



Amsterdam University College
Excellence and Diversity in a Global City

Academic Standards and Procedures
Onderwijs en Examen Reglement (OER)
2018-2019

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Student Council and Board of Studies**

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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 first six semesters 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 *Bestuur*¹, 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 *Bestuur* 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, consisting of four student members and four faculty representatives, include those described in Article 9.18 WHW and the Procedural 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.
 - Lecturer: Teaching personnel at Amsterdam University College, appointed according the AUC guidelines for recruitment².
 - 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 Canvas.

¹ The AUC *Bestuur* are the Dean of the VU Science faculty and the Dean of the UvA Science faculty.

² See Faculty Handbook Section 4.1

- Course catalogue: The catalogue of courses offered at Amsterdam University College (see Appendix 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 grade.
- 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 course³ 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, with the exception of the requirements for a Double Major degree (Article 2.8)
- 2.1.9 The Director of Education can add a new course to the Course Catalogue during the academic year after approval of the Board of Studies. Such a course shall have 6 ecp and shall contribute to the learning outcomes as indicated in Article 2.3. Approved courses will be announced in the enrolment documents.

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 programme⁴;
 - 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

³ The Capstone thesis course load is 12 ecp and internships may be either 6 ecp or 12 ecp.

⁴ Average a secondary school GPA of ≥ 3.0 (≥ 7.5 in the Dutch system, ≥ 5 for IB, ≥ 10 for Abitur)

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 major⁵. 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 their 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 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:

- a. highly developed cognitive, analytic and problem-solving skills;
- b. the capacity for independent critical thought, rational inquiry and self-directed learning;
- c. 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;
- d. mathematical skills relevant to their major;
- e. familiarity with the general scientific method;
- f. second-language competence;
- g. the ability to engage with socio-cultural frameworks and traditions other than their own;
- h. the ability to plan work and use time effectively.

2.3.3 Interdisciplinary skills

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

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

- a. be able to evaluate which disciplines are involved in the solution of complex issues;
- b. be able to assess which research methods are most suitable in a particular situation;
- c. 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. Respect for 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. reflection on their development as a student and an academic citizen;
- e. application of knowledge and skills acquired in university to non-academic settings.

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 requirements in 2.5-2.7 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 semesters⁶; thus the norm is to complete 30 ecp per semester;
- Students complete the required Academic Core courses as defined in 2.6;
- Students complete the requirements for a major, as defined in 2.7;
- 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.

2.5.2 In the first year each student takes ten courses including:

- Academic Writing Skills;
- The Global Identity Experience;
- Logic, Information, Argumentation;
- One or two methods courses, depending on the major (see Articles 2.7.2, 2.7.3 and 2.7.4);
- One level of a language course, at the appropriate level⁷;
- One of the 100 level theme courses within their major.

In addition students may choose subjects from a range of other courses to reach the required total of ten courses for the first year.

2.6 Academic Core courses

All students take the following Academic Core courses:

- Academic Writing Skills;
- Logic, Information, Argumentation;
- The Global Identity Experience;
- Advanced Research Writing;
- One Big Questions course;
- Two consecutive levels of a single language;
- A community project *or* an internship.

2.7 Major requirements and major declaration

2.7.1 A major consists of:

- Two methods courses in the major, as specified in 2.7.2 – 2.7.4;
- A 100 level⁸ and a 300-level theme course in the major;

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

⁷ The specific languages that can be chosen depend on earlier acquired language skills. Article 2.12.2 stipulates that off-campus courses are in principle limited to the second and third year of the study programme. This implies that students choose their first language from the offerings at AUC.

