University of Amsterdam

Teaching and Examination Regulations
Erasmus Mundus programme in Journalism, Media and Globalisation 2014-2015
Second year, Amsterdam specialism
Media and Politics
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 Erasmus Mundus Programme in Journalism, Media and Globalisation, hereinafter referred to as ‘the study programme’. The study programme is offered within the Graduate School of Communication, hereinafter referred to as ‘the educational institution’, 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 http://studiegids.uva.nl/sgs/WebSite_en
n. academic year: the period beginning on 1 September and ending on 31 August of the following calendar year;
o. study load: the study load of the unit of study to which an interim or other examination applies, expressed in terms of credits = ECTS credits (ECTS = European Credit and Transfer Accumulation System). The study load for 1 year (1,680 hours) is 60 ECTS credits;
p. credit: an ECTS credit with a study load of 28 hours of study;
q. interim examination an assessment of the student’s knowledge, understanding and skills relating to a course component. The assessment is expressed in terms of a final mark. An interim examination may consist of one or more partial examinations (deeltoetsen). A resit always covers the same material as the original interim examination;
r. seminar: a class in which the material is addressed primarily on a problem- or case-oriented basis;
s. course description: the practical and content information of an educational unit, as included in the digital course catalogue (including the course code, number of credits, course period and a brief description of the course content);
t. course manual: the manual of the educational unit which includes all relevant information for that unit. The course manual can be downloaded from Blackboard. The course description is included in the course catalogue;
u. director the director of the Graduate School of Communication;
v. dean the dean of the Faculty of Social and Behavioural Sciences;
w. 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 study programme (a degree programme, a major or a specific curriculum within a degree programme) for which the collaborating institutions are jointly responsible.

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

Chapter 2 – Admission to the programme

Article 2.1 Admission requirements for the Master’s programmes
The Educational Institution aims to admit highly qualified students from a wide range of countries. Applicants will normally only be admitted if they have a Bachelor’s degree or equivalent (at least an above average class mark is expected) and the equivalent of at least three months fulltime work as a journalist.

The following admission requirements apply to the study programme:
1. The candidate must include a motivation written in English along with his or her application for admission. The Educational Institution decides which students are admitted.
2. Non-native English speaking applicants will be required to obtain an IELTS minimum score of 7.0 before they are accepted unconditionally. For the IELTS test see http://www.ielts.org/.
3. The students must have successfully completed the first (Aarhus) year of the Erasmus Mundus Programme Journalism, Media and Globalisation 2013-2015.
4. A student is admitted provisionally until the Educational Institution has established that the student has fulfilled all the requirements.

**Article 2.2 – Admission 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 to test certain types of knowledge, understanding and skills, in order to supplement written evidence of the programme/programmes the student has completed.
3. The admission assessment takes place once a year.
4. Requests for admission to the study programme shall be submitted to the Admission Committee before 10 January

**Article 2.3 – Intake dates**

1. Intake into the programme is possible at the beginning of the first semester of an academic year (‘September’). The intake months mentioned in this paragraph ensures a programme that can be expected to be completed in the nominal period.
2. When the programme commences, the student must have fully completed the Bachelor’s programme or Preparatory programme allowing admission to this 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 course manual and/or blackboard specify the achievements that the student must fulfil successfully and stipulates the criteria according to which the student will be assessed.
3. At the student’s request, the Examinations Board may allow a different testing method to be used other than that specified in the course manual and/or blackboard.

**Article 3.2 – Registering for interim examinations**

A student must register for all parts of an educational unit and needs to have admission to all education unit parts in order to be registered for the 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 that interim examination is offered
before the start of the next academic year. For testing methods other than interim examinations, the re-sit regulation and re-sit dates and/or deadlines are given in the course manual 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.

**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. The same assessment criteria be applied for a re-sit as for a normal examination.

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.

3. A student may submit a request for reassessment to the examiner and then has the option to submit an objection to the Examinations Board within six weeks of the announcement of the result. A student may lodge an appeal against the decision of the Examinations Board with the Examination Appeals Board 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 Examinations 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 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 Examinations 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 year].

