



**RULES & REGULATIONS
UNDERGRADUATE
CERTIFICATE PROGRAMMES
(UCP)**

Academic Year 2011-2012

In these regulations we have tried to be as accurate as possible, but there may be some ambiguities or unfortunate formulations that need clarification in the future. Please ask whenever a rule or an instruction is not clear and notify us of any information that is incomplete or wrong.

The UCP management cannot be held responsible for the contents of the information of third parties in this booklet or for any consequences from its use.

INTRODUCTION

Few people are particularly fond of formal rules and regulations. Yet, they are important. Whenever more than two people have to work together, not having any rules easily results in inequality and injustice. We strive to be as clear as possible in setting rules, but we also try to keep the number of rules and regulations limited. All the regulations taken together constitute an impressive interconnected maze.

All regulations that concern your study period in the Undergraduate Certificate Programmes (UCP) are included in this booklet. Most of the rules you will encounter in the regulations will seem very familiar, as they are governed by common sense, or are widely applied in education all over the world. Still, some rules might not be as clear or logical as we think they are. Feel free to ask your programme manager about them. The regulations were established years ago and it might happen that a rule is not interpreted or enforced the way you would expect it to be. If so, please feel free to point the rule out to the relevant person/institution in order to explain yourself and contact your programme manager if a difference in opinion cannot be solved.

Next to the Education and Examination Regulations for the Undergraduate Certificate Programmes you find here: the Regulations governing Fraud and Plagiarism; Regulations regarding Problems, Appeals and Complaints, and information on The University of Amsterdam Ombudsman.

These rules and regulations apply to both the Undergraduate Certificate Programme in Social Sciences and the Undergraduate Certificate Programme in Law, Culture and Society. We refer to both programmes when using the abbreviation UCP.

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HOW TO FIND YOUR WAY IN THE REGULATIONS

1. **Essential Teaching and Examination Regulations for the Undergraduate Certificate Programmes**
2. **Regulations governing Fraud and Plagiarism**
3. **Problems, Appeals and Complaints**
4. **The University of Amsterdam Ombudsman**

WHAT TO READ?

To make sure you will not miss anything, you should read all regulations, as far as they apply to you. Generally, the most important regulations are the Essential Teaching and Examination *Regulations of the Undergraduate Certificate Programmes*. Please also spare some time to read the *Regulations on Fraud and Plagiarism*.

Hopefully you will never have to deal with *the Regulations for Appeal against Admission and Examinations*, but we nevertheless recommend reading them, since those will regulate all appeals against grades.

All regulations are included integrally. Below you will find a short introduction and explanation of each set of regulations.

1. **Essential Teaching and Examination Regulations for the Undergraduate Certificate Programmes**

These regulations state the essential academic matters that apply to Undergraduate Certificate students of the Undergraduate Certificate Programme in Social Sciences and the Undergraduate Certificate Programme in Law, Culture and Society. The regulations are an English translation of the relevant articles of the bachelor's Teaching and Examination Regulations plus some additions or adjustments specifically for the UCP.

2. **Regulations governing Fraud and Plagiarism**

These are regulations that govern the way the University of Amsterdam deals with (academic) fraud and plagiarism.

3. **Problems, Appeals and Complaints**

There are three sections in this chapter.

The first section consists of the Preliminary Procedure for Appeals and Complaints. This preliminary section states how students are supposed to act when they have a problem, appeal or complaint they want to raise. The aim of the preliminary procedure is to solve problems as efficiently as possible and to avoid lengthy formal procedures if possible.

The second section consists of the *Regulations for Appeal against Conditions of Admission and Examinations*. The *Regulations for Appeal* stipulate the way appeals against results of courses should be made after the preliminary steps have been taken.

The third section consists of the so-called *Individual right of complaints at UvA*. This is an adaptation of the *UvA-klachtenregeling* for the UCP. It stipulates the complaint procedure of the UvA for general complaints that are not already regulated by any other regulations. In this case, too, students should have first followed the preliminary procedure.

4. **The University of Amsterdam Student Ombudsman**

The Ombudsman at the UvA can help with complaints that cannot be settled through any other complaint procedure. We have not included the integral regulations of the Ombudsman here, but they are available at the Registrar's office of the UCP and at the Ombudsman's office. You can find the contact information in this chapter.



1. ESSENTIAL TEACHING AND EXAMINATION REGULATIONS FOR THE UNDERGRADUATE CERTIFICATE PROGRAMMES

Please note that Article numbers in these Regulations follow the CSS-Model-Regulation. All article numbers are included, also in cases where the article does not apply. Some articles are supplementary for the UCP, some articles have been substituted with adjusted articles specifically targeted at UCP students.

In the case of translated articles: This translation is provided for information purposes only. In the event of a difference of interpretation, the original Dutch version of this article (bachelor's OER of a programme of the College of Social Sciences) is binding. Only supplementary or substituted articles are binding in the English version.

Chapter 1 – General stipulations

Article 1.1 – Applicability of the regulations – substituted

These regulations apply to the education and the examinations of the Undergraduate Certificate Programme in Social Sciences and the Undergraduate Certificate Programme in Law, Culture and Society, hereinafter to be called UCP and/or ULCS and/or the study programme. The educational institute College of Social Sciences (CSS), hereinafter also to be called: the educational institute or the college, of the Faculty of Social and Behavioural Sciences, hereinafter to be called: the Faculty, provides the study programme.

Article 1.2 – Definitions

Definitions a-ag are general definitions used in the College and the Graduate School of Social Sciences (CSW & GSSS). All general definitions are included in the list unless they are defined elsewhere (faculty regulations, the law), regardless of actual inclusion in these specific regulations. Definitions as of ah – where this applies - are specific to this programme.

The following definitions are used in these Regulations:

- a. the Act: the Dutch Higher Education and Research Act (*Wet op het hoger onderwijs en wetenschappelijk onderzoek* (WHW));
- b. the University: the University of Amsterdam (UvA);
- c. student: the person enrolled at the university to pursue education and/or take examinations/examinations as part of the programme;
- d. propaedeutic phase: the first year of the Bachelor programme;
- e. post-propaedeutic phase: the second and third year of the Bachelor programme;
- f. examination: the Bachelor or Master final examination of the programme;
- g. programme/curriculum: the totality and cohesiveness of the programme components, teaching activities/methods, contact hours, testing and examination methods and recommended literature;
- h. programme component: a unit of study of the programme within the meaning of the Act;
- i. practical exercise: the participation in a practical training or other educational learning activity, aimed at acquiring certain (academic) skills.

Examples of practical exercises are:

- researching and writing a thesis or paper,
- carrying out a research assignment,
- taking part in field work or an excursion,
- taking part in another educational learning activity aimed at acquiring specific skills, or

- o participating in and completing an internship;
- j. portfolio: the collection of educational products (written and/or electronic) representing the student's achievements within the programme he/she has chosen;
- k. seminar: a class in which the material is addressed primarily on a problem- or case-oriented basis;
- l. lecture-seminar: seminar accompanying/supporting a lecture;
- m. thesis: a component comprising research into the literature, collection of data and/or contributing to scientific research, always resulting in a written report;
- n. interim of other examination: assessment of a student's knowledge, understanding and skills relating to a programme component. The assessment is expressed in terms of a final mark/grade. An interim of other examination may consist of one or more partial interim of other examinations. A resit always covers the same material as the original examination;
- o. workload: the workload of the unit of study to which and interim of other examination applies, expressed in terms of credits = ECTS credits or EC (ECTS=European Credit and Transfer Accumulation System). The workload for 1 year (1680 hours) is 60 ECTS credits/EC; an ECTS credit (EC) with a workload of 28 hours of study;
- p. Credit/EC: an ECTS credit (EC) with a workload of 28 hours of study;
- q. fraud and plagiarism: the student's actions or failures to act that make it wholly or partially impossible to accurately judge his/her knowledge, understanding and skills;
- r. academic year: the period beginning on 1 September of one calendar year and ending on 31 August of the following calendar year;
- s. minor: a coherent programme of 30 EC that is aimed at creating background in a second discipline or an interdisciplinary subject;
- t. preparatory programme: programme consisting of 60 EC at maximum that students without a diploma that directly grants access need to complete first in order to gain access to a specific master's programme
- u. *Studieweb/SIS*: the application on the University website that can be used for course registration and perusal of grades.
- v. MyUvA: the personalised webpage of the University of Amsterdam where students can peruse their data
- w. *studieadviseur*: the person, who is in charge of study advice to the student of the programme.
- x. *opleidingscoördinator*: the person, who, together with the programme director, is in charge of organisation and co-ordinating the programme.
- y. programme manager: the person, who is in charge of study advice to the student and the organisation and co-ordination of the programme, either together with the academic advisor/tutor or with the programme director;
- z. academic advisor: the member of the academic staff responsible for the student's academic guidance;
- aa. course manual: manual of the course/study unit which includes all relevant information for the course/study unit.
- ab. result partial examination: result (=grade) of a partial examination, registered or unregistered separately
- ac. BlackBoard: the digital learning environment as used at the Universiteit van Amsterdam.
- ad. Rules & Guidelines: the rules and guidelines of the examination committees in the sense of Book 7, Article 12b of the law; the document, which comprises further procedures concerning the teaching and the examinations of a programme (examination regulations). For the UCP, an English translation of the relevant articles of the bachelor's Rules & Guidelines is available.
- ae. Administration/secretariat: the administration/secretariat of the programme, responsible for the maintenance of academic records and matters concerning diplomas, certificates, and transcripts.

