

# REGULATIONS FOR AWARDING DEGREE CERTIFICATES AND CERTIFICATES 2019 - 2020

## 1. Target group

- 1.1. These regulations have been prescribed for:
  - a. all full-time and part-time single Bachelor's and Master's degree programmes at VU Amsterdam
  - b. all dual degree programmes, provided VU Amsterdam is the lead institution
- 1.2. Notwithstanding the provisions in paragraph 1, these regulations do not affect:
  - a. the degree programmes offered by the faculty of Dentistry
  - b. the degree programmes offered by Amsterdam University College

## 2. Monitoring academic progress

- 2.1. The faculty's Education Office will monitor the student's academic progress on behalf of the Examination Board to determine whether the student should be awarded a degree certificate or not. Academic monitoring will commence at different stages, depending on the degree programme taken:
  - a. Students who are enrolled in the Bachelor's programme will have to have earned a minimum of 144 credits before faculties start monitoring their academic progress.
  - b. Students who are enrolled in a one-year Master's programme will have to have earned a minimum of 30 credits before faculties start monitoring their academic progress.
  - c. Students who are enrolled in a two-year Master's programme will have to have earned a minimum of 96 credits before faculties start monitoring their academic progress. This increases to 144 credits if students are taking a three-year Master's programme.
- 2.2. Once the academic monitoring is set to commence, the Education Office will send the student an email, informing them that their academic progress will be monitored from that moment onwards. This email will also specify which circumstances permit the student to submit a request for deferred graduation to the Examination Board, allowing the degree certificate to be awarded at a later date.

## 3. Assessment by the Examination Board and graduation email

- 3.1. The Examination Board will assess whether the student has satisfied all of the graduation requirements, provided the student has earned the prescribed number of credits to graduate.
- 3.2. If the Examination Board decides the student has satisfied all of the requirements and should therefore be awarded a degree certificate, it [the Examination Board] will notify the student of this by email [the graduation email]. This graduation email will contain a summary of the programme components that have been satisfied, the graduation date and any classification awarded, such as a *cum laude* or honours distinction. It will also specify which circumstances permit the student to submit a request for deferred graduation to the Examination Board, allowing the degree certificate to be awarded at a later date. A more detailed account of this procedure is given in Article 4.

## 4. Deferred graduation

- 4.1. The student must submit the request for deferred graduation to the Examination Board within ten days of receiving the graduation email (Art. 3.2.).
  - 4.1.1. If the student wishes to defer their graduation and the moment they are awarded their degree certificate, they will need to submit a completed 'Defer graduation' form. The graduation email (Art. 3.2.) specifies how to access this form [on VUnet].
  - 4.1.2. The request must include the reasons for deferment and propose an alternative date on which the degree certificate can be awarded.
  - 4.1.3. The Examination Board will grant the request on the condition that when the degree certificate is awarded, the student will have been enrolled in the relevant degree programme for no longer than the course duration plus one year. In exceptional circumstances the Examination Board may decide otherwise.
  - 4.1.4. If the student submits a request for deferred graduation, the Examination Board will delay the graduation process until a decision has been taken in this regard and the student has been informed of this decision.

## 5. Procedure for awarding degree certificates

- 5.1. The faculty's Education Office, acting on behalf of the Examination Board, will submit a request to the Student Administration, asking them to issue a degree certificate.

- 5.2. If the student has been awarded a *cum laude* distinction, this will be specified in the request for a degree certificate.
- 5.3. If the student has successfully completed an honours degree programme, this will be specified in the request for a degree certificate.
- 5.4. If the student has successfully completed an education minor, this will be specified in the request for a degree certificate.
- 5.5. 5.5. The Student Administration, acting on behalf of the Executive Board, will assume responsibility for ensuring the procedural requirements have been met so that the degree certificate can be issued. This includes checking the student enrolment system to verify the student was registered on the dates on which the programme was pursued and the examinations took place. It will also check whether the student fulfilled all of their payment obligations with respect to the tuition fees.
- 5.6. The Student Administration will issue the degree certificate within five working days (excluding the periods that the University is closed and public holidays) of receiving a 'Request for a degree certificate' from the Examination Board. It will then forward the degree certificate and the accompanying examination sheet to the relevant programme's Examination Board.
- 5.7. As a rule, the time frame between the student receiving the graduation email (Art. 3.2) and the *Dienst Uitvoering Onderwijs* (DUO) being informed of the results (Art.5.10) should not exceed 20 working days (excluding the periods that the University is closed and public days). Naturally, this does not apply in cases where students have submitted a request for graduation deferment.
- 5.8. The Examination Board will then sign the degree certificate and the Executive Board will award it to the student.
- 5.9. The faculties' Education Offices, acting on behalf of the Examination Board, will assume responsibility for drawing up the diploma supplement in Dutch and English. If the degree programme was an English-language programme, only English will be used. The name of the degree programme will be recorded on the degree certificate as it is registered in the Dutch Central Register of Higher Education Programmes (CROHO), regardless of the actual language of instruction. A translation of the name of the degree programme may be included on the degree certificate, provided this is printed in smaller letters than the name of the degree programme registered in the CROHO.
- 5.10. If the degree certificate contains any information or layout errors, the student or Education Office should return the degree certificate to the Student Administration, so that they can issue a new degree certificate within five working days.
- 5.11. The student will be able to collect the degree certificate at the Education Office or during a centrally organized collection time. They will have to provide a valid ID and sign the examination sheet, or the faculty alternative, in order to do so.
  - 5.11.1. Students who are unable to collect their degree certificate may, in exceptional circumstances, request that another person be allowed to collect their degree certificate. Such a request must be submitted to the Examination Board at least two weeks before the degree certificate is due to be awarded. If the student chooses this option, they do so entirely at their own risk. They will need to send a completed and signed authorization form along with their request, which can be obtained from the Education Office. The Examination Board may ask the Education Office to deal with this request.
  - 5.11.2. The person responsible for collecting the degree certificate will be required to present the student's authorization form as well as a valid ID (a passport, an ID card or a driving license). The Education Office will check these documents and then ask the person to sign a confirmation of receipt. Signing this document confirms the signatory is responsible for handing over the degree certificate to the student in question. The Education Office will keep the authorization form and the confirmation of receipt in its records. The examination sheet, or the faculty alternative, will specify the degree certificate was collected by a different person than the student in question. The person collecting the degree certificate can opt to receive a copy of the completed confirmation of receipt.
  - 5.11.3. Students who are unable to collect their degree certificate and do not have anyone else to collect their degree certificate may, in exceptional circumstances, submit a written request to the Examination Board that their degree certificate be sent to them. The Examination Board will remind the student that the degree certificate will be sent at the student's own expense and risk. If the original degree certificate gets lost, no replacement copy will be awarded. The student will need to provide written confirmation that the degree certificate will be sent at their own

