University of Amsterdam

Education and Examination Regulations
Master’s Programme in Communication Science
2014-2015
SECTION A
General section
Chapter 1 – General provisions

Article 1.1 – Applicability of the Regulations
These regulations apply to the education and examinations of the Master’s Programme in Communication Science, hereinafter referred to as ‘the study programme’. The study programme is offered within the Graduate School of Communication, hereinafter referred to as ‘the educational institute’, of the Faculty of Social and Behavioural Sciences, hereinafter referred to as ‘the faculty’. Section B contains provisions that are specific to a particular study programme. Together, Sections A and B make up the Teaching and Examination Regulations (Onderwijs- en examenregeling), hereinafter referred to as the OER, for the study programme or group of study programmes referred to in Section B.

Article 1.2 – Definitions
The following definitions are used in these Regulations:
a. the University: the University of Amsterdam;
b. the Act: the Dutch Higher Education and Research Act (Wet op het hoger onderwijs en wetenschappelijk onderzoek, WHW);
c. examination: the final examination of the Master’s programme;
d. fraud and plagiarism: the student’s acts or failures to act which make it wholly or partially impossible to accurately judge his/her knowledge, understanding and skills;
e. educational unit: a unit of study of the programme within the meaning of the Act;
f. period: a semester consists of three periods of 8, 8 and 4 weeks respectively;
g. practical exercise: the participation in a practical training or other educational learning activity, aimed at acquiring certain (academic) skills. Examples of practical exercises are:
   o researching and writing a thesis,
   o carrying out a research assignment,
   o taking part in fieldwork or an excursion,
   o taking part in another educational learning activity aimed at acquiring specific skills, or
   o participating in and completing a work placement;
h. programme: the totality and cohesion of the course components, teaching activities/methods, contact hours, testing and examination methods and recommended literature;
i. thesis: an education unit comprising research into the literature and/or contributing to scientific research, always resulting in a written report;
j. semester: a part of an academic year; an academic year consists of two semesters;
k. SIS: the Student Information System;
l. student: the person enrolled at the University to take a study programme and/or interim or other examinations as part of the programme;
m. course catalogue: the guide for the study programme that provides further details of the provisions and other information specific to that programme. The course catalogue is available electronically at www.studiegids.uva.nl
n. academic year: the period beginning on 1 September and ending on 31 August of the following calendar year;
Chapter 2 – Admission to the programme

Article 2.1 Admission requirements for the Master’s programmes

Entry requirements for follow-on Master’s programme (aansluitmasteropleidingen)
1. A student possessing a Bachelor’s degree from either a Dutch or foreign institution of higher education, who can demonstrate that he/she has knowledge, understanding and skills at the level of the University of Amsterdam’s Bachelor’s programme Communication Science, including the necessary language skills, may be admitted to the (follow-on) Master’s programme, subject to the provisions of paragraph 3.
2. A student possessing a Bachelor’s degree Communication Science from the University of Amsterdam may be directly admitted to the follow-on Master’s programme referred to in these Teaching and Examination Regulations, subject to the provisions of paragraph 3.
3. If the intended Master’s programme includes multiple programmes, a specific specialisation/minor in the Bachelor’s programme may be required for admission to the different programmes.
4. In the event of demonstrable extreme unreasonableness or unfairness, the director may deviate from the requirement for a completed Bachelor’s degree for a period of time that it determines.
Admission requirements for Master’s programmes that are not follow-on Master’s programmes

a. Students with a Bachelor’s degree in Communication Science from the VU University Amsterdam, Radboud University Nijmegen, and the University of Twente have a right to direct admission;

b. Students with a Bachelor’s degree whose curriculum, in the opinion of the Admission Committee, rendered: a) a proven adequate knowledge of communication science theories and literature, and b) a proven adequate knowledge of social science research methodologies and statistics, are also directly admitted;

c. Students with a Bachelor’s degree in communication sciences, one of the social and behavioural sciences, or humanities, whose curriculum did not render the required level of knowledge of communication science theories and literature, and/or knowledge of social science research methodologies and statistics, can complete an individual-tailored preparatory programme (article 2.2.) before admission is due.

d. Students with a Bachelor’s degree in other fields than communication studies, social and behavioural sciences, or humanities are usually not admissible;

e. Students with a Bachelor’s degree in ‘Higher Professional Education’ (HBO) or the equivalent international degree are never admissible.

f. International students, who have not been taught in English before, are required to demonstrate sufficient proficiency in English in order to be accepted. The requirements are mentioned in article 2.4.

Article 2.2 – Preparatory programme (schakelprogramma)

If, in the opinion of the director, an admission request does not satisfy the admission requirements, but these requirements can be expected to be met within a reasonable time period, the applicant can be given the opportunity to satisfy the requirements by means of completing a series of preparatory seminars.

The Graduate School of Communication offers 30 EC of preparatory seminars. The Graduate School cannot be held responsible for offering individual-tailored preparatory seminars and neither to carry any of the costs involved.