af. Effort requirements:	Requirements concerning (active) participation in teaching and examination that students need to meet, as defined in the course manual
ag. Intake:	the procedure a student who has applied for the bachelor programme needs to follow before enrolling to verify his/her choice of study.
ah. admission committee:	the admission committee of the study programme; the committee which handles all applications for admission to that particular programme.
ai. admissions office:	the department of the educational institute that handles the admissions and everything related to admissions to the study programme.
aj. dean faculty:	The dean of the Faculty of Behavioural and Social Sciences in conformance with the faculty regulations (<i>faculteitsreglement</i>).
ak. director CSS:	the director of the CSS, who has the overall responsibility for the College.
al. CSS:	the College of Social Sciences.
am. UCP:	Undergraduate Certificate Programme in Social Sciences (Undergraduate Certificate Programme)
an. ULCS:	Undergraduate Certificate Programme in Law, Culture and Society.

The other terms have the meanings ascribed to them in the Act.

Chapter 2 – Admission to the programme

Article 2.1 Entry requirements Undergraduate Certificate Programmes – substituted

Students who want to apply for admittance need the following qualifications:

1. At least 120 EC of academic training in a field relevant to the courses the student wishes to take (at least 90 EC in the case of Human Geography/Planning);
2. Completion of previous studies with an overall grade average equivalent to at least a:
 - o B/3.0 (American system)
 - o Second class, lower division Honours degree (British system)
 - o C (ECTS system)
 - o 7.0 (Dutch system)
3. Positive motivation.

US students who wish to enrol in the Undergraduate Certificate Programme in Law, Culture and Society, can only do so via the Institute for International Education of Students (IES Abroad).

Article 2.2 – Supplementary entry requirements

Does not apply

Article 2.3 – Entrance examination

Does not apply

Article 2.4 – Recognition acquired competencies

Does not apply

Article 2.4 – Intake procedures

Does not apply

Article 2.6 – English language – supplementary

1. Admission to the programme requires sufficient command of the English language.
2. All non-native speakers of English are required to demonstrate sufficient proficiency in English by submitting a test score of one of the following tests:

- a. International TOEFL (Test of English as a Foreign Language) test scores (institutional tests will not be accepted)
 - Computer-based test: minimum total score 230; minimum score on each component 18 (components are: listening, structure/writing, and reading)
 - Paper-based test: minimum total score 570; minimum score on each component 50 (components are: listening, structure/writing, and reading)
 - Internet-based test: minimum total score 88; minimum score on each component 16 (components are: listening, structure/writing, reading, and speaking)
 - b. IELTS (International English Language Testing System), minimum score of 6.5
 - c. English as a Foreign Language Exams (FLE) of the University of Cambridge Local Examinations Syndicate (UCLES) (FCE test will not be accepted)
 - Certificate in Advanced English (CAE), minimum score of B
 - Certificate of Proficiency in English (CPE), minimum score of C
 - d. For applicants residing in (or visiting) Amsterdam, an English proficiency exam is organised by the GSSS in collaboration with the British Language Training Centre (BLTC), minimum score of 6.5
3. Native speakers of the English language are in principle considered to have sufficient proficiency in English. Whether a student is regarded as a native or non-native speaker, is based on nationality as proven by the identity papers submitted (passport or birth certificate). If one's nationality is not of a country of which English is considered to be the main and only official language, a valid English test score is required. If one's nationality is of a country with more official languages (of which one is the English language), the student needs to submit a valid English test score as mentioned below or prove that his/her undergraduate studies are completely taught in English. If the language of instruction is not mentioned on the transcripts or diploma, the student will need to submit a letter from the educational institute, stating that the curriculum is completely taught in English. Students who are regarded as native speakers of English based on their nationality but who appear not to have sufficient command of the English language during the application process, can be asked to submit a test as stipulated under a-d.

Article 2.7 – Admission procedures– supplementary

1. The admissions office of the programme handles all applications for the Undergraduate Certificate Programmes. The admissions office is mandated by the Admission committee to decide upon application in standard situations.
2. If necessary, there is an ad hoc Admission committee for the study programme, which decides on the admission of a student and on the level (undergraduate or graduate) the student is admitted in.
3. The director of the CSS appoints the members of the Admission committee.
4. With a view to admitting students to the programme, the admissions office/admission committee evaluates the candidate's knowledge, understanding and skills. The committee includes knowledge of the language in which the programme will be taught in this assessment. The committee may request experts within or outside the university to test certain types of knowledge, understanding and skills, in order to supplement written evidence of the programme/programmes the student has completed.
5. Decisions of the admissions office/admission committee of the programme are based on the applicant's academic record in relation to the programme and the expected suitability of the applicant to complete the programme within the set time limit.
6. The programme manager decides which courses a student is allowed to take.
7. The admission evaluation takes place twice a year.
8. For admission in September, a complete request for admission to the programme must be submitted to the admissions office/admission committee before 1 May. For admission in February, a complete request for admission to the programme must be submitted to the admissions office/admission committee before 1 September. Under exceptional circumstances, the admission committee may consider a request submitted after this closing date.

9. Admission is granted on the condition that, by the relevant starting date at the latest, the candidate fulfils the provisions of Article 2.1 regarding knowledge and skills, as evidenced by the diplomas that he/she has obtained for completed programmes.
10. Candidates receive either confirmation of admission or a negative decision. An appeal against a negative decision can be lodged with the Director of the College of Social Sciences
11. Further details relevant for the selection procedure, such as which documents need to be produced, will be published on the UCP's website.

Article 2.7– Intake Dates - supplementary

1. Intake into the programme is possible at the beginning of the first semester of the academic year (September) and at the beginning of the second semester (February). The intake dates mentioned in this paragraph ensure a programme that can be expected to be completed in the nominal period.
2. When the programme commences, the student must have completed fully the previous qualification allowing admittance to this programme.
3. If intake takes place at a date other than that stated in paragraph 1 of this Article, the feasibility of the programme being completed within the set time cannot be guaranteed.

Chapter 3 – Contents and organisation of the programme

Article 3.1 – Aim of the study programme – substituted

1. The UCP study programme aims at:
 - Allowing international students to follow academic courses on a variety of subjects in the field of Social Sciences at the University of Amsterdam, within the framework of an exchange or study abroad programme..
 - academic education, including acquiring academic skills (such as reasoning, written, vocal and research skills, correctly quoting and registering sources), learning to solve complex problems both independently and creatively and learning to reflect critically.
2. The ULCS study programme aims at:
 - Allowing international students to learn more about law and the legal profession in an international and intercultural setting at the University of Amsterdam, either within a framework of an exchange or study abroad programme (IES Abroad), or as an independent, fee-paying Certificate student.
 - academic education, including acquiring academic skills (such as reasoning, written, vocal and research skills, correctly quoting and registering sources), learning to solve complex problems both independently and creatively and learning to reflect critically.

