



# Amsterdam University College

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Appendix 1: COURSE CATALOGUE (SEPARATE DOCUMENT)

Appendix 2: REGULATIONS GOVERNING FRAUD AND PLAGIARISM

Appendix 3: CAPSTONE REGULATIONS

Appendix 4: COMMUNITY PROJECT/INTERNSHIP REGULATIONS

## 1. Amsterdam University College

- 1.1 These Academic Standards and Procedures apply to the Liberal Arts & Sciences programme of Amsterdam University College (AUC). Registered under no 55002 in the CROHO.
- 1.2 Amsterdam University College (AUC) is the undergraduate Honours College of the Vrije Universiteit Amsterdam and University of Amsterdam.
- 1.3 AUC is a residential college, and all students live on campus for the duration of their studies.
- 1.4 AUC is established as an inter-university institute under common governance of Vrije Universiteit Amsterdam (VU) and the University of Amsterdam (UvA), in accordance with article 8.1 of the Dutch Higher Education Act (*WHW*). A cooperation agreement (*gemeenschappelijke regeling* ex art. 8.1 WHW) sets out their mutual and joint responsibilities.
- 1.5 AUC degrees are granted on behalf of the Vrije Universiteit Amsterdam and the University of Amsterdam.
- 1.6 Direct oversight of AUC is delegated to the AUC Board, which is responsible for AUC's general policy, i.e. strategic management, use of property, the management of financial and human resources, its quality assurance system, for approval of the Academic Standards and Procedures (*OER*) and their implementation. It establishes the Board of Studies (*opleidingscommissie*) and the Board of Examiners (*examencommissie*).
- 1.7 The AUC Dean is mandated by the AUC Board to execute all its decisions and is responsible for the daily and executive management, including the implementation of the Academic Standards and Procedures (*OER*). The Dean is also responsible for admission and the well-being of the students and the AUC campus community.
- 1.8 The tasks of the Board of Studies (*opleidingscommissie*), consisting of four student members and four faculty representatives, include those described in article 9.18 WHW and the Rules and Regulations AUC Board of Studies. The Board of Studies will elect its own Chair.
- 1.9 The tasks of the Board of Examiners (*examencommissie*) include those described in art. 7.12 of the WHW. The Board of Examiners is also charged with the responsibility regarding colloquium doctum examinations. Members of the Board of Examiners consist of senior members of AUC's faculty.
- 1.10 The Admissions Committee (*toelatingscommissie*) decides on the admission of students to AUC. To this end, the Committee implements the criteria and the process of selecting students as specified in its admission policy, which is available for potential students. The Admissions Committee consists of the Dean (chair), the Director of Education and the Senior Tutor. The Admissions Officer acts as Secretary to the Admissions Committee.
- 1.11 The following definitions apply for the terms used in these Academic Standards and Procedures.
  - Student: A person enrolled at the Amsterdam University College.
  - Faculty member: Teaching personnel at Amsterdam University College, appointed according the AUC guidelines for recruitment <sup>1</sup> (see [www.auc.nl/about-auc/faculty/faculty.html](http://www.auc.nl/about-auc/faculty/faculty.html)).
  - Course: The unit of study of the study programme with a final assessment (Section 7.3 WHW).
  - Course manual: Description of course content, learning outcomes, assessment scheme and any course specific details. Course manuals are available through Blackboard.
  - Course catalogue: The catalogue of courses offered at Amsterdam University College (see [www.auc.nl](http://www.auc.nl)).

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<sup>1</sup> See Faculty Handbook Section 4.1

- Credit: The credits awarded in the European Union in accordance with the European Credit Transfer System. The study load of an academic year is 60 European credit points (ecp).
- Assessment: A test of the knowledge, insight and the skills of the student in respect to a course. The assessment may consist of separate parts that can be taken by means of one or more interim assessments. The assessment will be expressed as a final mark.
- WHW: The Higher Education and Research Act (*De Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek*).

## 2. Academic programme

### 2.1 General information

- 2.1.1 The programme consists of six consecutive semesters in which students complete (at least) five courses per semester. Each semester consists of one period of 16 weeks and one period of 4 weeks.
- 2.1.2 Each course<sup>2</sup> has a study load equivalent to 6 European credit points (ecp). This means that each course entails 168 hours of study, including class hours, self study, preparing assignments and exams.
- 2.1.3 The three-year AUC bachelor programme has a total of 180 ecp, i.e. 60 ecp per year is the norm.
- 2.1.4 The language of instruction is English (except for the language courses).
- 2.1.5 Courses are listed as Academic Core courses, Humanities courses, Social Science courses or Science courses. Courses may be cross-listed.
- 2.1.6 Courses are listed in the Course Catalogue (see Appendix 1).
- 2.1.7 Courses are divided into 100-, 200- and 300-level courses.
- 2.1.8 Each course may only count for one of the degree requirements<sup>3</sup>.

### 2.2 Admission

- 2.2.1 Students are in principle eligible for admission to AUC on the basis of a secondary school diploma (Dutch VWO or equivalent, including the International Baccalaureate).
- 2.2.2 Actual admission will depend on the student's:
- academic excellence: students must demonstrate their ability to meet the academic demands of the AUC programme<sup>4</sup>;
  - level of proficiency in English (IELTS: overall score of 7.0 (with at least 7.0 in each of the four components); or TOEFL (paper based): overall score of 600, with a Test of Written English score of 5.5; or TOEFL (computer-based): overall score of 250, with Test of Written English score of 5.5; or TOEFL (internet-based): overall score of 100; or Cambridge Certificate of Advanced English (CAE): grade A; or Cambridge Certificate for Proficiency in English (CPE): grade C; or English Language GCSE, IGCSE or O-level: grade B; or International Baccalaureate Standard level (SL): score of 5 in English; or European Baccalaureate: score of 70% in English; or German Abitur: score of 12 in English);
  - Good grade in maths as an examination subject at secondary school. The level of maths must be sufficient for the students desired major<sup>5</sup>.

<sup>2</sup> Master classes have a study load of 3 ecp. capstone thesis 12 ecp and research internship may be either 6 ecp or 12 ecp.

<sup>3</sup> A Big Question course is a degree requirement and may also count as a disciplinary course outside the major (see 2.5.1)

<sup>4</sup> Average a secondary school GPA of  $\geq 3.0$  ( $\geq 7.5$  in the Dutch system,  $\geq 5$  for IB,  $\geq 10$  for Abitur)

<sup>5</sup> See AUC website for more details: <http://www.auc.nl/admissions-aid/admission-requirements/mathematics-requirement/mathematics-requirement.html>

The student must meet the maths requirements before starting their studies at AUC.

- motivation and ambition to study an intensive and broad programme;
- commitment to contribute to AUC's international student and campus life.

2.2.3 A student's grade point average (GPA) will be used as an indicator of his/her academic excellence, and will be taken into consideration alongside the student's personal study plan and self-assessment, and letters of endorsement or recommendation from (former) teachers and/or head of their secondary school. Motivated students who feel that their academic ability is not accurately reflected in their GPA will be encouraged to address this point in their application.

## **2.3 Learning Outcomes**

The aim of the AUC programme and the campus experience provided is that AUC graduates acquire knowledge and skills as described below.

### **2.3.1 Knowledge**

Graduates will have achieved:

- a. a deep knowledge base in the chosen field of study. This depth is to be found in the understanding of the knowledge domain and in the ability to apply concepts, and not only in the accumulation of facts;
- b. knowledge of and the ability to apply the most prominent theories and methodological foundations of the chosen field of study;
- c. understanding of the broader context in which the research issues of the chosen field of study are positioned;
- d. breadth of knowledge, as demonstrated by a (general) knowledge of the physical and natural world, a (general) knowledge of European and world histories, philosophical traditions, major religions, and cultural life worlds and an understanding of economic forces and political dynamics.

