Teaching and Examination Regulations Master Communication Science

TEACHING AND EXAMINATION REGULATIONS

MASTER COMMUNICATION SCIENCE
2018-2019

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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 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, in accordance with section 7.3 of the WHW;
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: a student’s acts or failures to act that make it wholly or partially impossible to accurately judge their knowledge, understanding and skills, please see http://student.uva.nl/mcs/az/item/plagiarism-and-fraud.html for the text and Regulations governing Fraud and Plagiarism;
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=chart
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;
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- 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 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;

s. 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 the candidates choice;

t. University:
the University of Amsterdam;

u. 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 the student 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
The degree programme shall be provided in a semester structure as outlined in the Decision on the Academic Calendar: http://www.uva.nl/binaries/content/assets/uva/nl/over-de-uva/over-de-uva/regelingen-en-regelementen/onderwijs/besluit-jaarindeling-onderwijs-2017-2024.pdf?3034787701703

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 a compulsory part and an individual Master’s thesis and/or academic internship 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.
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
Students who have correctly registered for participation in a unit of study and who have been admitted, are also automatically registered for participation in the subsequent examination for this unit of study and, in case the examination is concluded with a fail, the resit. Further provisions on this, if applicable, are included 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.

5. In the case of units of study with a written examination, the student shall be entitled to receive sample questions, their answers and information about the actual written examination in terms of its scope and structure.

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. At the student’s request and subject to the examiners’ approval, audio recordings can be made. These audio recordings are kept by the University.

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 of assessment 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 last 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 4.9 and 4.10, 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.

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.

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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.
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 and other results
1. Marks are given on a scale from 1 to 10, with a maximum of one decimal.
2. A final mark of 5.5 or above is considered a passing grade.
3. Results that are not expressed in marks are graded in terms of ‘requirements met’ (AVV) or ‘failed to meet the requirements’ (NAV), or in terms of a ‘pass’ (VOL) or a ‘fail’ (ONV).
4. Students who are registered for an examination or for participation in another type of final assessment, but who do not participate, shall be given the qualification of ‘not attended’ (NAP).
5. Further conditions concerning results, if applicable, are described in section B.

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.
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 dean may limit the validity period of units of study that a student has passed and of exemptions they have been granted if the knowledge, insight and/or skills that were tested is or are demonstrably obsolete.
2. Section B determines which units of study that a student has passed and which exemptions they have been granted are subject to a limited validity period.
3. Contrary to the provisions of paragraph one, in individual cases the Examinations Board may decide to extend the validity period of a unit of study that has been passed or an exemption that has been granted.
4. The validity period of an interim result is limited to the academic year in which it was obtained or until the end of the unit of study in question, as determined in Section B.

Article A.4.9 Right of inspection
1. For at least twenty working days after the announcement of the results of a (digital)written examination, the student can, on request, inspect the students’ 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 the students’ 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 last 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 the student 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.
3. The rules for conferring the designation of cum laude are set out in the Rules and Guidelines of the Examinations Board.

Article A.4.12  Diploma and transcript
1. The Examinations Board grants a diploma as proof that the student has passed the 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 requests the diploma in SIS. The Examinations Board can proceed to award the diploma to the student who completed the requirements for the final examination, as determined in paragraph 1, unless the student has requested a deferment. The student will be informed timely about the intention of the Examinations Board to proceed with awarding the diploma, as determined in paragraph 1. The procedure of the Examinations Board can be found in the rules and guidelines of the Examinations Board.

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 their disposal in SIS.
2. Enrolled students are eligible for academic student counselling. The types of academic student counselling available are listed on 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. For a chronic disability or illness, the recommendation needs to be issued only once.
3. The dean or, on the dean’s 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. Teaching Evaluation

Article A.6.1 Teaching evaluation
Teaching evaluation shall take place as described in section B.

7. Hardship clause

Article A.7.1 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.

8. Transitional and final provisions

Article A.8.1 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.8.2 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.8.3 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.8.4 Effective date
Section A of these Regulations will come into force as of 1 September 2018.

