



# **Student Handbook 2023-2024**



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## Introduction

Dear student,

At the start of the new academic year, I present you with the University College Roosevelt (UCR) 2023-2024 student handbook. This handbook contains important information for you as it describes:

- the rules by which you may build your academic program,
- the resources UCR offers you,
- and the ways we expect students, faculty and staff to interact.

Whenever you have a question about, for example, the number and types of courses needed to fulfil graduation requirements in a particular major, off-campus courses, remaining in good academic standing, exchange semesters, doing extra courses or a minor, requesting a withdrawal or a leave of absence, this handbook is the first thing to consult.

Of course, as we're a small college, we encourage you to consult people at UCR as well, e.g. your tutor and the student-run Academic Affairs Council (AAC), or come to office hours. See sections A and B for more on educational matters and tutoring/support and for contact email addresses (pages 5 and 7). But as a student at our honors college, it is your responsibility to ensure you read and understand the rules and procedures outlined in section C and to check out further information on the intranet if appropriate.

The intranet – [intranet.ucr.nl](https://intranet.ucr.nl) – is the official channel of communication for the UCR community. All the information in this handbook, and in fact much more, is available on our intranet. It has information on course descriptions, timetables, exchange possibilities, senior project grading, LAS portfolio procedures, study skills workshops, counselling, IT services, etc. It also has guides on all the request forms you might ever need, see the [intranet](https://intranet.ucr.nl).

Throughout the academic year, updated and new information will be published on the intranet. For example, in the academic year 2023-2024, we will regularly update the information about new course offerings in our [curriculum](#). Each semester, around the time you are selecting your courses for the next semester, we publish the Tutoring Gazette, with the latest information on new courses and changes to existing courses. This Gazette can also be found on the [intranet](#).

On behalf of all faculty and staff of UCR, I wish you a very successful academic year.

Dr. Alexei Karas  
Director of Education  
University College Roosevelt



## A. Teaching Matters

### Contents

#### I. UCR's Teaching and learning philosophy

#### II. Course outline

#### III. Classroom atmosphere

#### IV. Official matters

#### I. UCR's Teaching and learning philosophy

The UCR teaching and learning philosophy states: "The central assumption of the UCR approach to education is that students and instructors are committed to learning. This commitment expresses itself in a mutual willingness to work; enthusiasm about the academic topic in general, intellectual development specifically, and an expectation of excellence."

This clearly means your active involvement is expected by your fellow students and instructors. True excellence in teaching and learning can only be realized when all parties involved are committed to it.

#### II. Course outline

For every course, students will receive a course outline at the beginning of the semester. **It's very important that you read the course outline carefully.** This outline describes the content of the course, the planned learning activities, the learning outcomes that students are asked to master, and the way students' performance will be assessed. The course outline is an important document that is checked and approved by the Board of Studies before the course is taught. Naturally, not every aspect of a course can be described in the course outline. It is up to the instructor to sense during the semester where the best learning opportunities for the class lie, and adjust the program where appropriate. In the end, the instructor is in charge of – and responsible for – the learning process.

#### III. Classroom atmosphere

It is a part of life at an academic institution to observe certain rules of conduct. In their communications with all faculty and staff, students are expected to show due respect and to apply appropriate levels of formality. It is students' own responsibility to acquire the necessary knowledge, and to show awareness of appropriate forms of address in English which may be different from those of their own language and culture. Guidance should be freely asked, and given.

In the context of classroom communication, students must realize that the following issues substantially contribute to a respectful working atmosphere:

- actively interacting with the instructor and fellow-classmates, participating in the thinking process and the exchange of ideas
- speaking in turn and limit discussions to matters in hand
- using no language other than English on campus (except in language courses)
- abstain from using laptops, smartphones or other communication devices, except with the explicit permission from the instructor
- apologize for, explain, and work to remedy lateness: punctuality is a matter of courtesy
- take the initiative in catching up work missed due to absences, no matter the reason for those absences



## IV. Official matters

### ***The Academic Rules and Procedures***

Every year UCR publishes a set of Academic Rules and Procedures that set graduation requirements and describes the procedures by which UCR students and instructors work and interact. The official committee that sets the Academic Rules and Procedures is the **Board of Studies**. The formal contact person for the Board of Studies is the Director of Education. The Academic Rules and Procedures are contained in this student handbook (part C). **Please study these whenever you have a question about academic matters. You are responsible for knowing the Academic Rules and Procedures.** No employee of UCR is responsible for pointing out which rules and procedures apply to your situation.

### ***The Board of Examiners***

The Board of Examiners is an independent body that monitors the study programs of individual students to check whether graduation requirements have been met. It is also mandated to award degrees: the signature of the chair of the Board of Examiners can be found on your diploma when you graduate. The Board of Examiners is the body that handles all students requests, including, but not limited to, requests for an exchange program, a minor and transfer of credit. The Academic Rules and Procedures describe how to file a request. Moreover, there are guides available on the [intranet](#) to help you complete official requests.

### ***Other sources of information on official matters:***

Important sources of information - after you've studied the Student Handbook - are your tutor, the Academic Affairs Council (AAC) and the Education and Student Office (ESO). The Academic Affairs Council is a student body that is involved in setting the Academic Rules and Procedures; two AAC representatives take part in the meetings of the Board of Studies, and are there to represent the students' perspectives on academic matters. The Education and Student Office can advise you on many practical issues.

### ***Contact details:***

#### **Director of Education (chair Board of Studies):**

Alexei Karas    [directorofeducation@ucr.nl](mailto:directorofeducation@ucr.nl)    office 1.11 Eleanor

#### **Board of Examiners (BoE):**

Leo de Wit (Chair), Richard van den Doel, Hans Bloemsma, TBA (external member); Board Secretary: Jeanette Gels

[boardofexaminers@ucr.nl](mailto:boardofexaminers@ucr.nl)    office 1.11 Franklin

**Office hours** for matters concerning the BoE: see the times listed on the door of 1.11 Franklin.

#### **Education and Student Office (ESO)**

Jeanette Gels, Karlijn Hoorens, Susan Groenleer, Chelsea Azumah, Lucy Buck

[registrar@ucr.nl](mailto:registrar@ucr.nl)    office 1.07, 1.11 and 1.23 Franklin

**Office hours:** see the times listed on the door of 1.07 Franklin.

#### **Academic Affairs Council (AAC):**

[aac@ucr.nl](mailto:aac@ucr.nl)

## **B. Tutoring, Advising and Student Support**

### **I. Tutoring and Advising**

#### **Year One (YI) Tutoring**

From the moment students set foot on the UCR campus, they are supported by a specialized Year One (YI) Tutor. YI tutors are academic specialists that are equipped to assist newcomers to the college. The first year is characterized by exploration, self-discovery, and necessary adjustment. YI Tutors play a pivotal role in helping students navigate the challenges of college life, from discovering new academic passions to understanding the intricacies of graduation requirements. By providing academic advice, pastoral support, and a listening ear, YI Tutors guide students through the many choices and opportunities in the important first year. Students can count on their YI tutors. Tutors are available by appointment and hold Open Office hours every week during the semester.

#### **Beyond the First Year: Departmental Advising**

After declaring a Major, students enter Year 2 (Y2), and at UCR this means taking part in a more collaborative advising framework through the expertise of a Departmental Advisor (DA). Operating beyond mere course choices and graduation requirements, DAs stimulate a proactive approach, making themselves accessible for five hours each week during the semesters, which includes Team Advising sessions. This relationship is not just about course choices. This also involves career planning, fostering resilience, and navigating the broader academic landscape. DAs hold Open Office hours every week during the semester, and students do not need appointments. DAs also hold weekly Team Advising sessions.

#### **Team Advising**

UCR's Team Advising initiative embodies collaboration at its best. Students and DAs come together in a dynamic academic environment where shared experiences pave the way for success. DAs provide guidance and foster an atmosphere of autonomy, collaboration, and community. The weekly Team Advising meetings, which can range from intimate group discussions to large cross-departmental sessions, serve as melting pots of ideas, promoting a sense of unity and shared purpose.

### **II. Available Support On-Campus**

Your tutor: you will be assigned a tutor at the start of your studies at UCR. After declaring a Major, students enter Team Advising

For special needs, probations, extensions, withdrawals, refer to:

**Senior Tutor** Karolien Walravens [k.walravens@ucr.nl](mailto:k.walravens@ucr.nl)

For practical issues, such as grade lists and financial issues:

**Education and Student Office** [registrar@ucr.nl](mailto:registrar@ucr.nl)

For personal consultations and workshops on various study skills:

#### **Study Skills**

Christine Crommelin (planning and time management) [c.crommelin@ucr.nl](mailto:c.crommelin@ucr.nl)

Christine Leedy (writing skills) [c.leedy@ucr.nl](mailto:c.leedy@ucr.nl)

[Website](#), [Moodle](#) and [Intranet](#)



For issues of a more personal nature:

**Student Counselor**

Jessie Hillebrand [studentcounseling@ucr.nl](mailto:studentcounseling@ucr.nl)  
Nelleke Barkmeijer  
[Website](#) and [Intranet](#)

For issues relating to collective **student life (RASA)**, **housing (HAC)** and issues to do with **teaching and learning (AAC)** or **Elliott (Elliott)**:

RASA: [rasa@ucr.nl](mailto:rasa@ucr.nl)

HAC: [housingaffairscouncil@ucr.nl](mailto:housingaffairscouncil@ucr.nl)

AAC: [academicaffairscouncil@ucr.nl](mailto:academicaffairscouncil@ucr.nl)

Elliott: [commonhouseelliott@ucr.nl](mailto:commonhouseelliott@ucr.nl)

**III. Off-Campus Support**

For all **health** issues contact a general practitioner – GP (Medical Doctor). The general practitioner may refer you to specialists if necessary, for physical, psychological or other issues. There are several GP's practices located in Middelburg, close to campus. You need to register yourself with a GP at your arrival in Middelburg. For a list of GP practices, emergency services and a variety of community resources, check the Health Information on the [Intranet](#).



## C. Academic Rules and Procedures 2023-2024

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## I. UCR Academic Rules and Procedures 2023-2024

### Preamble

This document constitutes the UCR 2023-2024 Education and Examination Regulation and as such embodies the requirements of the Dutch law on higher education as stipulated in the Higher Education and Research Act (WHW) 7.13, sections 1, 2, 3 and 4. This regulation has been approved by the Dean on 17 August 2023.

It is the responsibility of every individual student to be aware of the Academic Rules and Procedures applicable to their enrollment. Equally, all UCR faculty and staff have to abide by these rules and procedures.

### §1. Admission to the degree program

#### I.1 Previous Education

- I.1.1 **Credential evaluation.** Prior to the selection procedure, all applicants are evaluated by the Admissions Office on their admissibility to a WO Bachelor's program pursuant to WHW articles 7.24, 7.28, and 7.29.
- I.1.2 **Admission investigation** (colloquium doctum). The selection procedure set out in I.2 functions as the admission investigation referred to in WHW art. 7.29. The applicant must demonstrate in the selection procedure that they meet all criteria and are therefore suitable for the degree program. The admission investigation is conducted by the Admissions Office (see also I.2.3) on behalf of the Dean.

#### I.2 Selection Procedure

Rules for selection were established by the Executive Board of University College Roosevelt on 17 August 2023 following recommendations by the Admissions Office and Director of Education, and the advice and consent of the University College Roosevelt Council.

- I.2.1 **Grounds for selection.** As the degree program is granted the special feature of small-scale and intensive education, University College Roosevelt retains the right to select candidates based on additional criteria, as set forth in WHW art. 6.7.
- I.2.2 **Holistic admission process.** University College Roosevelt applies a holistic approach to selection and admission, informed by and supporting the degree program's educational philosophy and goals as described in the strategic plan and mission statement. Holistic review is employed at each stage of the selection process to provide individualized consideration for each applicant based on their academic merits, personal attributes and experiences.
- I.2.3 Admissions Team<sup>1</sup>.
  - a) The Admissions Team has the authority to make the selection and determine admission decisions on behalf of the Dean of the College. The Admissions Team consists of seven members: five members of academic staff, of which one is the Director of Education (Chair), and two Admissions Officers.
  - b) The Admissions Office manages the admissions process and safeguards the quality of this process.

