

Amsterdam University College

Academic Standards and Procedures 2025-2026

University of Amsterdam

VU Vrije Universiteit Amsterdam

Adopted by the AUC Board (Dean of the UvA Science Faculty and Dean of the VU Science Faculty) on 26 June 2025 following endorsement by the AUC Student Council and by the AUC Board of Studies on 23 June 2025.

Contents

1. Amsterdam University College 4
2. Academic programme 5
2.1 General information 5
2.2 Admission 6
2.3 Learning Outcomes 6
2.4 General requirements 8
2.5 Academic Core courses 8
2.6 Major requirements and major declaration 8
2.7 Minor declaration 9
2.8 Course admission and registration 9
2.9 Capstone 10
2.10 Off-campus courses 10
2.11 Semester abroad 10
2.12 Community projects and internships (CPI) 11
3. Assessment/examination 12
3.1 Grading and credits 12
3.2 Assessment in courses 12
3.3 Deadlines, extensions and missed assessments 13
3.4 Grade lists and diploma supplement 14
3.5 Transfer of credit 14
3.6 Academic progress and extra support 15
3.7 Binding Study Advice (BSA) 15
3.8 Academic awards 16
4. Attendance 17
5. Tutoring 17
6. Accommodations for exceptional personal circumstances 18
7. Hardship clause 19
8. Applicability, amendments and publication 19
Appendix 1 20
Appendix 2 21
Appendix 3 26
Appendix 4 27

1. Amsterdam University College

1.1 These Academic Standards and Procedures apply to the Liberal Arts & Sciences programme of Amsterdam University College (AUC), registered as a joint degree under no. 55002 in the CROHO.

1.2 Amsterdam University College (AUC) is the undergraduate Honours College of the Vrije Universiteit Amsterdam (VU) and the University of Amsterdam (UvA).

1.3 AUC is a residential college, and all students enrolled in its Liberal Arts and Sciences programme live on campus for the first six semesters of their studies.

1.4 AUC is established as an inter-university institute under common governance of VU and UvA, in accordance with Article 8.1 of the Dutch Higher Education Act (*WHW*). A cooperation agreement (*gemeenschappelijke regeling* ex Article 8.1 WHW) sets out their mutual and joint responsibilities, including the governance structure for AUC, the tasks and mandates of AUC's governing bodies and the Dean, and the establishment of participatory governance bodies and standing committees and boards.[1]

1.5 The following definitions and terms apply in these Academic Standards and Procedures.

- The AUC *Bestuur*: AUC's board, which consists of the Dean of the VU Science faculty, and the Dean of the UvA Science faculty.
- Student: A person enrolled as a student at UvA or VU.
- Lecturer: Teaching personnel at AUC, appointed according to the AUC guidelines for recruitment.
- Examiner: Lecturer appointed by the Board of Examiners who is responsible for the assessments in a specific course.
- Board of Examiners: Oversees examinations and academic standards. The BoE handles requests related to Academic Standards & Procedures, deviations from the study programme, and cases of fraud or plagiarism.
- Registrar: Member of the Admissions & Registrar team responsible for administrative aspects of studying at AUC, including course registration.
- Course: The unit of study of the study programme with a final assessment (Section 7.3 WHW). All courses at AUC have a study load of 6 European credit points (EC), except the Capstone and certain internships, which have a study load of 12 EC or 30 EC respectively.
- Course manual: Description of course content, learning outcomes, assessment scheme and any course specific details. Course manuals are available through Canvas.
- Course catalogue: The catalogue of courses offered at AUC in a specific academic year (https://studiegids.uva.nl/). The course catalogue lists for each course the learning outcomes, the assessment structure, the course description, and, if applicable, the entry requirements. It is published before the course registration period for semester 1, after approval of the Board of Studies and taking advice of the Student Council.
- Course change request: A request to replace enrolment in one course with enrolment in another course.
- Credit: The credits awarded in the European Union in accordance with the European Credit Transfer System. The study load of an academic year is 60 European credit points (EC).
- Assessment: A test of the knowledge, insight and/or the skills of the student in respect to a course. The assessment may consist of one or more interim assessments. The assessment will be expressed as a final

[1] See the *Gemeenschappelijke Regeling* for AUC signed in 2016, and the AUC Rules and Regulations adopted in 2022.

grade.
- Working day: a weekday, except for the days in which no classes are scheduled according to the academic calendar on auc.nl.
- Teaching period: the 16-week periods and the 4-week periods defined in AUC's academic calendar.
- *Force majeure*: Highly unusual circumstances that cannot reasonably be expected to be taken into account.
- WHW: The Higher Education and Research Act (*De Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek)*.
- University Boards: *Colleges van Bestuur* of UvA and VU.
- Proper break: A class free week during which no assessments and examinations are allowed to be scheduled and students cannot be asked or expected to study for their courses.
- Reading week: A class free week during which no assessments and examinations are allowed to be scheduled. Students can be asked to study independently for their courses, provided that such study does not require on-campus presence.
- Wrap up week: A class free week at the end of the 16-week teaching period during which no examinations that require on-campus presence for the entire class are allowed to be scheduled. Examiners can schedule exams during wrap up week for individual students who missed (the) regular exam(s) during the teaching period due to exceptional personal circumstances or *force majeure*.

2. Academic programme

2.1 General information

2.1.1 The programme consists of six semesters in which students complete at least 30 EC per semester. Each semester consists of one period of 16 weeks and one period of 4 weeks.

2.1.2 Each course has a study load equivalent to 6 EC. This means that each course entails 168 hours of study, including class hours, self-study, preparing assessments and exams. The Capstone thesis course load is 12 EC and internships may be either 6 EC, 12 EC, or 30 EC.

2.1.3 The three-year AUC bachelor programme has a total of 180 EC, i.e. 60 EC per year is the norm. After a student has fulfilled all degree requirements, the Registrar will issue their diploma. Diplomas will be dated at the end of the semester in which the degree requirements have been fulfilled.

2.1.4 AUC does not permit students who have fulfilled all degree requirements to postpone graduation. The small scale and intensive nature of AUC's programme entails nominal length of study and automatic graduation once the degree requirements have been fulfilled.

2.1.5 The language of instruction is English, except for the language courses.

2.1.6 Courses are listed as Academic Core courses, Humanities courses, Social Science courses or Science courses. Courses may be cross-listed.

2.1.7 Courses are listed in the Course Catalogue (see Article 1.5).

2.1.8 Courses are divided into 100-, 200- and 300-level courses.

2.1.9 Each course may only count for one of the degree requirements, with the exception of the lab course requirement (see Article 2.6.4).

2.1.10 Following approval of the Board of Studies, and after seeking advice from the Student Council, the Director of Education can add a new course to the Course Catalogue during the academic year. Such a course shall have 6 EC and shall contribute to the learning outcomes as indicated in Article 2.3. Approved new courses will be announced in the course registration documentation.