Students with a Bachelor’s degree in ‘Higher Vocational Education’ (HBO) or the equivalent international degree cannot satisfy the requirements by means of preparatory seminars.

Article 2.3 – Dutch language

Those possessing a foreign diploma satisfy the requirement for sufficient command of the Dutch language once they have passed the state examination for Dutch as a Second Language (NT2), programme II, or have obtained an exemption from taking this examination. This requirement does not apply to students who are admitted to the (specialisation) programmes taught in English.

Article 2.4 – English language

Non-native English speakers are required to demonstrate sufficient proficiency in English in order to be accepted for the (specialisation) programmes taught in English. The following proves will be accepted:

i. TOEFL (Test Of English as a Foreign Language). Minimum required total scores: 580 for Paper test, and 92-93 for Internet-based test.

ii. IELTS (International English Language Testing System. Minimum score: 6.5.

iii. Cambridge Advanced English: A, B of C.
English language test results may not be older than 2 years. Native speakers of English, and individuals who have earned their Bachelor’s degree at a Dutch university satisfy the requirement for an adequate command of the English language.

**Article 2.5 – Admissions procedure**

1. The director is responsible for admission to the programme. The director appoints an Admissions Committee, which advises about the admission of students.
2. The director may request experts within or outside the university to test certain types of knowledge, understanding and skills, in order to supplement written evidence of the programme/programmes the student has completed.
3. Requests for admission to the study programme shall be submitted to the director. Admission deadlines are published at [http://gsc.uva.nl/programmes/masters-programmes/masters-programmes/content/folder/communication-science-corporate-communication/application-and-admission/deadlines/deadlines.html](http://gsc.uva.nl/programmes/masters-programmes/masters-programmes/content/folder/communication-science-corporate-communication/application-and-admission/deadlines/deadlines.html). In special cases, the director may consider a request submitted after the closing date.
4. Admission is granted on the condition that, no later than the relevant starting date, the candidate shall fulfil the requirements of Article 2.1 concerning knowledge and skills, as indicated on the certificates that he or she has obtained for completed study programmes.
5. Candidates receive either written confirmation of admission or a negative decision. An appeal against a negative decision can be lodged in writing with the Examination Appeals Board (COBEX). For details of the grounds for appeal, the procedure and the appeals deadline, see UvA website.

**Article 2.6 – Intake dates**

1. Intake into the programme is possible at the beginning of the first semester of an academic year (‘September’) and at the beginning of the second semester (‘February’). The intake months mentioned in this paragraph ensure a programme that can be expected to be completed in the nominal period (=duration of the program: 12 months).
2. When the programme commences, the student must have fully completed the Bachelor’s programme or Preparatory programme allowing admission to the Master’s programme. (compulsory as of 2009-2010).
3. If intake takes place at a date other than that stated in paragraph 1 of this Article, the feasibility of the programme being completed within the set time cannot be guaranteed.

**Chapter 3 – Testing and examining**

**Article 3.1 – General**

1. Interim examinations are carried out during the study programme unit to determine the student’s academic skills and verify whether the student is attaining the specified learning goals adequately.
2. The module guide and/or Blackboard specify the achievements that the student must fulfil successfully and stipulate the criteria according to which the student will be assessed.
3. At the student’s request, the Examination Board may allow a different testing method to be used other than that specified in the module guide and/or Blackboard. (*Rules and Guidelines for the Examinations Board*).

**Article 3.2 – Registering for interim examinations**

A student must register for all parts of an educational unit in order to be registered for an interim examination. The student will be registered for the interim examination within the
educational period and for the first re-sit of the educational unit. The student may not be allowed to participate in the interim examination if he or she does not register for (all parts of) the educational unit or fails to do so on time.

**Article 3.3 – Testing/examination opportunities.**
1. For every educational unit, the student has one opportunity to re-sit the test during the 12-month period starting when the educational programme preparing a student for the interim examination begins. The first testing opportunity falls within the educational period during which that unit is offered; the first opportunity to re-sit is offered before the 1st of August of the academic year in which the unit is offered. For testing methods other than interim examinations, the re-sit regulation and re-sit dates and/or deadlines are given in the module guide of the relevant course.
2. When the examination of a course consists of several interim examinations the student will have the opportunity to re-sit every interim examination. If an interim examination consists of several examination parts (deeltoetsen) the student will not necessarily have the opportunity to re-sit every part; grades for the examination parts may compensate each other. A re-sit always covers the same material as the original interim examination.
3. Students can be instructed in English, including exam questions and written assignments. Students have the right to answer written exam questions and to submit written papers in the English or Dutch language upon choice.