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<sup>1</sup> In the UU OER 2023-2024, the Admissions Team is described as the Program Selection Committee



- 1.2.4 **Admittance to the selection procedure.** An application will be progressed to the selection procedure only if:
- a) The applicant's previous education meets the legal requirement for admission to WO Bachelor's education in accordance with the WHW (WHW art. 1.1.1);
  - b) The applicant provides sufficient proof of English proficiency;
  - c) The application file includes all required documents (1.2.5) and is submitted on time (refer to applicable deadlines on the [website of the program](#)).
- 1.2.5 Application documents.
- a) Applicants must provide the following documentation in their application file: proof of previous (secondary) education, proof of English proficiency, statement of academic motivation, and an academic letter of recommendation.
  - b) Guidelines and requirements for application documents are outlined on the [website of the program](#).
- 1.2.6 Application and selection process.
- If an application can be progressed to the selection procedure, the Admissions Office will provide an assessment of the applicant's academic performance. This is followed by a reader review – a holistic assessment (1.2.2) of the application file by an academic faculty member or admissions officer in accordance with the selection criteria (1.2.7).
  - Based on this assessment, the reader decides whether the file may progress further in the selection process. In case of a positive decision, the applicant is invited to an admissions interview conducted by a member of staff.
  - The Chair of the Admissions Team (1.2.3) conducts a final review of each file and the assessments received in each stage of the selection process. Following the review, they provide admissions decisions.
- 1.2.7 Selection criteria.
- a) Selection criteria are summarized in the student profile as outlined under 1.2.7 b. The student profile comprises broad criteria that allow for a holistic review and equitable evaluation of the applicant pool. Applicants are assessed on their fit to our general profile and potential to contribute to the educational model and philosophy of University College Roosevelt.
  - b) The student profile is as follows:
    - Demonstrated academic potential;
    - Curious and motivated, academically as well as personally;
    - Broad intellectual orientation and openness to explore beyond disciplinary boundaries;
    - Affinity with living and studying in a diverse, international campus community and a willingness to contribute and engage with different ideas and perspectives;
    - Demonstrated social engagement or commitment to others.
  - c) The complete application file (1.2.5) is used to assess the applicant on the criteria as outlined in 1.2.7 b.
  - d) Academic potential is assessed on the basis of minimum grade requirements as published in the [diploma equivalency list](#) on the website of the degree program.
- 1.2.8 **Validity of results.** A positive result of the selection (the offer of admission) is only valid for admission to University College Roosevelt for the start date the applicant submitted the enrolment application. Deferrals are only granted in exceptional cases, at the discretion of the Admissions Office or the Director of Education.

- 1.2.9 **Notice of objection.** An applicant may submit a notice of objection to the Executive Board of Utrecht University within six weeks of the date of the admissions decision. The procedure is described on the [Utrecht University website](#).

## **§2. University College Roosevelt**

- 2.1 University College Roosevelt (UCR) – a Liberal Arts and Sciences College – is one of the two international honors colleges of Utrecht University and is located in Middelburg. UCR offers a full time study program to qualified students. UCR is a residential College, and all students live on campus for the duration of their studies (except in case of 5.8.13).
- 2.2 Final responsibility for all academic matters lies with the Dean of UCR. Final responsibility for organizational and financial matters lies with the UCR Executive Board, consisting of the Dean and Managing Director of UCR, and chaired by the Dean. Specific responsibilities are delegated as described below and in the “Reglement University College Roosevelt”.
- 2.3 UCR has four departments: 1) Arts & Humanities, 2) Engineering, 3) Science, and 4) Social Science. Heads of Department are responsible for the preparation and execution of the academic program within the department.
- 2.4 The Director of Education is responsible for all academic matters transcending individual departments and responsible for guarding the quality of individual courses as well as the program as a whole.
- 2.5 The Board of Studies is responsible for the quality of the academic program, as well as the rules and regulations governing the program. The members of the Board of Studies are the Heads of Department, the Head Tutor, the Director of Education (chair), and two student representatives.
- 2.6 The Board of Examiners (called ‘examencommissie’ in Dutch law) is responsible for the quality of examinations and diplomas as described in the WHW art 7.12. The Board of Examiners consists of three faculty members appointed by the Dean.
- 2.7 The Head Tutor and Senior Tutor are responsible for the tutoring system.
- 2.8 The Registrar is responsible for keeping records of final grades and diplomas.
- 2.9 The Program Committee (called ‘opleidingscommissie’ in Dutch law) guards the quality of education, provides advice on the development and implementation of educational policies, and has the right of approval for parts of the Academic Rules and Procedures as described in the WHW art. 9.18. The committee consists of two students and two employees, who are elected by students and employees respectively.
- 2.10 The UCR Council (what is described in Dutch law as ‘medezeggenschapsraad’) represents the employees and students of UCR. They meet regularly with the UCR Executive Board to discuss various policy matters as set out in the “Reglement University College Roosevelt”. They have the right of approval for parts of the Academic Rules and Procedures as described in the WHW art. 9.37.

## **§3. UCR Program Definitions**

- 3.1 UCR offers only the full-time mode of study. (There is no ‘part-time’ or ‘dual-nature’ program.)
- 3.2 UCR is an English medium institution and all teaching and learning is done in English (except in language courses).
- 3.3 UCR offers a bachelor program, awarding BA and BSc degrees. UCR’s mother university, the University of Utrecht, offers master programs which provide appropriate continuation studies for the UCR Bachelors of Arts and Bachelors of Science.



- 3.4 The study load of a regular UCR course is 7.5 European Credits (EC). As one EC is equivalent to a workload of 28 hours, each course requires 210 hours of study.
- 3.5 The program consists of six semesters in which students complete (at least) four courses per semester. The full UCR program consists of 180 EC.
- 3.6 The six semesters are divided into three years.
- 3.7 Courses are offered at three levels as indicated by the first digit of the course code: 100-level (introductory) courses, 200-level (intermediate) courses, and 300-level (advanced) courses.
- 3.8 A track is defined as a 300-level course and at least two other courses in the same field of study. Move this definition up before 3.8.
- 3.9 The definition of all tracks and names/codes of courses offered are listed on the [intranet](#), under curriculum.
- 3.10 At the end of the first year of study, the student must choose a Major.
- 3.11 The Major may be departmental or interdepartmental. The former is a cluster of courses in one of the departments: Arts & Humanities, Engineering, Science or Social Science; it includes two or more tracks completed in the department. The latter includes three tracks completed in two or more departments.
- 3.12 If a student graduates with a Major in Engineering, Science or an Interdepartmental Major including three tracks from Engineering and Science, they are awarded a Bachelor of Science (BSc) degree. Otherwise, they are awarded a Bachelor of Arts (BA) degree.
- 3.13 In this handbook various kinds of Grade Point Averages (GPA) are used. A 'semester GPA' refers to the grade point average for a specific semester. A 'cumulative GPA' is calculated over all semesters.

#### **§4. Program Outcomes**

We expect our graduates to possess a set of attributes. Specifically, a UCR graduate:

1. is broadly educated
2. has a thorough and systematic understanding in their area of specialization
3. has strong academic skills
4. is able to reflect on themselves and their role in work and in life
5. is an active and responsible member of society
6. is able to deal with complex multifaceted problems, dilemmas and ethical issues

To assure each student develops these attributes, we integrate them into the curriculum by first, translating them into specific learning outcomes per track, and second, by translating these track-level outcomes into specific outcomes per course. The first translation follows the template below. Specifically, track coordinators use that template to translate its general language into discipline-specific terminology. These translated outcomes are available in the track outlines. To graduate, a student must complete multiple tracks and thus achieve multiple sets of track-level outcomes. In this way, each student develops the above six attributes.

<b>UCR graduates demonstrate that they master the following:</b>	
<b>Demonstrate mastery of disciplinary knowledge</b>	
Definition of the discipline	Distinguish what phenomena are studied and what types of questions scholars hope to answer via what methods. Be aware of assumptions and limitations, and understand that multiple paradigms exist in a single discipline.

Theories	Demonstrate understanding of the most prominent theories.
Methodologies	Apply common analytical methods and tools and assess work of others
<b>Demonstrate mastery of disciplinary skills</b>	
Critical Thinking	Independently formulate and critically review problem formulations, arguments and results (critical thinking, problem solving).
Research	Apply aspects of the main research methodologies.
Communication	Communicate effectively (orally and in writing) with scholarly and lay audiences.
Learning	Independently acquire and evaluate relevant academic information, reflect on one's own progress and identify one's knowledge gaps, and master new topics.
<b>Understand and exercise academic attitudes and values</b>	
Academic and Professional standards	Understand and adopt standards for academic integrity and relevant professional standards.
Discipline's role in the world	Reflect in logical, social and/or ethical terms on interaction between the discipline and the natural world, society and/or self.
<b>Understand connections with other disciplines</b>	
Related fields	Transfer knowledge and/or skills from other related disciplines
Complex problems	Present analysis (and possibly partial solutions) of complex multifaceted problems requiring knowledge and/or skills from different disciplines

The Performing Arts track does not follow the template above. Instead, its track-level learning outcomes are defined in line with the requirements of Dutch conservatories.



## **§5. Requirements of the Academic Program**

The Bachelor of Arts or Bachelor of Science degree is conferred upon students who have successfully met the following requirements:

### **5.1 First year requirements**

5.1.1 In the first year each student takes eight courses, subject to the following requirements:

- ACCCOMM102 - Academic Writing and Presenting
- ACCRMET101 - Research Methodology & Statistics I
- courses in at least two of the following departments: Arts & Humanities, Engineering, Science, Social Science.

### **5.2 Degree requirements**

5.2.1 Complete first year requirements as specified in 5.1.

5.2.2 In the second year each student takes 8 courses, subject to the following requirements:

- not-yet completed courses mandatory for the Major as described in either section 5.3, 5.4, 5.5, 5.6 or 5.7.

5.2.3 The following requirements must be met for the degree:

- a) complete in six semesters 22 courses and a senior project of 15 EC.
- b) of the 22 completed courses (at least) four must be at 300-level.
- c) attain a cumulative GPA of 2.0 or higher.
- d) complete requirements for a Major in a department or combination of departments as presented in sections 5.3, 5.4, 5.5, 5.6, 5.7.
- e) complete at least one course in Arts and Humanities, one in Social Science, and one in either Science or Engineering.
- f) off-campus courses and courses completed during an exchange do not count as requirements for a Major or Minor, unless specific approval has been obtained (see section 6.4.6).
- g) An LAS Portfolio and Reflection must be completed (see section 5.9).

### **5.3 Specific requirements for a Bachelor of Arts degree with a Major in Arts & Humanities**

5.3.1 At least nine courses plus a Senior Project must be completed in Arts & Humanities.

5.3.2 At least two tracks must be completed within Arts & Humanities.

5.3.3 The course AH-RHET101 - Introduction to Rhetoric & Argumentation must be completed in the first or second year and is one of the nine required courses stated in 5.3.1.

### **5.4 Specific requirements for a Bachelor of Arts degree with a Major in Social Science**

5.4.1 At least nine courses plus a Senior Project must be completed in Social Science.

5.4.2 At least two tracks must be completed within Social Science.

5.4.3 In their first or second year the student must complete SSCRMET201 - Research Methodology & Statistics II or SSCRMET202 - Qualitative Research Methodology. In case one of the tracks is in psychology or in economics, the student must complete SSCRMET201 - Research Methodology & Statistics II. The selected course is one of the nine required courses stated in 5.4.1.

**5.5 Specific requirements for a Bachelor of Science degree with a Major in Science**

- 5.5.1 At least eleven courses plus a Senior Project must be completed in Science.
- 5.5.2 At least two tracks must be completed within Science.
- 5.5.3 The course SCIMATH101 - Calculus for Scientists must be completed before the fourth semester and is one of the eleven required courses as stated in 5.5.1.
- 5.5.4 In the first year students must take at least one course in Arts & Humanities and/or Social Science.
- 5.5.5 Some Engineering courses may count towards the eleven required courses in Science. Students can make a request to the Board of Examiners by using the 'General Request to the Board of Examiners' Case under 'Request Board of Examiners' in OSIRIS.

**5.6 Specific requirements for a Bachelor of Science degree with a Major in Engineering**

- 5.6.1 At least nine courses plus a Senior project must be completed in Engineering.
- 5.6.2 At least two tracks must be completed within Engineering; one of these tracks must be the Interdisciplinary Project track.
- 5.6.3 The course SCIMATH101 - Calculus for Scientists must be completed before the fourth semester and is not one of the nine required courses as stated in 5.6.1.
- 5.6.4 Either SCIMATH203 - Linear Algebra or SCICOMP102 - Introduction to Computer Science must be completed in the first or second year and is not one of the nine required courses as stated in 5.6.1.
- 5.6.5 In the first year students must take at least one course in Arts & Humanities and/or Social Science.
- 5.6.6 Some Science courses (typically those in Computer Science, Mathematics and Physics) may count towards the nine required courses in Engineering. Students can make a request to the Board of Examiners by using the 'General Request to the Board of Examiners' Case under 'Request Board of Examiners' in OSIRIS.