2.1.11 The education provided in this programme is assessed and evaluated in accordance with the AUC Assessment Framework.

2.2 Admission

2.2.1 Applicants are in principle eligible for admission to AUC on the basis of a secondary school diploma (Dutch VWO or equivalent, including the International Baccalaureate).

2.2.2 Actual admission will depend on the applicant's:

- Academic performance: students must demonstrate their potential to meet the academic demands of the AUC programme. The grade point average (GPA) will be used as an indicator of academic ability. Motivated applicants who feel that their academic ability is not accurately reflected in their GPA will be invited to address this point in their application;
- Level of proficiency in English as described in Appendix 4. The applicant must meet the English requirement before starting their studies at AUC;
- Level of proficiency in mathematics as described in Appendix 4 (the applicant must meet the maths requirement for their desired major before starting their studies at AUC);
- Motivation and ambition to study an intensive and broad programme;
- Letter(s) of recommendation from (former) teachers and/or head of secondary school.

2.3 Learning Outcomes

The aim of the AUC programme is that AUC graduates acquire knowledge and skills as described below.

2.3.1 Knowledge

Graduates will have achieved:

a. foundational knowledge in the chosen field of study. This is to be found in the familiarity with the reasoning process within the knowledge domain, and in the ability to apply this to relevant questions and problems;
b. knowledge of and the ability to apply the most prominent theories and methodological foundations of the chosen field of study;
c. understanding of the international context in which the research issues of the chosen field of study are positioned;
d. a breadth of knowledge, as demonstrated by the ability to critically converse about contemporary topics covering the sciences, the social sciences and the humanities.

2.3.2 Academic skills

Graduates will have:

a. developed cognitive, analytic and problem-solving skills;
b. cultivated the capacity for independent critical thought and rational inquiry whilst navigating international and cross-cultural settings;
c. the ability to work, independently and collaboratively, on research projects that require the integration of knowledge with skills in analysis, discovery, problem solving, and communication;
d. mathematical skills relevant to their major;
e. foundational programming skills;
f. familiarity with the general scientific method;
g. the ability to plan work and use time effectively.
h. the ability to effectively operate in international teams and environments, within the classroom.

2.3.3 Interdisciplinary skills

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

a. a general ability to evaluate which disciplines are involved in studying and solving complex issues;
b. an ability to assess which research methods are most suitable in a particular situation;
c. a general ability to compare, and take initial steps to combine or integrate the content and research methods from disciplines relevant to a particular research question;
d. the ability to provide a substantiated viewpoint covering disciplines within their fields of study;
e. knowledge about which phenomena are being studied in the different disciplines and which research methods and theories are being used.

2.3.4 Learning skills

Graduates will possess the attitude as well as the skills for lifelong learning, i.e. they:

a. take ownership over their learning process;
b. know how to obtain and evaluate information;
c. are able to focus on a new knowledge domain, formulate an overview and determine their knowledge gaps;
d. can learn in a dialogical and collaborative manner.

2.3.5 Communication skills

Graduates will demonstrate strong communication skills, i.e. they will be able to:

a. express themselves well verbally and at an academic level in writing;
b. present ideas in a clear, effective way;
c. communicate knowledge to a public consisting of specialists or laypersons, making use of various modes of communication;
d. communicate effectively across international and cultural differences.

2.3.6 Engagement at local, national and international levels

Graduates will demonstrate engagement at local, national and international levels, i.e. they will be able to:

a. use international knowledge, perspectives and experiences to enrich their understanding of contemporary societal challenges;
b. recognise different value systems in daily life, and reflect on their own value systems;
c. use experiential learning to engage with and learn from community stakeholders, and demonstrate awareness of how they can contribute to civic life;

2.3.7 Personal and social responsibility

Graduates will demonstrate:

a. respect for integrity, and for the ethics of scholarship;
b. intellectual curiosity and creativity, including understanding of the philosophical and methodological bases of research activity;
c. an openness to new ideas and unconventional critiques of received wisdom;
d. reflection on their development as a student and an internationally situated academic citizen;
e. a flexible and reflective mindset that is open to nuance and to social and cultural diversity, and that respects individual human rights and dignity;
f. recognition of the impact of their actions on their local, national, and international communities and take responsibility in an ethical and socially conscious manner;
g. application of knowledge and skills acquired in university to non-academic

settings.

2.4 General requirements

Students who have successfully met the requirements in Articles 2.4-2.6 have passed the final Bachelor examination and will receive a Bachelor of Arts or a Bachelor of Science degree in the Liberal Arts and Sciences.

2.4.1 The following requirements must be met for the degree:

a. Students complete 180 EC in six semesters. Thus the norm is to complete 30 EC per semester;
b. Students complete the required Academic Core courses as defined in Article 2.5;
c. Students complete the requirements for a major, as defined in Article 2.6;
d. Students complete at least two courses listed as a Humanities course, two courses listed as a Social Sciences course and two courses listed as a Sciences course;
e. In exception to 2.4.1d, students who were first enrolled before 1 September 2023 only have to complete one course in each major other than their own.
f. Students complete *elective* courses, i.e. courses that do not contribute to the degree requirements mentioned under b, c and d (or e), to obtain at least 180 EC.

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

- Academic Writing Skills;
- The Global Identity Experience;
- Logic, Information, Argumentation;
- One or two methods courses, depending on the major (see Articles 2.6.2, 2.6.3 and 2.6.4).

2.5 Academic Core courses

2.5.1 All students take the following Academic Core courses:

- Academic Writing Skills;
- Logic, Information, Argumentation;
- The Global Identity Experience;
- Advanced Research Writing;
- One Big Questions course (see Appendix 3);
- One programming course (see Appendix 3). Students who were first enrolled before 1 September 2024 do not have to fulfill the programming requirement;
- A community project or an internship.

2.6 Major requirements and major declaration

2.6.1 A major consists of:

- Two methods courses in the major, as specified in Articles 2.6.2 – 2.6.4;
- 66 EC in the major, of which at least 24 EC at 300 level;
- A Capstone (see Article 2.9).

2.6.2 Specific requirements for a Bachelor of Arts degree in the Liberal Arts and Sciences with the major in the **Humanities**:

- In their first year, students are required to complete the methods course Introduction to Literary and Cultural Theory or the methods course Methods in the Humanities I.
- Students are required to complete the methods course Introduction to Visual Methodologies or the methods course Methods in the Humanities II in their second year, at the latest.

2.6.3 Specific requirements for a Bachelor of Arts degree in the Liberal Arts and Sciences with the major in the **Social Sciences**:

- In their first year, students are required to complete either the methods course Basic Research Methods and Statistics I *or* Methods for Social Sciences Research.
- Students are required to complete a second methods course, which can be either Basic Research Methods and Statistics II *or* Statistical Methods for Social Sciences Research, *or* Qualitative Research Methods, *or* Calculus for Economics, *or* Mathematical Methods for Economics, *or* Statistics for Sciences, in their second year, at the latest.

