UG BACHELOR'S TRACK POLICY

The Board of the University adopted the Bachelor's Track Policy on 3 December 2024.

In the Dutch Higher Education and Research Act (WHW), the term 'track' is defined as follows:

- track: a learning path that is part of a degree programme; the study load and the qualities in terms of knowledge, understanding, and skills that the student must have acquired upon completion of the learning path are equivalent to those of the degree programme;

- foreign-language track: a learning path in which more than one third of the ECTS are taught in a language other than Dutch, where it is determined by ministerial order when a course unit is considered to be taught in a foreign language.

The Board of the University allows faculties to add tracks to their Bachelor's degree programmes, provided that they meet these definitions.

A faculty may add a Bachelor's track to an existing degree programme with the aim of having this track appear on the degree certificate and/or with the aim of enabling selection or lottery-based enrolment at track level. The final learning outcomes of the tracks are 100% consistent with those of the primary degree programme.
There are two types of Bachelor's tracks:
- The track differs from the primary degree programme only in terms of language;
- The track differs from the primary degree programme in terms of content (and may or may not differ in terms of language).

In the preliminary phase, the faculty ensures that the track proposal is submitted to the programme committee for advice. In addition, the proposal must be submitted to the Board of Examiners for approval.
The Board of Examiners assesses whether the track meets the requirements for awarding a degree certificate for the degree programme. The Board of Examiners must therefore sign the assessment form that is included with the plan letter.

When setting up the Bachelor's track, some overlap in content with one or more other tracks is possible. It is recommended that the proportion of unique course units is sufficient to justify the unique nature of the track, for example for accreditation purposes, while taking into account the effectiveness of the track. The learning outcomes of the tracks must correspond 100% to those of the degree programme.

1. Applications to start, change, and terminate Bachelor's tracks.

Every year, faculties' can submit their applications for new Bachelor's tracks by sending a plan letter by mid-February (T+1). The plans relate to the academic year following the year in which they are submitted (T+2; for example, plans submitted in 2024-2025 will be implemented in 2026-2027).

The following rules apply to starting, changing, or terminating a track within a degree programme:

- Applications must be submitted to the Board of the University (CvB), accompanied by a statement of reasons, via SES/ABJZ as part of the plan letter procedure. The CvB will either approve the proposal or turn it down, giving reasons.
- The deadline for the termination, name change, and language change of a track is C + 1 (the curriculum term, with an additional year for resits). This deadline is important as it gives enrolled students the opportunity to complete the degree programme's track, as it existed before the change. If there are students who have not completed the track during this period, they must enrol in another (similar) track (or the variant with the new name/language of instruction, if applicable).
- The application for a new track, the changing of an existing track, or the termination of a track must be accompanied by a concise explanation from the faculty board that meets the legal requirements.
- The various changes must also be accompanied by the appropriate forms containing the information required to correctly register the application, change, or termination of a track in the administrative systems. These forms are sent along with the plan letter.

After approval by the CvB:
(1) SES/ABJZ informs the faculty about the Board's decision and the reasons for rejection, if applicable,
and (2) SES/ABJZ forwards the information to SIA for processing in the administrative systems.

2. Communication toward students about degree programmes

To ensure transparency, the names of degree programmes are consistent across all systems that students are required to use. This includes Studielink, Progress, Student Portal, Ocasys, OAS, the website, etc.

All of the tracks of a degree programme (as well as any other variations) must be recorded in all of the administrative systems used by students. All of the tracks for which students can register from the start of their studies are listed in the registration and enrolment systems (Studielink).

Details of a maximum of two degree programmes can be included on the degree certificate. This is filled by one of the following two possibilities:
a. The degree programme's ISAT code.
b. The ISAT name of the degree programme and the name of the track completed by the student.

It is only possible to indicate the completed track on the degree certificate if the student actually registered for that track in Studielink. If a student has done multiple tracks, they must indicate which track should be listed on the degree certificate.