



University
College
Roosevelt

Student Handbook 2026-2027

University College Roosevelt

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Introduction

Dear student,

At the start of the new academic year, I present you with the University College Roosevelt (UCR) 2026-2027 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, requesting a withdrawal or a leave of absence, this handbook is the first thing to consult.

Of course, as we are 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. 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 – Education and Examination Regulations, and to check out further information on the intranet if appropriate.

The intranet – 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.

Throughout the academic year, updated and new information will be published on the intranet. 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](https://intranet.ucr.nl).

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

Prof. dr. ir. Frank van der Stappen
Director of Education
University College Roosevelt

A. Teaching Matters

SECTION 1 – 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.

SECTION 2 – Course outline

For every course, students will receive a course outline at the beginning of the semester. **It is 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.

SECTION 3 - 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 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
- abstain from using 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

SECTION 4 – Official matters

The Education and Examination Regulations

Every year, UCR publishes a set of Education and Examination Regulations (EER) (formerly 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 EER is the Board of Studies. The formal contact person for the Board of Studies is the Director of Education. The EER 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 EER. No employee of UCR is responsible for pointing out which rules and procedures apply to your situation.

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 EER; 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):

Frank van der Stappen directorofeducation@ucr.nl office: Eleanor 1.14

Board of Examiners (BoE):

Leo de Wit (Chair), Herman Lelieveldt, Hans Bloemsma, Babette Rump, Guus de Krom (external member)

boardofexaminers@ucr.nl

Education and Student Office (ESO)

Karlijn Hoorens, Susan Groenleer, Lucy Buck

registrar@ucr.nl office: Franklin 1.12

Academic Affairs Council (AAC):

aac@ucr.nl

B. Tutoring, Advising and Student Support

SECTION 1 – Tutoring and Advising

Every student entering UCR is assigned a tutor. Tutors provide guidance to students about academic options, determining priorities, and keeping their performance in line with their goals. They reflect with students on their academic development by discussing successes and setbacks, helping them to evaluate their approach to their studies and explore new strategies. They also guide students in building their individual LAS Portfolio, in which they keep track of their academic achievements and personal and professional development. Tutors can also be the first point of contact to discuss matters related to student wellbeing. When necessary, tutors guide students with referrals to other experts at UCR or elsewhere.

SECTION 2 – Available Support On-Campus

- **Your tutor:** you will be assigned a tutor at the start of your studies at UCR.
- For special needs, probations, extensions, withdrawals, refer to:
Senior Tutor Karolien Walravens (k.walravens@ucr.nl)
- For practical issues, such as requesting documents and financial issues:
Education and Student Office (registrar@ucr.nl)
- For personal consultations and workshops on various study skills:
Study Skills Christine Crommelin (c.crommelin@ucr.nl)
 - [Website](#), [Moodle](#) and [Intranet](#)
- For issues of a more personal nature:
Student Counselor
 - Jessie Hillebrand (studentcounseling@ucr.nl)
 - [Website](#) and [Intranet](#)
- For issues relating to collective **student life (RASA)**, **housing (HAC)** and issues to do with **teaching and learning (AAC)**:
RASA: rasa@ucr.nl
HAC: housingaffairscouncil@ucr.nl
AAC: academicaffairscouncil@ucr.nl

SECTION 3 – 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. Education and Examination Regulations 2026-2027

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The Education and Examination Regulations are modeled on an Utrecht University (UU) template and contain the program-specific rights and obligations of students on the one hand and University College Roosevelt on the other. The Student Charter contains the rights and duties that apply to students.

These regulations were adopted by the Dean of University College Roosevelt (UCR) on 13 August 2026 following the advice and consent received from the UCR Council and Program Committee on 13 July 2026, in line with their co-governance rights as stipulated in the law on higher education.

SECTION 1 – General provisions

Art. 1.1 – Applicability of the Regulations

1. These Regulations apply to the academic year 2026-2027 and apply to the coursework, the assessments and the examination of the Bachelor's Degree Program in Liberal Arts & Sciences, University College Roosevelt, international honors college of Utrecht University, hereafter referred to as: the degree program, and to all students registered for the degree program.
2. Every member of the UCR community must know and follow these regulations. Violations of these regulations should be reported to the Director of Education.
3. Details of procedures can be found on the [UCR Intranet](#).

Art. 1.2 – Definition of terms

In these regulations, the following terms mean:

- a) The Act: the Dutch Higher Education and Research Act (*Wet op het hoger onderwijs en wetenschappelijk onderzoek*);
- b) student: anyone who is registered at the university to take courses and/or to sit interim examinations and the examinations of the degree program;
- c) credit: unit expressed in ECTS, whereby one credit is equal to 28 hours of study;
- d) [language code of conduct](#): the rules of conduct relating to coursework and examinations in languages other than Dutch, determined by the UU Executive Board on the basis of Section 7(2)(c) of the Act;
- e) degree program: the Bachelor's Degree Program referred to in art. 1.1 of these Regulations, consisting of a coherent whole of units of study;
- f) course: all of the coursework and assessments encompassed by a unit of study of the degree program, as included in the University Course Catalog;
- g) assessment: interim examination within the meaning of art. 7.10 of the Act;
- h) examination: the final Bachelor's examination of the degree program which is passed if all requirements of the entire Bachelor's Degree Program have been fulfilled;
- i) course levels: courses are taught at 3 levels as indicated by the first digit of the course code:
 - a. 100-level - introductory,
 - b. 200-level - intermediate,
 - c. 300-level – advanced;every advanced (300-level) course earning students 7.5 credits involves at least one assessment focusing on research skills, contributing at least 15% to the final grade;
- j) Research Seminar: an advanced (300-level) course earning students 15 credits with a substantial individual research component, with a bachelor's thesis as the main end product; the Research Seminar allows for an extension of up to four weeks beyond the end of the semester to finish the writing of the thesis;
- k) [University Course Catalog](#): the register of the courses given by the University which is kept under the responsibility of the UU Executive Board;
- l) LAS Portfolio and Reflection: the aggregate of documents concerning the academic achievements and development of the student within the degree program chosen by the student; it includes at least the Personal & Professional Development Trajectory, regular reflections on development, a reflection on acquired research skills, and a collection of works produced throughout the studies;
- m) provisions: the facility offered by the Director of Education to a student with a disability or chronic illness, which lays down the necessary and reasonable facilities to which the student is entitled;

- n) International Diploma Supplement: the supplement to the Bachelor's Degree certificate, containing an explanation of the nature and contents of the degree program (partly in an international context).
 - o) semester: the period defined in the [academic calendar](#). The academic year consists of two semesters. The nominal program of study consists of six consecutive semesters;
 - p) academic domain: Liberal Arts & Sciences entails six clusters, namely Business & Entrepreneurship (BEN), Data Science & Intelligent Systems (DIS), Environment & Sustainability (ENS), Government & Society (GOS), Health, Cognition & Behavior (HCB), and Media, Culture & Communication (MCC). These clusters are represented in all course codes by their abbreviations. Courses that transcend multiple domains have a LAS code. Courses that offer academic core skills have an ACC code;
 - q) major: the academic domain(s) in which a student specializes;
 - r) field of study: a discipline within an academic domain, defined by the 4th to 7th symbols of a course code. The list of fields of study/course codes and names is on the intranet;
 - s) off-campus courses: courses that are not offered at UCR, but at another UU faculty or another accredited institution of Higher Education;
 - t) exchange courses: courses that a student takes while on an approved exchange program. These are not considered off-campus courses;
 - u) a gateway (course) is a course that can serve as a prerequisite to other courses.
- The other terms have the meanings ascribed to them by the Act.

Art. 1.3 - Responsibilities within University College Roosevelt

1. The Dean of UCR is responsible for all academic matters. The UCR Executive Board, consisting of the Dean (Chair) and Managing Director, is responsible for organizational and financial matters. Specific responsibilities are delegated as described below and in the "Reglement University College Roosevelt".
2. Each student is responsible for their individual curriculum design and for completing a course of study in accordance with the regulations and the requirements for the degree and within the possibilities of the course schedule.
3. The Director of Education (DoE) is responsible for academic matters transcending individual academic domains and for guarding the quality of courses and the degree program.
4. The Director of Strategic Initiatives and Innovation (DoSII) is responsible for the quality of teaching, teacher development, and teaching innovation.
5. The Board of Studies is responsible for the quality of the academic program and for the rules and regulations governing the program.
6. The Board of Examiners (called 'examencommissie' in the Act) is responsible for the quality of examinations. The Board of Examiners (BoE) decides on student requests regarding the content of their degree program and sees to it that all degree requirements have been met by the student upon graduation. The BoE also sets rules for how assessments (see art. 1.2g) are conducted; see the document 'Rules for Examinations and Other Assessments' on intranet.
7. The Director of Education and the Senior Tutor are responsible for the functioning and quality of the tutoring system.
8. The Registrar is responsible for keeping records of final grades and examinations.
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 Act art. 9.18.
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 Act art. 9.37.

SECTION 2 – Previous education

Information on previous education, including language requirements, selection and admission is in Appendix 1.

SECTION 3 – Contents and structure of the degree program

Art. 3.1 – Aim of the degree program

1. The program aims to:
 - a. Provide knowledge, skills and insight in different academic fields in accordance with the Liberal Arts & Sciences' philosophy and enable achievement of the exit requirements referred to in paragraph 2.
 - b. Provide an academic education. This means the development of competences (knowledge, skills and attitudes) concerning:
 - i. Academic thought, actions and communication;
 - ii. Use of relevant academic instruments;
 - iii. (Academic) communication in English;
 - iv. Application of specific knowledge of a field in a broader academic, philosophy of science and socio-cultural context;
 - v. Standards of conduct applicable in academia and in the chosen domains.
 - c. Prepare the student for further study.
 - d. Provide intercultural and international knowledge, skills and insight necessary to function in a strongly globalized and interconnected society;
 - e. Develop good oral and written proficiency in English at academic level in order to function internationally.

