



university of
 groningen

Honours College

Education and Assessment Regulations (EAR)

Based on the UG model Teaching and Examination Regulations (TER)

Bachelor Honours Programme

Academic year 2023-2024



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The rules of the act do not formally apply to the Honours Programmes of the University of Groningen Honours College. Nevertheless, the Honours College strives to meet the educational quality requirements on regular degree programmes as imposed by the act, as much as possible, with explicit observance of the specific nature of Honours Programmes. This EAR is an important step in that direction. The specific nature of the Honours Programmes is reflected in for example the freedom given to experiments within educational innovation. The specific nature of the Honours Programmes must be explicitly considered in the interpretation and application of the EAR.



SECTION 1 GENERAL PROVISIONS

Article 1.1 – Applicability

1. These Regulations apply to the teaching, examinations and final assessment of the Bachelor's Honours Programme of the University of Groningen Honours College, including the deepening Faculty part, hereinafter referred to as the Honours Programme, for academic year 2023-2024, and to all students enrolled in this programme.
2. The Honours Programme is provided by the University of Groningen Honours College, hereinafter referred to as the Honours College.
3. Course units that students of the Honours Programme follow as referred to in Article 1.1.1 and 1.1.2 in other degree programmes or at other faculties or institutes of higher education, are subject to the Teaching and Examination Regulations of that programme, faculty or institute.

Article 1.2 – Definitions

The following definitions apply to these Regulations:

- a. **Academic integrity:** information about scientific integrity and the associated procedures can be found on the University of Groningen website: <https://www.rug.nl/about-ug/organization/rules-and-regulations/general/gedragscodes-nederlandse-universiteiten/wetenschappelijke-integriteit>
- b. **Academic year:** for the first year of the Honours Programme, the period of time that starts on 1 April and ends on 31 August of the same year, and for the second and third year of the Honours Programme the period of time that starts on 1 September and ends on 31 August of the following year
- c. **Act:** the Higher Education and Research Act (WHW: *Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek*)
- d. **Admissions Board:** the board that advises the Dean in matters concerning admission to the Honours Programme
- e. **Advisory Board:** the Advisory Board of the Honours College, which is responsible for issuing advice to the Dean of the Honours College in matters relating to the Education and Assessment Regulations, the general affairs of the Honours College, quality assurance and the annual budget, both at the Dean's request and on its own initiative



- f. Arbitration Board: The Board of Appeal for Examinations (CBE) is an independent body where administrative appeals can be lodged against individual decisions by Boards of Examiners, examiners and Admissions Boards
- g. Board of Examiners: an independent body with the duties and powers as stated in Articles 7.12, 7.12b and 7.12c of the Act, including assessing whether the requirements of the Honours Programme have been met
- h. Course unit: a syllabus unit or other part of the Honours Programme, included in Ocasys
- i. ECTS credit point: a credit point within the meaning of Article 7.4 of the Act. The student workload of each course unit is expressed in ECTS credit points, whereby 1 ECTS credit point is equivalent to a student workload of 28 hours. Hereinafter referred to as EC.
- j. Examination: a test of the knowledge, understanding and skills of students, including an assessment of the results
- k. Examiner: a person appointed by the Board of Examiners to set examinations and determine their results. This may also be an expert from outside the University
- l. Faculty coordinator: coordinator appointed at the Faculty to coordinate the deepening disciplinary part of the Honours Programme, monitors the organization and the quality of the relevant deepening Honours Programmes and maintains contact with the Bachelor's Honours students, as set out in the task description for coordinators
- m. Final assessment: the final assessment for the Honours Programme which is considered to be passed if all the requirements of the entire Honours Programme have been satisfied
- n. Honours Programme: the Honours Programme provided by the Honours College in collaboration with the faculties of the University of Groningen
- o. Ocasys: the University of Groningen's online Course Catalogue
- p. Post-propaedeutic phase: the part of the Bachelor's degree programme following the propaedeutic phase
- q. Practical: a practical exercise, as referred to in Article 7.13 of the Act, in one of the following forms:
 - a report/thesis
 - participation in a training programme
 - participation in a skills group
 - a written assignment or a draft design
 - a research assignment
 - participation in a field trip or excursion
 - completion of a placement
 - participation in another educational activity designed to teach certain skills