2.6.4 Specific requirements for a Bachelor of Science degree in the Liberal Arts and Sciences with the major in the **Sciences**:

- In their first year, students are required to complete the methods course Calculus *or* Methods in Life and Earth Sciences.
- Students are required to complete either the methods course Linear Algebra *or* the methods course Statistics for Sciences in their second year, at the latest.
- Students take at least one Sciences Lab Course in their major (see Appendix 3). This lab course can also count towards the 66 EC in the major (see Articles 2.1.9 and 2.6.1).

2.6.5 Upon enrolment in the programme, students indicate their intended major. A change of major can be requested via the AUC Digital Service Desk and is only possible if the first methods course associated with the new major (see Articles 2.6.2-4) has been successfully completed. Students are advised to discuss this request with their tutor before submitting it.

2.7 Minor declaration

2.7.1 Students may choose to complete an AUC minor in a major other than their declared major.

2.7.2 An AUC minor consists of 30 EC; of which at least 12 EC must be at 300 level. Completed courses counting toward requirement 2.4.1d may be included in the AUC minor.

2.7.3 A request for an AUC minor, with an overview of the selected courses, must be submitted to the Board of Examiners before the beginning of the final semester.

2.8 Course admission and registration

2.8.1 Each class is limited to a maximum of 25 students.

2.8.2 Students have to register for courses before the deadlines as indicated in the course registration information. For detailed information about AUC course registration, visit student.auc.nl and use the A-Z list.

2.8.3 Entry requirements are published in the Course Catalogue. Students are responsible for meeting the entry requirements before the start of a course. Students who do not meet the entry requirements will be requested to select a different course.

2.8.4 A course change request is only allowed during late course registration periods. For detailed information about course registration periods, please visit student.auc.nl and use the A-Z list. Course change requests outside the late course registration periods are only considered in case of unforeseen circumstances or force majeure. They must be submitted to the AUC Digital Service Desk and are to be decided by the Director of Education.

2.8.5 Students may apply for registration for a maximum of two additional courses in any semester through the late course registration procedure.

2.8.6 Students who want to withdraw from a course within the first 2 weeks of a teaching period can do so directly in Glass. Students who want to withdraw from one or multiple courses once the teaching period has been running for more than 2 weeks must submit a request via the AUC Digital Service Desk. Requests for 16-week period courses must be submitted 2 weeks before the

end of the teaching period. Requests for 4-week period courses must be submitted 1 week before the end of the teaching period. Students are advised to discuss a course withdrawal with their tutor and/or the Student Life Officer, before submitting the request.

2.9 Capstone

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

2.9.2 A Capstone has to be completed during the student's final semester. The Board of Examiners can allow students to complete their Capstone at an earlier stage if the student requests to complete their degree in more than six semesters.

2.10 Off-campus courses

2.10.1 An off-campus course is a course at UvA, VU, or at another accredited university. Off-campus courses exclusively taught online cannot count toward AUC's degree requirements.

2.10.2 Within the 180 EC degree requirements, students can take up to 42 EC off-campus and/or approved study abroad course credits. Off-campus courses can only be taken by students after completing their first semester at AUC.

2.10.3 Students planning to complete an off-campus course to meet a degree requirement (Articles 2.4-2.6) need specific permission from the Board of Examiners.

2.10.4 An off-campus course request should be filed with the Board of Examiners via the AUC Digital Service Desk at least six weeks before the beginning of the course. Students must include their major and provide relevant course information available to them, in accordance with the guidelines for off-campus courses outlined on the student website.

2.10.5 Off-campus courses taken in the final semester must be completed and graded before the date of graduation.

2.10.6 To have an off-campus course grade processed, the student must follow the off-campus approval instructions provided by the Board of Examiners.

2.10.7 The Board of Examiners decides on the approval of credit transfer and grade conversion. Grades obtained in the Netherlands that are on a numerical 1 – 10 scale are included in the GPA calculation (Article 3.8). Any other grades are not converted and do not count towards the GPA. Courses with grades that do not count towards the GPA are listed as pass/fail on the diploma supplement. The original grades from the host university will appear on their original transcript that is included as an appendix to the diploma supplement.

2.11 Semester abroad

2.11.1 Students can study abroad for one semester in the second semester of their second year or the first semester of their third year. For detailed information about studying a semester abroad, visit student.auc.nl and use the A-Z list.

2.11.2 Students who apply for a semester abroad must fulfil the requirements outlined in the study abroad guidelines at the time of their application.

2.11.3 Students planning to complete courses abroad to meet degree requirements (Articles 2.4-6) must obtain specific permission from the Board of Examiners prior to departure. The procedure and criteria for approving these courses are further described in the study abroad guidelines and on the student website.

2.11.4 Before the time of departure, or at the moment that all grades from the semester prior to the exchange have been processed, students wanting to study a semester abroad must fulfil the requirements outlined in the study

abroad guidelines. Students who do not meet these requirements and who have not received BoE permission to be exempted from the study abroad requirements at least one month before the start of their exchange semester will be withdrawn from the exchange programme.

2.11.5 The student is responsible for completing a course programme within the study abroad semester which meets the AUC study load of 30 EC (with a minimum of 24 EC acquired abroad and a maximum of 6 EC acquired at AUC). Study abroad credits will be included on the transcript and diploma supplement.

2.11.6 Based on the criteria formulated in Article 2.11.3, the Board of Examiners decides whether the student will be nominated for the semester abroad. The decision will be communicated to the student in writing.

2.11.7 At the end of the study abroad period, the exchange university issues an official grade list to AUC's international office. The international office is responsible for the credit conversion. Only courses that have been approved by the Board of Examiners are included in the conversion. The international office forwards this information to the Registrar.

2.11.8 The Board of Examiners decides on the approval of credit transfer. Grades obtained abroad after 1 September 2022 are not converted and do not count towards the GPA. These grades are listed as pass/fail on the diploma supplement. The original grades from the host university will appear on their original transcript that is included as an appendix to the diploma supplement. See Article 3.8 for conversions of grades obtained abroad before 1 September 2022.

2.11.9 The official transcript issued by the host institution will be attached to the student's diploma upon graduation.

2.12 Community projects and internships (CPI)

2.12.1 Students are required to complete a community project or, alternatively, an internship. Students should choose between one of the following options:

- 6 EC community project;
- 6 EC internship;
- Two separate 6 EC internships;
- 6 EC community project and 6 EC internship;
- 12 EC double internship;
- 30 EC internship.

These options cannot be combined to meet the degree requirements outlined in Articles 2.4-2.6. The CPI Guidelines, which include the objectives of the CPI, the assessment procedure and an outline of the procedures and deadlines, are available to all students on www.auc.nl.

2.12.2 The credits obtained by completing a 30 EC internship are considered off-campus credits. AUC permits students to take up a maximum of 42 EC off-campus and/or approved study abroad course credits (Article 2.10.2). The 30 EC internship credits are included within this maximum of 42 EC.

