

# **Rules and Regulations**

**FASoS Bachelor's programmes**

**FASoS Pre-master's programmes**

**FASoS Minor programmes**

**FASoS Master's programmes**

**2021-2022**

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## **Applicability of the Rules and Regulations**

These Rules and Regulations (R&R) are an overarching document for all FASoS bachelor's and master's programmes.

However, parts of the R&R relate only to the BA Education and Examination Regulations (EER), and within certain articles some provisions only apply to a specific programme. The exact applicability of every provision is indicated in the titles of the R&R articles, and if necessary it is further specified within the relevant article.

These R&R also apply to all students who participate in the education delivered by FASoS at BA and MA level, thus also to:

- students from other programmes, faculties or institutions of higher education, insofar as they follow components of the FASoS programme;
- students in the FASoS pre-master's programmes and minor programmes;
- students in the interfaculty BSc Global Studies (BSc GS).

The R&R were adopted by the FASoS Board of Examiners on 30 June 2021. The regulations will take effect on 1 September 2021, and hence will be fully applicable in academic year 2021/2022.

## **Part I. Assessment**

### **Article 1 Board of Examiners**

According to the Higher Education and Scientific Research Act/*Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek* (from here on referred to as the WHW) the Board of Examiners (BoE) is an independent and qualified committee within the higher educational institution.

The BoE is composed of a Chair, a Vice-Chair, general members and at least one external, non-FASoS member.

The BoE is responsible for guaranteeing the quality of the examination (including all intermediate tests/exams and the final work) as well as for warranting the FASoS diplomas (Article 7.12b of the WHW). The BoE monitors the FASoS examinations quality assurance system which guarantees attainment of the programmes' final qualifications.

The BoE has mandated the quality assurance of intermediate/regular tests to the coordinators (i.e. responsible examiners), and of the graduation procedure to the Exam Administration. It issues guidelines and stipulates the leading principles that have to be observed by the examiners when conducting and grading exams, and by the Exam Administration when registering grades and issuing diplomas. The Statute of the BoE presents more details about the composition and tasks of the BoE; it is available on the FASoS staff intranet.

### **Article 2 Responsible examiners**

The coordinators (who are simultaneously appointed as 'responsible examiners') are the primary responsible for designing, conducting and grading of the exams within the course. They are also the ones who ensure and monitor the overall consistency in the assessment work of the different tutors.

Each coordinator is appointed by the FASoS Dean, explicitly and in writing. The responsible examiners are appointed by the BoE per course or per cluster of courses (BSc Global Studies). The responsible examiners are obliged to report all information regarding their exams and the performed assessment to the BoE. In addition, the responsible examiners must instruct the tutors. Check the policy document 'Appointment of Examiners at FASoS' for more details about the appointment of responsible examiners; it is available on the FASoS staff intranet.

### **Article 3 Exam Administration**

The FASoS Exam Administration, a department in the FASoS Office of Student Affairs, is mandated by the BoE to organise intermediate/regular exams, to register exam grades, to conduct the graduation procedure and to maintain the FASoS examination archive.

### **Article 4 Exams and organisation of exams**

This section presents the main rules and regulations regarding all exams except final work (for final work provisions, see Article 5 below).

FASoS employs a variety of exam formats, including closed books exams which usually take place in the MECC. Exceptionally, exams may take place in another location. The UM

Rules of Procedure for Examinations (available on the FASoS staff and student intranet) apply to all written, collective exams and all students, including students with special arrangements.

Plagiarism checks should be performed at all times, particularly for all FASoS electronically submitted exams. All digitally submitted exams are uploaded on the Student Portal for a plagiarism check. The plagiarism reports are evaluated by the respective examiners on a case-by-case basis.

Due dates for electronic submissions should be set on working days and within working hours (9:00 to 17:00 hrs; the norm at FASoS is 16:00 hrs).

FASoS archives submitted exams (students' answers/products) for two years, and final work for seven years.

