Student Handbook 2020-2021

Contents

Introduction

Dear student,

At the start of the new academic year, I present you with the University College Roosevelt 2020-2021 student handbook. This handbook contains important information for you as it describes:

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

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

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

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

Throughout the academic year, updated and new information will be published on the intranet. For example, in the academic year 2020-21, we will regularly update the information about new course offerings in our curriculum. Thus, make sure you check the intranet regularly.

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

Dr. Anya Luscombe
Director of Education
University College Roosevelt

A. Teaching Matters

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I. UCR's Teaching and learning philosophy

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

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

II. Course outline

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

III. Classroom atmosphere

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

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

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

IV. Official matters

The Academic Rules and Procedures

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

The Board of Examiners

The Board of Examiners is an independent body that monitors the study programs of individual students to check whether graduation requirements have been met. It is also mandated to award degrees: the signature of the chair of the Board of Examiners can be found on your diploma when you graduate. If you want to file a request for an off-campus course, an exchange program or Transfer of Credit, or otherwise address the Board of Examiners, please fill out the request via OSIRIS as described in the Academic Rules and Procedures.

Other sources of information on official matters:

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

There are guides available on the intranet to help you complete official requests.

Contact details:

Director of Education (chair Board of Studies):
Anya Luscombe   directorofeducation@ucr.nl   office 1.10 Eleanor

Board of Examiners (BoE):
Richard van den Doel (Chair), Jason Dinse, Sarah Carter, Obe de Vries (external member); Board Secretary: Jeanette Gels
boardofexaminers@ucr.nl   office 2.12 Franklin
Office hours for matters concerning the BoE: see the times listed on the door of 1.12 Franklin.

Education and Student Office (ESO)
Jeanette Gels, Karlijn Hoorens, Susan Groenleer, Lucy Buck
registrar@ucr.nl   office 1.07 Franklin
Office hours: see the times listed on the door of 1.07 Franklin.

Academic Affairs Council (AAC):
aac@ucr.nl

B. Tutoring Matters and Support

1. Your Tutor

UCR offers a highly individualized program of studies which means that no two student careers are ever exactly the same. To get the most out of the program, and realize your capabilities to the fullest, UCR provides you with a personal coach to guide you through the maze.

A smooth ride

Every semester you should meet your tutor to discuss your options and choices for the following semester. Together with your tutor you work out a personal study plan, to ensure that you meet all your requirements in time and build a meaningful academic profile. You cannot always make an entirely free choice. It's important to remember that factors such as graduation requirements (you need breadth, depth and academic skills), the availability of instructors, classrooms and other facilities, and small course group size can affect your choices. Your tutor will help you to look for appropriate alternatives that fit your program. Always remember that the knowledge and experience of courses that your fellow students have is historical, whereas your tutor is also aware of changes and improvements already planned. At UCR, tutors are also instructors; they will be aware of the academic interests and teaching focus of their colleagues.

Formalities

Your tutor will formally register you in courses for the next semester. You also involve your tutor when things are not going so well, for instance when you need an extension because of illness. When your results are below expectation, you will be put on probation. This means that you speak to your tutor on a regular basis, planning your work and reporting on your progress.

Help

Your tutor also knows where you can go if you need more help and support. Living on your own, far away from home, challenged by a highly demanding academic program, can sometimes lead to distress. Your tutor is the first person to make aware of any trouble, and you will be referred to people who can help you.

Tutors cannot be expected to know all things, and they are not therapists. This means that your tutor will give you a sympathetic hearing, but you may well be referred to more expert sources of knowledge or more professional helpers. Please be aware that you are entitled to discretion with regard to personal information, but that full confidentiality is neither useful nor desirable. It is worthwhile investing in mutual trust and a good relationship with your tutor.

Tutors can only act in students' best interest on the basis of what they know about you, and they will be a source of knowledge and support to you, if you invest in the relationship and make sure you communicate regularly. Be polite in your emails, answer any requests promptly and do not miss appointments. And if the question concerns formalities, check out the relevant paragraph in the Student Handbook, section C, in preparation for a meeting with your tutor. Regular meetings, certainly in your early days at UCR, are a good way of developing relationships.

II. Available Support On-Campus

Your tutor: you will be assigned a tutor at the start of your studies at UCR.

For special needs, probation and tutor issues:
Senior Tutor   Karolien Walravens   k.walravens@ucr.nl

For financial issues:
Education and Student Office registrar@ucr.nl

For help with study skills:
Study Skills   Christine Crommelin   c.crommelin@ucr.nl
                                    Christine Leedy   c.leedy@ucr.nl
                                    Website and Intranet

For personal trouble, not directly related to academics:
Student Counselor and Confidential Advisor for students
                                    Karen van den Berg   k.vandenberg@ucr.nl
                                    Website and Intranet

For issues relating to collective **student life (RASA)**, **housing (HAC)** and issues to do with **teaching and learning (AAC)** or **Elliott (Elliott)**:
RASA: rasa@ucr.nl
HAC: housingaffairscouncil@ucr.nl
AAC: academicaffairscouncil@ucr.nl
Elliott: commonhouseelliott@ucr.nl

III. Off-Campus Support
For all **health** issues contact a General Practitioner – GP (Medical Doctor).
The general practitioner may refer patients to specialists if necessary, for physical, psychological or other issues. There are several GP's practices located in Middelburg, close to campus. For a list of GP's practices, emergency services and a variety of community resources, check Health Information on the Intranet.

C. Academic Rules and Procedures 2020 – 2021

Table of Content

I. UCR Academic Rules and Procedures 2020-2021

Preamble

This document constitutes the University College Roosevelt 2020-2021 Education and Examination Regulation and as such embodies the requirements of the Dutch law on higher education as stipulated in WHW 7.13, sections 1, 2, 3 and 4. This regulation has been approved by the Dean on June 22, 2020.

It is the responsibility of every individual student to be aware of the academic rules and procedures applicable to his/her enrollment. Equally, all UCR faculty and staff have to abide by these rules and procedures.

§ 1   University College Roosevelt

1.1   University College Roosevelt – a Liberal Arts and Sciences College – is one of the two international honors colleges of Utrecht University and is located in Middelburg. University College Roosevelt offers a full time study program to qualified students. University College Roosevelt is a residential College, and all students live on campus for the duration of their studies (except in case of 4.8.13).

1.2   Final responsibility for all academic matters lies with the Dean of University College Roosevelt. Final responsibility for organizational and financial matters lies with the UCR Executive Board, consisting of the Dean and Managing Director of University College Roosevelt, and chaired by the Dean. Specific responsibilities are delegated as described below and in the "Reglement University College Roosevelt".

1.3   University College Roosevelt has four Major departments: 1) Arts & Humanities, 2) Engineering, 3) Science and 4) Social Science. Heads of Department are responsible for the preparation and execution of the academic program within the department.

1.4   The Director of Education is responsible for all academic matters transcending individual departments and responsible for guarding the quality of individual courses as well as the program as a whole.

1.5   The Board of Studies is responsible for the quality of the academic program, as well as the rules and regulations governing the program. The members of the Board of Studies are the Heads of Department, the Head Tutor, the Director of Education (chair), and one student representative.

1.6   The Board of Examiners (called 'examencommissie' in Dutch law) is responsible for the quality of examinations and diplomas. The Board of Examiners consists of three senior faculty members appointed by the Dean.

1.7   The Head Tutor and Senior Tutor are responsible for the tutoring system.

1.8   The Registrar is responsible for keeping records of final grades and diplomas.

1.9   The Program Committee (called 'opleidingscommissie' in Dutch law) guards the quality of education, provides advice on the development and implementation of educational policies, and has the right of approval for parts of the Academic Rules and Procedures as described in the WHW art. 9.18. The committee consists of three students and three faculty members, who are elected by students and faculty respectively.

1.10   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".

§ 2   UCR Program Definitions

2.1   UCR offers only the full-time mode of study. (There is no 'part-time' or 'dual-nature' program.)

2.2   UCR is an English medium institution and all teaching and learning is done in English (except in language courses).

2.3   UCR offers a bachelor program, awarding BA and BSc degrees. UCR's mother university, the University of Utrecht, offers master programs which provide appropriate continuation studies for the UCR Bachelors of Arts and Bachelors of Science.

2.4   The study load of a regular UCR course is 7.5 ECTS credits (European Credits). As one ECTS credits is equivalent to a workload of 28 hours, each course requires 210 hours of study.

2.5   The program consists of six semesters in which students complete (at least) four courses per semester. The full UCR program consists of 180 ECTS credits.

2.6   The six semesters are divided into three years.

2.7   At the end of the first year of study, the student must choose a Major.

2.8   The Major is a cluster of courses within one of the following Major departments: Arts & Humanities, Engineering, Science or Social Science, and consists of two or more tracks taken within the department. An Interdepartmental Major is also possible.

2.9   Students graduating with a Major in Science or in Engineering are awarded a Bachelor of Science (BSc) degree. Students graduating with a Major in Arts & Humanities or Social Science are awarded a Bachelor of Arts (BA) degree. Students with an Interdepartmental Major will be awarded a Bachelor of Arts (BA) or Bachelor of Science (BSc), depending on the departments included in their Major (see section 4.7).

2.10   At the end of each semester, the Board of Examiners determines the 'academic standing' of all UCR students (see section 8.1).

2.11   Courses are offered at three levels as indicated by the first digit of the course code: 100-level (introductory) courses, 200-level (intermediate) courses, and 300-level (advanced) courses.