Adopted by the dean on 19 January 2018

Approval and advice of the faculty representative advisory body on 22 May 2018
Section B: Programme-specific section

1. General provisions

Article B.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. 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 B.1.2 Degree programme information

1. The programme Communication Science, CROHO number 66615 is offered on a full-time basis and the language of instruction is Dutch/English.
2. The programme has a workload of 60 ECTS.

Article B.1.2a Flexible learning

The degree programme will be included in the flexible-learning pilot: consent for participation was granted by the Minister of Education, Culture and Science in accordance with article 17k of the Royal Decree on experiments in flexible higher education. The Flexible Learning Pilot regulations of the UvA, which are part of the Enrolment Provisions of the UvA, shall apply to the foregoing.

Article B.1.3 Entry 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: 12 months).
2. When the programme commences, the student must have fully completed the Bachelor’s programme or pre-Master’s 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 B.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 B.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 a specific field of communication science
   1.1 Have up-to-date knowledge and a thorough understanding of the main theories and research findings in one of the tracks Corporate Communication, Persuasive Communication, Political Communication or Entertainment Communication.
   1.2 Have proper knowledge and a sound understanding of the foundations of the specific field, its structure, its relations with other fields and disciplines, and the potential contribution of other disciplines to the field.

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

**Expertise in empirical research**

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

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

**Academic abilities and attitudes**

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

6. Academic attitudes
   6.1 Regularly assess their own assumptions, strengths and weaknesses critically.
6.2 Accept that scientific knowledge is always 'work in progress' and that something regarded as 'true' may be proven to be false, and vice-versa.

6.3 Are keen to acquire new knowledge, skills and abilities.

6.4 Are willing to share and discuss arguments, results and conclusions, including submitting one's own work to peer review.

6.5 Are convinced that academic debates should not be conducted on the basis of rhetorical qualities but that arguments must be considered and conclusions drawn on the basis of empirical results and valid criticism.

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

3. Further admission requirements

Article B.3.1 Admission requirements
1. A student possessing a Bachelor’s degree from either a Dutch or foreign institution of higher education, who can demonstrate that the student 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 pre-Master’s 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. Any individual who has obtained a Communication Science Bachelor's degree in academic higher education in the degree programme at the UvA meets the requirements referred to in paragraph 1.
6. If the intended Master’s programme includes different tracks, a successfully completed specialisation or minor in the Bachelor’s programme may be required for admission to each of the different tracks.
7. When the programme commences, the candidate must have fully completed the Bachelor’s programme or pre-Master’s 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 B.3.2 pre-Master’s 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 pre-Master’s programme.
2. The pre-Master’s 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 Graduate School cannot be held responsible for offering individual-tailored preparatory seminars and neither to carry any of the costs involved.
3. The pre-Master’s programme needs to be successfully completed within two semesters. Proof of a successfully completed pre-Master’s programme serves as proof of admission to the Master’s programme specified within it in the subsequent academic year.

Article B.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. 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 the student has obtained for completed study programmes.

Article B.3.4 English and Dutch language requirements

1. The educational institution may decide to include educational modules in which teaching and the examination takes place in English, if the specific nature, setup or quality of education requires this. Students have the right to answer written exam questions and to submit written papers in the English or Dutch language upon choice.

2. 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:
   - Academic IELTS: 6.5, at least a 6 on every subpart;
   - TOEFL internet based test: 92, at least a score 20 on every subpart;
   - Cambridge Advanced English: minimum scores Cambridge English: First-A; Advanced-C; Proficiency-C.

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

3. 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 and had English-taught education 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.

4. A student whose previous education was not in a Dutch-speaking country and who intends to register for Dutch-language education must demonstrate that the student has sufficient proficiency in Dutch in order to follow Dutch academic higher education successfully. This requirement can be met through the successful completion of the following examination: the state examination for Dutch as a Second Language, examination II (NT2 II), or an obtained exemption from taking this examination.

