



**rijksuniversiteit  
groningen**

FACULTY OF ARTS

TEACHING AND EXAMINATION REGULATIONS (OER)

**Part A: General information for all Bachelor's degree programmes**

**for the academic year 2019-2020**

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## SECTION 1 GENERAL PROVISIONS

### Article 1.1 – Applicability of the Teaching and Examination Regulations (OER)

1. These Teaching and Examination Regulations for academic year 2019-2020 apply to the teaching, examinations and final assessment of all Bachelor's degree programmes offered by the Faculty of Arts, hereinafter each referred to as **the degree programme**, and to all students enrolled in these degree programmes.
2. The degree programme is provided by the Faculty of Arts of the University of Groningen, hereinafter referred to as **the Faculty**.
3. These Teaching and Examination Regulations also apply to students of other degree programmes, faculties or higher education institutions, insofar as they follow course units in one of the degree programmes (including Minors) offered by the Faculty.
4. Course units or Minors followed by students of the degree programme as referred to in Article 1.1.1 at other faculties or institutes or higher education are governed by the Teaching and Examination Regulations of that faculty or institute.
5. In these Regulations the term 'the degree programme' refers to the Bachelor's degree programme in which the student is enrolled. Each of the degree programmes listed below has an individual Part B, with provisions that only apply to that degree programme.

#### *Overview of Bachelor's degree programmes*

Some of the degree programmes listed below have a (p) behind their name, to indicate that they are offered in part-time as well as full-time mode.

**American Studies** – CROHO 50623

**Archaeology** – CROHO 56703

**Arts, Culture and Media** – CROHO 50629

**Art History** – CROHO 56824

**Classical Studies** (p) – CROHO 56003

**Communication and Information Studies** – CROHO 56826

**Dutch Language and Culture** – CROHO 56804

**English Language and Culture** – CROHO 50290

**European Languages and Cultures** – CROHO 56124

**History** (p) – CROHO 56034

**Information Science** – CROHO 56842

**International Relations and International Organization** – CROHO 50627

**Media Studies** – CROHO 50906

**Middle Eastern Studies** – CROHO 56098

**Minorities & Multilingualism** (p) – CROHO 56012

**Linguistics** – CROHO 56803

### Article 1.2 – Definitions

The following definitions apply to these Regulations:

- a. **The Act**: the Higher Education and Research Act (WHW: *Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek*)
- b. **Student**: a person registered at the University for the purpose of taking course units and/or examinations leading to the conferral of a university degree
- c. **Degree programme**: the Bachelor's degree programme referred to in Article 1.1 of these Regulations, comprising a coherent set of course units
- d. **Course unit**: a syllabus unit or other part of the degree programme within the meaning of Article 7.3 of the Act, included in Ocasys
- e. **Ocasys**: the University of Groningen's online course catalogue
- f. **ECTS credit point**: a credit point within the meaning of the Act. The student workload of each course unit is expressed in ECTS credit points, whereby 1 ECTS is equivalent to a student workload of 28 hours
- g. **Propaedeutic phase**: the first 60 ECTS credit points of the formal Bachelor's degree programme as defined in Article 7.8 of the Act

- h. Post-propaedeutic phase: the part of the Bachelor's degree programme following the propaedeutic phase
- i. Study progress overview: a written overview of study results and their ECTS credit points, which is sent to students by email
- j. Preliminary study advice: a written overview of study results, which is issued to students halfway through the first year of study
- k. Definitive study advice: a study advice that is issued only once and which may result in rejection of the student in question, in accordance with Articles 7.8b.1 and 7.8b.2 of the Act
- l. Binding (negative) study advice: a negative study advice that is binding for the student in question and means the student may not continue with the degree programme, in accordance with Article 7.8b.3 of the Act
- m. Major: all compulsory course units in the propaedeutic and post-propaedeutic phases
- n. Minor: a coherent set of course units followed in addition to the Major, focusing on the student's chosen future career or specialization
- o. University Minor: a coherent set of course units that is not necessarily related to the degree programme
- p. Examination or test: an assessment of the knowledge, understanding and skills of students
- q. Partial examination or subtest: if a course unit comprises several examinations or tests, these are referred to as partial examinations or subtests. All partial examinations or subtests together make up the final mark (which may or may not be a weighted average)
- r. Syllabus: a document based on the Faculty syllabus model, comprising information about the form, content and organization of an individual course unit
- s. Final assessment: the final assessment for the Bachelor's degree, which is considered to be passed if all the requirements of the entire Bachelor's degree programme have been satisfied
- t. Academic year: the period of time that starts on 1 September and ends on 31 August of the following year
- 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 determined by the Board of the University and ending on 31 August
- v. Practical exercise: a teaching or learning activity as referred to in Article 7.13 of the Act, in one of the following forms:
  - a thesis
  - participation in a seminar
  - a written assignment, paper or draft design
  - a research assignment
  - participation in fieldwork or an excursion
  - completion of a placement
  - participation in another educational activity designed to acquire certain practical skills
- w. Board of Examiners: an independent body with the duties and powers as stated in Articles 7.11, 7.12, 7.12b and 7.12c of the Act, including assessing whether the requirements of the final assessment have been met
- x. Programme Committee: the consultative and advisory body that fulfils the duties referred to in Articles 9.18 and 9.38c of the Act
- y. Admissions Board: the board that has decision-making powers in matters concerning admission to the degree programme on behalf of the Faculty Board
- z. Examiner: a person appointed by the Board of Examiners to set examinations and determine their results
- aa. VWO diploma: pre-university certificate in accordance with Article 13.1 of the Secondary Education Act or Article 6 of the Secondary Education Act BES
- bb. Matching: matching activities and degree programme advice in accordance with Article 7.31a ff. of the Act, further elaborated in Chapter 3 of the University of Groningen Regulations for Registration and Tuition Fees
- cc. N-A registration: *Niet Afgerond / Niet Aanwezig / Not Attended / Not Assessed* Registration for students who are registered for a course unit but have not received a final assessment for it
- dd. Extraordinary circumstances: Circumstances as referred to in Article 7.51 of the Act that need to be considered when making a decision as referred to in Article 4.4, 7.6 and 7.15 of the Act. Article 7.51 of the Act is laid out within the UG in the UG Graduation Fund Regulations 2019-2020. Extraordinary circumstances referred to in these regulations include but are not limited to: disability or chronic illness, illness, pregnancy and birth, extraordinary family circumstances, an insufficiently feasible degree programme, students who have a top sport status (as recognized by the top

sport coordinator), students with a ‘top entrepreneur’ declaration (provided by the UGCE), and membership of a consultative participation body.