### **2.3.2 Academic skills**

Graduates will have:

- highly developed cognitive, analytic and problem-solving skills;
- the capacity for independent critical thought, rational inquiry and self-directed learning;
- the ability to work, independently and collaboratively, on research projects that require the integration of knowledge with skills in analysis, discovery, problem solving, and communication;
- mathematical skills relevant to their major;
- familiarity with the general scientific method;
- second-language competence;
- the ability to engage with socio-cultural frameworks and traditions other than their own;
- the ability to plan work and use time effectively.

### **2.3.3 Interdisciplinary skills**

Graduates will demonstrate interdisciplinary skills, i.e. they will:

- be able to evaluate which disciplines are involved in the solution of complex issues;
- be able to assess which research methods are most suitable in a particular situation;
- be able to integrate the content and research methods from disciplines relevant to a particular situation;

- d. be able to defend a well-considered viewpoint covering the relevant disciplines;
- e. know which phenomena are being studied in the different disciplines and which research methods and theories are being used.

#### **2.3.4 Learning skills**

Graduates will possess the attitude as well as the skills for lifelong learning, i.e. they:

- a. know how to obtain and evaluate information;
- b. are able to focus on a new knowledge domain, formulate an overview and determine their knowledge gaps.

#### **2.3.5 Communication skills**

Graduates will demonstrate excellent communication skills, i.e. they will be able to:

- a. express themselves well verbally and at an academic level in writing;
- b. present ideas in a clear effective way;
- c. communicate knowledge to a public consisting of specialists or laypersons, making use of various modes of communication.

#### **2.3.6 Engagement at local and global levels**

Graduates will demonstrate engagement at local and global levels, i.e. they will be able to:

- a. use a knowledge of cultures in explaining current problems in society;
- b. understand and appreciate cultural differences, not only at a distance, but in real life;
- c. live with different value systems in daily life, and reflect on their own value systems;
- d. demonstrate an international awareness and openness to the world, based on an understanding and appreciation of social and cultural diversity and respect for individual human rights and dignity.

#### **2.3.7 Personal and social responsibility**

Graduates will demonstrate:

- a. profound respect for truth and intellectual integrity, and for the ethics of scholarship;
- b. intellectual curiosity and creativity, including understanding of the philosophical and methodological bases of research activity;
- c. an openness to new ideas and unconventional critiques of received wisdom;
- d. leadership skills, including a willingness to engage in constructive public discourse, to accept social and civic responsibilities and to speak out against prejudice, injustice and the abuse of power.

### **2.4 Admission to graduate programmes**

AUC graduates are at least eligible for access to Master programmes at the VU and UvA, provided that they fulfil the formal admission requirements of these programmes, i.e. as set by "research Masters" or stemming from the formal requirements of programmes preparing for regulated professions (e.g. medicine, law, teaching), for which a bridging programme may be required.

## 2.5 General requirements

Students who have successfully met the following requirements have passed the final Bachelor examination and will receive a Bachelor of Arts or a Bachelor of Science degree in the Liberal Arts and Sciences:

2.5.1 The following requirements must be met for the degree:

- Students complete 180 ecp in six consecutive semesters<sup>6</sup>; thus the norm is to complete 30 ecp per semester.
- Students complete the requirements for a major;
- Students complete at least one course listed as a Humanities course, one course listed as a Social Sciences course and one course listed as a Sciences course (Big Question courses may count as a disciplinary course outside the major);
- Students attain a cumulative GPA of 2.0 (C) or higher;
- Students complete the required Academic Core courses as specified per major;
- Students complete two theme courses, one at 100 level and one at 300 level.
- Students complete a capstone;
- Students complete a community project or an internship.

2.5.2 In the first year each student takes ten courses, subject to the following requirements:

- Academic Writing Skills
- The Global Identity Experience
- Logic, Information Flow and Argumentation
- The following courses, depending on the student's major:
  - An introductory course in research methods (see sections 2.6.4 and 2.7.4)
  - Calculus (see section 2.8.3)
  - Linear Algebra or Statistics for Science (see section 2.8.3)
- One of the following courses, at the appropriate level:
  - Dutch
  - French
  - German
  - Spanish
  - Arabic
  - Chinese
- One of the introductory theme courses:
  - Introduction to Energy, Climate, Sustainability
  - Introduction to Life, Evolution, Universe
  - Introduction to Health and Well-being
  - Introduction to Information, Communication, Cognition
  - Introduction to Cities and Cultures
  - Introduction to Social Systems

2.5.3 Students who have met the above requirements have met the requirements for the first year Academic Core subjects. In addition students may choose subjects from a wide range of disciplinary courses to reach the required total of 10 courses for the first year.

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<sup>6</sup> Students may only complete the study programme in more than six semesters with approval of the Board of Examiners.

## **2.6 Specific requirements for a Bachelor of Arts degree in the Liberal Arts and Sciences with the major in the Humanities**

2.6.1 Students take their major in the Humanities, i.e. must complete at least nine courses listed as Humanities courses.

### ***Concentration:***

2.6.2 At least three of these courses must be at 300 level.

2.6.3 To achieve concentration and depth in their curriculum, students must fulfil one of the following conditions:

- complete at least seven courses in two disciplines within the Humanities, two of which must be at the 300 level; or
- complete at least five courses in one discipline within the Humanities, two of which must be at the 300 level.

2.6.4 The following Academic Core/ Humanities methodology courses must be completed:

- Academic Writing Skills
- Advanced Research Writing
- Introduction to Literary and Cultural Theory (in the first year)
- Introduction to Visual Methodologies (in the second year)
- The Global Identity Experience (see section 2.5.2)
- Logic, Information Flow and Argumentation
- One Big Questions course
- Three levels of one foreign language course in ascending order. Native speakers and bilinguals will not be able to choose any of those languages as their foreign language choice.

2.6.5 Students must complete a theme course at 300-level in the Humanities, during their third year of studies. This course is an addition to the requirements described in article 2.6.3.

## **2.7 Specific requirements for a Bachelor of Arts degree in the Liberal Arts and Sciences with the major in the Social Sciences**

2.7.1 Students take their major in the Social Sciences, i.e. must complete at least nine courses listed as Social Sciences courses.

### ***Concentration:***

2.7.2 At least three of these courses must be at 300 level.

2.7.3 To achieve concentration and depth in their curriculum, students must fulfill one of the following conditions:

- complete at least seven courses in two disciplines within the Social Sciences, two of which must be at the 300 level; or
- complete at least five courses in one discipline within the Social Sciences, two of which must be at the 300 level.

2.7.4 The following Academic Core/ Social Science methodology courses must be completed:

- Academic Writing Skills
- Advanced Research Writing
- Basic Research Methods and Statistics I
- Basic Research Methods and Statistics II
- The Global Identity Experience (see section 2.5.2)
- Logic, Information Flow and Argumentation
- One Big Questions course
- Two levels of one foreign language course in ascending order. Native speakers and bilinguals will not be able to choose any of those languages as their foreign language choice.

2.7.5 Students must complete a theme course at 300-level in the Social Sciences, during their third year of studies. This course is an addition to the requirements described in article 2.7.3.