2.12.3 The community projects and internships must be undertaken with the support of a supervisor from the organization in which the project is situated. Each CPI project will be assessed by an AUC lecturer.

2.12.4 Students should submit a CPI application to the CPI coordinator through the AUC Portal. The application must include a statement on how the community project or internship is related to the student's curriculum choices and a description of the community project or internship.

3. Assessment/examination

3.1 Grading and credits

3.1.1 AUC uses a 1-10 numerical grading scale, where final grades have no more than one figure after the decimal point. A final grade between 5 and 6 is rounded to the nearest whole number: up to 5.49, rounded down; 5.50 or higher, rounded up. To pass a course, a final grade of 6 or higher is required.

3.1.2 If a student receives a 5 or lower as a final grade for a course, they have failed this course and cannot continue in courses requiring that course as an entry requirement, unless permission is obtained from the responsible Head of Studies. The lecturer may require additional work to be completed.

3.2 Assessment in courses

3.2.1 The student's performance in courses is evaluated continually based on, for example, mid-term and final exams, (group) assignments, presentations, class participation, and/or research projects. Courses must have a minimum of three graded assessments, with no single assessment grade counting for more than 40% of the final grade. At least 55% of the final grade must be based on individual grades, i.e. grades of individual assessments or individualised grades for group assessments. Partial grades are published to students as numerical grades, rounded to two decimals (0.00-10.00). Article 6.1 outlines AUC's vision on accommodations for exceptional personal circumstances.

3.2.2 The final grade is the weighted average of the partial grades as communicated to the student via Canvas. Successful completion of a course cannot be made conditional upon any additional requirements (other than attendance; see Article 4) or prioritisation of specific assessments.

3.2.3 Exceptions to Articles 3.2.1 and 3.2.2 may be approved by the Board of Examiners upon advice of the corresponding Head of Studies, Director of Education and the Board of Studies, and such authorised requirements must be clearly indicated in the course manual. Capstones, internships and community projects have their own assessment schemes as indicated in the Capstone and CPI Guidelines.

3.2.4 Each course manual indicates the method of assessment.

3.2.5 Criteria for student assessment, as well as the date an assignment is due or the date an examination takes place, shall be made clear from the outset in the course manual.

3.2.6 In addition to a grade, students shall receive substantive feedback on all assessments.

3.2.7 A student with exceptional personal circumstances will be offered, to the best of AUC's capacity, the opportunity by the examiner to take interim assessments in a format that allows for this. The examiner may seek expert advice through the Board of Examiners on suitable alternative formats.

3.2.8 Assessment results will be returned to students by the lecturers within 12 working days.

3.2.9 The period of validity for passed courses is not limited.

3.2.10 Passed courses cannot be retaken.

3.2.11 If the Board of Examiners finds that the student was involved in any kind of irregularity during an assessment, the Board may declare the result of the interim assessment concerned invalid (awarded 0.00) for the student in question.

3.2.12 The Regulations Governing Fraud and Plagiarism apply in full and form part of the Academic Standards and Procedures (see Appendix 2).

3.2.13 The need to detect plagiarism in texts makes the use of electronic detection programs imperative. When the student hands in a text, they permit inclusion of the text in the database of the relevant detection programme.

3.3 Deadlines, extensions and missed assessments

3.3.1 During the semester, the course lecturer is responsible for the setting and maintaining of deadlines for assignments that must be handed in, and for setting the dates for examinations. Extensions can be provided during the teaching period by the lecturer in accordance with Article 3.3.10.

3.3.2 The due date for assessments can be no later than the last day of the teaching period.

3.3.3 No assessment deadlines or examinations are to be scheduled during the proper break and reading week. No assessment deadlines or examinations are to be scheduled on the first two working days after the proper break.

3.3.4 If an examination is scheduled outside the timetabled class hours, and if the time slot of this examination coincides with a scheduled activity in another course for which attendance is required, examiners offer an alternative opportunity to take an examination, if requested by the student so affected.

3.3.5 A deadline extension of maximum five working days beyond the final day of the teaching period can be requested by a student directly to the examiner if there are exceptional personal circumstances. Requests for extensions for more than five working days beyond the final day of the teaching period must be submitted by the student to the Board of Examiners (through the AUC Digital Service Desk).

3.3.6 For Capstones, extensions for submission of the final version of the thesis can only be requested from the Board of Examiners at least two weeks before the final deadline, except in cases of *force majeure*. Requests must be submitted through the AUC Digital Service desk. Please see the Capstone Guidelines for more information about the extension process.

3.3.7 For community projects and internships, an extension of the due date for the final assignment beyond the last day of the CPI can be requested from the CPI coordinators via the AUC Portal if there are exceptional personal circumstances.

3.3.8 Students who are more than 15 minutes late for an exam can be banned from taking the exam by the invigilator or the examiner. Students who were more than 15 minutes late for an exam because of *force majeure* can request an alternative assessment directly from the examiner. The request for the alternative assessment will only be denied if, in the judgement of the examiner, the *force majeure* cannot be established. The student can appeal this decision at the Board of Examiners. An alternative assessment has to be completed no later than the last day of the teaching period, unless an extension has been granted (Article 3.3.5).

3.3.9 Students with a documented chronic condition that has been reported to their tutor and that may impact on their ability to complete (some) assessments are referred to Article 6 (Accommodations).

3.3.10 There are no opportunities to re-take exams or other assessments. A student who did not complete an assessment (who was unable to attend or complete a scheduled exam, or submit work by the deadline set by the lecturer) will receive a 0.00 for that assessment, unless they were prevented from doing so by exceptional personal circumstances or *force majeure* in which case they can request an alternative assessment directly from the examiner. The request will only be denied if, in the judgement of the examiner, the exceptional personal circumstances cannot be established or if the request puts a disproportionate strain on AUC's organisation or resources. The student can appeal against this decision to the Board of Examiners.

3.3.11 A student who takes part in an assessment declares themselves well enough to do so, whether this is handing in an assignment, sitting an examination, or taking another kind of assessment. Requests submitted afterwards to the examiner asking to be allowed to take an alternative assessment because of, for example, illness will not be granted. The only exception is in case of *force majeure* or sudden onset of illness during an examination that is

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

3.3.12 Students who receive a failing grade (5.0 or lower) for a course will need to retake the course if it is compulsory, or take an alternative course. The validity of partial grades obtained within a course is limited to the semester in which the course is taken.

3.3.13 See Article 6 for accommodations for exceptional personal circumstances with respect to assessment and examination.

3.4 Grade lists and diploma supplement

3.4.1 All partial grades are published on Canvas. All final grades are published on Student Information System (SIS) as soon as they have been received by the registrar. Each student can log onto SIS to see their own results.