**Article 3.4 – Oral examinations**
1. An oral examination is public unless the student files an objection to this, or if, in an exceptional case, the Examinations Board or examiner determines otherwise.
2. The oral examination is taken in the presence of a second examiner, unless the Examinations Board determines otherwise.
3. An examiner conducts an oral examination with only one student at a time unless the examiner and students agree otherwise.
Article 3.5 – Determining and announcing results
1. The examiner determines the result (= grade) of an oral examination as soon as the examination is finished and informs the student accordingly.
2. The examiner determines the result (= grade) of a written or other form of examination component as quickly as possible, and in any event within 20 working days of the examination date, and also submits the necessary data to the programme administration so that the results can be registered. In exceptional cases, the director can permit deviation from this time period. In the event of a re-sit, the result must be announced at least 14 calendar days before the possible re-sit. In the case of partial examinations, the examiner determines the result (=grade) of the partial examination at least 7 calendar days before the next partial examination.
3. A student may submit a request for reassessment to the examiner and then has the option to submit an objection to the Examination Board (Examencommissie Communicatiewetenschap) within six weeks of the announcement of the result. A student may lodge an appeal against the decision of the Examination Board with the Examination Appeals Board (College van Beroep voor de Examens) within six weeks of the announcement of the result. A request for reassessment does not affect the time period for lodging an appeal with the Examination Appeals Board.

Article 3.6 – Marks
1. Marks are given on a scale from 1 to 10, with a maximum of one decimal after the period.
2. The final assessment of a component is a pass if the student obtains a mark of 5.5 (unrounded) or higher. In the event that only whole numbers are assigned, a 6.0 or higher is a pass. The final assessment cannot be assigned a mark of 5.1 to 5.9.
3. The most recent result determines the final mark.
4. Should the examiner judge that a unit does not lend itself for numerical grading, the examiner is entitled to grant an "obligations met" (avv) or "obligations not met" (nav).
5. Students who are registered for a unit and do not complete that unit, will be rendered the qualification of "obligations not met" (nav).
6. Students who are registered for a unit but do not participate in that unit, will be rendered the qualification of "not attended" (nap).

Article 3.7 – Validity period of interim examinations
1. The period of validity of passed interim examinations is 5 years.
2. In individual cases, the Examination Board is authorised to extend the period of validity of successfully passed examinations for a period it determines.
3. Unless the Examinations Board determines otherwise, partial marks will lapse [at the end of the relevant academic semester].

Article 3.8 – Right of inspection and post-examination discussion
1. In the event of a written examination, and on request, the examiner shall grant the student who took the examination the right to inspect the assessed work up to 30 days after the announcement of the result. The student may make copies of the assessed work and the standards used in the assessment, or have such copies made, at cost price.
2. The Examination Board may decide that the inspection will take place at a fixed place and time. If the student can prove to have been unable to attend the inspection or announcement at this particular place and time, he/she will be granted an alternative place and time, if possible within the time limits mentioned under 3.8.1.
3. In case a general post-examination discussion is organised, an individual post-examination will only be offered if the student has either been present at the general post-examination
discussion or if the student was unable to attend this due to circumstances beyond their control.
4. A student who meets the requirements mentioned in paragraph 4, can request an individual post-examination discussion with the examiner concerned. The examiner is to determine the time and place of this meeting.

Article 3.9 – Exemption
At the written request of the student, the Examination Board may exempt the student from one or more examination components, if he or she:
1. Has passed an educational unit of an accredited university at Master’s level that is equivalent in both content and level;
2. There are no exemptions granted on the basis of work experience, independent study or other non-curricular activities.
3. There are no exemptions granted on the basis of preparatory seminars. (See Article 2.2)
4. The seminar 'Research Methods in Communication Science' and the Master's Thesis can never be exempted. As of the academic year 2014-2015 the seminar 'Research Methods Tailored to the Thesis' replaces the seminar 'Research Methods in Communication Science.' Students who have not as yet passed the seminar Research Methods in Communication Science need to take the seminar 'Research Methods Tailored to the Thesis' instead.
5. The maximum exemption that can be granted is 12 EC.
The Examination Board takes a decision within 28 working days after receipt of the written request for exemption.

Article 3.10 – Master’s thesis seminar
1. The final thesis is evaluated by the supervisor. The final grade is evaluated by a specially appointed committee: the Thesis Quality Master committee (TQM).

Article 3.11 – Fraud and plagiarism
1. The provisions of the Regulations governing Fraud and Plagiarism for UvA Students apply in full, and form part of the Teaching and Examination Regulations. The text of the Regulations governing Fraud and Plagiarism for UvA Students is attached as an appendix.
2. Electronic detection software programs may be used to detect plagiarism in texts. In submitting a text, the student implicitly consents to the text being entered into the database of the detection program concerned.

Article 3.12 – Final examination
1. The Examination Board determines the result and date of the final examination if it has concluded that the student has completed all of the examination components successfully.
2. The Examinations Board may decide that the final examination will also include an investigation, to be carried out by the Examinations Board itself, into the student’s knowledge, understanding and skills.
3. If the unrounded weighted average of all (examination) components is 8.0 or higher, the Examination Board can decide to add the qualification ‘cum laude’ to the student’s degree certificate. This decision is also based on the marks sequence and assessment of the thesis. The qualification ‘cum laude’ is therefore not awarded automatically. Other degree classifications are listed on the degree certificate supplement.
4. A degree certificate can only be issued after it has emerged that the student has met all obligations, including payment of the tuition fee.
5. The student who is entitled to a degree certificate can submit a motivated request to the Examination Board to postpone the determination of the date of the final examination.

