TEACHING AND EXAMINATION REGULATIONS

RESEARCH MASTER COMMUNICATION SCIENCE

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1. General provisions

Article A.1.1 Applicability of the Regulations

1. These Regulations apply to the teaching and examinations for the Research Master's degree programme Communication Science - (hereinafter referred to as: the degree programme) provided by Faculty of Social and Behavioural Sciences (hereinafter referred to as: the faculty) of the University of Amsterdam.

2. These Regulations consist of a faculty section (A) and a programme-specific section (B). Section A contains general provisions and applies to the teaching and examinations of the Master’s degree programmes of the Faculty of Social and Behavioural Sciences. Section B contains programme-specific provisions. Together, Sections A and B form the Teaching and Examination Regulations for the programme.

3. The Regulations can be declared to apply mutatis mutandis to the joint degree programmes and units of study, pursuant to Section 7.3c of the WHW, also provided by the faculty.

4. These Regulations apply to anyone enrolled in (units of study of) the programme, irrespective of the academic year in which the student was first enrolled in (units of study of) the programme.

5. Section B of these Teaching and Examination Regulations may contain additional general provisions for the relevant degree programme.

Article A.1.2 Definitions

The following definitions are used in these Regulations:

a. ECTS (ECTS credit): an ECTS credit with a workload of 28 hours of study;
b. final examination: the final examination of the Master’s programme;
c. Examinations Board: the Examinations Board of one or more programmes of the faculty in accordance with Section 7.12 of the WHW;
d. examiner: the individual appointed by the Examinations Board to conduct examinations and determine the results, in accordance with Section 7.12c of the WHW;
e. 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, see http://student.uva.nl/mcs/az/item/plagiarism-and-fraud.html?f=fraud for the text of the Regulations;
f. joint degree: a degree awarded by an institution together with one or more institutions in the Netherlands or abroad, after the student has completed a degree programme (a degree programme, a major or a specific curriculum within a degree programme) for which the collaborating institutions are jointly responsible;
g. unit of study: a component of a degree programme to which an examination is linked;
h. degree programme: a coherent whole of units of study, aimed at achieving clearly defined objectives with regard to knowledge, understanding and skills which the individual who completes the programme must possess and to which a final examination is linked. An examination is linked to each unit of study;
i. programme charter: the programme-specific part of the Students’ Charter in accordance with Section 7.59 of the WHW; see http://student.uva.nl/mcs/az/item/student-charter.html?f=charter
j. period: a part of a semester;
k. practical exercise: the participation in a practical training or other educational learning activity, aimed at acquiring certain (academic) skills. Examples of practical exercises are:
- researching and writing a thesis;
- carrying out a research assignment;
- taking part in computer lab sessions
- taking part in fieldwork or an excursion;
• taking part in another educational learning activity aimed at acquiring specific skills or
• participating in and completing an internship

l. programme: the totality and cohesion of the course components, teaching activities/methods, contact hours, testing and examination methods and recommended literature;
m. thesis: a unit of study comprising literature research and/or a contribution to scientific research, always resulting in a written report;
n. final paper: see thesis;
o. SIS: the Student Information System;
p. course catalogue: the guide for the degree programme that provides further details of the provisions and other information specific to that programme. The course catalogue is available electronically at http://coursecatalogue.uva.nl;
q. workload: the workload of the unit of study to which an interim examination applies, expressed in terms of credits = ECTS credits (ECTS = European Credit and Transfer Accumulation System). (The workload for 1 year (1,680 hours) is 60 ECTS credits);
r. academic year: the period beginning on 1 September and ending on 31 August of the following calendar year;
t. Admissions Board: the committee that assesses, on behalf of the dean, whether a candidate meets the requirements for admission to the Master’s degree programme of his/her choice;
u. University: the University of Amsterdam;
v. WHW: the Dutch Higher Education and Research Act (Wet op het hoger onderwijs en wetenschappelijk onderzoek, WHW).

The other terms have the meanings ascribed to them by the WHW.