## **2.8 Specific requirements for a Bachelor of Science degree in the Liberal Arts and Sciences with the major in the Sciences.**

2.8.1 Students take their major in the Sciences, i.e. must complete at least eleven courses listed as Sciences courses.

### ***Concentration:***

2.8.2 At least three of the eleven courses must be at 300 level

2.8.3 The following Academic Core courses/ maths courses must be completed:

- Academic Writing Skills
- Advanced Research Writing
- Calculus I
- Linear Algebra or Statistics for Sciences
- The Global Identity Experience (see section 2.5.2)
- Logic, Information Flow and Argumentation
- One Big Questions course
- Two levels of one foreign language course in ascending order. Native speakers and bilinguals will not be able to choose any of those languages as their foreign language choice.

2.8.4 Students must complete a theme course at 300-level in the Sciences, during their third year of studies. This course is an addition to the requirements described in article 2.8.3.

## **2.9 Major and major declaration**

2.9.1 A major consists of at least nine (Social Sciences and Humanities) or eleven (Sciences) major courses of 6 ecp, one theme course of 6 ecp at 300 level, and a capstone of 12 ecp (see 2.12).

2.9.2 Theme courses are distinguished into introductory (100 level) and advanced (300 level) theme courses.

2.9.3 In their first year students must complete at least one of the introductory theme courses (see 2.5.2).

2.9.4 In their third year students must complete at least one of the 300 level theme courses in their major.

- Information, Communication, Cognition
- Cities and Cultures
- Social Systems
- Energy, Climate, Sustainability
- Life, Evolution, Universe
- Health and Well-being

2.9.5 Upon enrolment in the programme, students indicate an intended major. Any change of major must be declared before the start of the third semester.

2.9.6 Double major declaration must be approved by the Board of Examiners before the beginning of the fourth semester of studies.

## **2.10 Minor declaration**

2.10.1 Students may choose to complete a minor in a field other than the major.

2.10.2 A minor consists of five related courses including the relevant methodology courses, at least two of these courses included in the minor must be at 300 level.

- 2.10.3 A request for a minor with an overview of the selected courses must be submitted to the Board of Examiners before the beginning of the final semester

## **2.11 Course admission and registration**

- 2.11.1 Prerequisites are published in the Course Catalogue and in each course manual.
- 2.11.2 Each class is limited to a maximum of 25 students.
- 2.11.3 Each student decides on a course schedule with his/her tutor before the beginning of each semester (enrolment periods May and November, respectively).
- 2.11.4 A course change is only allowed in the first week of each semester with permission from the Senior Tutor and the Director of Education (SIS<sup>7</sup> add-drop procedure). Students changing a course should be aware that it is their responsibility to catch up immediately with the work already covered.
- 2.11.5 If a student does not meet the prerequisites for a course, he or she needs permission from the teacher and the corresponding Head of Studies to enrol. The course teacher may require the student to complete extra reading and/or assignments.
- 2.11.6 Students may register for an additional course ('fifth course' or, as the case may be, more than five) during the 16 week period, provided they:
- have to make up for shortage of credit incurred from earlier course failure. (see also article 3.6.5), or
  - intend to expand their regular study programme. Requirement: GPA of 3.5 or above.
- Students are allowed to withdraw from an additional ('fifth') course in the 16-week period (see article 2.11.5) till week 4. After that, withdrawal will lead to an F for the course

## **2.12 Capstone**

- 2.12.1 The capstone has a study load of 12 ecp, i.e. 336 hours of study load (see Appendix 3). Guidelines and criteria for the capstone are made available to all students through Blackboard.
- 2.12.2 The capstone results in a bachelor thesis reflecting literature study as well as the student's own research results.
- 2.12.3 A bachelor thesis can only be written in the field of the student's major. This may also include an interdisciplinary thesis provided there is a strong academic overlap with a student's major. Proposals for interdisciplinary capstones should be discussed in advance with the Head of Studies of the student's major, in consultation with the prospective supervisor.
- 2.12.4 Every capstone is supervised by a faculty member<sup>8</sup>. A student is responsible for finding a thesis supervisor and obtaining his/her consent. The student meets regularly with the supervisor to discuss progress.
- 2.12.5 A capstone has to be completed during the student's final semester.
- 2.12.6 Upon completion of the capstone the student submits (uploads) an electronic version of his/her thesis to Blackboard.
- 2.12.7 The capstone supervisor and a reader independently assess the bachelor thesis.
- 2.12.8 Outstanding bachelor theses will be awarded with the predicate 'Thesis of Distinction'.

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<sup>7</sup> UvA Student Information System

<sup>8</sup> AUC, VU or UvA faculty member

## **2.13 Off-campus courses**

- 2.13.1 An off-campus course is a course at the University of Amsterdam or the Vrije Universiteit Amsterdam, or at another university.
- 2.13.2 An off-campus course request must be filed before the beginning of the semester and before the beginning of the course. Within the 180 ecp degree requirements, students can take up to three off-campus courses, students with a study abroad programme can take up to two off-campus courses. In principle, the off-campus courses take place in year 2 and 3 of the study programme.
- 2.13.3 Off-campus courses taken in the final semester must be completed and graded before the date of graduation.
- 2.13.4 Students planning to complete an off-campus course in order to meet an Academic Core requirement or major requirement need specific permission for this. Students must obtain a recommendation from an AUC teacher in that field of study supporting their plans.
- 2.13.5 The request must be submitted to the Board of Examiners with a short description of the course and the advice of the tutor and an AUC teacher in that field of study.
- 2.13.6 If the course has a study load of less than 6 ecp, there are two options:
- The student completes additional assignments for the missing number of hours. In such a case a description of the proposed assignment and a signature of the course teacher must accompany the request to the Board of Examiners.
  - The student can complete a second course in a related field, and have both courses count as one AUC course. Both courses must be completed in the same semester.
- 2.13.7 If the student has failed the course, he/she may repeat the course, but the first grade will also remain on record.
- 2.13.8 (Dutch) grades are transferred in line with AUC grading scale in 3.1.1.

## **2.14 Semester abroad**

- 2.14.1 Students can study abroad for one semester in the second semester of their second year or the first semester of their third year. Guidelines and criteria for a semester abroad are made available to all students through Blackboard.
- 2.14.2 Students should submit this application at least 6 months in advance.
- 2.14.3 Students planning to complete courses abroad in order to meet Academic Core requirements, major requirements or minor requirements need specific permission prior to departure.
- 2.14.4 Students wanting to study a semester abroad need to meet the following criteria completed at the time of the application deadline:
- a 3.0 or above cumulative GPA over all semesters
  - no shortage of credits
  - no academic or social probation
  - positive advice from the tutor
- 2.14.5 The student is responsible for completing a course programme within the study abroad semester which meets the AUC study load of 30 ecp (with a minimum of 24 ecp acquired abroad and a maximum of 6 ecp acquired at AUC). Study abroad credits will be included on the transcript and diploma supplement.
- 2.14.6 Based on the criteria formulated in 2.14.4, the Board of Examiners decide whether the student will be nominated for the semester abroad. The decision will be communicated to the student in writing. Upon a positive decision, the Board of Examiners must approve of the study abroad course for AUC degree requirements.

