, to the Examination Appeals Board within 6 weeks.

SECTION 8 – TRANSITIONAL AND FINAL PROVISIONS

art. 8.1 – safety net arrangements

In cases for which these Regulations do not provide, do not clearly provide or lead to obviously unreasonable outcomes, a decision will be taken by or on behalf of the Dean, after having heard the advice of the Board of Examiners. If, on the basis of the law, the decision falls within the competence of the Board of Examiners, the Dean will send the request to the Board of Examiners for it to settle.

art. 8.2– amendments

1. Amendments to these Regulations will be laid down by the Dean after having heard the advice of the Education Committee and after consultation with the Faculty Council, in separate resolutions.
2. An amendment to these Regulations is not to be applied to the current academic year, unless it is reasonable to assume that it will not harm the interests of the students.
3. Furthermore, an amendment may not have an adverse effect for students on any other decision the Board of Examiners has taken pursuant to these Regulations with respect to a student.

art. 8.3 – publication

The Dean will publish these Regulations, as well as each amendment, on the internet.

art. 8.4 – effective date

These Regulations take effect on 1 September 2021.

Appendices

1. Equivalent previous education

THE NETHERLANDS:
• vwo diploma 'old style' on the basis of the academic profile
• vwo diploma on the basis of 'old profiles' (vwo final examination taken pursuant to the regulations laid down in the Secondary Education Act (*Wet voortgezet onderwijs*) as it read until 31 July 2007)
• gymnasium diploma awarded pursuant to the Higher Education and Research Act 1876
• hbs diploma awarded pursuant to the old Secondary Education Act (*Middelbaar Onderwijswet*)

Final diploma in higher vocational education that comes under the Ministry of Health, Welfare and Sport (WVS, formerly Welfare, Health and Culture - WVC). These are the following vocational programmes:
• Final diploma in midwifery (awarded by, for example, the *Stichting Kweekschool voor Vroedvrouwen* in Amsterdam, the *Vroedvrouwenschool Kerkrade* under the *Rooms-Katholieke Stichting Moederschapszorg* in Kerkrade or the *Stichting Rotterdamse Opleiding tot Verloskundige* in Rotterdam)
• Final diploma for surgical assistant

Until 1 January 1997 the following programmes were also applicable:
• Orthoptics (*Nederlandse Academie voor Orthoptie* of the Faculty of Health at the *Hogeschool Midden-Nederland* in Utrecht)
• Oral hygiene (The *Academie voor Mondhygiëne* of the Faculty of Health at the *Hogeschool Midden-Nederland* in Utrecht, the *Stichting Opleiding Mondhygiënisten* in Amsterdam, the *Opleiding tot Mondhygiënist* in Nijmegen)
• Mensendieck remedial therapist (*Stichting tot opleiding van oefentherapeuten-Mensendieck* in Amsterdam)
• Cesar physiotherapy (*Stichting Opleiding Bewegingstherapie Cesar* in Den Dolder)
• Podiatry (*Hogeschool Eindhoven* in Eindhoven)

Final diploma in higher vocational education in the cultural sphere:
• Final diploma *Rijksacademie voor Beeldende Kunst* in Amsterdam
• Final diploma *Jan van Eyck Academy* in Maastricht
• Final diploma *Opleiding Restauratoren* in Amsterdam
• Final diploma *KMA/ KIM* (defence)
• Diploma as Senior Administrative Officer

INTERNATIONAL BACCALAUREATE
Certificate of the *Diploma* of the international baccalaureate issued by the *International Baccalaureate Office* in Geneva
SURINAME certificate in pre-university education certificate

2. Honours College of Geosciences

Within the Honours College of Geosciences, the honours students study a continual component of 15 EC in addition to the normal programme of 180 EC, spread over 2½ to 3 years. They also complete two courses each worth 7.5 EC especially for honours students (in the optional course profile), at least four regular courses with a replacement or additional assignment at honours level (honours option) and an honours thesis of 15 EC. This brings the total degree programme for honours students to 195 EC.
The table below gives an overview of the components.

Table: Overview of the Honours College of Geosciences programme

Component	Study load
HCG seminar / Geohuis / Honours Conference	15 EC in addition to Bachelor
Honours optional subjects	15 EC
Honours thesis	15 EC
Honours addition major subjects (compulsory and optional)	At least four subjects, no extra EC
Honours study trip abroad	Extracurricular, no EC

The detailed degree programme is described in the prospectus of the Honours College of Geosciences.