**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 Examinations Board may decide that the inspection will take place collectively at a fixed place and time. If the student can prove to have been unable to attend the inspection 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. During the time period mentioned in paragraph 1, any interested party may inspect the questions and assignments of the test in question, and, if possible, the standards on the basis of which the assessment was made.

4. 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.

5. 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 Examinations 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. The Dissertation Module can never be exempted;

4. The maximum exemption that can be granted is 12 EC. The Examinations Board takes a decision within 28 working days after receipt of the written request for exemption.

**Article 3.10 – Master’s Thesis**

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). The thesis regulations are listed in the Master’s Thesis guide, which can be found in the Course Catalogue: [www.studiegids.uva.nl](http://www.studiegids.uva.nl) and Blackboard.

**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 programme concerned.
Article 3.12 – Final examination
1. The Examinations 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. A degree certificate can only be issued after it has emerged that the student has met all obligations, including payment of the tuition fee.
3. The student who is entitled to a degree certificate can submit a motivated request to the Examinations 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 Arts degree in Journalism, Media and Globalisation. The awarded degree is listed on the diploma.

Article 3.14 – Diplomas and transcripts
1. The Examinations Board grants a diploma as proof that the student has passed his/her final examination. The Examinations Board also grants a diploma supplement in English, signed by the chair of the Examinations Board and the Dean of the Faculty of Arts of the University of Aarhus, 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 Examinations Board cannot grant him/her a diploma, he/she may request and receive from the educational institution 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 director 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 adviser 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 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 student 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 Examinations 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 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 regulations 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 Erasmus Mundus Joint Master’s Degree, programme in Journalism, Media and Globalisation.

Chapter 2 – Content and organisation of the programme

Article 2.1 – Aim of the programme and exit qualifications

Knowledge and understanding
Graduates should:
(a) have a broad perspective and background information necessary to understand and report on a changing Europe in the context of globalisation, including but not limited to knowledge of:
   (i) the media systems of Europe and globally;
   (ii) the economic and political context of globalisation;
   (iii) contemporary global trends, including the movements towards localism and political devolution, state policies, and the global flows of people, products and capital;
   (iv) policy factors affecting the place of media and publics in a global context;
   fundamental concepts, methods, principles and theories relevant to the study of global journalism;
(b) know how to formulate and study research questions about the media;
(c) understand the role of the journalist in democratic societies;
(d) the challenges to contemporary journalism;
(e) the interplay between political institutions and journalism in a European context;
(f) the impact of cultural and national identity on the theory and practice of journalism.

Intellectual skills
Graduates should be able to:
(a) plan, conduct and communicate original research in journalism studies, whether in the form of journalistic or academic writing;
(b) critically analyse media coverage of European issues in a global perspective;
(c) identify new and creative angles on European issues in a global perspective;
(d) recognize the issues, processes and complexities of globalisation;
(e) situate current events within a wider perspective;
(f) evaluate the merits of a variety of theoretical approaches to globalisation.

Discipline-specific skills
Graduates should be able:
(a) to use a variety of research methods useful to the field of journalism studies, including content analysis, discourse analysis, interviews, focus group research, survey research, statistical analysis, archival and policy research, and ethnographic field work;
(b) write journalistically, and have the knowledge and confidence to report competently on European issues, and cultural issues from at least two European countries;
(c) critically reflect on issues in Global and European Journalism Studies;
(d) conduct independent analysis of the economic, political, social and historical factors affecting countries other than the ones studied on the programme;
(e) discuss the factors that are currently changing the nature of global and European Journalism;
(f) specialisation within Media and Politics.

Transferable skills
(a) communicate effectively, both in writing and orally, within and across national and cultural borders;
(b) access and utilize information in a variety of research resources, including library and Internet;
(c) employ a systematic approach to gathering, analysing and communicating knowledge;
(d) manage resources and time;
(e) use critical reading and writing skills in broader contexts;
(f) work in a self-organised way, individually or in teams;
(g) undertake lifelong learning, particularly for continuing professional development.

