

# Teaching and Examination Regulations

**Bachelor's programme in Politicologie**  
**Track: Global Politics**

**Faculty of Social Sciences**

Academic year 2020-2021

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## Section A: Faculty section

### 1. General provisions

#### Article 1.1 Applicability of the Regulations

1. These Regulations apply to anyone enrolled in the programme, irrespective of the academic year in which the student was first enrolled in the programme.
2. These Regulations enter into force on 1 September 2020.
3. An amendment to the Teaching and Examination Regulations is only permitted to concern an academic year already in progress if this does not demonstrably damage the interests of students.

#### Article 1.2 Definitions

The following definitions are used in these Regulations (*in alphabetical order*) :

- |                           |  |
|---------------------------|--|
| a. academic year:         | the period beginning on 1 September and ending on 31 August of the following calendar year;  |
| b. CvB:                   | the Executive Board of <i>Vrije Universiteit Amsterdam</i> ;   |
| c. EC (European Credit):  | an EC credit with a workload of 28 hours of study;   |
| d. educational component: | a unit of study of the programme within the meaning of the WHW;  |
| e. examination:           | the final examination of the Bachelor's programme;   |
| f. FGV:                   | Faculty Joint Assembly – assembly of the faculty student council and faculty staff council;  |
| g. interim examination:   | an assessment of the student's knowledge, understanding and skills relating to a course component. The assessment is expressed in terms of a final mark. An interim examination may consist of one or more partial examinations. A resit always covers the same material as the original interim examination. A written examination can consist of (a combination of) open questions, multiple choice questions, a paper, an essay or written assignment. An oral examination can consist of (a combination of) open questions, a debate or a verbal presentation; |
| h. OLC:                   | programme committee;   |
| i. period:                | a part of a semester;  |
| j. practical exercise:    | the participation in a practical training or other educational learning activity, aimed at acquiring certain (academic) skills. Examples of practical exercises are: <ul style="list-style-type: none"> <li>○ researching and writing a thesis or dissertation</li> <li>○ carrying out a research assignment</li> <li>○ taking part in fieldwork or an excursion</li> <li>○ participating in and completing a work placement;</li> </ul>   |
| k. programme:             | the totality and cohesion of the course components, teaching activities/methods, contact hours, testing and examination methods and recommended literature;  |
| l. SAP/SLM:               | the student information system;  |
| m. semester:              | the first (September - January) or second half (February - August) of an academic year;  |
| n. specialization:        | selected route of study within a degree programme indicating a deepening of the (inter/multi) disciplinary context of the programme;   |

- o. study guide: the guide for the study programme that provides further details of the courses, provisions and other information specific to that programme. The Study Guide is available electronically at: <https://www.vu.nl/en/study-guide/>;
- p. study monitor (*studiemonitor*): dashboard for students and academic advisors with data of the student that provides insight into the student's study progress;
- q. subject: see 'educational component';
- r. track: a fully English-language route of study within a Dutch-language degree;
- s. thesis: a component comprising research into the literature and/or contributing to scientific research, always resulting in a written report;
- t. university: *Vrije Universiteit Amsterdam*;
- u. WHW: the Dutch Higher Education and Research Act (*Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek*);
- v. workload: the workload of the unit of study to which an interim examination applies, expressed in terms of credits = EC credits (ECTS = European Credit and Transfer Accumulation System). The workload for 1 year (1,680 hours) is 60 EC credits.

The other terms have the meanings ascribed to them by the WHW.

## 2. Study programme structure

### Article 2.1 Structure of academic year and educational components

1. The study programme will be offered in a year divided into two semesters.
2. Every semester consists of three consecutive periods of eight, eight and four weeks.
3. An educational component comprises 6 EC or a multiple thereof.
4. By way of exception to paragraph 3, the Executive Board may in special cases and on request of the Faculty Board, stipulate that a unit of study comprises 3 EC or a multiple thereof.

### Article 2.2 Frame study programme

1. The programme consists in any case of the following components:
  - a. academic development of at least 24 EC;
  - b. major/compulsory components of at least 90 EC;
  - c. elective components of study of at least 30 EC .
2. In the first year of the programme, the programme will offer at least fourteen contact hours a week.
3. In the second and third years of the programme, the programme will offer at least twelve contact hours a week.
4. Internationalization is included as part of the Bachelor's programme and reflected in one or more educational components.

## 3. Assessment and Examination

### Article 3.1 Signing up for education and interim examinations

1. Every student must sign up to participate in the educational components of the programme, the examinations and resits. The procedure for signing up is described in an annex to the Student Charter.
2. Signing up may only take place in the designated periods.

### Article 3.2 Type of examination

1. At the examiner's request, the Examination Board may permit a different form of interim examination than is stipulated in the study guide.

### Article 3.3 Oral interim examinations

1. An oral assessment is public unless the Examination Board or examiner in special cases determines otherwise. For further rules and regulations concerning oral examinations, see the Rules and Guidelines of the Examination Board FSS, article 10 'Oral examination'.

### Article 3.4 Determining and announcing results

1. The examiner determines the result of a written interim examination as soon as possible, but at the latest within ten working days. The marking deadline for the first submission opportunity for the Bachelor's project or Bachelor's thesis is also ten working days. The marking deadline for the second submission opportunity for the Bachelor's project or Bachelor's thesis is no longer than twenty working days. The examiner will then immediately ensure that the marks are registered and also ensures that the student is immediately notified of the mark, taking due account of the applicable confidentiality standards.
2. The examiner determines the result (i.e. mark) of an oral examination as soon as possible, but at the latest within 48 hours after the examination has finished and informs the student accordingly. The fourth sentence of the first paragraph applies.
3. In the case of alternative forms of oral or written examinations, the Examination Board determines in advance how and by what deadline the student will be informed of the results.