⁸ Students who decided to change major can file a motivated request to the BoE to make an exemption to the requirement to take the 100 level theme course within the major, indicating how

- Ten disciplinary courses in the major, at least three at the 300 level;
 - A Capstone (see 2.11).
- 2.7.2 Specific requirements for a Bachelor of Arts degree in the Liberal Arts and Sciences with the major in the **Humanities**:
- Students are required to complete the methods course Introduction to Literary and Cultural Theory in the first year.
 - Students are required to complete the methods course Introduction to Visual Methodologies in their second year.
- 2.7.3 Specific requirements for a Bachelor of Arts degree in the Liberal Arts and Sciences with the major in the **Social Sciences**:
- Students are required to complete either the methods course Basic Research Methods and Statistics I *or* the methods course Statistics for Sciences in the first year.
 - Students are required to complete either the methods course Basic Research Methods and Statistics II *or* the methods course Qualitative Research Methods *or* the methods course Calculus for Economics in their second year.
- 2.7.4 Specific requirements for a Bachelor of Science degree in the Liberal Arts and Sciences with the major in the **Sciences**:
- Students are required to complete the methods course Calculus in the first year.
 - Students are required to complete either the methods course Linear Algebra *or* the methods course Statistics for Sciences in the first year.
 - Students take at least one Lab Course in their major (see Appendix 3).
- 2.7.5 Upon enrolment in the programme, students indicate their intended major. A change of the major must be declared at the end of the first year.

2.8 Double majors

- 2.8.1 A Double Major can be awarded to a programme of courses that meets the requirements of two majors. It includes two different Capstones, at least four 300 level courses in the two majors and it includes two 300 level theme courses. Courses that are cross-listed to the two majors can be counted to both major requirements. Basic Research Methods and Statistics I *or* Statistics for Sciences is waived as a Social Sciences requirement for Sciences and Social Science Double Majors.
- 2.8.2 Double majors in Sciences and Social Sciences and Sciences and Humanities will receive a Bachelor of Science. Double majors in Social Sciences and Humanities will receive a Bachelor of Arts.
- 2.8.3 Double Majors will only be awarded if students graduate within 6 semesters⁹.
- 2.8.4 Double Major declarations must be approved by the Board of Examiners preferably before the beginning of the fourth semester of studies.

2.9 Minor declaration

- 2.9.1 Students may choose to complete a minor in a field other than the major.
- 2.9.2 A minor consists of five courses; at least two of these courses included in the minor must be at 300 level.
- 2.9.3 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.

they meet the theme course learning outcomes related to interdisciplinarity and the orientation on the major.

⁹ Unless the Board of Examiners granted one or more additional semesters.

2.10 Course admission and registration

- 2.10.1 Prerequisites are published in the Course Catalogue and in each course manual.
- 2.10.2 Each class is limited to a maximum of 25 students.
- 2.10.3 Each student decides on a course schedule with their tutor before the beginning of each semester (enrolment periods May and November, respectively).
- 2.10.4 A course change is only allowed during the add/drop period with permission from the tutor (SIS¹⁰ add-drop procedure). Students changing a course should be aware that it is their responsibility to catch up immediately with the work already covered.
- 2.10.5 If a student does not meet the prerequisites for a course, they need permission from the lecturer and the corresponding Head of Studies to enrol. The course lecturer may require the student to complete extra reading and/or assignments.
- 2.10.6 Upon consultation with their tutor, students may register for additional courses for the 16-week period through the add-drop procedure.
- 2.10.7 Students are allowed to withdraw from an additional course in the 16-week period (see Article 2.10.6) until the 20th working day after the start of the period. After that, withdrawal will lead to an F for the course.

2.11 Capstone

- 2.11.1 The capstone has a study load of 12 ecp, i.e. 336 hours of study load. The Capstone Guidelines are made available to all students through Canvas.
- 2.11.2 The capstone results in a bachelor thesis reflecting literature study as well as the student's own research results.
- 2.11.3 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 approved in advance by the Head of Studies of the student's major, after consultation with the prospective supervisor.
- 2.11.4 Every capstone is supervised by a faculty member¹¹. A student is responsible for finding a thesis supervisor and obtaining their consent. The student meets regularly with the supervisor to discuss progress.
- 2.11.5 A capstone has to be completed during the student's final semester.
- 2.11.6 Upon completion of the capstone the student submits (uploads) an electronic version of their thesis to Canvas.
- 2.11.7 The capstone supervisor and a reader independently assess the bachelor thesis.
- 2.11.8 Outstanding bachelor theses will be awarded with the predicate 'Thesis of Distinction'.