2. Previous education and admission

Article A.2.1 Previous education
1. In order to qualify for enrolment in a Master's degree programme, a Bachelor’s degree obtained in academic higher education (WO) is required. The requirements that the Bachelor’s degree must meet are specified in article B.3.1.
2. In the event that a candidate does not have a Bachelor’s degree as referred to in paragraph 1, the Admissions Board of the degree programme will assess suitability for admission to the programme on the basis of the requirements stipulated in article B.3.1.
3. In order to qualify for enrolment in a Master’s degree programme for teaching in pre-university education, the individual concerned must have been awarded the Master's degree in the relevant subject area, pursuant to Section 7.10a of the WHW.

Article A.2.2 Registration and enrolment
1. The deadline for registering for the Master’s programme is stipulated in Article B.3.3.

Article A.2.3 Admissions Board
1. The dean will establish one or more Admissions Boards.
2. The dean will appoint its members upon nomination by the Examinations Board.

Article A.2.4 Admissions procedure
1. The Examinations Board of the programme is responsible for admission to the programme. The Examinations Board can appoint an Admissions Board that handles the applications for admission on behalf of the Examinations Board.
2. With a view to admission to the programme, the Admissions Board assesses the candidate’s knowledge, understanding and skills. The Board 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 already completed. In its assessment, the Board includes knowledge of the language in which the programme will be taught.
3. Candidates receive either confirmation of admission or a negative decision. An appeal against a negative decision can be lodged with the Examination Appeals Board within six weeks.

**Article A.2.5 Refusal or termination of enrolment (unsuitability/judicium abeundi)**

1. Based on the provisions of Section 7.42a of the WHW, 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.

3. **Degree programme structure**

**Article A.3.1 Structure of academic year**

1. Every degree programme will be offered in a year divided into two semesters.

2. Every semester consists of three consecutive periods of eight, eight and four weeks.

**Article A.3.2 Programme structure and participation in education**

1. The programme comprises the units of study included in article B.4.1.

2. The size of the degree programme in ECTS is stipulated in article B.1.2.

3. The programme is made up of compulsory part and an individual Master’s thesis or academic work placement and, if applicable, a subject-specific optional component as specified in more detail in chapter 4 of Section B.

4. If the student wishes to choose a different unit of study than those stipulated in Section B as part of the electives, prior permission is required from the Examinations Board.

5. Students must register for participation in the units of study. This will only be possible in the periods designated for that purpose. The periods and the procedures to be followed for registration for a unit of study will be determined by the dean before 1 June and published at student.uva.nl/mcs/az/item/course-registration-basic.html.

6. Further requirements with regard to registration for participation in a unit of study, if applicable, are described in chapter 4 of Section B.

4. **Assessment and examinations**

**Article A.4.1 Participation in examinations**

1. Students who have correctly registered for participation in a unit of study and who have been admitted will also be registered for participation in the subsequent examination for this unit of study. Further provisions on this, if applicable, are included in chapter 4 of Section B.

2. Students must register for participation in a resit, unless stipulated otherwise in chapter 4 of Section B.

**Article A.4.2 Type of examination**

1. Section B stipulates the way in which a unit of study is concluded and the form any examination will take.

2. At the student’s request, the Examinations Board may permit a different form of examination than that stipulated in Section B. If applicable, more detailed regulations on this are included in the Rules and Guidelines for the Examinations Board.

3. A transitional arrangement for units of study that are no longer offered is described in Section B.

4. The further procedure for testing and the guidelines and instructions for assessing and determining the results of examinations are described in the Rules and Guidelines for the Examinations Board.
Article A.4.3  Oral examinations
1. Unless otherwise specified for the relevant unit of study in Section B, no more than one student will be examined orally at the same time.
2. Unless otherwise specified by the Examinations Board, an oral examination will be taken in the presence of a second examiner. In the absence of a second examiner an audio recording is being made of the oral examination.
3. The further procedure for testing and the guidelines and instructions for assessing and determining the results of examinations are described in the Rules and Guidelines for the Examinations Board.

