



Amsterdam University College
Excellence and Diversity in a Global City

Academic Standards and Procedures
2020-2021

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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 (VU) and the University of Amsterdam (UvA)
- 1.3 AUC is a residential college, and all students enrolled in its Liberal Arts and Sciences programme 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 VU and UvA , in accordance with Article 8.1 of the Dutch Higher Education Act (*WHW*). A cooperation agreement (*gemeenschappelijke regeling* ex Article 8.1 WHW) sets out their mutual and joint responsibilities.
- 1.5 AUC degrees are granted on behalf of VU and UvA.
- 1.6 Direct oversight of AUC is delegated to the AUC *Bestuur*, 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, and for approval and implementation of the Academic Standards and Procedures (*OER*). The AUC bestuur appoints 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 Article 7.12 of the WHW. The Board of Examiners is also responsible for colloquium doctum examinations. The Board of Examiners includes at least one external member.
- 1.10 Appeals to decisions of the Board of Examiners can be directed to the Examination Appeals Board of VU (VU COBEX)¹ within 6 weeks of the day of the decision's announcement (Section 7.61 WHW).
- 1.11 All decisions by Examiners, other than grades, can initially be appealed with the Board of Examiners, rather than the Examination Appeals Board of VU (VU COBEX).
- 1.12 The Admissions Committee (*toelatingscommissie*) oversees the application and selection procedure for AUC. The Committee implements the criteria and the process of selecting students as specified in its admission policy, which is available for potential students on the AUC website www.auc.nl. 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, and the Admissions Coordinator advises the Admissions Committee.
- 1.13 The following definitions and terms apply in these Academic Standards and Procedures.
 - The AUC *Bestuur*: AUC's board, which consists of the Dean of the VU Science faculty and the Dean of the UvA Science faculty.
 - Student: A person enrolled as a student at UvA or VU.

¹ College van Beroep voor de Examens

- Lecturer: Teaching personnel at AUC, appointed according to the AUC guidelines for recruitment.²
- Examiner: Lecturer appointed by the Board of Examiners who is responsible for the assessments in a specific course.
- Course: The unit of study of the study programme with a final assessment (Section 7.3 WHW). All courses at AUC have a study load of 6 European credit points (EC), except the Capstone and certain Internships, which have a study load of 12 EC.
- Course manual: Description of course content, learning outcomes, assessment scheme and any course specific details. Course manuals are available through Canvas.
- Course catalogue: The catalogue of courses offered at AUC (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 (EC).
- Assessment: A test of the knowledge, insight and/or the skills of the student in respect to a course. The assessment may consist of one or more interim assessments. The assessment will be expressed as a final grade.
- Force majeure: Highly unusual circumstances that reasonable people cannot be expected to take into account.
- WHW: The Higher Education and Research Act (*De Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek*).
- University Boards: *Colleges van Bestuur* of UvA and VU

2. Academic programme

2.1 General information

- 2.1.1 The programme consists of six semesters in which students complete (at least) 30 EC 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 EC. This means that each course entails 168 hours of study, including class hours, self-study, preparing assessments and exams.
- 2.1.3 The three-year AUC bachelor programme has a total of 180 EC, i.e. 60 EC per year is the norm. After a student has fulfilled all degree requirements, the Registrar will issue their diploma. Diplomas will be dated at the end of the semester in which the degree requirements have been fulfilled.
- 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 (see Article 2.8) and the lab course requirement (see Article 2.7.4).
- 2.1.9 Following approval of the Board of Studies, and after seeking advice from the Student Council, the Director of Education can add a new course to the Course Catalogue during the academic year. Such a course shall have 6 EC and shall contribute to the learning outcomes as indicated in Article 2.3. Approved courses will be announced in the course registration documentation.

² See Faculty Handbook Section 4.1

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

2.2 Admission

- 2.2.1 Applicants 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 applicant's:
- Academic excellence: students must demonstrate their ability to meet the academic demands of the AUC programme⁴;
 - Level of proficiency in English as elaborated in Appendix 4 (the applicant must meet the English requirement before starting their studies at AUC);
 - Level of proficiency in mathematics as elaborated in Appendix 4 (the applicant must meet the maths requirement for their desired major 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 An applicant'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 applicants 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;

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

- 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

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 Articles 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:

- a. Students complete 180 EC in six semesters⁵. Thus the norm is to complete 30 EC per semester;
- b. Students complete the required Academic Core courses as defined in Article 2.6;
- c. Students complete the requirements for a major, as defined in Article 2.7;
- d. 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.
- e. Students complete *elective* courses, i.e. courses that do not contribute to the degree requirements mentioned under b, c and d, to obtain at least 180 EC.