All other terms will have the meaning that the Act ascribes to them.

## **SECTION 2 ADMISSION**

### **Article 2.1 – Admission to the programme *with profile requirement***

1. A VWO diploma with the profile Culture and Society (CM: *Cultuur en Maatschappij*), Economics and Society (EM: *Economie en Maatschappij*), Nature and Health (NG: *Natuur en Gezondheid*) or Nature and Technology (NT: *Natuur en Techniek*) grants admission to the degree programme.
2. Any additions to Articles 2.1.1 and 2.1.2 will be covered in Article 2.1 of Part B of these Regulations.

### **Article 2.2 – Admission based on a foreign certificate**

The Admissions Board may grant admission to the holder of a certificate of competence to follow university education issued by a foreign institute of education in order to follow the propaedeutic phase, notwithstanding the provisions of Article 2.1. Section 2 of Part B of these Teaching and Examination Regulations, which discusses language requirements for foreign certificates, applies.

### **Article 2.3 – English language requirement**

1. The following additional language requirements apply: English at the level of the VWO final exam. The English language requirement can be met by presenting one of the following pieces of documentary evidence:
  - a) a VWO diploma
  - b) a subject certificate for VWO English (mark 6 or higher)
  - c) the iBT TOEFL test, with a minimum score of 90 and a minimum score of 21 on all components
  - d) the IELTS Academic Module 6.5, with a minimum score of 6.0 on all components
  - e) A certificate from the Language Centre of the University of Groningen, with a minimum level of C1 of the CEFR, with B2 scores on no more than two components.
  - f) Other demonstrable evidence of the required language skills can be presented to the Admissions Board for assessment.
2. For pre-Master’s programmes, the language requirements of the related Master’s degree programme apply, as stipulated in Part B of the OER of the Master’s degree programme.

### **Article 2.4 – Admission to the degree programme with an HBO propaedeutic certificate**

1. Students with a propaedeutic certificate from a university of applied sciences (HBO) but without a VWO diploma or other equivalent qualification as referred to in Article 2.1.1 are admissible to the degree programme.
2. Article 2.3 of these Teaching and Examination Regulations applies to holders of a certificate as referred to in Article 2.1.1 in relation to the English language requirement (for English-taught degree programmes).
3. Any additions to Article 2.3.1 will be covered in Section 2 of Part B of these Regulations.

### **Article 2.5 – Entrance examination**

1. The Admissions Board is responsible for organizing the entrance examination as referred to in Article 7.29 of the Act (Entrance Examinations). The relevant regulations are set out in the *Regeling Colloquium Doctum* [Regulations for entrance examinations] of the Faculty of Arts.
2. Prospective students aged 21 or older on the date on which the degree programme starts and who do not satisfy the regular requirements may qualify for the entrance examination. An exception to

- the age requirement may be made if the student in question has gained a certificate abroad that would grant admission to a university degree programme in their home country, or if the student has the status of refugee and for this reason is unable to present the required degree certificate.
3. The 'Regeling Colloquium Doctum' [Regulations for entrance examinations] of the Faculty of Arts sets out the subjects covered by the entrance examination.  
The stipulations in Section 2 of Part B of these Teaching and Examination Regulations, which discusses language requirements, apply.
  4. Proof of a successfully completed entrance examination can be submitted as a request for admission to the degree programme of the Faculty of Arts for which the entrance examination was taken, up to one academic year after completing the entrance examination.

#### **Article 2.6 – Admissions Board**

1. The Admissions Board has the power to decide on behalf of the Faculty Board in matters concerning admission to the degree programme.
2. The composition and duties of the Admissions Board are set out in the Faculty Regulations for the Faculty of Arts.
3. The study advisor for the degree programme (or a similar staff member from the same faculty) may be appointed as an advisory member.
4. The appointment of the Admissions Board will be conducted by the Faculty Board, which will also set out the admissions procedure.

#### **Article 2.7 – Matching**

1. Prospective students may attend the matching activities organized by the relevant degree programme and be issued with a degree programme recommendation before their registration is finalized.
2. The relevant stipulations in the University of Groningen Regulations for Registration and Tuition Fees (RIC) and the Faculty matching procedure apply.

#### **Article 2.8 – Starting date**

1. All Bachelor's degree programmes at the Faculty of Arts have one starting date each year: 1 September.
2. The provisions of this Article also apply to students who reregister for the same degree programme.
3. Notwithstanding the provisions of Article 8.1 and 8.2, students who have previously been enrolled in the degree programme or who wish to start in a higher year may apply to the Admissions Board for permission to start on a different date. The Admissions Board will grant permission for an alternative starting date if the specific course units that the student in question wishes to follow start on this date and if the student has satisfied the entry requirements for these course units.
4. A request for admission after 1 September can be submitted to the Admissions Board by email: [bsz.let@rug.nl](mailto:bsz.let@rug.nl). A decision about the request will be taken within four weeks.

### **SECTION 3 CONTENT AND STRUCTURE OF THE DEGREE PROGRAMME**

#### **Article 3.1 – Aims and learning outcomes of the degree programme**

1. The degree programme is designed to:
  - a. impart knowledge, skills and understanding in the field of the degree programme, and to enable the learning outcomes listed in Article 3.1 of Part B of these Regulations to be attained.
  - b. promote academic development. Students must satisfy the requirements set out in the *Nederlands Kwalificatieraamwerk Hoger Onderwijs* [Dutch National Qualifications Framework for Higher Education], which distinguishes the following indicators with regard to the first cycle (Bachelor's phase):
    - Knowledge and understanding

- Applying knowledge and understanding
  - Making judgements
  - Communication
  - Learning skills
- c. prepare students for a further study career. Students become familiar with the theory and practice of academic research from the very start of their Bachelor's degree programme.