Article A.4.4  Determining and announcing results
1. The examiner determines the result (= mark) of a written examination as soon as possible. At the Faculty the maximum time period for determining results is 20 working days. If the programme has a shorter time period this is stipulated in chapter 4 of section B. The examiner submits the necessary information to the Programme Administration and the Education Office will then immediately ensure that the marks are registered. The Programme Administration also ensures that the student is immediately notified of the mark, taking due account of the applicable confidentiality standards.
2. The examiner determines the result (= mark) of an oral examination as soon as the examination has finished and informs the student accordingly. The second sentence of the first paragraph applies.
3. In the case of alternative forms of oral or written examinations, the Examinations Board determines in advance how and by what deadline the student will be informed of the results.
4. Together with the result of an examination, the student's attention will also be drawn to their right to inspect the assessed work and have a post-examination discussion as stipulated in Articles 4.8 and 4.9, as well as the option to appeal to the Examinations Appeals Board (COBEX).
5. The further procedure for testing and the guidelines and instructions for assessing and determining the results of examinations are described in the Rules and Guidelines for the Examinations Board.
6. A student may lodge an appeal against the way in which the result was reached with the Examination Appeals Board within six weeks of the announcement of the result. If the option of reassessment by the examiner is available, this does not affect the time period for lodging an appeal. 1

Article A.4.5  Examination opportunities
1. Per academic year, two opportunities will be offered to take examinations in the degree programme, unless stipulated otherwise in chapter 4 of Section B.
2. Paragraph 1 does not apply in the case of an internship or thesis. The options for retaking internships and theses are detailed in the relevant internship manual or thesis regulations.
3. The most recent mark will apply in the event of a resit.
4. The resit for an examination must take place within a reasonable period following the announcement of the result of the examination being resat.
5. Further conditions concerning resits, if applicable, are described in chapter 4 of Section B.

Article A.4.6  Marks
1. Marks are given on a scale from 1 to 10, with a maximum of one decimal.
2. The final marks 5.1 to 5.9 are not awarded.
3. A final mark of 6 or higher is considered a pass.
4. Article B.4.10 stipulates how results that are not expressed as marks are registered in SIS.

Article A.4.7  Exemption
1. At the written request of the student, the Examinations Board may exempt the student from taking one or more examination components.
2. The Examinations Board will make a decision within twenty working days of receiving the written request.

1 When a student lodges an appeal with the Cobex, he is also expected to contact the student adviser and/or the Examinations Board. This does not affect the time period for lodging an appeal.
3. Further conditions concerning exemptions, if applicable, are described in article B.4.2 and/or in the Rules and Guidelines for the Examinations Board.

**Article A.4.8 Validity period for results**

1. The validity period of examinations passed and examination exemptions is specified in Section B.
2. The validity period of an interim examination is limited to the academic year in which it was sat or until the end of the unit of study concerned, as stipulated in Section B.
3. The Examinations Board can extend the limited validity period of an examination or exemption if a student submits a reasoned request to that effect.
4. Further conditions, if applicable, are described in article B.4.11.

**Article A.4.9 Right of inspection**

1. For at least twenty working days after the announcement of the results of a written examination, the student can, on request, inspect his/her assessed work, the questions and assignments set, as well as the standards applied for marking.
2. The examiner can determine that the inspection or post-examination discussion referred to in paragraph 1 take place at a specified place and at a specified time. The place and time referred to in the previous sentence will be announced in the digital learning environment.
3. If the student was or is unable to attend at the place and time referred to in paragraph 2 due to participation in education or force majeure, an alternative option will be offered.
4. The student can be issued with a copy of the marked work at his/her request.
5. The inspection referred to in paragraph 1 includes inspection of interim examinations, on the condition that if the inspection is organised at a certain place and time (as referred to in paragraph 2) the inspection takes place at the latest three days preceding the final examination.

**Article A.4.10 Post-examination discussion**

1. If a collective post-examination discussion has been organised, individual post-examination discussions will be held only if the student has attended the collective discussion or if he/she was or is unable to attend the collective discussion due to participation in education or force majeure.
2. Students who meet the requirements stipulated in the first paragraph can submit a request for an individual post-examination discussion to the relevant examiner. The discussion will take place at a time and location to be determined by the examiner.

**Article A.4.11 Master's final examination**

1. The Examinations Board determines the results and date of the final examination after it has established that the student has passed all the units of study belonging to the programme.
2. A diploma can only be awarded after the Executive Board has declared that the student has satisfied all the procedural requirements, including the payment of tuition fees.