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 language course, at the appropriate level⁶;
- One of the 100 level theme courses within their major (see Appendix 3);
- Additional 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 (see Appendix 3);
- Two language courses with consecutive levels of a single language;
- A community project *or* an internship.

⁵ Students may only complete the study programme in more than six semesters with approval of the Board of Examiners.

⁶ The specific language courses 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 course from the offerings at AUC.

2.7 Major requirements and major declaration

- 2.7.1 A major consists of:
- Two methods courses in the major, as specified in Articles 2.7.2 – 2.7.4;
 - A 100 level⁷ and a 300-level theme course in the major (see Appendix 3);
 - Ten disciplinary courses in the major, at least three at 300 level;
 - A Capstone (see Article 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**:
- In their first year, students are required to complete the methods course Introduction to Literary and Cultural Theory.
 - In their second year, students are required to complete the methods course Introduction to Visual Methodologies.
- 2.7.3 Specific requirements for a Bachelor of Arts degree in the Liberal Arts and Sciences with the major in the **Social Sciences**:
- In their first year, students are required to complete either the methods course Basic Research Methods and Statistics I (default option) *or* the methods course Calculus for Economics (for students intending to take higher level economics courses).
 - Latest in their second year, students are required to complete a second methods course, which can be either Basic Research Methods and Statistics I *or* Basic Research Methods and Statistics II *or* Qualitative Research Methods *or* Calculus for Economics *or* Statistics for Sciences.
- 2.7.4 Specific requirements for a Bachelor of Science degree in the Liberal Arts and Sciences with the major in the **Sciences**:
- In their first year, students are required to complete the methods course Calculus.
 - Latest in their second year, students are required to complete either the methods course Linear Algebra *or* the methods course Statistics for Sciences .
 - Students take at least one Sciences Lab Course in their major (see Appendix 3). This lab course can also count towards the ten disciplinary courses in the major (see Articles 2.1.8 and 2.7.1)
- 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. The change of major will be approved if the first methods course associated with these new majors (see Articles 2.7.2-4) has been completed.

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.

⁷ Students who decided to change major must notify the Board of Examiners if they want to count the 100 level theme course of the original major to their degree requirements instead of the one of the new major.

- 2.8.3 Double Majors will only be awarded if students graduate within 6 semesters⁸.
- 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 their 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.

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 before the beginning of each semester (registration periods May and November) after consultation with their tutor.
- 2.10.4 During the registration periods, all students must indicate the courses they prefer to take in the next semester. The registrar organises the registration process, publishes the procedure and the timeline on Canvas, and, on the authority of the Director of Education, registers the students into the courses in the AUC Portal (portal.auc.nl), based on their preferences and the allocation rules indicated in the registration documents. Students who are not registered in the AUC Portal for a course are not allowed to attend classes of this course and no credits for this course will be registered. Students who have been registered for participation in a course will automatically be registered to take part in the associated assessments.
- 2.10.5 A course change request is only allowed during the add/drop period. The registrar publishes the add/drop procedures and timeline on Canvas before the course registration periods. Students applying for changing a course should be aware that it is their responsibility to catch up immediately with the work already covered.
- 2.10.6 If a student does not meet the prerequisites for a course, they need permission from the responsible Head of Studies to apply for registration. The course lecturer may require the student to complete extra reading and/or assignments.
- 2.10.7 Upon consultation with their tutor, students may apply for registration to additional courses for the 16-week period through the add-drop procedure.
- 2.10.8 Students are allowed to withdraw from an additional course in the 16-week period (see Article 2.10.7) until the 20th working day after the start of the period. After that, withdrawal will lead to an automatic failure (F) for the course.

2.11 Capstone

- 2.11.1 The capstone has a study load of 12 EC, i.e. 336 hours of study. The Capstone Guidelines, which include the objectives of the Capstone, requirements for the final thesis and an outline of the procedures, are available to all students, supervisors and readers on the AUC website (www.auc.nl).