As from their first year of study for the Bachelor's Degree, students will learn and understand the theory and practice of scholarly research.

2. Graduates possess a set of attributes. Specifically, graduates:
 - a. are broadly educated
 - b. have a thorough and systematic understanding in their area of specialization
 - c. have strong academic skills
 - d. are able to reflect on themselves and their role in work and in life
 - e. are active and responsible members of society, both locally and globally
 - f. are 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 translating them into specific outcomes per course. The translation follows the template below.

UCR graduates:	
a. are broadly educated	
	i. can apply disciplinary and interdisciplinary knowledge and skills obtained in different domains to an academic problem; ii. can demonstrate mastery of disciplinary knowledge;
b. have a thorough and systematic understanding in their area of specialization	
	i. can demonstrate knowledge and understanding of relevant questions, theories, and conventions of the domain and their embedding; ii. can use the domain knowledge, and apply the concepts and theories to specific problems;
c. have strong academic skills	
Critical thinking skills	i. can demonstrate a cohesive, consistent, and logical reasoning; ii. have a critical approach to problems;
Communication skills	iii. can communicate efficiently following proper conventions for the domain;

Learning skills	iv. know how and where to search for material and assess the relevance of resources; v. can demonstrate metacognitive skills that foster lifelong learning, such as time management, monitor their progress, and reflect on this;
Research skills	vi. can, individually, acquire and evaluate relevant academic information on a topic, formulate a relevant research question, translate this question into a research plan, carry out the research plan, analyze and interpret the results, and report following proper conventions;
Other skills	vii. can collaborate professionally with others and provide and receive constructive feedback; viii. can make well-informed choices for their current academic path and future plans;
d. are able to reflect on themselves and their role in work and life	
	i. can demonstrate a reflective and self-critical attitude; ii. understand and adopt standards for academic integrity and relevant professional standards;
e. are active and responsible members of society, both locally and globally	
	i. understand and can reflect on cultural differences; ii. can reflect on their own role in society and own value system in relation to that of others; iii. can collaborate with others on knowledge sharing, knowledge development and/or knowledge application on societal issues;
f. are able to deal with complex multifaceted problems, dilemmas and ethical issues	
	i. present analysis (and possibly partial solutions) of complex multifaceted problems requiring knowledge and/or skills from different domains.

Art. 3.2 – Attendance mode

1. This is a full-time degree program.
2. During their studies students must live on campus.

Art. 3.3 – Language of instruction

The language of instruction for the degree program is English. This is governed by the Utrecht University Language Code of Conduct. Appendix 2 states the reasons behind the choice of language policy for the degree program.

Art. 3.4 – Not applicable to UCR

Art. 3.5 – Credit load

1. The program has a credit load of 180 credits.
2. The degree program contains courses at advanced (300-)level, with a minimum credit load of 45.
3. Students must earn the following minimum cumulative credits:

End of semester	1	2	3	4	5	6
Minimum cumulative credits earned	30	60	90	120	150	180

Students earning fewer credits incur credit shortage. This shortage must be repaired during the subsequent two semesters (or sooner, if specified in the probation contract).

Note: the minimum is placed on *cumulative* credits earned, not on credits earned per semester.

Art. 3.6 – Degree and major requirements

1. To pass the degree program's examination a student must:

- a. attain a cumulative GPA of at least 2.00.
- b. complete first-year requirements before the third semester:
ACCPPDE101 Personal & Professional Development
- c. complete 45 credits worth of courses at 300-level by either
 - i. completing six 7.5-credit 300-level courses, or
 - ii. completing four 7.5-credit 300-level courses and one 15-credit Research Seminar.
Research Seminars can only be taken in or after the fifth semester. There will be at least one Research Seminar per cluster per year.
- d. pass the LAS Portfolio and Reflection. [Portfolio guidelines](#) are on the intranet.

Art. 3.7 – Academic Internship

1. Students may request to include one Academic Internship in their degree program by submitting an 'Academic Internship' OSIRIS case to the BoE at least 10 working days before the last day of classes of the semester preceding the internship.
2. An Academic Internship requires a well-defined project plan: the student must participate in a research project, apply existing academic research results to a practical setting, or review existing literature and formulate recommendations for the host organization. The results must be described in a final report.
3. The student must find two supervisors committed to supervising the internship. One supervisor must be a UCR examiner. If the internship takes place at an external organization, one supervisor must be a professional from that organization.
4. If both supervisors are UCR examiners, they both assess the internship (see assessment forms on the intranet). Otherwise, the internship is assessed by the UCR examiner who takes the written opinion of the external supervisor into account.
5. Academic Internship counts as a 7.5-credit course at 200-level.

Art. 3.8 – Off-campus courses

1. Students may take up to 22.5 credits worth of off-campus courses (OCC) with the approval of the Board of Examiners (BoE). To seek approval, students submit an 'Off-Campus course' OSIRIS case at least 10 working days before the last day of classes of the semester preceding the OCC.
2. OCCs do not count towards degree requirements stated in art. 3.6.
3. OCC credits may count towards the UCR program in multiples of 7.5 credits (i.e. 7.5, 15, and 22.5 credits). To count as equivalent of a 7.5-credit course, the OCC (or a set of multiple OCCs) must have study load, intensity and content comparable to a regular UCR course.
4. After completing the OCC, the student submits to the BoE an official transcript which states the grade and the number of credits. If a student does not submit a transcript for an approved OCC nor receives permission to withdraw, an F (fail) is registered.
5. Grades are transferred according to the [standard conversion list](#). If the conversion list does not apply, the BoE sets the grade.

Art. 3.9 – Exchange courses

1. In their fourth or fifth semester, students may take 30 credits worth of exchange courses with the approval of the Board of Examiners (BoE) (see [the application procedure](#) on the intranet).
2. Exchange courses do not count towards degree requirements stated in art. 3.6.1.
3. To apply for exchange, students need to go through four steps:
 - a. At least one year before the exchange, apply for preliminary approval by submitting an 'Exchange' OSIRIS case to the BoE that includes a preliminary 30-credit course program for each exchange destination.
 - b. On receipt of preliminary approval, apply to the exchange program of interest via Utrecht University or the UCR Exchange coordinator.
 - c. Two semesters before the intended exchange, apply for final approval by completing the 'Final Approval for Exchange' OSIRIS case. To go on exchange in their fourth (resp. fifth) semester, a student must, at the end of their second (resp. third) semester:
 - i. Be accepted by the host university and, when applicable, have UU approval;
 - ii. Submit a final 30-credit course program planned at the host university;

- iii. Submit a plan to meet degree requirements while at UCR. Specifically, students going on exchange in their fifth semester should have to complete at most three courses at 300-level in their sixth semester back at UCR.
 - iv. Have no shortage of credit;
 - v. Be off social or academic probation;
 - vi. Have a cumulative GPA of at least 3.00.
 - d. Criteria iii-vi must also be met at the end of the semester preceding the exchange.
- 4. As soon as the course registration at the host university is finalized, the student submits the Exchange Learning Agreement to the BoE listing courses the student registered for. The BoE decides whether all exchange credits can be transferred to UCR.
- 5. During the exchange semester, 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 by these decisions.
- 6. After completing the exchange, the student submits to the BoE a transcript issued by the host university stating the number of credits earned for each course and the grades awarded.
- 7. Conversion of credits achieved for courses taken on exchange is as follows:
 - a. The credits will be taken over for courses provided by universities within the European Union/European Economic Area that work with the European Credit Transfer System (ECTS) which have been approved by the BoE as regards their content and level. Contrary to this, the BoE may decide to award a different number of credits if it is established that the credits awarded on exchange do not correspond to the study hours.
 - b. The credits will be converted for courses provided by universities outside the European Union/European Economic Area that do not work with the European Credit Transfer System (ECTS) which have been approved by the BoE as regards their content and level, in accordance with the university-wide conversion table. See www.uu.nl/credit-omrekentabel. The BoE may deviate from this in exceptional cases if there are good reasons to do so.
- 8. Conversion of grades achieved for courses taken on exchange is as follows:
 - a. Grades are converted into the alphanumerical results Pass/Fail; in addition, the original grades and assessment scale will be uploaded in OSIRIS. Furthermore, the original results will be printed on the International Diploma Supplement referred to in art. 6.4, stating the information from Nuffic concerning the grading scales at foreign institutions (<https://www.nuffic.nl/onderwerpen/onderwijssystemen>).
 - b. The host university will determine where the cut-off score lies for a pass, and records in the transcript whether the student has passed.
 - c. The exchange results will not count towards the student's cumulative GPA.
- 9. A student may choose to organize an exchange semester themselves (instead of participating in a UCR exchange program). In such a case, the student needs to submit an official letter from the host university inviting the student to enroll for 30 credits worth of courses. Any financial compensation that the host university requests is the responsibility of the student.

Art. 3.10 – Area with negative travel advice

- 1. Study components that require the student to travel to areas abroad or to the Caribbean territory of the Kingdom for which the Ministry of Foreign Affairs has issued a travel warning of classification red (do not travel) or orange (only necessary travel) that applies to the period that the study component is to be taken cannot be included in the degree program. This also applies if the Ministry of Foreign Affairs has issued a negative advice for travel from the Netherlands.
- 2. At the student's request, on behalf of the Dean the provisions of the first paragraph may be deviated from in exceptional circumstances. Such a deviation is only possible if it has been declared on behalf of the UU Executive Board that there are sufficient guarantees that the health and safety of the student will be safeguarded.
- 3. In the event that the travel advice classification changes to red or orange while the student is already present in the area abroad or in the Caribbean territory of the Kingdom, the UU Executive Board may advise students to return to the Netherlands if, having taken account of the local risks and impact of traveling, the UU Executive Board deems it unwise to remain.