### **Article 3.2 – Type of degree programme**

The degree programme is full time. Article 1.1 of these Regulations lists the degree programmes that can also be followed in part-time mode.

### **Article 3.3 – Student workload**

1. The degree programme has a student workload of 180 ECTS credit points.
2. The propaedeutic phase has a student workload of 60 ECTS credit points.
3. The student workload is expressed in whole ECTS credit points.

### **Article 3.4 – Conditions for awarding a University of Groningen degree**

Students can only be awarded a Bachelor's degree for the degree programme if at least half of the programme was followed at the University of Groningen during the student's period of registration as a student at the University of Groningen.

### **Article 3.5 – Organization and final assessments of the degree programme**

1. The degree programme is divided into a propaedeutic phase and a post-propaedeutic phase. The entire degree programme consists of a Major and a Minor.
2. The programme is concluded by a final Bachelor's assessment.

### **Article 3.6 – Participation in course units**

1. All registered students must specify the course units they wish to follow in ProgRESS WWW before the academic year begins. The periods during which students can register are set annually by the Faculty. In principle, students can register for up to 30 ECTS credit points per semester. The Director of Studies may grant students exemption from this rule on the recommendation of the study advisor of the relevant degree programme.
2. Students who enrol for a course unit will automatically be enrolled in all the examinations and tests for that course unit.
3. Admission to course units is arranged according to predefined and published admission criteria and priority regulations. Students who are registered for the degree programme will be given priority for the compulsory course units in their Major. If a seminar course unit is oversubscribed, students will be admitted based on the order of registration, bearing in mind the entry requirements for the course unit and the phase the student is in.

### **Article 3.7 – Attendance requirement for seminars**

1. A minimum attendance rate of 80% applies to seminar course units. The exact conditions for successfully passing a seminar course unit are included in the syllabus for the course unit in question.
2. In the event of absence of up to 20%, the lecturer may stipulate replacement assignments. Absence of more than 20% will result in the student being barred from further participation in the course unit and from the examination, and an N-A registration. Notification of absence from a seminar must always be supported by reasons communicated to the lecturer. Anyone who misses the first two seminars without reason will lose the right to participate.

3. Students who satisfy the 80% attendance requirement but not the other requirements referred to in Article 3.7.1 in principle need only retake the test or examination in the next academic year and do not have to satisfy the 80% attendance requirement again. However, if the content of the seminar course unit for the following year is significantly different, students must retake the course unit. Decisions in such cases are taken by the Board of Examiners.

### **Article 3.8 – Structure of the propaedeutic phase**

The propaedeutic phase comprises a total of 60 ECTS credit points in Major course units. The course units in the propaedeutic phase have a student workload of 5 or 10 ECTS. Concrete details with regard to the composition of each phase of the programme can be found in Part B of these Teaching and Examination Regulations.

### **Article 3.9 – Composition of the post-propaedeutic phase**

The post-propaedeutic phase comprises a total of 120 ECTS credit points, including 90 ECTS in Major course units and a 30 ECTS Minor. The course units in the post-propaedeutic phase have a student workload of 5 or 10 ECTS. Concrete details with regard to the composition of each phase of the programme can be found in Part B of these Teaching and Examination Regulations.

### **Article 3.10 – Study period abroad**

Students will be able to follow course units in the post-propaedeutic phase worth a total of at least 30 ECTS credit points at a partner university abroad. These course units must be approved in advance by the Board of Examiners in the form of a learning agreement. This learning agreement must be signed by the Board of Examiners, the student and a representative of the other institution. If any changes are made to the programme, the learning agreement must be updated and signed again by the parties listed above.

### **Article 3.11 – Open Degree Programme**

Students may choose to follow a degree programme's Open Degree Programme, which deviates from the regular specialization(s) of the degree programme. An Open Degree Programme must always be approved in advance by the Board of Examiners of the degree programme in which the student is registered. Any further conditions with regard to the Open Degree Programme will be set out in Part B of these Regulations.

### **Article 3.12 – Two or more Bachelor's degree programmes**

Students who have followed two or more degree programmes must have taken and passed separate course units covering at least 50% of the programme, including the thesis, in order to gain degrees for both or all programmes. A separate thesis must be written for each degree programme.

## **SECTION 4 STUDY PROGRESS AND STUDY ADVICE IN THE PROPAEDEUTIC PHASE**

### **Article 4.1 – Preliminary study advice**

1. Halfway through the first semester of the first year of registration in the propaedeutic phase of the degree programme, students will receive a study progress overview specifying the student workload realized thus far.
2. Students will receive a written preliminary study advice as soon as possible **after the first semester**, and in any case before 1 March.

3. The preliminary study advice should be considered as a warning if there is a question of insufficient study progress, giving students the chance to improve their performance.
4. If the study progress is insufficient to such an extent that the student cannot reasonably be expected to satisfy the conditions for receiving a positive study advice within the meaning of Articles 4.2.2 a and b, the student will be invited to a meeting with the study advisor. The aim of the meeting is to discuss the student's study habits, to reassess the choice of degree programme and if necessary to refer him or her to a different degree programme.