⁸ Unless the Board of Examiners granted one or more additional semesters.

- 2.11.2 A capstone has to be completed during the student's final semester. The Capstone Coordinator can allow students to complete their capstone at an earlier stage if they have permission from the Board of Examiners to complete their degree in more than six semesters.
- 2.11.3 Outstanding final capstone 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 UvA, VU, 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 EC degree requirements, students can take up to 42 off-campus and/or approved study abroad course credits. Off-campus courses can only be taken by students in their second year and beyond.
- 2.12.3 Off-campus courses taken in the final semester must be completed and graded before the date of graduation.
- 2.12.4 Students planning to complete an off-campus course in order to meet a degree requirement (Articles 2.5-2.9) need specific permission from the Board of Examiners.
- 2.12.5 Off-campus course requests must be submitted to the Board of Examiners with a short description of the course and an indication of the number of contact hours and nature of assessment. If the requested course is intended to meet a degree requirement (Article 2.12.4), clear information on the level (100, 200, 300) and major must also be included.
- 2.12.6 If the course has a study load of less than 6 EC, 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 and the added course load must be at least 6 EC.
- 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 degree requirements (Articles 2.5-2.9) must obtain specific permission from the Board of Examiners prior to departure (see Article 2.12.5).
- 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
- Note that some exchange programmes have additional requirements.

- 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 EC (with a minimum of 24 EC acquired abroad and a maximum of 6 EC acquired at AUC). Study abroad credits will be included on the transcript and diploma supplement.
- 2.13.7 Based on the criteria formulated in Article 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 Article 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 projects and Internships

- 2.14.1 Students are required to complete one Community Project or alternatively one Internship. In total, a maximum of 12 EC of Community Project and/or Internship(s) may count towards degree requirements, with a maximum of 6 EC for Community Project, as specified in the CPI Guidelines. The CPI Guidelines, which include the objectives of the CPI, the assessment procedure and an outline of the procedures, are available to all students on the AUC website www.auc.nl.
- 2.14.2 The Community Projects and Internships must be undertaken under the supervision of the CPI coordinator with the support of a supervisor of the pertaining organisation.
- 2.14.3 Students should file a CPI request with the CPI coordinator. The request must include a statement on how the Community Project or Internship is related to the student's curriculum choices and a description of the Community Project or 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, percentage and grades needed in coursework to achieve a certain grade.

Letter	Grade Point	Percentage	Grade
F	0.0	0 - 44.99	0 - 4.499
D-	0.7	45.00 - 50.99	4.550 - 5.099
D	1.0	51.00 - 52.99	5.100 - 5.299
D+	1.3	53.00 - 54.99	5.300 - 5.499
C-	1.7	55.00 - 58.49	5.500 - 5.849
C	2.0	58.50 - 63.49	5.850 - 6.349
C+	2.3	63.50 - 66.49	6.350 - 6.649
B-	2.7	66.50 - 68.99	6.650 - 6.899

B	3.0	69.00 – 72.49	6.900 – 7.249
B+	3.3	72.50 – 77.49	7.250 – 7.749
A-	3.7	77.50 – 82.49	7.750 – 8.249
A	4.0	82.50 – 89.99	8.250 – 8.999
A+	4.0	90.00 – 100.00	9.000 – 10.00

Registration of final letter grades: D, D+, C- cannot be registered as final letter grades⁹. 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 EC 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 responsible Head of Studies. 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 assessments or individualised grades for group assessments. Partial grades are published to students as percentages (0-100%). Article 6.1 outlines AUC's vision on accommodations for exceptional personal circumstances.
- 3.2.2 The final grade is the weighted average of the partial grades as communicated to the student via Canvas. Successful completion of a course cannot be made conditional upon any additional requirements (other than attendance; see Article 4) or prioritisation of specific assessments.
- 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.
- 3.2.7 A student with exceptional personal circumstances will be offered, as far as possible, the opportunity by the examiner to take interim assessments in a format that allows for this.. The examiner may seek expert advice through the Board of Examiners on suitable alternative formats.
- 3.2.8 Assessment results 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 (awarded 0%) for the student in question.

⁹ UvA Executive Board decision on grading scheme and passing grades (May 2011).