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

Article B.3.5 Free curriculum

1. Subject to certain conditions, the student has the option of compiling a curriculum of their 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 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 B.4.1 Composition of programme

1. The Master’s programme comprises a cohesive set of seminars and a thesis. One of the following specialisation programmes is chosen within the Master’s programme:
   - Corporate Communication
   - Persuasive Communication
   - Political Communication
   - Entertainment Communication

2. Students are required to complete the following compulsory units of study:
   1. Two specialisation seminars, 12 EC each 24 EC
   2. Electives, 6 EC each 12 EC
3. Research Methods Tailored to the Thesis 6 EC  
4. Master’s Thesis seminar 18 EC

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

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

If the student wishes to take a different unit of study than the units of study listed, advance permission must be obtained in writing from the Examinations Board.

Transitional provisions
For students that started the programme in February 2015 or earlier the following transitional provisions apply:
- Students from the Persuasive Communication track, who are required to (re)take a specialisation seminar in the 2016-2017 academic year, can choose between the newly offered specialisation seminars Marketing Communication and Health Communication;
- Students from the Persuasive Communication track, who have completed Media Strategies as specialisation seminar, are not allowed to select the newly offered elective course Media Strategies.

Article B.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 the student:
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 seminar ‘Research Methods Tailored to the Thesis' cannot be exempted, except with a similar course from the Research Master’s Communication Science.
5. The Master's Thesis can never be exempted.
6. 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 B.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 the student 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 study adviser. The student can be deregistered from extra courses if the student has not consulted the study adviser. The advice of the study adviser is not binding.
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 B.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 B.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:
1. the learning objectives of the module.
2. rules related to participation and absence.
3. the achievements that the student must fulfil successfully, the criteria according to which the student will be assessed and information on re-sit regulations.
4. the language in which the student needs to fulfil the examination requirements.
5. 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 B.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 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 the student does not register for (all parts of) the unit of study or fails to do so in time.

**Article B.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.
5. In the event of a re-sit, the result must be announced at least 10 working days before the possible re-sit.

**Article B.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 the Thesis Assessment Form.

**Article B.4.9 Attendance in courses**
1. In case a unit of study consists of one or more workgroups or practical trainings, the student is in principle required to attend these meetings and prepare for them properly. The module guide provides further details of the attendance rules.
2. If the student is not able to attend a workgroup/practical training, he/she needs to inform the lecturer, along with the reasons for absence.
3. Should the student not be able to fulfil the attendance regulations due to circumstances, the lecturer will determine, after the lecturer has been informed by the student about the reasons of the absence, whether and in what way the student can still fulfil attendance obligations.
4. Should the student not agree with the decision made by the lecturer as meant in paragraph 3, the student can appeal the decision at the Examinations Board.
5. The Examinations Board can make an exception to the attendance rules in response to the student request.

Article B.4.10 Further provisions concerning results
Results that are not expressed as marks are designated as follows:
1. 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).
2. In addition to article A4.6.1, if the examination consists of several interim examinations, the examiner can assign the grade 0 for an interim examination if the students has not participated in this interim examination.
3. In addition to article A4.6.5, the final marks 5.1 to 5.9 cannot not be awarded. The final grade of a course is determined as a pass if the rounded final mark is 6 or higher.

Article B.4.11 Validity period for results
Unless the Examinations Board determines otherwise, partial marks will lapse at the end of the unit of study.

Article B.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. Teaching Evaluation

Article B.5.1 Teaching Evaluation
The degree programme is responsible for evaluating the quality of its education. The Faculty makes course evaluation reports available to this end. Additional forms of evaluation may be carried out at the programme's own discretion. The Programme Committee is entitled to receive all teaching evaluations and is expected to discuss them. The Programme Committee can also collect information about teaching quality by other means.

6. Transitional and final provisions

Article B.6.1 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 B.6.2 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 B.6.3 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 B.6.4 Effective date**
Section B of these Regulations enters into force with effect from 1 September 2018

Thus drawn up by the dean on 19 January 2018

Advice from Boards of Studies, Programme Committee on 2 March 2018

Approved by authorised representative advisory body on 22 May 2018
Notes on specific articles

Section A

Chapter 1 – General provisions

Article 1.1 – Applicability of the Regulations
Section A may be considered as the faculty section. This article indicates to which degree programme or which group of programmes the section applies. In combination with various components of Section B, this section may constitute multiple OERs. Section B includes provisions that are programme-specific. The specification of the responsible faculty is based on the legal principle that education and research should take place at the faculty (Section 9.12 of the WHW) and that programmes are established within a faculty (Sections 9.11 and 9.17 of the WHW).