The coordinators (responsible examiners) are responsible for the format, content and grading of the intermediate/regular exams; they act according to the general FASoS assessment policy, the BoE assessment principles for examiners (see Article 10 below), the suggestions for improvement posed by the respective Programme Committee, and instructions from the educational programme's management. The exam criteria, format and content of the exams are specified in the course book.

The responsible examiner determines the result of an exam and provides the Exam Administration with the necessary information to administer the result within 13 working days of the date on which the exam was taken, not counting that day. The Exam Administration will publish the results of the course exam on the Student Portal within 15 working days of the date on which it was taken, not counting that day.

## **Article 5 Final work**

The definition of final work is presented in the EER of the respective programme.

At FASoS, final work is structurally organised as modules (i.e. two regular exam chances apply). All final work assessments are to be presented on assessment forms which are annually approved by the BoE. Final work is archived for seven years.

All final work is assessed by two examiners. Two examiners are appointed by the BoE to assess a thesis. They exchange views and discuss the assessment of the final work and the envisioned grade.

They have to agree on the grade and the argumentation leading to that grade, based on the comments given on the assessment form for final work. If they cannot reach an agreement, a third, senior examiner is appointed who will take a majority decision after hearing the opinions of the first two examiners.

If a student in the EPA, ALS/PSE, KLS/PSN, MS or GDS programme opts to do an internship, the internship work is assessed by both the internship organisation and a faculty examiner. The internship (evaluation) report, and the internship thesis are assessed by two appointed faculty examiners and the above procedure applies.

For a student who completes a final work in the BSc Global Studies programme, the procedure above equally applies to final works completed under this programme. Appropriate arrangements shall be made at the programme level to accommodate the transdisciplinary requirements in the final works.

The provisions and rules for first and second graders of final work are listed in the policy document 'Position on final work at FASoS' which is available on the FASoS staff intranet. Furthermore, the annually reviewed 'Procedure for final work', which also specifies the deadlines for the submission of final work grades, is available there.

## **Article 6 Grading scale at FASoS and Dutch grading system**

The Dutch grading system<sup>1</sup>, used from elementary to university education is the 1 to 10 scale given in the following table, wherein 10 is the highest grade, 6 the minimum pass and 1 the lowest grade.

10	outstanding
9	very good
8	good
7	more than satisfactory
6	satisfactory
5	almost satisfactory
4	unsatisfactory
3	very unsatisfactory
2	poor
1	very poor

Educators uniformly comment on the great difficulty in obtaining 9s and 10s and the respectability of 6s. There is also agreement that an 8 represents a high level of achievement, while grades 6 and 7 generally account for the majority of passing grades awarded.

Most skills and research trainings in FASoS programmes are assessed on the Fail (F) – Pass (P) – Excellent (E) score scale:

Fail = insufficient student performance

Pass = sufficient student performance

Excellent = exceptionally good student performance

These F-P-E scores are not considered in the calculation of the GPA (see Part IV below, Further provisions to Article 6.4 BA EER; Article 6.4 MA EER; Article 6.4 BSc GS EER).

For further detail on the Dutch grading scale please refer to the document 'The Dutch Grading Scale', available on the FASoS student intranet and staff intranet.

## **Article 7 Fraud, including plagiarism and fabricating and/or falsifying research data**

This article explains how the BoE acts under Article 7.12b(2) of the WHW.

'Fraud', including plagiarism, means actions or omissions by a student that make it impossible in whole or in part to properly evaluate his/her knowledge, understanding and skills.

'Plagiarism' means the presentation of ideas or words from one's own or someone else's sources without proper acknowledgment of the sources. For exams in a paper format, such as take home exams, essays, or research papers, the course manual explicitly indicates whether (or not) it is allowed to submit a reworked version of the first sit for the resit.

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<sup>1</sup> The untranslated Dutch grading system is available on: <https://www.nuffic.nl/onderwijsystemen/nederland/beoordelingssystemen>; accessed 6 July 2021.