- 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 assessments

- 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 assessments can be no later than the last officially timetabled day of the course.
- 3.3.3 No assessment deadlines are to be scheduled during the class-free periods or on the first working day following these periods.
- 3.3.4 At the request of a student, examiners offer them an alternative opportunity to take an examination if the time slot of this examination coincides with a scheduled activity in another course for which attendance is required, if this examination was scheduled outside the timetabled class hours.
- 3.3.5 An extension (maximum five working days) of the due date for an assessment beyond the officially timetabled last day of the course can be requested by a student directly to the examiner if there are exceptional personal circumstances. Requests for extensions for more than five working days beyond the officially timetabled last day of the course must be submitted by the student to the Board of Examiners (through the AUC Digital Service Desk).
- 3.3.6 For Capstones, extensions for submission of the final version of the thesis can only be requested from the Board of Examiners at least two weeks before the final deadline, except in cases of force majeure.
- 3.3.7 For Community Projects and Internships, an extension (maximum ten working days) of the due date for an assignment beyond the last day of the CPI can be requested by a student to the AUC Digital Service Desk. Requests for extensions for more than ten working days beyond the last day of the CPI must be submitted by the student to the Board of Examiners (also through the AUC Digital Service Desk).
- 3.3.8 Students who are more than 15 minutes late for an exam can be banned from taking the exam by the invigilator or the examiner. Students who were more than 15 minutes late for an exam because of force majeure can request an alternative assessment directly from the examiner. The request for the alternative assessment will only be denied if, in the judgement of the examiner, the force majeure cannot be established. The student can appeal this decision at the Board of Examiners. An alternative assessment has to be completed no later than the officially timetabled last day of the course, unless an extension had been granted (Article 3.3.5).
- 3.3.9 There are no opportunities to re-take exams or other assessments. A student who did not complete an assessment (who was unable to attend or complete a scheduled exam, or submit work by the deadline set by the lecturer) will receive a score of 0% for that assessment, unless they were prevented from doing so by exceptional personal circumstances or *force majeure* in which case they can request an alternative assessment directly from the examiner. The request will only be denied if, in the judgement of the examiner, the exceptional personal circumstances cannot be established. The student can appeal this decision at the Board of Examiners.
- 3.3.10 A student who takes part in an assessment declares themselves well enough to do so, whether this is handing in an assignment, sitting an examination, or taking another kind of assessment. Requests submitted afterwards to the examiner asking to be allowed to take an alternative assessment because of, for example, illness will not be granted. The only exception is in case of force majeure or sudden onset of illness during an examination that is

communicated at the time to the invigilator. In this case, at the request of the student, the examiner will make an opportunity for an alternative assessment available. This request will only be denied if, in the judgement of the examiner, the force majeure or sudden onset of illness during an examination cannot be established. The student can appeal the decision of the examiner at the Board of Examiners.

- 3.3.11 Students who receive a failing grade (F, D-) for a course will need to retake the course if it is compulsory, or take an alternative course.
- 3.3.12 See Article 6 for accommodations for exceptional personal circumstances with respect to assessment and examination.
- 3.3.13 In the 16 weeks period of semester one of the academic year 2020-21, and for as long as coronavirus measures require changes in the mode of instruction and assessment at AUC, examiners can shorten the 15 minute period indicated in Article 3.3.8 for online examinations, if they have announced this on Canvas at least ten working days in advance.

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 publication on Canvas or SIS. Appeals can be directed to the Examination Appeals Board of VU (VU COBEX).
- 3.4.4 An appeal may be lodged against decisions of the Board of Examiners or examiners with the Examination Appeals Board of VU (VU COBEX) within 6 weeks after publication of the results (Section 7.61 WHW).
- 3.4.5 Official copies of a grade list can be obtained from the Registrar.
- 3.4.6 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 Applicants who have completed (the equivalent of) a semester (30 EC) or one year (60 EC) at a university can file a request for transfer of 30 or 60 EC 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 EC credit transfer, the year must comprise a broad programme of courses carrying at least 60 EC.
- 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 one semester (for 30 EC transfer) or two semesters (for 60 EC transfer).
- 3.5.4 If applicants and students completed courses at another university other than the 30 EC or 60 EC credit transfer, which cover the learning outcomes of a required AUC course as specified under Articles 2.5-2.7, they can request via the Board of Examiners a 'waiver' for the required AUC course, i.e. they do not have to take this required course. A waiver does not contribute to the number of credits required for graduation.