**5.7 Specific requirements for a Bachelor degree with an Interdepartmental Major (IDM)**

- 5.7.1 At least nine courses must be completed in two or more departments, with at least three courses in each department included in the IDM.
- 5.7.2 At least three tracks must be completed, with at least one track in each department included in the IDM.
- 5.7.3 IDMs combining only tracks in Engineering and Science require successful completion of courses from 5.5.3 and 5.6.4. IDMs including at least one track in Arts & Humanities (respectively, in Social Science) require successful completion of courses from 5.3.3 (respectively, 5.4.3). An IDM must be approved by the Board of Examiners. Students must submit a course program before the beginning of their second year via OSIRIS.
- 5.7.4 A Senior Project must be completed in one of the departments included in the IDM.

**5.8 Senior Project**

- 5.8.1 All students are required to complete a Senior Project (SEPR) of 15 ECTS credits in the department of their Major or IDM (see 5.3, 5.4, 5.5, 5.6 or 5.7).
- 5.8.2 The SEPR involves producing a major piece of individual work – comparable to a Bachelor Thesis.
- 5.8.3 The SEPR is at the 300-level and involves 420 hours of work by the student.





- 5.8.4 The research for a SEPR is supervised by one UCR faculty member.
- 5.8.5 A SEPR must be completed in the student's final year and can only be started if the student has completed at least 112.5 EC and has a cumulative GPA of at least 2.0 .
- 5.8.6 In case the student does not fulfill the requirements in 5.8.5 and yet is allowed to complete their studies at UCR, the student will have a meeting with the Board of Examiners. The Board of Examiners will formulate an academic agreement via OSIRIS, that needs to be signed by the student before the start of the semester. This Academic Agreement defines the conditions that the student should meet in order to meet graduation requirements.
- 5.8.7 Students need to have a GPA of at least 3.0 in order to be eligible to do the full 15 EC project in just one semester, known as a 'double' Senior Project (with the exception in case 5.8.13 applies).
- 5.8.8 Students can only complete one Senior Project during their studies at UCR (with the exception in case 5.8.13 applies).
- 5.8.9 Departments specify which SEPRs they offer, including prerequisites, format and structure. Further guidelines are available on [intranet](#).
- 5.8.10 An examination committee, consisting of the supervisor and one other examiner, evaluates and grades the SEPR. At the mid-way stage of the project, a mid-way evaluation takes place in which examiners determine to what extent the student is on track. The procedure for how the assessment takes place can be found on [intranet](#). If the student has not made enough progress by this stage, they must stop the project and start a new one. A grade X (insufficient progress) is registered. The student incurs a 7.5 EC shortage. The student is given one chance to do a new SEPR. The Director of Education consults the student and the Senior Tutor, and decides on the format and timing of the new SEPR. Then, in consultation with the Director of Education, the Head of department allocates the supervisor.
- 5.8.11 All students must present their SEPR for a general audience on Project Day, and answer questions from the examiners and other audience members.
- 5.8.12 If the grade for the SEPR is a D-, D or D+, then on condition that the final work was submitted on time, i.e. on the Monday of week 15 of the semester, the student gets two weeks from Project Day to try to repair their work - following the list of points of repair drawn up by the supervisor - up to a possible maximum of a C- (C-minus). If the grade is an F, the student does not qualify for the repair option.
- 5.8.13 If, after a possible repair, the grade is less than a C- (C-minus), no credit is awarded: the student incurs a credit shortage of 15 EC and does not meet graduation requirements. In case these 15 EC are the only outstanding credit shortage preventing graduation, the student is given one chance to do a new SEPR for which they must be registered as a UCR student in an additional academic semester. They are not eligible to enroll in other UCR courses for credit during this time.

## 5.9 **LAS Portfolio and Reflection**

- 5.9.1 All students need to complete a Liberal Arts and Sciences Portfolio and Reflection.
- 5.9.2 Completion of the Portfolio and Reflection is done in several stages during their studies:
  - a. in the third semester – in preparation for Moderation;
  - b. in the pre-final semester;
  - c. by the end of the final semester: All students need to add their SEPR to their LAS Portfolio and Reflection
- 5.9.3 The LAS Portfolio and Reflection will be assessed as pass/fail by the Departmental Advisor. Students can only graduate if the LAS Portfolio and Reflection has been assessed as pass.

- 5.9.4 Full guidelines on completing the portfolio and the procedure for assessment can be found on [intranet](#).

## **§6. Academic Program – Further stipulations**

### **6.1 Transfer of credit**

- 6.1.1 Students who have earned credits at a university prior to enrollment at UCR can under certain circumstances transfer up to one year of credits. The particular university program must be recognized as (or be equivalent to) an accredited study at a Dutch university. The first year must comprise a program of courses equivalent to at least 60 EC.
- 6.1.2 Students must request a transfer of credit prior to enrollment. Credit transfer information is available on the [website](#). If the conditions under 6.1.1 are met, either 30 or 60 EC can be transferred. In formulating its decision, the Board of Examiners seeks advice from relevant UCR examiners in order to specify which UCR courses transfer students can be exempted from. Transfer students are expected to provide relevant documentation to the Board of Examiners. The Board of Examiners defines the graduation requirements for the reduced academic program. These requirements are the same as for a full program taking the course exemptions into account.

### **6.2 Major declaration**

- 6.2.1 Before the beginning of their second year, each student declares a Major in Arts & Humanities, Engineering, Science, Social Science, or an Interdepartmental Major.
- 6.2.2 A change in Major requires approval of the Board of Examiners. Use the 'General Request to the Board of Examiners' Case under 'Request Board of Examiners' in OSIRIS to request any change in Major.

### **6.3 Minor declaration**

- 6.3.1 Students may choose to complete a Minor in a well-defined field in Arts & Humanities, Engineering, Science or Social Science, as long as it is in a department other than ones included in the Major.
- 6.3.2 A Minor is worth 30 EC. It consists of four related courses in one or more department(s). At most one course may be in the department of the Major, but it does not count towards the number of required Major-courses (as prescribed in sections 5.3.1, 5.4.1, 5.5.1 or 5.6.1).
- 6.3.3 A list of Minors as specified by the Board of Studies is available on the [intranet](#). The Board of Examiners may in exceptional circumstances approve a request for minors other than those specified by the Board of Studies. Students must submit a 'Minor' request under 'Request Board of Examiners' to the Board of Examiners via OSIRIS. Minor requests must be submitted no later than 10 working days before the last day of classes of the student's final semester.
- 6.3.4 At least two of the four courses must be completed at UCR.
- 6.3.5 At least one of the courses included in the Minor must be at 300-level.
- 6.3.6 All courses in the Minor must be passed with a grade of C- or higher.
- 6.3.7 A completed and approved Minor is stated on the final transcript of the student.

### **6.4 Off-campus courses (OCC)**

- 6.4.1 An OCC is a course at an accredited academic institution of higher education other than UCR.
- 6.4.2 An OCC may only count towards a student's program if it is taken:
- a) to repair credit shortage, or

- b) to meet a graduation requirement that, due to extenuating circumstances, cannot otherwise be met, or
  - c) on exchange (see 6.5), or
  - d) on [eduXchange](#).
- 6.4.3 The student may request a set of one or more OCCs to count as one UCR course if:
  - a) these OCCs are indicated by the host university to be collectively worth at least 7.5 EC;
  - b) these OCCs are worth less than 7.5 EC but the student intends to compensate for lacking credits by completing additional work (e.g. writing a paper); in their request the student needs to describe this additional work and to name a UCR instructor who agrees to supervise and grade it.
- 6.4.4 To have the OCC count towards their program, the student submits the 'Off-campus course' request to the Board of Examiners. The request form is available under 'Internship, Study abroad and Exchange' in OSIRIS. The submission deadline is 10 working days before the last day of classes of the semester preceding the course.
- 6.4.5 In their request, students must include the name of a UCR instructor with expertise in the field of the course. The instructor needs to confirm that the course has appropriate content, intensity and level for a 7.5 EC course at university level. When approved and completed, the off-campus course will appear on the student's UCR transcript.
- 6.4.6 If applicable, in their request students must explain which graduation requirement they are attempting to meet and due to what extenuating circumstance they need to complete an off-campus course to do so. Students also need to obtain the approval of an expert UCR instructor (or if not available at UCR, then the approval of the Head of Department) who can confirm that the off-campus course has the appropriate content and level to count as the graduation requirement. When approved and completed, the off-campus course will count towards a graduation requirement, and will appear on the student's UCR transcript.
- 6.4.7 After completing the off-campus course, an official transcript – indicating the grade and the number of credits of the off-campus course – must be submitted by the student to the Board of Examiners before the start of the subsequent semester. Without an official transcript, an F will be registered. The official transcript issued by the host institution will be attached to the student's UCR diploma upon graduation.
- 6.4.8 Grades are transferred according to the Board of Examiners standard conversion list. Grades are rounded to one of the letter grades as described in section 7.3.1. In cases where the conversion list does not apply, the Board of Examiners sets the grade. Pass/no pass grades are not allowed. In case a student does not complete an approved off-campus course, and does not receive permission for a withdrawal, the grade will be F (fail).
- 6.5 **Exchange semester**
- 6.5.1 Students may apply to spend one semester on exchange away from UCR during their fourth or fifth semester.
- 6.5.2 a) Students who wish to go on exchange in their fourth semester need to meet the following criteria:
  - i) have a cumulative GPA of no less than 3.0 at the time of application and at the end of the third semester. If the GPA is lower at the end of the third semester, the Board of Examiners and/or Exchange Partner have the authority to cancel the semester abroad.



- ii) have completed in the first three semesters the first year requirements, the mandatory courses for the Major and at least five courses in the department of the Major.
  - b) Students who wish to go on exchange in their fifth semester need to meet the following criteria:
    - i) have a cumulative GPA of no less than 3.0 at the time of application and at the end of the fourth semester. If the GPA is lower at the end of the fourth semester, the Board of Examiners and/or Exchange Partner have the authority to cancel the semester abroad.
    - ii) have completed in the first four semesters the first year requirements, the mandatory courses for the Major, at least eight courses in the department of the Major and at least two 300 level courses.
  - c) All students who wish to go on exchange need to meet the following criteria at the end of the semester preceding the exchange:
    - i) no shortage of credit.
    - ii) no social or academic probation (see section 9.2).
    - iii) no more than 30 transfer credits (i.e. students who are completing their degree in 4 semesters at UCR cannot go on exchange).
- 6.5.3 Students meeting these criteria can submit an 'Exchange' request under 'Internship, Study abroad and Exchange' via OSIRIS to the Board of Examiners. The request includes a short motivation and a course proposal. If a student chooses not to participate in the UCR exchange program, the responsibility for organizing an exchange semester and obtaining permission from the host university lies with the student. In such a case, the student needs to submit an official letter from the host university inviting the student to enroll for 30 EC. Any financial compensation that the host university requests is the responsibility of the student.
- 6.5.4 The Board of Examiners reviews the request, considers whether the proposed courses are at a sufficient academic level and how they contribute to the student's overall program, and decides whether to approve the request. In case the request is denied, the reasons are communicated in writing. On receipt of permission, the student can apply to the exchange program of interest, usually via Utrecht University, or in some cases via the UCR exchange coordinator, as indicated by the Board of Examiners on the approved exchange request.
- 6.5.5 By default, on exchange, the student must complete 30 EC worth of courses. If the circumstances at the host university make it impossible for the student to complete 30 EC, they may propose a program of 22.5 EC. Such a proposal must include plans to repair the anticipated 7.5 EC credit shortage prior to departure. Exchange credits appear on the final transcript. Credits in excess of 30 EC are not transferred.
- 6.5.6 As soon as the course registration at the host university is finalized, the student submits the Exchange Learning Agreement form to the Board of Examiners listing all courses to be completed during the exchange semester. The Board of Examiners decides whether all exchange credits can be transferred to UCR. Students may request to count exchange courses for specific graduation requirements or for Minors. The Board of Examiners seeks advice from relevant UCR examiners in deciding on such requests.
- 6.5.7 At the end of the exchange period, the student must submit to the Board of Examiners an official grade list issued by the host institution clearly stating the number of credits earned for each course and the grades awarded. Courses graded on a pass/no-pass basis do not count for credit.

- 6.5.8 The Board of Examiners registers one grade using the standard conversion scheme presented in 7.3.1. This grade reflects the semester GPA of the exchange semester.
- 6.5.9 The official transcript issued by the host institution is attached to the student's diploma upon graduation.
- 6.5.10 During an exchange, the offering of an academic program, the awarding of credits, and the making of decisions on any particular student request are the responsibility of the host university. UCR will abide with these decisions.