3.4.2 On request, a student has the right to inspect their marked work during a period of two weeks after the results of a written examination have been made known. Within this time frame, a student may request that they be allowed to peruse the examination paper and the assessment criteria.

3.4.3 A student can appeal a grade (for an assessment or entire course) within six weeks of its publication on Canvas or SIS. Appeals can be directed to the Examination Appeals Board of VU (VU COBEX).

3.4.4 An appeal may be lodged against decisions of the Board of Examiners or examiners with the Examination Appeals Board of VU (VU COBEX) within 6 weeks after publication of the results (Section 7.61 WHW).

3.4.5 Official copies of a grade list can be obtained from the registrar's team via the AUC Digital Service Desk

3.4.6 Upon graduation each student receives a degree certificate and a diploma supplement. This supplement lists all passed courses for the degree and the grades obtained, as well as a final GPA. Courses with grades that do not count towards the GPA, as well as off-campus courses that are assessed in a different grading system than AUC's, are listed as pass/fail on the diploma supplement. The grades of the latter courses will appear on the original transcript from the host university that is included as an appendix to the diploma supplement.

3.5 Transfer of credit

3.5.1 Applicants who have completed (part of) an accredited university programme before enrolling at AUC, can file a credit transfer request with the Board of Examiners. University credits needed to receive admission to AUC cannot be transferred. In case of a 60 EC credit transfer, the year must comprise a broad programme of courses carrying at least 60 EC.

3.5.2 The request for transfer of credit should be filed before enrolment according to the deadlines and criteria stipulated by the admissions office, and should contain information about the previous institution (credit system, workload) and courses taken at that institution (course descriptions, level, and workload).

3.5.3 Any transfer of credit between 30-54 EC results in a shortening of the AUC programme with one semester. A 60 EC credit transfer results in a shortening of the AUC programme with two semesters.

3.5.4 Courses completed at another accredited university can be used to request a course waiver at AUC. A course waiver request can be submitted to the Board of Examiners at any time while studying at AUC. A course waiver request cannot include university courses for which credits have previously been transferred to AUC, or courses needed to receive admission to AUC. Courses

part of a course waiver request must cover selected AUC's learning outcomes as specified under Articles 2.4-2.6. An approved course waiver request means a student does not have to take a required AUC course. A waiver does not contribute to the number of credits required for graduation.

3.6 Academic progress and extra support

3.6.1 If a student completes fewer than 30 EC per semester, they will meet with their tutor and/or the senior tutor to discuss their academic progress and any circumstances that may be affecting their ability to study effectively. They may also request a meeting with the Student Life Officer. An academic progress plan, which outlines how the credit deficit will be filled, defines performance related goals, and specifies commitments to meet such goals, will be agreed upon and signed by the student, the tutor, and the senior tutor. The academic progress plan can be requested from the AUC Digital Service Desk and is available on student.auc.nl.

3.6.2 Course lecturers and tutors of a student on an academic progress plan may be asked to make reports to the Senior Tutor during the period of the academic progress plan.

3.6.3 The academic progress plan ends once the credit deficit has been filled. Until the plan concludes, the student meets with their tutor regularly to discuss how the student is doing and how the goals described in the plan are being met.

3.7 Binding Study Advice (BSA)

3.7.1 At the end of the student's first academic year (i.e. at the end of the student's second semester)[2], the student's academic progress is assessed and a *Bindend Studieadvies* (Binding Study Advice, BSA) or binding recommendation on the continuation of studies is issued to the student, as specified in Article 7.8b of the (Dutch) Higher Education and Research Act (WHW).

3.7.2 The BSA is issued by the Dean of AUC on behalf of AUC's *Bestuur* having considered the recommendations of the BSA Committee.

3.7.3 The BSA Committee is established by the Dean of AUC, after consultation with the Board of Examiners. Members of the BSA Committee are appointed for a three-year term. If at any time the BSA Committee is unable to meet or to fulfil its role the Board of Examiners may act as the BSA Committee.

3.7.4 A positive BSA means that the student is permitted to continue with their AUC studies. In order to receive a positive BSA, the student must obtain no less than 54 EC during their first academic year. This is AUC's BSA standard.

3.7.5 A negative BSA means that the student is required to deregister from the AUC programme, and cannot enrol as an AUC student for the following three years.

3.7.6 Before the student starts the second semester of their first academic year[3] they will receive an indication of their study progress in writing. This will indicate if the student is already at risk of receiving a negative BSA at the end of their first year. Students who are already at risk of receiving a negative BSA will be called to a meeting with their tutor to discuss their study methods, the factors that are influencing their academic performance (including personal circumstances), what they would need to adjust in their

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

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

study plan in order to meet the BSA standard by the end of their first year, and what additional support they may need (see also Article 3.6). Additional indications of study progress may be sent in writing to the student during their second semester.

3.7.7 Students will be informed of the intention to issue them with a negative BSA, and they will be given an opportunity to present their case for dispensation or postponement at a hearing with the BSA Committee before a final decision is made.

3.7.8 For students who do not meet the standards set in Article 3.7.4, the BSA Committee will determine whether their personal circumstances warrant dispensation (in effect a positive BSA) or postponement of BSA. Postponement may be recommended if, owing to exceptional personal circumstances, a student achieves fewer than 30 EC during their first year. The postponed BSA will be issued no later than the end of the student's second year of enrolment. Exceptional personal circumstances that will be taken into consideration for dispensation or postponement are those listed in the Implementation Decision of the WHW[4]. Students are referred to the "Guidelines BSA Procedure" for more details on this process, particularly with regard to reporting and documenting their personal circumstances.

3.7.9 In exceptional cases, the BSA Committee may advise the Dean of AUC to deviate from the regulations in Articles 3.7.1-3.7.8 in favour of the student, where application would lead to possible unreasonableness of a serious nature or manifestly unfair consequences.

3.7.10 A student who terminates their enrolment before the start of the second semester of their first year will not receive a BSA. Students who started their studies in September can terminate their enrolment before the start of their second semester by deregistering in Studielink before 1 February. Students who started their studies in February can terminate their enrolment before the start of their second semester by not re-enrolling in Studielink to continue in September.

3.7.11 An AUC student who has received a negative BSA decision can appeal to the Examination Appeals Board of VU (VU COBEX). The appeal, accompanied by sound motivation, must be sent within six weeks of the issuing of the negative BSA.

3.7.12 For more details on the practical implementation of Articles 3.7.1-3.7.11, students are referred to the "Guidelines BSA Procedure".

3.8 Academic awards

3.8.1 The final grade point average (GPA) upon graduation is calculated over all courses completed with a passing grade at AUC and all courses completed with a passing grade from other Dutch higher education institutions using a 1-10 grading system. The following exceptions apply:

a. For students who started before the academic year 2020-2021, the GPA is calculated over all AUC courses completed with a passing grade obtained from the third semester onwards.
b. For students who started in the academic year 2021-2022 or earlier, the letter grades from AUC courses are converted to numerical grade points using the table in Appendix 1. All grades obtained abroad and off-campus before 1 September 2022 are also counted to the GPA. Letter grades obtained abroad, or off-campus, are converted based on the table in Appendix 1. This GPA will be on a 1-10 scale.