1. The BoE may impose one of the disciplinary measures set down in paragraph 8 of this article if it establishes that a student, in any exam or exam component has committed fraud, including:
  - a. has had any aids/devices, resources, text or notes at his/her disposal, or has used aids and/or (communication) devices that were not explicitly allowed, or that were explicitly forbidden in the exam instructions and/or Rules of Procedure for Examinations;
  - b. has communicated or tried to communicate with another student without permission from an invigilator, examiner or BoE member;
  - c. has copied or attempted to copy from another student, or has provided the opportunity to copy;
  - d. d) has collaborated on a graded assignment, paper or practical training, whereas this was not explicitly allowed;
  - e. has posed as someone else or let someone else pose as him/her;
  - f. has misled, or at least attempted to mislead or provided the opportunity to mislead an invigilator, an examiner, an assessor or the BoE with respect to the exam;
  - g. has used an obfuscation method in submitted work that is likely to have the effect that plagiarism checking tools do not work optimally;
  - h. has disregarded the instructions of the invigilator or the instructions for the exam (component) such that an unfair advantage might have been obtained;
  - i. has performed any other actions or omissions which make it impossible in whole or in part to properly evaluate his/her knowledge, understanding and/or skills.
2. The Board of Examiners may impose one of the disciplinary measures set down in paragraph 8 of this article if it establishes that a student has committed fraud, including:
  - a. has falsified the information on mandatory attendance, participation or effort obligation; or had someone else falsify that information; or has signed off on attendance, participation or effort obligation when it was not (fully) met;
  - b. has falsified exam results;
  - c. has falsely obtained, or attempted to, access to an exam;
  - d. has misled an examiner relating to exam (components), registration, or grading;
  - e. has facilitated other students to engage in fraud;
  - f. has fabricated and/or falsified survey or interview answers or research data.
3. The BoE may impose one of the disciplinary measures set down in paragraph 8 of this article if it establishes that a student has committed plagiarism in any exam, part or component, including:
  - a. using or copying his/her own or other people's texts (including code), data, ideas, other materials or thoughts without adequate reference to the source;
  - b. presenting the structure or central body of thought from others without adequate reference to the source and thus passing it off as his/her own;
  - c. not clearly indicating in the text (including code), for example via quotation marks or a certain layout, that verbatim or nearly verbatim quotes have been used;
  - d. paraphrasing the content of his/her own or other people's texts without adequate reference to the source;
  - e. copying video, audio or test material, software and program codes from others without adequate reference to the source and thus passing them off as his/her own;
  - f. copying work from other students and thus passing it off as his/her own;
  - g. submitting a text that is identical or similar to a text previously submitted for a different module, thus attempting to receive credits twice for the same work;
  - h. submitting work or assignments acquired from or written by a third party (whether or not for payment) and thus passing them off as his/her own.