- r. Programme Committee: the consultative participation body and advisory body that fulfils the duties referred to in the University of Groningen Honours College regulations and in Article 9.18 of the Act
- s. Progress: the University's electronic system for registering study results
- t. Propaedeutic phase: the first 60 EC of the formal Bachelor's degree programme as defined in Article 7.8 of the Act
- u. Semester: part of the academic year, either starting on 1 September and ending on a date to be determined by the Board of the University, or starting on a date to be determined by the Board of the University and ending on 31 August
- v. Student: a person who is enrolled in a Bachelor's degree programme at the University and has also been admitted to the Honours Programme for the purpose of taking course units and/or examinations of the Honours Programme
- w. Student Portal: the University's electronic learning environment
- x. The University: the University of Groningen



SECTION 2 ADMISSION

Article 2.1 – Proof of admission

1. Students in possession of a proof of admission to the Honours College will be admitted to the lectures and examinations of the Honours Programme.
2. A proof of admission is issued to students once they satisfy the entry requirements and are admitted by the Dean.
3. If a student does not satisfy the admission requirements, he or she may be admitted under special conditions.

Article 2.2 – Admission requirements

Students may be admitted to one Bachelor's Honours Programme of the Honours College if they satisfy the following admission requirements:

1. hold a valid registration as a Bachelor student at the University of Groningen
2. admission to the first year (propaedeutic phase) of a Bachelor's degree programme at one of the faculties at the University
3. they are motivated, ambitious and prepared to excel
4. they have good study results. The guideline for good study results is: being among the top 10% of the degree programme cohort, based on a weighted average mark of all results from the first semester of the first year of registration
5. they demonstrate sufficient study progress – as a rule of thumb, students start in the second semester of the first year of registration and must have earned at least 25 EC or 80% of the possible number of EC in the first semester of the degree programme



6. they have the potential to complete the Honours Programme within the period specified. Important aspects to be considered when assessing a student's potential: the ability to plan realistically, social skills, coping with deadlines/stress, generic academic skills such as the ability to express themselves in written and oral form, willingness to seek out the frontiers of the discipline; the ability to recognize and surpass their own limitations.
7. sufficient proficiency in English (see article 2.3 – Language requirements)

Article 2.3 – Language requirement

1. The requirement of a sufficient command of English can be met by:
 - a. passing an examination in English at the level of the pre-university education final exam with a mark of at least 6
 - b. presenting one of the following proofs of sufficient proficiency in English:
 - i. computer TOEFL score of at least 237, all sections sufficient (so at least 21 on each section), and a TWE of at least 4.5
 - ii. paper TOEFL score of at least 580, all sections sufficient (so at least 55 on each section), and a TWE of at least 4.5
 - iii. internet TOEFL score of at least 92, all sections sufficient (so at least 21 on each section)
 - iv. IELTS Academic: score of at least 6.5, all sections sufficient (so at least 6.0 on each section)
 - v. CPE, Cambridge Certificate of Proficiency in English
 - vi. CAE, Cambridge Certificate of Advanced English.

Students whose native language is English are exempt from this requirement. Being admitted to an English Bachelor's degree programme at the University of Groningen is sufficient proof.



Article 2.4 – Admissions Board

1. The Admissions Board issues advice to the Dean in matters concerning admission to the Honours Programme. The Dean will always consult the Bachelor Admissions Board before taking a decision with regard to admitting a student. The advice issued by the Admissions Board is compelling, and the Dean will have to justify any decision not to follow the Board's advice. This is set out in the Honours College Regulations.
2. The Admissions Board has eleven members. Each of the University of Groningen faculties may nominate one member. If preferred, the faculties of Religion, Culture and Society, Philosophy, University College Groningen and University Campus Fryslân may jointly nominate one member – the Admissions Board will then have at least eight members. This is set out in the Honours College Regulations.
3. The study advisor of the Honours Programme (or an equivalent Honours College staff member) will be appointed as advisory member and secretary by the Dean of the Honours College.

Article 2.5 – Intake date and application date

1. There is one intake date per academic year, namely at the end of block three in the second semester.
2. In addition to this intake date, there is one application date on which registration may take place upon the approval of the Admissions Board, which is at the beginning of block three in the second semester.
3. Exact dates will be published on the Honours College website.

Article 2.6 – Admissions procedure

1. Students can register for the electronic admissions procedure by submitting the following documents:
 - a. a completed application form
 - b. a curriculum vitae
 - c. an overview of all results achieved thus far (i.e. including the marks for examinations that the student has not passed) in the Bachelor's degree programme being followed
 - d. transcript of records of the final grade list from your secondary education diploma (high school)
 - e. a short essay of 500 words where the student states
 - why he/she wants to be admitted to the Honours College, based on his/her own expectations, interests and ambitions
 - the contribution the student proposes to make to the Honours College
 - how the student thinks he/she will benefit from the programme