2.12 Off-campus courses

- 2.12.1 An off-campus course is a course at the University of Amsterdam or the Vrije Universiteit Amsterdam, or at another university.
- 2.12.2 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 42 off campus and/or approved study abroad course credits. Off-campus courses are taken in year 2 and 3 of the study programme.
- 2.12.3 Off-campus courses taken in the final semester must be completed and graded before the date of graduation.

¹⁰ UvA Student Information System

¹¹ AUC, VU or UvA faculty member

- 2.12.4 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 lecturer in that field of study supporting their plans.
- 2.12.5 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 lecturer in that field of study.
- 2.12.6 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 lecturer 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.
- 2.12.7 If the student has failed the course, they may repeat the course, but the first grade will also remain on record.
- 2.12.8 The student must submit an official grade issued by the host institution to the Registrar, which clearly states the number of credits for the off-campus course and the grade obtained. Courses graded on a pass/no-pass basis do not count for credit.
- 2.12.9 The Board of Examiners decides on the approval of credit transfer and grade conversion. Grades are converted in line with the AUC grading scale in Article 3.1.1.

2.13 Semester abroad

- 2.13.1 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 Canvas.
- 2.13.2 Students should submit this application at least 6 months in advance.
- 2.13.3 Students planning to complete courses abroad in order to meet Academic Core requirements and/or major requirements must obtain specific permission from the Board of Examiners prior to departure.
- 2.13.4 At the time of application, students wanting to study a semester abroad must meet the following criteria:
- cumulative GPA of 3.0 or above, comprising all semesters
 - no social probation
 - positive advice from the tutor
- 2.13.5 The permission to study a semester abroad will be withdrawn if, during the semester abroad, the student:
- will have a shortage of credits (see Article 2.1.3), or
 - will be on academic or social probation
- 2.13.6 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.
- 2.13.7 Based on the criteria formulated in 2.13.4, the Board of Examiners decides 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.
- 2.13.8 At the end of the study abroad period, the student must submit an official grade list issued by the host institution to the Registrar, which clearly states the number of credits for each course and the grades obtained. Courses graded on a pass/no-pass basis do not count for credit.

- 2.13.9 The Board of Examiners decides on the approval of credit transfer and grade conversion. Grades are converted in line with the AUC grading scale in 3.1.1.
- 2.13.10 The official transcript issued by the host institution will be attached to the student's diploma upon graduation.

2.14 Community project

- 2.14.1 Students are required to complete one community project or alternatively one internship (see 2.15 and the CPI Guidelines). In total, a maximum of 12 ecp of Community Project and/or Internship(s) may count towards degree requirements, with a maximum of 6 ecp for Community Project.
- 2.14.2 The Community Project must be undertaken under the supervision of the community project coordinator with the support of a supervisor of the pertaining organisation.
- 2.14.3 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.

2.15 Internship

- 2.15.1 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, as specified in the CPI Guidelines.
- 2.15.2 The Internship must be undertaken under the supervision of the internship coordinator with the support of a supervisor of the pertaining organisation.
- 2.15.3 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.

