

2013/2014 Education and Examination Regulations of the Bachelor's degree programmes Wageningen University, General part (EER BSc)

The Education and Examination Regulations are required by law (Article 7.13 WHW). They are intended to provide students with sufficient and clear information about the degree programme they are following. The EER stipulates the applicable procedures, rights and obligations concerning education, interim examinations and final evaluations. The EER is divided into two parts: for each degree programme, the Study Handbook gives a description of the content of these programmes and related examinations. This general part of the EER stipulates the procedures, rights and obligations for a category of degree programmes (in this case the Bachelor's degree programmes mentioned in Article 8) concerning interim examinations and examinations.

The EER is enacted by the Executive Board (Article 7.13.1 WHW) following approval by the Student Council.

In addition, in accordance with Article 7.12b WHW, the Examining Boards have drawn up a document with rules and guidelines regarding fraud and conduct during examinations, as well as duties and competencies of the Examining Boards.

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Chapter 1 General provisions

Article 1 Sphere of application of the regulations

These regulations apply to the education and the examinations of the Bachelor's degree programmes listed in Chapter 2 and to all students following those degree programmes during the 2013/2014 academic year. The degree programmes are offered within the Faculty of Agricultural and Environmental Sciences, hereinafter referred to as the Faculty. These regulations are published in Dutch and in English. In case of differences in interpretation, the Dutch version will prevail.

Article 2 Definitions

For the purposes of these Regulations, the following terms are defined as shown:

- a. The Act: the Higher Education and Research Act, the WHW.
- b. Student: the individual who, in accordance with the Act, has a right to educational and/or examination facilities. External students are included in this definition.
- c. Student with a functional limitation: a student with a chronic (possibly temporary) or permanent disorder which structurally hampers the student in participating in education and/or taking examinations.
- d. Course: an educational component of the Bachelor's degree programme, as defined by the Act.
- e. Interim examination: a test of the knowledge, insight and skills of a student concerning a specific course. An interim examination may come in the form of a written or oral examination, a practical or written assignment. An interim computer examination is classified as a written examination.
- f. Final evaluation: the final Bachelor's evaluation in the Bachelor's degree programme, as referred to in Art.7.3.3 WHW.
- g. Educational period: a period during which education is provided.
- h. Interim examination period: part of the educational period in which students have the opportunity to take interim examinations of the courses presented during the corresponding educational period.
Re-sit periods: periods 3 and 6 are followed by a re-sit period of 2 weeks during which students can take interim examinations in all courses offered during that academic year. A student may not take resit examinations in period 3 which correspond to courses followed during the same period. The re-sit period in August ends at the latest two weeks before the end of the academic year.
- i. Practical: practical training as referred to in Art. 7.13.2 under t. of the Act, in one of the following forms:
 - participation in fieldwork or a field trip,
 - completion of an internship, or
 - participation in another form of education with the aim of acquiring specific skills.
- j. Credit: unit used to indicate a course's study load. A credit comprises 28 hours of participating in education, taking interim examinations and studying. According to the European Credit Transfer and Accumulation System (ECTS), an academic year comprises 60 credits.

Article 3 Aim of the degree programme

The aim of the degree programme is to impart scientific knowledge, academic skills and attitude in the domain of the Bachelor's degree programme so that the graduate Bachelor is capable of following a consecutive Master's degree programme, if desired at another university, or working autonomously in society. For every programme, the relevant learning outcomes are formulated and published in the Study Handbook. These learning outcomes are explanations of what a student is expected to know, understand and/or be able to demonstrate after successful completion of the degree programme.

Article 4 Variants of the degree programme
Wageningen University offers only full time Bachelor's degree programmes.

Article 5 Educational frameworks
With respect to the Bachelor's degree programmes defined in Article 8, the educational frameworks 2013/2014 apply. These frameworks have been enacted by the Executive Board with agreement of the Student Council.

Article 6 Examining Boards of the degree programmes
The Executive Board, based on Art. 7.12a.1 WHW, has appointed four Examining Boards for each of the four groups of degree programmes. These Examining Boards are responsible for the interim examinations and final evaluations in the corresponding degree programmes. In their decisions, the Examining Boards take the general principles of good administration into account.