### Article 3.5 Examination opportunities

1.
  - a. Per academic year, two opportunities to take examinations per educational component will be offered.
  - b. By way of exception to a., the options for retaking practical components, work placements and Bachelor's project or Bachelor's thesis are detailed in the relevant work placement manual, teaching regulations or Bachelor's project- or Bachelor's thesis regulations.
2. The most recent mark will apply in the event of a resit. A retake is allowed for both passed and failed units of study.
3. The resit for an interim examination must not take place within ten working days of the announcement of the result of the examination being resat.
4. The Examination Board may allow a student an extra opportunity to sit an examination if that student:
  - a. is lacking only those credits to qualify for his or her degree;
  - b. has failed the examination during all the previously offered attempts unless participation in an examination was not possible for compelling reasons.

The extra opportunity can only be offered if it concerns a written examination, a paper or a take home examination. This provision excludes the practical assignments and the Bachelor's thesis or Bachelor's project. Requests for an additional examination opportunity must be submitted to the Examination Board no later than 1 July. If necessary, the method of examination may deviate from the provisions in the study guide.

5. If an educational component is no longer offered in the academic year following its termination, at least one opportunity will be provided to sit the interim examination(s) or parts thereof and a transitional arrangement will be included in the programme-specific section for the subsequent period.

### Article 3.6 Marks

1. Partial marks are given on a scale from 1 to 10 with no more than one decimal point.
2. A final mark between 5 and 6 will be rounded off to whole marks: up to 5.5 rounded down; from 5.5 rounded up. All other final marks are given in whole or half points.

3. To pass a course, a 6 or higher is required.
4. The Examination Board can allow to use symbols rather than numbers, for example: v(oldaan), g(oed), n(iet)v(ol)d(aan), etc.).

#### Article 3.7 Exemption

1. At the written request of the student, the Examination Board may exempt the student from taking one or more examination components, if the student:
  - a. has passed a course component of a university or higher professional education programme that is equivalent in terms of content and level;
  - b. has demonstrated through his/her work and/or professional experience that he/she has sufficient knowledge and skills with regard to the relevant course component.
2. The Bachelor's thesis or Bachelor's project is excluded from this exemption possibility.

#### Article 3.8 Validity period for results

1. The validity period of interim examinations passed and exemption from interim examinations is unlimited, unless otherwise specified in Section B1.
2. The validity period of a partial examination is limited to the academic year in which it was sat or until the end of the unit of study concerned, as stipulated for the relevant unit of study in Section B1.

#### Article 3.9 Right of inspection and post-examination discussion

1. Within ten working days after the announcement of the results of a written interim examination, the student can, on request, inspect his/her assessed work, the questions and assignments set in it, as well as the standards applied for marking.  
The place and time referred to in the previous clause will be announced at the time of the interim examination or on Canvas.
2. If a collective post-examination discussion has been organized, individual post-examination discussions will be held only if the student has attended the collective discussion or if the student was unable to attend the collective discussion through no fault of his or her own.
3. Students who meet the requirements stipulated in paragraph 1 can submit a request for an individual post-examination discussion to the relevant examiner. The discussion shall take place at a time and location to be determined by the examiner.

## 4. Honours programme

#### Article 4.1 Honours programme

1. Vrije Universiteit Amsterdam offers an honours programme for students who meet the admission requirements. The honours programme consists of educational components taken in addition to the standard curriculum.
2. The honours programme comprises 30 EC, a minimum of 12 EC of which consist of faculty or programme honours components and a minimum of another 12 EC consists of interfaculty honours components. The choices available to the student will be published on the website [www.vu.nl/honours](http://www.vu.nl/honours).
3. For admission to the honours programme, the student must have secured all credits from the first year and have been awarded a weighted average mark of at least a 7.5.
4. A student who has met the requirements of the regular Bachelor's programme within the nominal duration of study, who has achieved an average weighted mark of at least 7.5 for all components of the Bachelor's programme (excluded the honours components) and who has also met the requirements of the honours programme will receive a Bachelor's diploma with a transcript indicating that he or she has successfully completed the honours programme.
5. First-year Bachelor's students can participate in honours components during the second semester, on the condition that they have earned 30 EC during the first semester with a weighted

average of at least a 7.5. First-year students can only participate in honours components that are open for first-year students.

## 5. Academic student counselling, advice regarding continuation of studies and study progress

### Article 5.1 Administration of study progress and academic student counselling

1. The Faculty Board is responsible for the correct registration of the students' study results. After the assessment of an educational component has been registered, every student has the right to inspect the result for that component and also has a list of the results achieved at his or her disposal in VUnet.
2. Enrolled students are eligible for academic student counselling. Academic student counselling is provided by:
  - a. the Student General Counselling Service;
  - b. student psychologists;
  - c. faculty academic advisors.

### Article 5.2 Advice regarding continuation of studies

1. The Faculty Board will issue every student on a full-time Bachelor's programme with a recommendation on continuation of his or her studies, at the end of the first year of study. The recommendation on continuation of studies is issued on behalf of the Faculty Board by the faculty BSA committee.
2. Prior to 1 February, the student will receive an overview of his or her results.
3. A student who has not completed enough EC, will receive a warning stating that sufficient improvement is necessary to reach the standard for a positive recommendation on continuation of studies at the end of the academic year and will be advised to plan a meeting with an academic advisor.
4. If the recommendation at the end of the academic year is negative the provisions of Article 5.3 apply.
5. A recommendation will not be issued if the student terminates his or her enrolment before 1 February of his or her first academic year.