- 2.14.7 Any approval for study abroad will be withdrawn if the student is going to be on academic or social probation during the study abroad period.
- 2.14.8 At the end of the study abroad period, the student must submit to the Registrar an official grade list issued by the host institution clearly stating the number of credits for each course and the grades obtained. Courses graded on a pass/no-pass basis do not count for credit.
- 2.14.9 The Board of Examiners decides on the approval of credit transfer and grade conversion. Grades are transferred in line with AUC grading scale in 3.1.1.
- 2.14.10 The official transcript issued by the host institution will be attached to the student's diploma upon graduation

## **2.15 Community project**

- 2.15.1 Students are required to complete one community project or alternatively one internship (see 2.16 below and Appendix 4). In total, a maximum of 12 ecp of Community Project and/or Internships may count towards degree requirements (with a maximum of 6 ecp for Community Project).
- 2.15.2 The Community Project must be undertaken under the supervision of the community project coordinator with the support of a supervisor of the pertaining organisation.
- 2.15.3 Students should file a request with the community project coordinator. The request must include a statement on how the community project is related to the student's curriculum choices and a description of the community project.

## **2.16 Internship**

- 2.16.1 Students may choose to undertake an Internship instead of, or in addition to, a community project. In total, a maximum of 12 ecp for internships may count towards the degree requirements, either two independent internships of 6ecp or a 12 ecp research-internship.
- 2.16.2 The Internship must be undertaken under the supervision of the internship coordinator with the support of a supervisor of the pertaining organisation.
- 2.16.3 Students should file a request with the internship coordinator. The request must include a statement on how the internship is related to the student's curriculum choices and a description of the internship.

## **3. Assessment/examination**

### **3.1 Grading and credits**

- 3.1.1 AUC uses a five-letter grading system. The table below shows the equivalence between these letter grades, grade points and the percentage needed in coursework to achieve a certain grade.

<b>Letter</b>	<b>Grade Point</b>	<b>Percentage</b>
F	0.0	0 - 44.99
D-	0.7	45.00 - 50.99
D	1.0	51.00 - 52.99
D+	1.3	53.00 – 54.99
C-	1.7	55.00 – 58.49
C	2.0	58.50 – 63.49
C+	2.3	63.50 – 66.49
B-	2.7	66.50 – 68.99
B	3.0	69.00 – 72.49
B+	3.3	72.50 – 77.49
A-	3.7	77.50 – 82.49

A	4.0	82.50 – 89.99
A+	4.0	90.00 – 100.00

Registration of final letter grades: D, D+, C- cannot be registered as final letter grades<sup>9</sup>. Final percentage grades between 51.00% and 54.99% will receive a D- and final percentage grades between 55.00% and 58.49% will receive a C. Consequently, if the final letter grade for a course is between C and A+, a student earns 6 ecp for that course.

- 3.1.2 If a student receives a D- or an F as a final grade for a course, he/she has failed this course and cannot continue in courses requiring that course as a prerequisite, unless permission is obtained from the course teacher at the next level prior to enrolment. The teacher may require additional work to be completed.

### **3.2 Assessment in courses**

- 3.2.1 The student's performance in courses is evaluated continually: based on, for example, mid-term and final exams, (group) assignments, presentations, class participation, and/or research projects. Courses must have a minimum of four graded assessments, with no single assessment grade counting for more than 35% of the final grade. The final grade is the weighted average of the partial grades. Successful completion of a course cannot be made conditional upon any additional requirements (other than attendance; see article 4) or prioritization of specific assignments. Exceptions may be approved by the Board of Examiners upon advice of the corresponding Head of Studies, Director of Education and the Board of Studies and such authorised requirements must be clearly indicated in the course manual. Capstone, internship and community project have their own assessment schemes, see appendices 3 and 5.
- 3.2.2 Each course manual indicates the method of assessment.
- 3.2.3 Criteria for student assessment should be made clear from the outset in the course manual.
- 3.2.4 Students with a functional disorder will be given the opportunity to take examinations in a form that will compensate as far as possible for their individual handicap. If necessary, the Board of Examiners will seek expert advice on this matter.
- 3.2.5 Assignments will be returned to students by the teachers within a ten working day period.
- 3.2.6 The period of validity for passed courses is five years. In individual cases the Board of Examiners is authorised to extend the period of validity of successfully passed examinations for a period it determines.
- 3.2.7 If the Board of Examiners finds that the student was involved in any kind of irregularity during an assessment, the Board may declare the result of the examination concerned invalid for the student in question.
- 3.2.8 Those regulations provided in the Fraud and Plagiarism regulations apply in full and form part of the education and examination regulations. The text is attached here as Appendix 2.
- 3.2.9 The need to detect plagiarism in texts makes the use of electronic detection programs imperative. When the student hands in a text, he or she implicitly permits inclusion of the text in the database of the relevant detection programme.

### **3.3 Deadlines, extensions and missed assignments**

- 3.3.1 During the semester, the course teacher is responsible for the setting and maintaining of deadlines for assignments that must be handed in.

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<sup>9</sup> UvA Executive Board decision on grading scheme and passing grades (May 2011)

- 3.3.2 The due date for final papers, exams or assignments can be no later than the last day of the course.
- 3.3.3 If a student needs an extension beyond the last day of the course for a valid reason, such as illness, he/she can request an extension of a maximum of one week. Both the tutor and the teacher need to approve the request.
- 3.3.4 Extensions for more than one week must be submitted to the Board of Examiners and will only be granted in cases of serious illness, emergency or extenuating personal circumstances.
- 3.3.5 There are no extra opportunities to take exams or other assessments. Students who receive a fail grade (F, D-) will need to either repeat the course<sup>10</sup>, or take an alternative course. If it is determined that a student has missed an examination or assessment for a legitimate reason, it is at the discretion of the teacher, subject to review by the Board of Examiners, to determine whether the opportunity of an alternative assessment will be granted. A legitimate reason is constituted by a student missing an examination or assessment due to a 'force majeure'.

### **3.4 Grade lists and transcript**

- 3.4.1 All partial grades are published on Blackboard. All final grades are published on Student Information System (SIS) as soon as they have been received by the registrar. Each student can log onto SIS to see his or her own results.
- 3.4.2 On request, a student has the right to inspect his marked work during a period of two weeks after the results of a written examination have been made known.
- 3.4.3 Within the time frame stipulated in 3.4.2, a student may request that he be allowed to peruse the examination paper and the assessment criteria.
- 3.4.4 A student can protest a grade within two weeks after its publication on Blackboard or SIS by filing a request with Examination Appeals Board of VU Amsterdam (VU COBEX)<sup>11</sup>. VU COBEX will decide on this within six weeks after receiving the written request.
- 3.4.5 An appeal may be lodged against decisions of the Board of Examiners or examiners with the Examination Appeals Board of the VU University within 6 weeks after publication of the results (Section 7.61 WHW).
- 3.4.6 Once a year, in August, a grade list is sent to the student. The grade list is a record of all the courses a student has attempted for the degree with the corresponding grades, and includes semester GPAs<sup>12</sup> and the cumulative GPA.
- 3.4.7 Official copies of a grade list can be obtained from the Registrar.
- 3.4.8 Upon graduation each student receives an official transcript. The transcript lists all courses attempted for the degree and the grades obtained, as well as semester GPAs and a final GPA<sup>13</sup>.

### **3.5 Transfer of credit**

- 3.5.1 Students who have completed (the equivalent of) a semester (30 ecp) or one year (60 ecp) at a university can file a request for transfer 30 or 60 ecp respectively with the Board of Examiners, if the university programme is recognised as and/or meets the criteria of a first year of study at a

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<sup>10</sup> Mandatory for compulsory courses

<sup>11</sup> College van Beroep voor de Examens

<sup>12</sup> 'Semester GPA' refers to the grade point average for a specific semester.

<sup>13</sup> 'Final GPA' refers to the grade point average received upon graduation, which is calculated over the courses that the student has successfully completed in the last four semesters (or their equivalent) at AUC. The GPA is rounded to two decimal places according UvA SIS.