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 discuss any personal circumstances that may be affecting their ability to study effectively. The student should also discuss options available to them to deal with such personal circumstances, (including requesting a reduced course load, see Article 6) possibilities for improvement, and for filling their credit deficit. An 'academic probation contract' will be agreed upon, signed by the student, the Tutor, and the Senior Tutor.
- 3.6.3 In the academic probation contract, the student makes commitments to meeting specific conditions and goals that will support their academic progress.
- 3.6.4 For the duration of their academic probation the student:
- meets regularly with their Tutor as scheduled by the Tutor;
 - may not work for AUC;
 - is strongly discouraged to run for or hold an elected office at AUC;
 - may not study abroad.
- 3.6.5 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.
- 3.6.6 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)¹⁰, 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 EC 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 EC during their first academic year and completed at least five of the six first-year requirements listed in Article 2.5.2.
- 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 years¹¹.

¹⁰ For a student who starts their studies on 1 February this is 31 January of the following calendar year.

¹¹ The appeal procedure is described in Article 3.7.12

- 3.7.6 Before the student starts the second semester of their first academic year¹² 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 Article 3.6). In specific cases a course load reduction can be requested from the Board of Examiners (see Article 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 Article 3.7.4.
- 3.7.9 For students who do not meet the standards set in Article 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 exceptional 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. Exceptional 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)¹³. 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 Articles 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 year¹⁴ will not receive a BSA.
- 3.7.12 An AUC student who has received a negative BSA decision can appeal to the Examination Appeals Board of VU (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".

3.8 Academic awards

¹² 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.

¹³ Uitvoeringsbesluit WHW 2008 Artikel 2.1. Persoonlijke omstandigheden bij bindend studieadvies en verwijzing naar afstudeerrichting.

¹⁴ 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.

- 3.8.1 For all students who started in the academic year 2020-2021 or later, the final grade point average (GPA) upon graduation will be calculated over all courses completed with a passing grade. For all other students the GPA will be calculated over all courses completed with a passing grade, from the third semester of study onwards. It is rounded to two decimal places according to UvA SIS.
- 3.8.2 The Board of Examiners decides whether a distinction (judicium) is awarded. The following distinctions will be awarded:
- Bachelor degree (no distinction): 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 A distinction¹⁵ is only awarded if
- the programme is completed within six semesters
 - 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).
- Exceptional circumstances acknowledged by the BoE can warrant the issuance of an honours degree in case of more than six semesters as indicated in Article 6.7.

4. Attendance

- 4.1 Attendance is required for all officially timetabled activities of courses on which a student is registered. Regular attendance means that a student can take full advantage of the learning and teaching opportunities being made available, and gain the greatest benefit from a course. Poor attendance not only affects the absent student, but has a negative impact on the learning of the other students in the class by compromising pedagogical approaches and creating the impression of disengagement. Students are expected to organise their lives around their studies to allow them to attend all classes.
- 4.2 If a student is unable to attend a class, they must notify both their lecturer and tutor.
- 4.3 Students shall arrive on time. Lecturers indicate in their course manuals what the consequences of late arrivals are in terms of absences.
- 4.4 Six absences in one course during a 16-week period will result in an automatic failure (F) for the course¹⁶. See Article 4.6 for requesting an exemption from this policy. Absences in the add/drop period (Article 2.10.5) are included in the calculation of total number of absences for a course, with a maximum of one absence per course.
- 4.5 Three absences in one course during the 4-week period will result in automatic failure (F) for the course. See Article 4.6 for requesting an exemption from this policy.
- 4.6 A student who incurs more than the permitted number of absences described in Articles 4.4 and 4.5 because of exceptional personal circumstances may submit a request to the Board of Examiners to be exempted from automatically receiving a failing grade. This request can be submitted as soon as the number of absences exceeds those permitted. There must be a causal link with the exceptional personal circumstances. If an exemption is given, the final grade for the course will be calculated by

¹⁵ Including cum laude and summa cum laude.

¹⁶ Three absences in one class, which is taught in a single session per week (three or four hours) during a 16-week period will result in an automatic failure for the course

the examiner in accordance with Article 3.2.2.¹⁷ Depending on the nature of the exceptional personal circumstances the Board of Examiners can approve either a limited, specific, number of absences beyond the permitted 5, or a general exemption without a quantitative limitation.