Article 1.2 – Definitions
The authors of the model OER have chosen to have the definitions used in the OER align with the terminology of the WHW as much as possible. In order to promote consistency within the UvA, these definitions should not be deviated from.

Chapter 2 – Previous education and Admission

Article 2.1 Previous education
Anyone who holds a decision for admission to a Master’s degree programme may enrol in the relevant Master's programme. This decision regarding admission is obtained through a selection procedure. Section 7.30b of the WHW stipulates that the requirements shall only pertain to knowledge, understanding and skills that can be acquired upon completion of a Bachelor’s programme. As such, the admission requirements reflected in this article should be qualitative and should consist of at least two qualitative requirements.

No right of approval: flows directly from provisions of the WHW

Article 2.2 Registration and enrolment
The programme shall in Section B set out the deadline for enrolment in the programme via Studielink.

Article 2.3 Faculty Admissions Board
The dean may appoint an Admissions Board for the issuance of decisions regarding admission to the Master’s programme. The Examinations Board may also be appointed to execute the responsibilities of the Admissions Board.

Right of approval: Faculty Student Council
Right to be consulted: Programme Committee

Article 2.4 Admissions procedure
This article is a more detailed elaboration of the provisions of Section 7.30b, subsection 2, of the WHW.

No right of approval: exception provided in Section 9.38, under b, of the WHW.

Article 2.5 – Refusal or termination of enrolment/iudicium abeundi
Section 7.42a of the WHW stipulates that, in exceptional cases, a student’s enrolment in a degree programme may be terminated or refused if that student’s actions or remarks show that they are unsuitable either for practising one or more of the professions for which the programme trains students or for the practical preparation for professional practice. This option is only available in highly exceptional circumstances.
The Dutch Federation of University Medical Centres (NFU) has drafted an Iudicium Abeundi Protocol as a (procedural) tool to assist in the consultation and preparation of the decision-making process of the Executive Board with regard to the termination or refusal of the enrolment of a student or extraneus within the Medicine, Dentistry and Veterinary Medicine degree programmes. This protocol may also serve as a tool for other faculties.

Article 2.5, paragraph 1: no right of approval, flows directly from the WHW

Article 2.5, paragraph 2:
Right of approval: Faculty Student Council
Right to be consulted: Programme Committee

Chapter 3 – Degree programme structure

Article 3.1 – Structure of the academic year
Regarding the structure of the academic year, we would refer to the Decision regarding the Academic calendar for education of 22 May 2014, reference code 2014cb0200. This structure outlines in what periods education, examinations and examination resits should take place.

No right of approval

Article 3.2 Structure of the degree programme and participation in education activities
The starting point is that the curriculum should be laid down in the OER. The Course Catalogue may be consulted for a more detailed description of the components.

Right of approval: Programme Committee

4. Assessment and examinations

Article 4.1 Participation in examinations
This article sets out the procedure that registration for courses also entails registration for participation in the examination. It is recommended that the rules regarding participation in education activities and examinations be brought to the attention of the students more closely before the start of the academic year.

Students who are only enrolled for one or more Bachelor’s programmes are prohibited from taking examinations of Master’s programmes. Given the sharp distinction between Bachelor’s and Master’s programmes (‘harde knip’), students should be enrolled in a Master’s programme in order to take the examinations in a Master’s programme.

At the request of the ’15-’16 FMG Faculty Student Council, paragraph 1 of this article has been expanded to include that students will be automatically enrolled to participate in the examination and (potentially) resit for the unit of study in question (resit only in the event that the student fails to attain a passing mark for the examination).

The third paragraph stipulates that students who have failed to achieve a passing mark for the first opportunity of the examination will be registered for participation in the resit automatically. Section B may set out further requirements for (automatic) registration for resits.

Right of approval: Faculty Student Council
Right to be consulted: Programme Committee

Article 4.2 Type of examinations
This article is a reference to the further detailing of the way in which a unit of study is concluded and what assessment format is used, as set out in Section B of the OER.
Teaching and Examination Regulations Master Communication Science

The fifth paragraph of this article stipulates that, in the case of units of study including a written examination, students are entitled to receive sample questions with model answers and information about the actual written exam in terms of its length, type, questions and content. These sample questions and any other information on the examination can be disseminated during the lectures.