Dutch university. In case of a 60 ecp credit transfer, the year must comprise a broad programme of courses carrying at least 60 ecp.

- 3.5.2 The request for transfer of credit should be filed before enrolment and should contain information about the previous institution (credit system, workload) and courses taken at that institution (course descriptions, level, and workload).
- 3.5.3 Any transfer of credits results in a shortening of the AUC programme with either 30 or 60 ecp.
- 3.5.4 Completed courses, other than the 30 ecp and 60 ecp credit transfer, may replace one or more of the AUC degree requirements ('course waiver') specified under article 2.5 - 2.8.

### **3.6 Academic probation & BSA<sup>14</sup>**

- 3.6.1 If a student fails a course and completes less than 30 ecp per semester, he or she is placed on academic probation in the following semester.
- 3.6.2 The student will be informed of the probationary status in writing at the start of the next semester.
- 3.6.3 If a student is placed on probation, he or she will have a meeting with his/her Tutor and/or the Senior Tutor to discuss academic progress and possibilities for improvement. A 'probation contract' will be agreed upon, signed by the student, the Tutor, and the Senior Tutor.
- 3.6.4 The probation contract contains specific conditions and aims the student has to meet, such as, for example, a specific GPA, change of course programme, completion of additional work, and including the criteria stated in article 3.6.8.
- 3.6.5 A student on probation:
  - will have to fulfil all the conditions as agreed in the probation contract,
  - including to meet regularly with his or her Tutor,
  - is not allowed to take more than 30 ecp during the semester he/she is on probation, unless decided otherwise by the Board of Examiners
  - may not run for or hold an elected office or work for AUC.
  - may not study abroad during the next semester.
- 3.6.6 Course teachers and tutors of a student on probation may be asked to make reports to the Senior Tutor during the period of probation.
- 3.6.7 At the end of the first academic year (i.e. at the end of the student's second semester)<sup>15</sup> and in case of probation not being successfully completed and/or the norm of 60 ecp during the year not being achieved, the Senior Tutor will provide the Dean with a report detailing the student's case. This report may include a review of the student's record as well as any relevant material from the Tutor's and course teachers' reports. The report will include a recommendation by the Board of Examiners on the continuation of studies.
- 3.6.8 A positive recommendation on the continuation of studies may be given to a student who has not achieved the norm of 60 ecp during their first year if he or she meets the following criteria.  
At the end of year 1 the student has:
  - fulfilled all points agreed upon in any academic probation contract (see 3.6.4),
  - achieved a minimum of 54 ecp,
  - achieved a GPA > 2.0,
  - completed five of the six degree requirements as described in 2.5.2,
  - and has not been on social probation.

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<sup>14</sup> 'Bindend Studie Advies' (binding recommendation on the continuation of studies) as specified in article 7.8b of the Higher Education Act (WHW).

<sup>15</sup> For a student who starts their studies on 1 February this is 31 January the next year.

3.6.9 If a student has not achieved the norm of 60 ecp in their first year and fails to meet the criteria listed in 3.6.8, the Dean, on behalf of the AUC Board, will give a negative recommendation on the continuation of studies<sup>16</sup>, which will lead to the deregistration of the student from the AUC programme. As a consequence the student cannot re-register in the programme for a period of three consecutive years. Mitigating circumstances can only be taken into account if these were reported in advance to the student's tutor and recorded in the student's dossier, no later than two weeks after the circumstances began or became known to the student.

### **3.7 Academic awards**

3.7.1 The final grade point average upon graduation will be calculated over all courses completed in the second and third year of study.

3.7.2 The following degrees will be awarded:

- Bachelor degree: 2.00 to 2.99 GPA
- Honours degree: 3.00 to 3.49 GPA
- Cum Laude: 3.50 to 3.89 GPA
- Summa Cum Laude: 3.90 to 4.00 GPA

3.7.3 Honour's degree<sup>17</sup> is only awarded when

- the programme is completed within six semesters (see also 2.5.1)
- a student did not infringe on the plagiarism and fraud regulations, namely a student has not been sanctioned for two or more plagiarism or fraud incidents as defined in AUC's Plagiarism and Fraud Regulations, see Appendix 2, article 5.5 and article 6.5.

## **4. Attendance**

4.1 Attendance is required for all classes.

4.2 If a student is unable to attend a class, he or she must notify both teacher and tutor.

4.3 When notifying a tutor of an absence, a reason for the absence has to be indicated.

4.4 Students are expected to arrive on time. Late arrivals may be counted as an absence.

4.5 Six absences in one class during a 16 week period will result in an automatic failure for the course<sup>18</sup>. Exemptions from this policy may be granted in exceptional circumstances by the Board of Examiners or a representative of the Board of Examiners.

4.6 Three absences in one class during the four week period will result in automatic failure for the course. Exemptions from this policy may be granted in exceptional circumstances by the Board of Examiners or a representative of the Board of Examiners.

## **5. Tutoring**

5.1 Each student will be assigned a tutor at the beginning of the first year. Every effort will be made to match the student with a tutor specialising in the student's choice of major: Sciences, Social Sciences or Humanities.

5.2 At the start of the programme, the tutor will bring his or her first-year students together to prepare students for their first year of studies. The

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<sup>16</sup> This concerns a Binding Recommendation on Continuation of Studies (BSA), as specified in article 7.8b of the Higher Education Act (WHW).

<sup>17</sup> Including cum laude and summa cum laude.

<sup>18</sup> Three absences in one class, which is taught in a single session per week (three or 4 hours) during a 16 week period will result in an automatic failure for the course

tutor will meet his/her tutees at least four times during the first academic year to assist the students to make choices for their curriculum.

- 5.3 This tutor will remain with the student throughout the programme. In case of a student's major change, he or she may petition to be re-assigned to a new tutor who specialises in the student's choice of major. Re-assignment is not guaranteed and will depend on the availability of tutors.
- 5.4 During the second and third years, the tutor will help the student to make curriculum choices, leading to the capstone and, if desired, application to a Master's programme.

## **6. Adaptations for exceptional circumstances**

- 6.1 Students who, in consultation with their tutor, believe they have exceptional personal circumstances that warrant adaptations to teaching facilities, logistics and/or with regard to course load, attendance, examinations or assessment can submit a written request, which must include a description of the desired adaptations, to the Senior Tutor. Such adaptations will accommodate the student's individual circumstances as much as possible, but may not alter the quality or degree of difficulty of a course or examination. In all cases, the student must fulfil the learning outcomes of the programme.
- 6.2 All requests are considered on a case-by-case basis. A request as referred will only be taken into consideration if it is accompanied by a recommendation from the Senior Tutor. This recommendation may not be older than 12 weeks and must be based in part on a recent statement from a relevant qualified expert (e.g. medical professional) or relevant professional organisation (e.g. national Olympic committee). The Dean decides on requests concerning teaching facilities and logistics, the Board of Examiners decides on requests for adaptations related to attendance, course load, adaptations to examinations and assessment. Requests for adaptations may be refused in the event that granting the request would put disproportionate strain on the organisation/resources of AUC.
- 6.3 The validity period of the decision on adaptation is one semester, but depending on the nature of the circumstances, the validity period can be extended.
- 6.4 Students in exceptional circumstances may be eligible to apply for financial support (e.g. financial support from UvA funds), as indicated in Article 9.4 of the Student Handbook.