4. During the exam inspection, students are not allowed to have communication devices and/or other electronic devices at their disposal, neither to take the exam and answer key outside the room where the inspection takes place nor to copy these documents in any form. Also, students are not allowed to make any modifications to the exam. When the exam inspection takes place online it is not allowed to make screenshots or record the inspection. The BoE may impose one of the disciplinary measures set down in paragraph 8 of this article if it establishes that a student did not adhere to these rules.
5. In case of fraud/plagiarism in group assignments, all students in the group are in principle responsible for fraud/plagiarism unless it is clear that specific students have committed fraud/plagiarism. In that case, only the students in question will be penalized.
6. In the event that the BoE suspects that a student has committed fraud in any way, the BoE opens an inquiry into the established facts, and may call in an expert for support.
7. If the BoE establishes that a student has committed fraud in any other way in any exam or exam component, it can impose a measure set down in paragraph 8.
8. In the cases referred to in paragraphs 1 to 7, the BoE can declare the results of the relevant exam or exam component and/or the attendance registration invalid, as well as impose the following disciplinary measures:
  - a. a reprimand;
  - b. exclusion from participation or further participation in one or more exams in the programme for a period of at most one year;
  - c. in serious cases of fraud, the BoE can propose to the UM's Executive Board that the student(s) concerned be permanently deregistered from the programme.
9. Repeated offenses of fraud and/or plagiarism are considered an aggravating circumstance and may result in more severe sanctions. This also includes fraud in components/modules that were taken at other faculties or institutions of higher education. For this reason, UM Boards of Examiners can inform each other if fraud and/or plagiarism has been established in an exam (component) at another faculty.
10. Before the BoE imposes an appropriate disciplinary measure, or makes a proposal to the Executive Board, the student in question is given the opportunity to be heard.
11. If fraud is established, this is included in the student's dossier and, if applicable for the programme in question, a notice of unprofessional behaviour will be drawn up.
12. If, after investigation, it is ultimately determined that the student concerned did not commit fraud, the student will be informed of this; all other correspondence about the alleged fraud will not be included in the student file.
13. The BoE does not grant exemptions on the grounds of study results obtained elsewhere while the student was excluded from participating in the programme's exams because fraud was committed.
14. A student who was excluded from participation in exams, or whose exam was declared invalid for a component/module due to fraud, is not eligible for assessment in exceptional cases for those components/modules.

## Article 8 Irregularity

If the BoE establishes that one or more exam components or an entire exam have not been taken in the prescribed manner or if an exam (component) has not been conducted properly, the BoE can declare the exam or the relevant component(s) invalid, even in cases when the student is not accountable, in order to secure its legal duty as stated in Article 7.12b (1)(a) of the WHW.

## Article 9 Inspection, explanation and appeal of exams

- Students can ask for inspection of their graded exam within a period of two weeks after the publication date of the official exam results on the Student Portal.
- Students have the right to ask the (responsible) examiner for an explanation of the assessment.
- Students have the right to lodge an appeal with the UM Board of Appeal (CBE) for the Examinations against a grade, or any other decisions of FASoS examiners or the BoE, within six weeks after the announcement of the decision (in case of grades, the publication date on the Student Portal).
- Before they appeal a grade or any other decision made by an examiner, students are expected to ask their examiner or the coordinator for an explanation of the grade or decision.
- The appeal should be submitted to the UM's Complaints Service Point (CSP), in accordance with the procedural guidelines.
- Appealing a grade does not automatically lead to reassessment/different assessment of the exam. Reassessment of an exam is only an option if the BoE or the CBE decides that there are substantial reasons to doubt the assessment by the original examiner.

You can find an elaborate explanation of these procedures on the FASoS student intranet.

## Article 10 Assessment principles for examiners

Good quality assessment is typically defined as the result of valid, reliable, transparent and fair exams and assessment practices. Consequently, at FASoS responsible examiners are expected to define, in the framework of their courses, procedures and instruments that assure and safeguard these leading principles:

1) **Validity:** the exam assesses what it should assess

The exam should assess the intended learning outcomes of the course and the studied material. The assessment of the course and its relation to the intended learning outcomes should be made explicit in the course book. There the examiner should also indicate the exam format(s) and how the final grade will be calculated.

2) **Transparency:** the exam and the related procedures are clear and understandable to everyone involved

All relevant documents related to the course assessment (e.g. grading criteria, exam instructions, preparatory exercises) should be found in the course book, or uploaded to the electronic learning environment of the course.

Important exam-related information, such as the intended learning outcomes of the programme and of the course, the formation of the final grade, the assessment criteria, the required level to pass (pass-fail borderline), the exam date or the submission deadlines, etc. should be communicated to students clearly and timely via the course book or the electronic learning environment of the course.

The questions or assignments comprising the exam should be clear and unambiguous.