**Article A.4.12 Diploma and transcript**

1. The Examinations Board grants a diploma as proof that the student has passed his/her final examination. The Executive Board sets the model for the diploma. The Examinations Board adds a diploma supplement to the diploma providing information on the nature and content of the degree programme completed. The diploma supplement is drawn up in Dutch or English and complies with the European format.
2. Individuals who have successfully completed more than one component of the programme and who cannot be awarded a diploma as stipulated in paragraph 1 will, on request, receive a statement to be issued by the relevant Examinations Board stating at least the components that have been successfully completed together with the units of study they involved, the number of ECTS obtained and when the examinations were completed.
3. The student can, providing adequate reasons, request that the Examinations Board not proceed to award a diploma, unless the student him-/herself submitted the request for its issue.

**Article A.4.13 Fraud and plagiarism**

1. The provisions of the Regulations governing Fraud and Plagiarism for UvA Students apply in full.
2. Electronic detection software programs will 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.

5. Academic student counselling and study progress

Article A.5.1 Administration of study progress and academic student counselling
1. The dean is responsible for the correct registration of the students’ study results in SIS. After the assessment of a unit of study has been registered, every student has the right to inspect the result for that unit of study via SIS and also to have a list of the results achieved put at his/her disposal in SIS.
2. Enrolled students are eligible for academic student counselling. The types of academic student counselling available are listed on www.student.uva.nl/mcs

Article A.5.2 Adaptations for students with a disability
1. A student with a disability can submit a written request to the study adviser to qualify for special adaptations with regard to teaching, practical training and examinations. These adaptations will accommodate the student’s individual disability as much as possible, but may not alter the quality or degree of difficulty of a unit of study or an examination. In all cases, the student must fulfil the exit qualifications for the degree programme.
2. The request referred to in the first paragraph will only be processed if accompanied by a recommendation from a student counsellor. The recommendation may be no more than twelve weeks old and must in part be based on a recent statement from a physician or BIG-registered psychologist.
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 and logistics. The Examinations Board will rule on requests for adaptations with regard to examinations.
4. A request for adaptations will be refused if it would place a disproportionate burden on the organisation or the resources of the faculty or university were it to be upheld.
5. In the event of a positive decision in response to a request as referred to in paragraph 1, the student will make an appointment with the study adviser to discuss the details of the provisions.
6. If the disability justifies an extension to the time in which the examination may be sat, the Examinations Board will issue a statement testifying to this entitlement to an extension.
7. The statement referred to in paragraph 6 is valid for a maximum period of one year. The period of validity can be extended on the recommendation of a student counsellor.

6. Hardship clause

Article A.6.1 Hardship clause
In instances not regulated by the Teaching and Examination Regulations or in the event of demonstrable extreme unreasonableness and unfairness, the dean responsible for the degree programme will decide, unless the matter concerned is the responsibility of the Examinations Board.

7. Transitional and final provisions

Article A.7.1 Amendments and periodic review (Section A)
1. Any amendment to Section A of the Teaching and Examination Regulations will be adopted by the dean, with due observance of the guideline under Section 9.5 of the WHW adopted by the Executive Board with regard to Section A, and with due observance of the competences of the relevant representative bodies.
2. An amendment to this section of the Teaching and Examination Regulations only pertains to an academic year that is already in progress if this does not demonstrably damage the interests of students.

Article A.7.2 Transitional provisions
Notwithstanding the current Teaching and Examination Regulations, the transitional provisions described in article B.5.2 apply for students who started the programme under a previous set of Teaching and Examination Regulations.
Article A.7.3 Publication
1. The dean will ensure the appropriate publication of Sections A and B of these Regulations, and any amendments to them.
2. The Teaching and Examination Regulations will be posted on the faculty website and deemed to be included in the course catalogue.

Article A.7.4 Effective date
Section A of these Regulations will come into force as of 31 August 2015.