Students who do not follow the urgent advice to return cannot include the study component in the degree program, unless an individual exemption as referred to in paragraph 4 is granted.

4. Upon a request by the student for an exemption from the urgent advice to return, on behalf of the Dean the provisions of the third paragraph may be deviated from in exceptional circumstances. On behalf of the Dean an exemption from the advice to return may be granted. An exemption can only be granted if it has been declared on behalf of the UU Executive Board that there are sufficient guarantees that the health and safety of the student concerned will be safeguarded.

Art. 3.11 – Courses taken elsewhere before starting at UCR (shortened program)

1. For the degree certificate of the Bachelor's program to be awarded, at least 2/3 of the degree program must have been passed in courses provided by University College Roosevelt.
2. Students may apply for a shortened program (Transfer of Credit) if:
 - a. they completed 30 or more credits in another university program;
 - b. that program is at the level of a first year of studies at a Dutch research university.
3. Students request a shortened program prior to the start of their UCR program. Students support their request with information about the previous institution (credit system, workload) and courses completed there (course descriptions, level). For more information see website.
4. The Board of Examiners decides whether:
 - a. the UCR program is shortened, and if so, by how many credits (30 or 60 credits);
 - b. courses taken elsewhere lead to exemptions for degree requirements.Students on a shortened program begin with either semester 2 or semester 3.
5. Students who are on a shortened program of 4 semesters cannot go on exchange.

Art. 3.12 – Not applicable to UCR

Art. 3.13 – Actual teaching structure

1. All teaching is scheduled according to the [academic calendar](#) (annual schedule with two semesters) and the timeslot model (schedule with fixed times per week for courses).
2. Students study 52.5 hours per week. These hours include teaching hours and self-study.
3. Teaching hours include programmed educational activities in which the instructor organizes interaction and oversight of the activity, and in which knowledge transfer takes place or in which individual or group work on assignments and cases is carried out.
4. Course outlines, approved by the Board of Studies and made available to students on Moodle, provide information on the learning outcomes, teaching activities, and forms of assessment.
5. The DoE ensures timely publication of teaching schedules and assessment dates.

SECTION 4 – Education

Art. 4.1 – Courses

1. Courses are provided with a credit load of 7.5 credits, except for Research Seminars, which are provided with a credit load of 15 credits.
2. An overview of UCR courses is posted on the intranet.

Art. 4.2 – Entry requirements of courses; previous education

1. 100-level courses have no gateways. Gateways for other courses are published [here](#).
2. Students may enroll in a course if they complete all gateway courses with at least a grade of C-, or if they obtain and document permission from the course instructor using the 'Course Permissions' Case in OSIRIS.

Art. 4.3 – Enrolment and withdrawal from courses

1. To participate in a course, a student must be enrolled in that course in OSIRIS.
2. The procedure for enrolling in courses is in the [Tutoring Gazette](#).
3. Course changes during the first week of the semester are allowed.

4. 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.
5. If, due to illness or other extenuating circumstances, a student cannot complete a course, they may request withdrawal by submitting a 'Withdrawal' OSIRIS case to the Board of Examiners at the latest in week 12 of the semester or week 3 for a June course.
6. In case of medical or other serious personal circumstances, students may request a leave of absence for the remainder of the current semester and/or the subsequent semester by submitting a 'Leave of Absence' OSIRIS case to the Board of Examiners.
7. Students who wish to return from a leave of absence and continue their studies must 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.

Art. 4.4 – Participation in courses; order of priority

1. The maximum number of students in a gateway course is 55. One other 100-level course per field of study may have a maximum class size of 55. For all other courses, including ACCPPDE101 Personal & Professional Development, the maximum class size is 35. The Director of Education may deviate from these maximum numbers where educational, staffing, scheduling, transitional, or other operational circumstances make this necessary following the agreed upon consultation procedure with the Program Committee. To ensure meaningful involvement of the Program Committee in class size decisions, the Director of Education will consult the Program Committee on the expected class size distribution for the upcoming semester, the moment course preferences have been made by students. During consultation, the impact of class size on courses will be discussed, and the outcomes used to adjust class sizes accordingly.
2. Admission to courses will take place based on predetermined and [published admission criteria and priority rules](#).
3. Students who have a cumulative GPA of 3.70 or higher may request to take a fifth course by submitting the 'Fifth course' OSIRIS case.
4. Students may disenroll from their fifth course or from a course that otherwise would result in credit surplus during the first three weeks of the semester. To do so, they need to contact the Senior Tutor.
5. A student may retake a course only if their earlier attempt(s) at taking that course resulted in a final grade of a W or an F.

Art. 4.5 – Attendance obligation

1. Students are required to attend all classes, and all academic activities outside of class hours as indicated in the course outline.
2. If a student is unable to attend, they must in advance inform the instructor of the reason.
3. Students are responsible for keeping track of their absences.
4. Instructors record attendance and report repeated absences via an 'Early Warnings' form on the main tab of the Moodle 'Director of Education'.
5. Instructors may record attendance at any time during class.
6. In case of three or more absences from class, a course instructor may deduct points for a single intermediate assessment, provided this deduction is indicated in the course outline.
7. In case of seven or more absences from class, a student receives an F grade for the course. Note that for courses taught on Wednesdays, two sessions per course are scheduled on one day, hence missing an entire Wednesday counts as multiple absences.

Art. 4.6 – Not applicable to UCR

Art. 4.7 – Evaluation of quality of the education

1. The Director of Education is responsible for monitoring the quality of the education. To this end the Director of Education ensures that an evaluation of the courses is made, as well as an evaluation at curriculum level. In this quality control the Director of Education draws on the advice and suggestions of the Program Committee.
2. The courses in the degree program will be evaluated in the following manner:

- a. Course evaluation: at the end of the courses, the participating students are asked for their feedback and suggestions for improvement;
 - b. Optional interim evaluation: during the course students may be asked to provide feedback or suggest points for improvement;
 - c. Evaluation at curriculum level via annual visits by a panel of external experts who evaluate at least one field of study in two clusters;
 - d. Through the UU's participation in the National Student Survey [Nationale Studenten Enquête – NSE] students will be asked for their opinion on all aspects of the degree program and its facilities.
3. Before conducting the course evaluation, instructors inform students about the changes made and measures taken in response to the previous course evaluation.

SECTION 5 – Assessment

Art. 5.1 – General

1. During the course, the student will be assessed for academic knowledge and for the extent to which the student has sufficiently achieved the course's learning outcomes.
2. The course outline describes the learning outcomes the student must achieve to pass the course and the criteria on which the student is assessed.
3. Each course includes multiple assessments. No single assessment can count for more than 40% of the final grade.
4. At least one assessment must be completed before the midterm break.
5. The course outline specifies the permitted use of artificial intelligence in each assessment. The use must be in accordance with the [AI Policy](#) valid in that semester.
6. Assessment deadlines can be no later than the last day of classes of the semester.
7. No summative assessment for a course in the Fall semester can take place in August.

Art. 5.2 – Board of Examiners

1. For the degree program, the Dean will set up a Board of Examiners (BoE) and will put in place sufficient guarantees that this Board will work in an independent and expert manner.
2. The Dean will appoint the chair and the members of the BoE for a period of three years on the basis of their expertise in the field of the program(s) in question or the field of examining, whereby:
 - a. at least one member comes from outside the degree program, and
 - b. at least one member is an examiner on the degree program.
 Re-appointment is possible. Before making this appointment, the Dean will consult the members of the BoE concerned.
3. Persons holding a management position with financial responsibility or (partial) administrative responsibility for a program of study may not be appointed as member or Chair of the BoE. This will in any event include members of the Board of Studies and the Dean.
4. Membership will terminate upon expiry of the period of the appointment. In addition, the Dean will discharge the Chair and the members from their duties at their request. The Chair and the members will also be dismissed by the Dean in the event that they no longer fulfil the requirements stated in paragraphs 2 or 3 of this article. In addition, the Dean may dismiss the Chair and the members in the event that they fail to perform their statutory duties adequately.
5. The Dean makes the composition of the BoE known to the students and staff.

Art. 5.3 – Grading of Research

All 300-level (7.5-credit regular and 15-credit Research Seminar) courses contain research components. The research components of these courses are graded as regular course components and count towards the final grade of the course.

Art. 5.4 – Grading

1. UCR uses a five-letter grading system. The equivalence between letter grades, grade points and the numerical 100-point scale instructors use to assess student work is shown below.

Letter	Grade Point	Numerical	Counts to GPA	Earns credits
A+	4.0	86 – 100	Yes	Yes
A	4.0	80 – 85	Yes	Yes
A-	3.7	77 – 79	Yes	Yes
B+	3.3	74 – 76	Yes	Yes
B	3.0	70 – 73	Yes	Yes
B-	2.7	67 – 69	Yes	Yes
C+	2.3	64 – 66	Yes	Yes
C	2.0	60 – 63	Yes	Yes
C-	1.7	56 – 59	Yes	Yes
D+	1.3	54 – 55	Yes	Yes
D	1.0	52 – 53	Yes	Yes
D-	0.7	50 – 51	Yes	Yes
F	0.0	00 – 49	Yes	No
P (Pass)	-	-	No	Yes
W (Withdrawal)	-	-	No	No
X (Insufficient Progress SEPR)	-	-	No	No

- Final course grades are computed as weighted averages of intermediate grades. In exceptional cases, examiners may make argued deviations from these weighted averages. These deviations may not exceed one step (e.g. from B to B- or from B to B+).
- 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.
- A grade point average (GPA) is calculated on grade points earned weighted in proportion to credits earned over courses taken at UCR and off-campus courses. A GPA is computed to two decimal places.
- Cumulative GPA is calculated over all courses taken by a student to date.
- Semester GPA is calculated over courses taken by a student in a specific semester.