**Article 3.13 – Degree**
Students who have successfully completed their Master's examination are awarded a Master of Science degree. The awarded degree is listed on the diploma.

**Article 3.14 – Diplomas and transcripts**
1. The Examination Board grants a diploma as proof that the student has passed his/her final examination. The Examination Board also grants a diploma supplement in English, signed by the chair of the Examination Board, indicating the course components of the examination, the workload and the grades.
2. If a student has successfully passed more than one examination but the Examination Board cannot grant him/her a diploma, he/she may request and receive from the Board a transcript listing, in any event, the examinations passed.

**Chapter 4 – Academic student counselling and study progress**

**Article 4.1 – Administration of study progress**
The dean is responsible for ensuring that the students’ study results are registered properly. He ensures that the study results are registered in such a way that every student receives an overview of his/her study results at least once every academic year. In addition to this, the student can view his/her unit results electronically via SIS after the evaluation of an examination unit has been registered.

**Article 4.2 – Academic student counselling**
Enrolled students are eligible for academic student counselling. The types of academic student counselling available are listed in the course catalogue.

**Article 4.3 – Students with a disability**
1. Students with a disability can submit a written request to the student advisor six weeks before the start of the course to qualify for special adaptations in the courses and practical training sessions. These adaptations shall accommodate as much as possible the student’s individual disability, but may not alter the quality or degree of difficulty of the course.
2. The request mentioned in paragraph 1 must be accompanied by a recent recommendation from a student counsellor and a recent certificate from a doctor or a psychologist or, in the case of dyslexia, from a registered testing agency – the Dutch Healthcare Professionals (BIG), the Dutch Association of Psychologists (NIP) or the Association of Educationalists in the Netherlands (NVO). Where possible, these statements or certificates must include an estimate of the degree to which the student’s disability is expected to interfere with his/her study progress.
3. The dean or, on his/her behalf, the College/Graduate School director or the programme director decides on the adaptations concerning the teaching facilities. The Examinations Board decides on requests for adaptations with regard to tests/examinations.
4. In the event of a positive decision in response to a request, the student will make an appointment with the study adviser to discuss the details of the provisions.

**Article 4.4 – Unsuitability (judicium abeundi)**
1. Based on the provisions of Section 7.42a of the Act, the dean or the Examinations Board may, in exceptional cases, ask the Executive Board to terminate or refuse a student’s
enrolment in a programme, if that student’s actions or remarks show that he/she is unsuitable either for practising one or more of the professions for which the programme in question is preparing the student or for the practical preparation for professional practice.

2. If a student is suspected of being unsuitable as described in paragraph 1, the Examinations Board or the dean will institute an inquiry, of which the student will be informed immediately. The Examinations Board or the dean will not issue any recommendation without carefully considering the interests involved and giving the student the opportunity to be heard.

Chapter 5 – Transitional and final provisions

Article 5.1 – Hardship clause
In the event of demonstrable extreme unreasonableness and unfairness, the Examinations Board may permit deviations from the provisions in Sections A and B of these Regulations in favour of the student.

Article 5.2 – Transitional provision
The Examination Board will propose a transitional arrangement, with due regard for the Act’s provisions regarding examinations and examination components, for students who, on the date that Section A or Section B of the Regulations come into force, have passed one or more but not all of the examination components and whose interests are damaged by provisions in Sections A or B of these Regulations that deviate from those provisions in older versions.

Article 5.3 – Amendments
1. Having heard the Board of Studies and with due regard for the authority of the relevant advisory bodies, the dean will establish amendments to Section A of these Regulations by independent decision.
2. Amendments to Section A of these Regulations do not apply to the current academic year unless they can be reasonably assumed not to damage the students’ interests.

Article 5.4 – Publication
The dean will ensure appropriate publication of both Sections A and B of these Regulations and of the rules and guidelines as referred to in Section 7.12b of the Act. These regulations can be accessed at www.student.uva.nl and can be found in the digital course catalogue (www.studiegids.uva.nl).

Article 5.5 – Effective date
Section A of these Regulations will come into force as of 1 September 2014 Thus drawn up by the Dean of the Faculty of Social and Behavioural Sciences on…
SECTION B
Programme-specific section
Chapter 1 – General

Article 1.1 – Applicability of the Regulations
These Regulations consist of two sections: A and B. This programme-specific Section B belongs with Section A of these Regulations, which contains general provisions relating to the teaching and examinations for the Master’s study programme in Communication Science. These study programmes are offered within the Faculty of Social and Behavioural Sciences, hereinafter referred to as: the faculty. Section B contains programme-specific provisions relating to the programme[s] Master in Communication Science.

