

Off-campus Courses Guidelines

2026-2027

Contents

1. Requirements for off-campus courses	3
1.1. Purpose	3
1.2. Who can apply	3
1.3. Conditions	3
1.4. Specifications	3
1.5. Notice	4
2. Submitting a request	4
2.1. Deadlines	4
2.2. Fulfilling entry requirements	4
2.3. Material and information required	4
2.4. Additional information	5
3. Criteria for assessment of a request	5
3.1. Courses to fulfil a degree requirement	5
3.2. Elective and Extracurricular courses	5
3.3. Level Designation	6
3.4. Overlap with AUC courses	6
3.5. Honours courses and IIS Electives	6
4. Reasons for denial	6
4.1. Delay	6
4.2. Content	7
4.3. Incomplete requests	7
5. Grade processing	7
5.1. UvA	7
5.2. VU/other accredited institution	7

Off-campus Courses Guidelines

These guidelines apply to any requests to take an off-campus course (Article 2.10 AS&P 2026-27) and they are intended as an explanatory document. The AUC Academic Standards and Procedures apply to these guidelines. No rights can be derived from the provisions contained in these guidelines.

1. Requirements for off-campus courses

1.1. Purpose

AUC recognizes the importance for students to take courses that are relevant to their curriculum and interests. As such, it encourages students to make use of the possibility to fulfil certain degree requirements by taking courses offered by other accredited institutions, within the boundaries of the AS&P.

1.2. Who can apply

Only students who have completed their first semester at AUC may request permission to take off-campus courses ([AS&P 2.10.2](#)).

1.3. Conditions

An off-campus course is a course at UvA, VU, or at another university. An off-campus course must be part of an accredited programme (i.e. a bachelor programme or a minor). Off-campus courses exclusively taught online cannot count toward AUC's degree requirements (AS&P 2025-26 2.10.1). If students take an off-campus course at another university than UvA or VU, this must be an accredited institute offering university-level education. It must issue legal diplomas and legal transcripts containing a course title, grade, and credits.

To have an off-campus course count towards the degree requirements, students must obtain permission from the Board of Examiners and adhere to the deadlines stipulated in the AS&P. The BoE ultimately determines which AUC degree requirement(s) the off-campus course(s) may fulfil.

The course must meet the AUC standards and it must be graded to be counted for credit and towards the AUC degree.

AUC students may take a maximum of 42 off-campus credits to be counted towards the 180 ECTS degree requirements. Please note that study abroad credits and 30 EC internships count towards this 42 off-campus credit maximum.

To have an off-campus course grade registered, the student must provide a transcript detailing the grade and number of credits accumulated. Off-campus courses taken in the final semester must be completed and graded before the date of graduation.

1.4. Specifications

In their request, students must specify towards which graduation requirement they would like the course to be approved. This can be any of the following options:

- Towards their major requirements (AS&P Article 2.6);
- Towards their Humanities/Social Sciences/Sciences requirement (AS&P Article 2.4.1(d));
- As an Elective: i.e. the course will be used to meet the graduation requirement to obtain 180 EC, but will not be used to meet any disciplinary or other requirement (AS&P Article 2.4.1(f)). Elective courses are approved at the 100 level. Language courses can be taken as electives as long as they meet AUC's criteria.
- As an Extracurricular: i.e. the course will not be used to meet any graduation requirements and it will not count towards the GPA. However, it will appear on the diploma supplement. Extracurricular courses are not assigned a level.

When submitting a request, students must also indicate the number of EC and specify the level (100, 200 or 300) at which they would like to have the course approved. For courses taken at the VU, AUC generally follows the level designated by the VU. More information on how the level is assessed can be found in section 3.3 of these guidelines.

1.5. Notice

Please note that this guide does not apply to courses taken as part of a study abroad programme. For information on study abroad courses please visit the [AUC study abroad webpage](#).

2. Submitting a request

2.1. Deadlines

An off-campus course request must be submitted at least 6 weeks before the start of the course. These courses can be taken in any semester or period, and requests should be filed with the Board of Examiners via the AUC Digital Service Desk.

Please note that getting accepted into the course and obtaining permission from the Board of Examiners are two separate processes that are best pursued in parallel. Often, it will be necessary to submit your application to the BoE while you are still waiting to be accepted into the course, as otherwise you may be too late for Board of Examiners' approval.

2.2. Fulfilling entry requirements

It is the student's responsibility to make sure that they have met the prerequisites for the off-campus course. Please note that AUC cannot waive any entry requirements, and these requests should be submitted to the institutions offering the course.

2.3. Material and information required

Prior to submitting a request, students should discuss their course planning with their tutors, to ensure that there is no overlap between the courses requested and those taken at AUC.

To make a request to the BoE, students can use the [AUC Digital Service Desk](#). A full description of the information required to make the request is provided in the off-

campus request form. Students must ensure that requests are complete, as incomplete requests might be rejected.