Article 7 Examining Boards Rules and Guidelines
The Examining Boards have drawn up a document with rules and guidelines concerning enrolment, disenrollment, evaluation and procedures concerning examinations, interim examinations and final evaluations, including rules regarding fraud and misconduct. The student must familiarise him/herself with these rules and guidelines.

Chapter 2 The Bachelor's degree programmes of Wageningen University to which these Education and Examination Regulations apply

Article 8 The degree programmes
These Education and Examination Regulations apply to the following Bachelor's degree programmes offered by Wageningen University, all of which have a three-year education programme:

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| - Biosystems Engineering (Agrotechnology) | CROHO code 56831 |
| - Bedrijfs- en consumentenwetenschappen (Management, Economics and Consumer Studies) | CROHO code 56836 |
| - Biologie (Biology) | CROHO code 56860 |
| - Biotechnologie (Biotechnology) | CROHO code 56841 |
| - Bodem, Water, Atmosfeer (Soil, Water, Atmosphere) | CROHO code 56968 |
| - Bos- en natuurbeheer (Forest and Nature Conservation) | CROHO code 56219 |
| - Dierwetenschappen (Animal Sciences) | CROHO code 56849 |
| - Economie en beleid (Economics and Policy) | CROHO code 50101 |
| - Gezondheid en maatschappij (Public Health and Society) | CROHO code 50018 |
| - Internationaal land- en waterbeheer (International Land and Water Management) | CROHO code 50100 |
| - Internationale ontwikkelingsstudies (International Development Studies) | CROHO code 56837 |
| - Landschapsarchitectuur en ruimtelijke planning (Landscape Architecture and Planning) | CROHO code 56848 |
| - Levensmiddelentechnologie (Food Technology) | CROHO code 56973 |
| - Milieuwetenschappen (Environmental Sciences) | CROHO code 56283 |
| - Moleculaire Levenswetenschappen (Molecular Life Sciences) | CROHO code 59304 |
| - Plantenwetenschappen (Plant Sciences) | CROHO code 56835 |
| - Toegepaste communicatiewetenschap (Applied Communication Science) | CROHO code 50016 |
| - Voeding en gezondheid (Nutrition and Health) | CROHO code 56868 |

Chapter 3 Admission

Article 9 Admission to the Bachelor's degree programme

Prospective students who wish to be admitted to a Bachelor's degree programme must satisfy the admission requirements as referred to in Articles 7.24, 7.25 and/or 7.28 of the Act. These articles are explained on the website of Wageningen University.

Article 10 Substitution requirements for eliminating deficiencies in the previous education

1. The substitution requirements for eliminating deficiencies in the previous education can be obtained from the secretary of the Bachelor's Admission Board, who can be reached through the Student Service Centre. The Bachelor's Admission Board determines whether the substitute requirements have been satisfied.
2. The 'old style' pre-university education diploma (VWO) gives students the right of admission to the Bachelor's degree programmes of Wageningen University if the requirements of these programmes concerning previous education are satisfied.

Article 11 Entrance examination

1. The following requirements can apply to the admission procedure as referred to in Article 7.29 of the Act:
 - a. The courses Wiskunde A, Wiskunde B, Natuurkunde, Scheikunde and Biologie at level VWO-6 (or equivalent), depending on the curriculum vitae of the applicant and the desired WU degree programme.
 - b. Dutch at the pre-university final examination level. The requirement for competency in Dutch is satisfied by completing the Dutch test given by Language Services WU. A certificate for the NT2 II test (CITO) also satisfies this requirement.
 - c. Proficiency in English. Proficiency in English can be proven if this language appears as a course on the applicant's pre-university transcript or if the applicant has earned a satisfactory result on the IELTS test (or comparable test). A language test can also be taken at Language Services WU.
2. Each group of degree programmes has minor differences in their admission requirements (not listed in clause 1 above). These requirements can be obtained from the Bachelor Admission Board.

Chapter 4 Education and examination regulations for the degree programmes

Section 1 Final evaluation, general aspects

Article 12 The final Bachelor's examination in the degree programme

Every degree programme, as defined in Article 8, is linked to a final Bachelor's examination.