### Article 5.3 Binding (negative) recommendation on continuation of studies (BSA)

1. The recommendation issued at the end of the academic year will contain a binding rejection if the student has not achieved the standard required for positive recommendation on continuation of studies. Recommendation on continuation of studies will not be issued if the student demonstrates that he or she did not meet the standard as described in Article 2.1 of the Higher Education and Research (Implementation) Act (*Uitvoeringsbesluit WHW*). The standard is defined in Section B2.
2. As soon as possible after the last resits of the second semester of the first year, a student who has not met the standard will be informed that the Faculty Board intends to issue him or her with negative binding recommendation on continuation of studies. The same procedure applies in the next year of enrolment if the student was permitted to continue with his or her study programme as a result of personal circumstances and has still not successfully met all of the requirements of the first year of study by that time. No recommendation will be issued to the student if he or she demonstrates that he or she again did not meet the standard as a consequence of personal circumstances.
3. Along with the information referred to in the previous paragraph, the student will also be informed of the possibility of being heard by the BSA committee and of how he or she can apply for such a hearing.



4. As soon as possible (no more than 10 working days) after the hearing and on the advice of the BSA committee, the Faculty Board will determine which students will be issued with a negative binding recommendation on continuation of studies.
5. Students may lodge an appeal against a decision on a binding negative recommendation on continuation of studies with the Examination Appeals Board of *Vrije Universiteit Amsterdam* within six weeks of the day of the decision's announcement.
6. Students who receive a binding negative recommendation on continuation of studies may therefore not enrol in the same Bachelor's programme or Bachelor's programme(s) with the same first year as defined in Article 14.1.2 of section B during a period of three years.

#### Article 5.4 Personal circumstances

1. The Faculty Board will not include a rejection in the binding recommendation on the continuation of studies in the case of personal circumstances, as described in Article 2.1 of the Higher Education and Research (Implementation) Act, as a result of which the student concerned cannot have been reasonably expected to have met the BSA standard.
2. If a circumstance, as described in Article 2.1 of the Higher Education and Research (Implementation) Act, should occur, the student must notify the academic advisor as soon as possible, providing details of:
  - a. the period in which the circumstance occurs or occurred;
  - b. a description of the circumstance and its seriousness;
  - c. the extent to which he or she cannot or could not participate in instruction/classes or an interim examination.

It is the student's responsibility to submit documentary evidence to substantiate his or her report.
3. If required, the academic advisor may advise the BSA Committee on the extent to which personal circumstances have influenced the student's study progress.

#### Article 5.5 Facilities for students with a disability

1. A student with a disability can, at the moment of submission to VU.net, or at a later instance, submit a request to qualify for one or more special facilities with regard to teaching, practical training and interim examinations. These facilities will accommodate the student's individual disability as much as possible, but may not alter the quality or degree of difficulty of a unit of study or an examination. In all cases, the student must fulfil the exit qualifications for the study programme.
2. The request referred to in the first paragraph must be accompanied by a statement from a doctor or psychologist. If possible, an estimate should be given of the potential impact on the student's study progress. In case of a chronic disability a single (one time) request suffices.
3. Students who have been diagnosed with dyslexia must provide a statement from a BIG, NIP or NVO registered professional who is qualified to conduct psychological evaluation.
4. The Faculty Board, or the responsible person on behalf of the Faculty Board, decides on teaching facilities and facilities regarding logistics. The Examination Board will rule on requests for facilities with regard to examinations.
5. In the event of a positive decision in response to a request as referred to in paragraph 1, the student can make an appointment with the academic advisor to discuss the details of the facilities.
6. A request for one or more facilities can be refused if it would place a disproportionate burden on the organization or the resources of the faculty or university were it upheld.
7. If the disability justifies an extension of the interim examination time, the responsible person on behalf of the Examination Board will register in SAP this entitlement to an extension. If a disability justifies other measures to be taken, the academic advisor can take the necessary measures. The student can consult the study monitor to check which facilities have been granted to him or her.
8. The decision as referred to in paragraph 5 may specify a limited validity of the facilities granted.

## 6. Hardship clause

### Article 6.1 Hardship clause

In instances not regulated by the Teaching and Examination Regulations or in the event of demonstrable extreme unreasonableness and unfairness, the Faculty Board responsible for the study programme will decide, unless the matter concerned is the responsibility of the Examination Board.

## Section B1: Programme specific section – general provisions

### 7. General programme information and characteristics

#### Article 7.1 Study programme information

The programme Politicologie, CROHO-number 56606, is offered on a full-time basis.

#### Article 7.2 Teaching formats used and modes of assessment

1. The degree programme uses in particular the following teaching formats:
  - lectures;
  - working groups;
  - tutorials;
  - individual supervision;
  - formative online assessments.
2. The degree programme uses in particular the following modes of assessment:
  - written examinations;
  - assignments;
  - portfolio;
  - presentations;
  - thesis.

#### Article 7.3 Academic student counselling

The programme offers the following counselling in addition to the student counselling mentioned in Section A. Student mentors make the students familiar with the faculty during the first year. Teacher mentors familiarize the students with the training and support them with various choices they have to make during the study.