During the one-semester programme, students will:

- Gain knowledge of the American legal system in particular, and legal theory in general, through a comparative and international perspective;
- Familiarize themselves with the multifaceted aspects of the legal profession through visits to various national and international institutions;
- Focus on societal and cultural topics that influence the law and the legal profession in today's world;
- And develop their argumentation and discourse skills.

Article 3.2 - Organisation of the programme – substituted

This programme is organised on a full-time basis.

Article 3.3 – Language of instruction for the programme – substituted

The language of instruction for the programme is English. All courses and examinations are in English. This means the Code of Conduct for Foreign Languages at the UvA 2000 and the provisions laid down in Section 7.2 of the Act apply.

Article 3.4 – Scope of the programme – substituted

The programme has a standard workload of 30 credits per semester. One credit equals 28 hours of study activities.

Article 3.5 – Curriculum – substituted

UCP

The curriculum of the Undergraduate Certificate Programme in Humanities and Social Sciences comprises the following:

The courses within the Undergraduate Certificate Programme in Humanities and Social Sciences are organised in the following clusters:

- Conflict, Cultural Diversity and the Law
- Development and Planning
- Dutch Society and Culture
- Ethnicity, Migration and Nationalism
- Society, Culture and Modernity
- Gender, Sexuality and Society
- International Relations and Globalisation
- Communication and Media
- Politics, Governance and Democracy

Students can choose courses from one specific cluster of courses, or choose courses from several thematic clusters to their liking.

The course choice is subject to approval of the programme manager. In exceptional cases, the programme manager may permit the choice of other courses on bachelor's level of the University of Amsterdam.

Graduate students in the Undergraduate Certificate Programme who wish to take courses at Master's level need to request special permission per course of the admission committee of the Master's programme of which the course is part.

ULCS

The educational programme of the Undergraduate Certificate Programme in Law, Culture and Society is set up as follows:

- A. General obligatory programme units 12 credits
- B. Optional programme units 18 credits

A. General obligatory programme units

These consist of the following programme units and their accompanying workload:

1. Seminar on Law & Legal Practice in an International & Comparative Perspective (12 EC)

B. Optional programme units

The student may choose one or more programme units up to a workload of a maximum of 18 credits. One can choose from the following units (subject to change):

First Semester

1. European Union Law, an Introduction (5/10 EC)
2. Introduction to Argumentation Theory (12 EC)
3. Introduction to Conflict Studies (12 EC)
4. Public International Law (12 EC)
5. Introduction to Islamic Law (12 EC)
6. Seminar on Conflict and Negotiation (12 EC)
7. Social Trends, Social Problems and Social Policies in the Netherlands (6 or 12 EC)
8. IES Abroad students may also choose to follow the course *IES Abroad - Dutch Language and Culture* (4 EC)

Second Semester

1. European Union Law, an Introduction (5/10 EC)
2. Introduction to Conflict Studies (12 EC)
3. Introduction to Islamic Law (12 EC)
4. Introduction to Argumentation Theory (12 EC)
5. Introduction to European Integration (12 EC)
6. Public International Law (12 EC)
7. Social Trends, Social Problems and Social Policies in the Netherlands (10 EC)
8. UNISCA - Summer Course: United Nations Incorporated (6 EC)
9. IES Abroad students may also choose to follow the course *IES Abroad - Dutch Language and Culture* (4 EC)

The course choice is subject to approval of the programme manager. In exceptional cases, the programme manager may permit the choice of other courses on bachelor's level of the University of Amsterdam.

Article 3.6 – Programme components from elsewhere

Does not apply

Article 3.7 – Major/Minor combination

Does not apply

Article 3.8 – Portfolio

Does not apply

Article 3.9 – Free curriculum

Does not apply

Article 3.10 – Honours programme

Does not apply

Chapter 4 – Teaching

Article 4.1 - Participation in in programme components, rules for priority admission – substituted

1. Only students with a correct and valid UvA registration can participate in courses.
2. Every student must register for every programme component. To participate in programme components, the student must register within the period indicated in the course catalogue and on the website and according to procedures mentioned there. The student may be refused the opportunity to participate if he/she does not register or fails to register in time.
3. Admission to courses/programme components with limited capacity is based upon the following consecutive priority rules:
 - a. priority is given to students of the own bachelor's programme, of the bachelor's programme in Interdisciplinary Social Sciences and to student in a preparatory- or minor programme, for whom the course is a required programme component;
 - b. priority is given to students of the own bachelor's programme, of the bachelor's programme in Interdisciplinary Social Sciences and to student in a preparatory- or minor programme, for whom the course is an elective programme component;
 - a. in case of sufficient capacity, priority is then given to all other students of the College of Social Sciences.
4. In case of insufficient capacity students will be placed on a waitinglist, with due observance of the above priority rules. In case of insufficient capacity students will be admitted in a course on the base of the placement on the waitinglist, with due observance of the above priority rules. For English-taught courses in the bachelor's programme certain amount of places is reserved beforehand for foreign students by the responsible programme director, regardless of the above mentioned rules for priority admission.
5. Students are required to hand in a study plan before the start of their programme for the upcoming semester. It is the UCP programmemanager who registers the students for courses.

6. Students will be placed into elective courses, depending on availability of places. If placement is impossible, for example due to limited availability of places, the programme manager, together with student, will search for suitable alternatives. Handing in a study plan on time is a guarantee for obtaining a place in the elective courses selected.
7. Students may drop a course as long as they take at least 24 credits per semester. Students are required to inform their programme manager on the course(s) they drop within the first two weeks of the semester by e-
8. Once a student has finalised his/her choice of courses a course cannot be dropped without permission of the programme manager. A motivated, written request to drop a course must be submitted to the Registrar within 20 working days of the start of the course. For exchange students, it is helpful if written permission of their home university is included in this request.
9. Students register for 24-30 EC per semester (or the full amount of the curriculum in the semester, when differing).
10. Regardless of the attendance rules as mentioned in Article 4.3 and the course manual, enrolled students are obliged to attend the first meeting. Students who are unable to attend the first meeting need to inform the lecturer beforehand. Students, who do not meet this requirement can be expelled from further participation. This paragraph is not applicable to lectures.

Article 4.2 – Sequence and entry requirements

Does not apply

Article 4.3. - Participation in courses – substituted

1. Students are required to attend all meetings of the courses for which they are registered
2. Students need to inform the lecturer and/or the programme manager in case of absence for reasons beyond the student's control.
 - a. Students can be asked to submit extra work to compensate for absence during meetings.
 - b. Assignments to compensate for absence are set by the lecturer at his/her discretion within the guidelines of the College of Social Sciences. The lecturer can also decide to assign no credits if a student has missed more sessions than admissible for completion of the course.
3. In exceptional circumstances, the examination committee (of the relevant bachelor programme) can make an exception to the attendance obligation at the request of the student, in the event that, in its opinion, evaluation and judgment of the intended skills can take place when there is a lesser percentage of participation, with or without the imposition of supplementary requirements.

Article 4.4. - Students with a disability - substituted

1. Students with a disability may submit a written request to the UCP Programmmanager to qualify for special adaptations in the courses and practical training sessions. These adaptations shall accommodate as much as possible to the student's individual disability, but may not alter the quality or degree of difficulty of the course.
2. A recent certificate from the home institution, or from a doctor or a psychologist or, in the case of dyslexia, from a registered testing agency must accompany the request mentioned in paragraph 1. Where possible, this certificate must include an estimate of the degree to which the student's disability is expected to impede his/her study progress.
3. The Dean or, on his/her behalf, the director of the school or programme director makes the decision about adaptations concerning teaching facilities.

Article 4.5. - Course Manual

For all courses/each programme component, there is a course manual. The course manual is drawn up following standard guidelines of the College and Graduate School of Social Sciences and consists of at least the following elements:

- a. General information about the course, such as title, content, teaching methods, and objectives of the course
- b. Entry requirements;
- c. Effort requirements:

- i. Class attendance if differing from general rules (Teaching and Examination Regulations);
 - ii. Requirements concerning the students' study assignments and examinations
- d. Manner and Form of assessment, including deadlines and examination data and language. If the assessment is based on more than one component, the manner in which the assessment result (=grade) is reached, the weight of the components, and the period during which part-examinations count as passed (cannot exceed one academic year);
- e. Assessment criteria;
- f. The manner in which inspection of examinations and re-examinations takes place;
- g. The way in which papers and assignments need to be handed in, also with respect to the possible plagiarism-check through the computer application *Ephorus*;
- h. The way feedback is provided by the lecturer upon written examinations, assignments and/or papers;
- i. Necessary materials (for example literature) dealt with in the course and the cost, if that exceeds EUR 10,50 per EC.
- j. The date the final grade will be available.