Chapter 2 – Content and organisation of the programme

Article 2.1 – Aim of the programme and exit qualifications
After completing the study programme students should:

Expertise in a specific field of communication

1. Knowledge and understanding of a specific field of communication science
   1.1 Have up-to-date knowledge and a thorough understanding of the main theories and research findings in one of the tracks Corporate Communication, Persuasive Communication, Political Communication or Youth and Media.
   1.2 Have proper knowledge and a sound understanding of the foundations of the specific field, its structure, its relations with other fields and disciplines, and the potential contribution of other disciplines to the field.

2. Skills and abilities in a specific field of communication science
   2.1 Are able to understand, review and critically discuss (new) scientific publications in the field.
   2.2 Are able to integrate different concepts and findings into new theoretical frameworks and hypotheses.
   2.3 Are able to relate theory and actual processes of mediated communication at advanced levels, and analyse and interpret current phenomena accordingly.
   2.4 Are able to discuss and reflect on the ethical and normative aspects of (research on) relevant processes of mediated communication, including the social responsibilities of professional researchers and academic professionals.

Expertise in empirical research

3. Knowledge and understanding of research methods in the field of communication science
   3.1 Have proper knowledge and a sound understanding of standard research designs and methods, including their value and limitations.
   3.2 Have proper knowledge and a sound understanding of standard techniques for data analysis.

4. Research skills and abilities in the field of communication science
   4.1 Are able to formulate research questions and hypotheses for standard empirical studies.
   4.2 Are able to develop a research plan, choose appropriate and suitable research designs and methods for standard empirical studies, and justify the underlying choices.
4.3 Are able to assess the validity and reliability of standard empirical research, and to judge the scientific and professional value of findings from standard empirical research.

4.4 Are able to apply standard empirical research methods.

**Academic abilities and attitudes**

5. Academic abilities
5.1 Are able to apply abstract models and analytic approaches to new or unfamiliar cases.
5.2 Are able to develop, present and justify arguments with theoretical and empirical knowledge.
5.3 Are able to integrate knowledge into a comprehensive analysis of complex or multidisciplinary issues.
5.4 Are able to formulate judgments with incomplete or limited information.
5.5 Can communicate their conclusions, and the knowledge and rationale underpinning these, to specialist and non-specialist audiences clearly and unambiguously.

6. Academic attitudes
6.1 Regularly assess their own assumptions, strengths and weaknesses critically.
6.2 Accept that scientific knowledge is always 'work in progress' and that something regarded as 'true' may be proven to be false, and vice-versa.
6.3 Are keen to acquire new knowledge, skills and abilities.
6.4 Are willing to share and discuss arguments, results and conclusions, including submitting one's own work to peer review.
6.5 Are convinced that academic debates should not be conducted on the basis of rhetorical qualities but that arguments must be considered and conclusions drawn on the basis of empirical results and valid criticism.

Students that have started their studies before September 2012 can consult the exit qualifications as stated in the Regulations valid at the their time of enrolment.

*Article 2.2 – Organisation of the programme*
1. This programme is offered on a fulltime basis only.
2. Students are admitted to the programme each semester.

*Article 2.3 – Language of instruction for the programme*
1. For more information about the language of instruction of the study programme see OER section A, article 3.3.3.
2. In addition, the educational institution may decide to include educational modules in which teaching and the examination takes place in English, if the specific nature, setup or quality of education requires this.
3. The UvA Code of Conduct for Foreign Languages and the provisions of article 7.2 of the Higher Education Act are applicable.

*Article 2.4 – Scope of the programme*
The programme has a study load of 60 ECTS credits and concludes with a final examination. One ECTS credit equals 28 hours of study activities. Each educational unit contains of 6 EC or a multiple of this.
1. The Master’s programme comprises a cohesive set of seminars and a thesis. One of the following specialisation programmes is chosen within the Master’s programme:
   - Corporate Communication
   - Persuasive Communication
   - Political Communication
   - Youth and Media
2. Students are required to complete the following compulsory educational units:
   1. Two specialisation seminars, 12 EC each 24 EC
   2. Electives, 6 EC each 12 EC
   3. Research Methods Tailored to the Thesis 6 EC
   4. Master’s Thesis seminar 18 EC

Electives should be selected from the offer of the Graduate School of Communication. In exceptional cases, the Examination Board may permit the choice of one or more electives from other university-level Master’s programmes.

The specialisation requirement means that the two specialisation seminars and the thesis must be completed within the same programme (track)

The Master’s Thesis seminar
The Master thesis seminar consists of three phases, spread across the academic year:
1) Semester 1, block 1&2, the Thesis preparation group in the students’ first semester prepares students for the submission of a Preliminary proposal, consisting of a theme, leading research question, and proposed methodology;
2) Semester 2, block 1, the Extended thesis proposal that is due 8 weeks in the students’ second semester requires students to elaborate on their thesis theme, theoretical approach, leading research questions/hypotheses, and means of data collection;
3) Semester 2, block 2 and 3, during the final part to be conducted in the final 12 weeks in the programme, students collect data, conduct analyses, and finalize their Master’s thesis.