2.12   A track is defined as a 300-level course and at least two other courses in the same field of study, as determined by the Board of Studies.

2.13   Minors are not graduation requirements. A minor is determined by the Board of Studies.

2.14   The definition of all tracks and names/codes of courses offered are listed on the intranet.

2.15   In this handbook various kinds of Grade Point Averages (GPA) are used. A 'semester GPA' refers to the grade point average for a specific semester. A 'cumulative GPA' is calculated over all semesters.

§ 3   Program Outcomes

University College Roosevelt offers its students a broad Liberal Arts and Sciences academic education. Our corresponding Liberal Arts and Sciences objectives are that a UCR graduating/graduated student

1. is broadly educated

2. has acquired a thorough and systematic understanding (at honors bachelor level) in his/her area of specialization

3. has strong academic skills

4. is able to reflect on her/himself and her/his role in work and in life

5. is an active and responsible member of society, both locally and globally

6. has experience in dealing with complex multifaceted problems, dilemmas and ethical issues

Because of the wide range of disciplines and courses, the context in which UCR students acquire knowledge, skills and attitudes is different for virtually every student. To accommodate these differences and translate the general Liberal Arts & Sciences objectives in more specific outcomes for each track, UCR has defined 'program outcomes'. These program outcomes specify what a graduate of UCR must be able to <u>do</u> at an appropriate academic level. All course outlines define specific student learning outcomes per course. For every track there is a track outline that describes how every program outcome is covered for all courses in that track. This way a student who fulfills all UCR requirements for graduation, is guaranteed to have covered all program outcomes. UCR identifies the following program outcomes.

UCR graduates demonstrate that they master the following:	
Demonstrate mastery of disciplinary knowledge	
Definition of the discipline	Distinguish what phenomena are studied and what types of questions scholars hope to answer via what methods. (This includes an awareness of assumptions and limitations, and the understanding that multiple paradigms exist in a single discipline.)
Theories	Demonstrate understanding of the most prominent theories of the discipline.
Methodologies	Apply common analytical methods and tools of the discipline and assess work of others
Demonstrate mastery of disciplinary skills	
Critical Thinking	Independently formulate and critically review problem formulations, arguments and results (critical thinking, problem solving)
Research	Apply aspects of the main research methodologies of the discipline
Communication	Communicate effectively (orally and in writing) with both scholarly- and lay- audiences
Learning	Independently acquire and evaluate relevant academic information, reflect on one's own progress and identify one's knowledge gaps, and master new topics in discipline
Understand and exercise academic attitudes and values	
Academic and Professional standards	Understand and adopt standards for academic integrity and relevant professional standards
Discipline's role in the world	Reflect in logical, social and/or ethical terms on interaction between discipline and the natural world, society and/or self.
Understand connections with other disciplines	
Related fields	Transfer knowledge and/or skills from other related disciplines
Complex problems	Present analysis of (and possibly first steps towards) the solution of complex multifaceted problems requiring knowledge and/or skills from different disciplines

§ 4   Requirements of the Academic Program

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

4.1.   First year requirements

4.1.1   In the first year each student takes 8 courses, subject to the following requirements:
- Academic Writing and Presenting (ACCCOMM102)
- Methods & Statistics I (ACCRMET101)
- courses in at least 2 of the following Major departments: Arts & Humanities, Engineering, Science, Social Science.

4.2.   Degree requirements

4.2.1.   Complete first year requirements as specified in 4.1.

4.2.2.   In the second year each student takes 8 courses, subject to the following requirements:
- Not-yet completed courses mandatory for the Major as described in either section 4.3, 4.4, 4.5, 4.7 or 4.7.

4.2.3.   The following requirements must be met for the degree:
    a) complete in six semesters (at least) 22 courses and a senior project of 15EC
    b) complete at least 4 courses at 300-level[1]
    c) attain a cumulative GPA of 2.0 (C) or higher
    d) complete requirements for a Major in a Major department or combination of Major departments
    e) complete at least one course in Arts and Humanities, one in Social Science, and one in either Science or Engineering.
    f) off-campus courses and courses completed during an exchange do not count as requirements for Major or Minor, unless specific approval has been obtained (see section 5.4.9, 5.5.7, 5.7)
    g) An LAS Portfolio and Reflection must be completed (see section 4.9).

4.3.   Specific requirements for a Bachelor of Arts degree with a Major in Arts & Humanities

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

4.3.2.   At least two tracks must be completed within the Arts & Humanities department.

4.3.3.   The course Introduction to Rhetoric & Argumentation (AH-RHET101) – must be completed in the first or second year.

4.4.   Specific requirements for a Bachelor of Arts degree with a Major in Social Science

4.4.1.   At least nine courses plus a Senior Project must be completed in the Social Science department.

4.4.2.   At least two tracks must be completed within the Social Science department.

4.4.3.   In their first or second year the student must complete Research Methods & Statistics II (SSCRMET201) or Qualitative Methods (SSCRMET202). In case one of these tracks is in psychology or in economics, the student must complete Methods & Statistics II (SSCRMET201).

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[1] Applies to all students starting their academic studies at UCR in the academic year 2020-21 or later.

4.5.   Specific requirements for a Bachelor of Science degree with a Major in Science

4.5.1.   At least eleven courses plus a Senior Project must be completed in the Science department.

4.5.2.   At least two tracks must be completed within the Science department.

4.5.3.   SCIMATH101 is a required course, and must be taken before the fourth semester.

4.5.4.   In the first year students must take at least one course in A&H and/or SSC.

4.6.   Specific requirements for a Bachelor of Science degree with a Major in Engineering

4.6.1.   At least nine courses plus a Senior project must be completed in the Engineering department.

4.6.2.   At least two tracks must completed within the Engineering department, one of these tracks must be the project track.

4.6.3.   SCIMATH101 is a required course, and must be taken before the fourth semester.

4.6.4.   Either SCIMATH203 or SCICOMP102 must be completed in the first or second year.

4.6.5.   In the first year students must take at least one course in A&H and/or SSC.

4.7.   Specific requirements for a Bachelor degree with an Interdepartmental Major (IDM)

4.7.1.   An Interdepartmental Major is a combination of at least 9 related courses in two or three Major departments (A&H, Engineering SCI and/or SSC) within a program consisting of 180 ECTS credits. At least 3 courses must be completed in each department included in the Major.

4.7.2.   At least 3 tracks must be completed, of which at least one track in each Major department included in the Interdepartmental Major. The Senior Project must be in one or more of the departments included in the IDM.

4.7.3.   Requirements as listed in 4.3.3 and 4.4.3 must be completed as indicated if these departments are included in the Major. Students completing an IDM are awarded a Bachelor of Arts (BA) degree.   In case all three tracks listed as part of the IDM are in the Science and Engineering departments and all the requirements as listed in both 4.5.3 and 4.6.4 have been successfully completed a Bachelor of Science (BSc) will be awarded.

4.7.4.   An Interdepartmental Major must be approved by the Board of Examiners. Students must submit a course program before the beginning of the second year via OSIRIS.

4.7.5.   A Senior Project must be completed in one of the Major departments of the Interdepartmental Major.

4.8. Senior Project

4.8.1.   All students are required to complete a Senior Project (SEPR) of 15 ECTS credits in the department of their Major or IDM (see 4.3, 4.4, 4.5, 4.6 or 4.7).

4.8.2.   The SEPR involves producing a major piece of individual work – comparable to a Bachelor Thesis. The final product can take many forms, as specified by departments and may include research outside of University College Roosevelt.

4.8.3.   The SEPR is at the 300-level and involves 420 hours of work by the student.

4.8.4.   The research for an SEPR takes place under the supervision of a UCR faculty member.

4.8.5.   A Senior Project must be completed in the student's final year and can only be started if the student has completed at least 112.5 ECTS and has a cumulative GPA of at least 2.0.

4.8.6.   Students need to have a GPA of at least 3.0 in order to be eligible to do the full 15 EC project in just one semester, known as a 'double' (with the exception in case 4.8.12 and 4.8.13).

4.8.7.   Students can only complete one Senior Project during their studies at UCR.

4.8.8.   Departments specify which Senior Projects they offer, including prerequisites, format and structure. Further guidelines are available on intranet.

4.8.9. An examination committee, consisting of at least two examiners evaluates and grades the Senior Project. At the mid-way stage of the project, there will be a mid-way board to determine to what extent the student is on track. If the student has not made enough progress by this stage, they must stop the project and start a new one. They will have a 7.5 EC credit shortage. The procedure for how the assessment takes place can be found on intranet.

4.8.10. All students must present their Senior Project for a general audience on Project Day, and answer questions from the examiners and other audience members.

4.8.11. If the final grade for the Senior Project is less than a C- (C-minus), no credit will be awarded, the student will have a credit shortage of 15 ECTS credits and does not meet graduation requirements.

4.8.12. If the grade for the Senior Project is a D-, D or D+, then on condition that the final work was submitted on time, i.e. on the Monday of week 15 of the semester, the student will have two weeks from Project Day to try to repair the work - following the list of points of repair drawn up by the supervisor - up to a possible maximum of a C- (C-minus). If the grade is less than a D-, the student does not qualify for the repair option.