Letter	Grade Point	Percentage
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 grades¹². 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, they have failed this course and cannot continue in courses requiring that course as a prerequisite, unless permission is obtained from the course lecturer at the next level prior to enrolment. The lecturer 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 (three for the courses taught in the four weeks periods), with no single assessment grade counting for more than 35% of the final grade. At least 55% of the final grade must be based on individual grades, i.e. grades of individual assignments or individualised grades for group assignments.
- 3.2.2 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.
- 3.2.3 Exceptions to Articles 3.2.1 and 3.2.2 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. Capstones, Internships and Community Projects have their own assessment schemes as indicated in the Capstone and CPI Guidelines.
- 3.2.4 Each course manual indicates the method of assessment.
- 3.2.5 Criteria for student assessment, as well as the date an assignment is due or the date an examination takes place, shall be made clear from the outset in the course manual.
- 3.2.6 In addition to a grade, students shall receive substantive feedback on all assessments other than written exams.
- 3.2.7 Students with a functional disorder will be given the opportunity to take interim assessments 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.
- 3.2.8 Assignments will be returned to students by the lecturers within 10 working days.
- 3.2.9 The period of validity for passed courses is not limited.
- 3.2.10 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 interim assessment concerned invalid for the student in question.
- 3.2.11 The Regulations Governing Fraud and Plagiarism apply in full and form part of the Academic Standards and Procedures (see Appendix 2).
- 3.2.12 The need to detect plagiarism in texts makes the use of electronic detection programs imperative. When the student hands in a text, they permit inclusion of the text in the database of the relevant detection programme.

3.3 Deadlines, extensions and missed assignments

¹² UvA Executive Board decision on grading scheme and passing grades (May 2011).

- 3.3.1 During the semester, the course lecturer is responsible for the setting and maintaining of deadlines for assignments that must be handed in.
- 3.3.2 The due date for exams, final papers or other 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, they can request an extension of a maximum of one week. Both the tutor and the lecturer need to approve the request. For the Capstone project a separate procedure is described in the Capstone Guidelines.
- 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 course¹³, 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 lecturer, 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 diploma supplement

- 3.4.1 All partial grades are published on Canvas. 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 their own results.
- 3.4.2 On request, a student has the right to inspect their marked work during a period of two weeks after the results of a written examination have been made known. Within this time frame, a student may request that they be allowed to peruse the examination paper and the assessment criteria.
- 3.4.3 A student can appeal a grade (for an assessment or entire course) within six weeks of its posting to Canvas or SIS. Appeals can be directed to the AUC Board of Examiners (BoE) or to the Examination Appeals Board of VU Amsterdam (VU COBEX)¹⁴.
- 3.4.4 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).
- 3.4.7 Official copies of a grade list can be obtained from the Registrar.
- 3.4.8 Upon graduation each student receives a degree certificate and a diploma supplement. This supplement lists all courses attempted for the degree and the grades obtained, as well as a final GPA (see Article 3.8.1).

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 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 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).

¹³ This is mandatory for compulsory courses

¹⁴ College van Beroep voor de Examens

- 3.5.3 Any transfer of credits results in a shortening of the AUC programme with either one semester (for 30 ecp transfer) or two semesters (for 60 ecp transfer).
- 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 - 2.7.

3.6 Academic progress, probation and extra support

- 3.6.1 If a student fails a course and completes less than 30 EC per semester, they are offered extra support by being placed on academic probation in the following semester.
- 3.6.2 If a student is placed on academic probation, they will have a meeting with their Tutor and/or the Senior Tutor to discuss their academic progress and possibilities for improvement. An 'academic probation contract' will be agreed upon, signed by the student, the Tutor, and the Senior Tutor.
- 3.6.4 In the academic probation contract, the student makes commitments to meeting specific conditions and goals that will support their academic progress.
- 3.6.5 For the duration of their academic probation the student:
- meets regularly with their Tutor as scheduled by the Tutor;
 - may not run for or hold an elected office at AUC or work for AUC;
 - may not go on study abroad.
- 3.6.6 Course lecturers and tutors of a student on academic probation may be asked to make reports to the Senior Tutor during the period of academic probation.
- 3.6.7 Academic probation ends at the end of the semester. The student meets with their Tutor to evaluate whether the goals in the academic probation contract were met.