## 6.6 Academic Internship

Students may include one academic internship of 7.5 ECTS credits in their degree program. Students can only receive academic credit for this if the following requirements are met:

- 6.6.1 An Academic Internship is the equivalent of a UCR course and carries 7.5 ECTS credits.
- 6.6.2 An Academic Internship requires a well-defined project plan. Student work should include one or more of the following: participating in a research project, applying existing academic research results to a practical setting, reviewing existing literature and formulating recommendations for the organization in which the work is done. The results of the project are described in a final report.
- 6.6.3 An Academic Internship is valued at 200-level. An Academic Internship cannot be used as part of a track in the Major, unless the Board of Examiners grants an exception.
- 6.6.4 The student must find two supervisors committed to supervising the work. At least one of the supervisors must be a UCR examiner. If the student does work in an external organization, one of the supervisors must be a professional within that organization. It is the responsibility of students to find internships.
- 6.6.5 The student should obtain permission to do an Academic Internship by completing the 'Academic Internship' request form under 'Internship, Study abroad and Exchange' via OSIRIS at least 10 working days before the last day of classes of the semester preceding the Academic Internship.
- 6.6.6 To assess the Academic Internship, the UCR examiner will take the written opinion of the external supervisor into account. The procedure for how the assessment takes place can be found on [intranet](#).
- 6.6.7 An Academic Internship appears on the transcript.

## 6.7 Course exemptions

- 6.7.1 Students can receive exemptions from doing specific courses at UCR if they can prove that they have done the course equivalent at another accredited academic institution of higher education. The exemption can count towards a graduation requirement. Exemptions are granted by the Board of Examiners, who takes decisions after consulting the relevant Head of Department or the Director of Education.
- 6.7.2 If a student requests transfer of credit (see section 6.1), exemptions are noted on the transfer-of-credit certificate. In other cases, students request exemptions using the 'Off-campus course' request under 'Internship, Study abroad and Exchange' in OSIRIS.
- 6.7.3 If the course equivalent was completed before the start of the UCR program, the exemption should be requested before the end of the student's first semester. The request must be accompanied by an official university transcript indicating the grade and number of credits of the equivalent course.
- 6.7.4 If the course equivalent is completed after the start of the UCR program, the exemption should be requested at least 10 working days before the last day of classes of the semester preceding

the start of the equivalent course. Preliminary approval, which can only be given if the request is submitted on time, is a necessary prerequisite to obtaining final approval. Final approval can only be given after the student submits the official university transcript indicating the grade and number of credits of the equivalent course.

- 6.7.5 The course equivalent must be indicated by the host university as worth 7.5 EC or more.
- 6.7.6 Students who received an exemption for a course are not allowed to take that course at UCR.
- 6.7.7 A student does not earn credits for the course exemption. The course exemption is not recorded on the UCR transcript, and is not included in any GPA calculation.

## **§7. Course Enrollment and Assessment / Examination**

### **7.1 Course admission and registration**

- 7.1.1 100-level courses are open to all students. Prerequisites for 200- and 300-level courses are published here: [www.ucr.nl/prereq](http://www.ucr.nl/prereq).
- 7.1.2 By default, each course is limited to 28 students. For specific semesters or courses, the Director of Education may set a lower limit.
- 7.1.3 More senior students register with priority in courses for their Major. Students in their final year have lowest priority in 100-level courses, unless that particular course is needed as a graduation requirement.
- 7.1.4 Each student decides on a course schedule before the beginning of each semester. In their third semester students take part in Moderation: they write a reflection and meet with a panel of faculty members to discuss their academic program. Failure to complete the reflection or attend the meeting with the panel results in students losing priority for course registration. It is the student's own responsibility to fulfill all requirements for the degree.
- 7.1.5 Course changes in the first week of the semester are allowed.
- 7.1.6 Course changes after the first week of the semester need approval of the Director of Education. Students changing a course are responsible for immediately catching up with the course work already covered.
- 7.1.7 The student's schedule will depend on the courses available in any given semester and the availability of places in each course. In case of oversubscriptions, the priority rules of section 7.1.3 apply. Final decisions are made by the Director of Education, after consultation with the Senior Tutor.
- 7.1.8 Students may enroll in a course if they completed all prerequisite courses with at least a grade of C-, or if they obtained permission from the course instructor. Permissions must be registered by submitting the 'Course Permissions' Case under 'Curriculum Matters' in OSIRIS.
- 7.1.9 An overview of UCR courses is posted on the [intranet](#).
- 7.1.10 Students may request a fifth course by submitting the 'Fifth course' request under 'Request Board of Examiners' in OSIRIS.
  - Students must have a cumulative GPA of at least 3.70 at the start of the semester in which the fifth course takes place.
  - Students have the lowest priority for enrollment in their fifth course.
  - Students may disenroll from their fifth course during the first three weeks of the semester. To do so, they need to contact the Senior Tutor. After week 3, normal procedures apply with respect to withdrawal (section 7.7) and extension (section 7.5).
- 7.1.11 If the final grade for a course is a W (withdrawal) or an F (fail), the student is allowed to take the course again.



- 7.1.12 Students receive a grade for all courses they are registered for. In case a student does not complete a course, and does not receive permission to withdraw, they receive an F (fail).

## 7.2 Attendance

- 7.2.1 Students are required to attend all classes, and all academic activities outside of class hours as indicated in the course outline.
- 7.2.2 If a student is unable to attend class, the student must in advance inform the course instructor of the reason for the absence. It is the student's responsibility to ensure they keep track of their absences.
- 7.2.3 Course instructors record attendance and report repeated absences via an "Early Warnings" form on the main tab of the Moodle "Director of Education".
- 7.2.4 In case of three or more absences from class, a course instructor may deduct points for single intermediate assessment, provided this deduction is indicated in the course outline.
- 7.2.5 In case of seven or more absences from a class, a student receives an F (fail) grade for the course. (Note that for courses taught on Wednesdays up to four class sessions are scheduled on one day; so missing an entire Wednesday counts as multiple absences). If so described in the course outline, class sessions may be replaced by excursions and/or individual consultations.

## 7.3 Grading and credits

- 7.3.1 UCR uses a five-letter grading system. The table below shows the equivalence between letter grades, grade points and the numerical 100-point scale that UCR instructors use for assessing student work.

Letter	Grade Point	Numerical
F	0.0	00 – 49
D-	0.7	50 – 51
D	1.0	52 – 53
D+	1.3	54 – 55
C-	1.7	56 – 59
C	2.0	60 – 63
C+	2.3	64 – 66
B-	2.7	67 – 69
B	3.0	70 – 73
B+	3.3	74 – 76
A-	3.7	77 – 79
A	4.0	80 – 85
A+	4.0	86 – 100

- 7.3.2 A grade point average (GPA) is calculated as a simple average of grade points across individual courses. A GPA is computed to two decimal places. Final grades of W (withdrawal) and X (insufficient progress SEPR, see 5.8.10) are excluded from the calculation.
- 7.3.3 If the final letter grade for a course is D– or higher, a student earns 7.5 EC. If the final course grade is F or W, the student earns no EC.

## 7.4 Assessment in courses

- 7.4.1 Instructors evaluate student's performance in courses continuously. They use a variety of assessment forms e.g. exams, assignments, presentations, portfolios, class participation,



research projects. They then construct final grades as weighted averages of intermediate grades students earn throughout the course.

- 7.4.2 The number, weight, timing, and form of intermediate assessments are described in the course outline. The course outline is approved by the Board of Studies and made available to students on Moodle.
- 7.4.3 No single assessment can count for more than 40% of the final grade.
- 7.4.4 Prior to being graded, students' paper assignments must be checked by Ouriginal - a plagiarism detection tool. The procedure for how students submit their papers to Ouriginal should be explained in the course outline.
- 7.4.5 There is no provision for repeat assessment events for the same student.
- 7.4.6 Assessment takes place during the semester in which the course is given, and only for the students who are registered to take that course.
- 7.4.7 The only assessment which has formal significance is the final course grade. The final grade is awarded by the course examiner. Final grades are valid indefinitely.
- 7.4.8 When awarding final course grades, instructors may make argued deviations from the calculated averages of intermediate grades.
- 7.4.9 The Board of Examiners has the authority to define additional guidelines on how assessment in courses is organized. Please see the 'Rules for Examinations and Other Assessments' available on [intranet](#).

## 7.5 **Deadlines and extensions**

- 7.5.1 The due date for exams or assignments can be no later than the last day of classes of the semester. Examiners must specify the exact deadline and place of delivery for final products. Students must make sure the examiners receive the products on time.
- 7.5.2 If extenuating circumstances force a student to miss an assignment deadline or an exam, they must in advance inform the examiners of these circumstances. They then may request an extension, that is, a later deadline for the assignment or a different moment to take the exam. In this request, the student must explain the extenuating circumstances and provide evidence.
- 7.5.3 To request an extension within a semester the student must email the course examiners. Before deciding on such a request, examiners may consult the student's tutor or Senior Tutor. The examiners communicate their decisions to students via email.
- 7.5.4 To request an extension beyond the last day of classes of the semester the student submits an 'Extension' request under 'Request Board of Examiners' in OSIRIS. This request must be submitted no later than the last day of classes of the semester. Extensions for less than a week require approval of the instructor; longer extensions require approval of the Board of Examiners.
- 7.5.5 All extensions beyond the last day of classes of the semester are granted to a specific deadline, which is no later than the start of the subsequent semester. In case the assignments are not handed in by the deadline, they get a grade of zero.
- 7.5.6 If no extension is granted:
  - a late submission during the semester gets a grade penalty;
  - a late submission beyond the last day of classes of the semester is not accepted.

## 7.6 **Special learning needs and provisions**

UCR is an inclusive community with a diverse student body, in which students will have the opportunity to demonstrate attainment of learning outcomes without being impeded by special learning needs. This





is achieved by designating provisions for assessment or examination specific to the student's particular special learning needs.

- 7.6.1 The authority to accommodate students with provisions lies with the Board of Examiners. Individual examiners / instructors are not permitted to grant students any provisions in relation to special learning needs.
- 7.6.2 A student with special learning needs may request provisions for assessment or examination by submitting a 'UCR Request for Provisions during Study' under 'Request Board of Examiners' via OSIRIS. A complete request includes formal documentation of the student's special learning needs. The Board of Examiners reviews the request and meets the student to discuss it. The Board of Examiners decides whether provisions are necessary and issues a letter stating which provisions, if any, are granted and for how long.
- 7.6.3 Granted provisions are based on the student's particular special learning needs, and relate to:
  - a) the manner in which material is presented, displayed, distributed or otherwise communicated by the examiner during or outside of class meetings;
  - b) the manner in which the student participates during class meetings;
  - c) formal characteristics of assessments or examinations, such as timing, setting or format;
  - d) other reasonable provisions that are necessary to accommodate the student's special learning needs.
- 7.6.4 Granted provisions should not materially change the content of assignments, result in students gaining an unfair advantage, or alter the assessed learning outcomes. Assessment of learning outcomes with and without provisions should follow the same or comparable criteria.
- 7.6.5 A student holding a provisions letter from the Board of Examiners must show it to the course examiner at the start of the course, in order to allow a reasonable time period for the examiner to arrange for the provisions.
- 7.6.6 A student holding a provisions letter from the Board of Examiners is responsible for informing the Board of Examiners of any change in circumstances that may affect whether and which provisions may be necessary for accommodating the student's special learning needs. When so informed, the Board of Examiners will reassess the provisions granted to the student and may revoke the existing provisions letter and/or issue a new provisions letter.

## **7.7 Withdrawal / Leave of Absence**

- 7.7.1 If a student is not able to complete a course due to serious illness or extenuating circumstances, then the student can submit a 'Withdrawal' request via OSIRIS under 'Request Board of Examiners'. This request should be supported by the Senior Tutor. The Board of Examiners decides on the request. The student proposes a solution for the shortage of credit incurred.
- 7.7.2 In case of medical or other serious personal circumstances, a student may request a leave of absence for the remainder of the current semester and/or the subsequent semester. In this case students should contact the Senior Tutor to ask for advice on how to best handle this request. Students must officially submit a 'Leave of Absence' request under 'Request Board of Examiners' via OSIRIS. Students who are granted a leave of absence may need to reapply to UCR before they can continue their studies. Students who wish to continue must in all cases contact the Education & Student Office at least a month before the start of a new semester and must meet with the Director of Education and Senior Tutor to discuss whether they can continue.
- 7.7.3 When a withdrawal is approved, a 'W' grade is entered on the transcript.