- f. one or more personal references by qualified experts from your former education or a (former) employer. References by qualified experts include written recommendations by persons regarded by the Admissions Board as experts, which give a useful and reliable picture of the suitability of the student for participation in the programme, such as a lecturer, study advisor, programme director, professor, pre-university education school counsellor.
 - g. other documents, if required, which in the opinion of prospective students will support their eligibility for the Honours Programme.
2. Applications for the Honours College must be submitted in a manner and by a date to be announced by the Honours College in good time.
3. On the basis of the material submitted electronically, it will be decided whether to invite the student for a follow up, being either an interview with members of the Admissions Board or faculty staff members appointed by them or other means to present themselves. If this is not the case the student will be informed of this. The Admissions Board may request supplementary written material.
4. The Dean of the Honours College will decide whom to admit. The Dean will take into consideration:
 - a. The student's portfolio
 - b. The advice by the Admissions Board
 - c. The number of available places per faculty, based on the number of students enrolled in the propedeutic phase of the Bachelor's degree programmes of the Faculty
5. Students will be informed whether they have been granted admission or conditional admission no later than a week before the start of the first course units of the Honours Programme
6. If a student is not satisfied with the admission decision, this is referred to as a dispute.
7. If there is a dispute, then the Dean, a member of the Admissions Board, preferably the faculty coordinator, and the student will attempt to reach a settlement as quickly as possible by holding a meeting.
8. If it is not possible to come to an agreement, the student can then submit the dispute to the Arbitration Board within six weeks of the day of the decision by the Dean.



SECTION 3 CONTENT OF THE PROGRAMME

Article 3.1 –Aims and learning outcomes of the programme

The Honours Programme is an extracurricular programme offered by the Honours College and intended for ambitious, talented and motivated Bachelor students. The faculties participate in the Honours Programme organized by the Honours College. The Honours Programme does not form part of the regular Bachelor's curriculum.

1. The aims of the programme are:
 - a. to introduce Honours students to more depth and breadth in their own and other disciplines in various contexts
 - b. to stimulate Honours students and to prepare them for academic and social leadership in a high-quality knowledge economy and society.

2. The learning outcomes of the Honours Programme are as follow, that students who have completed the Honours Programme:
 - a. Demonstrate more and deeper knowledge and understanding of their own discipline than regular Bachelor's students and are aware of the latest developments in the discipline and the related social implications.
 - b. Can make an original contribution to the application of the latest developments in their own discipline.
 - c. Demonstrate knowledge and understanding of (an) other discipline(s) at an appropriate level in order to cooperate in an interdisciplinary setting and are aware of the latest developments in (a subfield of) other disciplines and the underlying theories.
 - d. Can make a creative contribution in cooperation with others to (a subfield of) (an) other discipline(s).
 - e. Can apply the knowledge, understanding and skills gained in their own and other disciplines in partially new and complex situations within the own discipline and in a wider, interdisciplinary context.
 - f. Can design well-founded and creative solutions for problems in their own discipline and thereby incorporate insights from other disciplines.
 - g. Can form an opinion in situations where there is limited information, while keeping social and ethical aspects in mind.
 - h. Can work in a team, both organizing and contributing to the group process, with respect for all group members.



- i. Can present research results and the knowledge, motives and considerations underlying these both in written form and orally in a coherent way to an audience of specialists.
- j. Can present research results and the knowledge, motives and considerations underlying these both in written form and orally in a coherent way to an audience of non-specialists.
- k. Can conduct a discussion on wide-ranging social themes with an audience of colleagues and non-colleagues, clearly presenting arguments supporting the own position.
- l. Demonstrate an inquiring, critical attitude.
- m. Demonstrate leadership skills and are able to take responsibility to contribute to change.
- n. Demonstrate task commitment at an above average level in the designated time.
- o. Can communicate (and operate) effectively with others, keeping different backgrounds in the field of academic disciplines, culture and personal styles in mind.
- p. Have insight into their personality (strengths and weaknesses) and qualities, have optimized their talent and ambitions, are able to reflect upon their own opinions, ideas and actions and are open to changing their mind when new insights or knowledge are presented.
- q. Continue to develop and pursue their interdisciplinary academic curiosity and can organize their own learning.

Article 3.2 – Language

1. The Honours Programme is taught in English and Dutch.
 - a. The language of instruction for the broadening part of the Honours Programme is English or Dutch, or a combination of both.
 - b. The language of instruction for the deepening part of the Honours Programme is English or Dutch, or a combination of both, depending on what the faculty providing the deepening part chooses.
2. The literature related to one or more course units in the Honours Programme may well be in a language other than the language of instruction.