#### **Article 4.2 – Definitive study advice**

1. Students must earn at least 45 ECTS credit points in their first year of registration in the propaedeutic phase of the degree programme. This threshold is known as the BSA threshold.
2. A definitive study advice is issued at **the end of the first year** of study, by 31 July at the latest. This can be either:
  - a. positive, for students who have earned at least 45 ECTS (*or 20 ECTS for part-time students*) in the propaedeutic programme
  - b. negative, for students who have earned fewer than 45 ECTS (*or 20 ECTS for part-time students*) in the propaedeutic programme. This study advice is binding for students (BSA) in accordance with Article 7.8b.3 of the Act.
3. In the event that the preliminary study results are insufficient to such an extent that the student cannot reasonably be expected to pass the 45 ECTS (or 20 ECTS for part-time students) threshold by the the end of the first year of study, a binding (negative) study advice may be issued subsequently to the preliminary study advice as referred to in Article 4.1 before the end of the academic year. This may also be at the request of the student. The procedure described in Article 4.5 will apply.
4.
  - a. The Faculty Board will take extraordinary circumstances as referred to in Article 4.4 into account in its decision on which study advice to issue in the first year of registration.
  - b. Notwithstanding the stipulations in Article 4.2.2, if no assessment can be made with regard to a student's suitability for the degree programme due to personal circumstances in the first year, the assessment may be postponed until a later date within the propaedeutic phase. An adapted BSA threshold may be agreed upon in such cases.
  - c. In the event of structural circumstances, for example in case of a disability, the BSA threshold can be lowered.

#### **Article 4.3 – Exceptions to the definitive study advice**

##### **Multiple degree programmes at the University of Groningen**

1. Students who are registered for the propaedeutic phase of two or more University of Groningen degree programmes in their first year of registration and by the end of the year satisfy the BSA threshold as referred to in Article 4.2.1 for one degree programme will not have to satisfy the BSA threshold for the other programme(s) in that year. Once a student has successfully completed the propaedeutic phase of one degree programme, the student is exempt from the BSA requirements for the other programmes.

##### **Propaedeutic certificate previously gained elsewhere**

2. Students who have already passed the propaedeutic phase of a degree programme at the University of Groningen or another Dutch university, or (for degree programmes that do not issue propaedeutic certificates) who have earned 60 ECTS credit points in the first year as assessed by the Board of Examiners, will not fall under the BSA system for the degree programme for which they enrol in the propaedeutic phase.

##### **Deregistration before 1 March**

3. No definitive study advice will be issued to students who submit a request for deregistration before or as of 1 March of their first year of registration. The procedure as set out in Article 4.1 will apply again to students who reregister in a subsequent academic year. The BSA regulations for the academic year in which they re-register will then apply.

#### **Article 4.4 – Extraordinary circumstances**

1. When deciding whether to issue a binding (negative) study advice, the Faculty Board will take a student's extraordinary or personal circumstances into account at that student's request. On the



basis of this, the Faculty Board can decide to adjust the BSA threshold or postpone the study advice. The evaluation of extraordinary circumstances will also take into account the student's study behaviour, the agreements made and/or the study plan drawn up in consultation with the study advisor, when the extraordinary circumstances were reported and the study results achieved by the end of the first year of study.

2. Students must report extraordinary circumstances to the study advisor as soon as possible in order to ensure optimum support. The Faculty BSA Committee decides on postponed advice or an adjustment to the BSA threshold on the request of the student. Students must also report to the study advisor as soon as possible if they are unable to complete the study plan made in consultation with the study advisor based on the original or adapted BSA threshold.
3. If no assessment can be made at the end of the first year with regard to a student's suitability for the degree programme, the assessment may only be postponed until a later date within the propaedeutic phase due to extraordinary circumstances as referred to in Article 4.4.1.
4. If the study advice is postponed, the definitive study advice will be issued no later than by the **end of the second year of registration** for the degree programme, by 31 July at the latest
  - a. This advice will be positive if the (possibly adapted) BSA threshold has been passed.
  - b. The advice will be negative (and binding) if the student in question still fails to pass the (possibly adapted) BSA threshold by the end of the propaedeutic phase.
5. All students whose study advice has been postponed (whether or not combined with an adaptation of their BSA threshold) must make a study plan in consultation with their study advisor, comprising at least the following:
  - a. the propaedeutic course units that have not yet been passed with a related time line
  - b. the post-propaedeutic course units that may be followed in addition to the course units listed under a.
6. Circumstances as referred to in Article 4.4.1 do not automatically lead to a successful application for a grant from the Graduation Fund.

#### **Article 4.5 – Procedure for issuing a definitive study advice**

1. The definitive study advice is issued by the Faculty Board on behalf of the Board of the University. The decision will also state the applicable safeguards of legal rights.
2. Before a binding (negative) study advice is issued, students will receive notice of the intention to issue one, after which they will be given the opportunity to put their case to the Faculty Board or its representative.

#### **Article 4.6 – Consequences of a binding (negative) study advice**

1. Students who have received a binding (negative) study advice may not register for the degree programme for a period of 2 *academic years* from 1 September of the next academic year.
2. Students who have been issued a binding (negative) study advice are not permitted to follow course units in this degree programme via a different degree programme or educational institution in order to avoid the consequences of their binding (negative) study advice. No exemptions will be granted for course units completed in this way, nor will such completed course units be recognized within the framework of the degree programme in any other way.

#### **Article 4.7 – Consequences of a positive study advice**

1. Holders of a positive study advice for the degree programme in question will be admitted to the post-propaedeutic phase of the degree programme.
2. Notwithstanding Article 5.1.1, the requirement that a previous course unit must have been successfully completed may apply to some individual course units. This compulsory order of course units is set out in Article 6.1 of Part B of these Teaching and Examination Regulations.
3. Admission does not apply to the Minor of the degree programme – this requires the successful completion of the full propaedeutic phase.

## **SECTION 5 ADMISSION TO THE SECOND YEAR OF THE DEGREE PROGRAMME, THE POST-PROPAEDEUTIC PHASE**

### **Article 5.1 – Admission to the post-propaedeutic phase**

To be admitted to the post-propaedeutic phase of the degree programme, as assessed by the Admissions Board, students must:

1. hold a propaedeutic certificate, or in the absence of this, have successfully completed 60 ECTS in the first year of a related degree programme.
2. The Admissions Board may grant exemption to the requirements noted in Article 5.1.1 if the student has a diploma received in or outside the Netherlands, if this diploma is equivalent to the propaedeutic certificate outlined in Article 5.5.1 as assessed by the Admissions Board.