Art. 5.5 – Extensions and make-up opportunities ('resit exam' in Model OER)

- Examiners must specify the exact deadline and place of delivery for final products. Students must make sure the examiners receive the products on time.
- If extenuating circumstances force a student to miss the deadline, they must inform the examiners in advance. They may request an extension, in which they must explain the extenuating circumstances and, if possible, provide supporting documentation.
- 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.
- To request an extension beyond the last day of classes of the semester the student submits an 'Extension' OSIRIS Case no later than the last day of classes of the semester. Instructors approve extensions of less than a week; the Board of Examiners (BoE) approves longer extensions.
- All extensions beyond the last day of classes of the semester are granted to a specific deadline, which is set by the BoE and may not be later than the start of the subsequent semester. In case this deadline is not met, that assessment gets a grade of zero.
- If no extension is granted:
 - a late submission during the semester gets a grade penalty as stated in the course outline;
 - a late submission beyond the last day of classes of the semester is not accepted.
- There is no provision for repeat assessment events for the same student.

Art. 5.6 – Type of assessment

- Grading criteria for every assessment must be clearly stated and communicated to students in advance by use of a rubric or another transparent measure.
- For any assessment based on group work, the contributions of individual students must be identifiable; examiners may decide to give one composite grade for group work or differentiate between individual students. The cumulative weight of group work cannot

- exceed 40%, unless a higher percentage is approved by the Board of Studies.
3. Grading of class participation is based on clear criteria, as described in the course outline. The weight of a class participation component cannot exceed 10%, unless a higher percentage is approved by the Board of Studies.
 4. The application of AI for the quantitative assessment of student works with a grade, GPA determination, pass/fail determination or for the purpose of judgement determination is not permitted.

Art. 5.7 – Oral testing

By default, oral tests are administered by two examiners. In case only one examiner is available, an audio recording is made and stored for a period of two years.

Art. 5.8 – Provision for assessment in special cases

Art. 5.9 – Time limit for grading assessments

1. The examiner must grade a (written) assessment within 10 working days of the date on which it was administered and register the results in Moodle.
2. If the grade is not available within this period for reasons beyond one's control, the examiner must communicate this to the student, indicating when the grade will be available.

Art. 5.10 – Period of validity

1. The period of validity of courses passed is unlimited. Contrary to this, the Board of Examiners may impose an additional or alternative assessment for a course, for which the assessment was passed more than five years earlier, if the knowledge or understanding being examined is demonstrably out of date, or if the skills being examined are demonstrably out of date.
2. The period of five years referred to in paragraph 1 will be extended by the number of months of financial support that the student has been granted on the grounds of the Profiling Fund ('profielingsfonds' - for special financial support to students) as referred to in paragraph 2a of the Act, and the period granted for an extension of the performance-related grant due to a disability or chronic illness.
3. Assessments that have been passed as part of a course that has not been passed overall will lose their validity after the end of the semester in which they were passed.

Art. 5.11 – Right of inspection

Within 20 working days after announcement of the assessment result, the student will be allowed to inspect their graded work upon request or upon the initiative of the instructor.

Art. 5.12 – Retention period for assessments

1. For two years after the course ends, instructors keep on Moodle, Onedrive, or in physical form, and on request make available to the Board of Studies or the Board of Examiners:
 - a. the course outline;
 - b. instructions and answer keys/rubrics for all assessments;
 - c. numerical scores for assessments;
 - d. all graded student work that was not given back to students.

Art. 5.13 – Exemption

1. A student may request an exemption from a course by submitting the 'General Request to the Board of Examiners' OSIRIS case. The Board of Examiners grants the exemption if the student has completed either an equivalent course at a university or a higher professional degree program prior to the start of the Bachelor's Degree Program.
2. An exemption can relate only to a whole course and not to part of it.

Art. 5.14 – Fraud and plagiarism

1. Fraud and plagiarism are 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.

- a. Fraud includes:
- i. cheating during assessments. The person offering the opportunity to cheat is an accessory to fraud;
 - ii. sharing answers with others while taking an assessment;
 - iii. seeking the help of third parties during an assessment;
 - iv. being in possession of (i.e. having/carrying) tools and resources during assessments, such as pre-programmed calculators, mobile phones, smartwatches, smart glasses, books, course readers, notes, etc., consultation of which is not explicitly permitted;
 - v. having others carry out all or part of an assessment and passing this off as own work;
 - vi. having software (such as artificial intelligence software) create (parts of) an assessment and offering it as if it were one's own work, unless expressly permitted in the course in question;
 - vii. gaining access to questions or answers of an assessment prior to the date or time that the assessment takes place;
 - viii. perform (or try to perform) technical changes that undermine the online assessment system;
 - ix. making up survey or interview answers or research data;
 - x. tampering with a graded assessment.

b. Plagiarism

Learning involves the use of ideas published by others. When students incorporate these ideas in their work, they should always follow guidelines provided by style manuals, such as those of the MLA, APA, Vancouver, Chicago, Harvard, etc. In the course "Personal & Professional Development (ACCPPDE101)" and in all UCR fields of study, students learn proper and acceptable forms of acknowledging and citing academic sources, and the reasons for doing so. We recognize that students need time and opportunity to acquire the necessary academic skills. However, students must realize that it is their responsibility to acquaint themselves with the rules on 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 defined as including data or sections of text from others/the student's own work in a thesis or other paper without referring in a complete and correct manner to the source of using quotation marks.

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. Whether intentional or unintentional, plagiarism is a serious academic offence. For that reason, it is imperative for students to ensure they understand how to avoid plagiarism in their own work.

Plagiarism includes the following:

- i. cutting and pasting text from digital sources such as encyclopedias and digital publications without using quotation marks and referring to the source;
- ii. cutting and pasting text from the internet without using quotation marks and referring to the source;
- iii. using excerpts from printed material such as books, magazines, other publications and encyclopedias without using quotation marks and referring to the source;
- iv. using a translation of the abovementioned texts without using quotation marks and referring to the source;
- v. paraphrasing of the above-mentioned texts without giving a (clear) reference: paraphrasing must be marked as such (by explicitly linking the text with the original author, either in text or a footnote), whereby the impression is not created that the ideas expressed are those of the student;
- vi. using visual, audio or test material from others without referring to the source and presenting this as own work;

- vii. resubmission of the student's own earlier work without source references, and allowing this to pass for work originally produced for the purpose of the course, unless this is expressly permitted in the course or by the examiner;
 - viii. using the work of other students and passing this off as own work. If this happens with the permission of the other student, the latter is also guilty of plagiarism;
 - ix. in the event that, in a joint paper, one of the authors commits plagiarism, the other authors are also guilty of plagiarism, if they could or should have known that the other was committing plagiarism;
 - x. submitting (part of) papers obtained from a commercial institution (such as an internet site offering excerpts or papers) or having papers or excerpts written by someone else, whether or not in return for payment.
2. In all cases in which fraud or plagiarism is found,
 - a. the examiner informs the student and the Board of Examiners (BoE) of this in writing. The BoE then starts an OSIRIS case in which both the examiner and the student can explain what happened and upload supportive documentation.
 - b. in all cases in which fraud or plagiarism is suspected, the examiner will inform the student of this in writing and the student will be invited for a meeting with the examiner to discuss this suspicion. If the suspicion persists after the conversation, the examiner will inform the student and the BoE in writing. *The BoE then starts an OSIRIS case in which both the examiner and the student can explain what happened and upload supportive documentation.*
 - c. the BoE then gives the student the opportunity to be heard (see [procedure on intranet](#)).
 3. The BoE will determine whether fraud or plagiarism has occurred and will inform the student of its decision in writing and of any sanctions in accordance with the stipulations of the fourth paragraph, stating the possibility of appeal to the Examination Appeals Board.
 4. The BoE is authorized to impose sanctions. In doing so, the BoE shall ensure that the sanction is proportionate: the consequences of the sanction shall be in proportion to the degree and seriousness of the fraud or plagiarism committed.
 5. One or more of the following sanctions may be imposed, depending on the nature and extent of the fraud or plagiarism committed, and the circumstances in which the fraud or plagiarism was committed, as well as the student's study phase:
 - a. invalidation of the assessment submitted;
 - b. reprimand, a note of which will be made in OSIRIS.
 - c. if applicable: exclusion from participation in the remaining assessments of that course;
 - d. no longer being eligible for an academic distinction as referred to in art. 6.2;
 - e. exclusion from participation in assessments belonging to the course concerned for the current academic year, or for a maximum period of 12 months;
 - f. complete exclusion from participation in all assessments for a maximum period of 12 months.
 6. In the case of extremely serious and/or repeated fraud or plagiarism, the BoE may recommend that the Executive Board permanently terminate the concerned student's registration for the program.
 7. If the BoE determines that there has been widespread or organized fraud, on a scale which would affect the assessment results in their entirety, the BoE will decide without delay that the assessment concerned is invalid and that all the participants must resit the whole assessment at short notice. The BoE will set the date on which the assessment must be retaken. This date will be no later than ten working days after the fraud was established, so that the participants can still benefit from their preparatory work for the assessment.

SECTION 6 – Examination

Art. 6.1 – Examination

1. When the student has fulfilled the requirements of the examination program, the Board of Examiners (BoE) will determine the result of the examination and award a degree certificate as referred to in art. 6.4.
2. Prior to determining the result of the examination, the BoE may conduct their own examination of the student's knowledge of one or more components or aspects of the degree program. The BoE will only conduct such an investigation if it establishes that there

are certain facts or circumstances that lead it to the conclusion that the BoE cannot vouch for the student having obtained the exit qualifications (as referred to in art. 3.1).