Right of approval: Faculty Student Council
Right to be consulted: Programme Committee

Article 4.3 Oral examinations
To ensure legal certainty for students and to prevent any inappropriate conduct, it is recommended that oral examinations be administered by two examiners or that an audio recording be made of the examination. Additional rules on the procedures for oral examinations may be laid down in the Rules and Guidelines of the Examinations Board.

At the request of the '14-'15 FMG Faculty Student Council, the following addition has been made to paragraph 2: In the absence of a second examiner, an audio recording of the oral examination will be made.

At the request of the '16-'17 FMG Faculty Student Council, paragraph 2 of this article has been edited to read:
Unless otherwise specified by the Examinations Board, an oral examination will be taken in the presence of a second examiner. At the student's request and subject to the examiners' approval, audio recordings can be made. These audio recordings are kept by the University.

Right of approval: Faculty Student Council
Right to be consulted: Programme Committee

Article 4.4 Determination and announcement of assessment results
Section 7.13, subsection 2, under o, of the WHW, reads:
'The Teaching and Examination Regulations shall (...) at least set out the period within which the results of an examination will be announced, and the circumstances in which this period may be exceeded, if at all.'

This model article distinguishes between oral and other examinations and is based on the student’s right to have their examination results determined as soon as possible. The assessment should be announced to the student within 20 working days after the examination was administered or the essay was submitted. This is what the Executive Board has agreed upon with the Central Student Council and the deans. In the case of an imminent resit, the results must be announced at least ten working days before such a resit, with a view to providing sufficient preparation time for the students.

Pursuant to Section 3:45 of the General Administrative Law Act, the announcement of the results (on SIS) should be paired with a notification of the option to appeal those results before the Examination Appeals Board of the (within six weeks after announcement). It is recommended that students be informed that it is not necessary to resolve administrative errors via an appeals process at the Examination Appeals Board. They can bring such issues to the attention of the Student Desk.

The determination of the results of examinations is the sole responsibility of the examiner of the course component.

Right of approval: Faculty Student Council
Right to be consulted: Programme Committee

Article 4.5 Examination opportunities
The 2010 UvA Assessment Policy Framework, which was drafted in part in order to guarantee the university level of graduates at the UvA, stipulates that the Executive Board stimulates a teaching and assessment culture that expresses a 'now or never' philosophy. As such, the Assessment Policy
Teaching and Examination Regulations Master Communication Science

Framework stipulates that each curriculum component shall have no more than one resit opportunity per academic year. This means that, in addition to the initial examination opportunity, students are offered one resit opportunity before the beginning of the next academic year. Specific requirements may be put in place for taking a resit.

Work placements and theses (and any other final essays) may be exempted from the resit opportunity.

By way of an official guideline under Section 9.5 of the WHW, the Executive Board has also determined that the most recent examination result shall count, rather than the result that achieved the highest mark. This means that any result obtained previously will be superseded, even if that result was a pass. Current practice at some programmes, which only permit resits for results that have not obtained a passing mark, does not conflict with the foregoing.

**Article 4.5, paragraph 3, is exempt from right of approval and consultation, as it is a guideline under Section 9.5 of the WHW**

For the rest:
- **Right of approval:** Faculty Student Council
- **Right to be consulted:** Programme Committee

**Article 4.6 – Marks and other results**

For the sake of the interchangeability of the components within the university, among other things, each test or assessment must yield an unambiguous assessment about whether a student has 'passed or failed'. To that end, the Executive Board, by way of an official guideline under Section 9.5 of the WHW, has determined that a 5.5 or above should be considered a pass mark throughout the university. In order to prevent rounding off errors (e.g. from 5.45 to 5.5), no marks are awarded with two decimal places after the decimal point.