### **Article 5.2 – Admission to the post-propaedeutic phase: hardship clause**

The Board of Examiners may deviate from the stipulations of Article 5.1 in situations where changes to the curriculum or educational force majeure would demonstrably lead to a situation of unfairness of an overriding nature. This is only possible in unique personal circumstances that are so unusual that admission cannot in all reasonableness be denied.

## **SECTION 6 MINORS AND THE HONOURS PROGRAMME**

### **Article 6.1 – Minors**

1. As stated in Articles 3.8 and 3.9, the Major and Minor have the following student workloads:
  - a. The Major comprises 150 ECTS credit points.
  - b. The Faculty Minor comprises 30 ECTS.
2. Course units, including Minors, that students of the degree programme follow in other degree programmes or at other faculties or institutes of higher education are subject to the authority of the Board of Examiners of the degree programme that is responsible for the assessment.
3. Course units, including Minors, in the degree programme, followed by students of other degree programmes, faculties or higher education institutions, are subject to the authority of the Board of Examiners of the degree programme.
4. The student must choose one of the following Minors:

#### **a. the Career Minor**

The Career Minor comprises two parts: part 1 15 ECTS orientation and part 2 15 ECTS placement, working in project teams or entrepreneurship.

**b. a degree programme-specific placement** of 15 ECTS supplemented by course units from the Faculty or University Minor totalling 15 ECTS. The student must find this placement themselves. To do a placement, the student must have previously participated in two Career Services workshops.

#### **c. the Minor abroad**

In order to participate in the Minor abroad, the student must:

- participate in the pre-departure workshop in Intercultural Competences organized by the UG Language Centre before departing to the host country
- present a Learning Agreement for approval by the Board of Examiners of the relevant Bachelor's degree programme.

#### **d. a Faculty Minor**

An overview of all the Faculty Minors offered by the Faculty is included in Appendix 1 of this OER.

#### **e. a University Minor**

**f. the Teacher Training Minor** (only intended for Dutch-speaking students of History, European Languages and Cultures (tracks *Taal en Maatschappij* and *Cultuur en Literatuur*), English Language and Culture, Classical Studies, Minorities & Multilingualism (Frisian track) and Dutch Language and Culture).

5. The admission requirement of all Minors is a completed propaedeutic phase, with the exception of the Teacher Training Minor, for which 80 ECTS from the Major must be obtained.
6. If the student is registered for two Bachelor's degree programmes, the same Minor can be applied to both degree programmes.
7. Previously obtained ECTS credits may in principle not be used to replace or grant exemption from course units within the Minor.

### **Article 6.2 – Honours College Bachelor's programme**

1. The Faculty participates in the Honours programme organized by the University of Groningen Honours College. The Honours College Bachelor's programme does not form part of the regular Bachelor's curriculum.
2. Students admitted to one of the Bachelor's degree programmes offered by the Faculty can participate in the Honours College Bachelor's programme if they are selected by the Dean of the University of Groningen Honours College. Please consult the Teaching and Examination Regulations of the University of Groningen Honours College for the selection procedure.
3. The Honours College Bachelor's programme has a total student workload of 45 ECTS credit points, distributed over the three years of the Bachelor's programme. The Honours College Bachelor's programme, including the deepening Faculty part, is subject to the Teaching and Examination Regulations of the University of Groningen Honours College.
4.
  - a. The Honours programme does not form part of the regular Bachelor's curriculum. The results and marks do not count towards the awarding of an honours predicate for the Bachelor's programme.
  - b. The Diploma Supplement that accompanies the Bachelor's degree certificate will also list the results gained in the Bachelor's Honours programme.

## **SECTION 7 TESTS AND EXAMINATIONS OF THE DEGREE PROGRAMME**

### **Article 7.1 – General**

1. Every course unit has a test or examination.
2. The test or examination assesses students' academic development and mastery of the learning outcomes of the course unit.
3. Tests and examinations are marked on a scale of 1.0 to 10.0. The final result of a course unit is expressed in a mark to no more than 1 decimal point. A mark of 5.5 or higher is a pass, any mark lower than 5.5 is a fail. If the final mark is calculated on the basis of several tests, the partial marks used in the calculation must not be rounded off.
4. If the calculation results in a mark with two or more decimal points, mathematical rounding rules must be used to round off the mark to one decimal point. An exception to this rule applies to marks between 5.45 and 5.49, which are rounded down to 5.4.
5. All lawfully taken examinations are marked.
6. A thesis is considered to be passed if it is awarded a non-rounded-off mark of at least 6.0.
7. An N-A registration will be recorded for any test or examination that is not taken.
8. The Board of Examiners referred to in Section 7 is always the Board of Examiners for the degree programme that sets the tests and examinations.
9. The Board of Examiners for the degree programme setting the examinations as referred to in Article 7.1.8 is authorized to assess tests and examinations, deal with any complaints and decide upon requests for alternative exam regulations.

### **Article 7.2 – Examination frequency and periods**

1. There will be at least two opportunities a year to sit examinations. For partial examinations, one resit covering all the material may be opted for.
2. The periods in which examinations or partial examinations are held are listed in the Assessment Plan and the syllabus.
3. The Board of Examiners will make a decision with regard to examinations for course units that are not taught in the relevant academic year.
4. Transitional provisions apply to examinations for course units that are no longer offered due to programme changes. These transitional provisions can be found in an Appendix to Part B of these Regulations.
5. Such resit regulations are set out in the syllabus, explaining the measures available to students who fail certain course units.

### **Article 7.3 – Assessment of placement or research assignment**

Placements and research assignments are assessed by the placement supervisor from the degree programme who has been appointed as examiner by the Board of Examiners, in consultation with the supervisor at the host institution and the end client.