### 8. Further admission requirements

#### Article 8.1 Additional previous education requirements

1. Students who meet the previous education requirements as stipulated in the current 'Regulations on Additional Prior Education Requirements for Higher Education' (*Regeling nadere vooropleidingseisen hoger Onderwijs - OCW*) will gain access to the programme.
2. The language requirements and conditions for registration are included in the Application and Registration Regulation of the *Vrije Universiteit Amsterdam*.
3. Students who do not meet the previous education requirements but have successfully completed the first year of a higher professional education programme are admissible to the programme.

#### Article 8.2 Colloquium doctum (entrance examination)

1. Persons aged 21 years and older who do not meet the requirements for previous education can submit a request to the Executive Board to take an entrance examination (colloquium doctum), as stipulated in Article 7.29 of the WHW. The entrance examination concerns the following subjects at final pre-university examination level:
  - Mathematics;
  - English
2. The proof that the entrance examination has been passed, only provides entitlement to admission to the intended programme or programmes for the academic year after the examination was taken.

## 9. Interim examinations and results

### Article 9.1 Sequence of interim examinations

Students may participate in interim examinations or practical exercises of the components below only if they have passed the interim examination or examinations for the components mentioned hereinafter or participated in the examinations of these components:

- Bachelorthesisproject after achieving at least 90 EC from the programme, excluding electives (applicable starting the academic year 2021-2022);
- Diversity 2 after participation in Diversity 1;
- Globalization 2 after participation in Globalization 1;
- Networks 2 after participation in Networks 1.

## Section B2: Programme specific – content of programme

### 10. Programme objectives, tracks, exit qualifications and language

#### Article 10.1 Programme objective

The Bachelor's programme in *Politologie* prepares students for independent political practice and the professional application of the scientific knowledge and skills acquired during the programme. The political scientist specializes in recognizing and analysing conflicts between and collective decision-making by groups and organizations, as well as the associated material and immaterial interests, the institutions involved, the power processes affecting them and their decision-making and the resulting social effects. They are also able to analyse contemporary social developments like globalization and regionalization, the rise of the information society and the role of diversity, including their causes and effects. As such, graduates of this programme are qualified as analysts of politics and policy for public organizations and government agencies or as external advisers to such bodies or for companies with any form of relationship to public functions. Alternatively, the bachelor provides a route to a Master's degree programme in Political Science or a related specialization.

#### Article 10.2 Tracks

The programme has the following tracks:

- Global Politics (English)
- Politologie (Dutch).

#### Article 10.3 Exit qualifications

##### 1. Exit qualifications.

A graduate of the study programme will:

Have good knowledge and understanding of:

- the core political phenomenon of social-conflict regulation by the state or by private or semi-private institutions, including the underlying power processes;
- the increasing internationalization of the public domain and how this influences governance and policy at different, often interacting levels;
- the most important theories in modern political science, especially those in respect of general and comparative politics, the doctrine of international relations and normative political theory;
- methods and techniques in social scientific research, in particular those important for political studies; and,
- the specific position of political science by comparison with other social sciences.

Be able:

- to analyse and interpret political data, including in the national and international context;
- to assess political research results for their reliability, validity and usability;
- to apply political knowledge and insights to current social issues;
- to process knowledge drawn from other relevant disciplines and to apply this in the analysis of social and political problems;
- to recognize, based on their knowledge of normative theories, the value loading of both scientific theories and policy intentions;
- to function within a group and to contribute to joint research and suchlike products;
- to provide clear oral and written reports of their political knowledge and understanding; and,
- to complete the entire empirical cycle by carrying out basic scientific research under supervision.

Display:

- a demonstrable interest in the causes of and background to political phenomena;

- a critical attitude towards academic politicological literature and towards prevailing views on politics; intellectual integrity and a willingness to self-criticise.
2. Language proficiency may be taken into account in the assessment of (interim) examinations.

#### Article 10.4 Language of instruction and language test

1. The language of instruction is English.
2. The 'Gedragscode vreemde taal' (code of conduct foreign languages) applies.
3. At the start of the first year of study every student must complete a diagnostic language test in the language of instruction of his or her programme.
4. Any student who does not achieve a pass in the language test must take the 'Refresher Course' organized by the Language Desk (Taalloket).
5. The language test is part of the educational component Academic Skills Workshop Political Science. A mark can only be determined if the student has successfully completed the requirements of the educational component, including a pass in the language test or completing the Refresher Course.

## 11. Curriculum structure

### Article 11.1 Academic development

Academic development is part of the study programme. This includes:

- Academic Skills Workshop Political Science (level 100);
- Social Research Methodology (level 100);
- Descriptive and Inferential Statistics (level 100);
- History of Social Sciences (level 200);
- Philosophy of Science (level 200).

### Article 11.2 Major

1. The major comprises a package of compulsory and possibly optional units of study.
2. In addition, units of study are categorized as introductory (100), in-depth (200) and advanced (300) level.

### Article 11.3 Compulsory educational components of the major

A detailed description per educational component can be found in the Study Guide.

Name of educational component	course code	EC	level
<b>First year</b>			
State Power and Conflict	S_SPC	6	100
The Governance and Politics of Social Problems	S_GPSP	6	100
Academic Skills Workshop Political Science 2	S_ASWP2	6	100
History of Political Thought	S_HPT	6	200
Workshop Model United Nations	S_WUN	6	100
Dutch Politics and Qualitative Methods	S_DPQM	6	200
Mentorship Global Politics Year 1	S_MGP1	0	
<b>Second year</b>			
Comparative Political Research	S_CPR	6	200
EU Governance in an International Context	S_EUGIC	6	300
Research Project Political Science	S_RPPS	6	300
Governing Global Challenges	S_GGC	6	300
Mentorship Global Politics Year 2	S_MGP2	0	
International Relations and Global Governance	S_IRGC	6	200
Global Political Economy	S_GPE	6	300
Political Participation and Protest	S_PPP	6	300
<i>One out of three:</i>			
• Diversity 1	S_D1	6	200
• Networks 1	S_N1	6	200
• Globalization 1	S_G1	6	200
<i>One out of three:</i>			
• Diversity 2	S_D2	6	300
• Networks 2	S_N2	6	300
• Globalization 2	S_G2	6	300

### Article 11.6 Participation in practical exercises and tutorials

In the case of a practical training or tutorials, the rules about obligatory attendance will be announced in the study guide for that subject on Canvas prior to the start of the teaching period for that subject.