3. Assessment of the examination file constitutes part of the final examination. The date of examination will be no later than the last working day of the month in which the BoE has determined that the student has fulfilled the requirements of the examinations program. The student must be registered for the degree program on the date on which the examination is registered.
4. The examination is passed on the condition that all degree requirements have been fulfilled.
5. A further condition for passing the examination and receiving the degree certificate is that the student was registered for the degree program during the period in which the assessments and the examination were taken. If the student does not fulfill this condition, the Executive Board may issue a statement of no objection to the passing of the examination and the issuing of the degree certificate, after the student has paid the tuition fees and administration charges owing for the 'missing' periods.
6. A student who has passed an examination and is therefore entitled to be awarded a certificate, may request that the BoE delay the granting of the certificate and the date of examination. Such a request must be submitted within ten working days after the student has been informed of the examination results, stating the date on which the student wishes to receive the certificate. Postponement of the examination date is possible only once and for the duration of one academic year at the most.

Art. 6.2 – Distinctions (cum laude classification in model OER)

1. Academic Distinctions are awarded on the basis of the student's cumulative GPA:
 - a. Bachelor degree: 2.00 to 2.99 GPA
 - b. Honors degree: 3.00 to 3.49 GPA
 - c. Cum laude: 3.50 to 3.79 GPA
 - d. Magna cum laude: 3.80 to 3.89 GPA
 - e. Summa cum laude: 3.90 to 4.00 GPA
2. The student cannot obtain an academic distinction if they did not meet degree 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.

Art. 6.3 – Degree

1. The 'Bachelor of Arts' or 'Bachelor of Science' degree will be awarded to the student who passes the examination. Specifically, students who earned at least 90 credits (of which at least 22.5 credits at 300-level) in the clusters Data Science & Intelligent Systems, Environment & Sustainability, and Health, Cognition & Behavior combined, will be awarded a 'Bachelor of Science' degree. Other students will be awarded a 'Bachelor of Arts' degree.
2. An academic domain-specific major is awarded if at least 75 credits (of which at least 22.5 credits at 300-level) are earned in the respective cluster. Students without an academic domain-specific major will be awarded a multidisciplinary major.
3. The degree and major(s) awarded will be noted on the degree certificate.

Art. 6.4 – Certificate and International Diploma Supplement

1. The Board of Examiners (BoE) will award a certificate as proof that the examination was passed.
2. The BoE will add the International Diploma Supplement in the English language to this certificate, which provides insight (internationally) into the nature and contents of the completed degree program.

Art. 6.5 – Not applicable to UCR

Art. 6.6 – Grading Tables

The International Diploma Supplement gives an explanation of the grading system (see art. 5.4).

SECTION 7 – Academic advice and support

Art. 7.1 – Student information system

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.
2. The Board of Examiners (BoE) 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 BoE.
3. A certified preliminary list of grades can be obtained from the [Registrar](#).

Art. 7.2 – Academic advice and support

1. University College Roosevelt will provide the introduction and academic advice and support to the students registered for the degree program through tutors, which also includes orientating them regarding possible courses of study in and outside the degree program.
2. Academic advice and support includes:
 - a. An introduction in the week before the first semester of the first academic year;
 - b. Assignment of a tutor to all students who will introduce them to the study program throughout the first year, and provide guidance for their further studies and in making choices during the Bachelor's program;
 - c. Group and individual advice on possible courses of study in and outside the degree program;
 - d. Group and individual advice on study skills, study planning and the choice of continuing study paths after receiving the Bachelor's degree;
 - e. Referring and assisting students when they encounter difficulties during their studies;
 - f. Referring students who deregister from the degree program before 1 February during the year of first registration to a more suitable degree program.

Art. 7.3 – Special learning needs (Disability and chronic illness in model EER)

1. Students with special learning needs will be given the possibility to take courses and sit examinations in the manner set out in their Educational Provision. Requests for provisions are submitted to the Board of Examiners (BoE) via the 'UCR Request for Provisions' OSIRIS Case. A complete request includes formal documentation of the student's special learning needs.
2. The BoE advises the Director of Education (DoE) whether provisions are necessary, after which the DoE issues a letter stating which provisions, if any, are granted and for how long.
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.
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.
5. A student holding a provisions letter must show it to the examiner at the start of the course (or as soon as the letter is issued). The examiner must make arrangements to accommodate for the provisions.
6. A student holding a provisions letter from the DoE is responsible for informing the BoE 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 BoE will reassess the provisions granted to the student and may advise the DoE to revoke the existing provisions letter and/or issue a new provisions letter.

Art. 7.4 – Academic standing

(recommendation on academic advancement regarding the continuation of studies in model OER)

1. Academic standing
 - a. At the end of every semester, the Board of Examiners (BoE) decides on the academic standing of each student. The BoE places the student on academic probation for the subsequent semester if, during the semester under review the student:
 - i. earns one F grade, or multiple D grades (D-, D, D+), or
 - ii. commits fraud or plagiarism, or
 - iii. retains credit shortage from two or more semesters ago, or
 - iv. attains a semester or cumulative GPA below 2.0.
 - b. The BoE advises the Dean to expel the student if, during the semester under review, the student:
 - i. earns two F grades, or one F plus multiple Ds, or more than two Ds, or
 - ii. commits fraud or plagiarism again, or
 - iii. earns an F while retaining credit shortage from two or more semesters ago, or
 - iv. attains a semester or cumulative GPA below 2.0 while having done the same in each of the preceding two semesters, or
 - v. fails to meet conditions of the Academic Agreement from the Probation Contract.
 - c. If not expelled nor placed on probation, the student is in good academic standing.
2. Academic probation
 - a. When placing a student on academic probation, the BoE communicates this decision to the student in writing.
 - b. The student may be invited to meet their tutor 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.
 - c. The Probation Contract contains specific conditions the student must meet, e.g. a specific grade point average or the number of times the student meets with the tutor. The BoE 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.
 - d. A student placed on probation may not go on exchange, nor work for UCR and must prioritize academic work over extra-curricular activities.
 - e. The BoE may require that the student placed on probation changes their Major.
3. Expulsion

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 BoE and asks them to issue final advice. After receiving this advice, the Dean makes the final decision on whether to expel the student. This decision is effective immediately and is communicated to the student in writing. The Dean's letter includes advice to the student on possible continuation of their studies (at UU or elsewhere). Students are responsible for checking their email and communicating with the Dean. Failure to attend the scheduled meeting results in immediate expulsion.

SECTION 8 – Transitional and final provisions

Art. 8.1 – Safety net scheme

1. In those cases not provided for in these regulations, or not provided for sufficiently clearly, the decision will be made:
 - a. by the Board of Examiners (BoE) if on the basis of art. 7.3j (permission for flexible study program), 7.11 (award and postponement of degree certificate) and 7.12b (statutory powers of the Board of Examiners) of the Act or on the basis of art. 3.7 to 3.9, 3.11 (degree and major requirements, minor and internship, off-campus and exchange courses), 5.5 to 5.10 (decisions on assessment), 5.13-5.14 (exemption, fraud and plagiarism), 6.1-6.2 (examinations and distinctions) and 7.4 (academic standing) of these Education and Examination Regulations, this falls within the competence of the BoE;
 - b. in all other cases by the Dean or an officer appointed for this purpose on behalf of the

Dean, after the BoE has expressed its view.

Art. 8.2 – Hardship clause

The Board of Examiners will make decisions in accordance with the rules laid down in these Education and Examination Regulations; unless this would have manifestly unreasonable consequences for the student that due to extenuating circumstances are disproportionate to the purposes of the rule.

Art. 8.3 – Amendments

1. The Dean will lay down amendments to these rules after consulting the Program Committee and the UCR Council in a separate resolution.
2. An amendment to these rules is not to be applied to the current academic year, unless it is reasonable to assume that it will not harm the interests of the students.
3. Furthermore, an amendment may not have an adverse effect for students on any other decision taken pursuant to these Regulations by the Board of Examiners with respect to a student.

Art. 8.4 – Requests for exemptions

Students may request exemptions from these regulations by submitting the 'Request to the Board of Examiners' OSIRIS Case.

Art. 8.5 – Appeal

1. If the student wants to appeal a final decision by the Board of Examiners (BoE), they can contact the Examination Appeals Board of Utrecht University ('College van Beroep voor de Examens'). The appeal must be filed within six weeks of notification of the decision of the BoE. Information about how the Examination Appeals Board operates, which cases can be put before them, the requirements an appeal has to meet and the procedures that must be followed can be found on the UU student website.
2. A student may appeal a final grade received for a course to the Examination Appeals Board of Utrecht University. Note that the time period in which a grade can be appealed starts on the day the course grade was published on OSIRIS Student.
3. Students may appeal a final decision by the Dean with the Executive Board ('College van Bestuur') of Utrecht University. More information can be found [here](#).

Art. 8.6 – Publication

The Dean provides for the publication of these regulations and amendments on the intranet.

Art. 8.7 – Effective date

These regulations take effect on 1 September 2026.