3) **Fairness:** all examined students are treated equally (unless required otherwise on account of a medical condition or disability)

The exams and the related grading procedures should not favour or disadvantage certain individual students or groups. The examiners should therefore aim for exam design and grade formation without biases, favourism or prejudices that constitute a form of discrimination.

4) **Reliability:** the assessment procedures generate robust, verifiable and accurate grade results

The examiners have to assure such procedures during the design, conduct and grading of the exam that the final grade is accurate and matches the student performance. An exam with high reliability means that students who have acquired the previewed intended learning outcomes succeed in the exam, and those who have not do not pass the exam.

### **Article 11 Assessment of participation**

*Further provisions to Article 4.4 BA EER; Article 4.4 BSc GS EER*

1. The assessment of participation consists of several aspects that are considered relevant for an effective tutorial group meeting. The module coordinator may decide whether attendance will be assessed as part of the participation, and has to communicate whether and specify how it is assessed in the course book.
2. A sufficient tutor/student assessment is given to a student who participates adequately in the educational activities that prepare for the exam, according to the assessment criteria placed on the Student Intranet (Education > Attendance and Participation).
3. In case a student receives an insufficient tutor/student assessment during several modules in a row, the student will be invited to discuss his/her attendance and participation behavior with his/her mentor. In case this does not lead to improved attendance and participation behavior, the student will be referred to the student advisor or the programme director.
4. A plus or minus 0.5 can be given to students with extraordinary forms of participation.
  - The student who exhibits outstanding skills in performance in the tutorial group meetings will be rewarded with a plus 0.5 (meaning the final grade will be increased by half a point).
  - The student whose quality of participation does not meet the minimum requirements of the PBL skills will be given a minus 0.5 (meaning the final grade being decreased by half a point). During semester 1 of course year 1, the minus is only given for negative behaviour in PBL sessions and excludes weak performance and passive behaviour so that the students get time to develop basic PBL skills.
5. Students retaking a module because they failed in the previous academic year are advised to retake the module in full and attend and actively participate in all tutorial meetings. If students partake anew, they are again assessed on their participation so not participating actively may lead to being given a minus 0.5. If a student chooses for the exam-only option, the +/- 0.5 result from previous year is still valid the next academic year.

## **Part II. Education**

### **Article 1 Regulations for the literature exam**

*Further provisions to Article 3.8.3 BA EER*

1. Within the bachelor's exam, the student can study a topic that is not part of the education offered in this programme. In that case, the student, in consultation with the tutor, may compile a reading list consisting of books, texts and articles for the literature exam, in compliance with the relevant articles in the regulations.
2. The reading list will be drawn up in close consultation with the tutor; if the student has already designed a detailed proposition for the reading list, this proposition must be submitted to the tutor for approval beforehand. It is recommended that the student works on a topic in which the tutor has expertise.
3. The exam consists of a review essay or an oral exam.
4. The minimum number of credits that can be obtained through one literature exam is 3 credits; the maximum number of credits that can be obtained through one or successive literature exams is 12 credits.
5. The typical ratio related to the volume of a literature exam is as follows. For a literature exam of 3 credits, the reading material amounts to 500 pages; in that case, the review essay should amount to 1500 words. For each extra credit, the reading material increases by 150 pages and the number of words for the review essay increases by 500, unless the programme director recommends a different ratio.
6. The student wishing to take a literature exam should first request registration via the Student Portal → Special Course Request (course codes EUS/ACU9010-9011). After approval s/he will be registered for this literature exam, and referred to further information on the procedure.