## 12. Electives

### Article 12.1 Elective period

1. The first semester of the third year of the curriculum comprises elective educational components of at least 30 EC.
2. For this elective period, the student can take:
  - a minor (a coherent package of related educational components);
  - individual choice of at least five educational components at the faculty or elsewhere (in the Netherlands or abroad), of which at least two (12 EC) must be at level 300;
  - an internship.
3. Prior consent must be obtained from the Examination Board.
4. The 'free-choice component' may not contain any educational components of level 100. The Examination Board can make an exception by approving a unit of level 100 (6 EC) if this educational component of study is explicitly required in the coherent package of educational components as prior knowledge for another educational component from that package.
5. For an internship, prior approval of the internship coordinator of the program is required. For more information, see the Faculty Regulations for Bachelor's Internships at VU.net.
6. A student can choose electives of the Faculty of Social Sciences without prior permission from the Examination Board, see study guide and VU.net.

### Article 12.2 Minors

1. The student who meets the admission requirements can take a 'University minor' without prior consent from the Examination Board. The 'University minors' are listed on the VU website.
2. The student can take one of the following minors without prior consent from the Examination Board:
  - Anthropology;
  - Bestuurswetenschap;
  - Communicatiewetenschap;
  - Communication Science;
  - Organisatiewetenschap;
  - Sociologie.

## 13. Honours programme

### Article 13.1 Honours components

The components of the honours programme offered by the faculty or the programme are:

Name of educational component	course code	EC	level
HP Students for a Future Society	S_HPS4FS	6	400
HP Research Colloquium in Political Science	S_HPRPPS	6	300

## 14. Binding recommendation on continuation of studies (BSA)

### Article 14.1 Binding (negative) recommendation

1. In order to obtain a positive recommendation on continuation of studies, the student must have obtained at least 42 EC by the end of the first year of enrolment.
2. Students who receive a binding negative recommendation on continuation of studies cannot enroll in the following Bachelor's programme offered by the Faculty during the subsequent three academic years:
  - Politicologie.

## 15. Evaluation and transitional provisions

### Article 15.1 Evaluation of the education

The education provided in this programme is evaluated in accordance with the evaluation plan in Appendix I. The faculty evaluation plan offers the framework.

### Article 15.2 Transitional provisions

By way of departure from the Teaching and Examination Regulations currently in force, the transitional provisions in Appendix II apply for students who started the programme under a previous set of Teaching and Examination Regulations.

Advice and approval by the Programme Committee, on April 9 2020.

Approved by the Faculty Joint Assembly, on June 18 2020.

Adopted by the board of the Faculty of Social Sciences on July 13 2020.



## Appendix I Evaluation plan Bachelor Politicologie

PLAN			
Wat, hoe en wanneer ga je evalueren?			
Wat?	Doelen	Hoe? Methode?	Wanneer?
<p>Evalueren van vakken</p> <p>Evalueren van vakken gedurende de periode september tot en met december 2020</p>	<p>Het constant toezien op kwaliteit en verbetermogelijkheden van individuele vakken</p>	<ul style="list-style-type: none"> <li>- Vragenlijst (liefst kort)</li> <li>- Docentoverleg met ruimte voor overleg specifieke vakken / delen best practices</li> <li>- Toezien op studentenevaluaties (docenten zelf, OPD en OLC) Office hours OPD &amp; OPC voor docenten en studenten</li> <li>- Lucht – je – hart – sessies met studenten per cohort (vak overstijgend / curriculum evaluatie)</li> <li>- Tussentijdse informele evaluatie om mogelijkheid te geven nog aan te passen (docenten, gestimuleerd door OPD)</li> <li>- Student ambassadeurs op verschillende niveaus en momenten: OLC, Student Mentoren, Student Mentor Coördinator, per vak op initiatief docent</li> </ul>	<ul style="list-style-type: none"> <li>- Vragenlijst: na afloop vak</li> <li>- Docentoverleg: per periode</li> <li>- Toezien studentevaluaties: na periode waar vak gegeven is (docenten zelf, OPD en OLC)</li> <li>- Office hours: wekelijks</li> <li>- Lucht-je-hart sessies met studenten (jaarlijks – per cohort 1 sessie)</li> <li>- Halverwege het vak</li> <li>- Mentoraat</li> <li>- Door hele jaar heen.</li> </ul>
<p>Evalueren van docenten</p>	<p>Docenten optimaal laten presteren, van advies voorzien, ondersteuning bieden, ambities en dromen stimuleren</p>	<ul style="list-style-type: none"> <li>- Individuele gesprekken met OPD en/of OPC</li> <li>- Toezien op vak evaluaties (OPD en OLC)</li> <li>- Docenten overleg: Delen van best practices / ruimte voor innovatie docentoverleg</li> <li>- Intervisie</li> <li>- Mentorschap voor nieuwe/jonge docenten</li> <li>-</li> </ul>	<ul style="list-style-type: none"> <li>- Jaarlijks en:</li> <li>- Office hours voor docenten (wekelijks)</li> <li>- Na afloop vak</li> <li>- 1x per periode Bij minder goede beoordeling en / of signaal OLC</li> <li>- Op verzoek en variabel</li> </ul>
<p>Curriculum-evaluatie</p>	<ul style="list-style-type: none"> <li>- Het constant toezien op kwaliteit en verbetermogelijkheden van het curriculum</li> <li>- Zorgen dat het curriculum overeen komt met het toetsplan en de daarin besproken leerlijnen per jaargang en track.</li> </ul>	<ul style="list-style-type: none"> <li>- Herzieningen toetsplan</li> <li>- Bespreking verschillende curriculum en leerlijnen docentoverleg</li> <li>- Evalueren rendementcijfers en mogelijke struikelvakken/struikelblokken</li> <li>- Kritische reflectie na NSE resultaten</li> <li>- Lucht – je – hart – sessies met studenten per cohort (inclusief premaster studenten)</li> <li>- Gesprek minorstudenten POL</li> <li>- Docent Mentoraat</li> <li>- Student Mentor Coordinator</li> <li>- OLC vergaderingen en overleg met Opleidings management (MT)</li> <li>- Input FSR, USR, EOS</li> </ul>	<ul style="list-style-type: none"> <li>- Jaarlijkse herziening toetsplan</li> <li>- Docentoverleg 1x per periode</li> <li>- Jaarverslag (jaarlijks)</li> <li>- Jaarverslag (jaarlijks)</li> <li>- Lucht-je-hart sessies met studenten (jaarlijks – per cohort 1 sessie)</li> <li>- Gesprek minorstudenten (jaarlijks)</li> <li>- 2 x per jaar individueel gesprek met docent</li> <li>- Regelmatig overleg met Opleidings MT</li> <li>- Tenminste 1x per jaar</li> <li>- Gedurende het jaar, tijdens lucht-je-hart of op uitnodiging</li> </ul>