Thus drawn up by the dean of the Faculty of Social and Behavioural Sciences on 13 July 2015.
Section B: Programme-specific section

1. General provisions

Article 1.1 Definitions

a. Semester: a part of an academic year; an academic year consists of two semesters;
b. Student: the person enrolled at the University to take a study programme and/or interim or other examinations as part of the programme;
c. course description: the practical and content information of an unit of study, as included in the digital course catalogue (including the course code, number of credits, course period and a brief description of the course content);
d. module guide: the manual of the unit of study which includes all relevant information for that unit. The module guide can be downloaded from the digital learning environment. The course description is included in the module guide;
e. director: the director of the Graduate School of Communication;
f. dean: the dean of the Faculty of Social and Behavioural Sciences.
g. workload: the workload of a unit of study, expressed in study credits = EC (European Credits). The workload of an academic year (1680 hours) is 60 EC.
h. examination: an assessment of the student’s knowledge, understanding and skills relating to a unit of study. The assessment is expressed in terms of a final mark. An examination may consist of one or more interim examinations. A resit always covers the same material as the original interim examination;

The other terms have the meanings ascribed to them by the WHW.

Article 1.2 Degree programme information

1. The programme Research Master Communication Science, CROHO number 60163 is offered on a full-time basis and the language of instruction is English.
2. The programme has a workload of 120 ECTS.

Article 1.3 Intake dates

1. The programme is offered starting in the first semester of the academic year (1 September) and starting in the second semester (1 February). The intake dates mentioned in this paragraph ensure that a programme can be completed within the nominal study duration set for the programme (=duration of the programme: 24 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.

2. Programme objectives and exit qualifications

Article 2.1 Programme objective

The programme aims to equip students with expertise in a specific field of communication science and with conducting empirical research in the field of communication science. The specific exit qualifications that the programme aims to reach are determined in article 2.2.

Article 2.2 Exit qualifications

In all events, a graduate of the degree programme will have the following:

Expertise in a specific field of communication

1. Knowledge and understanding of communication science
   1.1 Have up-to-date knowledge and a thorough understanding of the main theories and research findings in Communication Science.
   1.2 Have proper knowledge and a sound understanding of the foundations of the
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 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: Have in-depth knowledge and a thorough understanding of advanced research designs and methods.
   3.1 Have in-depth knowledge and a thorough understanding of advanced research designs and methods, including their value and limitations,
   3.2 Have in-depth knowledge and a thorough understanding of advanced techniques for data analysis.

4. Skills and abilities: Are able, independently and on their own, to set up, conduct, report and interpret advanced academic research.
   4.1 Are able to formulate research questions and hypotheses for advanced empirical studies
   4.2 Are able to develop a research plan, choose appropriate and suitable research designs and methods for advanced empirical studies, and justify the underlying choices.
   4.3 Are able to assess the validity and reliability of advanced empirical research, and to judge the scientific and professional value of findings from advanced empirical research.
   4.4 Are able to apply advanced 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 of 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.

**Professional skills and abilities**

7. Professional research experience
   7.1 Have hands-on experience with functioning professionally in an academic environment.
   This may include, but is not limited to, insight in and hands-on experience with the following aspects of academic research: drafting research proposals, developing measurement instruments,
collecting data, writing papers that can be submitted to a scientific journal; working in research teams; presenting research findings for academic audiences.

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.

3. Further admission requirements

**Article 3.1 Admission requirements**
1. A student possessing a Bachelor’s degree from either a Dutch or foreign institution of higher education, with average grades of 7.5 (or the international equivalent) or higher, 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 Master’s programme, subject to the provisions of paragraph 6.
2. The Admissions Board will investigate whether the interested person meets the admission requirements.
3. Students with a Bachelor’s degree, 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 3.2) before admission is due.
4. Students with a Bachelor’s degree in ‘Higher Professional Education’ (HBO) or the equivalent international degree are never admissible.
5. The candidate must have demonstrated an active interest in research and an adequate analytical level according to the judgement of the Admissions Board. The Admissions Board includes in this judgement the composition of the completed Bachelor’s programme the quality of the Bachelor’s thesis or other final projects
6. If the intended Master’s programme includes different programmes, a successfully completed specialisation or minor in the Bachelor’s programme may be required for admission to each of the different programmes.
7. When the programme commences, the candidate must have fully completed the Bachelor’s programme or preparatory programme allowing admission to this Master’s programme.
8. 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.