## **7. Applicability, amendments and publication**

- 7.1 These Academic Standards and Procedures apply to all students enrolled in the programme, irrespective of the academic year in which the student was first enrolled in the programme. In case the degree requirements have changed since the first students' enrolment, the student may request the Board of Examiners to apply the degree requirements of the Academic Standards and Procedures of their first academic year of enrolment.
- 7.2 Any amendment of the Academic Standards and Procedures will be adopted after taking advice from the Board of Studies, Student Council and Board of Examiners. An amendment to the Academic Standards and Procedures requires the approval of the Board of Studies and Student Council if it concerns components for which they have rights of approval according to WHW and/or the Rules and Regulations AUC Board of Studies.
- 7.3 An amendment to these Academic Standards and Procedures will not apply to the current academic year, unless it may reasonably be assumed that the amendment will not harm the interests of students.

- 7.4 AUC will duly publish these Academic Standards and Procedures, any guidelines formulated by the Board of Examiners, and any amendments to these documents.

**These Academic Standards and Procedures shall take effect on 1 September, 2017**

**Appendix 1**

**COURSE CATALOGUE**

*See separate document*

## Appendix 2

### REGULATIONS GOVERNING FRAUD AND PLAGIARISM<sup>19</sup>

#### 1. Definitions

1.1. Fraud and plagiarism are defined as any act or omission on the part of the student, which makes it difficult or impossible to assess his/her knowledge, insight and skills correctly.

1.2 Fraud is taken to mean in any event:

- 1.2.1 Being in the possession during the examination of any aids (pre-programmed calculator, mobile telephone, books, outlines, notes etc), the use of which is not expressly permitted;
- 1.2.2 Attempting to read what another candidate is writing during the examination, or exchanging information inside or outside of the examination venue;
- 1.2.3 Assuming the identity of another person during the examination;
- 1.2.4 Allowing someone else to assume your identity during the examination;
- 1.2.5 Obtaining possession of the questions of the examinations concerned prior to the scheduled date or time of the examination;
- 1.2.6 Making up and/or falsifying survey or interview answers or research data.

1.3. Plagiarism is taken to mean in any event:

- 1.3.1 Making use of or, as the case may be, taking over another person's texts, data or ideas without complete and correct acknowledgement of sources;
- 1.3.2 Presenting the structure or, as the case may be, the central body of ideas taken from third-party sources as one's own work or ideas, even if a reference to other authors is included;
- 1.3.3 Failing to clearly indicate in the text, for instance by means of quotation marks or the use of a particular layout, that literal or near-literal quotations have been included in the work, even if a correct reference to sources has been included;
- 1.3.4 Paraphrasing the contents of another person's texts without sufficient reference to sources;
- 1.3.5 Taking over another person's audio, visual, or test material, software and programme codes without reference to sources and in doing so passing these off as one's own work;
- 1.3.6 Submission of an earlier submitted text or a text similar to one submitted earlier for assignments from other course components;
- 1.3.7 Taking over the work of fellow students and passing this off as one's own work or unacknowledged joint authorship;
- 1.3.8 Submission of papers obtained from a commercial agency or written (whether or not for payment) by another person.

1.4. Board of Examiners is taken to mean the Board of Examiners of the AUC.

1.5. Examination is taken to mean an examination per course component of the knowledge, insight and skills of the student, connected to an assessment.

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<sup>19</sup> These regulations are based on those of the University of Amsterdam

## **2. Complicity**

2.1 Sanctions can be imposed on both the perpetrator and co-perpetrator of fraud and plagiarism.

2.2 If the work of a fellow student is taken over with the consent and/or cooperation of the fellow student, the latter is a co-perpetrator of plagiarism.

2.3 If one of the authors of a joint paper commits plagiarism, the other authors are co-perpetrators of plagiarism, only if they could have known or should have known that the other author committed plagiarism.

## **3. Detection of plagiarism**

Electronic detection software programmes can be used for the detection of plagiarism in texts. In submitting a text, the student implicitly consents to the text being entered in the database of the detection programme concerned.

## **4. Procedure**

4.1 If a case of fraud and/or plagiarism has been detected, the examiner or teacher will immediately inform the student. The examiner or teacher will notify the student's tutor who will in turn notify the Board of Examiners in writing, with submission of the texts and findings.

4.2 The Board of Examiners will give the student the opportunity to be heard within a period of 2 weeks.

4.3 The Board of Examiners will determine whether fraud or plagiarism has been perpetrated and will notify the student and the student's tutor of its decision and the sanctions in writing, in accordance with the provisions of Article 4 in conjunction with Article 5 within a period of 4 weeks, stating the possibility of appeal to the Examination Appeals Board.

4.4 If plagiarism is detected or suspected in a specific paper, the Board of Examiners can decide to investigate papers submitted earlier by the same student(s) for plagiarism. The student is obliged to cooperate with any such investigation and can be obliged to provide digital versions of earlier papers.

4.5 Sanctions imposed will be recorded in the student's records.

## **5 Sanctions in the event of fraud**

The Board of Examiners will impose sanctions in the event of fraud as follows:

5.1 If the case involves conduct as specified in Article 1.2.1 , the examination submitted will be declared invalid and the student will be excluded from participation in the first subsequent examination opportunity for the subject concerned.

5.2 If the case involves conduct as specified in Article 1.2.2, , the examination submitted will be declared invalid and the student will be excluded from participation in the first subsequent examination or, as the case may be, the first two subsequent examinations for the subject concerned.

5.3 If the case involves conduct as specified in Article 1.2.3 – 1.2.6, , the work that has been created with the aid of fraudulent practices will be declared invalid and the student will be completely excluded from participation in all tests, examinations or other forms of testing or, as the case may be, suspended from the institution as a whole for a maximum period of 12 months.

5.4 If the case involves conduct not covered by these regulations, depending on the seriousness of the fraud perpetrated, the Board of Examiners can impose a sanction whereby the submitted examination is declared invalid, the student is excluded from participation in the examination concerned for a maximum period of 12 months or, as the case may be, totally

excluded from participation in all tests, examinations or other forms of testing for the course programme or, as the case may be, suspended from the institution as a whole for a maximum period of 12 months or expelled from the institution completely

- 5.5 If the student has already been penalised on a former occasion in connection with detected fraud or, as the case may be, plagiarism, he/she will be totally excluded from participation in all tests, examinations or other forms of testing for the course programme or, as the case may be, suspended from the institution as a whole for a maximum period of 12 months, or expelled from the institution completely.
- 5.6 The Board of Examiners will not grant any exemptions on the basis of results obtained elsewhere during the period of exclusion from examinations for the course programme imposed on the student in accordance with this article.
- 5.7 If the student is enrolled for more than one course programme, the Board of Examiners will consult with the examination boards of the course programmes in question prior to imposing any sanction.
- 5.8 If the detected conduct concerns a module of the Honours programme the Board of Examiners can rule that further participation in the programme will be denied.