<p><i>Aansluiting arbeidsmarkt</i></p>	<ul style="list-style-type: none"> <li>- Zorgen dat een (groot) deel van onze vakken gastprekers uit de praktijk betrekken</li> <li>- In stand houden en verbeteren betrokkenheid van de veldadviesraad Politicologie</li> <li>- Inzetten op actieve houding ten overstaan van het organiseren van stages voor studenten</li> <li>- Meer ondersteuning en training op het gebied van beroepsoriëntatie en transferrable/professional skills</li> </ul>	<ul style="list-style-type: none"> <li>- Aansturen + meerwaarde laten inzien gastsprekers voor onderwijs</li> <li>- Jaarlijks terugkomende veldadviesraad</li> <li>- Actief betrokkenheid nieuw stageplatform Jobteaser</li> <li>- Docent Mentoraat</li> <li>- Student Mentor Coordinator (om dicht bij de studenten te staan)</li> <li>- Alumni events</li> <li>- Betrekken oudere jaars bij voorlichting voor profileringsruimte en stages</li> <li>- Welcome Home Event (voor de studenten die terugkomen van profileringsruimte ter inspiratie van de andere studenten).</li> <li>- Actief betrekken studieadviseurs</li> <li>- Input en samenwerking met FSR, USR, EOS in het organiseren van workshops, career events e.d.</li> <li>- Aanbieden workshops, training en coaching op het gebied van beroepsoriëntatie en professional / transferable skills, zoals: Droom baan gezocht, Studie en Loopbaan (Rob van den Donk)</li> <li>- OLC (om behoeftes van studenten op te vangen en met opleidingsmanagement events te organiseren)</li> <li>- Lucht – je – hart – sessies met student</li> </ul>	<ul style="list-style-type: none"> <li>- Gastsprekers: liefst tenminste 1x in elk vak mits geschikt</li> <li>- Veldadviesraad bijeenkomst: jaarlijks</li> <li>- Actieve houding t.a.v. stages: geen tijdsindicatie (constant)</li> <li>- Docent mentoraat 2x per jaar iedere student</li> <li>- Al deze activiteiten worden gedurende het jaar tenminste 1 keer verzorgd – met behulp van de student coordinator mentoraat en de student coordinator voorlichting en met behulp van OLC, FSR en EOS wordt ervoor gezorgd dat studenten betrokken zijn en gemobiliseerd worden.</li> </ul>
<p><i>Evalueren succes mentoraat, internationalisering en betrokkenheid studenten bij programma</i></p>	<p>Zorgen dat mentoraat voor alle betrokken studenten (ook de internationale), docentmentoren en onderwijsmanagement van toegevoegde waarde is.</p> <p>Zorgen voor een actieve en betrokken studenten populatie die helpt met het organiseren en invullen van social events en het verbeteren en in stand houden van de kwaliteit van de (sociale) leeromgeving</p>	<ul style="list-style-type: none"> <li>- Toezien op herzieningen mentoraat (ENG) en gesprek met docentmentoren over herzieningen</li> <li>- Samenbrengen docent en studentmentoren</li> <li>- Aanstellen van Student Coördinator Mentoraat 1 dag per week (brug tussen opleidingsmanagement en studenten)</li> <li>- Zorgen voor een lint van sociale activiteiten (van alumni events tot pub quiz en het grote POL Summer Party) dat doorloopt na eerste student mentoraat</li> <li>- Lucht – je – hart – sessies met studenten</li> <li>- OLC</li> <li>- Docentenoverleg</li> </ul>	<ul style="list-style-type: none"> <li>- Eind van het academisch jaar evaluatie</li> <li>- Begin van het academisch jaar samenbrengen student- en docentmentoren. Kick-off</li> <li>- Regelmatig overleg binnen Opleidingsmanagement POL</li> <li>- Gedurende het hele jaarlucht je hart sessies met studenten (jaarlijks)</li> <li>- Op initiatief OLC</li> </ul>
<p><i>Evalueren voorlichting (proefstuderende, minorenmarkt &amp; open dagen)</i></p>	<p>Voorlichting die de kern van Politicologie op een interessante manier samenvat en overbrengt voor (aspirant) studenten</p>	<ul style="list-style-type: none"> <li>- Nauw betrokken zijn bij werving van student voorlichters</li> <li>- Aanstellen Student Coordinator Voorlichting 1 dag per week (brug/schakel opleidingsmanagement en studenten)</li> <li>- Aansturen en enthousiasmeren student voorlichters, input en ideeën ophalen</li> <li>- Gezamenlijk invullen van de uitvoering voorlichting tijdens open dagen, proefstuderende, matching.</li> <li>- Veel input en verantwoordelijkheid geven bij Scholenvoorlichting, eigen initiatief stimuleren</li> <li>- Social Media Team van studenten en eigen online Magazine: Politeia enthousiasmeren/voeden</li> <li>- Evalueren met voorlichtingsteam</li> </ul>	<ul style="list-style-type: none"> <li>- Aan het eind van het eerste jaar en gedurende tweede jaar alert blijven</li> <li>- Tijdens academisch jaar</li> <li>- Kickoff bij begin van het jaar en gedurende het hele jaar</li> <li>- Gedurende het hele jaar</li> </ul>