Article 3.3 – Student workload

1. The Honours Programme comprises a broadening part and a deepening part and has a student workload of 30 EC.
2. The student workload of 30 EC is divided over the three years of the Honours Programme.
3. The student workload is expressed in whole EC.
4. The Honours Programme comprises one track.
5. The broadening part of the Honours Programme has a student workload of 15 EC and the deepening part has a student workload with a minimum of 15 EC.

Article 3.4 – Bachelor's Diploma Supplement

1. Students who have
 - a. successfully completed all course units in both the broadening and deepening parts of the Honours Programme, and
 - b. have satisfied all the requirements for their Bachelor's degreewill have their Honours Programme results stated on the Diploma Supplement that forms part of the bachelor's degree certificate awarded to them.
2. The Board of Examiners of the regular degree programme will assess whether a student has satisfied all the conditions for this statement. This assessment of the conditions in Article 3.4.1.a is based on the data on the completed Honours Programme course units registered in Progress, unless the student can prove the contrary.



Article 3.5 – Participation in course units

1. Students may participate in course units of the deepening part of the Honours Programme if they register in good time via Progress. For course units of the broadening part preference forms are used.
2. Due to limited number of participants per course unit of the broadening part and the fact that some may be more popular than others, the Honours College might have to make a selection. The student indicates the most preferred course units via a preference form. The Honours College tries to place all students as much as possible in their most preferred choice.

Article 3.6 – Attendance and modes of instructions

Except in the event of extraordinary circumstances, all Honours Programme course units have a 100% attendance requirement, which includes preparation for and active participation in the course units. The lecturer may give individual students who provide good reasons for their absence permission to replace a missed meeting by a repair assignment. The exact conditions for successfully passing a course unit are included in the syllabus for the course unit in question.



SECTION 4 CONTINUATION AFTER YEAR ONE

Article 4.1 – Continuation of admission to the Honours College

1. In order to continue to qualify for admission to the Honours College, students who are admitted to the Honours College must:
 - a. be registered for the same Bachelor's degree programme at the University of Groningen when enrolled in the Honours Programme
 - b. continue to satisfy the admission requirements set out in Article 2.5
 - c. satisfy the following requirements:
 - for reconfirmation in the 2nd year of registration: have participated in the events of the broadening part and when possible obtained EC in the deepening part of the programme and are enrolled in the post-propaedeutic phase of their regular degree programme(s)
 - for reconfirmation in the 3rd year of registration: have earned at least 15 EC (years 1 and 2 cumulatively) in the Honours Programme and 55 EC in the post-propaedeutic phase of their regular degree programme(s)
 - for reconfirmation in higher years of registration: have earned at least 30 EC (all previous years cumulatively) in the Honours Programme and have earned at least 120 EC in the post-propaedeutic phase of their regular degree programme(s)
 - have demonstrated dedication, involvement and active participation in the Honours course units.

2. At a student's request, the Dean may in exceptional circumstances continue admission even if the student does not satisfy the conditions stated in Article 4.1.1. The Dean may request advice from the Honours coordinator of the faculty where the student is following a Bachelor's degree programme before making a decision.

Article 4.2 – Honours ('judicium')

The results and marks do not count towards the awarding of an honours predicate (cum laude or summa cum laude) for the regular Bachelor's degree.



SECTION 5 STRUCTURE OF THE HONOURS PROGRAMME

Article 5.1 – Composition of the Honours Programme

The Honours Programme comprises of the following parts:

- a. Broadening part, 15 EC
- b. Deepening part, worth a minimum of 15 EC

Article 5.2 – Composition of the broadening part of the Honours Programme

The broadening part of the Honours Programme comprises the following course units with their student workloads:

- a. Professional and academic Life Skills, totalling 5 EC
- b. Broadening Module, 5 EC. To be chosen from a list of broadening course units included in Ocasys, offered by a faculty other than the student's own.
- c. Summer School, Winter School and Atelier, 5 EC
- d. The Honours Festival, which is a (public) concluding ceremony for the broadening part held within the framework of knowledge sharing and communicating about scholarship with fellow students, academics and society. All students will contribute to and participate in this Festival.

All course units and their modes of instruction are listed in the digital University course catalogue Ocasys.

In the broadening part Honours students learn how to approach a problem relevant to academia or society from different perspectives and translate that problem into an individual future-orientated vision and approach. At the same time, students learn relevant written and oral skills and attention will be paid to their personal development.



Article 5.3 – Composition of the deepening part of the Honours Programme

1. Students follow the deepening part of the Honours Programme at the faculty for which they were selected for the Honours Programme, totalling worth a minimum of 15 EC.
2. The deepening part of the Honours Programme of the various faculties consists of course units described in Ocasys.