- **Right of approval:** Faculty Student Council
- **Right to be consulted:** Programme Committee

**Article 4.7 – Exemption**

Section 7.13, subsection 2, under r, of the WHW reads:

*The Teaching and Examination Regulations shall (...) at least lay down the conditions under which the Examinations Board may exempt students from taking one or more examinations on the basis of examinations or final examinations that the student has already passed in higher education or for knowledge and skills acquired outside higher education.*

It is recommended that the number of (ECTS for) exemptions be capped and that it be determined that students may only be awarded a diploma from the UvA if they have indeed followed a substantial portion of the programme at the UvA.

Degree certificates cannot be issued solely on the merit of exemptions. In addition, it may be determined that there should be no possibility for exemption for the Master’s thesis or for other final essays, if they constitute an essential component of the final examination.

Upon submitting a request for exemption, students should be informed of the situation in a timely fashion. After all, if their request is rejected, they will still have to follow the subject for which they requested exemption. As such, the decision period for an exemption request may be shorter than for other requests to the Examinations Board.

- **Right of approval:** Faculty Student Council
- **Right to be consulted:** Programme Committee

**Article 4.8 – Validity period of results**

As of 1 September 2017, Section 7.10, subsection 4, of the WHW reads as follows:

*The institutional management may limit the validity period of examinations a student has passed, subject to the Examinations Board’s authority to extend the validity period in individual cases. The validity*
period of examinations a student has passed and of examination exemptions may only be limited if the knowledge, insight and/or skills tested is or are demonstrably outdated. The institutional management shall establish further rules regarding the implementation of this paragraph and the manner in which the limitation of the validity period reasonably takes into account the special circumstances within the meaning of Section 7.51, subsection 2. The validity period of examinations that have been passed successfully shall in special circumstances, within the meaning of Section 7.51, subsection 2, at least be extended with the duration of the financial support granted under Section 7.51, subsection 1.

Following the foregoing amendment to the WHW, the validity period of results for examinations a student has passed may only be limited if it can be demonstrated that the knowledge or insight that was tested was outdated or if the skills that were tested were outdated. It is plain that this would be demonstrable for subjects (or subject clusters) in which the education results in very up-to-date knowledge, insights and skills. The dean shall have the responsibility of demonstrating that there is indeed a case of demonstrably obsolete knowledge or insights. For subjects where there is no instance of tested knowledge or insight being demonstrably obsolete, the validity period of the results of examinations passed successfully shall in principle be unlimited.

The Examinations Board will continue to retain the power to extend the validity period of courses for individual cases and should seek to achieve alignment with the period in which a student may claim support from the Profiling Fund.

The term examinations in this case shall also include other units of study.

*No right of approval: flows directly from provisions of the WHW*

*Article 4.9 – Right of inspection*

Section 7.13, subsection 2, under p, of the WHW reads:

*The Teaching and Examination Regulations shall (...) at least lay down how and within what period a person who has taken a written examination may obtain access to their assessed work.*

A period of 20 days is generally regarded as a reasonable period of time.

The student will be entitled to a copy of their work, inter alia with a view to submitting an appeal with the Examination Appeals Board. Students may be charged no fee other than for the direct costs of the copy.

Students’ right to inspection shall also apply in full to digital examinations.

At the request of the ’14-’15 FMG Faculty Student Council, paragraph 4 of this article has been edited to read: *If the student completing the exam so requests, a copy of the students’ assessed work will be provided.*

(This is so that students are able to request a copy of their assessed work other than in connection with an appeals procedure regarding the manner of assessment, submitted to the UvA Examination Appeals Board.)

In paragraph 5 of this article, at the request of the ’14-’15 FMG Faculty Student Council, it has been added that opportunity for inspection of interim examinations must be provided at least three working days before the final examination.

*Right of approval: Faculty Student Council*

*Right to be consulted: Programme Committee*

*Article 4.10 – Post-exam discussion*

The provisions of this article are based on Section 7.13, subsection 2, under q, of the WHW, which reads: *The Teaching and Examination Regulations shall (...) at least lay down the manner and period in which questions and assignments that formed part of a written examination and the standards on which the examination was assessed may be inspected.*
This provision is based on the essential principle that students gain knowledge of the questions and model answers in order to gain insight into the extent and gravity of the requirements of the examination.