## **6 Sanctions in the event of plagiarism**

The Board of Examiners will impose the following sanctions in the case of plagiarism:

- 6.1 If the case involves conduct as specified in Article 1.3, whereby certain sections of existing texts have been taken over, but the student has in fact carried out his/her own research, the submitted paper will be declared invalid and the student will be excluded from participation in the examination of the subject concerned or, as the case may be, totally excluded from participation in all tests, exams or other forms of testing for the course programme for a maximum period of 6 months. If the paper is related to a bachelor's or master's thesis, the supervisory activities of the thesis supervisor will be suspended for the duration of this period.
- 6.2 If the case involves conduct as specified in Article 1.3, whereby the entire paper or, as the case may be, considerable sections of it, including the research presented as being the student's own work, is derived from existing material and research published elsewhere or, as the case may be, literature, the submitted paper will be declared invalid and the student will be excluded from participation in the examination of the subject concerned or, as the case may be, totally excluded from participation in all tests, exams or other forms of testing for the course programme or, as the case may be, suspended from the institution as a whole for a maximum period of 12 months. If the paper is related to a bachelor's or master's thesis, the supervisory activities of the thesis supervisor will be suspended for the duration of this period.
- 6.3 If it becomes apparent after the investigation in accordance with Article 1.3.6, that plagiarism has been perpetrated on a former occasion, the Board of Examiners can rule that earlier achieved results of course components achieved by means of plagiarism will be declared invalid.
- 6.4 If the case involves conduct not covered by these regulations, depending on the seriousness of the plagiarism perpetrated, the Board of Examiners can impose a sanction whereby the submitted paper is declared invalid, the student is excluded from participation in the examination of the subject concerned or, as the case may be, totally excluded from participation in all tests, examinations or other forms of testing for the course programme or, as the case may be, suspended from the institution as a whole for a maximum period of 12 months. If the paper is related to a

bachelor's or master's thesis, the supervisory activities of the thesis supervisor will be suspended for the duration of this period.

- 6.5 If the student has already been penalised on a former occasion in connection with detected fraud or, as the case may be, plagiarism, he/she will be totally excluded from participation in all tests, exams or other forms of testing for the course programme or, as the case may be, suspended from the institution as a whole for a maximum period of 12 months, and advised to leave the programme. In case of second or third case of plagiarism, student cannot graduate with the distinction honours, cum laude or summa cum laude.
- 6.6 The Board of Examiners will not grant any exemptions on the basis of results obtained elsewhere during the period of exclusion from examinations for the course programme imposed on the student in accordance with this article.
- 6.7 If the student is enrolled for more than one course programme, the Board of Examiners will consult with the examination boards of the courses in question before imposing any sanction.
- 6.8 If the detected conduct concerns a module of the Honours programme the Board of Examiners can rule that further participation in the programme will be denied.

## **EXPLANATORY NOTES TO REGULATIONS GOVERNING FRAUD AND PLAGIARISM**

These uniform regulations have been drawn up on the advice of the Working Group for the prevention and combating of plagiarism and fraud by students and in consultation with the Board of Examiners. The regulations are part of a broader fraud and plagiarism policy and above all provide clear definitions of fraud and plagiarism and guidelines concerning applicable sanctions.

### *Definitions*

The regulations apply to all students who study at the AUC i.e. including exchange students, external students and contract students.

Although plagiarism can also be considered as a form of fraud, the two concepts are referred to separately. This simplifies the task of providing definitions and specifying the various sanctions.

The definition in Article 1 is only applicable to test and examination situations. This means that the regulations do not apply to plagiarism in draft chapters and other preparatory documents for a thesis or a paper. If the teacher detects plagiarism in the preparatory phase, it stands to reason that the teacher will call the student to account and point out to the student that if the draft text were to be submitted as the definitive text, this would lead to a problem.

It is important that there is never any uncertainty as to which particular Board of Examiners is dealing with an issue. Problems can arise on this point, especially in the case of optional subjects. The principle underlying the regulations is that the Board of Examiners under which the course component in question falls bears responsibility. If the student is enrolled for more than one course programme, the Board of Examiners will consult with the Board of Examiners of the courses concerned before imposing any sanction.

Article 2 states that besides the perpetrator, the co-perpetrator is also liable to penalty. The 'perpetrator' takes the initiative to commit the act, whereas a 'co-perpetrator' actively participates. Paragraphs 2 and 3 make complicity liable to penalty. A co-perpetrator can be reproached for specific conduct or, as the case may be, an omission.

*Procedure* In the event that a suspicion of fraud or plagiarism arises, the examiner or teacher is to immediately inform the student's tutor who will inform the Board of Examiners in writing. Subsequently the responsibility for the procedure lies with the Board of Examiners. This provision ensures that no undesirable opportunity for negotiation arises between the examiner and the student. Moreover, the Board of Examiners is in a better position to ensure the exercise of due care in the procedure and to safeguard the student's legal interests. The imposed sanctions will be recorded in the 'student records'. This refers to the file – whether in written or electronic form – kept by the student administration of the AUC.

### *Sanctions*

In accordance with the provisions of Article 7.12 paragraph 4 of the Higher Education and Research Act [*Wet op het hoger onderwijs en wetenschappelijk onderzoek (WHW)*], the Board of Examiners is authorised in the event of fraud and plagiarism to exclude the student from sitting for examinations for the course programme or, as the case may be, to suspend the student from the institution

for a maximum period of one year. In determining the sanctions policy of these regulations, the aim has been to follow the legal precedents already established by Board of Examiners and the Examinations Appeals Board. When a sanction is imposed, it must be clearly stated whether the exclusion only applies to the examinations of the course programme, or whether it also applies to all examinations at the AUC.

### Appendix 3

#### CAPSTONE REGULATIONS

<b>Course name</b>	<b>Capstone</b>
<b>Course #</b>	900301CIC
<b>Theme(s)</b>	n/a
<b>Credits</b>	12 EC
<b>Timeslot</b>	n/a
<b>Prerequisite(s)</b>	For third year students only (i.e. capstone has to be completed during the student's final semester).  See AS&P article 2.12 for additional requirements.
<b>Coordinator</b>	Dr. Maurits de Klepper
<b>Examinator/Supervisor</b>	The student can only be supervised and/or assessed by AUC faculty, UvA, AMC, VUMC or VU faculty members. A reader may be external faculty if the supervisor is a core faculty member.
<b>Course reading</b>	The required readings depend on the capstone project and relevant readings may be recommended by supervisors.
<b>Course content</b>	The Capstone is the culmination of skills, knowledge and attitudes students have acquired in their curriculum. Within a specified timeframe and under supervision of a faculty member students are expected to carry out research. They must gather information and sources, formulate a thesis statement or research question in response to a research gap, situate their research within the field, set objectives for the project, establish a methodology, develop their thesis and communicate their findings clearly and coherently in a polished piece of scholarly work.
<b>Learning outcomes</b>	<ol style="list-style-type: none"> <li>1. The student can identify a suitable topic for capstone research, formulate and articulate objectives or a thesis, and situate this within an academic field of study.</li> <li>2. The student can analyse and evaluate the most relevant scholarly work of the chosen field of study, and synthesise this within the thesis.</li> <li>3. The student can articulate a suitable methodology and can effectively and professionally execute the collection of primary or secondary data sources to develop the thesis' objectives.</li> <li>4. The student can interpret and critically evaluate key findings and relate them back to an academic field of study.</li> <li>5. Based on the key findings, the student can discuss limitations, articulate future lines of research, and gesture to/ identify areas of relevance beyond academia.</li> <li>6. The student can write a comprehensive and coherent thesis that meets the requirements of academic writing in the field of study.</li> </ol>