Students that have started their studies before September 2014 can consult the exit qualifications as stated in the Regulations valid at the time of their 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 in once every year in September.

Article 2.3 – Language of instruction for the programme
1. The language of instruction for the study programme is English.
2. 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 120 ECTS credits in total (60 EC at the University of Aarhus and 60 EC at the University of Amsterdam) 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.

Article 2.5 – Curriculum
1. The 2014-2015 Erasmus Mundus Programme Journalism, Media and Globalisation, second year, Amsterdam specialism Media and Politics, comprises the following elements:

Substantial courses
1. Citizens and Public Opinion (12 EC)
2. Communicating Europe (6 EC)
3. Transformations in European Media, Journalism and Governance (6 EC)
4. Elective (6 EC)

Dissertation Module (30 EC)
1. Methods and Statistics Tailored to the Thesis (6 EC)
2. Journalistic Thesis (6 EC)
3. **Thesis (18 EC)**

2. **Entry conditions**
The student must have successfully completed the first (Aarhus) year of the Erasmus Mundus Programme Journalism, Media and Globalisation 2013-2015. During this Aarhus year, the student complete the following courses:

**Substantial courses**
1. Globalisation: Reporting Global Change (10 EC)
2. Globalisation and World Order (10 EC)
3. Globalisation, Culture and the Roles of the Media (10 EC)
4. Social Science Methods for Journalists (10 EC)
5. Researching Journalism (10 EC)
6. Analytical Journalism (10 EC)

A student can replace the courses Researching Journalism (10 EC) and Analytical Journalism (10 EC) with courses at one of the international partner universities: University of California at Berkeley; University of Technology Sydney; and Pontificia Universidad Católica de Chile. In this event, the student has to have successfully finished courses consisting of at least 20 EC at the host university. This only applies to students who are selected for the Study Abroad experience during the beginning of the study programme in Aarhus.

3. Students who have been admitted to the programme are admitted to a thesis preparation group. 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 the specialisation seminars* and the course Method Tailored to Thesis.

For programme details, see the course catalogue (http://www.studiegids.uva.nl).

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

For more details on deadlines and resits, see the information in the course manuals.

* Specialisation seminars are seminars at the centre of the programme: Citizens and Public Opinion, Communicating Europe and Transformations in European Media, Journalism and Governance

**Chapter 3 – Teaching**

**Article 3.1 – Participation in courses and rules for priority admission**
1. Students will be enrolled by the programme coordinator for the specialisation seminars, thesis preparation groups and Methods and Statistics Tailored to the Thesis.
2. Students will be enrolled for their Elective by the programme coordinator, provided that they pass on a top three of preferences to the programme coordinator before October 15, 2014. Students will be enrolled in one out of three preferences.
Article 3.2 Course manual
Prior to the start of the module a course manual 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 course manual 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. ‘Examinations Board’ is taken to mean the Examinations 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 Examinations Board in writing, with submission of the texts and findings.

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

3. The Examinations 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 Examinations 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 Examinations 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 Examinations 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 Examinations 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 Examinations 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 Examinations Board, the Executive Board may also permanently terminate the enrolment of the student concerned.

5. The Examinations 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 Examinations Board shall consult with the Examinations 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 Examinations Board may rule that further participation in the programme shall be denied.

Article 6 Sanctions in the event of plagiarism

The Examinations 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 Examinations 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 Examinations 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 Examinations 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 Examinations 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 Examinations Board, the Executive Board may permanently terminate the enrolment of the student involved.

6. The Examinations 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 Examinations Board shall consult with the Examinations 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 Examinations 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 Examinations 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 Examinations 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 Examinations Board under which the educational unit in question falls, bears responsibility. If the student is enrolled for more than one study programme, the Examinations Board must consult with the Examinations 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 Examinations Board. The Examinations 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 Examinations 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 Examinations Board, for a maximum period of one
year. A new provision in the WHW allows for the possibility that the Examinations 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 Examinations 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.