APPENDIX 1 - Admission to the program

1. Previous Education
 - a. 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 the Act.
 - b. Admission investigation (colloquium doctum). The selection procedure functions as the admission investigation referred to in the Act. 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 on behalf of the Dean.
2. Selection Procedure
 - a. 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 the Act.
 - b. 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.
 - c. Admissions Team.
 - i. 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 several members, including members of academic staff, of which one is the Director of Education (Chair), and two Admissions Officers.
 - ii. The Admissions Office manages the admissions process and safeguards the quality of this process.
 - d. Admittance to the selection procedure. An application will be progressed to the selection procedure only if:
 - i. The applicant's previous education meets the legal requirement for admission to WO Bachelor's education in accordance with the Act;
 - ii. The applicant provides sufficient proof of English proficiency;
 - iii. The application file includes all required documents (2.e) and is submitted on time (refer to applicable deadlines on the [website of the program](#)).
 - e. Application documents.
 - i. 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.
 - ii. Guidelines and requirements for application documents are outlined on the [website of the program](#).
 - f. Application and selection process.
 - i. 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 holistic assessment (2.b) of the application file in accordance with the selection criteria (2.g).
 - ii. The Director of Education, who chairs the Admissions Team (2.c) 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.
 - g. Selection criteria.
 - i. Selection criteria are summarized in the student profile as outlined under 2.g.ii. 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.

- ii. The student profile is as follows:
 - 1. Demonstrated academic potential;
 - 2. Curious and motivated, academically as well as personally;
 - 3. Broad intellectual orientation and openness to explore beyond disciplinary boundaries;
 - 4. Affinity with living and studying in a diverse, international campus community and a willingness to contribute and engage with different ideas and perspectives;
 - 5. Demonstrated social engagement or commitment to others.
- iii. The complete application file is used to assess the applicant on the selection criteria.
- iv. 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.
- h. 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.
- i. 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](#).

APPENDIX 2 - Choice of English language policy for the degree program

Located at the heart of the historic city of Middelburg in the province of Zeeland, University College Roosevelt (UCR), is an English-speaking international college with an international community of students and staff. This has been the case since the day of its founding in January 2004 when it was one of the first English-speaking programs in the country. Traditionally, half of UCR students have been Dutch or ex-pat Dutch, with the others coming from across the EU, as well as from countries all over the globe. This cultural diversity is also reflected among the staff. One of the cornerstones of the college at its founding in 2004 was that Dutch students would be able to study and live on campus together with international students. The close contact of the international/Dutch student community fosters an environment where these young people stimulate each other to work extremely hard for three years in an honors environment. This cultural diversity in the college has created new ways of thinking about the pressing issues of today, both in the Netherlands and abroad. This learning environment has also led to the acceptance of a great many of them into top MA and MSc programs in universities all over the world, as well in the Netherlands.

From their disciplinary and multidisciplinary perspectives, the students debate and discuss complex contemporary issues including climate change, energy transition, societal polarization and advances in AI. In doing so, they acquire both the hard skills and the soft skills that will be needed to contribute in a globalized world, as well as addressing urgent issues in Dutch society. They share classrooms, city-center student housing, and communal spaces for living and working. In the process, UCR students generate valuable inter-cultural sensibilities. They are not merely studying together: they are working together, living together, learning together, discovering together, designing together, creating together, and much more. UCR seeks to provide the conditions that allow for a textbook case of 'immersive internationalization' to emerge.

A leading idea behind the international make-up of the UCR student body, and a principle that is still very much valid today, is that these life-long personal networks that have been forged in the formative years of the lives of these young people, here on Dutch soil in the south-west corner of the Netherlands, will, in the near future, be of great value to the Dutch State in terms of international relations, diplomacy, and, crucially, the economy. A more recent development is that quite some of UCR's highly qualified international students choose to stay in the Netherlands for their further education and careers after they graduate from UCR. They often start learning the Dutch language at UCR in the Dutch courses that we offer for credit, and they immerse themselves in local Dutch culture, not least in our Zeeland-based Community Engaged Learning courses. Their knowledge of Dutch language and culture sometimes leads to careers in key sectors and industries in the Netherlands, sometimes in leadership positions, bolstering the Dutch economy. Furthermore, Dutch students, who go abroad often bring back their global networks to Zeeland, and also to other regions of the Netherlands.

Our choice for an international, English-speaking program ties into the intended learning outcomes (ILOs) that relate to the Dutch LAS 'Domain Specific Reference Framework'. This document refers to how students of Dutch LAS colleges should develop attitudes and skills for engaged citizenship, such as international and intercultural understanding, social skills and a will to contribute to solving societal issues. At UCR, we translate this into outcomes that state that a UCR graduate is able to ... (i) reflect on themselves and their role in work and in life, (ii) is an active and responsible member of society, and (iii) is able to deal with multi-faceted problems, dilemmas and ethical issues.

Moreover, the use of the English language as a *lingua franca* helps UCR students meet these intended learning outcomes in the immersive, small-scale and intensive classroom. English serves as the medium of instruction, ensuring that students from various linguistic backgrounds can communicate effectively. This linguistic integration acts as a bridge, allowing students to comprehend both course content and the nuances of intercultural communication. These international classrooms also promote a culture of inclusion, preparing students for the global society that they will enter as graduates. Such global competencies also prepare UCR students to work for Netherlands-based international companies and the Dutch foreign office, as well as in foreign markets that are areas of interest for the Netherlands. These immersive international classrooms also lead to acquisition of sound intercultural communication skills, helping students to navigate cultural differences and collaborate effectively, a skillset which is in high demand in

diverse workplaces in the Netherlands and across the globe. All our students are required to live on campus, and many of the above benefits pertaining to the internationally immersive, small-scale and intensive classroom also occur, and are indeed intensified, outside of the classroom in mutually founded and jointly run clubs, societies, workshops and programs, both within the student community and with the wider Zeeland community.

In stressing the importance of the college's international character, we are drawing on text from the "Domain Specific Reference Framework" for Liberal Arts and Sciences (LAS) programs in the Netherlands. This framework emphasizes the critical nature of the Dutch LAS programs, namely, the curriculum, the formative education and the community. Regarding this last category, the framework states *"... for each of the University Colleges the international element is essential so that students and staff can profit from the mixing of cultures and perspectives in both formal and informal settings. The generation of inter-cultural sensibilities and understanding is a key part of the LAS university college experience. The living/learning experience and the key role of international staff all result in a more profound form of 'immersive internationalization' that goes beyond simply encountering different nationalities in the classroom. This also emphasizes the importance of diversity and inclusivity, among both staff and students."*

In sum, the use of English in UCR's international learning environment, both inside and outside the classroom, goes far beyond what one might encounter these days in many institutes of higher learning across the large urban centers of the Netherlands, namely, that people of different nationalities can be observed together in lecture theatres at the same time listening to instruction. At UCR, a Liberal arts and sciences, small-scale and intensive Honors College, one can observe clear evidence of an enduring and profound "immersive internationalization", whereby the English language is employed as the most appropriate tool available in the pedagogical toolbox for students to successfully complete their degree program; to the benefit of the students themselves, and crucially, to the benefit of the Netherlands.

APPENDIX 3 – Model for determining the maximum number of students in class

Purpose

This appendix defines the class size cap as a function of the total student population. The rule starts at a cap of 35 when the student population is 350 and increases by 1 for every full additional block of 15 students.

Formula

$$c(N) = 35 + \text{floor}(\max(0, N - 350) / 15)$$

where

- N is the total student population, estimated in May of the preceding academic year
- c(N) is the resulting class size cap, and
- floor(x) means rounding x down to the nearest whole number, so only complete blocks of 15 additional students increase the cap.

The table below provided illustrative cap values. Note that the cap is always an integer number by definition.

Student population (N)	Class size cap c(N)
350	35
400	38
450	41
500	45
550	48
600	51
650	55

APPENDIX 4 - Appendix to Education and Examination Regulations 2026/2027 applicable to students who started their studies on or before February 1, 2025

Senior Project instead of two 300-level courses

A student who started their studies at UCR on or before February 1, 2025, must complete 45 credits worth of courses at 300-level by either

1. completing six 7.5-credit 300-level courses, or
2. completing four 7.5-credit 300-level courses and one 15-credit Senior Project.

The following regulations apply to the Senior Project (SEPR):

- A SEPR is included in the major, with a credit load of 15 credits, whereby the student does a concluding project as proof of competency that combines the required knowledge, skills and attitudes.
- The research for a SEPR is supervised by one UCR faculty member.
- Students complete their SEPR during the pre-final and final semester. If a student has a cumulative GPA of at least 3.00, they can choose to do the entire SEPR in one semester.
- The SEPR may only be started if the student has earned at least 112.5 credits.
- The grading of the SEPR is done by at least two examiners: the supervisor concerned and a second examiner.
- At the midway stage of the project, a midway evaluation takes place. If the student has not made enough progress, a grade X (insufficient progress) is registered. The student incurs a 7.5 credit shortage and must do courses instead. They must ensure that they include at least one 300-level research-intensive course in their program.
- Students present their SEPR on Project Day, and answer questions from examiners and the general audience.
- If the SEPR was submitted on time (Monday of week 16 of the semester) and is graded with a D-, D or D+, the student gets 2 weeks from Project Day to repair their work - following the list of points of repair drawn up by the supervisor - up to a possible maximum of a C-.
- If, after a possible repair, the grade is less than a C-, the student earns no credits and does not meet degree requirements. The student incurs a 15 credit shortage and must do 300-level courses instead.

[SEPR guidelines](#) and the procedure for how the midway and final evaluations take place are on the intranet.

Opting out of the new cluster-based curriculum

A student who started their studies at UCR on or before February 1, 2025, can officially opt out of the new curriculum and graduate based on previous degree and major requirements by submitting the UCR Major Post Transition case via OSIRIS. In that case, the main text of the EER still applies, with the exception of Articles 3.5, 3.6, 3.7, 3.8, and 6.3, which are replaced by Articles 3.5*, 3.6*, 3.7*, 3.8*, and 6.3* below.