### **Article 2 Replacement exam**

*Further provisions to Appendix 1 Transition Rules MA EER*

1. Master's programmes can offer a replacement exam for a discontinued course.
2. The content of this exam should relate to the content of the discontinued course but should not create overlaps with the content of other courses that the student has passed or still needs to pass.
3. The programme director will set the design, the content and the date of the exam.
4. The minimum number of credits that can be obtained through one replacement exam is 3 credits; the maximum number of credits that can be obtained through one or successive replacement exams is 6 credits.
5. The typical ratio related to the volume of a replacement exam is as follows. For a replacement exam of 3 credits, the reading material amounts to 500 pages (approx. 25 journal articles/chapters); in that case, the student's output should amount to 1500 words. For each extra credit, the reading material increases by 150 pages (approx. 6 journal articles/chapters) and the number of words for the student's output increases by 500, unless the programme director recommends a different ratio.

6. Master Admissions will register the student who has to take this replacing exam.
7. The programme director will provide the registered student with a reading list consisting of books, texts and articles for the replacement exam, in compliance with the present article.

### **Article 3 Flexible bachelor's programme**

*Further provisions to Article 3.9 BA EER; the following applies to BA AC and BA ES*

#### **Article 3a Procedure and requirements of the flexible programme**

1. A student who wishes to follow a flexible programme must submit a written request for prior approval to the BoE. To this end, the student fills out the application form which can be downloaded from the FASoS student intranet.
2. The application form consists of a letter of motivation as well as a detailed study plan. The study plan must explain what modules are dropped and what is proposed to replace these dropped modules, including detailed descriptions of these replacing modules, content of internship, etc. The Programme Director may invite the student for an appointment to discuss the plan.
3. Below the compulsory and elective programme modules are listed.

#### **Article 3b Composition of the flexible bachelor's programme in Arts and Culture and Cultuurwetenschappen**

1. All programme modules are compulsory, except for (maximum) one course plus one skills training course offered in period 4 and 5 of year 2.
2. The maximum of 12 credits accounting for the one course plus one skills training course offered in period 4 and 5 of year 2 can be chosen from elective units of study as specified in articles 3.6.1.1/ 3.6.1.2 BA EER.
3. Students who are already enrolled in an (old) major of the BA AC/CW programme, within which they can graduate until 31 August 2021, can still make use of the regulations for the flexible BA as specified in the R&R 2018-2019.

#### **Article 3c Composition of the flexible bachelor's programme in European Studies**

##### **I. For students who started the programme in or before 2020-2021**

1. The following courses are compulsory:
  - a. the following courses (total credit value of 70):
    - all courses from year 1 (43 credits);
    - the following 4 courses from year 2: EUS2000 EU Law I; EUS2001 Policy Domains; EUS2002 Comparative Politics and Government; and EUS2003 Area Studies (27 credits).
  - b. the following skills trainings from the programme are compulsory (total credit value of 39.5):
    - all skills training courses from year 1 (17 credits);
    - all skills training courses from year 2 (19.5 credits);
    - one of the following skills trainings from period 4 of year 3 (3 credits): Research Methods: Interviewing; or Research Methods: Advanced document Analysis; or Research Methods: Survey Research. The student may also propose taking an alternative subject representing at least 3 credits that prepares him/her to do research for the Bachelor thesis. Therefore, if s/he does not wish to include one of

these skills trainings in the flexible bachelor's programme, s/he should explicitly pay attention to this in the request for approval.

- c. Passing the final Bachelor thesis is compulsory (12 credits).
2. The remaining 58.5 credits can be chosen from elective units of study as specified in article 3.6.2.3 BA EER.
3. In addition to paragraphs 1 and 2, students confronted with study delay must take the replacing courses and skills trainings in line with the transition rules.

## **II. For students who started the programme in (or after) 2020-21**

1. The following programme modules are compulsory:
  - a. all courses and skills trainings of year 1 (total credit value of 60);
  - b. all courses and skills training of year 2 (total credit value of 60). Contrary to the regular ES programme, a student can freely choose 2 courses of all offered elective courses of 2.4 and 2.5;
  - c. passing the final Bachelor thesis is compulsory (12 credits).
2. The remaining 48 credits can be chosen from elective units of study as specified in article 3.6.2.3 BA EER.