Article 13 The degree ensuing from the Bachelor's final evaluation

In accordance with Art. 7.10a.1 of the Act, the university administration awards the degree of Bachelor of Science to those who have passed the final Bachelor's evaluation; the degree includes the name of the completed degree programme. The degree programme and the degree are shown on the diploma.

Article 14 Right of admission ensuing from Bachelor's examination

The successful completion of the final Bachelor's examination gives the graduate the right to take the final Master's examination of the Master's degree programme that is contiguous with the Bachelor's programme. The supplement to these Education and Examination Regulations, which is published in the Study Handbook, describes which final Bachelor's evaluations provide admission to which Master's degree programmes. Only in certain circumstances a student is

allowed to start with a Masters study programme before he has finished the Bachelor study programme. See the provisions about this at art. 15 of this EER.

Article 15 'Sharp Distinction', hardship clause

1. As of 1 September 2013, students may start a Master's degree programme only after they have completed their BSc. A hardship clause applies to students who have incurred a study delay due to exceptional circumstances or other which have resulted in unfair situations (illness, functional disability, family circumstances or activities like membership on boards or committees, etc.) and who were unable to prevent this delay through good planning in consultation with the study advisor.

Section 2 *Final Bachelor's evaluation and result*

Article 16 Compilation and study load of examination programme/flexible Bachelor's programme

1. The final Bachelor's evaluation comprises the components listed in the examination programme of the relevant degree programme, as approved by the Executive Board and published in the Study Handbook. The programme in the Study Handbook is part of the EER. Every interim examination is one component of the final Bachelor's evaluation, regardless of whether it is a compulsory, free choice or restricted choice component. The total study load of the final Bachelor's evaluation is 180 credits.
2. Every student has the right to compile a flexible Bachelor's programme. The composition of a flexible Bachelor's programme requires the permission of the relevant Examining Board. Concerning the application of the Act and these regulations, when granting permission the Examining Board indicates which degree programme offered by the institution is most in accordance with the flexible programme compiled by the student. The diploma states that a flexible Bachelor's programme has been completed and lists the name of one of the regular Bachelor's degree programmes. The procedure for admission to a Master's degree programme proceeds via the Admission Board of the intended Master's degree programme.

Article 17 Approval of interim examinations to be taken at other institutions

1. In order to take interim examinations of free-choice courses at other universities in the Netherlands or abroad, the student must first obtain permission from the Examining Board. The request to the Examining Board must be supported by a recommendation from the study adviser. When granting permission, the Examining Board evaluates the relevant interim examination regarding whether its magnitude and level are compatible with the Bachelor's examination programme. The diploma supplement lists the completed courses (including free-choice courses) and the credits.
2. If students want to take interim examinations at a university abroad and want these examinations to count for specific courses from the programme described above, then they must request the corresponding WU examiner to take responsibility for the interim examinations that are taken abroad. The students must obtain permission from the Examining Board in accordance with the procedure in clause 1.

Article 18 Approval of the Bachelor's examination programme

1. Within one year after completing the first year of the Bachelor's programme (the BSc1 component), a compulsory interview is held with the study adviser concerning study planning and the tentative examination programme. The study adviser contacts the student and makes an appointment for this interview.
2. No less than six months before graduation, the complete Bachelor's examination programme is submitted for approval to the Examining Board by means of the SPA application (Study Programme Approval). The Examining Board decides about approving the request after hearing the recommendation of the study supervisor

concerned. If the request for approval is submitted after the deadline referred to in the first sentence above, the student is responsible for the consequences (*).

3. The decision of the Examining Board is based on a qualitative and quantitative review of the individual Bachelor's examination programme. The review of the free-choice part of the programme is limited to safeguarding its magnitude in terms of study load and the level of the interim examinations in relation to the Bachelor's examination programme.
4. Before the relevant Examining Board makes a well-reasoned decision to deny approval, the student is provided with an opportunity to explain his or her standpoint.
5. The relevant Examining Board decides within six weeks after receiving the request, or if this term expires during an academic holiday, within 14 days after the holiday. The Examining Board can postpone the decision for no more than 14 days. The student must be informed of the postponement before the expiration of the term referred to in the first sentence above.
6. The student will be informed of the decision within eight weeks. If the relevant Examining Board has not decided before this, or if the student has not been informed about the decision, then the individual programme of examination courses is assumed to be approved.
7. If students want to change the Bachelor's examination courses that have already been presented for approval, this request must be submitted promptly, which means at least six weeks before the intended date of the final Bachelor's evaluation. Clauses, 4, 5 and 6 shall apply to this request accordingly.