3.7 Binding Study Advice (BSA)

- 3.7.1 At the end of the student's first academic year (i.e. at the end of the student's second semester)¹⁵, the student's academic progress is assessed and a *Bindend Studieadvies* (Binding Study Advice, BSA) or binding recommendation on the continuation of studies is issued to the student, as specified in Article 7.8b of the (Dutch) Higher Education and Research Act (WHW).
- 3.7.2 The BSA is issued by the Dean of AUC on behalf of AUC's *Bestuur* having considered the recommendations of the BSA Committee.
- 3.7.3 The BSA Committee is established by the Dean of AUC, after consultation with the Board of Examiners. Members of the BSA Committee are appointed for a three year term. If at any time the BSA Committee is unable to meet or to fulfil its role the Board of Examiners may act as the BSA Committee.
- 3.7.4 A positive BSA means that the student is permitted to continue with their AUC studies.
- In order to receive a positive BSA, the student must obtain at least 60 ecp during their first academic year. This is AUC's BSA standard.
 - A positive BSA will also be issued to students who have obtained at least 54 ecp during their first academic year and completed at least five of the six first-year requirements listed in 2.5.2.

¹⁵ For a student who starts their studies on 1 February this is 31 January of the following calendar year.

- 3.7.5 A negative BSA means that the student is required to deregister from the AUC programme, and cannot enrol as an AUC student for the following three years¹⁶.
- 3.7.6 Before the student starts the second semester of their first academic year¹⁷ they will receive an indication of their study progress in writing. This will indicate if the student is already at risk of receiving a negative BSA at the end of their first year. Students who are already at risk of receiving a negative BSA will be called to a meeting with their Tutor to discuss their study methods, the factors that are influencing their academic performance (including personal circumstances), what they would need to adjust in their study plan in order to meet the BSA standard by the end of their first year, and what additional support they may need (see also 3.6). Additional indications of study progress may be sent in writing to the student during their second semester.
- 3.7.7 Students will be informed of the intention to issue them with a negative BSA, and they will be given an opportunity to present their case for dispensation or postponement at a hearing with the BSA Committee before a final decision is made.
- 3.7.8 Students will not receive a negative BSA if they have permission from the Board of Examiners for a reduced course load in their first year and their completed credits plus the permitted reduction meet the standards set in 3.7.4.
- 3.7.9 For students who do not meet the standards set in 3.7.4, the BSA Committee will determine whether their personal circumstances warrant dispensation (in effect a positive BSA) or postponement of BSA. Postponement may be recommended if, owing to personal circumstances, a student achieves fewer than 30 EC during their first year. The postponed BSA will be issued no later than the end of the student's second year of enrolment. Personal circumstances that will be taken into consideration for dispensation or postponement are those listed in the Implementation Decision of the (Dutch) Higher Education and Research Act (WHW)¹⁸. Students are referred to the "Guidelines BSA Procedure" for more details on this process, particularly with regard to reporting and documenting their personal circumstances.
- 3.7.10 In exceptional cases, the BSA Committee may advise the Dean of AUC to deviate from the regulations in 3.7.1-3.7.9 in favour of the student, where application would lead to possible unreasonableness of a serious nature or manifestly unfair consequences.
- 3.7.11 A student who terminates their enrolment before the start of the second semester of their first year¹⁹ will not receive a BSA.
- 3.7.12 An AUC student who has received a negative BSA decision can appeal to the VU Examination Appeals Board (VU COBEX). The appeal, accompanied by sound motivation, must be sent within six weeks of the issuing of the negative BSA.
- 3.7.13 For more details on the practical implementation of Articles 3.7.1-3.7.12, students are referred to the "Guidelines BSA Procedure".

¹⁶ The appeal procedure is described in 3.7.12

¹⁷ Students who start their AUC studies in September will receive this advice before 1 February of the following calendar year. Students who start their AUC studies in February will receive this advice before 31 August.