expense and risk. Once this has been done, the faculty's Education Office will, at the request of the Examination Board, send the degree certificate by registered mail to the address provided by the student. The student will need to pay in advance for this service. The examination sheet, or the faculty alternative, will specify that this degree certificate was sent by post to the student and will include the address it was sent to. The written confirmation will be kept on file along with the examination sheet.

- 5.12. The university must report the results to DUO within eight weeks of the official graduation date referred to in Article 6.1.
- 5.13. The name recorded on the degree certificate and the diploma supplement will match the name the student is registered under in the Personal Records Database (*Basisregistratie Personen*, BRP).
- 5.14. The Student Administration will only issue a degree certificate once.
- 5.15. An exception will be made if a student underwent a name change as a result of a sex change, provided the name change is recorded in the BRP. If this is the case, the student will receive a modified degree certificate as soon as the sex change and name change are official and have been recorded as such.

## 6. Official graduation date

- 6.1. The student is considered to have successfully completed a degree programme once they have satisfied the requirements of that programme's educational units – unless the Examination Board requires the student to conduct independent research as part of their final degree assessment.
- 6.2. If the final degree assessment allows for a compensated pass and the student meets the criteria for compensation, they will have satisfied the requirements of the final degree assessment.
- 6.3. If the student took any additional courses or electives, these will be included on the diploma supplement.
- 6.4. The date on the degree certificate will be based on the month in which the student obtained their most recent mark. If the student's most recent mark was for a graduation project, the evaluation date will be used, which can be extended up to 20 working days after submission. If the student's most recent mark was for an exam, the date of the examination will be used.
- 6.5. The date on which the student passed the final degree assessment does not have to be the same date as the date on which the degree certificate was issued.
- 6.6. If the student has been awarded a *cum laude* distinction, this will be specified on the degree certificate and the diploma supplement.
- 6.7. If the student has passed with merit, the Examination Board may decide to include this information on the diploma supplement.
- 6.8. If the student has successfully completed an honours programme, this will be specified on the degree certificate and the diploma supplement.
- 6.9. If the student has successfully completed an education minor, this will be specified on the degree certificate and the diploma supplement.
- 6.10. The deadline for the final degree assessment of a particular academic year is the last working day or Saturday before 1 September.

## 7. Data final degree assessment

- 7.1. The Student Administration will keep a signature register, which will record the names and signatures of the Chairperson, the Deputy Chairperson and any other members of the Examination Board who are authorized to sign degree certificates. It will also include the names and signatures of the Secretary and Deputy Secretary of the Examination Board.
- 7.2. The examination sheets will be bound into examination booklets on a regular basis.
- 7.3. The names of the Chairperson and the Secretary of the Examination Board that have been recorded in the signature register and the examination booklet must correspond and be identical to the names specified on the degree certificates.
- 7.4. The final degree assessments are based on the documents in the examination booklets.

## 8. Degree certificate statements

- 8.1. The Head of the Student Administration, acting on behalf of the Executive Board, will provide statements proving the student has completed the final degree assessment. These statements will be

forwarded to DUO by the degree programme's Examination Board if DUO has not yet been informed of the results, as specified in Article 5.12.

- 8.2. The Head of the Student Administration or the degree programme's Examination Board is authorized to certify copies of degree certificates on behalf of the Executive Board, provided the document specifies who provided the certification and in which capacity.

## **9. Issuing certified academic transcripts and certificates**

- 9.1. A certified transcript (overview of your subjects and marks) is an official document, bearing a VU Amsterdam stamp and signature. It lists the modules that the student has passed in alphabetic order.
- 9.2. The student should check that the transcript contains the correct information before submitting a request for a certified transcript through VUnet or at Student Services.
- 9.3. The Student Administration will draw up a certified transcript upon receiving the student's request. If the student submitted their request via VUnet, they will receive the certified transcript within five working days by post at the address provided by the student in Studielink and/or VUnet. The student will be able to collect their certified transcript straight away if they go to Student Services.
- 9.4. In some cases, faculties may be willing to issue official certificates for subjects/programme components that have been successfully completed. If the student wishes to find out more about how to obtain a certificate, they should contact the faculty's Education Office through VUnet.
- 9.5. In general, the Examination Board of the relevant degree programme will sign the certificates issued for certain subjects/programme components.

*Amended and adopted by the Executive Board. These regulations are set to come into force on 1 December 2019.*