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This document aims to briefly explain some of the most important terms and concepts at University College Roosevelt. If a word is underlined, it means you can click on it to get redirected to another relevant section. If you think anything is incorrect, or if you have any suggestions, please contact the Academic Affairs Council via aac@ucr.nl. We aim to regularly update this document, but cannot guarantee everything is always up-to-date. No rights can be derived from this document - the Student Handbook always takes precedence.

Board of Studies (BoS)

The Board of Studies is responsible for the organization and coordination of the UCR academic program. As such, they approve all track- and course outlines (see below). Furthermore, they update the Academic Rules and Procedures part of the Student Handbook (SH) every year. The Board of Studies consists of the Director of Education (DoE), the four Heads of Department (see below) and one student. The student representative is elected every year, and automatically becomes a member of the Academic Affairs Council as well. The current student representative is Marije Sluiskes. The student representative posts updates of every meeting on this Facebook page.

Board of Examiners (BoE)

The Board of Examiners deals with all issues related to meeting the educational standards of UCR. It is an independent body. Its two main functions are to safeguard the quality of examinations and diplomas, and to ensure that the rules and requirements as set out on the Student Handbook (SH) are adhered to. It is made up of faculty members, and is supported in its work by a secretary. For more information on the BoE, click here.

Capstone

A Capstone is a course in which you produce a major piece of individual work (comparable to a Bachelor's thesis). A Capstone is obligatory for every UCR student, and must be completed in your final year. To complete your Capstone requirement, you have the following options:

- Complete an Individual Research Project;
- Complete an Honors Thesis;
- Complete an Academic Internship;

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- Complete a Capstone course.

You will only have to start worrying about your Capstone at the end of your second year, but it is good to already keep in mind that it is a graduation requirement. The Capstone requirement is currently being revised; the most up-to-date information can be found in the Student Handbook.

Communications Office

The Communication Office is responsible for representing UCR to the outside world. The people working here organize the open days, contact high school counsellors, make sure the press is informed if anything important happens, and in general makes sure UCR is perceived as a vibrant, interesting and fun college by any external partners.

Course evaluation

To monitor the quality of all courses, course evaluations are handed out in the final two weeks of the semester for every course. Each student is invited to complete these for the courses he/she is currently taking. The course evaluation consists of a quantitative and a qualitative part, and is completely anonymous. The course evaluations are read by the faculty member who teaches the course, the Head of Department (HoD), who has a talk with every faculty member in his/her department to discuss the outcome, and the Program Committee (PC), which makes recommendations on the basis of all course evaluations. It is extremely important that you complete the course evaluations seriously and thoughtfully.

Digital request form

UCR uses a lot of digital forms for all kinds of administrative purposes, which you must sign online. To be able to do this, install and use Adobe Reader 8.0 or newer (Apple users: make sure to install Adobe Reader! The pre-installed Apple PDF reader will not work). A detailed explanation on how to use and sign these forms can be found here. An overview of all request forms can be found here.

Director of Education (DoE)

The Director of Education carries the responsibility for coordinating all academic matters ascending individual departments. The DoE is the chair of the Board of Studies (BoS). Since 2006, the position has been occupied by Dr. Leo de Wit. To contact him, use l.wit@ucr.nl, or drop by his office. Realize that the DoE is a busy man and that your request might not always be immediately at the top of his priority list.

Education & Student Office

The Education and Student Office offers you everything you need when it comes to the administrative side of your student life at UCR. This office deals with admissions,

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(re)-enrolments, exchange, diplomas, etc. The <u>Registrar</u> is part of the Education & Student Office. Usually, you will not have a lot of encounters with the people working there, but they are all wonderful. Always be polite in your correspondence/conversation with the Education & Student Office; they are really only there to make your life easier. More information on this office can be found <u>here</u>.

Head of Department (HoD)

Each department within UCR (Academic Core, Science, Social Science, Arts and Humanities) is led by a Head of Department, who is responsible for the preparation and execution of the academic program within the department. The current Heads of Department are:

- Academic Core: Dr. Marcin Sklad
- Science: Prof. Ger Rijkers
- Social Science: Dr. Alexei Karas
- Arts and Humanities: Dr. Hans Bloemsma

All Heads of Department are a member of the <u>Board of Studies (BoS)</u>.

Intranet

The intranet (www.ucr.nl/intranet) is a password-protected area of the UCR website where information relevant for students and staff is published. Under 'Students', you can find the course planning, <u>Student Handbook (SH)</u>, <u>Track- and course outlines</u>, places to go for help etc. New students receive their login details during the introduction week.

(IT) Helpdesk

The Helpdesk helps you with problems related to facilities and/or ICT (such as printing issues, whitecard issues, internet connection issues, etc). It consists of the former IT Helpdesk and the Housemasters. You can contact the Helpdesk by e-mail (helpdesk@ucr.nl) or simply drop by their office, which can be found on the ground floor of the Eleanor building, opposite of classroom 8.

Mid-term evaluation

Besides the <u>Course evaluation</u>, each faculty member is also obliged to organize a mid-term evaluation of every course he/she teaches. This is the perfect opportunity to voice your tips and tops, so that the instructor can still take these into account while giving the course. The mid-term evaluation does not have a set structure like the end-term course evaluation. Most instructors will just have an informal chat with the class to ask what things are going well and what things can be improved upon. Do not be afraid to give your critical opinion, but make sure to voice it in a polite and constructive manner.