### **Article 7.4 – Thesis/final assignment**

1. A thesis/final assignment can only be used for one degree programme. No exemptions are granted for a thesis/final assignment based on a thesis/final assignment written within a different degree programme.
2. Every student is individually assessed on their thesis/final assessment.
3. Part B of these Teaching and Examination Regulations sets out the language requirements for theses/final assignments.
4. Article 8.2.6 on the storage period for theses and final assignments applies.
5. Students will be given the opportunity to write a thesis/final assignment at least twice per academic year.
6. The period(s) during which students can write their thesis/final assignment will be published in the Student Handbook, the Assessment Plan and Ocasys.
7. The thesis/final assignment will be assessed by the supervisor and a second assessor. In the event that these two assessors are unable to come to a joint assessment, the Board of Examiners will appoint a third assessor and determine how the final assessment will be reached.
8. If, by the end of the period referred to in Article 7.4.5, the assessor(s) is/are of the opinion that the thesis/final assignment cannot be awarded a pass mark, the student will be given one opportunity to remedy the work in order to be awarded a pass mark within a timeframe defined by the degree programme. If the revised work cannot be awarded a pass mark, the student will have to complete a new thesis/final assignment with a new topic and a different supervisor.
9. More detailed regulations on the design, content, timeframe and assessment of the thesis can be found in the Bachelor's Thesis Protocol. This regulation is included as an appendix to this OER. The appendix is an integral part of this OER.
10. The Board of Examiners is the only body that can deviate from the provisions of this Article at the written request of a student.

### **Article 7.5 – Mode of assessment**

1. The mode of assessment for each course unit is set out in the syllabus. The guiding principle is the Assessment Plan, which is included as an Appendix to these Regulations.
2. At a student's written request, the Board of Examiners may allow an examination to be taken in a form different from that stated above.
3. The Board of Examiners may also grant exemption from active participation in a course unit. In such cases, the Board of Examiners will require the activities connected to the course unit in question to be performed in a different way, to be determined by the Board of Examiners.

4. If no mode of assessment is listed for a course unit in these Regulations because the course unit is not taught in the programme, then the relevant Teaching and Examination Regulations for that course unit will apply.
5. Mock versions of each examination will be made available for students to practise.

#### **Article 7.6 – Request for an additional resit**

1. Students may submit a request for an additional resit to the Board of Examiners.
2. Such a request may be granted if the student in question failed the relevant exam due to extraordinary circumstances and if not granting the request for an additional resit would result in unacceptable study delay.
3. The following criteria apply to granting a request for an additional resit for the last course unit in the degree programme:
  - it must be the last examination result needed
  - not granting the request would result in study delay of at least one semester
  - the examinee must have taken the last two regular exam opportunities for the course unit in question and have gained, in principle, at least a mark of 4.0.

#### **Article 7.7 – Partial examinations**

The weighting of partial examinations and the determination of marks is set out in the syllabus of the relevant course unit.

#### **Article 7.8 – Examination provisions in special circumstances**

1. Contrary to the provisions of Article 7.2, the Board of Examiners may decide to grant a student an individual examination provision in the event of an ‘exceptional instance of unfairness of an overriding nature’.
2. Requests for individual examination provisions, including substantiation and documentary evidence, must be submitted to the Board of Examiners as soon as possible.

#### **Article 7.9 – Examinations and functional impairments**

1. 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 handicap. If necessary, the Board of Examiners will seek expert advice from a student counsellor of the Student Service Centre (SSC) before making a decision.
2. With regard to examinations for electives taken at other degree programmes by students with a functional impairment, the Board of Examiners of the degree programme that sets the examination will comply with the facilities permitted by the Board of Examiners of the degree programme for which the student has registered.

#### **Article 7.10 – Oral examinations**

1. Oral examinations are public, unless the Board of Examiners or the relevant examiner stipulates otherwise or the student objects to the public nature of the examination due to extraordinary circumstances. A second examiner may attend the oral examination at the request of the student or the examiner.
2. Oral examinations will be recorded in a written report or by means of an audio recording. The presence of a second examiner during the oral examination is required if the examination is recorded in written form.

#### **Article 7.11 – Examination procedure**

1. The duration of the examination depends on the nature of the examination and will be set by the Board of Examiners.
2. The invigilator will provide all paper for the exam answers. No other paper may be used.
3. All required personal details must be filled in clearly and completely on the answer sheets.
4. Whether or not the exam papers and draft answer sheets may be taken home after the exam will be decided by the examiner or the invigilator on their behalf.
5. Students who are late will only be admitted to the examination hall up to half an hour after the examination starts. Students are not allowed to leave the examination room during this first half hour.
6. Students may not visit the toilet during the first or last half hour of the exam.
7. Students are not allowed to communicate with each other or to exchange paper or other materials during the exam.
8. All electronic communication devices must be switched off and may not be taken to the toilet.
9. Students sign in for the exam when handing in the exam papers to the invigilator.
10. Students must follow all the instructions of the invigilators before, during and immediately after the examination. If they do not, they may be excluded from further participation. Being excluded means that no result will be recorded for the examination and an N-A registration will be recorded instead.

### **Article 7.12 – Exemptions**

1. At a student's request, the Board of Examiners, having discussed the matter with the examiner in question, may grant exemption from an examination or part thereof, upon stating the grounds for such a decision and on condition that the student:
  - a. has completed part of a university or higher vocational degree in the Netherlands or abroad that is equivalent in content and level
  - b. can demonstrate by work experience that the student has sufficient knowledge and skills with respect to the course unit in question.
2. The validity period of exemptions granted for course units or parts thereof is identical to that of examination results.

### **Article 7.13 – Replacements and electives followed elsewhere**

1. Based on a well-founded request by a student, the Board of Examiners may grant prior permission to replace one or more course units in the examination programme by one or more other course units offered by the University of Groningen or another university in the Netherlands or abroad that dovetail well with the degree programme.
2. When assessing such a request, the Board of Examiners will in any case evaluate the coherence of the set of course units (or part thereof) and the level of the course units followed.