4.8.13. If the final grade is less than a D-, or after repair is less than a C- (C-minus), no credit will be awarded, the student will have a credit shortage of 15 ECTS credits and does not meet graduation requirements. In case the 15 EC for the Senior Project is the only outstanding credit shortage preventing graduation, then a student who wants to meet graduation requirements will be given one chance to do a completely new Senior Project for which they must be registered as a UCR student in an additional academic semester. They are not eligible to enroll in other UCR courses for credit during this time. They may not live on campus and they cannot obtain an Academic Distinction (Honors or above).

4.9. LAS Portfolio and Reflection

4.9.1. All students need to complete a Liberal Arts and Sciences Portfolio and Reflection.

4.9.2. Completion of the Portfolio and Reflection is done in several stages during their studies:
a. in the third semester – in preparation for Moderation;
b. in the pre-final semester;
c. by the end of the final semester: All students need to add their Senior Project to their LAS Portfolio and Reflection

4.9.3. The LAS Portfolio and Reflection will be assessed as pass/fail. Students can only graduate if the LAS Portfolio and Reflection has been assessed as pass.

4.9.4. Full guidelines on completing the portfolio and the procedure for assessment can be found on intranet.

§ 5 Academic Program – Further stipulations

5.1 Transfer of credit

5.1.1 Students who have earned credits at a university prior to enrollment at UCR can under certain circumstances transfer up to one year of credits. The particular university program must be recognized as (or be equivalent to) an accredited study at a Dutch university. The first year must comprise a program of courses equivalent to at least 60 ECTS credits.

5.1.2 Students must request a transfer of credit prior to enrollment. Credit transfer information is available on the UCR website.

5.1.3 If the conditions under 5.1.1 are met, either 30 or 60 ECTS credits can be transferred. In formulating its decision, the Board of Examiners will seek advice from the Head of

Department(s) or Director of Education in order to specify what UCR courses can and cannot be skipped for the student to meet UCR graduation requirements.

5.1.4   Requirements are the same as for a 6 semester program. At the very least, the student must complete five UCR courses (including four 300-levels) and a Senior Project in the department of the chosen Major for a Bachelor of Arts, and at least seven UCR courses (including four 300-levels) and a Senior Project for a Bachelor of Science.[2]

5.2 Major declaration

5.2.1   Before the beginning of their second year, each student declares a Major in Arts & Humanities, Science, Social Science or Engineering.

5.2.2   An Interdepartmental Major must be approved by the Board of Examiners (see section 4.7).

5.2.3   Any changes in Majors have to take place in the second year of study and must be approved by the Board of Examiners. Such a 'General Request to the Board of Examiners' can be made via OSIRIS. After the second year, no changes in Major are allowed.

5.3 Minor declaration

5.3.1   Students may choose to complete a Minor in a well-defined field in Arts & Humanities, Engineering, Science or Social Science, as long as it is in a department other than ones included in the Major.

5.3.2   A Minor consists of 4 related courses in one or more department(s). At most one course may be in the department of the Major, but it does not count towards the number of required Major-courses (as prescribed in sections 4.3.1, 4.4.1, 4.5.1 or 4.5.1).

5.3.3   A list of Minors as specified by the Board of Studies for any given year is available on the intranet. The Director of Education may in exceptional circumstances approve a request for minors others than those specified by the Board of Studies. Students must submit a Minor request via OSIRIS. Minor requests must be submitted no later than 10 working days before the last day of the end of classes of the student's pre-final semester. Minor requests submitted beyond this deadline cannot be approved.

5.3.4   At least two of the four courses must be completed at University College Roosevelt.

5.3.5   At least one of the courses included in the Minor must be at 300-level.

5.3.6   All courses in the Minor must be passed with a grade of C- or higher.

5.3.7   A successfully completed and approved Minor will be stated on the final transcript of the student. When a Minor request is completed after the deadline stated in section 5.3.3, the Minor will not be stated on the final transcript.

5.4 Off-campus courses

Students are free, indeed encouraged if they wish, to pursue additional academic activities and courses outside of University College Roosevelt, but these will not count towards a student's UCR program.

5.4.1   An off-campus course is a course at an accredited academic institution of higher education other than University College Roosevelt.

5.4.2   An off-campus course can only count towards a student's program in the following situations,: a) a student needs additional credits to compensate for credit shortage, or
b) due to extenuating circumstances a student is unable to meet a graduation requirement at UCR without requiring an additional semester, or

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[2] Students with a Transfer of Credit who started before academic year 2020-2021, must meet graduation requirements as set by the Board of Examiners in their ToC Certificate.

c) courses taken during exchange (see 5.5), or

d) for courses/programs specified by the Board of Studies.

5.4.3 The content of off-campus courses taken for credit cannot overlap with the content of UCR courses taken for credit by the student.

5.4.4 The off-campus course must be indicated by the host university as worth 7.5 ECTS credits or more.

5.4.5 An off-campus course request must be submitted at least 10 working days before the last day of classes of the semester preceding the course.

5.4.6 The request must be submitted to the Board of Examiners by submitting the 'Off-campus course' request via OSIRIS.

5.4.7 Students submitting the request must include the name of a UCR instructor with expertise in the field of the course. The instructor needs to confirm that the course has appropriate content, intensity and level for a 7.5 ECTS credits course at university. When approved and completed, the off-campus course will appear on the student's UCR transcript.

5.4.8 Students submitting the request because they need to meet a specific graduation requirement must explain which requirement they are attempting to meet and due to what extenuating circumstance they need to complete an off-campus course to do so. Students also need to obtain the approval of an expert UCR instructor (or if not available at UCR, then the approval of the Head of Department) who can confirm that the off-campus course has the appropriate content and level to count as the graduation requirement. When approved and completed, the off-campus course will count towards a graduation requirement, but it will NOT appear on the student's UCR transcript.

5.4.9 After completing the off-campus course, an official transcript – indicating the grade and the number of credits of the off-campus course – must be submitted by the student to the Board of Examiners before the start of the subsequent semester. Without an official transcript, an F will automatically be registered. The official transcript issued by the host institution will be attached to the student's UCR diploma upon graduation.

5.4.10 If the course is indicated by the host institution as being less than 7.5 ECTS credits, there are two options:
- The student can complete additional course(s) in a related field, and have those courses count as one University College Roosevelt course. All courses must be completed in the same semester and must together add up to at least 7.5 ECTS credits.
- The student can ask the Board of Examiners to approve the completion of individual extra work to make up for the missing credits. In such a case a description of the proposed assignment and a signature of the external university course instructor or UCR instructor must accompany the request to the Board of Examiners.

5.4.11 Grades are transferred according to the Board of Examiners standard conversion list. Grades are rounded to one of the letter grades as described in section 6.3.1. In cases where the conversion list does not apply, the Board of Examiners sets the grade. Pass/no pass grades are not allowed. In case a student does not complete an approved off-campus course, and does not receive permission for a withdrawal, the grade will be F.

5.4.12 Normal procedures apply with respect to withdrawal (section 6.6) and extension (section 6.5).

5.5 Exchange semester

5.5.1 Students may apply to spend one semester on exchange away from University College Roosevelt during their fourth or fifth semester.

5.5.2   a) Students who wish to go on exchange in their <u>fourth</u> semester need to meet the following criteria:

        i) have a 3.0 cumulative GPA at the time of application and at the end of the third semester. If the GPA is lower at the end of the third semester, the Board of Examiners and/or Exchange Partner have the authority to cancel the semester abroad.

        ii) have completed in the first three semesters the compulsory first year requirements, the mandatory courses for the Major and at least five courses in the department of the Major.

    b) Students who wish to go on exchange in their <u>fifth</u> semester need to meet the following criteria:

        i) have a 3.0 cumulative GPA at the time of application and at the end of the fourth semester. If the GPA is lower at the end of the fourth semester, the Board of Examiners and/or Exchange Partner have the authority to cancel the semester abroad.

        ii) have completed in the first four semesters the compulsory first year requirements, the mandatory courses for the Major and at least eight courses in the department of the Major.

    c) The following criteria apply to <u>all</u> students who wish to go on exchange

        i) no shortage of credit.

        ii) no social or academic probation (see section 8.2).

        iii) no more than 30 transfer credits (i.e. students who are completing their degree in 4 semesters at University College Roosevelt cannot go on exchange).

5.5.3   If students meet these criteria, they may file a request by submitting the 'Exchange' request in OSIRIS. The request includes a short motivation and a course proposal signed by the student's tutor. If a student chooses not to participate in the UCR exchange program, the responsibility for organizing such a semester and obtaining permission from the host university lies with the student only. In such a case, the student needs to submit an official letter from the host university inviting the student to enroll for 30 ECTS credits. Any financial compensation that the host university requests is also the responsibility of the student.

5.5.4   The Board of Examiners reviews the application, and decides whether or not the student is allowed to do the exchange with the proposed course program. In case the student does not receive permission, the reasons for this decision will be communicated in writing. On receipt of permission, the student can apply to the exchange program of interest, usually via Utrecht University, or in some cases via the Board of Examiners.

5.5.5   The student is responsible for completing an exchange course program that meets the University College Roosevelt study load of at least 30 ECTS credits. Credits will appear on the transcript as 'Exchange 30 EC'. (Note that additional credits will not be transferred.) The content of courses taken for credit on exchange cannot overlap with the content of UCR courses taken for credit.

5.5.6   In case a student learns by the start of the exchange semester that it is possible to do only some course(s) of the pre-approved course program, the student needs to find alternative course(s) and obtain permission from the UCR Board of Examiners for the new course program. For this the student can use the 'Learning Agreement' form available on the intranet.