**Article 3.2 preparatory programme**
1. If 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. Students with a Bachelor’s degree in ‘Higher Professional Education’ (HBO) or the equivalent international degree cannot satisfy the requirements by means of the preparatory programme.
2. The preparatory programme comprises 30 or less ECTS and is made up of the following units of study:
   a. Introduction to Communication Science (12 ECTS)
   b. Introduction to Research Methodology (12 ECTS)
   c. Research Practice Seminar (6ECTS)
   The Admissions Board determines which of the preparatory programme courses mentioned in this article are required courses for a student (if any) prior to admission in the Master’s programme.
   The Graduate School cannot be held responsible for offering individual-tailored preparatory seminars and neither to carry any of the costs involved.
3. Proof of a successfully completed preparatory programme serves as proof of admission to the Master’s programme specified within it in the subsequent academic year.

**Article 3.3 Admissions procedure and final deadline for application**
1. Requests for admission to the study programme shall be submitted to the Graduate School of Communication. 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.
2. Admission is granted on the condition that, no later than the relevant starting date, the candidate shall fulfil the requirements of Article 3.1 concerning knowledge and skills, as indicated on the certificates that he or she has obtained for completed study programmes.

**Article 3.4 English language requirements**

1. The proficiency requirement in English as the language of instruction can be met by the successful completion of one of the following examinations or an equivalent:
   - IELTS: 6.5
   - TOEFL paper based test: 580
   - TOEFL internet based test: 92-93
   - Cambridge Advanced English: A, B or C.

   English language test results may not be older than 2 years.

2. Exemption is granted from the examination in English referred to in the first paragraph to students who:
   - are considered to be native speakers of English. This includes applicants who were raised in Australia, Canada, Ireland, South-Africa, the UK, the USA and New Zealand;
   - had previous education in secondary or tertiary education in an English-speaking country as listed on the UvA website, or
   - have an English-language ‘international baccalaureate’ diploma;
   - earned their Bachelor’s degree at a Dutch university.

3. The UvA Code of Conduct for Foreign Languages and the provisions of article 7.2 of the Higher Education Act are applicable.

**Article 3.5 Free curriculum**

1. Subject to certain conditions, the student has the option of compiling a curriculum of his/her own choice which deviates from the curricula prescribed by the programme.

2. The concrete details of such a curriculum must be approved beforehand by the most appropriate Examinations Board.

3. The free curriculum is put together by the student from the units of study offered by University of Amsterdam and must at least have the size, breadth and depth of a regular Master's programme.

4. **Curriculum structure**

**Article 4.1 Composition of programme**

The curriculum comprises of four compulsory elements:

- **Theoretical element (30 EC):** in this phase, students follow seminars focusing on a specific substantive theme within communication science. In addition to literature study, these seminars comprise an empirical component;

- **Methodological element (60 EC):** this element entails training in methodological research skills. The courses in this element focus on methods that are used within empirical-analytical and/or ethnographical-qualitative research traditions. Students who started the programme per September 2011 or a later date, must complete the following compulsory seminars: 1) Evaluating Academic Research, 2) Content-analysis, 3) Experimentation, 4) Survey Design.

   In addition, students must complete at least 12 EC of coursework from the following seminars: Advanced Multivariate Modeling, Dynamic Data Analysis, Structural Equation Modeling, Qualitative Analysis I/II, Big Data and Automated Content Analysis, Advanced Network Analysis or a related Research Master-level seminar concerning the analysis of empirical data.

   Moreover, students have a free choice of 24 EC elective courses. Within this 24 EC a maximum of 12 EC can be devoted to a research internship, but this cannot replace the aforementioned required coursework.

- **Research experience element (6 EC):** the student participates in a research programme of the ASCoR research institute. Participation involves assisting in the design, data collection, analysis and/or reporting of current research projects, and/or participating in research sessions. During this phase, students can also participate in training courses for academic skills such as academic writing, identifying grant opportunities, referencing papers, and project management to a maximum of 2 EC.
• Thesis seminar (24 EC): a research project is carried out during this seminar, resulting in the Master’s thesis.

Every student compiles a tailor-made educational programme in consultation with one of the student advisers.

Certain points of the programme may be deviated from, as described in paragraph 1 of this article. The educational programme is then submitted for approval to the Examination Board, which may delegate this task to an official designated for this purpose.

In exceptional cases, the Examination Board may permit one or more units from other Master’s programmes to be selected.

Article 4.2 Further conditions for 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 a unit of study 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 3.2)
4. The Master's Thesis can never be exempted.
5. The maximum exemption that can be granted is 12 EC.