Entry conditions
Students who have been admitted to the Master’s programme are admitted to a thesis preparation group of their specialisation. Entry in phase 2 in the second semester is contingent upon having successfully completed: the Thesis preparation groups. Entry in phase 3 is contingent upon having the Extended thesis proposal approved by the individual thesis supervisor and having successfully completed both specialisation seminars and the course Research Methods Tailored to the Thesis
For more details on deadlines and resits, see the Master’s Thesis Seminar procedure on the Blackboard page of the seminar.

Article 2.6 – Free curriculum
Subject to certain conditions, the student has the option of compiling a curriculum of his/her own choice which deviates from the curricula mentioned in Article 2.5 of these Regulations. The concrete details of such a curriculum require the prior permission of the relevant Examinations Board.
Chapter 3 – Teaching

Article 3.1 – Participation in courses and rules for priority admission
1. Every student must register for each study educational unit, including the Master’s Thesis seminar. To participate in the educational programme, the student must register during the period specified in the course enrolment instructions and according to procedures mentioned there. The student may not be allowed to participate in the educational programme if he or she does not register or fails to do so on time.
2. Admission to courses/programme components with limited capacity is based upon the following consecutive priority rules:
   a) priority is given to students of the own programme for whom the course is a required programme component;
   b) priority is given to students of the own programme for whom the course is an elective programme component;
   c) in case of sufficient capacity, permission is granted to all other students of the Graduate School of Communication;
   d) in case of sufficient capacity permission is granted to those students who meet the entry requirements for the course.

In case of insufficient capacity students [and PhDs] will be placed on a waiting list, with due observance of the above priority rules.

Article 3.2 Module guide
Prior to the start of the module a module guide will be made in which at least the following components are included:
   a. the learning objectives of the module.
   b. rules related to participation and absence.
   c. the achievements that the student must fulfil successfully, the criteria according to which the student will be assessed and information on re-sit regulations.
   d. the language in which the student needs to fulfil the examination requirements.
   e. a short argumentation of the adjustments made to the course on the basis of last year’s student evaluations.

The lecturer is responsible for placing the module guide on Blackboard prior to the start of the course.

Chapter 4 – Amendments and effective date

Article 4.1 – Amendments to Section B
1. Having heard the Board of Studies and with due regard for the authority of the relevant advisory bodies, the dean will establish amendments to Section B of these Regulations by independent decision.
2. Amendments to Section B of these Regulations do not apply to the current academic year unless they can be reasonably assumed not to damage the students’ interests.

Article 4.2 – Effective date of Section B
Section B of these Regulations will come into force as of 1 September 2014
Thus drawn up by the Dean of the Faculty of Social and Behavioural Sciences on
APPENDIX 1
REGULATIONS GOVERNING FRAUD AND PLAGIARISM FOR UvA STUDENTS
Adopted by the Executive Board in 2008, last amended in May 2010.

Article 1 Definitions

1. Fraud and plagiarism are defined as any act or omission on the part of the student which makes an accurate assessment of his/her knowledge, insight and skills partially or wholly impossible.

2. Fraud is taken to include in any event:
   a. being in possession during an examination of any aids (pre-programmed calculator, mobile telephone, books, outlines, notes, etc.) the use of which is not expressly permitted
   b. attempting during an examination to read what another candidate is writing, or exchanging information inside or outside the examination room;
   c. assuming the identity of another person during an examination;
   d. allowing someone else to assume one’s identity during an examination;
   e. obtaining possession of the questions in the examination paper prior to the scheduled date or time of the examination concerned;
   f. fabricating and/or falsifying survey or interview answers or research data.

3. Plagiarism is taken to include in any event:
   a. making use of or reproducing another person’s texts, data or ideas without complete and correct acknowledgement of the sources;
   b. presenting the structure or central body of ideas taken from third-party sources as one’s own work or ideas, even if a reference to other authors is included;
   c. failing to clearly indicate in the text – for instance by means of quotation marks or a particular layout – that literal or near-literal quotations have been included in the work, even if a correct reference to the sources has been included;
   d. paraphrasing the contents of another person’s texts without sufficient reference to the sources;
   e. reproducing another person’s audio, visual or test materials, or software or programme codes without reference to the sources, and in doing so passing these off as one’s own work;
   f. submitting a text that has previously been submitted, or is similar to a text that has previously been submitted, in the context of assignments for other courses;
   g. reproducing the work of fellow students and passing it off as one’s own;
   h. submitting papers obtained from a commercial agency or written (whether or not for payment) by another person.

4. ‘Examination Board’ is taken to mean the Examination Board of the study programme responsible for the course concerned.

5. ‘Examination’ is taken to mean any examination per educational unit of the knowledge, insight and skills of the student, which results in an assessment.
Article 2 Complicity

1. Sanctions may be imposed on both the perpetrator and the co-perpetrator of fraud and plagiarism.

2. If the work of a fellow student is reproduced with the consent and/or cooperation of the fellow student, the latter is a co-perpetrator of plagiarism.

3. If one of the authors of a joint paper commits plagiarism, the other authors are co-perpetrators of plagiarism if they could have known or should have known that the other author committed plagiarism.