¹⁸ Uitvoeringsbesluit WHW 2008 Artikel 2.1. Persoonlijke omstandigheden bij bindend studieadvies en verwijzing naar afstudeerrichting.

¹⁹ Students who started their studies in September can terminate their enrolment before the start of their second semester by deregistering in Studielink before 1 February. Students who started their studies in February can terminate their enrolment before the start of their second semester by not re-enrolling in Studielink to continue in September.

3.8 Academic awards

- 3.8.1 The final grade point average (GPA) upon graduation will be calculated over all courses completed from the third semester of study onwards.
- 3.8.2 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
- 3.8.3 Honour's degree²⁰ is only awarded when
- the programme is completed within six semesters (see also Article 2.5.1)²¹
 - a student did not infringe on AUC's plagiarism and fraud policy, namely a student has not been sanctioned for two or more plagiarism or fraud incidents as defined in AUC's Regulations Governing Fraud and Plagiarism (see Appendix 2, Articles 5.4 and 6.5).

4. Attendance

- 4.1 Attendance is required for all classes.
- 4.2 If a student is unable to attend a class, they must notify both lecturer 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 course²². 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.
- 4.7 Attendance shall not be part of the assessment.

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 their first-year students together to prepare students for their first year of studies. The tutor will meet their 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, they 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.

²⁰ Including cum laude and summa cum laude.

²¹ Unless the Board of Examiners granted one or more additional semesters.

²² 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

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, in consultation with two faculty members, 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. Students who were first enrolled before 1 September 2018 may notify the Board of Examiners to apply the complete set of degree requirements listed in the left column of the table in Appendix 4²³ instead of those listed in Articles 2.5-2.7.
- 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 2018

²³ These are the degree requirement of the 2017-2018 AS&P.

Appendix 1

COURSE CATALOGUE

(Link: http://studiegids.uva.nl/xmlpages/page/2018-2019-en/search-course?p_institute=3550&p_programme=&p_credits=&p_instr_lang=&p_open_course=&p_period_start=&p_course_year=&p_search_inside=&p_searchwords=&shareable=true)

Appendix 2

REGULATIONS GOVERNING FRAUD AND PLAGIARISM²⁴

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 their 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 AUC.

1.5. Examination is taken to mean an examination of the knowledge, insight and skills of the student.

²⁴ 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 lecturer will immediately inform the student. The examiner will then 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. The Board of Examiners may also request input from the student's tutor.
- 4.3 The Board of Examiners will determine whether fraud or plagiarism has been perpetrated and will notify the student, the student's tutor, and the examiner of the course 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 (COBEX VU).
- 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 or Article 1.2.2, the examination submitted may be declared invalid and the student may receive the grade 0% for the examination concerned.
- 5.2 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 (awarded 0%) and the student may be completely excluded from participation in all interim assessments in the course or may be suspended from the institution as a whole for a maximum period of 12 months.
- 5.3 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 (awarded 0%), the student may be 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 interim assessments of the course 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 entirely.
- 5.4 If the student has already been penalised on a former occasion in connection with detected fraud or, as the case may be, plagiarism, they may be totally excluded from participation in all interim assessments for the course 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 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.
 - 5.6 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.
 - 5.7 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 their own research, there are two possible sanctions. In case of minor infringement of the rules (e.g., the plagiarism pertains to parts of a few sentences), the paper can be graded on its merits; nevertheless, the student will receive a "strong warning." In case of more extensive plagiarism, the submitted paper may be declared invalid (awarded 0%).
- 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 (awarded 0%) and the student may be excluded from participation in all interim assessments for the course or, as the case may be, suspended from the institution as a whole for a maximum period of 12 months.
- 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 (awarded 0%).
- 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 (awarded 0%), or, suspended from the institution as a whole for a maximum period of 12 months.
- 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, they will be totally excluded from participation in all interim assessments for the course and they will receive a failing grade (F) for the course or will 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, the 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 lecturer detects plagiarism in the preparatory phase, it stands to reason that the lecturer 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.