5.5.7   Students wanting to complete courses during their exchange in order to meet Minor requirements need specific permission from the Board of Studies prior to departure. Students must obtain recommendations from appropriate expert UCR instructors supporting their plans. The request to meet such requirements on exchange must be included in the Learning

Agreement, and the digital signatures of the expert UCR instructor(s) must be included before the Learning Agreement is sent to the tutor.

5.5.8   The Board of Examiners will decide whether a proposed exchange program is equivalent to 30 ECTS credits. When appropriate, the Board of Examiners may propose extra student work and/or an extra course at the host university. If it is not possible to complete the equivalent of 30 ECTS credits during the semester abroad, the student must complete an extra course at University College Roosevelt prior to departure. Only the Board of Examiners can approve such a program. A minimum of 22.5 ECTS credits must be completed on exchange.

5.5.9   At the end of the exchange period, the student must submit to the Registrar an official grade list issued by the host institution clearly stating the number of credits for each course and the grades obtained. Courses graded on a pass/no-pass basis do not count for credit.

5.5.10   Grades are transferred according to a standard conversion list available in the Registrar's Office. Grades are rounded to one of the letter grades as described in section 6.3.1. In cases where the conversion list doesn't apply, the Board of Examiners sets the grade.

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

5.5.12   During an exchange, the offering of an academic program, the awarding of credits, and the making of decisions on any particular student request are the responsibility of the host university. UCR will abide with these decisions.

5.5.13   The way in which the student's Senior Project will be completed must be approved in writing by the Head of Department in the student's Major department before the student goes on exchange.

5.6 Academic Internship

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

5.6.1   The Academic Internship takes place in a professional setting. An Academic Internship is the equivalent of a UCR course and carries 7.5 ECTS credits.

5.6.2   An Academic Internship requires a well-defined project plan. Student work should include one or more of the following: participating in a research project, applying existing academic research results to a practical setting, reviewing existing literature and formulating recommendations for the organization in which the work is done. The results of the project are described in a final report.

5.6.3   An Academic Internship is valued at 200-level. An Academic Internship cannot be used as part of a track in the Major, unless the Director of Education grants an exception.

5.6.4   The student must find two supervisors committed to supervising the work. At least one of the supervisors must be a UCR examiner. If the student does work in an external organization, one of the supervisors must be a professional within that organization. It is the responsibility of students to find internships, but UCR faculty will do their best to give suggestions and advice.

5.6.5   The student should obtain permission to do an Academic Internship by completing the 'Academic Internship' request obtaining approval from the UCR examiner and the relevant Head of Department and submitting the final request at least 10 working days before the last day of classes of the semester preceding the Academic Internship.

5.6.6   To assess the Academic Internship, the UCR examiner will take the written opinion of the external supervisor into account. The procedure for how the assessment takes place can be found on intranet.

5.6.7   An Academic Internship appears on the transcript, and not completing the internship by the planned deadline will result in an F (fail) grade. Normal procedures apply with respect to withdrawal (6.6) and extension (6.5).

5.7 Course exemptions

5.7.1   Students can receive exemptions from doing specific courses at UCR if they can prove that they have done the course equivalent at another accredited academic university. The exemption can count towards a graduation requirement. Exemptions can only be granted by the UCR Board of Examiners which will take its decision after consulting with the relevant Head of Department or Director of Education.

5.7.2   If the course equivalent was completed before the start of the UCR program, the exemption needs to be requested before the end of the student's first semester. If a student requests transfer of credit (see section 5.1), the exemption(s) will be noted on the transfer-of-credit certificate. Students who do not qualify for transfer of credit should submit the 'Off-campus course' case in OSIRIS. The request must always be accompanied by an official university transcript indicating the grade and number of credits of the equivalent course.

5.7.3   If the course equivalent is completed during a student's time at UCR, the exemption needs to be requested by submitting the 'Off-campus course' case in OSIRIS at least 10 working days before the last day of classes of the semester preceding the start of the equivalent course. Preliminary approval, which can only be given if the request is submitted on time, is a necessary prerequisite to obtaining final approval. Final approval can only be given after the student submits the official university transcript indicating the grade and number of credits of the equivalent course.

5.7.4   The number of ECTS credits awarded by the previous university must be at least 7.5 ECTS credits.

5.7.5   Students who have received a course exemption for a specific course are not allowed to take this course at UCR.

5.7.6   A student does not earn credits for the course exemption. The course exemption will not be recorded on the UCR transcript, and is not included in any GPA calculation.

§ 6   Course Enrollment and Assessment / Examination

6.1 Course admission and registration

6.1.1   Unless specified otherwise in the course outline, 100-level courses are open to all students, 200-level courses have 100-level prerequisites and 300-level courses have prerequisites at 200 level.

6.1.2   Prerequisites are published in each course outline.

6.1.3   Each course is limited to 25 students. For specific semesters or courses, the Director of Education may set a lower limit.

6.1.4   More advanced students register with priority in courses for their Major. Students in their final year do not have priority in 100-level courses, unless that particular course is needed as a graduation requirement.

6.1.5   Each student decides on a course schedule with their tutor before the beginning of each semester. In their third semester students are expected to meet with their tutor during Moderation to agree on courses. Failure to complete the reflection for Moderation and/or to attend Moderation may mean that students lose any priority they might have had otherwise

according to 6.1.4. It is the student's own responsibility to fulfill all requirements for the degree (see also section 4.9.2).

6.1.6 A course change is only allowed in the first week of each semester. Students changing a course should be aware that it is their responsibility to immediately catch up with the work already covered.

6.1.7 Students need permission from the Director of Education to change course. Grades received for a course for which the student was not formally registered will not be recorded on the student's transcript.

6.1.8 The student's schedule will depend on the courses available in any given semester and the availability of places in each course. In case of oversubscriptions, the priority rules of section 6.1.4 apply. Final decisions are made by the Director of Education, after consultation with tutors.

6.1.9 Students who do not meet the prerequisites for a course may not take the course unless they have obtained prior permission in writing from the instructor to enroll. This also includes students who received a conditional pass (D, D- or D+) for a course in the same track.

6.1.10 Special prerequisites exist for students wanting to register in A&H performing arts courses. Not only do students need to have passed the previous Performing Arts course, they also must have passed (with a grade of C- or higher) all previous courses offered in the Musicology track. In case a student has not passed a course, 6.1.9 applies.

6.1.11 The majority of UCR courses are assigned to departments and tracks, as indicated in the list on intranet. Some courses are not part of a track and some courses are cross-departmental.

6.1.12 In exceptional cases, students may request a fifth course by completing the 'Fifth course' request via OSIRIS.
- Students must have a cumulative GPA of 3.70 or higher (in case a request is approved but the student's GPA is less than 3.70 at the start of the semester in which the fifth course would be taken, the student may no longer take this course unless the Director of Education grants an exception in writing).
- Students do not have priority for enrollment in their fifth course
- Normal procedures apply with respect to withdrawal (section 6.6) and extension (section 6.5).

6.1.13 It is not possible to repeat a course for credit, unless
- a student has withdrawn from the course with permission from the Senior Tutor;
- a student has failed the course earlier. The first grade will also remain on record.

6.1.14 Students will receive a grade for all courses they are registered for. In case a student does not complete a course, and does not receive permission for a withdrawal, the grade will be F.

6.2 Attendance

6.2.1 Students are required to attend all classes, including any academic activities outside of class hours as indicated in the course outline.

6.2.2 If a student is unable to attend class, the student must in advance inform both the course instructor and the tutor of the reason for the absence. It is the student's responsibility to ensure they keep track of their absences.

6.2.3 Course-instructors record attendance and inform a student's tutor of repeated absences.

6.2.4 In case of repeated absence from class, a course instructor may deduct grades for a particular assessment, provided this deduction is indicated in the course outline.

6.2.5 If there is a valid reason for the absence, such as illness, the student is urged to contact their tutor as early as possible. If the student is forced to miss too many classes, application should be made to the Senior Tutor for a withdrawal from the course (see section 6.6).

6.2.6 A student who is absent from a course for more than 6 class sessions of that course will receive an F (fail) grade. (Note that for some courses – often on Wednesdays – two class sessions are scheduled on one day.) If so described in the course outline, class sessions may be replaced by excursions and/or individual consultations.

6.3 Grading and credits

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

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

If the final letter grade for a course is D– or higher, a student earns 7.5 ECTS credits for that course.

6.3.2 A grade point average is computed by adding up the grade points for each course and dividing them by the number of courses. A grade point average is computed to two decimal places. Final grades of F (fail) are included in the calculation, final grades of W (withdrawal) are excluded.

6.4 Assessment in courses

6.4.1 The student's performance in courses is evaluated continuously, based on a variety of assessment forms e.g. exams, (group) assignments, presentations, oral examinations, portfolios, class participation, and/or research projects.

6.4.2 The methods of assessment, the contribution per assessment to the final grade, as well as their timing in the semester are described by the course instructor in the course outline. The course outline is approved by the Board of Studies prior to the relevant semester and available to students on the electronic learning environment of the course.

6.4.3 No single assessment can count for more than 40% of the final grade.

6.4.4 Students' paper assignments must be checked by Urkund (as one of the tools to allow the instructor to check for academic dishonesty such as plagiarism) before they can be graded. The course outline will explain how students should submit documents so that Urkund will check them.

6.4.5 There is no provision for repeat assessment events for the same student.

6.4.6 Assessment takes place during the semester in which the course is given, and only for the students who are registered to take that course.