Chapter 5 – Testing and examining

Article 5.1 – General

2. Testing during the programme component establishes the student's academic skills and whether the student is achieving the intended learning objectives sufficiently.
3. The course manual states what the student must achieve in order to pass the programme component as well as the criteria for student assessment.
4. The Rules & Guidelines of the Examination Committees in the Social Sciences law lay down procedures during examinations (examination regulations). For the UCP, a translation of relevant regulations is available. Access the Rules & Guidelines under the programme's website (under A-Z) at <http://www.student.uva.nl/UCP/>
5. The Examination Committee (of the relevant bachelor's programme) may, at the student's request, permit a different form of assessment than that indicated by the course manual.

Article 5.2 - Registering for interim or other examinations

By registering for courses within the College of Social Sciences, students are also registered for the accompanying examinations and re-sits.

Article 5.3 – Testing/examination opportunities - substituted

1. Re-sits and re-writes are only possible for students that have taken part in the original examination or have submitted a paper at the original deadline and have received a fail-grade and that have fulfilled the effort requirements of the course as specified in the course manual. When handing in final marks, the lecturer will indicate which candidates with a fail-grade are eligible for a re-sit.
2. Re-sits for a written examination includes the full course content, unless specified otherwise in the course manual.
3. Assessment of midterm papers and assignments are included in the final assessment (grade) of the re-sit. There are no separate re-sits for midterm papers and assignments (partial examinations). The lecturer will grant students the opportunity to re-take failed midterm papers or assignments during the course.
4. Re-sits will in principle be scheduled outside the regular class-period..
5. If a student can't do an examination or re-sit due to severe circumstances beyond his/her control, the student can file a request to the relevant examination committee through the UCP programme manager for permission to sit the examination at another time. The student needs to prove the relevant circumstances in the request. Before taking a decision, the examination committee will ask the programme manager and the relevant lecturer for advice.

Article 5.4 – Students with a disability

1. Students with a disability may submit a written request to the UCP Programmemanager to qualify for adaptations while taking interim of other examinations. These adaptations shall accommodate as much as possible the student's individual disability, but may not alter the quality or degree of difficulty of the examination.
2. A recent certificate from the home institution, or from a doctor or a psychologist or, in the case of dyslexia, from a registered testing agency must accompany the request mentioned in paragraph 1. Where possible, this certificate must include an estimate of the degree to which the student's disability is expected to impede his/her study progress.
3. The relevant examination committee of a Bachelor's programme of the College decides on requests for adaptations with regard to tests/examinations.

Article 5.5 - Oral examinations

1. An oral examination is public, unless the student files an objection to this, or if, in an exceptional case, the relevant examination committee of a Bachelor's programme of the College or examiner determines otherwise.
2. An examiner gives an oral examination to only one student at a time, unless the examiner and the students agree otherwise.

Article 5.6 – Determining and announcing results

1. The examiner determines the result (=mark/grade) of an oral examination as soon as the examination is finished and informs the student accordingly.
2. The examiner determines the result (=mark/grade) of a written or other form of examination component as quickly as possible, in any event within 20 working days of the examination date, and also submits the necessary data to the programme administration so that the results can be registered. In exceptional cases, the director of the Graduate School can permit deviation from this term. In the event of a resit, the result must be announced at least 10 working days before a possible resit.
3. A student may lodge an appeal against the result with the Examination Appeals Board (Cobex) within six weeks of the announcement of the result. A student may also, within the same time period, submit a request for reassessment to the examiner. A request for reassessment does not affect the time period for lodging an appeal. Students are required to get in contact with their programme manager before lodging an appeal with the Cobex.

Article 5.7 – Marks/Grades

1. Grades are given on a scale from 1 to 10, with a maximum of one decimal after the point.
2. The final assessment of a component is a pass if the student obtains a 5.5 or higher. In the event that only whole numbers are assigned, a 6.0 or higher is a pass.
3. The most recent result determines the final grade.
4. Grades can also be indicated with the measurement: 'aan verplichtingen voldaan' ('avv') = has fulfilled all requirements/completed or 'niet aan verplichtingen voldaan' ('nav') = has not fulfilled all requirements/failed. The examiner will only use this measurement if he/she does not consider a numerical grade to be adequate for the way of assessment
5. Students that have registered for a course but do not participate in the examination will receive the grade 'niet aan verplichtingen voldaan' ('nav')/'incomplete'
6. The final mark/grade of a programme component is determined by the weighed mean of the results of partial examinations. The lecturer determines the weight of each partial examination. The information is available in the course manual.

Article 5.8 - Period of validity of examinations - substituted

1. The period of validity of successfully passed examinations is 2 years.
2. Partial examinations lose their validity at the end of the academic year.
3. In individual cases, the relevant examination committee of a Bachelor's programme of the College is authorised to extend the period of validity of successfully passed examinations for a period it determines.

Article 5.9 - Right of inspection

1. In the event of a written examination, and on request, the examiner shall grant the student who took the examination, the right to inspect the assessed work up to 15 working days after the announcement of the result. The student may make copies of the assessed work, or have such copies made, at cost price. Upon request, the examiner can explain the used standards for assessment orally.
2. During the time period mentioned in paragraph 1, the student, who has taken the examination may inspect the questions and assignments of the test/examination in question, and, if possible, the standards on the basis of which the assessment was made.
3. The course manual states the manner in which students can inspect their graded work. In case of inspection/examination discussion in a group session, the individual right to inspection/examination discussion is no longer valid. In case of inspection/examination discussion in a group session, individual inspection can only be arranged through the programme manager under special circumstances.
4. The method used to assess the examination enables the student to verify how the result was determined.

Article 5.10 - Exemption

Does not apply

Article 5.11 - Thesis

Does not apply

Article 5.12 - Fraud and plagiarism

1. The provisions of the Regulations Governing Fraud and Plagiarism for UvA Students apply in full and form part of the Teaching and Examination regulations. Access this regulation under the programme's website (under A-Z) at <http://www.student.uva.nl/mcas/>
2. Electronic detection software programs may be used to detect plagiarism in texts. In submitting a text, a student implicitly consents to the text being entered into the database of the relevant detection program.
3. The following applies as a supplement to the Regulations Governing Fraud and Plagiarism for UvA Students:
 - a. (Does not apply)
 - b. All written assignments and papers can be checked (electronically) for fraud and plagiarism. Students are obliged to cooperate with this.

Article 5.13 – Final Examination

Does not apply

Article 5.14 - Degree

Does not apply

Article 5.14 – Honours degree diploma

Does not apply

Article 5.16 - Diplomas and transcripts - substituted

1. The successful completion (30 EC in one semester for ULCS) of the programme for IES Abroad students leads to the award of a Certificate issued by the University of Amsterdam.
2. Students can only receive transcripts if they have paid their tuition fees (if applicable) and housing and library fees. All books must have been returned to the library.
3. Transcripts will list all courses with the respective grade and credits. Courses with fail-grades will be listed as fails if not re-taken and completed; courses, for which the student has a confirmed registration but which are without grades will be listed as incomplete.
4. Students following the programme while being enrolled at their home university have to arrange the accreditation of their courses at their home university.

Article 5.17 – Admission to the subsequent Master's study

Does not apply

Chapter 6 – Study supervision and study progress

Article 6.1 - Administration of study progress

The Faculty Dean is responsible for the correct registration of the students' study results. The website *Studieweb/ SIS* shows the registered evaluations of an examination unit, allowing every student to peruse his/her unit results electronically. Every student can upon request receive a summary of his/her study results.

Article 6.2 - Study supervision - substituted

Registered students may ask for study supervision. The website and the student handbook delineates the types of study supervision. Exchange students receive academic supervision from their home university.