(*) Students are strongly advised to submit their examination programme for approval before they take interim examinations in free-choice components. If free choice components (electives) that have already been passed are not approved, this is entirely at the risk of the student.

Article 19 Prerequisite courses for the BSc thesis

Before starting the BSc thesis, all prerequisite courses for the BSc thesis must be passed. If requested to do so, the Examining Board can decide to deviate from this provision. The prerequisite courses (if any) are listed in the Study Handbook as part of the description of the corresponding BSc thesis.

Article 20 The final Bachelor's evaluation

1. Students have passed the final Bachelor's evaluation of the degree programme if all the interim examinations that are part of their examination programme have been passed.
2. As an exception to the provisions in clause 1, the Examining Board can decide that not all interim examinations must be passed in order to pass the final Bachelor's evaluation. Rules on this topic are included in the document 'Rules and regulations of the Examining Board'.
3. After all relevant interim examinations have been taken, the result of the final Bachelor's evaluation is determined by the relevant Examining Board.
4. The date of graduation is the date on which the final component of the Bachelor's examination programme is passed.
5. If the Bachelor's examination programme has been changed at the request of the student and if the date of approval of this change falls after the date on which the final component of the Bachelor's examination programme has been passed, then the date of approval of the said change in the Bachelor's examination programme becomes the date of graduation.

Article 21 Graduation with two or more final Bachelor's evaluations

1. It is possible to graduate with two or more final Bachelor's evaluations if the following conditions are satisfied:
 - a. enrolment in the degree programmes in which final evaluations will be made.

- b. the compulsory portion of each degree programme has been entirely completed.
- c. the free-choice portion of each degree programme can overlap partly or entirely.
- 2. The Examining Board awards a diploma for each Bachelor's degree programme that is successfully completed.
- 3. If two variants are taken within the same Bachelor's degree programme, then only one diploma is awarded for that programme.

Article 22 The diploma and supplement

- 1. As proof that the candidate has passed the final evaluation, the Examining Board awards him/her with a diploma.
- 2. The diploma includes the degree and the name of the degree programme, the major and any successfully completed minors.
The diploma supplement must at least list the interim examinations that are part of the examination programme, with the corresponding marks and credits earned. In addition, the diploma lists the interim examinations that are not part of the final evaluation if the student has requested that these be included before the final evaluation is completed, but only if these examinations have been passed.
- 3. If the final evaluation indicates that the candidate has shown exceptional prowess, the Examining Board can grant the designation "with distinction". The Examining Board does this in accordance with the provisions in the document 'Rules and regulations of the Examining Board'.

Section 3 *Taking and assessing interim examinations*

Article 23 Interim examinations, general aspects

- 1. The Study Handbook indicates in which form or forms each interim examination can be taken.
- 2. Students with a functional limitation are offered a reasonable opportunity to take interim examinations in a fashion which is adapted to their limitation as much as possible. If necessary, the Examining Board acquires expert advice before deciding on this matter.
- 3. The duration of the interim examination is such that the student, according to reasonable standards, has sufficient time to answer the questions.
- 4. If requested by a student, the Examining Board can decide that the interim examination can be taken in a different form.
- 5. Once a student has passed an interim examination, that examination may not be taken again.

Article 24 Opportunity to take written interim examinations

- 1.
 - a. Students can take written interim examinations during the examination period at the end of an educational period (periods 1, 2 and 5), or during an educational period (periods 3, 4 and 6).
 - b. In addition, twice each academic year (i.e. in February and August) there is a two-week period for students to take written examinations for courses followed during that academic year. In the re-sit period of February this means a second change for the courses of period 1 and 2 and a third change for courses from period 3 until 6 of the last academic year. In the re-sit period of August this means a second change for the courses of period 3 until 6 and a third change of the courses of period 1 and 2. In practice this means that a student may not take a resit in February of the courses the student is taking during period 3. Student who did not pass an interim examination of period 3 are allowed to do a re-sit during the re-sit period of February. With the possibility of doing re-sits during the period a course is

given this means that a student can take a total of three interim examinations per thirteen-month period.