The previous requirements are partly based on the previous academic domains and the notion of tracks. The previous academic domains are Arts & Humanities (A&H), Engineering (ENG), Science (SCI), and Social Sciences (SSC). The tracks are MUSC, PERF, PHIL, RELI, RHET (all in A&H), DATA, ELEC, ENER, MATE, PROJ (all in ENG), BIOM, CHEM, COGN, COMP, EART, ECOL, ENVI, LIFE, MATH, PHYS (all in SCI), ANTH, ECON, HUMG, LAWJ, POLI, PSYC, RMET, SOCI (all in SSC). To complete a track, a student needs to pass three courses in that track, of which one at 300-level. A

conversion list linking previous tracks and courses to current cluster, field of study, and courses, and vice versa, is available on the [intranet](#).

Art. 3.5* – Credit load

1. The program has a credit load of 180 credits.
2. Students must earn the following minimum cumulative credits:

End of semester	1	2	3	4	5	6
Minimum cumulative credits earned	30	60	90	120	142.5	180

Students earning fewer credits incur credit shortage. This shortage must be repaired during the subsequent two semesters (or sooner, if specified in the probation contract).

Note: the minimum is placed on *cumulative* credits earned, not on credits earned per semester.

Art. 3.6* – Degree and major requirements

1. To pass the degree program's examination a student must:
 - a. attain a cumulative GPA of at least 2.00.
 - b. complete at least one course in Arts & Humanities (A&H), one in Social Sciences (SSC), and one in either Science (SCI) or Engineering (ENG).
 - c. complete first-year requirements before the third semester:
 - i. ACCCOMM102/ACCPPDE101;
 - ii. ACCRMET101/BENBUSI201;
 - iii. courses in at least two of the academic domains A&H, ENG, SCI, and SSC.
 - d. complete major-specific requirements:
 - i. for an A&H Major:
 1. AH-RHET101/MCCCOMM111 before the third year;
 2. eight additional courses in A&H;
 3. two tracks in A&H.
 - ii. for an ENG Major:
 1. SCIMATH101/DISMATH101 or SCIMATH102 before the fourth semester;
 2. SCIMATH203/DISMATH211 or SCICOMP102/DISCOMP101 before the third year;
 3. nine courses in ENG;
 4. the PROJ track and one other track in ENG.
 - iii. for a SCI Major:
 1. SCIMATH101/DISMATH101 or SCIMATH102 before the fourth semester;
 2. ten additional courses in SCI;
 3. two tracks in SCI.
 - iv. for an SSC Major:
 1. SSCRMET201/HCBCOGN211 (mandatory for students completing a track in PSYC or ECON) or SSCRMET202/GOSSOCI212 before the third year;
 2. eight additional courses in SSC;
 3. two tracks in SSC.
 - v. for an Interdomain Major (IDM):
 1. nine courses across two or more academic domains;
 2. at least three courses in each academic domain included in the IDM;
 3. at least one track in each academic domain included in the IDM;
 4. courses from art. 3.6*.1.d.i.1, if one of the included domains is A&H;
 5. courses from art. 3.6*.1.d.ii.1 and 3.6*.1.d.ii.2, if the only two included domains are ENG and SCI.
 6. courses from art. 3.6*.1.d.iv.1, if one of the included domains is SSC.
 - e. complete 45 credits worth of courses at 300-level, which must include a senior project with a credit load of 15 credits.
 - f. pass the LAS Portfolio and Reflection (see guidelines on the intranet).
2. Major declaration
 - a. Before the start of the third semester, a student must declare a Major.
 - b. To change their Major, a student needs to submit a 'UCR Major Declaration post Transition' OSIRIS case.

Art. 3.7* – Minor and internship

1. Minor
 - a. A Minor represents 30 credits worth of courses with at least 7.5 credits at 300-level. The courses must belong to a well-defined field in an academic domain.
 - b. A [list of minors](#) that have been pre-approved by the Board of Studies is online.
 - c. To request a Minor, a student needs to submit a 'Minor' OSIRIS case to the Board of Examiners (BoE) no later than 10 working days before the last day of classes of their final semester.
 - d. A Minor is considered completed and will be stated on the final transcript if:
 - i. all courses in the Minor are passed with a grade of C- or higher.
 - ii. at least 15 credits worth of courses are completed at UCR
 - iii. at most 7.5 credits worth of courses are in the academic domain of the Major; these credits don't count towards the major-specific requirements as stated in art. 3.6*.1.d.
2. Academic internship
 - a. Students may request to include one academic internship in their degree program by submitting an 'Academic Internship' OSIRIS case to the BoE at least 10 working days before the last day of classes of the semester preceding the internship.
 - b. An Academic Internship requires a well-defined project plan: the student must participate in a research project, apply existing academic research results to a practical setting, or review existing literature and formulate recommendations for the host organization. The results must be described in a final report.
 - c. The student must find two supervisors committed to supervising the internship. One supervisor must be a UCR examiner. If the internship takes place at an external organization, one supervisor must be a professional from that organization.
 - d. If both supervisors are UCR examiners, they both assess the internship (see assessment forms on the intranet). Otherwise, the internship is assessed by the UCR examiner who takes the written opinion of the external supervisor into account.
 - e. Academic Internship counts as a 7.5-credit course at 200-level; it is not part of a track.

Art. 3.8* – Off-campus courses

1. Students may take up to 22.5 credits worth of off-campus courses (OCC) with the approval of the Board of Examiners (BoE). To seek approval, students submit an 'Off-Campus course' OSIRIS case at least 10 working days before the last day of classes of the semester preceding the OCC.
2. Students submitting an OCC request in order to meet a specific graduation requirement must explain which requirement they are attempting to meet and why they need to complete an OCC to do so. An OCC can count towards a graduation requirement only with the explicit approval of the BoE.
3. OCC credits may count towards the UCR program in multiples of 7.5 credits (i.e. 7.5, 15, and 22.5 credits). To count as equivalent of a 7.5-credit course, the OCC (or a set of multiple OCCs) must have study load, intensity and content comparable to a regular UCR course.
4. After completing the OCC, the student submits to the BoE an official transcript which states the grade and the number of credits. If a student does not submit a transcript for an approved OCC nor receives permission to withdraw, an F (fail) is registered.
5. Grades are transferred according to the [standard conversion list](#). If the conversion list does not apply, the BoE sets the grade.

Art. 6.3* – Degree

1. The 'Bachelor of Arts' or 'Bachelor of Science' degree will be awarded to the student who passes the examination. Specifically, students with a Major in Engineering, Science or an Interdomain Major including three tracks from Engineering and Science, will be awarded a 'Bachelor of Science'. Other students will be awarded a 'Bachelor of Arts'.
2. The degree awarded will be noted on the degree certificate.

D. Student Charter 2026-2027

Next to the Education and Examination Regulations, 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.

SECTION 1 – Financial commitments

Art 1.1 – Tuition fees & deposit student accommodation

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

Art 1.2 – Methods of Payment

The tuition fee can be paid in the following ways:

1. By transferring the total amount into the bank account of UCR before 1 September 2026 (week 34). This is mandatory for the first year tuition fee payment of students who have a non-EEA nationality to secure their residence permit.
2. As a payment in 2 installments for Spring students (in week 5 and week 9, 2027).
3. As a payment in 9 installments (at the end of each month from August 2026 until April 2027).

Art 1.3 – Financial Administration

1. Payment of the tuition fee is administrated by the financial department of UCR.
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.
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.
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.
5. If the overdue tuition fees are not paid within a week, the Dean has the mandate to block the student's access to the UCR facilities and program for a maximum of two months.
6. 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.
7. In case a student has outstanding debts after reminders have been sent by UCR, this can have consequences for their enrolment and/or graduation.
8. 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 2027. 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.

Art 1.4 – Student Organizations

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

SECTION 2 – General rules concerning campus facilities

Art 2.1 – Student Handbook

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

Art 2.2 – Living on Campus

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

Art 2.3 – Care of the surroundings

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.
2. Between 11 p.m. and 8 a.m., rest on the campus and within buildings must be respected.
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.
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.

Art 2.4 – Smoking/open fire

Smoking indoors on campus is prohibited at all times. An open fire is not allowed.

Art 2.5 – On-campus facilities

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

1. academic buildings;
2. student accommodation;

Art 2.6 – Use of the academic buildings

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.
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.
3. Food and drinks may only be consumed in the areas designated for this purpose. Limit food and drinks in classroom to water bottles.

Art 2.7 – Student Accommodation

1. Each student will be required to read and live up to the rules as outlined in the tenancy agreement with Gapph Student Housing.
2. Students are responsible for damage to the accommodation. 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.

Art 2.8 – Violations

1. If these rules are violated, the administration of UCR is authorized to impose a fine on the student and in an extreme case to deny access to UCR facilities for a maximum of two months. Furthermore, procedures can be started to remove them from the academic program.
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.

SECTION 3 – 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 student housing.

Art 3.1 – User Accounts

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.

Art 3.2 – Careless or improper use of ICT facilities

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 Helpdesk 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.

Art 3.3 – Other stipulations

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.
2. The use of the mailbox or email account is strictly personal.
3. The user is not allowed to use an email address that is not valid for that user.
4. It is forbidden to fake email messages in any way.
5. Users are not allowed to read/modify/delete email messages addressed to other users.
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.
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.
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.
9. In all debatable cases not covered by these regulations, the UCR Executive Board decides.
10. 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.

SECTION 4 – Student Life Code

Art 4.1 – Student Life Code

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.
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.
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.
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.
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.
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.
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, departmental advisor or Student Counselor for personal advice about coping with a situation.
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 in the UCR buildings, 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 www.ucr.nl/integrity.
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.
10. UCR's responsibility for compliance with the Code of Conduct only covers events in academic buildings. UCR cannot be held responsible for events that occur outside the academic buildings. Gapph Student Housing is responsible for events in student housing. The police can be contacted for events that take place in public spaces.