### **Article 4 Course registration, extra modules and limited capacity**

*Further provisions to Article 4.3 and 4.5 BA EER; Article 4.3 BSc GS EER*

1. A student who does not register in time cannot participate in the module, unless s/he uses one of the tokens according to the procedure mentioned in paragraph 2.
2. At the beginning of the study programme, each student gets two tokens. A student can use a token when s/he did not register or deregister for a module in time (see paragraph 1). Late course registration or deregistration by means of a token can be done at the faculty's Front Office during its open office hours and until the day before the publication date of the time table for the upcoming period.
3. Participation in extra modules on top of the regular study load is not allowed (except for the selected student who is taking part in the honours programme or MARBLE project).
4. In addition to the above paragraph, the student without any study delay who meets the criteria below is allowed to follow one extra module on top of the regular study load in either semester 3, 4 or 6. The following criteria apply:
  - a. all previous exams of the programme have been passed without any resits;
  - b. the unrounded GPA is at least 7.5.
5. The student who wishes to take modules at UM that are not offered in their programme, either in semester 5 or as an extra module as set forth in the above paragraph, must submit the request via 'Special Course Request'. The programme faculty will consult the receiving faculty (e.g. on entrance requirements) and inform the student of the decision. If the request is granted, the programme faculty will register the student for the module(s).
6. MARBLE projects and modules from the honours programme are listed as part of the bachelor's programme.
7. Extra modules (as described in paragraph 4 of this Article) are listed as part of the FASoS Bachelor's programme.
8. Some modules may have limited capacity. In that case, the student meeting the admission criteria and priority rules may participate in the modules on the understanding that students registered for the programme will be given priority for the modules that are compulsory for their programme. The following applies:

- a. Registration is based on the 'first come, first served' principle.
- b. If places come free due to changes in registration, students will be informed via the Student Portal and via students' UM mail account; that information will also include when/how students can again register and the allocation procedure for these free places.

### **Part III. Implementation regulations for non-FASoS electives**

#### **Article 1 Regulations for exchange programmes in the BA AC and BA ES programmes, the MA ESST programme and the MSc ES (Research) programme**

*Further provisions in Appendix 1 BA EER; Appendix 3 MA EER*

1. The International Relations Office (IRO) arranges the administrative issues for exchange students related to the study abroad at one of the partner universities.
2. Results obtained as an exchange student during the study abroad at a partner university may be incorporated into the examination for the programme for which the student is registered, and acknowledged according to the below paragraphs.
3. The courses taken at the partner university must be of academic nature. In addition, in the case of master's programmes the courses must be of master's level and approved of by the programme director.
4. Upon return, a certified transcript of records must be submitted at the exam administration by the host university or the student.
5. The study load indicated on the transcript of records will be acknowledged without adjustment, provided the International Relations Office approved the courses beforehand by signing the learning agreement (for bachelor's programmes); or provided the programme director approved the courses (for master's programmes). If the study load at the other university is not expressed in ECTS credits but in other units, the BoE will convert the study load into ECTS credits. The conversion will be based on the study load for a full year of study or a full programme in relation to a study load of 60 credits for a year at UM or 180 credits for a three-year bachelor's programme; or in relation to the 60 ECTS for a one-year master's programme, respective to the 120 ECTS for a two-year master's programme.
6. The faculty registers the approved and passed credits, also indicating the university where they were obtained; neither course names nor results of individual courses are registered. Therefore grades obtained abroad are not included in the programme GPA.
7. For courses taken at a university with which the faculty does not have a formal exchange agreement, prior approval from the International Relations Office is required.
8. Insofar as the EER and these further provisions do not address matters relating to incorporation of components obtained elsewhere, the BoE in consultation with the programme director will decide on the matter.
9. For bachelor students, further information about the procedure for exchange programmes is published in the study abroad information on the FASoS student

intranet and the Student Portal. For master students, further information about the procedure for exchange programmes is provided by the programme director.