- c. Although interim examinations (first three opportunities) for standard degree programmes are scheduled to not overlap as much as possible, it may occur that interim examinations for elected courses overlap with others.
 - d. Interim examination and re-sits can be scheduled in the evening.
2. Students who – as an exception to the provisions in clauses 1 a-c – wish to take written interim examinations at a different time must obtain permission from the relevant Examining Board.

Article 25 Opportunity to take oral interim examinations

1. Oral interim examinations take place at a public venue unless the Examining Board or the examiner decides otherwise in a special case, or if the student objects to a public examination. For reasons of public order, or at the request of the student, the examiner may decide to discontinue the oral examination in public.
2. The examiners and the students/candidates consult with each other to determine when the oral interim exam will be taken.
3. Oral interim examinations will not be given to more than one student at a time, unless the Examining Board and/or the examiner decide otherwise.

Article 26 Content of interim examination, confirmation, changing the material tested by interim examinations

1. The questions and problems on the interim examination do not go beyond the previously announced examination material.
2. If the examination material and/or the method of evaluation of an interim examination has been altered significantly, then the interim examination or its components will still be offered in its old form during one academic year: the year in which the course is offered in the new form for the first time. However, this applies only to students who have not passed the examination or one of its components in the old form and students who took the course and registered for the interim examination, but cancelled their registration for the examination promptly.
3. When a course expires, concerning the course code and course contents, the interim examination for this course or its components will still be held during one academic year: the year in which the course is no longer offered for the first time. However, this applies only to students who have not passed the examination or one of its components in the old form and students who took the course and registered for the interim examination, but cancelled their examination registration promptly.

Article 27 Determining and announcing interim examination results

1. Immediately after the oral interim examination is completed, the examiner determines the results and gives a written declaration to the student.
2. The examiner determines the results of a written interim examination within 10 working days after the day on which it is taken. The results are published online.
3. Regarding forms of interim examinations other than oral and written examinations, such as a paper, the Examining Board decides in advance how and when the student will receive a written statement of the result and will inform the student accordingly.
4. The examiner informs the Student Service Centre about the result.

Article 28 Right to view the interim examination

1. During a period of at least 10 working days following the publication of the result of a written interim examination, students will be given the opportunity, at their request, to view their work.

2. During the above period, students will be able to view the questions and assignments on the relevant interim examination, as well as the norms used for evaluating the answers.
3. For this purpose, the examiner can schedule at least two time periods during which the above viewing is possible. If the individual concerned can prove that he or she was prevented from attending one of the scheduled viewings due to circumstances beyond his or her control, he or she will be offered other possibilities (possibly online), if possible within the period cited in clause 1.

Article 29 The follow-up discussion

1. Unless a collective follow-up discussion has been planned or model answers are provided, the student can request the examiner to hold a follow-up discussion within 10 working days beginning on the day after the announcement of the result. The follow-up discussion takes place within a reasonable period at a location and time determined by the examiner.
2. If a collective follow-up discussion has been organised by or on behalf of the examiner, the examinee can request an individual follow-up discussion (as referred to in the previous clause) only if he/she is present at the collective discussion and explains the relevant request, or if he/she was absent from the collective discussion for a valid reason.
3. The provisions in the previous clause apply accordingly if the examiner offers the examinee the opportunity to compare his or her examination results with model answers.
4. The examiner can deviate from the provisions in the first and second clauses if the examinee, within the term cited in clause 1, submits a request to this effect.

Article 30 Term of validity for interim examinations

Passed examinations remain valid for six years. As an exception to this provision, the Examining Board can extend this term for passed examinations that are at risk of becoming void.

Article 31 Evaluation of internship

Internships are evaluated on a pass/fail basis. Deviation from this rule is possible if the nature of the internship allows this. In that case the student and the examiner can agree before the internship begins that the assessment will be with a mark. Agreements about the internship must be in writing and must be recorded in the internship contract.