## **7.8 Shortage of credits**

- 7.8.1 A student incurs credit shortage if they earn less than 22.5 EC in the semester when they start their SEPR, or less than 30 EC in any other semester. The student must repair this shortage during the subsequent two semesters (or sooner, if specified in the probation contract).

## **7.9 Final Grades**

- 7.9.1 For each student registered in the course, the examiner must send the final grade to the Registrar before the deadline set by the Director of Education.
- 7.9.2 Students can log onto OSIRIS to see their own results. All grades are published on that site as soon as they have been confirmed by the Board of Examiners (see the academic calendar for specific dates).
- 7.9.3 The Board of Examiners meets to review all course grades within 15 working days following the last day of classes of the semester. Final grades are only definitive after they have been confirmed by the Board of Examiners.
- 7.9.4 Assignments and other elements of continuous written assessment are returned with appropriate written formative feedback. Inspection of the student's graded work from the end of the semester may be arranged by appointment with the instructor. The period available for inspection is the first 10 working days after the last day of classes of the semester in which the course takes place.
- 7.9.5 A student can protest a grade. The procedure for this is described in section 11.2.2.
- 7.9.6 Official copies of a grade list can be obtained from the Education and Student Office.

## **§8. Codes of Conduct**

### **8.1 General Principles**

- 8.1.1 Each member of UCR has the obligation to uphold the academic standards of UCR. The basic premise on which this code is based is that the learning process is a product of individual effort and commitment accompanied by moral and intellectual integrity. Students are encouraged to ask faculty and staff for guidance, and advice should be given freely.
- 8.1.2 When differences of opinion or misunderstanding about fairness in procedures lead to a conflict, these differences should be resolved by the individuals involved. When the persons involved cannot reach an agreement by themselves, a formal procedure is described [here](#).
- 8.1.3 In the context of classroom communication, students must realize that the following issues substantially contribute to a respectful working atmosphere:
- demonstrate due respect and apply appropriate levels of formality in all communication with faculty staff and students;
  - apologize for, explain, and work to remedy lateness: punctuality is a matter of courtesy;
  - speaking in turn and limit discussions to matters in hand;
  - abstain from using laptops, smartphones or other communication devices, except with the explicit permission from the instructor;
  - using no language other than English on campus (except in language courses);
  - take the initiative in catching up work missed due to absences, no matter the reason for those absences.
- 8.1.4 In some UCR courses, thesis work, projects, off-campus internships or other work, students can be asked to work with confidential information. Whether or not students sign a specific protocol on confidentiality, students are always required to respect the confidentiality of information that is requested by an instructor or supervisor.



## 8.2 Academic Dishonesty

Academic dishonesty is defined as an action or omission on the part of students which produces an incorrect representation of their own performance as regards their knowledge, skills and understanding, which may result in the examiner no longer being able to assess the knowledge or ability of the students in a proper and fair manner. Academic dishonesty comes in two forms: fraud and plagiarism.

### 8.2.1 Fraud

Fraud includes:

- a) any attempt to give or receive assistance during an examination;
- b) obtaining or attempting to obtain copies of examination papers or questions prior to an exam;
- c) any other attempt to gain an unfair advantage during an examination or in relation to a graded assignment;
- d) tampering with a graded exam or assignment;
- e) unauthorized use of the internet, Artificial Intelligence, a computer file, program, user name or password; or
- f) any other action in violation of academic policies set forth by an instructor, the Board of Studies and/or the Board of Examiners.

### 8.2.2 Plagiarism

All learning involves the use of data and ideas compiled and published by others. In completing their assignments, students are of course encouraged and indeed typically expected to consult and incorporate the views of others but the latter should always be done carefully and in line with guidelines provided by style manuals (such as those of the MLA, APA, Vancouver, Chicago, Harvard, etcetera).

As part of their course Academic Writing and Presenting and in all tracks at UCR, students are instructed on proper and acceptable forms of acknowledging and citing academic sources in their work, and the reasons for doing so. We recognize that students need time and opportunity to acquire the necessary academic skills. However, it is important for students to be aware that it is their sole responsibility to acquaint themselves with UCR's rules regarding plagiarism, as outlined here. Students should be proactive in seeking further guidance from their instructors wherever there is doubt or uncertainty about how these rules apply to them in the context of a particular course, project or assignment.

Plagiarism is *the presentation of the words or ideas of another as if they were one's own*. It is a form of theft, and a serious academic offence. Plagiarism may be intentional or unintentional. Unintentional plagiarism results from ignorance of, or failure to follow proper academic procedures for quoting, paraphrasing or referencing the work of others. Intentional plagiarism involves appropriating the work of another in a deliberate attempt to deceive. Plagiarism is an offense even when committed unintentionally, which is why it is imperative for all students to ensure that they understand how to avoid plagiarism in their own work.

Plagiarism includes:

- a. direct (word-for-word) copying from sources (online or print, both published and unpublished), without properly acknowledging those sources and/or without quotation marks to identify the text as a direct quote;



- b. paraphrasing the ideas of another without properly acknowledging the source (e.g. source is not cited at all, or source is cited in the bibliography but it is not clear where the work is paraphrased in the text itself);
- c. Closely following the structure of another's paper or argument, including copying the sources that are referred to in that source.
- d. submitting for credit a piece of work for which students have already received credit at a different point in their academic career;
- e. using another student's work and presenting it as one's own; where this occurs with the permission of the other student, they will be considered an accomplice to the offence;
- f. collusion: unless explicitly permitted by the instructor (in the case of group projects for instance), students may not submit as their own work that is actually the result of collaboration with peers.

### 8.2.3 Sanctions and Procedures

The Board of Examiners is responsible for dealing with all cases of suspected academic dishonesty. Instructors are responsible for reporting such cases to the Board of Examiners. Instructors should send any relevant documentary evidence to support their claim of academic dishonesty together with their report.

Following receipt of a report of academic dishonesty, the Board of Examiners will organize a hearing with the student and instructor. At least two members of the Board of Examiners will be present at the hearing. The Board of Examiners may also invite others who have information about the case to attend the hearing. Students are permitted to have a trusted faculty member accompany them to the hearing; however, the unavailability of the faculty member will not be grounds to postpone or otherwise reschedule a hearing. All documents submitted by the instructor at the time of reporting will be shared with the student prior to the hearing. The student will also be given the opportunity to submit their own relevant supporting materials prior to the hearing; these will then be shared with the instructor. During the hearing:

- the student will be given the opportunity to make an opening statement in which the student responds to the allegation of academic dishonesty;
- the student will be permitted to (re-)examine any documentation submitted by the instructor;
- the student will be permitted to ask questions of the instructor, the Board of Examiners, the board secretary, or any others who are in attendance to provide information on the case;
- the Board of Examiners may ask questions of the student, the instructor, and others who are in attendance to provide information on the case.

Following the hearing, the Board of Examiners will confer and come to a determination regarding whether fraud or plagiarism has occurred and, if so, what sanction(s) will be applied. The formal decision of the Board of Examiners will be communicated to the student(s) and instructor in writing. Where a student fails to attend a hearing without good cause this will be considered an acknowledgement of the offense by the student, and the Board of Examiners will automatically register an academic dishonesty finding and apply sanctions.

Sanctions include but are not limited to:

- a) requiring the student to re-write the assignment, and, if the Board of Examiners deems fit, imposing a cap on the grade which can be achieved for the revised assignment;
- b) a F (fail) grade (0 points) for the assignment or examination;
- c) a F (fail) grade for the entire course (with full consequences regarding academic standing);

d) a recommendation of expulsion.

Where suspected academic dishonesty occurs at the end of the semester, instructors are obliged to wait for the Board of Examiners' finding before recording a final grade for the student(s) concerned. In such cases, instructors should only add a comment on the grade sheet.

The Board of Examiners retains a record of all infractions reported by instructors in order to monitor recurring violations.

## **§9. Academic Standing**

### **9.1 Academic standing**

9.1.1 At the end of every semester, the Board of Examiners decides on the academic standing of each student. The Board of Examiners places the student on academic probation for the subsequent semester if, during the semester under review the student:

- earns one F grade, or multiple D grades (D-, D, D+), or
- commits fraud or plagiarism, or
- retains unrepaired credit shortage from two or more semesters ago, or
- attains a semester or cumulative GPA below 2.0.

9.1.2 The BoE advises the Dean to expel the student if, during the semester under review, the student.

- earns two F grades, or one F plus multiple Ds, or more than two Ds, or
- commits fraud or plagiarism again, or
- earns an F while having unrepaired credit shortage from two or more semesters ago, or
- attains a semester or cumulative GPA below 2.0 while having done the same in each of the preceding two semesters, or
- fails to meet conditions of the Academic Agreement from the Probation Contract.

9.1.3 If not expelled nor placed on probation, the student is in good academic standing.

### **9.2 Academic probation**

9.2.1 When placing a student on academic probation, the Board of Examiners communicates this decision to the student in writing.

9.2.2 The student is invited to meet their tutor or the Board of Examiners to discuss academic progress and possibilities for improvement. A 'Probation Contract' is agreed upon via OSIRIS, and signed before the start of the probation semester.

9.2.3 The Probation Contract contains specific conditions the student has to meet, e.g. a specific grade point average or the number of times the student meets with the tutor. The Board of Examiners may decide to attach an Academic Agreement to the Probation Contract. This Academic Agreement defines strict conditions the student must meet at the end of the probation semester.

9.2.4 A student placed on probation may not go on exchange, nor work for UCR and must prioritize academic work over extra-curricular activities.

9.2.5 The Board of Examiners may require that the student placed on probation changes their Major.

### **9.3 Expulsion**

9.3.1 When formulating the expulsion advice, the BoE consults the Senior Tutor, the Director of Education, and collects relevant information from the student's tutor and instructors. The Dean then schedules a mandatory meeting with the student and the Senior Tutor to discuss



the expulsion. The student can bring a trusted faculty member to this meeting. The meeting takes place within two weeks after the semester grades have been published in OSIRIS. The Dean then communicates the outcome of the meeting to the Board of Examiners and asks them to issue a final advice. After receiving this advice, the Dean makes the final decision and communicates it to the student in writing. Students are responsible for checking their email and communicating with the Dean. Failure to attend the scheduled meeting results in immediate expulsion.

## **§10. Graduation/Academic Awards**

### **10.1 Graduation**

10.1.1 At the start of their final semester, students must:

- have a cumulative GPA of 2.0 or higher
- have no credit shortage
- be in residence (i.e. no study abroad)

10.1.2 If these requirements are not satisfied, the Board of Examiners, taking advice from the Senior Tutor, formulates conditions in a binding Academic Agreement, in which a specific course program is stipulated. The student signs the Academic Agreement, prior to the start of the final semester.

10.1.3 Upon graduation each student receives an official transcript. The transcript lists all courses attempted for the degree and the grades obtained, as well as semester GPAs and a cumulative GPA.

10.1.4 The official transcript is only issued once, but students can have official copies made by the UCR's Registrar Office.

### **10.2 Academic Distinctions**

10.2.1 Academic Distinctions are based on the student's cumulative GPA over all semesters. The following degree will be awarded:

- Bachelor degree: 2.00 to 2.99 GPA
- Honors degree: 3.00 to 3.49 GPA
- Cum laude: 3.50 to 3.79 GPA
- Magna cum laude 3.80 to 3.89 GPA
- Summa cum laude: 3.90 to 4.00 GPA

10.2.2 The student cannot obtain an academic distinction if they:

- committed fraud or plagiarism, or
- if they did not meet graduation requirements within three years (or sooner if so specified in their Transfer of Credit certificate); exceptions apply to students with multiple course withdrawals or extensions, and to those serving on student boards who received permission to complete their program in more than three years.

## **§11. Exemptions and Appeals**

### **11.1 Requests for exemptions**

11.1.1 Requests by individual students for exemptions to these rules can be made in writing to the Board of Examiners. Students need to fully document their request and include all relevant information supporting their claim (use 'Request to the Board of Examiners' form under 'Request Board of Examiners' via OSIRIS). Before deciding on the request, the Board of

Examiners will consider the circumstances, may consult the student's tutor and instructor(s) and/or obtain extra information.

## 11.2 Appeals

Students have the right to appeal decisions as described below. Both students and faculty members are encouraged to regard appeals not as signs of non-confidence, but rather as opportunities to get second opinions on academic decisions. An appeal can make a positive contribution to the maintenance and consistency of the Academic Rules and Procedures of UCR.