The GPA is rounded to two decimal places according to UvA SIS.

3.8.2 The Board of Examiners decides whether a distinction (judicium) is awarded.

[4] Uitvoeringsbesluit WHW 2008 Artikel 2.1. Persoonlijke omstandigheden bij bindend studieadvies en verwijzing naar afstudeerrichting.

The following distinctions will be awarded:

- Honours: 7.00 to 7.99 GPA
- Cum Laude: 8.00 to 8.74 GPA
- Summa Cum Laude: 8.75 to 10.00 GPA

3.8.3 A distinction is only awarded if:

- a student did not infringe on AUC's plagiarism and fraud policy, namely a student has not been sanctioned for two or more plagiarism or fraud incidents as defined in AUC's Regulations Governing Fraud and Plagiarism (see Appendix 2, Articles 5.4 and 6.5).

4. Attendance

4.1 As a small-scale intensive academic institution, regular attendance is fundamental to the success of the programme and is mandatory. The methods of teaching and learning developed as part of this programme rely on student participation and engagement, for example, in interactive lectures, class discussions, guest lectures, presentations, projects, group work and excursions..

4.2 Students shall arrive on time. Lecturers indicate in their course manuals what the consequences of late arrivals are in terms of absences.

4.3 75% class attendance is required for every course. Exceeding the allowed absences (25%) will result in automatic failure (a final grade of 1.0).

4.4 Students with a documented chronic condition that has been reported to their tutor and that may impact on their ability to attend class have the option of requesting an accommodation in relation to the attendance policy as part of the accommodation procedure outlined in Article 6.

4.5 A student who incurs more than the permitted percentage of absences described in Article 4.3 because of exceptional personal circumstances or *force majeure* can request waiving an additional absence or additional absences directly from the lecturer. The request will only be denied if, in the judgement of the lecturer, the exceptional personal circumstances *or force majeure* cannot be established. The student can appeal against this decision to the Board of Examiners

4.6 Except in the circumstances given in Articles 4.3, 4.4 and 4.5, attendance as such will not affect the student's final grade for a course.

5. Tutoring

5.1 Each student is paired with a tutor, usually a core faculty member in that student's major, who acts as an academic advisor for the duration of that student's time at AUC. Students will meet their tutors regularly. Participation in the tutoring programme empowers students as they become citizens of an academic, social, and learning community to navigate and plan their studies, discover their interests, develop academically and personally, and explore potential post-graduate pursuits.

6. Accommodations for exceptional personal circumstances

6.1 AUC is committed to giving students fair opportunity to demonstrate their skills and knowledge, taking into account any special personal circumstances that the student might face. These circumstances may range from an unexpected event that suddenly and temporarily affects a student, to long-term conditions that affect them throughout their studies. In this context, students with exceptional personal circumstances can request accommodations with regard to teaching facilities, logistics, course load, attendance, examinations or other assessments where they believe they would otherwise be (or have been) unfairly disadvantaged.

6.2 Students who have exceptional personal circumstances that warrant adaptations to teaching facilities, logistics and/or with regard to course load, attendance, examinations or other assessments can submit a written request through the AUC Digital Service Desk. Before submitting a request, students can discuss their needs with their tutor and/or the Student Life Officer. Such adaptations, if granted, will accommodate the student's individual circumstances as much as possible.

6.3 All requests are considered on a case-by-case basis. If the request is granted, the validity period of the accommodation will be given with the decision.

6.4 Decisions on requests concerning attendance (Article 4), course load (Article 6.1), examinations and assessment (Article 3) fall under the responsibility of the Board of Examiners. The Rules and Guidelines of the Board of Examiners, which can be found via student.auc.nl and the A-Z list, should be consulted for information on the criteria used for weighing exceptional personal circumstances. Documentation requirements are kept to the minimum necessary to support the request, to limit the burden on the student. An appeal against a decision of the Board of Examiners can be lodged with the Examination Appeals Board of VU (VU COBEX). If an accommodation for examinations is granted by the Board of Examiners, the student is responsible for presenting the official document with the details to the examiner at the start of every course, well in advance of any examination. The examiner is responsible for implementation of the granted accommodations for examinations.

6.5 Decisions on requests concerning teaching facilities and logistics fall under the responsibility of the Dean. The Dean seeks advice from at least two staff members with relevant expertise or experience. An appeal against a decision of the Dean can be lodged with the AUC *Bestuur*.

6.6 AUC strives to accommodate requests to the best of its ability and within the constraints of available resources and institutional policies. Facilities at AUC may deviate from advice for facilities by experts or other educational institutions.

6.7 A student who for any reason is unable to attend any classes for an entire semester (or longer) is expected to deregister from the AUC programme (so that they will no longer be charged tuition fees), end their rental contract and move out of the AUC student residences. This is regardless of whether or not the student intends to re-enrol and return at a later date to complete their AUC studies.

7. Hardship clause

7.1 In individual cases involving matters not regulated by the Academic Standards and Procedures or in the event of demonstrable extreme unreasonableness and unfairness, the Board of Examiners will decide, unless the matter concerned is the responsibility of the Dean. The Dean seeks advice from at least two staff members with relevant expertise or experience.

8. Applicability, amendments and publication

8.1 These Academic Standards and Procedures apply to all students enrolled in the programme, irrespective of the academic year in which the student was first enrolled.

8.2 Students can choose to graduate under the Academic Standards and Procedures of the year in which they first enrolled in the programme. If they choose to do so, a request needs to be made to the Board of Examiners via the AUC Digital Service Desk.

8.3 Students who choose to graduate under the Academic Standards and Procedures of the year in which they first enrolled in the programme can replace the 100-level and 300-level theme course in their major with a 100-level and 300-level course within the same major[5].

8.4 Students who choose to graduate under the Academic Standards and Procedures of the year in which they first enrolled in the programme can replace the first and/or second methods course in their major with the first and/or second methods courses named in Articles 2.6.2–4 and in Appendix 5.

8.5 Any amendment of the Academic Standards and Procedures will be adopted after taking advice from the Board of Studies, Student Council and Board of Examiners. An amendment to the Academic Standards and Procedures requires the approval of the Board of Studies and Student Council if it concerns components for which they have rights of approval according to WHW and/or the Rules and Regulations AUC Board of Studies.

8.6 An amendment to these Academic Standards and Procedures will not apply to the current academic year, unless it may reasonably be assumed that the amendment will not harm the interests of students, or because of unforeseen or exceptional circumstances.

8.7 AUC will duly publish these Academic Standards and Procedures, any guidelines formulated by the Board of Examiners, and any amendments to these documents.