All course units and their modes of instruction are listed in the digital University course catalogue Ocasys.

Article 5.5 – Replacements and electives followed elsewhere

1. No exemptions from course units will be granted, either for the broadening or the deepening parts of the Honours Programme.
2. Based on a reasoned request by a student, handed in before the start of the course, the Board of Examiners may grant permission to:
 - a. adapt the content and assessment mode of a course unit, on condition that this offers the student the intended extra challenge and aims at the realization of the learning outcomes.
 - b. complete one or more Honours Programme course units at another University in the Netherlands or abroad. The Board of Examiners will seek advice from at least the Faculty Coordinator.
3. When assessing such a request, the Board of Examiners will in any case evaluate the level of interdisciplinarity if it concerns a broadening course unit.
4. Students may apply for replacing course units up to a maximum of 10 EC.
5. For the protocol course replacement and a detailed description of the course replacement procedure see appendix 2.



Article 5.6 – Extension

1. Students must successfully complete all course units in both the broadening and deepening parts of the Honours Programme no later than 31 August of their third year of registration in the Honours Programme.
2. The student needs to finish the Honours Programme prior to ending the regular programme enrollment
3. At the request of a student, the Board of Examiners may extend the period within which the requirements of Article 5.6.1 must be satisfied by as much time as needed to complete the programme with a maximum of twelve months, on condition that special circumstances warrant such action. The student is obliged to request the extension prior to the end of the initial period. If necessary, the Board of Examiners will request advice from the student's faculty coordinator before making a decision.
4. For the protocol extension and a detailed description of the extension procedure see appendix 3



SECTION 6 EXAMINATIONS

Article 6.9 – Board of Examiners and examiners

1. The Dean appoints the members of the Board of Examiners on the basis of their expertise in the field of the Honours Programme.
2. The Board of Examiners must comprise at least:
 - a. one member who is a lecturer in one of the programmes that are part of the Honours Programme, and
 - b. one member from outside of the programmes that is part of the Honours Programmes, also known as the external member.
3. The Board of Examiners will appoint examiners to set examinations and determine the results.
4. The Board of Examiners will set out the Rules and Regulations of the Board of Examiners.

Article 6.1 – General

1. Each course unit in the Honours Programme is assessed by means of an examination.
2. The examination assesses students' mastery of the learning outcomes of the course unit.
3. The results of an examination are given as pass or fail, in numbers on a scale of 1 to 10, expressed as 5.5 or more for a pass and 5.49 or less for a fail.
4. The Summer/Winterschools are given a grade, the Honours Festival is assessed in terms of pass/fail, the Professional and academic Life Skills and the Deepening and Broadening modules can be assessed in both ways.
5. Students may only take an examination or other type of test once they have been admitted to the Honours College and have also satisfied all the other conditions set by the Board of Examiners for taking an examination. Examinations sat in contravention of the terms of this article are invalid.



Article 6.2 – Compulsory order

If a course unit in the Honours Programme has entry requirements and/or participation requirements, this will be clearly stated in the course unit descriptions in Ocasys. The examinations for the course units listed below may not be taken before the examinations for the associated course units have been passed:

- a. Broadening Module before Summer or Winter School
- b. Summer or Winter School before Atelier
- c. Atelier before or during the Honours Festival

Article 6.3 – Examination frequency and periods

If a student has completed all the compulsory parts of a course unit and has passed the course unit, he or she will not be permitted to take a supplementary or replacement test.

Article 6.4 – Modes of assessment

1. Examinations will be taken in the manner stated in the course descriptions found on Ocasys. Unless the Board of Examiners decides otherwise, an oral examination may only be taken by one student at a time.
2. In situations of force majeure, where it is not reasonably possible to conduct examinations in the manner indicated in OCASYS, it is possible to temporarily switch to another format of teaching and examination. This is also subject to the condition that the adopted learning outcomes continue to be achieved after the change of format.
3. At a student's request, the Board of Examiners may allow an examination to be taken in a form different from that stated in Article 6.4.1.

Article 6.5 – Examinations and functional impairment

Students with a functional impairment will be given the opportunity to take examinations in a form that will compensate as far as possible for their individual disability. If necessary, the Board of Examiners will seek expert advice from the study advisor of the regular Bachelor's degree programme.



Article 6.6 – Marking of examinations and publication of marks

1. After an oral examination, the examiner will assess the examination immediately and provide the student with a statement on request.
2. The examiner will mark a written examination within ten working days of the day on which it was taken, and will provide the Honours College administration department with the necessary details for registration of the result in Progress.
3. For an examination other than written or oral, the Board of Examiners will determine in advance how it will be taken and within what period students will receive written/electronic confirmation of the result.
4. Students can lodge an appeal against the results of an examination with the Central Portal for the Legal Protection of Student Rights (CLRS) within six weeks of the publication of that grade.