- 4.7 Students with a documented chronic condition that has been reported to their tutor and that has an unpredictable and variable impact on their ability to attend class, may submit a request to the Board of Examiners for a general exemption from Articles 4.4 and 4.5 because of their exceptional personal circumstances. Requests for general exemptions should be submitted as early as possible and preferably at least six weeks before the start of class. If a general exemption is given, the validity period will be explained in the decision and will be no longer than one academic year. The student is responsible for informing their lecturers as early as possible that they have a general exemption. If the student incurs more than the permitted number of absences described in Articles 4.4 and 4.5, the final grade for the course will be calculated by the examiner in accordance with Article 3.2.2.¹⁸
- 4.8 Except in the circumstances given in Articles 4.4, 4.5, 4.6 and 4.7, attendance will not affect the student's final grade for a course.
- 4.9 In the 16 weeks period of semester one of the academic year 2020-21, and for as long as coronavirus measures require changes in the mode of instruction at AUC, there is a special general exemption and no student will be automatically issued with a failing grade for incurring more than the permitted number of absences described in Articles 4.4 and 4.5. Nonetheless students are expected to attend all classes and attendance remains to be monitored by the lecturers.

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. Any re-assignment of tutor is at the discretion of the Senior Tutor, to whom all requests (whether from student or tutor) should be submitted. 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. Accommodations for exceptional personal circumstances

- 6.1 AUC is committed to giving students fair opportunity to demonstrate their skills and knowledge, taking into account any special personal circumstances that the student might face. These circumstances may range from an unexpected event that suddenly and temporarily affects a student, to long-term conditions that affect them throughout their studies. In this

¹⁷ If an exemption has been given and the final grade is a failing grade, the student can withdraw from the course by submitting a request through the Digital Service Desk, in order to avoid receiving the failing grade.

¹⁸ If a general exemption has been given and the final grade is a failing grade, the student can withdraw from the course by submitting a request through the Digital Service Desk, in order to avoid receiving the failing grade.

context, students with exceptional personal circumstances can request accommodations with regard to teaching facilities, logistics, course load, attendance, examinations or other assessments where they believe they would otherwise be (or have been) unfairly disadvantaged.

- 6.2 Students who believe they have exceptional personal circumstances that warrant adaptations to teaching facilities, logistics and/or with regard to course load, attendance, examinations or other assessments can submit a written request through the AUC Digital Service Desk. Before submitting a request, students are expected to discuss their needs with their tutor and/or the Student Life Officer. Such adaptations, if granted, 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.
- 6.3 All requests are considered on a case-by-case basis. If the request is granted, the validity period of the accommodation will be given with the decision.
- 6.4 Decisions on requests concerning attendance (Article 4), course load (Article 6.7), examinations and assessment (Article 3) fall under the responsibility of the Board of Examiners. The Rules and Guidelines of the Board of Examiners (available on the AUC website www.auc.nl) should be consulted for information on the criteria used for weighing exceptional personal circumstances. Documentation requirements are kept to the minimum necessary to support the request, to limit the burden on the student. An appeal against a decision of the Board of Examiners can be lodged with Examination Appeals Board of VU (VU COBEX). If an accommodation for examinations is granted by the Board of Examiners, the student is responsible for presenting the official document with the details to the examiner at the start of every course, well in advance of any examination. The examiner is responsible for implementation of the granted accommodations for examinations.
- 6.5 Decisions on requests concerning teaching facilities and logistics fall under the responsibility of the Dean. The Dean seeks advice from at least two staff members with relevant expertise or experience. An appeal against a decision of the Dean can be lodged with the AUC *Bestuur*.
- 6.6 Requests may be refused if granting the request would put disproportionate strain on the organisation/resources of AUC. Facilities at AUC may deviate from advice for facilities by experts or other educational institutions.
- 6.7 A student may request permission from the Board of Examiners for a reduced course load, either temporary or for the duration of their AUC studies, where they believe this is necessary for them to be able to study effectively because of their exceptional personal circumstances. If a student is unable to graduate in six semesters because of permitted course load reductions, the student can nonetheless graduate with honours by submitting a request to the Board of Examiners. A request for a zero course load is considered as notification of withdrawal from AUC, as a student who for any reason is unable to attend any classes for an entire semester (or longer) is not able to participate in the AUC community. In this case the student is expected to deregister from the AUC programme (so that they will no longer be charged tuition fees), end their rental contract and move out of the AUC student residences. This is regardless of whether or not the student intends to re-enrol and return at a later date to complete their AUC studies.