6.4.7 The only assessment which has formal significance is the final grade for the course. The final grade is awarded by the course examiner and will be confirmed by the Board of Examiners. No limit is placed on the length of time for which the results of final grades remain valid.

6.4.8 The instructor has the right to make argued deviations from the calculated average grade in the final grade for the entire course.

6.4.9 Subject to prior medical or other official certification, students with a learning disability (like dyslexia etc.) are allowed extra time to complete formal examinations.

6.4.10 The Board of Examiners has the authority to define additional guidelines on how assessment in courses is organized. Please see the 'Rules for Examinations and Other Assessments' as well as 'UCR Board of Examiners Regulations' available on intranet.

6.5 Deadlines and extensions

6.5.1 During the semester, the course instructor is responsible for the setting and maintaining of deadlines for assignments that must be handed in. There are no opportunities for resits at UCR. If extenuating circumstances force a student to miss a deadline or an exam, the student must in advance inform the course instructor and the tutor of the reason. In case individual students ask for a later deadline or different moment to take an exam, the instructor will ask the student to explain the extenuating circumstances in writing, and/or ask confirmation of the tutor. The final decision on whether to grant an extension or allow a different exam date is up to the course instructor.

6.5.2 The course instructor will deduct grades for assignments that are handed in late.

6.5.3 The due date for final papers, exams or assignments in each semester can be no later than the last day of classes of the semester. Instructors must specify the exact deadline and place of delivery for final papers. It is the student's responsibility to make sure the instructor receives the paper on time. Late submissions will not be accepted, unless notified and formally agreed under 6.5.4 or 6.5.5.

6.5.4 If a student needs an extension for less than a week beyond the last day of classes of the semester for a valid reason, such as illness, a request for an extension of a maximum of one week can be made. Both the tutor and the instructor need to approve of the request. The extension has to be requested _before_ the last day of classes of the semester. Students in their final semester need permission from both the instructor and the Senior Tutor. The student needs to complete the extension request via OSIRIS.

6.5.5 Extensions for one week or more beyond the last day of classes will only be granted in cases of serious illness, emergency or extenuating personal circumstances. A student must submit evidence of these circumstances. The extension has to be requested _before_ the last day of classes of the semester. Both the instructor and senior tutor need to approve of the request. The student needs to complete the extension request via OSIRIS.

6.5.6 The Board of Examiners, following the advice by the Senior Tutor, will decide whether to approve the extension mentioned in 6.5.5.

6.5.7 All extensions beyond the last day of classes of the semester are granted to a specific deadline which is no later than the start of the subsequent semester. When no grade is available after the deadline has passed, an F will be automatically registered.

6.6 Withdrawal / Leave of Absence

6.6.1 In case of serious illness or extenuating personal circumstances, a student who is unable to complete a course may apply to the Senior Tutor to withdraw from the course without penalty. Together with his/her tutor, the student proposes a solution for the shortage of credit incurred.

6.6.2 A Withdrawal can be requested by emailing the 'Withdrawal form' (available on intranet) to the Senior Tutor. The request must be supported by the tutor.

6.6.3 In case of medical or other serious personal circumstances, a student may request a leave of absence for an entire semester. In this case students should contact the Education & Student Office to ask for advice on how to best handle this request. Students must officially submit the request to the Senior Tutor by emailing the 'Leave of Absence' form (available on intranet). Students who are granted a leave of absence may need to reapply to University College Roosevelt before they can continue their studies. Students who wish to continue must in all cases contact the Education & Student Office at least a month before the start of a new semester and must meet with the Director of Education and Senior Tutor to discuss whether they can continue.

6.6.4 The Board of Examiners, following the advice by the Senior Tutor, will decide whether to approve the request for a Withdrawal / Leave of Absence.

6.6.5 When a withdrawal is approved, a 'W' will be entered on the transcript. The 'W' does not count towards the grade point average and does not carry any credits.

6.7 Shortage of credits

6.7.1 If a student fails a course (grade F), the student has a shortage of 7.5 ECTS credits.

6.7.2 Failing a course means the student is automatically placed on academic probation in the subsequent semester (see section 8.2).

6.7.3 If a student has withdrawn from a course by official permission (see section 6.6), the student has a shortage of 7.5 ECTS credits, but will not be placed on academic probation.

6.7.4 A credit shortage must be made up within two semesters following the semester in which the credit shortage incurred or earlier if specified in the probation contract.

6.7.5 Students entering their final semester may have no credit shortage (section 9.1).

6.8 Final Grades

6.8.1 For each student registered in the course, the instructor must send the final grade to the Registrar before the deadline set by the Director of Education.

6.8.2 Student can log onto OSIRIS to see their own results. All grades are published on that site as soon as they have been confirmed by the UCR Board of Examiners (see the academic calendar for specific dates).

6.8.3 The Board of Examiners meets to review all course grades within 15 working days following the last day of classes of the semester. Final grades are only definitive after they have been confirmed by the Board of Examiners.

6.8.4 Assignments and other elements of continuous written assessment are returned with appropriate written formative feedback. Inspection of the student's graded work from the end of the semester may be arranged by appointment with the instructor. The period available for inspection is the first 10 working days after the last day of classes of the semester in which the course takes place.

6.8.5 A student can protest a grade. The procedure for this is described in section 10.2.2.

6.8.6 Official copies of a grade list can be obtained from the Education and Student Office.

6.8.7   The student's tutor is kept informed of the formal record of student progress.

§ 7   Codes of Conduct

7.1 General Principles
7.1.1   Each member of University College Roosevelt has the obligation to uphold the academic standards of University College Roosevelt. The basic premise on which this code is based is that the learning process is a product of individual effort and commitment accompanied by moral and intellectual integrity. Students are encouraged to ask faculty and staff for guidance, and advice should be given freely.

7.1.2   When differences of opinion or misunderstanding about fairness in procedures lead to a conflict, these differences should be resolved by the individuals involved. When the persons involved cannot reach an agreement by themselves, a formal procedure is described in section 10.2.

7.1.3   In the context of classroom communication, students must realize that the following issues substantially contribute to a respectful working atmosphere:
- demonstrate due respect and apply appropriate levels of formality in all communication with faculty staff and students;
- apologize for, explain, and work to remedy lateness: punctuality is a matter of courtesy;
- speaking in turn and limit discussions to matters in hand;
- abstain from using laptops, smartphones or other communication devices, except with the explicit permission from the instructor;
- using no language other than English on campus (except in language courses);
- take the initiative in catching up work missed due to absences, no matter the reason for those absences.

7.1.4   In some UCR courses, thesis work, projects, off-campus internships or other work, students can be asked to work with confidential information. Whether or not students sign a specific protocol on confidentiality, students are always required to respect the confidentiality of information that is requested by an instructor or supervisor.

7.2 Academic Honor Code
University College Roosevelt holds its students to high ethical standards. As such, academic dishonesty cannot be tolerated. UCR's Academic Honor Code defines what constitutes dishonorable behavior.

7.2.1   Academic dishonesty
Violations of the Academic Honor Code include, but are not limited to, the following forms of Academic Dishonesty:
a) any attempt to give or receive assistance during an examination;
b) obtaining or attempting to obtain copies of examination papers or questions prior to an exam;
c) any other attempt to gain an unfair advantage during an examination or in relation to a graded assignment;
d) tampering with a graded exam or assignment;
e) plagiarism and/or the submission of another's work as one's own (see 7.2.1.1 below);
f) unauthorized use of the internet, a computer file, program, user name or password; or
g) any other action in violation of academic policies set forth by an instructor, the Board of Studies and/or the Board of Examiners.

Those who are in violation of the Academic Honor Code can be subject to various sanctions, including expulsion from UCR (see below). Instructors are obliged to inform the Board of Examiners of all infractions of the Honor Code. The Board of Examiners reviews all sanctions imposed by instructors and may impose additional sanctions where appropriate.

7.2.1.1 **Plagiarism**

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

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

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

Plagiarism most typically involves one of the following:
  a. direct (word-for-word) copying from sources (online or print, both published and unpublished), without properly acknowledging those sources and/or without quotation marks to identify the text as a direct quote;
  b. paraphrasing the ideas of another without properly acknowledging the source (e.g. source is not cited at all, or source is cited in the bibliography but it is not clear where the work is paraphrased in the text itself);
  c. Closely following the structure of another's paper or argument, including copying the sources that are referred to in that source.

Other forms of academic dishonesty include the following:
  d. students may not submit for credit a piece of work for which they have already received credit at a different point in their academic career;
  e. using another student's work and presenting it as one's own; where this occurs with the permission of the other student, s/he will be considered an accomplice to the offence;
  f. collusion: unless explicitly permitted by the instructor (in the case of group projects for instance), students may not submit as their own work that is actually the result of collaboration with peers.

As a support in signaling instances of plagiarizing from other students, self, or other electronic or written sources, UCR participates in an electronic detection service, Urkund.

7.2.1.2 **Sanctions and Procedures**

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

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

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

Following the hearing, the Board of Examiners will confer and come to a determination regarding whether an academic violation has occurred and, if so, what sanction(s) will be applied. The formal decision of the Board of Examiners will be communicated to the student(s) and instructor in writing.

Where a student fails to attend a hearing without good cause this will be considered an acknowledgement of the offense by the student, and the Board of Examiners will automatically register an academic dishonesty finding and apply sanctions.