### **Article 7.14 – Marking of examinations and publication of marks**

1. After an oral examination, the examiner will assess the examination as soon as possible, within one week at the latest, and provide the student with a statement upon request.
2. The maximum time permitted for marking written examinations in the first year of the Bachelor's phase is ten working days after the day of the examination or the day a written assignment is handed in.
3. The written examinations for the second and third years must also be marked within ten working days, although in the case of an examination with essay questions taken by more than 50 students, this term is extended to fifteen working days.
4. If an examination is taken in a form other than oral or written, the Board of Examiners will determine in advance how and when students will receive written confirmation of the result.
5. In special cases, the Board of Examiners may deviate from the above stipulations.
6. The written confirmation of the result of an examination will also inform students of their right of inspection, as stipulated in Article 7.17.1, as well as their right to appeal.
7. A course unit or examination that has been passed may not be taken again.

8. 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 date on which the result was announced.

#### **Article 7.15 – Removal of results obtained**

1. It is possible for students to have results that they have obtained for a course unit removed from the degree programme administration. Removal of results is only possible for course units that are completed with a written examination. Only this final examination can then be resat.
2. This regulation is only possible for students who are registered for a full-time Bachelor's degree programme at the Faculty of Arts.
3. Requests for removing a result must be submitted to the Office for Student Affairs within 10 days of the publication of the final mark. If the inspection of the marked examination papers takes place after this period, the removal of a result must be requested within one day of the inspection and include proof of the inspection date.
4. For students in the first year of the Bachelor's degree programme, requests for the removal of a result obtained during the final resit week must be submitted no later than three days after the publication of the final mark.
5. A request for the removal of a result cannot be undone.
6. By removing a result, the assessment is formally seen as not having taken place.
7. Students can submit a limited number of requests for the removal of a result: a maximum of once per course unit, once per year of the Bachelor's programme and three times per Bachelor's degree programme.

#### **Article 7.16 – Validity**

1. Completed course units remain valid **indefinitely**.
2. Contrary to the provisions of Article 7.16.1, the Board of Examiners may decide that the validity of a course unit is limited. On the assessment of the Board of Examiners, this limitation may only be granted if the knowledge, understanding and/or skills of a student are demonstrably outdated. In this case, the Board of Examiners may decide to require a student to take a supplementary or substitute examination, before allowing the student to progress to the final assessment.
3. The validity term can be extended in the event of extraordinary personal circumstances in accordance with the criteria applied by the Graduation Fund. For students who are receiving financial support from the Graduation Fund, the extended validity term will be the period during which they receive support. The Board of Examiners will set the validity term for students who are not receiving financial support from the Graduation Fund.
4. The results of partial examinations and assignments passed within a course unit that has not been successfully completed will lapse at the end of the academic year in which they were passed.

#### **Article 7.17 – Right of inspection**

1. On request, students have the right to inspect their marked work under supervision during a period of at least six weeks after the results of a written examination have been made known.
2. Within the timeframe stipulated in Article 7.17.1, any participant in the examination may request that they be allowed to peruse the examination paper as well as the assessment norms and criteria.
3. The examiner can determine that inspection or perusal of examination papers will take place at a certain place and at a certain time that falls within the timeframe stipulated in Article 7.17.1. If the student concerned can show that they were prevented by force majeure from attending at the indicated places and times, they will be offered another opportunity, if possible within the period stated in Article 7.17.1.

### **Article 7.18 – Board of Examiners**

1. The Board of Examiners is the body that determines, in an objective and expert manner, whether a student meets the requirements specified in the Teaching and Examination Regulations with regard to the knowledge, understanding and skills that are required to obtain a degree.
2. The composition and duties of the Board of Examiners are set out in the Faculty Regulations for the Faculty of Arts.

### **Article 7.19 – Cheating (incl. plagiarism)**

1. The Netherlands Code of Conduct for Academic Integrity of the Association of Universities in the Netherlands (VNSU) applies.
2. Cheating is an intentional or unintentional act or omission by a student that partly or wholly hinders the forming of a correct assessment of his or her own or someone else's knowledge, understanding and skills.
3. Cheating also includes plagiarism, which means copying someone else's or one's own knowledge, understanding and skills without correct reference to the source.
4. In the event of cheating or plagiarism during an examination, the examiner may ban the examinee from further participation in the examination.
5. In the event of cheating or plagiarism in an examination or practical exercise, the examiner may exclude the examinee from participation in one or more examinations or final assessments to be determined by the Board of Examiners, for a period of time also to be determined by the Board of Examiners with a maximum of one year.
6. The Board of Examiners will make a decision concerning a ban based on the written report by the examiner about the cheating or plagiarism discovered by him/her, and after hearing the examinee's side of the story.
7. A ban means that no result will be awarded for the examination or practical exercise in question and an N-A registration will be recorded instead.

### **Article 7.20 – Refusal of registration (Iudicium Abeundi)**

1. In cases of serious objectionable behaviour and/or remarks by a student, the Board of the University can in certain extraordinary cases, after advice from the Board of Examiners or from the Faculty Board, decide to terminate the registration 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 the student to be unsuitable for one or more of the professions for which they are being trained in their degree programme, or for the practical preparation for that profession. In such cases the Faculty Board, the Board of Examiners and the Board of the University will follow the *Protocol Iudicium Abeundi* [protocol for termination of registration] as approved by the *Nederlandse Federatie van Universitaire Medische Centra* [Netherlands Federation of University Medical Centres].
2. The stipulations in the University of Groningen Regulations for Registration and Tuition Fees apply.

### **Article 7.21 – 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.



## **SECTION 8 FINAL ASSESSMENT OF THE DEGREE PROGRAMME**

### **Article 8.1 – Degree certificate application**

1. The degree programme is concluded with a final assessment.
2. Students who have passed all the examinations for the degree programme, or have satisfied the requirements for all parts of the programme approved by the Board of Examiners, will be declared to have satisfied all the examination requirements by the Board of Examiners after two weeks of passing the final assessment. The examination date entered on the certificate by the Board of Examiners is the date on which the student is deemed by the Board to have satisfied the final assessment requirements.
3. If there is a reason for the student to not yet be declared as having satisfied all examination requirements, the student must notify the Board of Examiners of this within two weeks via the Office for Student Affairs (bsz.let@rug.nl). After these two weeks, the examination date entered on the certificate will be definitively determined.