These Academic Standards and Procedures shall take effect on 1 September 2025

[5] Students who decided to change major and want to graduate under the Academic Standards and Procedures of the year in which they first enrolled in the programme (before 2023-2024), must notify the Board of Examiners if they want to count the 100-level theme course of the original major to their degree requirements, instead of the one of the new major. Theme courses can only count towards the new major if their cross-listing includes this new major.

Appendix 1

Letter grade conversion table for calculation of numerical GPA for students who started in 2021-2022 or earlier

Letter Grade	Corresponding numerical grade point
F	4.0
D-	5.0
C	6.0
C+	6.5
B-	6.8
B	7.1
B+	7.5
A-	8.0
A	8.5
A+	9.5

Appendix 2

Regulations governing fraud and plagiarism[6]

1. Definitions

1.1 Fraud and plagiarism are defined as any act or omission on the part of the student, which makes it difficult or impossible to assess their knowledge, insight and skills correctly.

1.2 Fraud is taken to mean in any event:

1.2.1 Being in the possession during the examination of any aids (pre-programmed calculator, mobile telephone, books, outlines, notes etc), the use of which is not expressly permitted;

1.2.2 Attempting to read what another candidate is writing during the examination, or exchanging information inside or outside of the examination venue;

1.2.3 Assuming the identity of another person during the examination;

1.2.4 Allowing someone else to assume your identity during the examination;

1.2.5 Obtaining possession of the questions of the examinations concerned prior to the scheduled date or time of the examination;

1.2.6 Making up and/or falsifying survey or interview answers or research data.

1.2.7 Making use of Artificial Intelligence tools (such as ChatGPT and others) in such a way that it becomes impossible for examiners to correctly assess a student's knowledge, understanding, and/or skills.

1.2.8 Making use of Artificial Intelligence tools (such as ChatGPT and others) when the examiner has explicitly forbidden their use in an assignment, assessment or exam.

1.3 Plagiarism is taken to mean in any event:

1.3.1 Making use of or, as the case may be, taking over another person's texts, data or ideas without complete and correct acknowledgement of sources;

1.3.2 Presenting the structure or, as the case may be, the central body of ideas taken from third-party sources as one's own work or ideas, even if a reference to other authors is included;

1.3.3 Failing to clearly indicate in the text, for instance by means of quotation marks or the use of a particular layout, that literal or near-literal quotations have been included in the work, even if a correct reference to sources has been included;

1.3.4 Paraphrasing the contents of another person's texts without sufficient reference to sources;

1.3.5 Taking over another person's audio, visual, or test material, software and programme codes without reference to sources and in doing so passing these off as one's own work;

1.3.6 Submitting a text previously used for another assignment, either in the same course or in another course. On the basis of the Capstone Guidelines an exception can be made for the use of work completed in the course Advanced Research Writing in the Capstone;

1.3.7 Taking over the work of fellow students and passing this off as one's own work or unacknowledged joint authorship;

1.3.8 Submission of papers obtained from a commercial agency or written, wholly or partially (whether or not for payment), by another person or entity.

1.4 Board of Examiners is taken to mean the Board of Examiners of AUC.

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

[6] These regulations are based on those of UvA.

2. Fraud and plagiarism complicity

2.1 Sanctions can be imposed on both the perpetrator and co-perpetrator of fraud and plagiarism.
2.2 If the work of a fellow student is taken over with the consent and/or cooperation of the fellow student, the latter is a co-perpetrator of plagiarism.
2.3 If one of the authors of a joint paper commits plagiarism, the other authors are co-perpetrators of plagiarism, only if they could have known or should have known that the other author committed plagiarism.

3. Detection of plagiarism

3.1 Electronic detection software programmes can be used for the detection of plagiarism in texts. In submitting a text, the student implicitly consents to the text being entered in the database of the detection programme concerned.

4. Procedure

4.1 If a case of fraud and/or plagiarism has been detected, the examiner or lecturer will immediately inform the student. The examiner will then notify the Board of Examiners in writing, with submission of the texts and findings.
4.2 The Board of Examiners will give the student the opportunity to be heard within a period of 2 weeks. The Board of Examiners may also request input from the student's tutor.
4.3 The Board of Examiners will determine whether fraud or plagiarism has been perpetrated and will notify the student, the student's tutor, and the examiner of the course of its decision and the sanctions in writing, in accordance with the provisions of Article 4 in conjunction with Article 5 within a period of 4 weeks, stating the possibility of appeal to the Examination Appeals Board of VU (COBEX VU).
4.4 If plagiarism is detected or suspected in a specific paper, the Board of Examiners can decide to investigate papers submitted earlier by the same student(s) for plagiarism. The student is obliged to cooperate with any such investigation and can be obliged to provide digital versions of earlier papers.
4.5 Sanctions imposed will be recorded in the student's records.

5. Sanctions in the event of fraud

The Board of Examiners will impose sanctions in the event of fraud as follows:
5.1 If the case involves conduct as specified in Article 1.2.1 or Article 1.2.2, the examination submitted may be declared invalid and the student may receive the grade 0.00 for the examination concerned.
5.2 If the case involves conduct as specified in Article 1.2.3 – 1.2.6, the work that has been created with the aid of fraudulent practices will be declared invalid (awarded 0.00) and the Board of Examiners can, depending on the seriousness of the fraud perpetrated, exclude the student who committed fraud from participation in all assessments of the course for a maximum period of 12 months, or exclude the student from participation in one or more assessments in the AUC programme for a maximum period of 12 months. In case of very serious fraud the Board of Examiners may recommend the University Board (CvB) to terminate the student's enrolment in the programme
5.3 If the case involves conduct not covered by these regulations, depending on the seriousness of the fraud perpetrated, the Board of Examiners can impose a sanction whereby the submitted examination is declared invalid (awarded 0.00), exclude the student who committed fraud from participation in all

assessments of the course for a maximum period of 12 months, or exclude the student from participation in one or more assessments in the AUC programme for a maximum period of 12 months. In case of very serious fraud the Board of Examiners may recommend the University Board (CvB) to end the student's enrolment in the programme.

5.4 If the student has already been penalised on a former occasion in connection with detected fraud or, as the case may be, plagiarism, they will be totally excluded from participation in all assessments for the course and they will receive a failing grade (1.0) for the course. The Board of Examiners can exclude the student from participation in all assessments of the course for a maximum period of 12 months, or exclude the student who committed fraud from participation in one or more assessments in the AUC programme for a maximum period of 12 months. In case of very serious fraud the Board of Examiners may recommend the University Board (CvB) to end the student's enrolment in the programme.

5.5 The Board of Examiners will not grant any exemptions on the basis of results obtained elsewhere during the period of exclusion from examinations for the course programme imposed on the student in accordance with this Article.

5.6 If the student is enrolled for more than one course programme, the Board of Examiners will consult with the examination boards of the course programmes in question prior to imposing any sanction.

5.7 If the detected conduct concerns a module of the Honours programme the Board of Examiners can rule that further participation in the programme will be denied.