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Program Committee (PC)

The Program Committee consists of two students and two faculty members. It guards and monitors the quality of education, identifies and advises on problematic issues, and provides suggestions for educational policies. The PC is a participatory body with the right to approve the Student Handbook (SH) and the right to have its cases responded to in a timely fashion by the Management Team and the Director of Education (DoE). The current members are:

- Dr. Gerda Andringa
- Dr. Helle Hochscheid
- Irina Scheer
- Lisa Eijgenhuijsen

The two student representatives are elected every year, and automatically become member of the Academic Affairs Council as well. Updates of every meeting are posted on this Facebook page.

Registrar

The Registrar is part of the Education & Student Office. The Registrar is responsible for keeping the academic records of all students registered at UCR and issuing official transcripts and conducting the registration of all students at UCR. Besides this, the Registrar is the main contact point for students and staff for issues regarding student administration issues. As such, the Registrar plays an essential role within UCR. You will probably have to contact the Registrar at some point during your time at UCR. This can be done by sending an email to registrar@ucr.nl, but it is much wiser to drop by during the office hours of the Education & Student Office (to be found at the Reception and on this page), as the Registrar often takes a long time to reply due to a high workload.

Student Boards

There are four student boards at UCR: Roosevelt's All Student Association (RASA), the Housing Affairs Council (HAC), the Common House Elliott Foundation (Elliott), and the Academic Affairs Council (AAC). Each of them covers a different aspect of student life, respectively the organizing of social activities, housing, the facilitating of social activities, and academics. The members of the student boards are elected every spring semester. Every UCR student can run for the open positions, as long as you are not on probation. To learn more about the current boards, visit the relevant section on the RASA website.

Student Counsellor

Should you want to discuss a personal matter in confidence, be struggling with a decision you need to make, feeling down, stressed, or overwhelmed, the UCR Student

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Counsellor is the person to go. Currently, this is Karen van den Berg. She is a social worker, and over the years she has helped many UCR student with their struggles. To make an appointment, send an email to k.vandenberg@ucr.nl. Remember, there is absolutely no shame in asking for some help! For more info, click here.

Student Handbook (SH)

The Student Handbook describes UCR's official Academic Rules and Procedures (in Dutch: Onderwijs- en Examenregeling). These rules take precedence over all other documents. It also describes important matters regarding the Tutor system, teaching, and living on campus. It is super important that you're familiar with (most of) the content in the Student Handbook, as it will make your time at UCR a lot easier, so make sure to read over it carefully. It is updated every year. The most recent version of the Student Handbook can be found on the intranet.

Study Skills and Writing Support Center

The Study Skills and Writing Support Center provides students with tools and advice on how to make the most of their academic life at UCR. All activities are free of charge and all students can sign up. The Center for Study Skills and Writing Support offers two kinds of activities: workshops and individual support. For an overview of the workshops, visit http://www.ucrskills.nl/. For more information, click here.

Track- and course outlines

Every track available at UCR has a track outline, and every course has a course outline. In a course outline, all relevant information of a course is discussed: the prerequisites, the learning outcomes, the assessments, the assessment methods, the grading criteria, etc. Make sure to read the course outline carefully before you start a course. In a track outline, all courses of a track are discussed, and often possible master programs/specialization ideas are given. All outlines can be found on the intranet.

Tutor system

Every UCR student has a tutor, a faculty member that helps you with building a meaningful curriculum and fulfilling all your requirements, and (if necessary) can support you in case you have any personal issues. You meet with your tutor at least once a semester. Your tutor is the one that formally registers you for courses for the next semester. Usually, you will have the same tutor throughout your time at UCR. It is worth investing in a good working relationship. Realize that a tutor cannot be expected to know the answer to all your questions; however, he/she should be able to point you to someone that does know the answer. The Senior Tutor is responsible for the tutor system: if you experience any problems with your tutor, you can contact her.

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Sometimes your tutor will redirect you to the Senior Tutor or the Student Counsellor, as they have more experience with tutoring/guiding students.

UCR Council

The UCR Council is UCR's university council. It consists of three student representatives and three faculty/staff representatives. The Council meets with the Management Team (Dean and Managing Director) at least five times a year. It is the only body with a legally binding power over the Management Team, and has 'right of approval' about the format of the organization, the strategic plan, academic rules and procedures, the quality assurance system, and labor conditions, and 'right of advice' over facilities and budget. The three student representatives are elected every year, and automatically become member of the Academic Affairs Council as well. The faculty representatives are elected bi-yearly. The current members are (at the moment of writing one faculty/staff position is vacant):

- Ms. Sarah Carter
- Ms. Lucy Buck
- Céline Budding
- Azamat Omuraliev
- Marjolein Becker

The student representatives can be reached via ucrcouncil@ucr.nl. Updates of every meeting are posted on this Facebook page.

UCSRN

The UCSRN is an organization of which all UCs in the Netherlands are a member. The organization has two main aims: one is to make University Colleges more known on a national scale and the second one is to strengthen the bond between the different UCs. The first goal is achieved by things such as lobbying with politicians and writing position papers. The latter is achieved by organizing events for all UC students such as a sports tournament and an academic platform. They have regular General Assemblies which you can attend. A link to their website can be found here.

Workspaces

Workspaces is UCR's official electronic learning environment. You can find your schedule, grades, and course pages on Workspaces.

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