### **Article 8.2 – Result of the final assessment**

1. a. On the condition that the student's individual study programme has been approved, the Board of Examiners will determine the result of the final assessment as soon as the student has successfully completed all the required course units. The Board of Examiners may define terms to this end. By determining the result of the final assessment, the Board of Examiners confirms that the student has achieved the learning outcomes formulated in Article 3.1 of Part B of these Teaching and Examination Regulations.  
b. If a student exceeds the relevant deadlines for approval of the study programme referred to under a., the Board of Examiners may postpone the student's graduation date. This date may be in the academic year following the year in which the last examination was passed.
2. Before the result of the final assessment can be determined, the Board of Examiners may decide to test the student's knowledge of one or more course units or components of the degree programme, if and inasmuch as the marks for these course units provide a reason for doing so.
3. By determining the result of the final assessment, the Board of Examiners also commits itself to a speedy processing of the issuing of the certificate.
4. The graduation date is the date on which the final assessment is passed, as determined by the Board of Examiners in accordance with the provisions of Article 8.2.1, and not the date on which the degree certificate is presented to the student.
5. The successfully passed final assessment as referred to in Article 8.2.1, and all assignments submitted within the framework of this assessment, will be kept on file by the Faculty Board for a period of at least 7 years.

### **Article 8.3 – Degree certificate**

1. Students will receive a certificate issued by the Board of Examiners as proof that they have passed the final assessment. Even if a student successfully completes more than one specialization within a degree programme, they will receive only one degree certificate.
2. The Board of Examiners will issue an International Diploma Supplement with each degree certificate.
3. If relevant, the results obtained in the Honours College Bachelor's programme will also be stated in the Diploma Supplement that accompanies the Bachelor's degree certificate in accordance with Article 6.3.4b.

### **Article 8.4 – Degree**

1. Students who have satisfied all the requirements of the final assessment will be awarded the degree 'Bachelor of Arts', with the exception of students who pass the final assessment of the Bachelor's degree programme in Information Science, who are awarded the degree 'Bachelor of Science'.
2. The degree awarded will be registered on the degree certificate.

### **Article 8.5 – Honours ('Cum Laude'/'Summa Cum Laude')**

1. The Board of Examiners shall determine whether or not the Bachelor's degree certificate will be awarded an honours predicate.
2. The following conditions apply:
  - a) The mark for the thesis must satisfy the following minimum conditions:
    - i. 'Cum laude': the mark for the thesis must be at least 8.0
    - ii. 'Summa cum laude': the mark for the thesis must be at least 9.0
  - b) The weighted average (not rounded off) for all course units, excluding the thesis, within the examination programme approved by the Board of Examiners must be:
    - i. greater than or equal to 8.0 for 'Cum laude'
    - ii. greater than or equal to 9.0 for 'Summa cum laude'
3. No honours will be awarded if the student workload of the exemptions in ECTS credit points is more than half the total number of ECTS for the degree programme.
4. Honours may only be awarded if the examinations for the course units were only taken once (an N-A registration will not affect this).
5. Honours may only be awarded if no single course unit was awarded a mark less than 7.0.
6. No honours are awarded if a decision by the Board of Examiners has been taken to the effect that a student is no longer eligible for an honours predicate because cheating/plagiarism has been detected.
7. In certain circumstances, the Board of Examiners may depart from the provisions set out in Articles 8.5.2-6.

### **Article 8.6 – Assessment Plan**

An Assessment Plan for the degree programme has been approved by the Faculty Board. The Assessment Plan is attached as an appendix to the OER and is published on the Faculty website. It comprises the following components:

1. the learning outcomes of the degree programme
2. the course units of the degree programme and the learning outcomes of each course unit
3. the relationship between course units and learning outcomes
4. the assessment mode to be used and the assessment moments for each course unit
5. the test design and assessment procedures and assessment criteria used
6. the right of inspection
7. who is/are responsible for the implementation of the various components of the assessment policy
8. the organization of regular evaluation.

## **SECTION 9 STUDY PROGRESS SUPERVISION**

### **Article 9.1 – Study progress administration**

1. The Faculty Board is responsible for registering the individual results of students.
2. Students can consult their study results online via ProGRESS WWW.
3. Students may request a certified printout of their study results from the Office for Student Affairs.

### **Article 9.2 – Study progress supervision**

The Faculty Board will organize the introduction and the study progress supervision for students enrolled in the degree programme, partly to promote their progress and also with a view to potential study options within and outside the degree programme.

## **SECTION 10 TRANSITIONAL AND FINAL PROVISIONS**

### **Article 10.1 – Amendments**

1. Any amendments to Part A of these Regulations will, after due consultation with and, if necessary, upon the approval of the Faculty Council, be confirmed by the Faculty Board in a separate decree.
2. Any amendments to Part B of these Regulations will, following a recommendation by and/or upon the approval of the Programme Committee and after due consultation with and, if necessary, upon the approval of the Faculty Council, be confirmed by the Faculty Board in a separate decree.
3. Any amendment to these Regulations will not apply to the current academic year, unless it may reasonably be assumed that the amendment will not harm the interests of students.
4. In addition, the Board of Examiners may not take any decisions under these regulations that would be to the disadvantage of students.

### **Article 10.2 – Publication**

1. The Faculty Board will duly publish these Regulations, the Rules and Regulations formulated by the Board of Examiners, and any amendments to these documents.
2. Copies of the documents referred to in Article 10.2.1 are available from the Faculty Office. These documents can also be found on the Faculty website through the Student Portal.

### **Article 10.3 – Evaluation**

The Faculty Board ensures that the regulations stipulated in this OER are regularly evaluated and considers the time commitment demanded of the student as a result of each regulation in order to monitor and, if necessary, adjust the student workload.

### **Article 10.4 – Entry into force**

These Regulations will take effect on 1 September 2019.

These Regulations were established by the Board of the Faculty of Arts on 9 July 2019 upon the approval of the consultative participation bodies assigned in accordance with the WHW.