- 11.2.1 Students may appeal a decision from the Board of Examiners to the Examination Appeals Board of Utrecht University. Information about how the Examination Appeals Board operates, which cases can be put before them, the requirements an appeal has to meet, the procedures and deadlines that must be followed, can be found [here](#). Note that an appeal has to be submitted within six weeks after the student was informed about the decision.
- 11.2.2 A student may appeal a final grade received for a course also to the Examination Appeals Board of Utrecht University. Students must provide grounds and evidence for their grade appeal. Note that the time period in which a grade can be appealed starts on the day the course grade was published on OSIRIS Student. More information about the Board of Appeals can be found [here](#).
- 11.2.3 Students may appeal a final decision by the Dean with the [Executive Board](#) (College van Bestuur) of Utrecht University.

## §12. Final Provisions

- 12.1 In those cases not provided for by these Academic Rules and Procedures, or not provided for sufficiently clearly, or when application of the Academic Rules and Procedures clearly leads to an unreasonable outcome, a decision will be taken by the Director of Education, after the Board of Examiners has expressed its view. Students need to fully document their request and include all relevant information supporting their claim (use 'Request to the Board of Studies' under 'Policies and procedures' via OSIRIS).
- 12.2 Changes in academic rules take effect at the beginning of each academic year.
- 12.3 All changes apply to all students. In exceptional circumstances, a student may present evidence to the Board of Examiners that this has substantive and unfair disadvantages to the student. The Board of Examiners will then decide whether to uphold the current rules, or that the rules from the student's first year at UCR may be applied.
- 12.4 The academic rules are published each year and handed out to all new UCR students. The text is also available on the [website](#).
- 12.5 Each member of the UCR community is responsible for knowing all Academic Rules and Procedures. Each student is responsible for planning a course of study in accordance with these regulations and the requirements for the degree, within the possibilities of the course schedule.
- 12.6 Students will be informed of updates of specific procedures via the Tutoring Gazette, UCR newsletter and the UCR intranet.





## II. Appendices to Academic Rules and Procedures 2023-2024

### Appendix I – Academic Calendar 2023-2024

<b>August 18, 2023</b>	Beginning of term, Orientation starts
<b>August 28</b>	Classes of Fall 2023 semester begin
<b>August 30 (Wed)</b>	Convocation Day (Opening Academic year)
<b>September 1</b>	Last day to request course changes
<b>October 16 – 20</b>	Mid-term break
<b>November 3 (Fri)</b>	Advising & Moderation Days (all classes cancelled)
<b>November 6 (Mon)</b>	Advising & Moderation Days (all classes cancelled)
<b>December 15</b>	Last day of class of Fall 2023 semester*
<b>December 18 (Mon)</b>	Project Day: student presentations of final work
<b>January 10, 2024</b>	Board of Examiners has reviewed student Fall results; final grades are consolidated, except for Engineering Project courses
<b>January 21</b>	* Engineering Project submission deadline (classes end on the last day of class)
<b>January 26 (Fri)</b>	Graduation ceremony
<b>January 22</b>	Beginning of term, Orientation starts
<b>January 29</b>	Classes of Spring 2024 semester begin
<b>February 2</b>	Last day to request course changes
<b>March 25 – March 29</b>	Mid-term break
<b>March 29 (Fri)</b>	No classes – Good Friday
<b>March 31 (Sun)</b>	Easter Sunday
<b>April 1 (Mon)</b>	No classes – Easter Monday
<b>April 10 (Wed)</b>	Advising & Moderation Day
<b>April 27 (Sat)</b>	King's Day
<b>May 5 (Sun)</b>	Liberation Day
<b>May 9 (Thu)</b>	No classes – Ascension Day
<b>May 17</b>	Last day of class of Spring 2024 semester**
<b>May 19 (Sun)</b>	Whit Sunday
<b>May 20 (Mon)</b>	Whit Monday
<b>May 21 (Tue)</b>	Project Day: student presentations of final work
<b>May 22 (Wed)</b>	Project Day: student presentations of final work
<b>June 2</b>	** Engineering Project submission deadline (classes end on the last day of class)
<b>June 5</b>	Board of Examiners has reviewed student Spring results; final grades are consolidated, except for Engineering Project courses
<b>May 27 – June 28</b>	June courses (no class on Graduation Day)
<b>June 14 (Fri)</b>	Graduation ceremony



## **Appendix II – Requests**

### **Requests to the Board of Studies, the Senior Tutor and the Board of Examiners**

All information pertaining to requests is available on the UCR [intranet](#). All decisions regarding students' ability to graduate will be made by the Board of Examiners.



### **Appendix III – Course planning**

On the intranet, under studying and [course planning](#), students can get a rough indication of which courses might be offered in coming semesters by looking at the so-called provisional long term course planner. It's important to note that UCR decides per semester which courses will actually be offered as there are many factors that have to be taken into account, so the schedule available on the intranet is purely provisional. The provisional table is available on the UCR [intranet](#).

In addition to courses that are offered regularly, a small number of courses are offered as 'one-off's', i.e. they will not be repeated in later semesters. For these courses it will be described in the approved course outline to what track the course can contribute.

UCR also publishes a 'Tutoring Gazette' on the [intranet](#) around the time of course registration. Be sure to check this out for all kinds of useful information, including news about new courses.



## **Appendix IV – Pilot program**

### **Pilot Program: Double Degree in Law and Liberal Arts & Sciences (DDLL) for students who start(ed) in 2018-19, 2019-20, 2020-21, 2021-22, 2022-23 and 2023-24.**

UCR is running a pilot program for students who start(ed) in 2018-19, 2019-20, 2020-21, 2021-22, 2022-23 and 2023-24. The rules and regulations outlined here only apply to those students who are taking part in this pilot.

1. UCR and the UU School of Law jointly offer the double degree program to allow UCR students to acquire a bachelor of arts (BA) at UCR as well as a bachelor in Dutch law (LLB) at UU School of Law.
2. Courses taken at the UU School of Law only to fulfill requirements for the LLB do not count towards the UCR Bachelor of Arts or towards the GPA on the final transcript for the BA.
3. Students who wish to qualify for the double degree program must make an official declaration of this intention no later than midterm of their fourth semester by submitting the 'UCR Application DDLL' Case under 'Internship, Study abroad and Exchange' in OSIRIS.
4. Details of the pilot DDLL and the specific rules and regulations pertaining to the DDLL and the entrance exam are available on the UCR [intranet](#).
5. A GPA of 3.3 and passing both entrance exams by the end of the student's fifth semester is required to be allowed into the DDLL program.



## D. Student Charter 2023-2024

Next to the Academic Rules and Procedures, UCR also has rules that go beyond academics. UCR adopts the Utrecht University Student Charter with some additional stipulations. The Utrecht University Student Charter can be found here: <https://students.uu.nl/en/practical-information/academic-policies-and-procedures>. The additional stipulations as set by UCR can be found below. If a conflict might arise between the Charters of Utrecht University and UCR, the UCR Student Charter takes priority.

### I. Financial commitments

#### 1 Tuition fees & deposit student accommodation

- 1.1 The tuition fee for the academic year is specified on the yearly invoice. The tuition fee is announced on the UCR website.

#### 2 Methods of Payment

Payment of the tuition fee can be effected in the following ways:

- a) By remitting the total amount into the bank account of UCR before 1 September 2023 (week 34).
- b) As a payment in 2 installments for Spring students (in week 5 and week 9, 2024).
- c) As a payment in 9 installments (at the end of each month from August 2023 until April 2024)).

#### 3 Financial Administration

- 1.1 Payment of the tuition fee is administrated by the financial department of UCR.
- 1.2 In case of exceeding a term of payment (with payment in 1, 2 or 9 installments) one reminder will be sent with the request to pay within 1 week after posting date. In case the reminder is based on a mistake, the student must contact the financial department within one week.
- 1.3 In case a student does not respond to the reminder, a final reminder and warning with consequences of not paying in time will be sent and € 25 will be added to the fee after the posting date of the final reminder.
- 1.4 If the student does not follow up on the last reminder, UCR is authorized to block a student's electronic door key to the academic buildings; and to block the use of all campus facilities. The student will be notified about this step. Access to the classes is only given if the overdue tuition fees (and any penalties) have been paid within a week.
- 1.5 In case a student leaves UCR with outstanding debts and without an approved payment plan a collecting agency can be called in. **All** additional costs involved will be fully charged to the student.
- 1.6 In case a student has outstanding debts after reminders have been sent by UCR, this can have consequences for their enrolment and/or graduation.
- 1.7 If a student expects not to be able to meet a term of payment, the student has to inform the financial department in writing at once. Furthermore, the student needs to contact the financial department and the head of Education and Student Office to agree on a payment plan on how to cover any back payment. This should be no more than 9 installments and the latest payment must be transferred to UCR's bank account in May 2024. This payment plan has to be handed in to the financial department and must be approved and signed by the Managing Director before payment is due.



#### **4 Student Organizations**

UCR has four main student organizations that help to build the Roosevelt Community. These are the Roosevelt's All Student Association (RASA), Housing Affairs Council (HAC), Academic Affairs Council (AAC) and Common House Elliott Foundation (CHEF/Elliott). More information on these can be found in section F.

## **II. General rules concerning campus facilities**

#### **5 Student Handbook**

Each student is required to read and live up to the more extended rules and regulations as stated in the Student Handbook.

#### **6 Living on Campus**

Students of UCR are required to live on the extended UCR Campus (hereinafter: Campus) for the entire duration of their studies.

#### **7 Care of the surroundings**

- 7.1 Each individual student is (jointly) responsible for keeping the campus and its available facilities in good condition. Each individual student must refrain from all behavior that may contribute to the degeneration and deterioration of the surroundings.
- 7.2 Between 11 p.m. and 8 a.m., rest on the campus and within buildings must be respected.
- 7.3 The students must not cause any inconvenience in any form whatsoever to the neighborhood of the campus area or to the traffic in this area.
- 7.4 UCR is part of the inner city of Middelburg and as such it aims to behave properly and with respect to both citizens and the environment. UCR strongly urges students to do the same.

#### **8 Smoking/open fire**

Smoking is only permitted in some of the individual rooms. Smoking indoors elsewhere on campus is prohibited at all times. An open fire is not allowed.

#### **9 On-campus facilities**

The following on-campus facilities are available to students of UCR:

- a) academic buildings;
- b) student accommodation;
- c) common house Elliott

#### **10 Use of the academic buildings**

- 1.1 Each individual student is (jointly) responsible for keeping the academic buildings in good condition. They must report damage or irregularities to the Helpdesk immediately.
- 1.2 If a student notices the presence of an obviously unauthorized or undesired guest, the student must report this to the Helpdesk or security personnel as quickly as possible.
- 1.3 Food and drinks may only be consumed in the break area designated for this purpose.

#### **11 Student Accommodation**

- 1.1.1 Each student will be required to read and live up to the rules as outlined in the tenancy agreement with Gapph Student Housing.



- I 1.2 Students are responsible for damage to the accommodations. In event of damage to the shared areas, the users will be jointly liable for the total damage. The above also applies to damage as a result of windows, doors etc. that were left open or not properly closed.

## **I 2 Use of the Common House Elliott**

- I 2.1 Each individual student is (jointly) responsible for keeping the buildings in good condition. They must report damage or irregularities to the Common House Elliott Board immediately.
- I 2.2 If a student notices the presence of an obviously unauthorized or undesired guest, the student must report this to the Common House Elliott Board or security personnel as quickly as possible.

## **I 3 Violations**

- I 3.1 If these rules are violated, the administration of UCR, Gapph Student Housing and/or Common House Elliott is authorized to impose a fine on the student and in an extreme case to remove them from the academic program.
- I 3.2 If a student has caused damage to (the property of) third parties in violating these rules, the student is required to compensate the whole of this damage at the first request of the injured party.

## **III. ICT Code**

During registration with UCR all users are required to agree with the “ICT Facilities Code” as detailed below. This code applies to the ICT facilities at the UCR main buildings as well as to the network facilities at the UCR dormitories.

## **I 4 User Accounts**

- I 4.1 A user account offering access to the UCR ICT infrastructure can be provided only upon official request by the Management Team of UCR.
  - a) The right to utilize the ICT facilities expires as soon as the person concerned has ceased to be registered as a student, or has ceased to be employed by UCR. In all cases official confirmation from UCR’s management is required to terminate the user account. In such cases the user is responsible for backing up personal data and email.
  - b) The user accounts are strictly personal and must not be made available to third parties.
  - c) The user account will be permanently closed one month after a student graduates or leaves UCR.

## **I 5 Careless or improper use of ICT facilities**

- I 5.1 Users should refrain from careless or improper use of ICT facilities. Any suspicion of abuse of the user account by third parties must be reported to the head of ICT immediately. By careless use is understood:
  - a) Acts that may disrupt the normal functioning of the network, or parts thereof, or the systems connected to the network. E.g. damaging hardware and/or software; introducing viruses or obtaining unauthorized system access (hacking, cracking, etc.)
  - b) Copying and/or downloading copyrighted material.
  - c) Utilizing the ICT facilities for or in support of illegal activities of any kind.
  - d) Bothering other users.