Although the inspection and post-exam discussion generally take place in a plenary session, it is vital that the student is given the opportunity to receive individual feedback from the examiner on the work they have submitted. This feedback may be given at a pre-arranged place and time, such as following the plenary inspection and discussion session. In the event of force majeure resulting in a student being unable to attend the pre-arranged place and time, that student will be afforded another inspection and post-exam discussion opportunity at another time, if possible.

Right of approval: Faculty Student Council
Right to be consulted: Programme Committee

Article 4.11 – Master’s final examination
The Examinations Board shall make an objective and expert determination of whether students have fulfilled the criteria in respect of the knowledge, insight and skills needed to obtain a degree. The Examinations Board shall guarantee the quality of the examinations and final examinations and shall lay down guidelines and instructions for the assessment and marking of examinations and final examinations, in line with the Teaching and Examination Regulations. This shall include more detailed rules on the granting of annotations ('judicia').

The legal provisions on graduation read as follows (Section 7.10, subsections 1 and 2, of the WHW):
1. An interim exam represents an investigation by the examiner into students' knowledge, insight and skills, together with an assessment of the results of that investigation.
2. If the examinations for units of study that belong to a degree programme or the first year of a Bachelor’s programme have been successfully completed, the final examination has been taken, insofar as the Examinations Board has not determined that the final examination also consists of an investigation that it must conduct as referred to in the first paragraph.

The second paragraph of this provision determines that the final examination in principle is the sum of the examinations that have been passed successfully. The Examinations Board may determine that the final examination also consist of an investigation into the knowledge, insight and skills of the student, conducted by itself. The Examinations Board may only proceed with such actions if this possibility has been explicitly laid down in the Teaching and Examination Regulations. After all, this may not result in students being caught off guard. This would conflict with the requirement of good testing and examination conditions.

(Section 7.11, subsection 2, first sentence, of the WHW):
As proof that a degree programme has been successfully completed, the Examinations Board awards a degree certificate after the institutional management has declared that all procedural requirements for the award of a degree certificate have been met.

The Examinations Board shall in principle determine the date of graduation and of the degree ceremony. As a rule, this shall be the last working day of the month in which all obligations have been fulfilled. The law does provide for postponement of graduation for students who stand to benefit from deferral, for example because they wish to follow an additional subject which they wish to have included on their degree certificate. The Examinations Board shall make a decision on whether to grant postponement based on a reasoned application by the student.

No right of approval: flows directly from provisions of the WHW

Article 4.12 – Degree certificates and statements
Section 7.11, subsection 2, of the WHW stipulates that the Examinations Board shall issue a degree certificate as proof that the student has passed their final examination. The degree certificate should state which degree programme the student followed as listed in the CROHO register, which courses comprised the final examination and which degree has been awarded. For each degree programme, just one degree certificate is awarded.
Where applicable, the degree certificate should state which qualifications correspond to the final examination, e.g. the so-called professional requirements (e.g. with regard to the profession of a teacher, doctor or dentist).

Section 7.11, subsection 4, of the WHW stipulates that the Examinations Board should append a supplement to a degree certificate. The aim of the diploma supplement is to provide insight into the nature and content of the completed degree programme, in part with a view to the international recognition of degree programmes. The supplement should in any case state the names of the degree programme and the institution providing the programme, whether the degree programme relates to higher education at a research university or higher vocational education, a description of the content of the study programme and the workload of the programme. The WHW prescribes that the supplement should meet the standards of the European standard format. No deviation is permitted in this regard under the WHW.

At the request of the '14-'15 FMG Faculty Student Council, the following text has been added as paragraph 3: Student can submit a substantiated request to the Examinations Board to postpone the award of the degree certificate, unless they previously submitted the request to issue the degree certificate themselves.

At the request of the '15-'16 FMG Faculty Student Council, the text of paragraph 3 has been changed to: The student must apply for the students’ own diploma in SIS. The Examinations Board may actively issue a degree certificate to a student who meets the requirements of the exam, as intended in paragraph 1, unless that student has submitted a request for postponement. The student will be notified – in a timely fashion – of the Examinations Board's intent to proceed to award the student a degree certificate, as referred to in paragraph 1. The procedure followed by the Examinations Board for awarding degree certificates is set out in the Rules and Guidelines for the Examinations Board.