Sanctions include but are not limited to:

a. requiring the student to the re-write the assignment, and, if the instructor or Board of Examiners deems fit, imposing a cap on the grade which can be achieved for the revised assignment;

b. a fail grade (0 points) for the assignment or examination;

c. a fail grade for the entire course (with full consequences regarding academic standing);

d. a recommendation of expulsion.

Where suspected academic dishonesty occurs at the end of the semester, instructors are obliged to wait for the Board of Examiner's finding before recording a final grade for the student(s) concerned. In such cases, instructors should mark an X in the grade space on the form and add a comment.

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

A student who has been found guilty of academic dishonesty may appeal the decision of the Board of Examiners by following the procedures indicated in Section 10.2

§ 8 Academic Standing

To remain in good standing overall, students must fulfill the requirements of good academic standing and good social standing (see Student Handbook, Campus Life Rules and Regulations).

8.1 Requirements for good academic standing

8.1.1 At the end of every semester, the Board of Examiners reviews the final course grades for all students. For individual students, the Board of Examiners may ask the tutor and/or Senior Tutor for additional background information on the student's performance. Based on all available information, the Board of Examiners decides on the academic standing of all students.

8.1.2 A student is in good academic standing if the student
- maintains a 2.0 GPA in any given semester and a 2.0 cumulative GPA
- earns 30 ECTS credits per semester,
- does not fail any course,
- does not earn more than one D, D+ or D– in any semester.

8.2 Academic probation

8.2.1 If a student does one or more of the following:
- does not maintain a semester GPA of 2.0,
- fails a course,
- earns two D, D+ or D– grades in any semester,
- violates the honor code in any way,

the student is placed on academic probation during the following semester. The student will be informed of the probationary status in writing.

8.2.2 Students who are placed on probation will have a meeting with their tutor or the Board of Examiners to discuss academic progress and possibilities for improvement. A 'Probation Contract' is agreed upon via OSIRIS, and signed before the start of the probation semester.

8.2.3 The Probation Contract contains specific conditions and aims the student has to meet, e.g. a specific grade point average and the number of times the student meets with the tutor. .

8.2.4 A student placed on probation is not allowed to go on exchange, may not work for University College Roosevelt and will always prioritize academic work over extra-curricular activities. Any credit shortage incurred in a semester must be made up within two semesters following the semester in which the credit shortage incurred, or earlier if specified in the probation contract.

8.2.5 The Board of Examiners may require a student placed on probation to change Major or Minor.

8.3 Expulsion

8.3.1 If a student does one or more of the following in one semester:
- failing two courses
- earning more than two D, D+ or D- grades
- incurs more than one violation of the honor code

the student may be expelled immediately, unless the Dean decides otherwise.

8.3.2　When the Board of Examiners makes an expulsion advice following 8.3.1, UCR will schedule a mandatory meeting for the student with the Dean to discuss the expulsion. The student's tutor and the Senior Tutor will also be invited to this meeting. This meeting will take place within two weeks after the Board of Examiners has confirmed and published the semester grades. The student may be required to change course program, to complete additional work, or to withdraw from the college. The Dean will inform the student in writing about the final decision, after consultation with the Expulsion Committee which consists of the Dean, Senior Tutor and Board of Examiners. Students are responsible for checking their email and communicating with the Dean. Failure to attend the scheduled meeting will result in immediate expulsion.

8.3.3　If a student does one of the following while studying at UCR:
- failing three or more courses in total either during one semester or in different semesters
- fails to meet the specific conditions of the Probation Contract (section 8.2)
- does not maintain a semester or cumulative GPA of at least 2.0 in three consecutive semesters
- has further violations of the honor code

the student will be expelled immediately. The Expulsion Committee may in these cases decide that a different course of action is appropriate.

8.3.4　In case a student who received an expulsion advice is not expelled, then the student will be placed on severe academic probation and conditions for continuing studies at UCR will be formulated in a binding Academic Agreement. Failure to meet the conditions set in this binding Academic Agreement by the date specified will lead to automatic immediate expulsion.

8.3.5　Course instructors of a student on probation may be asked to make academic reports to the Board of Examiners during the period of probation.

§ 9　Graduation/Academic Awards

9.1 Graduation

9.1.1　At the start of their final semester, students must:
- have a cumulative GPA of 2.0 or higher
- have no credit shortage
- be in residence (i.e. no study abroad)

9.1.2　If these requirements are not satisfied, the student can only continue if the Director of Education, taking advice from the Senior Tutor and Board of Examiners, approves a specific course program. To obtain permission, students can use the 'General Request to the Board of Studies' form in OSIRIS.

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

9.1.4　The official transcript is only issued once, but students can have official copies made by the University College Roosevelt Registrar's Office.

9.2 Academic Distinctions

9.2.1　The Academic Distinction is based on the student's cumulative GPA over all semesters.

9.2.2　In case a sanction has been issued for plagiarism or other forms of academic dishonesty, the student cannot obtain an Academic Distinction.

9.2.3 An Academic Distinction can only be awarded if the student has successfully met all graduation requirements within three years[3] (exceptions may apply for students who have several withdrawals (section 6.6.) and for those who have fulfilled certain student board positions if the Director of Education has approved an additional semester via a General Request to BoS).

9.2.4 The following degree will be awarded:
- Bachelor degree: 2.00 to 2.99 GPA
- Honors degree: 3.00 to 3.49 GPA
- Cum laude: 3.50 to 3.79 GPA
- Magna cum laude   3.80 to 3.89 GPA
- Summa cum laude: 3.90 to 4.00 GPA

§ 10   Exemptions, Appeals and Complaints

10.1 Requests for exemptions

10.1.1 Requests by individual students for exemptions to these rules can be made in writing to the Board of Examiners. Students need to fully document their request and include all relevant information supporting their claim (use 'Request to the Board of Examiners' form via OSIRIS). The Board of Examiners will consider the circumstances, may consult the student's tutor and instructor(s) and/or obtain extra information if necessary, and decide whether an exemption can be made. Exemptions are not applicable in the case of 11.2.

10.1.2 In those cases not provided for by these academic rules and procedures, or not provided for sufficiently clearly, or when application of the academic rules and procedures clearly leads to an unreasonable outcome, a decision will be taken by the Director of Education, after the Board of Examiners has expressed its view. Students need to fully document their request and include all relevant information supporting their claim (use 'Request to the Board of Studies' via OSIRIS).

10.2 Appeals

Students have the right to appeal decisions as described below. Both students and faculty members are encouraged to regard appeals not as signs of non-confidence, but rather as opportunities to get second opinions on academic decisions. An appeal can make a positive contribution to the maintenance and consistency in marking and other decisions within University College Roosevelt.

10.2.1 Students may appeal a decision from the Board of Examiners about their individual course program to the Examination Appeals Board of Utrecht University. Information about how the Board of Appeals operates, which cases can be put before them, the requirements an appeal has to meet, the procedures and deadlines that must be followed etcetera can be found here.

10.2.2 A student may appeal a final grade received for a course also to the Examination Appeals Board of Utrecht University. Students must provide grounds and evidence for their grade appeal. Note that the time period in which a grade can be appealed starts on the day the course grade was confirmed by the Board of Examiners. When uncertain what the exact 'confirmation' date for a particular grade, a student may always check with the UCR Board of Examiners. More information about the Board of Appeals here.

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[3] Students with a Transfer of Credit must complete their program as specified in the TOC certificate

10.3 Complaints

10.3.1 University College Roosevelt 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. (Note that a complaint about a course grade constitutes an appeal – see section 10.2.1) As such, University College Roosevelt 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 head of the department/office involved. The complaint procedure for instructors and tutors works as follows:

10.3.1.1 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 Head of Department to help resolve the matter. (The student is encouraged to ask the Academic Affairs Council for advice.)

10.3.1.2 When a student has a complaint about a tutor, this should first be discussed with the tutor. 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.)

10.3.1.3 When a student has a complaint about a Head of Department or the Senior Tutor, the student can ask the Director of Education to help resolve the matter.

10.3.2 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.

10.3.3 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). If the complaint concerns inappropriate behavior, then other terms apply. See the code of conduct and the relevant procedures here.

10.3.4 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).

§ 11   Final Provisions

11.1   Changes in academic rules take effect at the beginning of each academic year.

11.2   All changes apply to all students. In exceptional circumstances, a student may present evidence to the Board of Studies that this has substantive and unfair disadvantages to the student as specified in 10.1.2 above.

11.3   The academic rules are published each year and handed out to all new University College Roosevelt students. The text is also available on Intranet.

11.4   Each member of the University College Roosevelt community is responsible for knowing all academic rules and procedures. Each student is responsible for planning a course of study in accordance with these regulations and the requirements for the degree, within the possibilities of the course schedule.