Article 6.7 – Validity

Course units that have been passed remain valid for five years.

Article 6.8 – Right of inspection

1. On request, students have the right to inspect their marked work during a period of at least fourteen days after the results of a written examination have been made known.
2. Within the time frame stipulated in Article 6.8.1, any participant in the examination may request that they be allowed to peruse the examination paper and the assessment criteria.

Article 6.10 – Cheating and plagiarism

1. In the event that cheating and/or plagiarism is detected, the examiner must immediately inform the Honours College Board of Examiners of this, presenting written evidence and findings.
2. If cheating and/or plagiarism is detected during or after a practical or examination, this practical or examination will not be marked.
3. The Board of Examiners will give the student and the examiner the opportunity to put their cases forward within two weeks.



4. The Board of Examiners will determine whether cheating or plagiarism has indeed been committed and decide which sanctions will be imposed.
5. The Board of Examiners will notify the student of its decision in writing within six weeks, mentioning the possibility of an appeal to the Arbitration Board.
6. The sanctions imposed will be recorded in the student file.
7. The Board of Examiners of the student's regular degree programme(s) will be informed of all cases of cheating or plagiarism detected.

See the Honours College Regulations concerning Cheating and Plagiarism in the Appendix to these Education and Assessment Regulations.

Article 6.11 – Invalid examination

In the event of irregularities with regard to an examination that are so serious that an accurate assessment of the examinee's knowledge, understanding and skills cannot be made, the Board of Examiners may declare the examination invalid for either an individual examinee or a group of examinees.

Article 6.12 – Disputes

1. If a student is not satisfied with the decision of an examiner or the Board of Examiners, this is referred to as a dispute.
2. If there is a dispute, then the examiner or a member of the Board of Examiners and the student will attempt to reach a settlement as quickly as possible by holding a meeting.
3. If it is not possible to come to an agreement, the student can then submit the dispute to the Board of Appeal for Examinations of the University of Groningen within six weeks of the day that the decision referred to in Article 6.12.1 was taken.



Article 6.13 – Refusal of registration (Iudicium Abeundi)

In cases of serious objectionable behaviour and/or remarks by a student, the Dean of the University of Groningen Honours College, after an advice from the faculty Honours coordinator and/or the study advisor of the (regular) study programme, can decide to terminate the registration in the Honours College of this student after having carefully assessed all the interests of the student and the institution and once it has been proven reasonable to assume that the student's behaviour and/or remarks prove him/her to be unsuitable for working towards achieving the Learning Outcomes of the Honours Programme.



SECTION 7 STUDY PROGRESS SUPERVISION

Article 7.1 – Study progress administration

1. The Honours College registers the individual results of the students for the course units in the Honours College
2. The Honours College will grant every student admitted to the Honours College access to the individual results.

Article 7.2 – Study progress supervision

The Honours College will organize the introduction and the student progress supervision of students enrolled in the Honours Programme to promote their progress.



SECTION 8 TRANSITIONAL AND FINAL PROVISIONS

Article 8.1 – Amendments

1. Any amendments to these Regulations will, after due consultation with the Programme Committee and in consultation with – and where necessary upon the approval of – the Board of Advisers, be confirmed by the Dean of the Honours College in a separate decree.
2. Any amendments to these Regulations will not apply to the current academic year, unless it may reasonably be assumed that the amendment in question will not harm the interests of students.
3. In addition, an amendment may not influence any other decision concerning a student taken by the Board of Examiners under these Regulations to the disadvantage of that student.

Article 8.2 – Publication

1. The Dean of the Honours College will duly publish these Regulations as well as any amendments to them.
2. Copies of these Education and Assessment Regulations are available from the Honours College Desk. These Regulations are also available in digital format on the Student Portal.

Article 8.3 – Evaluation

The management of the Honours College will ensure that the EAR is regularly evaluated.

Article 8.3 – Date of commencement

These Education and Assessment Regulations will take effect on 1 September 2023 for all the students who start their Honours Programme as of that date.

These Regulations were decreed by the Dean of the Honours College on 15 May 2023 and were approved by the Bachelor's Programme Committee on 15 May 2023.