7. Hardship clause

- 7.1 In individual cases involving matters not regulated by the Academic Standards and Procedures or in the event of demonstrable extreme unreasonableness and unfairness, the Board of Examiners will decide,

unless the matter concerned is the responsibility of the Dean. The Dean seeks advice from at least two staff members with relevant expertise or experience.

8. Applicability, amendments and publication

- 8.1 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 5¹⁹ instead of those listed in Articles 2.5-2.7.
- 8.2 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.
- 8.3 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, or because of unforeseen or exceptional circumstances.
- 8.4 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 2020

¹⁹ These are the degree requirements of the 2017-2018 AS&P.

Appendix 1

COURSE CATALOGUE

(*Link: http://studiegids.uva.nl/xmlpages/page/2020-2021-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 PLAGIARISM²⁰

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.

²⁰ These regulations are based on those of UvA

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 of VU (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 Board of Examiners can, depending on the seriousness of the fraud perpetrated, exclude the student from participation in all assessments of the course for a maximum period of 12 months, or totally exclude the student from participation in all assessments in the AUC program for a maximum period of 12 months, or, as the case may be, recommend the University Board (CvB) to suspend the student 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%), exclude the student from participation in all assessments of the course for a maximum period of 12 months, or totally exclude the student from participation in all assessments in the AUC program for a maximum period of 12 months, or, as the case may be, recommend the University Board

- (CvB) to suspend the student from the institution as a whole for a maximum period of 12 months or expel 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 will be totally excluded from participation in all assessments for the course and they will receive a failing grade (F) for the course. The Board of Examiners can exclude the student from participation in all assessments of the course for a maximum period of 12 months, or totally exclude the student from participation in all assessments in the AUC program for a maximum period of 12 months, or, as the case may be, recommend the University Board (CvB) to suspend the student from the institution as a whole for a maximum period of 12 months or expel from the institution entirely.
 - 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 Board of Examiners can, depending on the seriousness of the plagiarism, exclude the student from participation in all assessments of the course for a maximum period of 12 months, or totally exclude the student from participation in all assessments in the AUC program for a maximum period of 12 months, or, as the case may be, recommend the University Board (CvB) to suspend the student 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 exclude the student from participation in all assessments of the course for a maximum period of 12 months, or totally exclude the student from participation in all assessments in the AUC program for a maximum period of 12 months, or, as the case may be, recommend the University Board (CvB) to suspend the student from the institution as a whole for a maximum period of 12 months or expel from the institution entirely.

- .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 assessments for the course and they will receive a failing grade (F) for the course. The Board of Examiners can exclude the student from participation in all assessments of the course for a maximum period of 12 months, or totally exclude the student from participation in all assessments in the AUC program for a maximum period of 12 months, or, as the case may be, recommend the University Board (CvB) to suspend the student from the institution as a whole for a maximum period of 12 months or expel from the institution entirely. 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 (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 recommend the CvB 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

Cell Biology and Physiology lab
Field course in Environmental Earth Science
Health lab
Information lab
Maker lab
Molecular Techniques and Immunology lab
Numerical Mathematics
Pharmacology
Physics lab
Urban Environment lab

THEME COURSES

HUMANITIES

Theme Cities and Cultures: Introduction (100)
Theme: Rethinking Play (300)
Theme: Rethinking Protest (300)
Theme: Rethinking the Sublime (300)

SCIENCES

Theme Course LEU/HW: Wicked Challenges of Health (300)
Theme Course: Climate and Energy (100)
Theme Course: Climate and Sustainability (100)
Theme Course: Human Evolution (300)
Theme Course: Quantum Information and Quantum Communication (300)
Theme Energy, Climate and Sustainability: Case Study (300)
Theme Health and Well-being: Introduction (100)
Theme Health and Well-being: Lifestyle and Disease (300)
Theme Information, Communication and Cognition: Introduction (100)
Theme Life, Evolution and Universe: Introduction (100)