To evaluate an off-campus course request, the BoE requires the following information:

- Information about the course (course title, course code, number of EC);
- Specifications as to whether the course will be used towards the disciplinary graduation requirements (Humanities/Sciences/Social Sciences) and, if so, an indication of the level;
- An up-to-date course manual or syllabus with the following information: description of the course content, overview of the assessments, prerequisites (if any). If unavailable, a robust and complete course description from the course catalogue or written communication from the course lecturer or coordinator may be sufficient.
- An up-to-date planning grid, indicating which courses have already been taken or the student intends to take (to avoid any overlap).

2.4. Additional information

Should a student wish to add any additional information to their request after they have submitted their request, they should add the information directly to the original request, without opening a new request.

3. Criteria for assessment of a request

Please note that requests are assessed on a case-by-case basis, to take into account a student's academic background and any changes in the course. While the BoE takes into consideration previous decisions for the same course, it can still choose to depart from it, to account for any developments in the AUC programme. For a list of the previously approved precedents, please visit [Off-campus courses - AUC Student Information](#).

3.1. Courses to fulfil a degree requirement

If the course requested is intended to meet a disciplinary requirement (Humanities/Sciences/Social Sciences), the BoE will first look at the content and learning outcomes of the course, as well as where it is situated institutionally. If the course is offered by an accredited and "conventional" program, it is often clear whether it can be approved as HUM, SSC or SCI. However, please note that some fields and courses can be more ambiguous. For example, simply because a course is offered by the College of Humanities will not necessarily mean that it will be approved as a Humanities course. When in doubt, the BoE may solicit the advice of the relevant Heads of Studies.

3.2. Elective and Extracurricular courses

Elective courses

For various reasons, some courses cannot be designated as a disciplinary course (HUM/SSC/SCI). In that case, the course will usually be approved as an Elective. This means that it will be used to count towards the requirement to complete 180 EC, but not to meet any other degree requirements.

Extracurricular courses

These are courses that are not used to meet any degree requirements, and they are approved so long as they are offered by an accredited programme and the request is submitted on time.

3.3. Level Designation

For courses taken at the VU, AUC generally follows the level designation by the VU. For courses taken at the UvA or other institution, the following criteria are applied.

- 100 level: This is generally the level designated for introductory-level courses where there are no entry requirements. Due to their nature, Electives are only approved at the 100 level.
- 200 level: This is generally the level granted when a course is clearly offered as a second year course, or when the course has limited entry requirements (e.g. only positive BSA required). Courses at this level generally aim to deepen students' knowledge of a topic.
- 300 level: This is generally for courses that are intended for 2nd or 3rd year students. Usually these courses have explicit entry requirements and the content and/or learning outcomes suggest an advanced level. There may also be a significant research element in the assessment structure. Please note that the number of EC (6 or 12) is not, by itself, an indication of level.

3.4. Overlap with AUC courses

The BoE will also consider whether there is a similar course at AUC, to make sure that students maintain a diverse curriculum. If this is the case and the student has already taken the AUC course, then the Board might deny the request. If the student has not taken the similar AUC course, then the Board may issue an approval decision with a condition that the course cannot be taken in combination with the AUC course. This means that both courses cannot be taken for credit.

3.5. Honours courses and IIS Electives

Only off-campus courses that are part of accredited programs (i.e. bachelor's programs or minor programs) can be approved for meeting graduation requirements. Honours courses and elective courses offered by the Institute of Interdisciplinary Studies (IIS) will usually be approved as Extracurricular courses, unless they are part of a specific degree programme.

4. Reasons for denial

4.1. Delay

Requests submitted late and after the start date of the course will be denied (AS&P article 2.10.4). Only in cases of exceptional personal circumstances or *force majeure* can the BoE deviate from this rule. Please note that waiting to be accepted into the course by the university providing the off-campus course is not considered an exceptional personal circumstance.

4.2. Content

Requests may be denied where there is too much overlap with an AUC course that the student has already taken. See section 3.4 of these guidelines.

4.3. Incomplete requests

Requests that are incomplete, such as those where the student has not uploaded the information detailed in section 2.3. of these guidelines, cannot be processed.

5. Grade processing

Off-campus course grades are processed provided that students adhere to the procedures laid down below and in the approval letter for the off-campus course. Unless otherwise specified by the student before the start of the course, off-campus course grades will be counted towards the AUC degree in the order in which the grades have been obtained. Should a student no longer wish for an off-campus course grade to count towards the degree requirement, they must notify the BoE before the start of the course.

5.1. UvA

For UvA off-campus courses, students do not have to submit a transcript.

To have the grade registered in Portal, students must contact AUC via the Service Desk once their grade has been processed in SIS. Students must also provide the CS-reference number of the BoE approval of the off-campus course.

5.2. VU/other accredited institution

For courses taken at the VU or other accredited programmes, students will have to request the relevant institution to send a copy of the transcript directly to secretary-boe@uva.nl after they have completed the course.

Students should make sure to request that the transcript contains the following information, as otherwise the off-campus course may not be registered:

- The official title of the course; and
- The number of ECTS credits; and
- A grade.

These guidelines were last updated on 31 August 2026.