Section 4 Exemptions

Article 32 Exemption from interim examinations

1. At the written request of the student and after hearing from the relevant examiner, the Examining Board can grant exemptions from examinations.
2. Before an Examining Board deviates from the recommendation of the relevant examiner, the examiner will be given the opportunity to explain his or her standpoint.
3. The Examining Board can, at the request of the Board of the Education Institute, establish a collective exemption procedure.
4. The Examining Board is authorised to specify grounds for exemption in a supplement to these Regulations. The agreements between Wageningen University and universities abroad include a description of the grounds on which knowledge and skills acquired outside Dutch higher education can be used by the relevant Examining Board to grant exemptions. These grounds are included in the supplement referred to above.

Section 5 Rules concerning interim examinations and final evaluations

Article 33 Taking the interim examination or final evaluation

1. Each interim examination comprises a test (to be given by one or more examiners) of the knowledge, insight and/or skills of the student; it also includes the assessment of the results of that test.
2. The decision about whether a student has met the conditions to be allowed to take an interim examination or participate in the final evaluation is made by the relevant examiner or Examining Board, respectively.

Article 34 The language in which the interim examination is taken

In principal, the language in which the course has been taught is also the language in which the interim examinations are given. If a course is taught in English, the student has the right to take a Dutch version of the interim examination. This should be requested at least three weeks before the interim examination takes place. Answering the examination questions is allowed in Dutch and in English and, if approved by the examiner, in a different language.

Article 35 Compulsory practical exercises and exemption from these exercises

1. Practical exercises that are compulsory before the candidate is allowed to take certain interim examinations are listed in the Study Handbook.
2. The relevant Examining Board can grant an exemption from compulsory participation in practical exercises. This exemption can be granted on the basis of conscientious objection. In that case, the relevant Examining Board can decide that the practical exercise will be conducted in a different fashion, as indicated by the Board.
3. Students must submit a request for exemption from compulsory participation in practical exercises, including an explanation of this request, to the relevant Examining Board at least two months before the practical exercise begins.
4. The term of two months, referred to in the third clause, does not apply to practical exercises scheduled during the first and second periods of the BSc1 component. In that case, the request must be submitted before the practical exercise begins.

Section 6 Study supervision

Article 36 Study progress and study supervision

1. The Executive Board is responsible for registering the study results in such a way that a list of the examination results can be provided for each student on the internet.
2. The Executive Board is responsible for the study advisers of the students who are enrolled in the degree programme, partly to benefit their orientation towards possible study pathways inside and outside the degree programme.
3. Every student who is enrolled in the first year of the Bachelor's degree programme receives a written study recommendation at the end of that year.

Section 7 Right of appeal

Article 37 Right of appeal

The examinee has the right to make an appeal within six weeks to the Examination Appeals Board (CBE) against his or her treatment while taking the interim examination or final evaluation and against decisions of the Examining Board or examiner. Appeals can be made against decisions about the entrance examination based on Article 10; such appeals must also be made within six weeks to the Examination Appeals Board (CBE). See Student Charter > Legal Protection of students.

Chapter 5 Conclusion and provisions concerning amendments to these regulations

Article 38 Amendments

1. Amendments to these regulations are made by the Executive Board in separate resolutions following approval of the Student Council.
2. No amendments can be made that apply to the current academic year unless it can be reasonably determined that this does not damage the interests of the students.
3. Moreover, amendments cannot be disadvantageous to students regarding the approval that is obtained pursuant to Articles 17 and 18, or any other decision that is made pursuant to these regulations by the Examining Board with respect to a student.

Article 39 Publication

The Executive Board is responsible for publishing these regulations in an appropriate fashion as well as the amendments to these regulations.

Article 40 Date of enactment

These regulations go into effect on 1 September 2013. These regulations were enacted by the Executive Board after taking into account the recommendations of the Board of the Education Institute and programme committees and following the approval of the Student Council.

*Supplement to the 2013/2014 EER for the BSc degree programmes of Wageningen University
For a summary of admission requirements for the Wageningen MSc degree programmes
2013/2014 in terms of Bachelor's diplomas from WU and other institutions, see the STUDY
HANDBOOK 2013/2014*