11.5   Students will be informed of updates of specific procedures via the UCR newsletter and the UCR intranet.

II. Appendices to Academic Rules and Procedures 2020-2021

Appendix A – Academic Calendar 2020-2021

Academic Calendar 2020 – 2021

August 21, 2020	Beginning of term, Orientation starts
August 31	Classes of Fall 2020 semester begin
September 2 (Wed)	Convocation Day (Opening Academic year)
September 4	Last day to request course changes
October 19 – 23	Mid-term break
November 6 (Fri)	Advising & Moderation Days
November 9 (Mon)	Advising & Moderation Days
December 18	Last day of class of Fall 2020 semester*
December 21 (Mon)	Project Day: student presentations of final work
January 13, 2021	Board of Examiners has reviewed student Fall results; final grades are consolidated, except for Engineering Project courses
January 24	* Last day of *Engineering Project* course
January 29 (Fri)	Graduation ceremony
January 25	Beginning of term, Orientation starts
February 1	Classes of Spring 2021 semester begin
February 5	Last day to request course changes
March 29 – April 5	Mid-term break
April 2 (Fri)	No classes – Good Friday
April 4 (Sun)	Easter Sunday
April 5 (Mon)	No classes – Easter Monday
April 14 (Wed)	Advising & Moderation Day
April 27 (Tue)	No classes – King's Day
May 5 (Wed)	No classes – Liberation Day
May 13 (Thu)	No classes – Ascension Day
May 21	Last day of class of Spring 2021 semester**
May 23 (Sun)	Whit Sunday
May 24 (Mon)	Whit Monday
May 25 (Tue)	Project Day: student presentations of final work
May 26 (Wed)	Project Day: student presentations of final work
June 6	** Last day of *Engineering Project* course
June 9	Board of Examiners has reviewed student Spring results; final grades are consolidated, except for Engineering Project courses
June 18 (Fri)	Graduation ceremony

Appendix B – Requests

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

All information pertaining to requests is available on the UCR intranet at
https://intranet.ucr.nl/intranet/students/forms/Pages/default.aspx. All decisions regarding students' ability to graduate will be made by the Board of Examiners.

Appendix C – Course planning

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

The provisional table is available on the UCR intranet at https://intranet.ucr.nl/intranet/students/courseplanning/Pages/Provisional-Long-Term-Course-Offerings.aspx

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

UCR also publishes a 'Tutoring Gazette' around the time of course registration. This is on the intranet at https://intranet.ucr.nl/intranet/students/courseplanning/Pages/Tutoring-Gazette.aspx. Be sure to check this out for all kinds of useful information, including news about new courses.

Appendix D – Pilot program
Pilot Program: Double Degree in Law and Liberal Arts & Sciences (DDLL) for students who start(ed) in 2018-19, 2019-20 and 2020-21.

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

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

D. Student Charter 2020-2021

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

I. Financial commitments

1   Tuition fees & deposit student accommodation
1.1   The tuition fee for the academic year is specified in the yearly invoice. The tuition fee is announced on the UCR website.

2   Methods of Payment
        Payment of the tuition fee can be effected in the following ways:
        a)   By remitting the total amount into the bank account of UCR before 1 September 2020 (week 35).
        b)   As a payment in 2 installments for Spring students (in week 5 and week 9, 2021).
        c)   As a payment in 5 installments (in week 35, week 40 and week 44, 2020 & week 5 and week 9, 2021).

3   Financial Administration
3.1   Payment of the tuition fee is administrated by the financial department of UCR.
3.2   In case of exceeding a term of payment (with payment in 1, 2 or 5 installments) one reminder will be sent with the request to pay within 1 week after posting date.
        Remarks:
        - *in case the reminder is based on a mistake the student involved must contact the financial department within one week;*
        - *if a student expects not to be able to meet a term of payment, the student has to inform the Head of the Financial Department in writing at once. Furthermore, the student has to submit a written and signed payment plan (stating dates of payment) on how to cover any back payment. This should be no more than 5 installments and the latest payment must be transferred to UCR's bank account in May 2021. This payment plan has to be handed in to the financial department and must be approved by the Head of the Financial Department one week before payment due at the latest.*
3.3   In case a student does not respond to the reminder, a final reminder will be sent and € 25 will be added to the fee after the posting date of the final reminder.
3.4   As a last resort, UCR is authorized to block a student's electronic door key to the academic buildings; and to block the use of all campus facilities. Access to the lectures is only given if the overdue tuition fees (and any penalties) have been paid.
3.5   In case a student leaves UCR with outstanding debts and without an approved payment plan a collecting agency can be called in. All additional costs involved will be fully charged to the student.
3.6   In case a student has outstanding debts after reminders have been sent by UCR, this can have consequences for their enrolment and/or graduation.

4 Student Organizations

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

II. General rules concerning campus facilities

5 Student Handbook

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

6 Living on Campus

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

7 Care of the surroundings

7.1 Each individual student is (jointly) responsible for keeping the campus and its available facilities in good condition. Each individual student must refrain from all behavior that may contribute to the degeneration and deterioration of the surroundings.

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

7.3 The students must not cause any inconvenience in any form whatsoever to the neighborhood of the campus area or to the traffic in this area.

7.4 UCR is part of the inner city of Middelburg and as such it aims to behave properly and with respect to both citizens and the environment. UCR strongly urges students to do the same.

8 Smoking/open fire

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

9 On-campus facilities

The following on-campus facilities are available to students of UCR:
   a) academic buildings;
   b) student accommodation;
   c) common house Elliott

10 Use of the academic buildings

10.1 Each individual student is (jointly) responsible for keeping the academic buildings in good condition. They must report damage or irregularities to the Helpdesk immediately.

10.2 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.

10.3 Food and drinks may only be consumed in the break area designated for this purpose.

11 Student Accommodation

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

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

12 Use of the Common House Elliott

12.1 Each individual student is (jointly) responsible for keeping the buildings in good condition. They must report damage or irregularities to the Common House Elliott Board immediately.

12.2 If a student notices the presence of an obviously unauthorized or undesired guest, the student must report this to the Common House Elliott Board or security personnel as quickly as possible.

13 Violations

13.1 If these rules are violated, the administration of UCR is authorized to impose a fine on the student and in an extreme case to remove him/her from the academic program.

13.2 If a student has caused damage to (the property of) third parties in violating these rules, the student is required to compensate the whole of this damage at the first request of the injured party.

III. ICT Code

During registration with UCR all users are required to agree with the "ICT Facilities Code" as detailed below. This code applies as well to the ICT facilities at the UCR main buildings as to the use of CampusNet at the UCR dormitories.

14 The Code of Social Conduct

14.1 The Code of Social Conduct holds also for all computer areas in the UCR main buildings. Furthermore:
   a) The computer facilities must be used in silence; other users are not to be disturbed.
   b) Users must exercise care in the treatment of the ICT infrastructure. It is strictly forbidden to take any kind of food or drink into the computer areas.
   c) Computer access may be denied to users violating this regulation.

15 User Accounts

15.1 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.

16 Careless or improper use of ICT facilities

16.1 Users should refrain from careless or improper use of ICT facilities. Any suspicion of abuse of the user account by third parties must be reported to the head of ICT immediately. By careless use is understood:

a) Acts that may disrupt the normal functioning of the workstations, 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 computer 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.

17   Other stipulations

17.1   When utilizing a workstation for any purpose other than educational, the UCR personnel may request the user to vacate the study seat for other users.

17.2   Users are responsible for saving their own data files. Upon logging off, data files on the local hard disk and on the desktop get removed automatically. Therefore, the user is advised to save the data files in the user's home directory, where personal storage space is available. The user must take care not to exceed the allotted disk quota.

17.3   When leaving a study seat, the user must log off.

17.4   When a study seat has not been used for more than 30 minutes, UCR personnel is authorized to log the user off and make the study seat available to other users.

17.5   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 holds also when a user forgets the password.

17.6   The use of the mailbox or email account is strictly personal.

17.7   The user is not allowed to use an email address that is not valid for that user.

17.8   It is forbidden to fake email messages in any way.

17.9   Users are not allowed to read/modify/delete email messages addressed to other users.

17.10 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 send by that user unless they resolve the situation.

17.11 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.

17.12 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 outmost care.

17.13 In all debatable cases not covered by these regulations, the Daily Board of University College Roosevelt decides.

In case of infringement of the rules and provisions given in or by virtue of these regulations, access to the computer facilities may be denied. Denial of access to the study seats will be communicated in writing to the user involved.

IV. Student Life Code

18   Student Life Code

18.1   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.) 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. Constructive cooperation between students is expected both inside the academic and residential buildings as well as outside.

18.2   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.

18.3   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 others' possessions. Students should be aware that they may cause real hindrance to others without intending to do so. Students are obviously expected to follow regulations in their Villex lease and in general adhere to Dutch law.

18.4   UCR has a drug (substance abuse) policy, published in the student handbook. Students are expected to be familiar with this policy and abide by its regulations.

18.5   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.

18.6   It is expected that each resident will assume the initial 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.

18.7   If a student's attempts to resolve a housing-related 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 Housing Affairs Council / Villex. Students may also approach their tutor for personal advice about coping with a situation.

18.8   University College Roosevelt should be a safe environment for all its students, and employees. We do not tolerate any type of undesirable conduct, including sexual and general harassment, aggression, bullying, or discrimination. If you suspect a form of misconduct/inappropriate behavior by a student or employee of UCR, there are several ways to respond. The first way is to discuss it with the person it concerns. 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 he/she 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 [here](#).

18.9   When UCR management believes that specific inappropriate behavior by a student threatens the health and/or safety of others, it will inform Villex and/or the police. If a student acts unlawfully towards UCR personnel or property, UCR will report this to the police. Daily Board of UCR will inform the student of this.

19 Warnings and sanctions in case of infraction of the Student Life Code

19.1 Warnings and sanctions serve the purpose of improving student behavior; they will not be noted on a student's official file, transcript or diploma.