APPENDICES

1. Regulations concerning cheating and plagiarism
2. Protocol course replacement
3. Protocol extension



Regulations concerning cheating and plagiarism - University of Groningen Honours College

1. Cheating and plagiarism are acts or omissions by a student designed to partly or wholly hinder the forming of a correct assessment of his or her own or someone else's knowledge, understanding and skills.
2. Cheating includes acts such as the following:
 - cheating during an examination. Anyone who deliberately enables someone else to cheat is considered complicit
 - bringing aids (pre-programmed calculators, mobile phones, books, syllabi, notes, etc.) to the examination, consultation of which is not explicitly permitted
 - having others complete an assignment or part thereof on one's behalf
 - taking possession of the relevant exam questions before the date or time of the examination
 - faking questionnaire or interview answers or research data
 - copying fellow students' work and presenting this as one's own work
 - submitting papers acquired from a commercial institution or written by someone else (whether paid for or not).
3. a. Plagiarism is:

The use of data, images or text fragments from others in a thesis or other paper without stating the source. Plagiarism includes acts such as the following:

 - copying text from digital sources such as encyclopaedias or digital journals without using quotation marks or references
 - copying text from the internet without using quotation marks and references
 - copying text from printed media such as books, journals or encyclopaedias without using quotation marks or references
 - including translations of texts such as the ones listed above without using quotation marks or references
 - paraphrasing texts such as the ones listed above without properly acknowledging the source – a paraphrase must be indicated as such, by explicitly linking the text to the original author in either the body of the text or a note, to prevent the impression being formed that it represents the student's own ideas.
 - copying data, video, audio or test material from others without mentioning the source and thus presenting it as one's own work
 - submitting previously submitted own work without stating the source and presenting it as original work produced for the course unit in question, unless the course unit or the lecturer explicitly permit this
 - copying fellow students' work and presenting it as one's own work. A student who gives a fellow student permission to copy his or her work is considered complicit to plagiarism
 - if one of the authors collaborating on a joint assignment commits plagiarism, the other authors are complicit to this plagiarism if they



- could or should have known that the other author was committing plagiarism
- submitting papers acquired from a commercial institution (such as a website containing extracts or papers) or written by someone else (whether paid for or not).
- b. Electronic detection programs may be used to detect plagiarism in texts. When submitting a text, the student in question implicitly grants permission for the text to be included in the database of the relevant detection program.
4. When cheating is discovered or suspected: Bachelor's EAR Articles 6.10.1 and 6.10.3 will apply.
 5. The Board of Examiners will determine whether cheating or plagiarism has been committed: Bachelor's OER Articles 6.10.4 and 6.10.5 will apply.
 6. Once cheating or plagiarism is detected, the Board of Examiners will take the following measures:
 - a. In all cases:
 - o declare the assignment or examination invalid
 - o reprimand, which is recorded in the student's file
 - b. In certain cases, depending on the nature and extent of the cheating or plagiarism, and on the study phase of the examinee, one or more of the following sanctions:
 - o expulsion from the Honours programme
 - o expulsion from the course unit
 - o denial of permission to participate in examinations or other modes of assessment relating to the relevant course unit for the current academic year, or for a period of 12 months
 - o denial of permission to participate in all exams or other modes of assessment for a period of 12 months.
 - c. If the student has already been reprimanded in the past:
 - o denial of permission to participate in all exams or other modes of assessment for a period of 12 months.

In the event of very serious cheating or repeated cheating, the Board of Examiners may propose to the Board of the University that the student's registration be definitively terminated.

7. The term 'Board of Examiners' refers to the Board of Examiners of the Honours College.
8. The term 'examination' or 'exam' refers to the assessment (including marking) for each course unit of students' knowledge, understanding or skills.
9. The Board of Examiners of the student's regular degree programme(s) will be informed of all cases of cheating or plagiarism detected.



EXPLANATORY NOTES

Definitions

These Regulations apply to all students who participate in an Honours Programme at the University of Groningen Honours College. Although plagiarism can be regarded as a type of cheating, we have chosen to discuss cheating and plagiarism as two separate concepts, as this makes it easier to give definitions and explain the various sanctions.

The definition in Article 1 primarily refers to examination and final assessment situations. However, the Honours Programmes do not always explicitly include such situations – the entire learning process is assessed. In such cases, the stipulations with regard to plagiarism also apply to preparatory documents. In the Honours Programme, the fact that a case of plagiarism concerns, for example, draft chapters or other preparatory documents may be taken into account when applying these Regulations. If a lecturer discovers plagiarism in the preparatory phase of an assignment, he or she may talk to the student in question about this and emphasize that problems will arise if the preliminary text is submitted as a definitive product.