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 lecturer is to immediately inform the student and will then 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

SCIENCES LAB COURSES

Analytical Chemistry lab
 Cell Biology and Physiology lab
 Earth Science Field course
 Geodesign Lab
 Information lab
 Molecular Techniques and Immunology Lab
 Numerical Mathematics
 Pharmacology
 Physics lab
 Urban Environment Lab

Appendix 4 COMPARISON TABLE FOR STUDENTS ENROLLED BEFORE 1 SEPTEMBER 2018

The Academic Standards and Procedures apply to all students enrolled in the programme, irrespective of the academic year in which the student was first enrolled. Students who were first enrolled before 1 September 2018 may notify the Board of Examiners to apply *the complete set of degree requirements* listed in the left column of the table below instead of those listed in Articles 2.5-2.7.

Past requirements (2017-18 AS&P) which may be applied to students enrolled before 1 September 2018	2018-2019 AS&P
<p>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:</p> <p>2.5.1 The following requirements must be met for the degree:</p> <ul style="list-style-type: none"> • Students complete 180 ecp in six consecutive semesters 6; 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. 	<p>2.5 General requirements Students who have successfully met the requirements in 2.5-2.7 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.</p> <p>2.5.1 The following requirements must be met for the degree:</p> <ul style="list-style-type: none"> • Students complete 180 ecp in six consecutive semesters²⁵; thus the norm is to complete 30 ecp per semester; • Students complete the required Academic Core courses as defined in 2.6; • Students complete the requirements for a major, as defined in 2.7; • 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.

²⁵ Students may only complete the study programme in more than six semesters with approval of the Board of Examiners.

<p>2.5.2 In the first year each student takes ten courses, subject to the following requirements:</p> <ul style="list-style-type: none"> • Academic Writing Skills • The Global Identity Experience • Logic, Information Flow and Argumentation • The following courses, depending on the student's major: <ul style="list-style-type: none"> o An introductory course in research methods (see sections 2.6.4 and 2.7.4) o Calculus (see section 2.8.3) o Linear Algebra or Statistics for Science (see section 2.8.3) • One of the following courses, at the appropriate level: <ul style="list-style-type: none"> o Dutch o French o German o Spanish o Arabic o Chinese • One of the introductory theme courses: <ul style="list-style-type: none"> o Introduction to Energy, Climate, Sustainability o Introduction to Life, Evolution, Universe o Introduction to Health and Well-being o Introduction to Information, Communication, Cognition o Introduction to Cities and Cultures o Introduction to Social Systems <p>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.</p>	<p>2.5.2 In the first year each student takes ten courses including:</p> <ul style="list-style-type: none"> • Academic Writing Skills; • The Global Identity Experience; • Logic, Information, Argumentation; • One or two methods courses, depending on the major (see Articles 2.7.2, 2.7.3 and 2.7.4); • One level of a language course, at the appropriate level²⁶; • One of the 100 level theme courses within the major. <p>In addition students may choose subjects from a range of other courses to reach the required total of ten courses for the first year.</p> <p>2.6 Academic Core courses All students take the following Academic Core courses:</p> <ul style="list-style-type: none"> • Academic Writing Skills; • Logic, Information, Argumentation; • The Global Identity Experience; • Advanced Research Writing; • One Big Questions course; • Two consecutive levels of a single language; • A community project <i>or</i> an internship. <p>2.7 Major requirements and major declaration</p> <p>2.7.1 A major consists of:</p> <ul style="list-style-type: none"> • Two methods courses in the major, as specified in 2.7.2 – 2.7.4; • A 100 level²⁷ and a 300-level theme course in the major; • Ten disciplinary courses in the major, at least three at the 300 level; • A Capstone (see 2.11).
<p>2.6 Specific requirements for a Bachelor of Arts degree in the Liberal Arts and Sciences with the major in the Humanities</p> <p>2.6.1 Students take their major in the Humanities, i.e. must complete at least nine courses listed as Humanities courses.</p> <p>Concentration:</p> <p>2.6.2 At least three of these courses must be at 300 level.</p> <p>2.6.3 To achieve concentration and depth in their curriculum, students must fulfil one of the following conditions:</p> <ul style="list-style-type: none"> • complete at least seven courses in 	<p>2.7.2 Specific requirements for a Bachelor of Arts degree in the Liberal Arts and Sciences with the major in the Humanities:</p> <ul style="list-style-type: none"> • Students are required to complete the methods course Introduction to Literary and Cultural Theory in the first year. • Students are required to complete the methods course Introduction to Visual Methodologies in their second year.

