

VU Code of Conduct Honours Programme

Introduction

This Code of Conduct provides the framework for what is expected of students and teaching staff within the VU Honours Programme. It gives a description of our values to guide us in participating, co-operating, and adhering to mutual arrangements, which might differ from our regular education. The VU Honours Programme is aimed at motivated students, whose goal is to broaden their horizon and deepen their knowledge by following an additional programme next to their regular bachelor's programme. Vrije Universiteit Amsterdam expects students to behave according to VU Amsterdam's core values: responsible, open and personally engaged. This means we expect a constructive attitude during classes, as well as an open and respectful attitude towards fellow students and teaching staff. This Code of Conduct should be read in liaison with the Academic and Examination Regulations, and the general rules of conduct, described in chapter 10 of the [Student Charter](#).

Expectations and efforts

Honours students are expected to:

- Actively participate in class and take on a critical and independent attitude
- Be constructive and positive towards their fellow students, as well as respectful to teaching staff and fellow students
- Actively participate in lectures and smaller group work
- Spend enough time on class work
- Be present at all lectures and work groups
- Make sure to inform their teacher as soon as possible if they cannot attend a class due to special circumstances, and to give valid reasons. If they are absent from two or more lectures and/or work groups, the teacher can impose an additional task or deny further participation.

If students do not adhere to these rules, the Examination Board may decide to:

- Cancel your registration for the class
- In extreme cases, cancel your registration in the Honours Programme

Teaching staff of the extra-curricular Honours Programme:

- Provides interdisciplinary and challenging education
- Is inspiring and motivating
- Strives for excellence and innovation, and makes use of innovative ways of teaching
- Provides room for students' own ideas and creativity
- Provides clarity on what is expected within a course, including how many times students may be absent
- Cooperates with excellent (international) guest lectures and researchers

Course registration and attendance

- Each semester (in June and December), during the days following the Try Out Class, students can apply for placement in interfaculty honours courses offered by VU, UvA and AUC. The Try Out Class is an event during which honours students are presented with all interfaculty courses on offer in each semester. A link to a course application form will be posted on the course application page. Student must select their first, second, third and fourth course of their choice and will be placed in one of the courses of their choice.

- If there are sufficient places available, students can be registered for a maximum of two interfaculty courses per semester. Their preferences will be taken into account.
- After having been placed in a course, the lecturer and administration of the Honours Programme assume a student will participate in the course. Cancelling their participation can cause issues for their own planning, the course lecturer, fellow students and administration.
- When students wish to cancel their participation in a course after placement, they need to provide their reason for doing so. Valid reasons are:
 - Cases of force majeure (e.g. long-lasting illness);
 - Special personal circumstances (e.g. family issues or accidents that caused injury);
 - Unforeseen overlap in scheduling.
- Potential replacement in a different course is only possible in honours courses at VU, and only if they have remaining places available. Note: potential replacement can only be arranged until two weeks before the start of the replacement course. We reserve the right to not offer students replacement in a different honours course.
- If students missed the application deadline for placement in interfaculty honours courses, their placement in one of these courses can no longer be guaranteed.
- Application and registration for faculty specific Honours courses is done by each faculty. Should the procedure be unclear, the Faculty honours coordinator can provide more information.

Leaving the Honours Programme

- Students are encouraged to complete the programme, but can always drop out. If VU students decide to leave the Honours Programme, they should send an email to honours@vu.nl. In that case students will not receive the honours mentioning on the diploma supplement.
 - Their obtained honours credits will remain, and any extra courses they may have passed will be mentioned as extra-curricular on their diploma supplement.

The Diploma Supplement

- Students will have completed the Honours Programme once they: a) complete their bachelor's programme nominally (within 3 years) with a weighted grade average of 7.5 (Dutch grading system) for all components of the bachelor's programme (excluding honours courses), and b) complete an additional programme of 30 EC consisting of at least 12 EC interfaculty honours courses, and at least 12 EC faculty specific Honours courses.
- If students have met the requirements for the Honours Programme, they will receive a diploma supplement stating that they have met the requirements of the Honours Programme.
- Course grades will be registered by the central Honours Coordinators upon completion of each course.
- For a 'cum laude' classification, only the results of the regular bachelor's programme are taken into account (180 EC).
- If students need an extension of their study and need more time to complete the Honours Programme and/or their regular programme, they can submit a request for study delay to their faculty Examination Board. Permission to deviate from the prescribed duration of study may be given should their delay be due to personal exceptional circumstances (WHW 2.1), or as a result of an approved exchange period or student work placement abroad.