<b>DO</b> Uitvoeren van de evaluaties	
Wie?	Welke evaluaties en verantwoordelijkheden?
OPD	<p>Evaluatie vakken &amp; docenten (<i>luisterend oor voor docenten, ondersteuning en advies geven aan docenten waar nodig, voorzitter docentoverleg, organiseren junior docent bijeenkomsten, organiseren interview indien nodig</i>), Lucht – je – hart –sessies (<i>meenemen studentenfeedback voor meerdere evaluatie onderwerpen, terugkoppelen aan studenten, acties ondernemen</i>), curriculumevaluatie (<i>advies n.a.v. NSE, toezien verschillende leerlijnen, deel A jaarverslag: visie opleiding en reflectie afgelopen jaar</i>), Mentoraat (<i>aansturen Student Coordinator Mentoraat en aansturen Mentoraat programma, toezien op internationalisering hiervan</i>)</p> <p>, Aansluiting arbeidsmarkt (<i>samenbrengen veldadviesraad, initiëren en aansturen van alumni events en welkom thuis, voorlichting over profileringsruimte en stages, initiëren en aanbieden workshops, trainingen en coaching ism andere partijen zoals FSR, EOS en extern</i>), Voorlichting (<i>aansturen en enthousiasmeren voorlichtingsteam en aansturen Student Coordinator Voorlichting en Communicatie</i>)</p>
OPC	<p>Voorlichting (<i>adviseren voorlichtingsteam, uitvoer minorenmarkt en open dagen</i>), evalueren mentoraat (<i>aansturen, bij elkaar brengen van alle actoren</i>), aansluiting arbeidsmarkt (<i>stage coordinator + toezien gast sprekers ind. vakken</i>), evalueren vakken (<i>toezien op evaluaties en signaleren voor OPD wanneer actie nodig is, advies voor docenten, uitwerken best practices docentoverleg</i>), evalueren docenten (<i>signaleren problemen, communiceren problemen OPD, ophalen best practices docententeam</i>)</p> <p>Lucht – je – hart –sessies (<i>organiseren, communiceren, samenvatten, meenemen studentenfeedback voor meerdere evaluatie onderwerpen</i>)</p>
OLC	<p>Analyseren van de resultaten van de vakevaluaties, curriculumevaluaties, thesisevaluaties, minor Focusgesprek over curriculum uitvoeren            Adviseren aan Opleidingsmanagement over verbeteringen            Ondersteunen bij organisatie van social events en events gerelateerd aan aansluiting op de arbeidsmarkt.</p>
Docenten	Vakevaluaties: <i>doelgericht bepaalde vragen uitzetten, leren van vorige jaargangen, signaleren problemen, evaluatie mentoraat docent-mentoren (evaluatie mentoraat samen met OPC), tussentijdse evaluatie (per vak).</i>
OWB	<p>Uitvoering van de evaluaties            Zorgen dat ze worden uitgezet</p>

<b>CHECK</b> Bekijk uitkomsten a.h.v. verschillende evaluatie instrumenten		
Middel	Wie bekijkt/beoordeeld het?	Wie gebruikt het?
Cursusdossier	Cursuscoördinator ( <i>in samenwerking met docenten indien meer docenten op vak</i> )	OPD, OPC
Vakverslag met verbeterpunten	Cursuscoördinator ( <i>in samenwerking met docenten indien meer docenten op vak</i> )	Docenten, OPC ( <i>indien reden is tot gebruik: lage evaluatie bijv.</i> )
Overleg voorlichtingsteam	OPD, OPC, voorlichters	(student) voorlichters
Curriculumevaluaties	OPD, OPC	OPD, OPC, docenten ( <i>indien grote herzieningen plaatsvinden op vakniveau</i> )
Lucht – je – hart - sessies	OPD, OPC, Studenten, OLC	OPD, OPC ( <i>OLC indien nodig</i> )
Notulen docentoverleg – veldadviesraad – mentoraatsoverleg -	OPC	OPC, OPC, mentoren