6. Sanctions in the event of plagiarism

The Board of Examiners will impose the following sanctions in the case of plagiarism:

6.1 If the case involves conduct as specified in Article 1.3, whereby certain sections of existing texts have been taken over, but the student has in fact carried out their own research, there are two possible sanctions. In case the student has not yet completed Academic Writing Skills, or in case of minor infringement of the rules (e.g., the plagiarism pertains to parts of a few sentences), the paper can be graded on its merits; nevertheless, the student will receive a "strong warning." In case of more extensive plagiarism, the submitted paper may be declared invalid (awarded 0.00).

6.2 If the case involves conduct as specified in Article 1.3, whereby the entire paper or, as the case may be, considerable sections of it, including the research presented as being the student's own work, is derived from existing material and research published elsewhere or, as the case may be, literature, the submitted paper will be declared invalid (awarded 0.00) and the Board of Examiners can, depending on the seriousness of the plagiarism, exclude the student from participation in all assessments of the course for a maximum period of 12 months, or exclude the student who plagiarised from participation in one or more assessments in the AUC programme for a maximum period of 12 months. In case of very serious plagiarism the Board of Examiners may recommend the University Board (CvB) to end the student's enrolment in the programme.

6.3 If it becomes apparent after the investigation in accordance with Article 1.3.6, that plagiarism has been perpetrated on a former occasion, the Board of Examiners can rule that earlier achieved results of course components achieved by means of plagiarism will be declared invalid (awarded 0.00).

6.4 If the case involves conduct not covered by these regulations, depending on the seriousness of the plagiarism perpetrated, the Board of Examiners can exclude the student from participation in all assessments of the course for a maximum period of 12 months, or exclude the student who plagiarised from participation in one or more assessments in the AUC programme for a

maximum period of 12 months. In case of very serious plagiarism the Board of Examiners may recommend the University Board (CvB) to end the student's enrolment in the programme.

6.5 If the student has already been penalised on a former occasion in connection with detected fraud or, as the case may be, plagiarism, they will be totally excluded from participation in all assessments for the course and they will receive a failing grade (1.0) for the course. The Board of Examiners can exclude the student who plagiarised from participation in all assessments of the course for a maximum period of 12 months, or exclude the student from participation in one or more assessments in the AUC programme for a maximum period of 12 months. In case of very serious plagiarism the Board of Examiners can recommend the University Board (CvB) to temporarily or permanently suspend the student from the institution as a whole. In case of second or third case of plagiarism, the student cannot graduate with the distinction honours, cum laude or summa cum laude.

6.6 The Board of Examiners will not grant any exemptions on the basis of results obtained elsewhere during the period of exclusion from examinations for the course programme imposed on the student in accordance with this Article.

6.7 If the student is enrolled for more than one course programme, the Board of Examiners will consult with the examination boards of the courses in question before imposing any sanction.

6.8 If the detected conduct concerns a module of the Honours programme the Board of Examiners can rule that further participation in the programme will be denied.

Explanatory notes to regulations governing fraud and plagiarism

These uniform regulations have been drawn up on the advice of the Working Group for the prevention and combating of plagiarism and fraud by students and in consultation with the Board of Examiners. The regulations are part of a broader fraud and plagiarism policy and above all provide clear definitions of fraud and plagiarism and guidelines concerning applicable sanctions.

Definitions
The regulations apply to all students who study at the AUC i.e. including exchange students, external students and contract students.
Although plagiarism can also be considered as a form of fraud, the two concepts are referred to separately. This simplifies the task of providing definitions and specifying the various sanctions.

The definition in Article 1 is only applicable to test and examination situations. This means that the regulations do not apply to plagiarism in draft chapters and other preparatory documents for a thesis or a paper. If the lecturer detects plagiarism in the preparatory phase, it stands to reason that the lecturer will call the student to account and point out to the student that if the draft text were to be submitted as the definitive text, this would lead to a problem.

Article 2 states that besides the perpetrator, the co-perpetrator is also liable to penalty. The 'perpetrator' takes the initiative to commit the act, whereas a 'co-perpetrator' actively participates. Paragraphs 2 and 3 make complicity liable to penalty. A co-perpetrator can be reproached for specific conduct or, as the case may be, an omission.

Procedure
In the event that a suspicion of fraud or plagiarism arises, the examiner or lecturer is to immediately inform the student and will then inform the Board of Examiners

in writing. Subsequently the responsibility for the procedure lies with the Board of Examiners. This provision ensures that no undesirable opportunity for negotiation arises between the examiner and the student. Moreover, the Board of Examiners is in a better position to ensure the exercise of due care in the procedure and to safeguard the student's legal interests. The imposed sanctions will be recorded in the 'student records'. This refers to the file – whether in written or electronic form – kept by the student administration of the AUC.

Sanctions
In accordance with the provisions of Article 7.12b(2) of the Higher Education and Research Act (WHW), the Board of Examiners is authorised in the event of fraud and plagiarism to exclude the student from sitting for examinations for the course programme. In the case of serious fraud or plagiarism, the Board of Examiners may recommend the CvB to end the student's enrolment in the programme. In determining the sanctions policy of these regulations, the aim has been to follow the legal precedents already established by Board of Examiners and the Examinations Appeals Board. When a sanction is imposed, it must be clearly stated whether the exclusion only applies to the examinations of the course programme, or whether it also applies to all examinations at the AUC.

Appendix 3

Special courses

Sciences Lab courses

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

Big Questions courses

Big Questions: Data, AI & Society
Big Questions in the Senses
Big Questions in the Anthropocene
Big Questions in Time
Big Questions in Consciousness
Big Questions on the Environment: Science, Society & Culture
Big Questions: Language, power and (dis)empowerment
Big Questions in Bioethics

Programming courses

Programming Your World
Programming in Digital Societies
Intermediate Programming: Principles and Practice

Appendix 4

Admission requirements

English language requirements:

Dutch VWO diploma with an average grade of 7 or higher in English; IELTS: overall score of 7.0 (with at least 6.5 in each of the four components); or TOEFL (internet-based): overall score of 100 (with minimum scores of at least a 24 for Reading, at least a 22 for Listening, at least a 25 for Speaking and at least 24 for Writing); or Cambridge Certificate of Advanced English (CAE): grade A; or Cambridge Certificate for Proficiency in English (CPE): grade C; or an equivalent qualification.

Mathematics requirements:

Intended major Sciences

- Average grade 7 or higher in VWO maths level B (Wiskunde B) or equivalent;
- Average grade 7 or higher in VWO maths level A (Wiskunde A) in combination with VWO high school profile Nature & Health (Natuur & Gezondheid), or equivalent.

Intended major Social Sciences

- Average grade 7 or higher in VWO maths level A (wiskunde A), or equivalent.

Intended major Humanities

- Average grade 7 or higher in VWO maths level C (wiskunde C), or equivalent.