## **Article 2 Regulations for electives elsewhere**

*Further provisions to Articles 3.8.4 BA EER; Article 3.7 MA EER*

1. The BoE will assess whether a component may be incorporated into the examination. Incorporation is only possible with the BoE's permission. The following conditions must be satisfied:
  - a. the component is of academic nature, and for master's programmes of a master's level;
  - b. in terms of content, the component does not overlap or hardly overlaps with other examination components of the programme;
  - c. in principle the student should request written permission for incorporation beforehand by submitting a request with appendices specifying university, course content, level, literature, study load etc. to the BoE;
  - d. the student will submit additional information to the BoE upon request.
2. If the BoE approves of components from other UM faculties in the examination of the programme, the results will be transferred to the examination of the programme at the student's request.
3. If the BoE approves of electives taken from other universities in the examination of the programme, the results of these electives will be acknowledged if the following requirements are met:
  - a. results must be provided to the BoE through clear, original written notices by the university concerned. In addition to information about the university, these notices should preferably include the following information: subject code and name; subject level; subject study load; and exam date and result;
  - b. incorporation will only be possible if there has been a sufficient assessment. A mere statement that the subject was 'taken' or words to that effect are not enough;
  - c. a result that constitutes a pass in the country concerned will also be considered a pass here, and a fail in a foreign country will also be considered a fail here;
  - d. the faculty registers the approved and passed credits, also indicating the university where they were obtained; neither course names nor results of individual courses are registered;
  - e. if the study load at the other university is not expressed in ECTS credits but in other units, the BoE will convert the study load into ECTS credits. The conversion will be based on the study load for a full year of study or a full programme in relation to a study load of 60 credits for a year at UM or 180 credits for a three-year bachelor's programme; or in relation to the 60 ECTS for a one-year master's programme, respective to the 120 ECTS for a two-year master's programme.
4. Insofar as the EER and this appendix do not address matters relating to incorporation of components attained elsewhere, the BoE will decide on the matter.

## **Part IV. Study results**

### **Article 1 Cum Laude**

*Further provisions to Article 6.3 sub 8 BA EER; Article 6.3 sub 8 MA EER*

1. The bachelor's or master's examination is awarded the designation 'Cum Laude' if the student has given evidence of exceptional skills during exams of the programme.
2. By exceptional skills (as referred to in paragraph 1) is meant that:
  - all exams are passed without any resit, and
  - the unrounded and weighted average mark achieved is eight or higher, in addition to which no mark is lower than six, and
  - the bachelor or master thesis is graded with eight or higher.
3. If a student does not pass every module exam (including the final work) in the first sitting, the passing result will be registered as a resit, which makes a Cum Laude graduation impossible.

### **Article 2 Grade Point Average (GPA)**

*Further provisions to Article 6.4 BA EER; Article 6.4 MA EER*

Basic principles:

1. the weighted average score (GPA) is calculated over all modules that are listed as part of the programme and are marked with a Dutch grade on a scale of 1,0 to 10,0;
2. a module of the programme for which a failing grade is obtained (so for which no credits are listed in MyUM) is included in the GPA;
3. if more than one grade is listed for a programme module, the highest grade is taken into account for the calculation;
4. modules that are not marked with a Dutch grade on a scale of 1,0 to 10,0 are not included in the GPA calculation.

Calculation of the GPA:

$\Sigma (\text{Grade} * \text{number of credits for the programme modules in which the student participated}) / \text{Total number of credits for the programme modules in which the student participated}.$

Explanation:

- Results of modules that are not graded with a Dutch grade on a scale of 1,0 to 10,0, are not included in the GPA.
- Results of modules taken outside UM are not included in the GPA.
- Results of modules that are not listed under the degree programme (e.g. from other programmes of UM) are not included in the GPA.
- If a student takes a voluntary language course at the UM language centre the results of this language training will be listed under the programme 'extracurricular courses' and therefore are not included in the programme GPA.