Article 6.3 – Study advice propaedeutic-year

Does not apply

Article 6.4 – Unsuitability (iudicium abeundi)

1. Based on the provisions of Article 7.42a of the Act, the dean or the relevant Examination Committee of a Bachelor's programme of the College may, in exceptional cases, ask the Executive Board to terminate or refuse a student's enrolment for a programme, if that student's actions or remarks show that he/she is unsuitable either for practising one or more of the professions for which the programme in question is preparing the student or for the practical preparation for professional practice.
2. If a student is suspected of being unsuitable as described in paragraph 1, the relevant Examination Committee of a Bachelor's programme of the College or the dean shall institute an inquiry, of which the student shall be informed immediately. The Examination Committee or the dean shall not issue any recommendation without carefully considering the interests involved and giving the student the opportunity to be heard.

Chapter 7 – Transitional and final stipulations

Article 7.1 - Hardship Clause - substituted

In the event of demonstrable extreme unreasonableness and unfairness, the director of the College of Social Sciences appoints an examination committee that may permit deviations from the provisions of these regulations in favour of the student.

Article 7.2 - Transitional provisions - substituted

The director of the College of Social Sciences appoints an examination committee that shall propose a transitional arrangement, with due regard for Act's provisions regarding examinations and examination components, for students who, on the date these Regulations come into force, has passed one or more but not all of the examination components, and whose interests are being damaged by provisions in these Regulations that deviate from those in older versions.

Article 7.3 – Amendments - substituted

1. The dean shall establish amendments to these Regulations by independent decision – having heard the director of the College of Social Sciences and with due regard for the authority of the relevant advisory bodies.
2. Amendments to these Regulations do not apply to the current academic year, unless they can be reasonably assumed not to damage students' interests.

Article 7.4 - Publication

The dean shall ensure a fitting publication of these Regulations and the rules and guidelines referred to in Section 7.12b of the Act.

These Regulations can be accessed at the programme's website (under A-Z) at <http://www.student.uva.nl/UCP/>. These Regulations shall come into force as of 1 September 2011.

Thus drawn up by the Dean of the Faculty of Social and Behavioural Sciences on December 15, 2011
at Amsterdam.

Appendix: Rules & Guidelines of the Examination Committee

Please note that Article numbers in these Regulations follow the CSS-Model-Regulation. All article numbers are included, also in cases where the article does not apply. Some articles are supplementary for the UCP, some articles have been substituted with adjusted articles specifically targeted at UCP students.

In the case of translated articles: This translation is provided for information purposes only. In the event of a difference of interpretation, the original Dutch version of this document (bachelor's R&G of the College of Social Sciences) is binding. Only supplementary or substituted articles are binding in the English version.

The Examination Committees of the College of Social Sciences have drawn up the following rules and regulations for the registration and pursuit of education, the taking of examinations, the examination criteria and the determination of results of examinations and interim examinations. These rules and regulations supplement the Teaching and Examination Regulations.

Article 1. General provisions

1.1. The Examination Committee - substituted

The director of the College of Social Sciences appoints an Examination Committee of a Bachelor's programme of the College to act in individual cases.

1.2 Examiners

The Examination Committee appoints examiners for the purpose of conducting interim examinations for courses organised by the programme. Only those members of the academic staff charged with providing instruction in the relevant educational unit and external experts may be appointed as examiners. The Examination Committee can issue regulations and instructions in respect of the examination of examinees and for the determination of examination results.

Article 2. Registration and participation in the programme - substituted

[see for general rules the Education and Examination Regulations, Article 4.1-through 4.3]

2.1 Students will be placed into elective courses, depending on availability of places. If placement is impossible, for example due to limited availability of places, the programme manager, together with student, will search for suitable alternatives. Handing in a study plan on time is no guarantee for obtaining a place in the elective courses selected.

2.2 During the first two weeks of the semester, students may drop a course as long as they take at least 24 credits per semester. Students process these changes in the Student Information System and are obliged to finalise their course registration within the first two weeks with their programme manager.

2.3 Students will be definitely placed into courses according to their final course registration in the Student Information System.

2.4 Once a student has finalised his/her choice of courses a course cannot be dropped without permission of the programme manager. A motivated, written request to drop a course must be submitted to the Registrar within 20 working days of the start of the course. For exchange students, it is helpful if written permission of their home university is included in this request.

2.5 Only those students who have finalised their course registration may subsequently participate in that course and may take examinations and/or receive credits and a transcript for that course.

Article 3. Rules of testing

3.1. The concrete demands made in regard to completing a study unit are subject to the provisions relating thereto in the relevant course manual. The examiner ensures the relevant study unit is tested.

Testing can take the form of written or oral interim examinations, assignments, presentations, projects, papers and/or another form of examination considered relevant by the lecturer.

3.2. If possible, students will be informed of deadlines for the submission of assignments, projects and papers as well as the dates for presentations and interim examinations before a course commences, but this information should, in any event, be stated in the course manual. The venue and time of written interim examinations will be published at the timetable section of the programme's website, unless venue and time does not differ from the regular meetings.

3.3. The prescribed duration of an interim examination may be shorter but never longer than three hours.

3.4. Material dealt with at lectures on a study unit will be tested, unless the course manual for that unit stipulates otherwise.

3.5. Final examinations in a study unit may not solely take the form of multiple choice questions.

3.6. The requirements which internships and/or fieldwork and theses must fulfil are set out in separate manuals. These manuals are compiled by the Examination Committee in consultation with the programme committee.

3.7. Students are entitled to receive feedback on their performance

Article 4. Registration and participation in interim examinations

4.1. Only those interim examinations which form part of the course for which the student has registered may be assessed. An interim examination in a course for which a student is not registered will be excluded from the examination and will not be graded.

Article 5 Course Manual

5.1 For all courses of the study programme, there is a course manual, which consists of at least the following elements:

- a. General information about the course, such as title, content, assessment, objectives of the course
- b. Entry requirements;
- c. Class attendance if differing from general rules (Education and Examination Regulations);
- d. Manner of assessment, including deadlines and examination data;
- e. Form of assessment and the assessment criteria. If the assessment is based on more than one component, the manner in which the assessment result (=grade) is reached, the weight of the components, and the period during which part-examinations count as passed (cannot exceed one academic year)
- f. The manner in which perusal of examination and re-examinations for fails take place
- g. The way in which papers and assignments need to be handed in, also with respect to the possible plagiarism-check through the computer application *Ephorus*.
- h. The way feedback is provided by the lecturer upon written examinations, assignments and/or papers.
- i. Necessary materials (for example literature) dealt with in the course. Cost of study materials for a course (10 EC) should not exceed EUR 105,- on average. If the study costs for a special elective course exceed EUR 105,- per semester this will be mentioned in the course description of the course.

5.2 The course description in the (electronic) course catalogue is part of the course manual.

Amendments and corrections as compared to electronic version will be included in the course manual, including a clear description of the course content and a literature list.

5.3 The course manual needs to be approved by the programme manager, as far as Clause 1 applies. To do so, the lecturer sends the course manual to the programme director two weeks before the start

of the course at the latest. Unless the programme manager has said otherwise within one week of receipt, the course manual is considered to be approved.

- 5.4 The lecturer takes care of publishing the course manual in the Blackboard environment two weeks at the latest before the start of the course. If the lecturer does not use Blackboard, the manual will be handed out to the students.

Article 6. Rules during interim examinations

6.1. Students must observe the instructions given by the Examination Committee and/or examiners and/or supervisors which are published before an examination starts as well as instructions given during an examination unit and immediately upon its completion. Preferably at least one examiner is present during interim examinations.

6.2. In order to guarantee the proper course of proceedings during interim examinations, a sufficient number of supervisors must be present. This entails that there must be at least two supervisors if more than 50 students have registered to sit an examination.

6.3. Students who arrive late for interim examinations will be granted access up to a half an hour from the time an examination starts, unless the examiner decides otherwise. Students may not in any event be admitted to the examination hall once students have left the hall. Accordingly, students may not leave the examination hall during the first half an hour after the examination starts.

6.4. Students are obliged to provide evidence of identification by means of valid proof of registration, an identification card with a good photographic likeness, valid driver's licence or passport or any other document bearing a passport photograph from which the identity of the student can be established.