- e) The dissemination of information that is offensive, insulting or defamatory to persons or groups, including racist, discriminatory and pornographic pictures and/or texts.

## **16 Other stipulations**

- 16.1 The owner of a user account must maintain the secrecy of the account's password. After creating the initial password for the account, UCR personnel no longer has access to the account. They can only provide a new password after proper identification on the part of the user. This also holds when a user forgets the password.
- 16.2 The use of the mailbox or email account is strictly personal.
- 16.3 The user is not allowed to use an email address that is not valid for that user.
- 16.4 It is forbidden to fake email messages in any way.
- 16.5 Users are not allowed to read/modify/delete email messages addressed to other users.
- 16.6 Users must take care not to exceed the mail quota of the mailbox that is offered to them. If a user's quota is exceeded, no new email messages can be sent by that user unless they resolve the situation.
- 16.7 In those cases where the continuity of the electronic messaging service is jeopardized, at the discretion of the ICT department, systems administrators are authorized to read, copy, modify, or delete messages addressed to users, if necessary. The systems administrators will in no way divulge any knowledge about content, form, or import of messages addressed to users.
- 16.8 UCR does not assume any liability for damages resulting from and related to the use of the ICT infrastructure, since that one has been implemented with the utmost care.
- 16.9 In all debatable cases not covered by these regulations, the Daily Board of UCR decides.  
In case of infringement of the rules and provisions given in or by virtue of these regulations, access to the computer facilities may be denied. Denial of access to the study seats will be communicated in writing to the user involved.

## **IV. Student Life Code**

### **17 Student Life Code**

- 17.1 UCR considers residential living to be an integral part of all students' education. Students come from varied backgrounds and the houses provide unique opportunities for them to learn about each other's experiences. Students are expected to live and study on campus for the duration of their studies at UCR. (It is possible that students doing an additional semester may be required to move to a different campus location to make room for a first-year student.) Constructive cooperation between students is expected both inside the academic and residential buildings as well as outside.
- 17.2 As a member of the UCR community, each UCR student is challenged to balance the freedom of the individual and respect for others. Learning to respond maturely, to take responsibility, to cooperate with others and to overcome adversity are important elements of personal growth and of the UCR educational philosophy.
- 17.3 In any group situation, there may be times when individuals infringe on the rights of others. Inappropriate behavior includes – but is not limited to – aggression, violence, discrimination, racism, intimidation, harassment, creating excessive noise and damaging or stealing others' possessions. Students should be aware that they may cause real harm to others without intending to do so. Any of the above will not be tolerated. Additionally, students are also expected to follow regulations in their Gapph lease and in general adhere to Dutch law.



- 17.4 UCR has a drug (substance) abuse policy, see section II of Campus Matters. Students should be familiar with this policy and abide by its regulations.
- 17.5 UCR has event guidelines, described in the event procedure published by the Housing Affairs Council. All students are expected to be familiar with this policy and abide by its regulations.
- 17.6 Students have the responsibility for communicating any concerns about perceived inappropriate behavior directly to the other individuals involved. Each individual should try to communicate in a constructive and reasonable way, indicating willingness to compromise if appropriate.
- 17.7 If a student's attempts to resolve a problem are not successful, or if any individual or group is repeatedly disrespectful of the rights of others, the student should report the problem/issue to the appropriate authority. Students may also approach their tutor for personal advice about coping with a situation.
- 17.8 UCR strives to be a safe environment for all its students, and employees. We do not tolerate any type of inappropriate conduct, as stipulated in the Code of Conduct, this includes but it is not limited to sexual and general harassment, aggression, bullying, or discrimination. If you are affected or suspect any form of misconduct/inappropriate behavior by a student or employee of UCR, there are several ways to respond. The first way is to discuss it with the person concerned. Together you can try to come to an acceptable solution to the problem at hand. If you do not feel comfortable approaching the person it involves or if you tried but no solution was found, the Confidential Advisor for students is the next step. Students can discuss confidential matters with the Confidential Advisor, and they can, though only with the student's permission, mediate to either reach a solution or speed up the process. The Confidential Advisor will also refer to the correct authority within or outside the organization. The Code of Conduct and procedures can be found on [ucr.nl/integrity](http://ucr.nl/integrity).
- 17.9 If UCR thinks there is reason to believe that specific inappropriate behavior by a student threatens the health and/or safety of others, or if a student acts unlawfully, we will inform Gapph Student Housing, the police, or any other relevant body.

## **18 Warnings and sanctions in case of infraction of the Student Life Code**

- 18.1 Warnings and sanctions serve the purpose of improving student behavior. These are noted on a student's official file, but not on a student's transcript or diploma.
- 18.2 Breaking the Student Life Code or disrespecting the Code of Conduct may lead to the following warnings (depending on the gravity of the infraction):
- A formal warning
  - Social probation
- 18.3 A first offence that is not serious enough for outright social probation, will lead to a formal warning. Two offences in the same semester automatically lead to social probation for the semester or year, depending on the severity of the offence.
- 18.4 More serious offences such as violation of the law, abuse, endangering the safety of others, gross negligence or destruction of UCR or UCR-related property, will result in social probation.
- 18.5 Social probation bars the student from participating in any exchange program. The student may be required to meet periodically with the Senior Tutor or their tutor whenever this is deemed appropriate. The student may face additional measures depending on the nature of the original offence.
- 18.6 More serious and/or repeated infractions of the Student Life Code or the Code of Conduct can lead to the following sanctions:
- (Financial) repair of damages a student has caused
  - Exclusion from campus for other than academic purposes
  - Expulsion from UCR





- 18.7 Exclusion from campus will take place in all cases in which a student's further presence on campus is not warranted or because of continued anti-social behavior, while completion of their studies should remain possible.
- 18.8 Expulsion from UCR will take place only in extreme cases. UCR may prohibit an expelled student from entering and using UCR facilities.
- 18.9 A student who is expelled from UCR will not be refunded any costs (besides the tuition fees) and will have to repay any scholarships in full that student may have received.
- 18.10 The Managing Director (or appointed representative) will hear student(s) in case of a reported offence. In urgent cases, students are expected to be available, so that they can be heard before a warning or sanction is decided upon.
- 18.11 The UCR Board will decide on any warning or sanction. The UCR Board will inform the student(s) in writing.
- 18.12 The UCR Board reserves the right to take immediate action, when necessary.



## E. Leaving UCR

If you are leaving UCR because of graduation, an approved leave of absence or for another reason, you have to consider the following:

1. Graduating before August 31
2. Graduating in January
3. Leave of Absence/Quit/Expulsion
4. Finances
5. Canceling student grant and student travel product
6. The validity of your residence permit
7. Address change
8. Notify others
9. Contact Student Housing Gapph
10. Checklist, if you are leaving the Netherlands

### 1. Graduating in June (before August 31)

The academic year runs till August 31st. That means that August 31 is the last day UCR can award credits and graduate students. If you graduate following the Spring semester, your enrolment will terminate automatically on the 31st of August. Visit the website of DUO for more information. Your UCR account remains active for one month after your deregistration date (August 31).

### 2. Graduating in January

If you want to terminate your enrolment following a graduation in January, you have to do this via [Studielink](#). Click the button 'Application for termination of enrolment'. Fill out the requested date (January 31) and reason for termination. It is **NOT** possible to terminate enrolment on a date that has already passed (i.e. retroactively) – if you for instance wait until February to terminate, you can only do this as of February 28. You will receive a confirmation email from Studielink. Termination of enrolment in Studielink and informing DUO is your own responsibility. Termination of enrolment will possibly have consequences for any student grants you might be receiving. If you are going to continue studying in The Netherlands doing a Master program e.g. you must terminate your enrolment at UCR in Studielink too. Then make a new enrolment request for whatever it is you are going to study next. For UCR's internal process, please complete the termination of enrolment form for January graduates; available on [intranet](#). Your UCR account remains active for one month after your deregistration date (January 31).

**Please note!** If you are a non-EU/EEA student see point 6.

### 3. Leave of Absence and/or other termination of enrolment

If you leave UCR for any other reason than graduation you have to contact your Tutor or the Senior Tutor. Together you will complete a form which must be submitted to the Registrar so that all involved are notified. You must also terminate your enrolment in Studielink and inform DUO, this is your own responsibility. Termination of enrolment may have consequences for any student grants or financial aid you might be receiving. Make sure you stay enrolled until all grades have been registered: a university cannot award credit to somebody who is no longer a student! Students terminating enrolment after June 1 should complete the OSIRIS re-enrolment case and tick the option 'I will not continue my studies at UCR'.



**Please note!** If you are a non-EU/EEA student see point 6.

#### **4. Finances**

If you are not going to continue your studies at Utrecht University or any other Dutch University you are entitled to receive a partial restitution of the tuition fee for the period you are no longer registered. By Dutch law, no tuition can be restituted for the months of July and August. For more information check <https://students.uu.nl/en/practical-information/enrolment/termination-of-enrolment>.

Please, be aware that in some cases it is more profitable to stay registered as a student (for instance in case you receive Studiefinanciering).

#### **5. Canceling Student grant and student travel product ('OV-jaarkaart')**

As of the date you terminate enrolment at university, you are no longer eligible for a student grant. You have to make arrangements to terminate your student grant and/ or loan. Be sure to do this on time! If you continue to use student travel product after termination of enrolment, you will be charged a substantial penalty for every half month of usage. For details, please check <https://students.uu.nl/en/practical-information/enrolment/termination-of-enrolment>

#### **6. The validity of your residence permit**

If you hold a residence permit for study purposes, your residence permit is only valid as long as you are enrolled as a student at Utrecht University. When you graduate, the validity of your residence permit may depend on the expiration date on your residence permit card.

- Will your residence permit card expire in less than three months after you terminated your enrolment after graduating? Your residence permit card will stay valid until the expiration date on the residence permit. You must leave the country before this date or have applied for another residence permit.
- Will your residence permit card expire in more than three months after the termination date of your enrolment after graduating? Your residence permit for the purpose of study will become void three months after the termination date of your enrolment. This means you will have to leave the country before this date or have applied for another residence permit.

If you do not graduate but still want to terminate your enrolment:

- If you hold a residence permit for the purpose of study and terminate your enrolment without graduating, your residence permit becomes void as of the date of termination of enrolment and you will be required to leave the country within 28 days. An exception to the 28-day rule is if your residence permit expires within three months after the termination of your enrolment, you have to leave the Netherlands before the date of expiry, rather than within 28 days.

If you want to pursue a career in the Netherlands after graduation you can apply for a residence permit for an 'Orientation year' residence permit. For more info check Utrecht University web site: <https://students.uu.nl/en/practical-information/graduation/validity-residence-permit>

#### **7. Address change**

As you are moving off campus, you need to change your registration in the records of the Middelburg municipality. Please note that by Dutch law you are required to de-register at the Middelburg municipality within 5 days after the day you moved out. Different rules apply to different people so read the following carefully to see which applies to you.

Students who move to a new address in Middelburg, have to inform the municipality of their new address as well: <https://www.middelburg.nl/verhuizing-dorgeven>



Students who will reside elsewhere in the Netherlands after deregistration will have to register (online, in writing or in person) in the new municipality they plan to take residence in after leaving UCR. By doing so, they will automatically be de-registered in Middelburg. Please check the website of the new municipality for their details. Change your address in Studielink as well if you are still following a study program that requires enrolment via Studielink. UCR and UU send (electronic) mail to the address that you have entered in Studielink.

Students who are going to leave the Netherlands after graduation to take up residence abroad will have to de-register (online, in writing or in person) at the municipality in Middelburg within at least 5 days after departure.

Please note that not making the required change of address will lead to problems with DUO.

### **8. Notify others**

Inform family and friends of your new address, as well as organizations & people you regularly receive mail from. If you are moving to another city, please notify your doctor and dentist in Middelburg (you can ask them to forward your file to your new doctor/dentist). UCR will not forward your mail, your mail will be returned to sender.

### **9. Contact Gapph Student Housing**

Contact Gapph Student Housing [studenthousing@gapph.nl](mailto:studenthousing@gapph.nl) for the check-out procedure if you are leaving campus. Please note that it may have financial consequences to end your tenancy with Gapph Student Housing before the end of semester.

### **10. Save course outlines and relevant course work**

We advise you to download and save the course outlines of the courses you passed. You may need them for exemptions at other universities. Save relevant course work on a separate disk in case you need it in the future.