19.2 Infractions of the Student Life Code can lead to the following warnings, depending on the gravity of the infraction:
- A formal warning
- Social probation

19.3 A first offence that is not serious enough for outright social probation will lead to a formal warning; two infractions in the same semester automatically lead to social probation for the semester or year, depending on the severity of the infraction.

19.4 More serious offences such as violation of the law abuse of/endangering the safety of others, gross negligence or destruction of UCR or UCR-related property, will directly lead to social probation.

19.5 Social probation entails that the student may not participate in any exchange program. The student may be required to meet periodically with the Senior Tutor or his/her tutor whenever this is deemed appropriate. The student may face additional measures depending on the nature of the original infraction.

19.6 More serious and/or repeated infractions of the Student Life Code can lead to the following sanctions:
- (Financial) repair of damages a student has caused
- Exclusion from campus for other than academic purposes
- Expulsion from UCR

19.7 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 his/her studies should remain possible.

19.8 Expulsion from UCR will take place only in extreme cases. UCR may prohibit an expelled student from entering and using UCR facilities.

19.9 A student who is removed from campus will not be refunded any additional costs besides the tuition fees and will have to repay any scholarships in full that student may have received.

19.10 The Managing Director will hear student(s) in case of a reported infraction; in urgent cases students who are not available within 24 hours lose their right to be heard before a warning or sanction is decided upon.

19.11 The Daily Board will decide on any warning or sanction. The Daily Board will inform the student(s) in writing.

19.12 In case urgent action is advised, the Daily Board reserves the right to take immediate measures.

E. Leaving University College Roosevelt

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 Villex
10. Checklist, if you are leaving the Netherlands

1. Graduating in June (before August 31)

An 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. For UCR's internal process, please complete the termination of enrolment form; available on intranet.

2. Graduating in January

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

For UCR's internal process, please complete the termination of enrolment form for January graduates; available on intranet.

Please note! If you are a non-EU/EEA student and you terminate your enrolment while your residence permit is valid, it becomes void and you will be required to leave the country within 28 days (see point 6).

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

If you leave UCR for any other reason than graduation you have to contact your tutor. 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! For UCR's internal process, please complete the termination of enrolment form; available on intranet.

4. Finances

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

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

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

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

6. The validity of your residence permit

A) If you are a non-EU/ EEA student and you terminate your enrolment while your residence permit is valid, it becomes void and you will be required to leave the country within 28 days.

B) If you want to pursue a career in the Netherlands after graduation you can apply for a residence permit for a stay as a 'highly skilled migrant'. For more info check Utrecht University web site: https://students.uu.nl/en/practical-information/enrolment/termination-of-enrolment

7. Address change

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

Students who move to a new address in Middelburg, have to inform the municipality of their new address as well:

http://www.middelburg.nl/Inwoners/Wonen_en_verbouwen/Verhuizen

Students who will reside elsewhere in the Netherlands after graduation will have to register (online, in writing or in person) in the new municipality they plan to take residence in after leaving UCR. By doing so, they will automatically be de-registered in Middelburg. Please check the website of the new municipality for their details.

Change your address in Studielink as well if you are still following a study program that requires enrolment via Studielink. UCR and UU send (electronic) mail to the address that you have entered in Studielink.

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

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

8. Notify others

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

9. Contact Student Housing Villex

Contact Student Housing Villex https://www.woonuniversiteit.eu/en/middelburg for the check-out procedure if you are leaving campus. Please note that it may have financial consequences to end your tenancy with Villex before the end of semester.

10. Checklist, if you are leaving the Netherlands:

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

F. Campus Matters

Contents
1. Campus guidelines
2. Alcohol and Drug policy

1. Campus guidelines

At University College Roosevelt we speak English!

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

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

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

Campus Housing

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

Villex
Visiting address: Lange Noordstraat 34
Phone number: +31 (0) 118 567057
Email: studenthousing@villex.nl
Internet: https://www.woonuniversiteit.eu/en/middelburg
Opening Hours: 8:30 a.m – 5:30 p.m.

Housing Affairs Council
Email: hac@ucr.nl

Personal Possessions

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

Bicycles

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

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

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

Campus Access

Electronic door key

The electronic door key serves as an access card for all the academic buildings at UCR. Loss off and/or damage to the cards has to be reported to the Housemaster 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 cards, the student will be held responsible for any misuse or abuse of the electronic door key. If an electronic door key has to be issued, a €10 fee has to be paid for replacement.

Academic Buildings

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

There are five academic buildings
- Theodore houses classrooms 1 and 2 (T-1, T-2)
- Eleanor houses classrooms 7 through 9 (E-7, E-8, E-9)
- Franklin houses classrooms 13 through 16 and Raadzaal (F-13, F-14, F-15, F-16, RZ)
- Elliott houses classrooms 19 and 20 (C-19, C-20).
- Anna houses classroom 21 (A-21)

Break Rooms

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

Study Areas
Students can use the seating areas in the Eleanor building to study. A second study area is available in the Elliott building. Students are required to work in silence so they do not disturb others. The study areas are available throughout opening hours of the building they are in.

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. In de Burg the smoking area is located in the courtyard at the back of the building. It is prohibited to smoke outside the entrances of buildings.

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

Helpdesk
The helpdesk provides support and service regarding facilities and ICT.
Service calls can be made with the Ultimo app, by email (helpdesk@ucr.nl) or telephone 0118-655 545. The office is located on the ground floor of Eleanor, when entering through the main entrance, it is directly on the left.
An important informational check-point for IT-related questions is the UCR Intranet (intranet.ucr.nl).

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).

Reception
In case of questions about student life, students should come to the Reception first. The Reception can then answer the question or redirect students to another person. 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.

Working as a student at UCR
UCR employs students for both reception and helpdesk. Vacancies are published in the newsletter. Students working for UCR do not have access to private information of staff, faculty members or students. The department head Communication & Recruitment is responsible for the selection and managing of the reception students, the department head Facilities & ICT is responsible for the helpdesk students.

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

The Reception is located on the ground floor of Franklin, behind the glass door after the entrance. During the semesters, the Reception will be staffed on weekdays from 8 am to 6 pm.

During breaks the Reception is staffed on weekdays from 9 am to 5 pm.

Surfspot.nl

One of the advantages of being a student at UCR is the opportunity to use software and buy hardware at reduced prices. Please have a look at www.surfspot.nl.

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

Student Activities

RASA

The Roosevelt All Student Association (RASA) represents the interests (academic and other) of all students and coordinates and facilitates students' initiatives regarding the social and cultural side of campus life. The RASA Board is elected by the members of the association and includes a chairperson, secretary, treasurer, and three committee affairs officers (CAOs). The elections are held at the end of every academic year for the upcoming year. The RASA Board is elected for the duration of one year. The Articles of Association and the association's bylaws will be available for view upon request in the RASA office, which is located in the Elliott building.

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

Academic Affairs Council

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

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

Housing Affairs Council

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

Common House Elliott

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

General Information

Important telephone numbers:

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

General Practitioners

Middelburg has several General Practitioners, and students are advised to find one in case they need health care. More information can be found on the intranet.

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

For urgent cases during weekends and outside office hours, call

      Huisartsenpost Zeeland (in Vlissingen)

      0900 1985 (for emergencies, call 112)

Dentists

There are several dentists in Middelburg, below are some examples.
- Tandartsenpraktijk P. de Boer, Molenwater 77, (0118) 613320
- Maatschap Tandartspraktijk de Hek, Rentmeesterlaan 65, (0118) 628207
- Tandartspraktijk De Oude Vest, Oostperkweg 49, (0118) 635688

Hospital

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

      Admiraal de Ruyter Ziekenhuis

      's-Gravenpolderseweg 114

      4462 RA Goes

      tel. 0113 234 000

      Website: www.adrz.nl

Psychologist

Students who would like to see the college psychologist should make an appointment with Karen van den Berg (k.vandenberg@ucr.nl) for a referral. Students who would like to see a counselor or psychologist outside of UCR are recommended to contact their general practitioner or tutor for further information.

Pharmacy
- Apotheek Middelburg, Kalverstraat 1, (0118) 820 399
- Apotheek Veersche Poort, Fazantenhof 12-14, (0118) 612 538

II. University College Roosevelt Drug (Substance abuse) policy

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

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

Students also have a responsibility towards fellow students. If they are aware of drug dependency, drug abuse or related situations or if they are concerned about the wellbeing of a fellow student, they have a moral responsibility to report this to their tutor. The alternative may be, ultimately, that they deny a fellow student the help that may save his or her life. UCR has appointed a mediator (Karen van den Berg k.vandenberg@ucr.nl) to whom students can report their worries in such a way that their identity is not revealed inside the College. The mediator can in confidence pass the information to the Senior Tutor, who investigates whether there is a reason for concern, and take the necessary action.

Teachers and tutors bring potential problems to the attention of the student's 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. Tutors will act upon concerns and troubles that are expressed by teachers and students. Tutors receive training on how to recognize the (ab)use of drugs and how to help students get appropriate care. The tutor will discuss drug-related concerns with the Senior Tutor to explore appropriate actions that reflect our care for students, as well as our commitment to drug prevention. If deemed necessary, the student will be asked to speak to the Senior Tutor.

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:
- http://www.jellinek.nl Dutch site on drugs and alcohol (also contains information in English)
- http://www.vad.be Belgian site on drugs and alcohol (also contains information in English)
- The drugs Infolijn: 0900-1995 or chat on www.drugsinfo.nl.
- The alcohol Infolijn: 0900-1995 or chat on www.alcoholinfo.nl.