6.5 Disabled students will be offered the opportunity to take examinations in an adapted way. The request should be done timely. The Examination Committee will ask professional advice (student counselors) on how the relevant examinations are supposed to be taken.

6.6. During interim examinations, only the examination assignments and the answer and exercise paper provided by the supervisors and pens, pencils and erasers may be placed on the desks. Other material, including pencil cases, may not be placed on the desks unless the examiner gives his express permission.

6.7. Furthermore, all electronic equipment, such as mobile telephones, MP3 players and similar devices must be switched off and put on the table.

6.8. Books and other study material, including dictionaries, must be stored in closed bags, unless their use is explicitly permitted.

6.9. Students are obliged to observe the instructions of supervisors when taking bathroom breaks.

6.10 Students must complete all elements of an interim examination independently. Failure to observe the foregoing provision or otherwise failing to meet the demand that interim examinations are completed independently (for example, copying, consulting with other students) will be qualified as fraud, see Article 7.

6.11. When submitting interim examinations, each student must sign the participant list. Students should write their name and student card number on the examination paper.

Article 7. Examination

7.1. Interim examinations may only be assessed by examiners.

7.2. Students who, for example, wish to study abroad can obtain a certified overview of an interim examination result or a certified total overview of examination results from the Registrar.

7.3. The course manual indicates the assessment criteria and also what sort of question will be asked at the interim examination (where this applies) .

7.4. Grades of 5.1 up to and including 5.4 will be rounded off to 5; grades of 5.5 up to and including 5.9 will be rounded off to 6, as long as use is made of the group system ISIS.

7.5. Students will be personally informed of all examinations by e-mail.

7.6. This message also serves to inform students of the appeal options at the Examination Appeals Board. Students are advised to come to an agreement with the lecturer concerned and, if deemed desirable, to ask for the mediation of the studieadviseur/ programme manager and the Examination Committee, prior to initiating a formal appeal procedure.

7.7. Close family members or other persons whose relationship with the student precludes them from issuing an examination, will not qualify to act as assessing lecturers or thesis supervisors.

Article 8. Fraud

8.1. That provided in the Fraud and Plagiarism Regulation for UvA students applies in full and forms part of the education and examination regulations. The text of this regulation can be found on the school's website.

8.2 Additional rules, regulations and procedures regarding fraud and plagiarism can be found in the Education and Examination Regulations, the UvA Student Handbook and on the Programme's website.



2. REGULATIONS GOVERNING FRAUD AND PLAGIARISM FOR UvA STUDENTS

Adopted by the Executive Board in 2008, last amended in May 2010.

Article 1 Definitions

1. Fraud and plagiarism are defined as any act or omission on the part of the student which makes an accurate assessment of his/her knowledge, insight and skills partially or wholly impossible.
2. Fraud is taken to include in any event:
 - a. being in possession during an examination of any aids (pre-programmed calculator, mobile telephone, books, outlines, notes, etc.) the use of which is not expressly permitted;
 - b. attempting during an examination to read what another candidate is writing, or exchanging information inside or outside the examination room;
 - c. assuming the identity of another person during an examination;
 - d. allowing someone else to assume one's identity during an examination;
 - e. obtaining possession of the questions in the examination paper prior to the scheduled date or time of the examination concerned;
 - f. fabricating and/or falsifying survey or interview answers or research data.
3. Plagiarism is taken to include in any event:
 - a. making use of or reproducing another person's texts, data or ideas without complete and correct acknowledgement of the sources;
 - b. presenting the structure or 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;
 - c. failing to clearly indicate in the text – for instance by means of quotation marks or a particular layout – that literal or near-literal quotations have been included in the work, even if a correct reference to the sources has been included;
 - d. paraphrasing the contents of another person's texts without sufficient reference to the sources;
 - e. reproducing another person's audio, visual or test materials, or software or program codes without reference to the sources, and in doing so passing these off as one's own work;
 - f. submitting a text that has previously been submitted, or is similar to a text that has previously been submitted, in the context of assignments for other courses;
 - g. reproducing the work of fellow students and passing it off as one's own;
 - h. submitting papers obtained from a commercial agency or written (whether or not for payment) by another person.
4. 'Examination Board' is taken to mean the Examination Board of the study programme responsible for the course concerned.
5. 'Examination' is taken to mean any examination per course component of the knowledge, insight and skills of the student, which results in an assessment.

Disclaimer: This translation is provided for information purposes only. In the event of a difference of interpretation, the original Dutch version of this document is binding.

Article 2 Complicity

1. Sanctions may be imposed on both the perpetrator and the co-perpetrator of fraud and plagiarism.
2. If the work of a fellow student is reproduced with the consent and/or cooperation of the fellow student, the latter is a co-perpetrator of plagiarism.
3. If one of the authors of a joint paper commits plagiarism, the other authors are co-perpetrators of plagiarism if they could have known or should have known that the other author committed plagiarism.

Article 3 Detection of plagiarism

Electronic detection software programs may be used to detect plagiarism in texts. In submitting a text, a student implicitly consents to the text being entered into the database of the detection program concerned.

Article 4 Procedure

1. If a case of fraud and/or plagiarism is detected, the examiner shall immediately inform the student and, at the same time, notify the Examination Board in writing, with submission of the texts and findings.
2. The Examination Board shall give the student the opportunity to be heard within a period of 2 weeks.
3. The Examination Board shall determine whether fraud or plagiarism has been committed and shall notify the student in writing of its decision and sanctions in accordance with Article 4 in conjunction with Article 5, within a period of 4 weeks, stating the possibility of appeal with the Examinations Appeals Board.
4. If plagiarism is detected or suspected in a specific paper, the Examination Board may decide to investigate papers previously submitted by the same student(s) for plagiarism. The student is obliged to cooperate with any such investigation and may be required to provide digital versions of previous papers.
5. Sanctions imposed shall be recorded in the student's records.

Article 5 Sanctions in the event of fraud

Where fraud has been established, the Examination Board shall impose the following sanctions:

1. In the event of conduct as specified in Article 1, paragraph 2 under a and b, the examination submitted shall be declared invalid and the student shall be excluded from participation in the first subsequent examination or possibly the first two subsequent examinations for the course concerned.
2. In the event of conduct as specified in Article 1, paragraph 2 under c to f, the work that has been produced with the aid of fraud shall be declared invalid and the student shall be totally excluded from participation in all interim or other examinations or any other forms of assessment in the study programme for a maximum period of 12 months. In the event of serious fraud, the Examination Board may advise the Executive Board to permanently terminate the enrolment of the student concerned.
3. In the event of conduct not covered by these Regulations and depending on the seriousness of the fraud, the Examination Board may impose the following sanctions:
the examination submitted may be declared invalid; the student may be excluded from participation in the examination concerned for a maximum period of 12 months; the student may be totally excluded

from participation in all interim or other examinations or any other forms of assessment in the study programme for a maximum period of 12 months. In the event of serious fraud, the Examination Board may also advise the Executive Board to permanently terminate the enrolment of the student concerned.

4. If the student has already been penalised on a former occasion for fraud or plagiarism, he/she shall be totally excluded from participation in all interim or other examinations or any other forms of assessment for the study programme for a maximum period of 12 months, and shall be advised to leave the study programme. In the event of serious fraud and on the advice of the Examination Board, the Executive Board may also permanently terminate the enrolment of the student concerned.

5. The Examination Board shall not grant any exemptions based on results obtained elsewhere during the period of exclusion from examinations for the study programme that was imposed on the student in accordance with this Article.

6. If the student is enrolled for more than one study programme, the Examination Board shall consult with the Examination Board(s) of the relevant study programme(s) before imposing any sanction.

7. If the detected misconduct concerns a module of the Honours programme, the Examination Board may rule that further participation in the programme shall be denied.

Article 6 Sanctions in the event of plagiarism

The Examination Board shall impose the following sanctions in the event of plagiarism:

1. If the case involves conduct as specified in Article 1, paragraph 3, whereby certain sections of existing texts have been reproduced but the student has in fact conducted his/her own research, the paper submitted shall be declared invalid and the student shall be excluded from participation in the examination of the course concerned or totally excluded from participation in all interim or other examinations or any other forms of assessment for the study programme for a maximum period of 6 months. If the paper is related to a Bachelor's or Master's thesis, the supervisory activities of the thesis supervisor shall be suspended for the duration of this period.