Exemptions can be requested by submitting a petition in SIS. Instructions can be found on http://student.uva.nl/mcs/az/item/adding-or-replacing-courses.html

Article 4.3 Registration of courses and rules for priority admission
1. Every student must register for each study unit of study, 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. Students are allowed to register for a maximum of 30EC per semester. This amount can be extended in consultation with the student adviser.
3. 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 4.4 Sequence of examinations
If applicable, entry requirements for courses are defined in the course description, to be found in the course catalogue.

Article 4.5 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 the digital learning environment prior to the start of the course.

**Article 4.6 Further conditions concerning registering for examinations**

A student must register for all parts of a unit of study in order to be registered for an (interim) examination. The student will be registered for the (interim) examination within the education period and for the first re-sit of the education 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 unit of study or fails to do so in time.

**Article 4.7 Further conditions for examinations and interim examinations**

The following further conditions apply with regard to examination opportunities:

1. (Interim) examinations are carried out during the unit of study to determine the student’s academic skills and verify whether the student is attaining the specified learning goals adequately.
2. In the case of interim examinations, the examiner determines the result (=grade) of the interim examination at least 7 calendar days before the next interim examination, provided that the interim examinations assess the same learning outcomes.
3. For every unit of study, 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 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 examinations, the re-sit regulation and re-sit dates and/or deadlines are given in the module guide of the relevant course.
4. 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.

**Article 4.8 Master’s thesis seminar evaluation**

Both a) the individual supervisor and b) the so-called ‘Thesis Quality Master committee’ (TQM) assess the thesis on the basis of a series of criteria spelled out in Thesis Assessment Form.

**Article 4.9 Participation in courses**

1. The module guide provides the details of the attendance rules.
2. Students need to inform the lecturer in case of absence for reasons beyond the student’s control.

**Article 4.10 Further provisions concerning results**

Results that are not expressed as marks are designated as follows:

a. If the annotation for a unit of study is not expressed as a mark, the annotation is either “obligations met” (AVV) or “obligations not met” (NAV).

b. Students who are registered for a unit and do not complete that unit, will be rendered the qualification of “obligations not met” (NAV).

c. Students who are registered for a unit but do not participate in that unit, will be rendered the qualification of “not attended” (NAP).

d. Courses offered by universities outside of the Netherlands that substitute an elective course and/or are added as an extracurricular course to the diploma supplement, will be rendered the qualification of “obligations met” (AVV).

e. In addition to article A4.6.2 the final grade of a course is determined as a pass if the unrounded final mark is 5.5 or higher.

**Article 4.11 Validity period for results**

1. The validity period for examinations is 6 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 4.12 Degree
Students who have successfully completed their Master's final examination are awarded a Master of Science degree. The degree awarded is stated on the diploma.

5. Transitional and final provisions

Article 5.1 Amendments and periodic review (Section B)
1. Any amendment to the Teaching and Examination Regulations will be adopted by the dean after taking advice from the relevant Board of Studies. A copy of the advice will be sent to the authorised representative advisory body.

2. An amendment to Section B of the Teaching and Examination Regulations requires the approval of the faculty representative advisory body if it concerns components not related to the subjects of Section 7.13, paragraph 2 sub a to g, as well as paragraph 4 of the WHW. Components related to the subject of Section 7.13, paragraph 2, sub v must be submitted to the faculty representative advisory body for advice.

3. An amendment to the Teaching and Examination Regulations can only pertain to an academic year that is already in progress if this does not demonstrably damage the interests of students.

Article 5.2 Transitional provisions
Notwithstanding the current Teaching and Examination Regulations, the following transitional provisions apply for students who started the programme under a previous set of Teaching and Examination Regulations:

Article 5.3 Publication
1. The dean will ensure the appropriate publication of these Regulations and any amendments to them.

2. The Teaching and Examination Regulations will be posted on the faculty website and deemed to be included in the course catalogue.

Article 5.4 Effective date
Section B of these Regulations enters into force with effect from 31 August 2015.

Thus drawn up by the dean on 13 July 2015.

Advice from Boards of Studies,
Examinations Board on 20 April 2015
Educational Committee on 1 April 2015

Approved by authorised representative advisory body on 3 July 2015
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 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.