SOCIAL SCIENCES

Theme Course: Climate and Sustainability (100)
Theme Course: International Social Cognition (300)
Theme Course: Political Science, Law, Economics (100)
Theme Course: Sociology, Anthropology, Sustainability (100)
Theme Energy, Climate and Sustainability: Case Study (300)
Theme Health and Well-being: Introduction (100)
Theme Health and Well-being: Lifestyle and Disease (300)
Theme Information, Communication and Cognition: Introduction (100)
Theme Social Systems: Globalisation - Global Culture (300)
Theme Social Systems: Globalisation - Global Economics (300)
Theme Social Systems: Globalisation - Global Politics (300)

BIG QUESTIONS COURSES

Big Books
Big Books, World Literature
Big Data
Big Questions in Future Society
Big Questions in Time
Big Questions on the Environment: Science, Society & Culture
Big Questions: Language, power and (dis)empowerment
Big Questions in Bioethics

Appendix 4

Admission requirements

English language requirements:

Dutch VWO diploma with a final (rounded) grade of 8 or higher 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

Mathematics requirements:

Intended major Sciences

- Final (rounded) grade 8 or higher in VWO maths B (wiskunde B)²¹
- Grade B or higher, GCE A-level maths
- Grade 6 or 7 in International Baccalaureate Standard Level Mathematics or a Grade 5 or higher in International Baccalaureate Mathematics Higher Level
- Grade 3 or higher, AP Calculus AB, examined by the College Board
- Average grade 11 or higher in maths in the German Abitur

Intended major Social Sciences

- Final (rounded) grade 8 or higher in VWO maths level A (wiskunde A)²²
- Grade 6 or higher, International Baccalaureate Mathematics, Standard Level
- Grade A in GCE AS-level maths, or grade C or higher in GCE A-level maths
- Grade 3 or higher, AP Statistics, examined by the College Board
- Average grade 11 or higher in maths in the German Abitur

Intended major Humanities

- Final (rounded) grade 8 or higher in VWO maths level C (wiskunde C)²³
- Grade 7, International Baccalaureate Mathematical Studies
- Grade A, (I)GCSE maths (7 or higher in new grading scheme)
- Average grade 11 or higher in maths in the German Abitur
- 600 or higher in the SAT Subject Test Mathematics Level 1 or in the mathematics section of the SAT reasoning test (see link below, AUC's College Board code is 6700)

Applicants with a small deficiency in maths are recommended to complete the OMPT (Online Mathematics Placement Tests) exams provided by SOWISO as proof that they have fulfilled (or will fulfil) the deficiency.

²¹ A grade of 7.5 or higher in the central exam for VWO maths B (wiskunde B) may be accepted instead, but only when the school grade is so low that a central exam grade of 7.5 represents a recent and significant improvement in performance.

²² A grade of 7.5 or higher in the central exam for VWO maths A (wiskunde A) may be accepted instead, but only when the school grade is so low that a central exam grade of 7.5 represents a recent and significant improvement in performance.

²³ A grade of 7.5 or higher in the central exam for VWO maths C (wiskunde C) may be accepted instead, but only when the school grade is so low that a central exam grade of 7.5 represents a recent and significant improvement in performance.

Appendix 5 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	2020-2021 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>2.5.2 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) 	<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 EC in six semesters²⁴; thus the norm is to complete 30 EC 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. <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 a language course, at the appropriate level²⁵; • One of the 100 level theme courses within the major.

²⁴ Students may only complete the study programme in more than six semesters with approval of the Board of Examiners.

²⁵ 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.

<ul style="list-style-type: none"> • 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>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 courses of 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 level²⁶ 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 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. <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) 	<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 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.

<ul style="list-style-type: none"> • 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 bilinguals will not be able to choose any of those languages as their foreign language choice. <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>2.7.3 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 (default option) or the methods course Calculus for Economics (for students intending to take higher level economics courses) in the first year. • Students are required to complete a second methods course latest in their second year, which can be either Basic Research Methods and Statistics I, Basic Research Methods and Statistics,, Qualitative Research Methods or Statistics for Sciences.
<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>2.7.4 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>	<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 Science Lab Course in their major (see Appendix 3). This lab course can also count towards the ten disciplinary courses in the major (see 2.1.8 and 2.7.1)
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