Article 3 Detection of plagiarism

Electronic detection software programs may be used to detect plagiarism in texts. In submitting a text, a student implicitly consents to the text being entered into the database of the detection program concerned.

Article 4 Procedure

1. If a case of fraud and/or plagiarism is detected, the examiner shall immediately inform the student and, at the same time, notify the Examination Board in writing, with submission of the texts and findings.

2. The Examination Board shall give the student the opportunity to be heard within a period of 2 weeks.

3. The Examination Board shall determine whether fraud or plagiarism has been committed and shall notify the student in writing of its decision and sanctions in accordance with Article 4 in conjunction with Article 5, within a period of 4 weeks, stating the possibility of appeal with the Examinations Appeals Board.

4. If plagiarism is detected or suspected in a specific paper, the Examination Board may decide to investigate papers previously submitted by the same student(s) for plagiarism. The student is obliged to cooperate with any such investigation and may be required to provide digital versions of previous papers.

5. Sanctions imposed shall be recorded in the student’s records. Article 5 Sanctions in the event of fraud

Where fraud has been established, the Examination Board shall impose the following sanctions:

1. In the event of conduct as specified in Article 1, paragraph 2 under a and b, the examination submitted shall be declared invalid and the student shall be excluded from participation in the first subsequent examination or possibly the first two subsequent examinations for the course concerned.

2. In the event of conduct as specified in Article 1, paragraph 2 under c to f, the work that has
been produced with the aid of fraud shall be declared invalid and the student shall be totally excluded from participation in all interim or other examinations or any other forms of assessment in the study programme for a maximum period of 12 months. In the event of serious fraud, the Examination Board may advise the Executive Board to permanently terminate the enrolment of the student concerned.

3. In the event of conduct not covered by these Regulations and depending on the seriousness of the fraud, the Examination Board may impose the following sanctions: the examination submitted may be declared invalid; the student may be excluded from participation in the examination concerned for a maximum period of 12 months; the student may be totally excluded from participation in all interim or other examinations or any other forms of assessment in the study programme for a maximum period of 12 months. In the event of serious fraud, the Examination Board may also advise the Executive Board to permanently terminate the enrolment of the student concerned.

4. If the student has already been penalised on a former occasion for fraud or plagiarism, he/she shall be totally excluded from participation in all interim or other examinations or any other forms of assessment for the study programme for a maximum period of 12 months, and shall be advised to leave the study programme. In the event of serious fraud and on the advice of the Examination Board, the Executive Board may also permanently terminate the enrolment of the student concerned.

5. The Examination Board shall not grant any exemptions based on results obtained elsewhere during the period of exclusion from examinations for the study programme that was imposed on the student in accordance with this Article.

6. If the student is enrolled for more than one study programme, the Examination Board shall consult with the Examination Board(s) of the relevant study programme(s) before imposing any sanction.

7. If the detected misconduct concerns a module of the Honours programme, the Examination Board may rule that further participation in the programme shall be denied.

Article 6 Sanctions in the event of plagiarism

The Examination Board shall impose the following sanctions in the event of plagiarism:

1. If the case involves conduct as specified in Article 1, paragraph 3, whereby certain sections of existing texts have been reproduced but the student has in fact conducted his/her own research, the paper submitted shall be declared invalid and the student shall be excluded from participation in the examination of the course concerned or totally excluded from participation in all interim or other examinations or any other forms of assessment for the study programme for a maximum period of 6 months. If the paper is related to a Bachelor’s or Master’s thesis, the supervisory activities of the thesis supervisor shall be suspended for the duration of this period.

2. In the event of conduct as specified in Article 1, paragraph 3, whereby the entire paper or considerable sections of it, including the research presented as being the student’s own work, is derived from existing material and research or literature published elsewhere, the paper submitted shall be declared invalid and the student shall be excluded from participation in the examination of the course in question or totally excluded from participation in all interim or other examinations or any other forms of assessment for the study programme for a maximum period of 12 months. In the event of serious fraud, the Examination Board may advise the Executive Board to permanently terminate the enrolment of the student concerned.
assessment for the study programme for a maximum period of 12 months. In the event of serious fraud and on the advice of the Examination Board, the Executive Board may also permanently terminate the enrolment of the student concerned. If the paper is related to a Bachelor’s or Master’s thesis, the supervisory activities of the thesis supervisor shall be suspended for the duration of this period.

3. If, after the investigation conducted in accordance with Article 4, paragraph 4, it becomes apparent that plagiarism has been committed on a former occasion, the Examination Board may rule that the results obtained previously for educational units that were achieved by means of plagiarism shall be declared invalid.

4. In the event of conduct not covered by these Regulations, and depending on the seriousness of the plagiarism, the Examination Board may impose the following sanction: the paper submitted may be declared invalid and the student excluded from participation in the examination of the course in question or totally excluded from participation in all interim or other examinations or any other forms of assessment for the study programme for a maximum period of 12 months. In the event of serious fraud and on the advice of the Examination Board, the Executive Board may permanently terminate the enrolment of the student involved. If the paper is related to a Bachelor’s or Master’s thesis, the supervisory activities of the thesis supervisor shall be suspended for the duration of this period.