2. In the event of conduct as specified in Article 1, paragraph 3, whereby the entire paper or considerable sections of it, including the research presented as being the student's own work, is derived from existing material and research or literature published elsewhere, the paper submitted shall be declared invalid and the student shall be excluded from participation in the examination of the course in question or totally excluded from participation in all interim or other examinations or any other forms of assessment for the study programme for a maximum period of 12 months. In the event of serious fraud and on the advice of the Examination Board, the Executive Board may also permanently terminate the enrolment of the student concerned. If the paper is related to a Bachelor's or Master's thesis, the supervisory activities of the thesis supervisor shall be suspended for the duration of this period.

3. If, after the investigation conducted in accordance with Article 4, paragraph 4, it becomes apparent that plagiarism has been committed on a former occasion, the Examination Board may rule that the results obtained previously for course components that were achieved by means of plagiarism shall be declared invalid.

4. In the event of conduct not covered by these Regulations, and depending on the seriousness of the plagiarism, the Examination Board may impose the following sanction: the paper submitted may be declared invalid and the student excluded from participation in the examination of the course in question or totally excluded from participation in all interim or other examinations or any other forms of assessment for the study programme for a maximum period of 12 months. In the event of serious fraud and on the advice of the Examination Board, the Executive Board may permanently terminate the enrolment of the student involved. If the paper is related to a Bachelor's or Master's thesis, the supervisory activities of the thesis supervisor shall be suspended for the duration of this period.

5. If the student has already been penalised on a former occasion for fraud or plagiarism, he/she shall be totally excluded from participation in all interim or other examinations or any other forms of assessment for the study programme for a maximum period of 12 months, and shall be advised to leave the study programme. In the event of serious fraud and on the advice of the Examination Board, the Executive Board may permanently terminate the enrolment of the student involved.

6. The Examination Board shall not grant any exemptions based on results obtained elsewhere during the period of exclusion from examinations for the study programme that was imposed on the student in accordance with this Article.

7. If the student is enrolled for more than one study programme, the Examination Board shall consult with the Examination Board(s) of the relevant study programme(s) before imposing any sanction.

8. If the detected misconduct concerns a module of the Honours programme, the Examination Board may rule that further participation in the programme shall be denied.

Article 7 Effective date, official title

These Regulations enter into force as of 1 September 2010, upon the simultaneous revocation of the 'Regulations Governing Fraud and Plagiarism for UvA Students 2007', and may be cited as the 'Regulations Governing Fraud and Plagiarism for UvA Students' (*Regeling Fraude en Plagiaat Studenten UvA*).

EXPLANATORY NOTES TO THE ‘REGULATIONS GOVERNING FRAUD AND PLAGIARISM FOR UVA STUDENTS’

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 Examination Boards. The Regulations are part of a broader fraud and plagiarism policy and above all provide clear definitions of fraud and plagiarism and guidelines concerning possible sanctions.

Definitions

The Regulations apply to all students studying at the UvA, i.e. including exchange students, external students and contract students.

Although plagiarism may also be considered 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 interim and other examination situations. This means that the Regulations do not apply to plagiarism in draft chapters or other preparatory documents for a thesis or paper. If a lecturer or supervisor detects plagiarism in the preparatory phase, it stands to reason that he/she shall call the student to account and point out that if the draft text were to be submitted as the definitive text, this would lead to a problem.

It is important that there never be uncertainty as to which particular Examination Board is dealing with an issue. Problems can arise in this regard, especially where electives are concerned. The principle underlying the Regulations is that the Examination Board under which the course component in question falls, bears responsibility. If the student is enrolled for more than one study programme, the Examination Board must consult with the Examination Board(s) of the study programme(s) concerned before imposing any sanction.

Article 2 states that in addition to the perpetrator, the co-perpetrator or ‘colluder’ is also liable to sanctions. The ‘perpetrator’ takes the initiative to commit the act, whereas the ‘co-perpetrator’ actively participates in this. According to paragraphs 2 and 3, such collusion is punishable. A colluder may be reproached for specific conduct or for refraining from specific conduct.

Procedure

In the event that fraud or plagiarism is suspected, the examiner shall immediately inform the Examination Board. The Examination Board is responsible for the subsequent procedure. This provision ensures that no undesirable opportunity for negotiation arises between the examiner and the student. Moreover, the Examination Board is in a better position to ensure the exercise of due care in the procedure and to safeguard the student’s legal interests. The sanctions imposed shall be recorded in the student’s records. This refers to the file – whether in written or electronic form – kept by the student administration of each faculty.

Sanctions

In accordance with the provisions of Article 7.12b, paragraph 2, of the Dutch Higher Education and Research Act (WHW), in the event of fraud and plagiarism the Examination Board is authorised to exclude the student from one or more interim or other examinations for the study programme as indicated by the Examination Board, for a maximum period of one year. A new provision in the WHW allows for the possibility that the Examination Board may advise the Executive Board to permanently terminate the enrolment of the student concerned. When a sanction is imposed, it must be clearly stated to which interim or other examinations in the study programme the exclusion applies.

In determining the sanctions policy of these Regulations, the aim has been to follow the legal precedents already established by Examination Boards and the Examinations Appeals Board. Whether serious fraud has been committed on the grounds of which the Executive Board may decide to permanently terminate the enrolment of the student at the institution, shall be investigated on an individual basis.

Implementation

Under Article 9.5 of the WHW, the Executive Board may establish guidelines concerning the Dean's authority in accordance with Article 9.15, paragraph 1 of the WHW, to determine the Teaching and Examination Regulations. The Regulations Governing Fraud and Plagiarism include a guideline instructing the dean to incorporate the unabridged version of these Regulations in the Teaching and Examination Regulations no later than at the start of the academic year 2009-2010. Specific situations concerning study programmes may be included as supplementary regulations.



3. PROBLEMS, APPEALS AND COMPLAINTS

3A. PRELIMINARY PROCEDURE APPEALS AND COMPLAINTS

Introduction

The aim of the preliminary procedure is to solve problems as efficiently as possible and to avoid lengthy formal procedures if possible.

Institutions for higher education in the Netherlands have elaborate regulations for students who want to appeal against a grade they have been given or who want to complain about the way they have been treated by the university, the professors or members of the staff. Appeals against grades are dealt with under *the Regulations for Appeal against Conditions of Admission and Examinations* (see part 4B below). Other complaints can be raised in accordance with the so-called *Individual right of complaint at the UvA* (see part 4C below).

Before a student raises a formal appeal or complaint in accordance with the Regulations laid down in part 4B or 4C, however, the student is required to make an attempt to solve the problem in collaboration with the staff of the school and in accordance with the rules of the preliminary procedure for complaints as outlined in this section. To do so often helps to solve problems quickly in the interest of the student as well as the CSS and the university.

Preliminary Complaint Procedure

The rules of this preliminary procedure are as follows:

1. A student who wishes to raise a complaint about (or an appeal against) the operation of the CSS, the teaching, the behaviour of representatives of the CSS or any other matter for which the CSS carries responsibility, can do so by making an appointment with the programme manager of his or her programme.
2. In response to the student's complaint, the programme manager may either take a decision on the matter at hand or arrange to investigate the matter. The programme manager may also refer the student to one of the other officers of the CSS and or the university at large. The programme manager may also ask the student to put the complaint in writing in order to allow further investigation and processing of the complaint or to expand on a written complaint by providing further documentation.
3. If the complaint is about a grade (the wish to appeal against a grade), the student should get in contact with the UCP Programme manager in order to start the formal procedure.
4. If the complaint concerns other members of the staff, professors or other students the respective officer may wish to hear the views of these others before taking a decision.
5. It is required that the student acts in accordance with the instructions given by the programme manager in response to the complaint. Failing to comply with the instructions may lead to termination of the procedure. If the student disagrees with the instructions given or the requirements formulated he or she may appeal to the director of the CSS (See #7. below).
6. If a student is not satisfied with a decision or action taken in response to a complaint he or she should inform the officer dealing with the complaint and indicate the reason why the response or action is considered inappropriate. The officer concerned may request that the objection be put in writing.
7. A student may appeal to the director of the CSS if he/she does not agree with the way a programme manager or any other officer of the CSS has responded to a complaint or request. The appeal should be filed in writing and document the attempts made by the student to solve the problem or complaint and the responses to this by the staff of the CSS. The director of the CSS may decide to handle this complaint, thereby taking into account the views on the matter of the concerned staff. The director of the CSS may also – after consultation with the student – forward the complaint to the person assigned to handle formal complaints, thereby starting

- the formal procedure, in which case the regulations apply that are laid down in the *Individual Right of Complaints at UvA* (see part 4B).
8. Students can ask for help in raising a complaint or filing an appeal from their programme manager or from another programme manager if the complaint or appeal concerns the behaviour of their own programme manager.
 9. In case of complaints about sexual harassment the student is not bound by the rules of this preliminary procedure. If the student wishes to, he/she may wish to raise complaints directly with the confidant of the UvA (see *Student Handbook*, Part I, sexual harassment counsellor) or any other counsellor, before raising an official complaint.