Art 4.2 – Warnings and sanctions in case of infraction of the Student Life Code

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.
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. A formal warning
 - b. Social probation
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.
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.
5. Social probation bars the student from participating in any exchange program. The student may be required to meet periodically with the Senior Tutor whenever this is deemed appropriate. The student may face additional measures depending on the nature of the original offence.
6. More serious and/or repeated infractions of the Student Life Code or the Code of Conduct can lead to the following sanctions:
 - a. (Financial) repair of damages a student has caused
 - b. Exclusion from campus for other than academic purposes
 - c. Expulsion from UCR
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.
8. Expulsion from UCR will take place only in extreme cases. UCR may prohibit an expelled student from entering and using UCR facilities.
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.
10. The UCR Executive Board 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.
11. The UCR Executive Board will decide on any warning or sanction. The UCR Executive Board will inform the student(s) in writing.
12. The UCR Executive Board reserves the right to take immediate action, when necessary.

Art 4.3 – Complaints

1. UCR greatly values student involvement in the academic process. It is inevitable that from time-to-time disagreements will arise. A complaint is an opportunity to review the quality of the academic process, and make improvements where possible.
2. As such, UCR welcomes constructive criticism and input from students and faculty. The general rule is that a student with a complaint contacts the person involved directly. If they cannot resolve the problem together, the student can then contact the Director of Strategic Initiatives and Innovation (DOSII). The complaint procedure for instructors and tutors works as follows:
 - a. When a student has a complaint about an instructor, this should first be discussed with the instructor. If the two cannot resolve the problem together, the student can ask the DOSII to help resolve the matter. (The student is encouraged to ask the Academic Affairs Council for advice.)
 - b. When a student has a complaint about a tutor or departmental advisor, this should first be discussed with the tutor or advisor. If the two cannot resolve the problem together, the student can ask the Senior Tutor to help resolve the matter. (The student is encouraged to ask the Academic Affairs Council for advice.)
 - c. When a student has a complaint about the DOSII or the Senior Tutor, the student can ask the Director of Education to help resolve the matter.
 - d. For all other complaints, the student should also contact the person involved directly. If students are not sure whom to approach, they can ask advice from the UCR Student Complaints Coordinator via SCC@ucr.nl.

3. If a student feels that a complaint about UCR has not been solved to the students' satisfaction, the student can also file a formal complaint. All formal complaints about the bachelor program of UCR will be handled by UCR's Student Complaints Coordinator via SCC@ucr.nl. The complaint should be put in writing and submitted within 20 working days after the problem first occurred. (If the student can show there are extenuating circumstances, a complaint will be considered within 60 working days.) It is the student's responsibility that all relevant information is included in the complaint. The student will be informed in writing regarding the outcome of the complaint within 20 working days after the complaint has been submitted. If – following the decision – a student remains of the opinion that UCR has not resolved the complaint adequately, the student has the option of submitting a complaint to the National Ombudsman (www.nationaleombudsman.nl).
4. If the complaint concerns inappropriate behavior, then other terms apply. See the code of conduct and the relevant procedures on: www.ucr.nl/integrity.
5. If a student feels that a complaint about Utrecht University has not been solved to the students' satisfaction, the student can also file a formal complaint. The Utrecht University Complaints Coordinator handles complaints about university services. Procedures for filing such a complaint can be found in the Utrecht University Student Charter. If – following the decision – a student remains of the opinion that Utrecht University has not resolved the complaint adequately, the student has the option of submitting a complaint to the National Ombudsman. (www.nationaleombudsman.nl).
6. UCR can only handle complaints about UCR's Bachelor's program and events in the academic buildings.
7. Complaints regarding events within student housing fall under the complaints procedures of Gapph Student Housing.

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. Save course outlines and relevant coursework
11. Checklist, if you are leaving the Netherlands

Art. 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).

Art. 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 'Terminate enrolment'. Fill out the requested date (February 1) 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 March 1. 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 (February 1).

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

Art. 3 – Leave of Absence/Quit/Expulsion

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'. Your UCR account remains active for one month after your deregistration date.

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

Art. 4 – Finances

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).

Art. 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>

Art. 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.

1. 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.
2. 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:

3. 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 a 'Search year' residence permit. For more info check the [UU page on residence permits](#).

Art. 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.

1. Students who move to a new address in Middelburg, have to inform the municipality of their new address as well: www.middelburg.nl/verhuizen
2. 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.
3. 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.

Art. 8 – Notify others

Inform family and friends of your new address, as well as organizations and 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.

Art. 9 – Contact Gapph Student Housing

Contact Gapph Student Housing 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.

Art. 10 – Save course outlines and relevant coursework

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 coursework on a separate disk in case you need it in the future.

Art. 11 – Checklist, if you are leaving the Netherlands:

1. Close your Dutch bank account
2. Cancel your (health) insurance if you have it in the Netherlands
3. Cancel any subscriptions (cell phone, magazines, clubs, etc.)
4. If you have one, return your residence permit card. More information on the [IND website](#).

F. Campus Matters

SECTION 1 – Campus guidelines

At UCR we speak English!

Art. 1.1 – Language on campus

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.

Art. 1.2 – Campus housing

UCR students currently live in four main locations throughout the city of Middelburg. 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.

Art. 1.3 – Gapph

Visiting address: Lange Noordstraat 34

Phone number: +31 (0) 88 – 532 0000

Email: studenthousing@gapph.nl

Website: www.gapphmiddelburg.nl

Art. 1.4 – Personal possessions

1. Liability
 - a. 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.
2. Bicycles
 - a. 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.
 - b. 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 sidewalks, 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.
 - c. 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.

Art. 1.5 – Campus access

1. Electronic door tag
 - a. 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.

2. Academic Buildings
 - a. The academic buildings can be accessed by means of the electronic door key, which is meant for personal use only.
 - b. There are four academic buildings:
 - i. Theodore houses classrooms 1 and 2 (T-1, T-2)
 - ii. Eleanor houses classrooms 9 through 11 (E-9, E-10, E-11)
 - iii. 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.
 - iv. Anne houses classrooms 21, 24 and 26 (A-21, A-24, A-26) and labs (A-28, A-30).
 - v. Access to UCR academic buildings is restricted to UCR students and employees only. Students who wish to bring a guest must first register their guest at the Reception desk. Guests will be issued a visitor pass, which must be carried at all times while in the building. Access to the buildings will only be granted upon presentation of this visitor pass
3. Study Areas
 - a. Students can use the seating areas in the Eleanor and Anne building to study. Students are required to work in silence so they do not disturb others, unless in areas designated for group work. 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.

Art. 1.6 – 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.

Art. 1.7 – Phones

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

Art. 1.8 – Helpdesk

The helpdesk provides support and service regarding facilities and ICT.

1. Find more information about [ICT](#) and [Facilities](#) on the intranet.
2. 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 people in distress or other unsafe situations.

Art. 1.9 – 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 or calling 0118-655 500. Opening hours are posted near the reception.

All visitors to UCR academic buildings must register at the Reception desk upon arrival. A visitor pass will be issued after registration. Visitors are required to carry this pass at all times while on campus premises.

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

Art. 1.10 – Software and hardware

One of the advantages of being a student at UCR is the opportunity to use software and buy hardware at reduced prices. Have a look at [Software on the intranet](#).

Art. 1.11 – Roosevelt's All Student Association

The Roosevelt's 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 with RASA.

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. You can always drop by during office hours, or email them at rasa@ucr.nl.

Art. 1.12 – 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. Two AAC members are present at Board of Studies meetings.

Any questions or suggestions? Please contact the AAC at aac@ucr.nl.

Art. 1.13 – 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 and tries to make your living in Middelburg pleasant and affordable. Any questions or suggestions? Please contact the HAC at hac@ucr.nl.

Art. 1.14 – Important telephone numbers

1. In case of emergency: 112; specify whether you need police, fire department or ambulance
2. Police (non-urgent): 0900-8844
3. Reception: 0118-655500
4. Helpdesk: 0118-655545
5. Housemasters: 0118-655511
6. DUO (studiefinanciering): 050-5997755

Art. 1.15 – Health

1. General Practitioners
 - a. Middelburg has several General Practitioners, and students are advised to find one on arrival. More information can be found on the [intranet](#).
 - b. 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.
 - c. For urgent cases during weekends and outside office hours:
huisartsenspoedpostzeeland.nl/en/ check the website first!
Huisartsenpost Walcheren
Krooneveldweg 6, 4332 VL Middelburg
088-0228135 (for emergencies, call 112)
2. Dentists. There are several dentists in Middelburg and students are advised to find one on arrival.
3. Hospital
 - a. The nearest hospital is 'Admiraal de Ruyter Ziekenhuis' in Goes:
Admiraal de Ruyter Ziekenhuis
's-Gravenpolderseweg 114
4462 RA Goes
tel. +31 (0) 88 125 00 00
Website: www.adrz.nl
4. Pharmacy
 - a. There are several pharmacies in Middelburg, below are some examples:
 - i. Apotheek Middelburg, Kalverstraat 1, Middelburg (0118) 820 399
 - ii. Apotheek Veersche Poort, Krooneveldweg 2, Middelburg, (0118) 612 538

SECTION 2 – UCR Alcohol and Drug 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 counselor](#) 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 well-being 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:

1. <https://www.1nui1.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.
2. <http://www.jellinek.nl> Dutch site on drugs and alcohol (also contains information in English)
3. <http://www.vad.be> Belgian site on drugs and alcohol (also contains information in English)
4. The drugs Infolijn: 0900-1995 or chat on www.drugsinfo.nl.
5. The alcohol Infolijn: 0900-1995 or chat on <http://www.alcoholinfo.nl>.