5. If the student has already been penalised on a former occasion for fraud or plagiarism, he/she shall be totally excluded from participation in all interim or other examinations or any other forms of assessment for the study programme for a maximum period of 12 months, and shall be advised to leave the study programme. In the event of serious fraud and on the advice of the Examination Board, the Executive Board may permanently terminate the enrolment of the student involved.

6. The Examination Board shall not grant any exemptions based on results obtained elsewhere during the period of exclusion from examinations for the study programme that was imposed on the student in accordance with this Article.

7. If the student is enrolled for more than one study programme, the Examination Board shall consult with the Examination Board(s) of the relevant study programme(s) before imposing any sanction.

8. If the detected misconduct concerns a module of the Honours programme, the Examination Board may rule that further participation in the programme shall be denied.

Article 7 Effective date, official title

These Regulations enter into force as of 1 September 2010, upon the simultaneous revocation of the ‘Regulations Governing Fraud and Plagiarism for UvA Students 2007’, and may be cited as the ‘Regulations Governing Fraud and Plagiarism for UvA Students’ (Regeling Fraude en Plagiaat Studenten UvA).

Disclaimer: This translation is provided for information purposes only. In the event of a difference of interpretation, the original Dutch version of this document is binding.
EXPLANATORY NOTES TO THE ‘REGULATIONS GOVERNING FRAUD AND PLAGIARISM FOR UvA STUDENTS’

These uniform Regulations have been drawn up on the advice of the Working Group for the prevention and combating of plagiarism and fraud by students, and in consultation with the Examination Boards. The Regulations are part of a broader fraud and plagiarism policy and above all provide clear definitions of fraud and plagiarism and guidelines concerning possible sanctions.

Definitions
The Regulations apply to all students studying at the UvA, i.e. including exchange students, external students and contract students. Although plagiarism may also be considered a form of fraud, the two concepts are referred to separately. This simplifies the task of providing definitions and specifying the various sanctions.

The definition in Article 1 is only applicable to interim and other examination situations. This means that the Regulations do not apply to plagiarism in draft chapters or other preparatory documents for a thesis or paper. If a lecturer or supervisor detects plagiarism in the preparatory phase, it stands to reason that he/she shall call the student to account and point out that if the draft text were to be submitted as the definitive text, this would lead to a problem.

It is important that there never be uncertainty as to which particular Examination Board is dealing with an issue. Problems can arise in this regard, especially where electives are concerned. The principle underlying the Regulations is that the Examination Board under which the educational unit in question falls, bears responsibility. If the student is enrolled for more than one study programme, the Examination Board must consult with the Examination Board(s) of the study programme(s) concerned before imposing any sanction.

Article 2 states that in addition to the perpetrator, the co-perpetrator or ‘colluder’ is also liable to sanctions. The ‘perpetrator’ takes the initiative to commit the act, whereas the ‘co-perpetrator’ actively participates in this. According to paragraphs 2 and 3, such collusion is punishable. A colluder may be reproached for specific conduct or for refraining from specific conduct.

Procedure
In the event that fraud or plagiarism is suspected, the examiner shall immediately inform the Examination Board. The Examination Board is responsible for the subsequent procedure. This provision ensures that no undesirable opportunity for negotiation arises between the examiner and the student. Moreover, the Examination Board is in a better position to ensure the exercise of due care in the procedure and to safeguard the student’s legal interests. The sanctions imposed shall be recorded in the student’s records. This refers to the file – whether in written or electronic form – kept by the student administration of each faculty.

Sanctions
In accordance with the provisions of Article 7.12b, paragraph 2, of the Dutch Higher Education and Research Act (WHW), in the event of fraud and plagiarism the Examination Board is authorised to exclude the student from one or more interim or other examinations for the study programme as indicated by the Examination Board, for a maximum period of one year. A new provision in the WHW allows for the possibility that the Examination Board may
advise the Executive Board to permanently terminate the enrolment of the student concerned. When a sanction is imposed, it must be clearly stated to which interim or other examinations in the study programme the exclusion applies. In determining the sanctions policy of these Regulations, the aim has been to follow the legal precedents already established by Examination Boards and the Examinations Appeals Board.

Whether serious fraud has been committed on the grounds of which the Executive Board may decide to permanently terminate the enrolment of the student at the institution, shall be investigated on an individual basis.

Implementation
Under Article 9.5 of the WHW, the Executive Board may establish guidelines concerning the Dean’s authority in accordance with Article 9.15, paragraph 1 of the WHW, to determine the Teaching and Examination Regulations. The Regulations Governing Fraud and Plagiarism include a guideline instructing the dean to incorporate the unabridged version of these Regulations in the Teaching and Examination Regulations no later than at the start of the academic year 2009-2010. Specific situations concerning study programmes may be included as supplementary regulations.