3B. INDIVIDUAL RIGHT OF COMPLAINT AT THE UVA

GENERAL

Article 1

- a) Anyone studying in the UCP and objecting to the actions of any unit within the CSS towards him/her in any particular matter shall have the right to submit a complaint about those actions to the director of the CSS.
- b) Actions by any individual working under the auspices of the CSS shall be deemed to be actions by the CSS.

Article 2

The director of the CSS shall be responsible for the proper operation of the complaint procedure with regard to complaints submitted either orally or in writing.

Article 3

The director of the CSS shall designate a person to be responsible for dealing with complaints and advising on the action to be taken. All correspondence with this person shall be made through the director's office.

Article 4

- a) Nobody involved in the actions to which a complaint refers may play any part in dealing with it.
- b) Paragraph (a) of this article shall not apply where the complaint refers to actions by the administrative or other authority itself or by its chairman or any of its members.
- c) If a student wants to submit a complaint about the director of the CSS, the student shall be informed of the possibility to submit this complaint to the Ombudsman of the university.

Article 5

The person referred to in article 3 shall strive wherever possible to resolve the complaint via mediation.

COMPLAINTS SUBMITTED IN WRITING

Article 6

Where a complaint is submitted in writing, articles 7 to 22 shall apply. If a complaint is submitted orally, the student may be asked to put the complaint in writing in order for the complaint to be dealt with properly.

Article 7

- a) The letter of complaint must include at least the following information:
 - a. name and address of the complainant;
 - b. the date of the letter;
 - c. details of the actions to which the complaint refers and of the authority or individual concerned;
 - d. the reason why the complainant objects to the actions;
 - e. the complainant's signature.
- b) If the letter of complaint is written in a language other than English or Dutch and a translation is required in order to ensure proper treatment of the complaint, it shall be the responsibility of the complainant to provide a translation.
- c) If the complaint is filed by a group of students (i.e. more than one student), one person of this group may be designated as contact person. This person must be mentioned in the letter.
- d) Should the letter of complaint fail to meet the conditions prescribed in this article, the complainant shall be given the opportunity to take whatever steps are necessary to meet his obligations.

Article 8

- a) Within seven days of receiving any letter of complaint, the person referred to in article 3 shall send a written confirmation of receipt.
- b) The written confirmation shall specify the person advising on the complaint.

Article 9

The person shall not be obliged to deal with the complaint if:

- a. the letter of complaint fails to satisfy the requirements of article 7, paragraphs (a) and (b);
- b. the complaint has been dealt with earlier and with due regard to article 6 and following;
- c. more than a year has passed since the time of the actions to which the complaint refers;
- d. the complainant is not the person directly affected by the actions.

Article 10

The person referred to in article 3 shall have no power to deal with any complaint if it is or was open to the complainant to use a statutory or university complaints, objection or appeal procedure in relation to the actions described in the letter of complaint and he/she has failed to do so.

Article 11

- a) If it is decided not to deal with a complaint, notification shall be sent to the complainant as soon as possible, but at any rate within four weeks of receiving the letter of complaint. Such notification shall be given in writing and shall state the reasons for the decision.
- b) Where an alternative complaints, objection or appeal procedure is available in relation to the actions to which the complaint refers, the person shall immediately notify the complainant to this effect.

Article 12

- a) Once the CSS has resolved the complaint to the satisfaction of the complainant, whether via mediation or otherwise, it shall have no further obligation to comply with the provisions contained in these regulations.
- b) Any decision of the type referred to in this article to discontinue action on a complaint shall be notified in writing both to the complainant and to the person to whose actions the complaint refers.

COMPLAINTS PROCEDURE

Article 13

A copy of the letter of complaint and any enclosures shall be sent to the person to whose actions the complaint refers.

Article 14

- a) The person shall give both the complainant and the person to whose actions the complaint refers the opportunity to attend a hearing. The hearing shall be held by the person responsible for dealing with complaints.
- b) If the complainant has stated that he prefers to waive his right to a hearing, no hearing need be held for him.
- c) Brief records shall be kept of the hearings.

Article 15

The person responsible for dealing with complaints shall send a report of the findings, accompanied by advice on action to be taken and any further recommendations to the director of the CSS. The report shall include the records of the hearings.

Article 16

- a) The director of the CSS shall complete the procedure concerning the complaint within six weeks of receiving the letter of complaint.
- b) The director of the CSS may postpone completion of the procedure by a maximum of four weeks. Written notification of the postponement must be sent both to the complainant and to the person to whose actions the complaint refers.

Article 17

- a) The director of the CSS shall send written notification both to the complainant and to the person to whose actions the complaint refers concerning the findings of the investigation into the complaint, any conclusions reached as a result, and the reasons for those findings and conclusions.
- b) If the conclusions reached by the director of the CSS are different from those advised, the reason for the difference must be given and the notification referred to in paragraph a must be accompanied by a copy of the advice.
- c) If the complainant has the right of further complaint to a person or body designated to deal with complaints about the CSS, the notification shall mention this.

Article 18

- a) There shall be no right of appeal against any decision concerning the manner in which a complaint relating to actions by an authority is dealt with.
- b) There shall be no right of appeal against the decision on whether the complaint is justified and the conclusions reached as a result.

OTHER PROVISIONS**Article 19**

The director of the CSS shall be responsible for publicising these complaint procedures.

Article 20

The director of the CSS shall be responsible for the accurate registration of complaints submitted orally or in writing.

Article 21

These regulations shall come into force on 1 November 2001.

[Regulations formulated by the University of Amsterdam, adapted for the UCP, November 2001, latest review 2010]

4. THE UNIVERSITY OF AMSTERDAM STUDENT OMBUDSMAN

Anyone studying at the University of Amsterdam who has a complaint about the university, a faculty, institute, or one of its employees, can turn to the ombudsman, ms. Kristl Holtrop. The ombudsman acts as an independent person within the university and can be called in when complaints have remained unsolved within the student's own faculty or institute, whether the complaint has been handled by the internal complaint procedure or not. Complaints might concern, for example, the interpretation of the students' charter or other university regulations, the organization or quality of teaching, or the organization of university facilities or access to them.

The ombudsman is neutral and aims at resolving problems through mediation. She is also entitled to launch an investigation into a complaint and conclude that with a formal decision. The ombudsman's work is always confidential and privacy is fully granted by the ombudsman's duty of confidentiality.

Another important task for the ombudsman is to identify structural problems within the university. She can make recommendations to responsible authorities and individuals with the aim of preventing problems or improving the existing situation.

The way the ombudsman operates is laid down in the ombudsman regulations. If you wish to receive these regulations, please contact the ombudsman's office or the Registrar of the UCP.

Further information on the ombudsman UvA can be found on

<http://www.student.uva.nl/english/ombudsmanuva>

Contact information

UvA Student Ombudsman

Mediator

Oude Turfmarkt 151

1012 GC Amsterdam

Telephone: + 31 (0) 20 525 3798

Fax: + 31 (0) 20 525 3797

Email: ombudsman@uva.nl

The ombudsman's office is open on Monday, Tuesday and Thursday from 9.00 to 13.00 hrs.

At all other times messages can be left on the answering machine. These will be answered as soon as possible.

The ombudsman can be contacted by phone, post or Email. Some questions can be answered by phone or Email, others need to be discussed face to face. It is always possible to schedule a personal appointment.