As stated in Article 2, both those committing cheating or plagiarism and any co-perpetrators may be punished. The 'perpetrator' is the person who takes the initiative to commit the crime, in which the 'co-perpetrator' actively participates. Co-perpetrators can be held responsible for displaying – or failing to display – certain behaviour.

Procedure

The examiner will immediately inform the Board of Examiners of any case of suspected cheating or plagiarism. The Board of Examiners will then be responsible for the further procedure. This stipulation prevents undesirable negotiation situations between examiners and students. In addition, the Board of Examiners is able to ensure due care in the procedure as well as legal security for the student.

The sanctions imposed will be recorded in the student's file, i.e. the folder in Progress in which the student's results as well as extra information and decisions with regard to exemptions are recorded, and which is managed by the Honours College.



Appendix 2 of the Ba EAR UGHC 2023-2024

Protocol course replacement – University of Groningen Honours College

Students of the Bachelor's Honours Programme regularly visit foreign universities for a semester or even a year. Some students of the Master's Honours Programme also choose to spend a semester abroad, though not very often. The University of Groningen Honours College stimulates in particular Bachelor students to take a semester abroad, and has therefore incorporated article 5.5 in the Education and Assessment Regulations (EAR).

The **procedure** is as follows:

- Student discusses the case with the faculty coordinator.
- Student requests a replacement before taking the replacing course.
- Student fills in an online form to request a replacement.
- Student sends course description and other relevant information to the Board of Examiners through honours.boardofexaminers@rug.nl. Only complete requests will be handled.
- Faculty coordinator is asked for advice on the matter where it concerns a course in the deepening part of the Bachelor programme. The faculty coordinator can in turn ask the teacher of the course to be replaced for advice.
- Honours College Coordinator of Education is asked for advice on the matter where it concerns a course in the broadening part of the programme.
- Honours College Programme Director is asked for additional advice on the matter in case of doubt.
- Board of Examiners decides, taking all advices and the EAR into account.
- Board of Examiners notifies the student of the decision in an email, this will normally take 2-4 weeks after the complete request has been filed. A copy of this message will be sent to the faculty coordinator. The message contains at least:
 - o The decision by the Board of Examiners
 - o The name of the course to be replaced
 - o The name of the replacing course and university
 - o The number of EC to be replaced
 - o The method of grade conversion used by the Honours College (see below)
- Student sends transcript of records accompanied with mail from Board of Examiners to Honours College Student Affairs to have the result registered in Progress.

Grade conversion

The Honours College works with a pass-fail system in converting grades obtained outside the regular Honours College programmes. This means that a passing grade converts to a V for 'voldaan' (pass) and a failing grade converts to an O for 'onafgerond' (fail).



EC conversion

Since not every university uses the EC method, the weight of a course will be converted to EC. However, this will not be more than the number of EC of the course to be replaced. Thus, a replacing course of 3 American credits, which largely converts to 6 EC for most universities, will be converted to a 5 EC Honours College replacement course if the student chose to replace a 5 EC course.



Appendix 3 of the Ba EAR UGHC 2023-2024

Protocol extension – University of Groningen Honours College

The EAR of the Bachelor Honours Programme states that ‘the student must finish all parts of the Honours Programme, both deepening and broadening, before August 31 of the third year of enrolment in the Honours Programme. For the Master’s Honours Programme, students must finish all parts within two consecutive semesters, as stated in the Master EAR. For the HTSM Honours Programme students must successfully complete all course units within the time span of three consecutive semesters.

At the student’s request, the Board of Examiners may decide to grant the student as much extension as needed to complete the programme, with a maximum of twelve months, but only if special circumstances are the cause of the delay. Examples are illness, a semester or more abroad, enrolment in two degree programmes, or an administrative year (bestuursjaar).

The **procedure** is as follows:

- Student discusses the case with the faculty coordinator or HTSM coordinator and/or Honours College Study Advisor.
- Student requests an extension at least before the end of year three (Bachelor) or the second semester (Master). For the HTSM Programme this is before the third semester.
- Student fills in the online form to request an extension through honours.boardofexaminers@rug.nl. Only complete requests will be handled.
- Honours College Study Advisor or HTSM coordinator is asked for advice on the matter.
- Faculty coordinator is asked for advice on the matter.
- Board of Examiners decides, taking all advice and the EAR into account.
- Board of Examiners notifies the student of the decision in an email, this will normally take 2-4 weeks after the complete request has been filed. A copy of this message will be sent to the faculty coordinator or HTSM coordinator and Honours College Student Affairs. The message contains at least:
 - o The decision by the Board of Examiners
 - o The length of the extension
 - o The end date of the extension
- Honours College Student Affairs adjusts the enrollment date in Progress as soon as also the continuation requirements are met.