	<p>7. The student can effectively communicate the results of their research through writing, discussion, and/or presentation.</p> <p>8. The student works independently, shows initiative and takes ownership of the capstone process.</p>
<b>Form(s) of instruction</b>	<ul style="list-style-type: none"> <li>• Direct feedback and personal tutoring by supervisor</li> </ul>
<b>Assessment</b>	<ul style="list-style-type: none"> <li>• Research proposal, graded by supervisor (20%)</li> <li>• Writing update, assessed by supervisor (formative)</li> <li>• Draft thesis, assessed by supervisor (formative)</li> <li>• Presentation, graded by supervisor (10%)</li> <li>• Final thesis, graded by supervisor (35%)</li> <li>• Final thesis, graded by reader (35%)</li> </ul> <p><i>Grade discrepancies</i> If the supervisor's and the reader's marks differ by 15 percentage points or more and/or in case either the reader or supervisor grades the thesis with a grade below 55% the Capstone Co-coordinator will ask the relevant Head of Studies to mediate a discussion between the reader and supervisor. The aim of this discussion is to come to consensus on the grading, which means that the reader's and/or supervisor's grade will have to be revised. If no consensus can be reached the Head of Studies will bring it to the Board of Examiners (BoE) and a third assessor will be assigned.</p> <p><i>Submission past the deadline and failed capstones</i> Submissions past the deadline will receive an F. In case of an F, the student is granted two weeks' time to remedy the capstone failure. The F <u>will</u> appear on the student's diploma supplement.</p> <p><i>Extensions</i> Extensions can be granted by the Board of Examiners in cases of serious illness, emergency or other extenuating personal circumstances (<u>3.3.4 of the AS&amp;P</u>).</p> <p><i>Plagiarism and fraud</i> Plagiarism and fraud will be dealt with according to the regulations governing fraud and plagiarism (<u>appendix 2 AS&amp;P</u>). Note that drawing from/elaborating on materials from a students' own work in Advanced Research Writing or from earlier parts of the students' own Capstone thesis (such as</p>

	proposal or writing sample) does not count as self-plagiarism, if correctly referenced or cited.
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## Appendix 4

### COMMUNITY PROJECT/INTERNSHIP REGULATIONS

Course Name	<b>Community Project</b>
Course #	900304CIC
Credits	Students may earn a maximum of 6 credits for a Community Project.
Time-frame	A Community Project may take place during the sixteen week period (10.5 hours per week), the four-week period (42 hours per week) or during the summer.
Prerequisite(s)	➤ 60 ECP completed
Related AUC Theme(s)	➤ Any theme
Coordinator	Dr. Ydwine Zanstra e-mail: cpi@auc.nl Office hours: every Thursday, 12:30-13:30, AUC front desk
Course Content	As part of their curriculum, all AUC students complete a Community Project or Internship. Students participate in local, national or international projects or organisations. The goal is to provide them with the opportunity to serve a community and develop social and civic awareness. Community Projects are intended to promote engagement at local, national and global levels and to foster personal and social responsibility.
Assessment	<p><b>Final Report</b> (2,500 – 3,500 words) At the end of the internship students submit a final report, in which they critically reflect on the learning outcomes and their supervisor's feedback and evaluation. The final report is assessed based on four categories:</p> <ul style="list-style-type: none"> <li>○ Description of the project,</li> <li>○ Reflection on learning outcomes,</li> <li>○ Reflection on supervisor's evaluation, and</li> <li>○ Reflection on contributions to the organisation/community.</li> </ul> <p><b>Adherence to deadlines</b> Late submission of final reports will result in earning an "F". Refer to the ASP (article 3.3.3 and 3.3.4) regarding procedures for requesting an extension. It is the student's responsibility to keep track of and meet deadlines.</p> <p>For the final report guidelines and grading rubric, see the attached Guidelines.</p> <p>Final reports deadlines:</p> <p>Fall semester (16w period): January 5 January (4w period): February 2 Spring semester (16w period): June 1 June (4w period): June 29 Summer (July + August) internship: September 1</p>

Learning Outcomes	<p>Community Projects offer students the opportunity to serve a community, develop social and civic awareness, and personal and social responsibility. Because of the variety of projects students undertake, they are required to formulate their own specific learning outcomes - at least one learning outcome per category with a minimum of 6 learning outcomes in total, specifying how they are going to be achieved (what activity) and how their achievement will be measured (concrete products and other types of output). In this way, students take ownership of the learning process and outcomes.</p> <p>Categories 2 to 4 are compulsory. In their final report students are expected to reflect on the extent to which they have achieved the intended learning outcomes, with the possibility of adding eventual unintended learning outcomes.</p> <ol style="list-style-type: none"> <li>1. Professional skills</li> <li>2. Life skills and personal development</li> <li>3. Interpersonal skills</li> <li>4. Citizenship</li> </ol> <p>These learning outcomes fall broadly under the general AUC learning outcomes, however, for CP/I, they have to be formulated in a concrete and measurable way.</p> <p>See the application and final report guidelines for further instructions.</p>
Form(s) of Instruction	Personal guidance and direct feedback by Community Project supervisor at the pertaining organisation.

**Internships: see next page.**

Course Name	<b>Internship</b>
Course #	900303CIC
Credits	6 ECP (amounts to 168 hours). Students may earn a maximum of 12 credits for an internship (2 x 6 credits). It is also possible to do a double research-based internship–refer to the guidelines, section 6.
Time-frame	An internship may take place during the sixteen week period (10.5 hours per week), the four-week period (42 hours per week) or during the summer.
Prerequisite(s)	➤ 60 ECP completed
Related AUC Theme(s)	➤ Any theme
Coordinator	Dr. Vessela Chakarova e-mail: cpi@auc.nl Office hours: every Thursday, 12:30-13:30, AUC front desk
Course Content	Internships offer students the opportunity to gain practical experience (work-based internship) and/or develop research skills (research-based internships) in their field of study and may help prepare them for future professional or academic careers. Students participate in local, national or international projects or organisations.
Assessment	<p><b>Final Report</b> (2,500 – 3,500 words) At the end of the internship students submit a final report, in which they critically reflect on the learning outcomes and their supervisor’s feedback and evaluation. The final report is assessed based on four categories:</p> <ul style="list-style-type: none"> <li>○ Description of the project,</li> <li>○ Reflection on learning outcomes,</li> <li>○ Reflection on supervisor’s evaluation, and</li> <li>○ Reflection on contributions to the organisation/community.</li> </ul> <p><b>Adherence to deadlines</b> Late submission of final reports will result in earning an "F". Refer to the ASP (article 3.3.3 and 3.3.4) regarding procedures for requesting an extension. It is the student's responsibility to keep track of and meet deadlines.</p> <p>For the final report guidelines and grading rubrics, see the attached Guidelines.</p> <p>Final reports deadlines:</p> <p>Fall semester (16w period): January 5 January 4w period: February 2 Spring semester: June 1 June 4w period: June 29 Summer (July + August): September 1</p>

Learning Outcomes	<p>Internships offer students the opportunity to gain practical experience and/or develop research skills in their field of study. Because of the variety of learning tracks students follow at AUC, each internship project is unique. Therefore, students are required to formulate their own specific learning outcomes - at least one learning outcome per category (for categories 1 to 3) with a minimum of 6 learning outcomes in total, specifying how they are going to be achieved (what activity) and how their achievement will be measured (concrete products and other types of output). In this way, students take ownership of the learning process and outcomes.</p> <p>Categories 1 to 3 are compulsory, 4 is optional. In their final report students are expected to reflect on the extent to which they have achieved the intended learning outcomes, with the possibility of adding possible unintended learning outcomes.</p> <ol style="list-style-type: none"> <li>1. Professional skills</li> <li>2. Life skills and personal development</li> <li>3. Interpersonal skills</li> <li>4. Citizenship</li> </ol> <p>These learning outcomes fall broadly under the general AUC learning outcomes, however, for CP/I, they have to be formulated in a concrete and measurable way.</p> <p>In case a student wants to do two internships, they must have different learning outcomes, in terms of content and/or level of difficulty.</p> <p>See the application and final report guidelines for further instructions.</p>
Form(s) of Instruction	Personal guidance and direct feedback by internship supervisor at the pertaining organisation.