<b>ACT</b> Formuleren van verbeterpunten n.a.v. de uitkomsten		
Middel	Wie stelt verbeterpunten op en zorgt dat het wordt uitgevoerd?	Wie gebruikt het?
Cursusdossier	Cursuscoördinator ( <i>betrokkenheid OPD, OPC indien nodig</i> )	Docenten en cursuscoördinator
Vakverslag	Cursuscoördinator ( <i>OPC indien nodig</i> )	Docenten en cursuscoördinator
Notulen voorlichtingsteam	Voorlichtingscoördinator – student-assistent voorlichting	Voorlichtingscoördinator, student-assistent, uitvoerder ( <i>praatjes opendagen bijv.</i> )
Curriculumevaluaties	OPD en OPC	FB ( <i>jaargesprek</i> ), OPC & OPC
Lucht –je – hart –sessies	OPD & OPC	OPD & OPC ( <i>OLC incidenteel</i> )
Notulen Docentoverleg, veldadviesraad & mentoraatoverleg	OPC, mentoraatcoördinatoren, student-assistent	Docenten, mentoren, OPC, OPD ( <i>OLC incidenteel</i> )

## Appendix II Transition Table Bachelor's track Global Politics

### Transition Table 2020-2021

Subject (in 2019-2020 or before)	Replacement subject (2020-2021)
Sociology of Social Science	History of the Social Sciences

## Appendix III Addendum to the 2020-2021 Teaching and Examination Regulations

Several articles for the 2020-2021 academic year will be temporarily suspended or amended as a result of the consequences of the measures to stop the spread of COVID-19. These amendments apply exclusively to the 2020-2021 academic year, which ends 31 August 2021. In this regard, reference is also made to the addendum to the Application and Registration Regulations for the 2020-2021 academic year.

### Teaching and Examination Regulations for Bachelor's degree programmes Part A Faculty section

#### Article 5.3 Binding (negative) recommendation on continuation of studies

The first paragraph does not apply to students who failed to meet the standard for a positive recommendation on continuation of studies at the end of the 2019-2020 academic year. These students will be given another opportunity to meet the standard for a positive recommendation on continuation of studies at the end of the 2020-2021 academic year.

### Part B1 Programme-specific section

#### Article 8.1 Additional educational requirements

Supplementary to paragraph 4, students from institutes of higher professional education (HBO) who are preparing for the first-year examination will be admitted to the Bachelor's programme, provided that:

- the student can produce a positive advisory on completion from his/her HBO institution, which must be provided to Vrije Universiteit Amsterdam (VU) by no later than 1 August.
- the student must still pass no more than one teaching unit of the first year of HBO, or in the case that more than one teaching unit must still be passed, these must be worth no more than 6 EC;

If the student has not passed the first-year examination of an HBO Bachelor's programme at the latest by 31 December 2020, the Bachelor's registration at VU will be terminated.

#### Article 14 Recommendation on continuation of studies (BSA)

The student to whom Article 5.3 of this addendum is applicable has by the end of the 2020-2021 academic year met the requirement as regards the BSA as formulated in Article 14 of the Academic and Examination Regulations for the 2019-2020 academic year.

## EXPLANATORY NOTES Addendum Bachelor TER

### **Article 5.3 and Article 14 (Negative) recommendation on continuation of studies**

Supplementary to Article 5.3.1 of the the Academic and Examination Regulations for Bachelor's degree programmes, a deferment of the recommendation on the continuation of studies is granted on the basis of the Higher Education service document - Coronavirus COVID-19 approach to students who at the end of the 2019-2020 academic year do not meet the standard for a positive recommendation on continuation of studies. These students must still, before the end of the 2020-2021 academic year, meet the standard for a positive recommendation on continuation of studies as set out in the 2019-2020 Academic and Examination Regulations. This is in response to consultations between the minister and the Secondary Education Council, the Association of Universities in the Netherlands and student organizations, in which it was agreed to grant deferment to students who do not meet the standard for the BSA for the programme, because they have incurred a delay in their studies as a result of the coronavirus. For the sake of practicability, students need not actively demonstrate that the delay occurred as a result of the measures against the coronavirus. The arrangement applies to both first-year students and higher-year students who were previously granted deferment and is independent of the number of credits earned in the 2019-2020 academic year.

### **Article 8.1 Additional prior education requirements**

A supplement applies to Article 8.1. The aim is to prevent students being unable to commence their academic Bachelor's programme next academic year because, as a result of the coronavirus crisis, they have not had the opportunity to complete their first year of HBO before 1 September 2020, due to the fact that they were unable to complete one or more subjects.

This provision applies to Dutch and other EEA students who, during the 2019-2020 academic year, were unable to complete their first year of HBO before 1 September 2020.

Admission is subject to the following conditions:

- The HBO first-year students who want to proceed to an academic Bachelor's programme must request an advisory on completion from their HBO institution. This advisory answers the question of whether it is fair to assume that the pupil or student concerned will complete the relevant first year before 1 January 2021.
- The student must submit the advisory on completion from the HBO institution to the WO institution by no later than 1 August. Student & Educational Affairs judges whether the student concerned is admissible. If so, then the student is admitted to the Bachelor's programme.
- If the student admitted does not succeed in completing the first year of HBO before 1 January 2021, VU will terminate the registration for the WO Bachelor's programme.

In this last case, the results obtained will remain valid. As soon as the student has registered again for the Bachelor's programme, they can submit a request to the Examination Board to qualify for an exemption from the subjects from the compulsory programme of study of the Bachelor's programme which they have already passed.