### **11. Checklist, if you are leaving the Netherlands:**

- Close your Dutch bank account
- Cancel your (health) insurance if you have it in the Netherlands
- Cancel any subscriptions (cell phone, magazines, clubs, etc.)
- Contact IND about your VVR card (residence permit) if you have one



## **F. Campus Matters**

### **Contents**

#### **I. Campus guidelines**

#### **II. Alcohol and Drug policy**

#### **I. Campus guidelines**

##### **At UCR we speak English!**

During class hours neither students nor instructors should speak any other language, except in foreign language courses. Please also speak English on the rest of the UCR campus.

We are all responsible for fostering an international and inclusive academic community. Please keep in mind that students, instructors and staff cannot evaluate what you are saying if you do not speak English, and for all they know they are missing out on important information. It makes them feel out of place and unwelcome.

Also use English in all your writing, including documents on email or Moodle. This information is regularly forwarded to others, and – again – we do not want to exclude anybody.

##### **Campus Housing**

UCR students currently live in four main locations throughout the city of Middelburg: Bagijnhof, Roggeveen Hof, Bachtensteene and Koestraat. Some students will live on the extended campus in the city of Middelburg. All campus housing related matters can and should be arranged directly with Gapph Student Housing. Student renters are organized in the 'Housing Affairs Council' (HAC). They are in regular contact with Gapph, and also will be able to answer many of your housing questions.

##### **Gapph**

Visiting address: Lange Noordstraat 34  
Phone number: +31 (0) 118 567057  
Email: [studenthousing@gapph.nl](mailto:studenthousing@gapph.nl)  
Internet: [www.gapphstudenthousing.nl](http://www.gapphstudenthousing.nl)  
Opening Hours: 8:30 a.m – 5:00 p.m.

##### **Housing Affairs Council**

Email: [hac@ucr.nl](mailto:hac@ucr.nl)

##### **Personal Possessions**

##### **Liability**

UCR assumes no liability for loss of or damage to personal possessions of students and their guests on college property, or for the loss by fire or theft of personal possessions. Students should exercise discretion and common sense in bringing excessively valuable belongings to the college. It is strongly recommended to take out a household content insurance for personal belongings.



## **Bicycles**

Students who bring bicycles to campus are encouraged to have effective security equipment. Although bicycles are stolen decidedly less often in Middelburg than in larger Dutch cities, you should always lock your bike whenever you leave it somewhere and it is wise to have two locks to secure your bike. When in the city, it is wise to attach the bike to an immovable object (such as a road sign or a lamp post) with one of the locks. Bicycles (or any other means of transportation) may not be stored inside academic buildings.

There is a bike shed for students to store their bikes next to Eleanor (also the parking lot) or in the parking lot next to Anne. You may not park your bike on the sidewalk next to school, because it means pedestrians cannot walk there. If you park your bike in an inappropriate place, the police is allowed to remove the bike from its location, and they do.

Dutch law requires that any bicycle operating 15 minutes after sunset to 15 minutes before sunrise must display a light on the front and back, and a reflector on the back and on the sides of both wheels. Furthermore, a bell capable of giving a clearly audible signal is required, and each bicycle must be equipped with a brake that will enable the operator to stop the bicycle quickly and evenly.

## **Campus Access**

### **Electronic door tag**

The electronic door tag serves as an access card for all the academic buildings at UCR. Loss of and/or damage to the tag has to be reported to the Helpdesk immediately, so that the necessary measures to prevent unauthorized use of campus facilities and student services can be taken. If a student does not report damage or loss of the tag, the student will be held responsible for any misuse or abuse of the electronic door tag. If an electronic door tag has to be issued, a €10 fee has to be paid for replacement.

### **Academic Buildings**

The academic buildings can be accessed by means of the electronic door key, which is meant for personal use only.

There are five academic buildings

- Theodore houses classrooms 1 and 2 (T-1, T-2)
- Eleanor houses classrooms 7 through 11 (E-7, E-8, E-9, E-11)
- Franklin houses classrooms 13 through 18 (F-13, F-14, F-15, F-16, F-17, F-18). In some cases classes may make use of the Raadzaal.
- Elliott houses classrooms 19 and 20 (C-19, C-20).
- Anne houses classrooms 21, 24 and 26 (A-21, A-24, A-26) and labs (A-27, A-28, A-30).

### **Break Rooms**

Eleanor has a coffee machine around which students can relax, talk and read. Beverages should be consumed here. Anne also has a coffee machine for students. Elliott houses the main student café. Snacks and beverages should only be consumed in designated areas. It is not allowed to take any kind of food or drink into classrooms or areas with computers.



## Study Areas

Students can use the seating areas in the Eleanor and Anne building to study. A third study area is available in the Elliott building. Students are required to work in silence so they do not disturb others. The study areas are available throughout opening hours of the building they are in. A study area with WiFi is also available outside of Anne in the open air.

## Smoking

Smoking is prohibited in the UCR buildings. The only designated outside smoking area for Franklin and Eleanor is located under the arch between Franklin and Theodore. It is prohibited to smoke outside the entrances of buildings.

## Cell phones

Cell phones must be switched off in classrooms and study areas, unless otherwise instructed.

## Helpdesk

The helpdesk provides support and service regarding facilities and ICT.

Service calls regarding ICT can be made by email ([helpdesk@ucr.nl](mailto:helpdesk@ucr.nl)) or telephone 0118-655 545.

Service call regarding facilities can be made by email ([housemaster@ucr.nl](mailto:housemaster@ucr.nl)) or telephone 0118-655 511.

The office is located on the ground floor of Eleanor, when entering through the main entrance, it is up the stairs and on the right.

An important informational check-point for IT-related questions is the [ICT FAQ](#).

Students should report any damage to campus buildings or property to the Helpdesk as soon as possible (whether they be the cause of the damage or not). They should also report persons in distress or other unsafe situations.

## Reception

The Reception desk is the first point of call for visitors. The reception is located in Franklin behind the glass door after the entrance. The reception can be reached by e-mailing [reception@ucr.nl](mailto:reception@ucr.nl) or calling 0118-655 500.

**In case of an emergency** during office hours on campus, students should always call the Reception. The Reception will then take appropriate action. The Reception can be reached at 0118-655500. Outside of office hours the general Dutch emergency number has to be called: 112

The Reception is located on the ground floor of Franklin, behind the glass door after the entrance. The Reception will be staffed on weekdays from 08:30 to 17:00.

## Surfspot.nl

One of the advantages of being a student at UCR is the opportunity to use software and buy hardware at reduced prices. Please have a look at [www.surfspot.nl](http://www.surfspot.nl).

Select “Universiteit Utrecht” as “(Onderwijs) instelling” and use your Solis-ID and password, which you received from Universiteit Utrecht, to log in.

## Student Activities

### RASA

The Roosevelt All Student Association (RASA) represents the interests (academic and other) of all students and coordinates and facilitates students’ initiatives regarding the social and cultural side of campus life. The RASA Board is elected by the members of the association and includes a Chair,



Secretary, Treasurer, and three Committee Affairs Officers (CAOs). The elections are held at the end of every academic year for the upcoming year. The RASA Board is elected for the duration of one year. The Articles of Association and the association's bylaws will be available for view upon request in the RASA office, which is located in the Elliott building.

For more information about RASA, the activities it organizes or any specific committee, please feel free to contact the RASA Board. Of course you should also consult the RASA website: [rasa.nu](http://rasa.nu). You can always drop by during office hours, or email them at [rasa@ucr.nl](mailto:rasa@ucr.nl).

### **Academic Affairs Council**

The AAC represents the academic interests of the students. The AAC can be contacted for any academic problem you might have, and it will provide you with suitable advice. One AAC member is present at Board of Studies meetings, three at Program Committee meetings, and three at UCR Council meetings, to represent student opinions on academic matters.

Any questions or suggestions? Please contact the AAC at [aac@ucr.nl](mailto:aac@ucr.nl).

### **Housing Affairs Council**

The Housing Affairs Council has the mission of representing student interests in housing affairs. The HAC negotiates with both UCR and Gapph Student Housing and tries to make your living in Middelburg pleasant and affordable. Any questions or suggestions? Please contact the HAC at [hac@ucr.nl](mailto:hac@ucr.nl).

### **Common House Elliott**

The Common House Elliott board strives to make Elliott the social heart of UCR. The silent study area, classrooms, lounge area and bar allow you to have a place to go to for all matters concerning student life. Do you want to become a volunteer, organize something or do you have questions? Contact Elliott at [elliott@ucr.nl](mailto:elliott@ucr.nl).

### **General Information**

#### **Important telephone numbers:**

In case of emergency	112; specify whether you need the police, fire department or an ambulance
Police (non-urgent)	0900-8844
Reception	0118-655500
Helpdesk/Housemasters	0118-655545
DUO (studiefinanciering)	050-5997755

### **General Practitioners**

Middelburg has several General Practitioners, and students are advised to find one on arrival. More information can be found on the [intranet](http://intranet).

Make sure you have your address and insurance information on hand when you call a GP. If the costs of the visit are covered by your insurance, you can send in the receipt and claim it back from the insurance company.

For urgent cases during weekends and outside office hours, check the website first:

<https://huisartsenspoedpostzeeland.nl/language/english/>

Huisartsenpost Walcheren





Krooneveldweg 6, 4332 VL Middelburg  
088-0228135 (for emergencies, call 112)

### **Dentists**

There are several dentists in Middelburg, below are some examples.

- Tandartsenpraktijk P. de Boer, Molenwater 77, (0118) 613320
- Tandartspraktijk De Oude Vest, Veersesingel 45, (0118) 635688

### **Hospital**

The nearest hospital is 'Admiraal de Ruyter Ziekenhuis' in Goes:

Admiraal de Ruyter Ziekenhuis  
's-Gravenpolderseweg 114  
4462 RA Goes  
tel. 088 125 00 00  
Website: [www.adrz.nl](http://www.adrz.nl)

### **Pharmacy**

- Apotheek Middelburg, Kalverstraat 1, Middelburg (0118) 820 399
- Apotheek Veersche Poort, Krooneveldweg 2, Middelburg, (0118) 612 538



## II. UCR Drug (Substance abuse) policy

The use of drugs, whether it is alcohol, soft drugs or hard drugs can cause serious problems for students – it can endanger their physical and mental health, their social relationships, their academic success, and even their life. Although UCR has no legal responsibility over the students' lives, it feels a moral commitment to their wellbeing. This means that UCR encourages education, prevention and care to deal with problems caused by and associated with drug use and abuse.

According to Dutch law, the possession and peddling of hard drugs is illegal. Examples of these drugs are cocaine, heroin, and XTC. Students who bring such drugs into UCR or student quarters violate the law and UCR cannot tolerate criminal behavior. When there is undeniable proof that students have brought in hard drugs, the Dean will take appropriate action, ranging from probation or expulsion to the referral for medical care. If deemed necessary, the student's parents/guardians will be informed. Dutch law allows for a restricted use of alcohol and cannabis. UCR will raise awareness on health risks and the social problems connected to the problematic use of these drugs, and is committed to convey the potential harm drugs can do to students.

Students also have a responsibility towards fellow students. If they are aware of drug dependency, drug abuse or related situations or if they are concerned about the wellbeing of a fellow student, they have a moral responsibility to report this to any one of the following: [student counselors](#), Tutor, or Senior Tutor. In such situations the RISC Team is notified. The RISC Team coordinates possible support and/or intervention measures. Students can report their concerns and choose to have their identity remain confidential.

Teachers bring potential problems to the attention of the Senior Tutor. A sudden drop in academic performance, frequent and unaccountable absences from class, repeated requests for extensions and withdrawals, general change of attitude and behavior; all are potential indicators of the student's wellbeing being endangered. The Senior Tutor will act upon concerns and troubles that are expressed by teachers and students.

If RASA or other UCR student bodies organize parties, they are responsible for running those events appropriately. They have to make sure that everyone involved in the organization of such events meet the IVA (Instructie Verantwoord Alcohol Gebruik) or the VAD (The Belgian Counterpart) requirements and that abuse of drugs and alcohol is prevented or acted upon appropriately.

### Useful information

Some relevant websites and places to contact are:

- <https://www.lnull.nl> A local organization (Emergis prevention) has outreach workers who provide prevention/awareness information and counseling to the community about alcohol and other drugs, gaming, gambling and social media.
- <http://www.jellinek.nl> Dutch site on drugs and alcohol (also contains information in English)
- <http://www.vad.be> Belgian site on drugs and alcohol (also contains information in English)
- The drugs Infolijn: 0900-1995 or chat on [www.drugsinfo.nl](http://www.drugsinfo.nl).
  - The alcohol Infolijn: 0900-1995 or chat on <http://www.alcoholinfo.nl>.