²⁶ The specific languages that can be chosen depend on earlier acquired language skills. Article 2.12.2 stipulates that off-campus courses are in principle limited to the second and third year of the study programme. This implies that students choose their first language from the offerings at AUC.

²⁷ Students who decided to change major can file a motivated request to the BoE to make an exemption to the requirement to take the 100-level theme course within the major, indicating how they meet the theme course learning outcomes related to interdisciplinarity and the orientation on the major.

<p>two disciplines within the Humanities, two of which must be at the 300 level; or</p> <ul style="list-style-type: none"> • complete at least five courses in one discipline within the Humanities, two of which must be at the 300 level. <p>2.6.4 The following Academic Core/ Humanities methodology courses must be completed:</p> <ul style="list-style-type: none"> • 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. <p>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.</p>	
<p>2.7 Specific requirements for a Bachelor of Arts degree in the Liberal Arts and Sciences with the major in the Social Sciences</p> <p>2.7.1 Students take their major in the Social Sciences, i.e. must complete at least nine courses listed as Social Sciences courses.</p> <p>Concentration:</p> <p>2.7.2 At least three of these courses must be at 300 level.</p> <p>2.7.3 To achieve concentration and depth in their curriculum, students must fulfil one of the following conditions:</p> <ul style="list-style-type: none"> • 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. <p>2.7.4 The following Academic Core/ Social Science methodology courses must be completed:</p> <ul style="list-style-type: none"> • 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 	<p>2.7.3 Specific requirements for a Bachelor of Arts degree in the Liberal Arts and Sciences with the major in the Social Sciences:</p> <ul style="list-style-type: none"> • Students are required to complete either the methods course Basic Research Methods and Statistics I <i>or</i> the methods course Statistics for Sciences in the first year. • Students are required to complete either the methods course Basic Research Methods and Statistics II <i>or</i> the methods course Qualitative Research Methods <i>or</i> the methods course Calculus for Economics in their second year.

<p>bilinguals will not be able to choose any of those languages as their foreign language choice.</p> <p>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.</p>	
<p>2.8 Specific requirements for a Bachelor of Science degree in the Liberal Arts and Sciences with the major in the Sciences.</p> <p>2.8.1 Students take their major in the Sciences, i.e. must complete at least eleven courses listed as Sciences courses.</p> <p>Concentration:</p> <p>2.8.2 At least three of the eleven courses must be at 300 level</p> <p>2.8.3 The following Academic Core courses/ maths courses must be completed:</p> <ul style="list-style-type: none"> • 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. <p>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.</p>	<p>2.7.4 Specific requirements for a Bachelor of Science degree in the Liberal Arts and Sciences with the major in the Sciences:</p> <ul style="list-style-type: none"> • Students are required to complete the methods course Calculus in the first year. • Students are required to complete either the methods course Linear Algebra <i>or</i> the methods course Statistics for Sciences in the first year. • Students take at least one Lab Course in their major (see Appendix 3).