No right of approval: flows directly from provisions of the WHW

Article 4.13 – Fraud and plagiarism
Given the importance of uniform regulations regarding fraud and plagiarism, the Executive Board established the Regulations governing Fraud and Plagiarism for UvA students as a guideline under Section 9.5 of the WHW. This means that, as of the academic year of 2008 – 2009, the deans have been required to include the Regulations in full in the Teaching and Examination Regulations. The Regulations were drafted and introduced at the express request of the Central Student Council to ensure legal equality and fairness for the imposition of penalties in cases of fraud.

Section 7.12b, subsection 2, of the WHW provides for a maximum penalty of exclusion from participation in the examinations for a maximum period of one year for cases of fraud.

The WHW provides for the possibility of the Executive Board to definitively terminate the enrolment of students or extranei at the recommendation of the Examinations Board in cases of serious fraud. This can only be proposed by the Examinations Board after the Examinations Board has already imposed the maximum penalty itself.

No right of approval: guideline under Section 9.5 of the WHW

Chapter 5. Academic student counselling and study progress

Article 5.1 – Study progress administration and academic student counselling
Section 7.13, subsection 2, under u, of the WHW reads: 'The Teaching and Examination Regulations shall (...) at least lay down provisions for the monitoring study progress and individual student counselling.'

SIS allows students to review an overview of the results they have obtained at any time.
Right of approval: Faculty Student Council  
Right to be consulted: Programme Committee

Article 5.2 – Adaptations for students with a disability  
Section 7.13, subsection 2, under m, of the WHW reads:  
'The Teaching and Examination Regulations shall (...) at least lay down the arrangements to be made within reason to enable students with a physical disability or chronic condition to take examinations.'

Students with a permanent impairment, including all conditions that are chronic or permanent in nature and which systematically restrict the student from attending educational activities, taking part in practical training or sitting examinations in the usual way, have the option of requesting that adaptations or special facilities be put in place.  
All requests should include all relevant documentation that can be reasonably deemed necessary for the assessment of the request. In any case, this documentation should include a recent statement from a physician or from a psychologist or from an assessment firm registered with BIG, NIP, or NVO. The key aspect in this regard is to obtain a statement regarding the nature and duration of the disability for the relevant student from a formally recognised expert in the field of the specific disability, which may affect the student’s ability to take part in education activities and practical training and participate in examinations. The dean or, on the dean’s behalf, the director of the educational institute or the programme director decides on adaptations concerning teaching facilities. The Examinations Board decides on requests for adaptations in testing. The Examinations Board must explicitly guarantee that the quality and the level of the interim examination or final examination will be maintained.  
(BIG = Individual Health Care Professions, NVO = the Association of Educationalists in the Netherlands, NIP = Dutch Association of Psychologists).

At the request of the '16-'17 FMG Faculty Student Council, paragraph 2 of this article has been expanded to include the following sentence:  
‘In the case of a chronic and/ or structural disability, however, the foregoing recommendation need only be provided once.

Right of approval: Faculty Student Council  
Right to be consulted: Programme Committee

Chapter 6 – Teaching evaluation

Article 6.1  
Teaching evaluation  
Section 7.13, subsection 2, under a1, of the WHW reads:  
'The Teaching and Examination Regulations shall (...) at least lay down provisions for the way in which the teaching in the relevant programme is evaluated.'

In order to ensure internal quality assurance, the Programme Committee has been granted the right to be consulted regarding the way in which teaching is evaluated. The programme director shall be responsible for evaluating the quality of the education. This can be achieved by drawing up (course) evaluation reports, for example.

Right of approval: Programme Committee

Chapter 7 – Hardship clause

Article 7.1 – Hardship clause  
This article provides the dean or the Examinations Board with the authority to deviate from the regulations in individual cases if the application of the regulations should have unintentional and unforeseen consequences that are exceptionally inequitable.
Chapter 8 – Transitional and final provisions

Article 8.1 – Amendments and periodic review of Section A
Section A may be amended separately from Section B.

Article 8.2 – Transitional provision
With a view to ensuring legal certainty for students, it is vital to determine how older rights are viewed and dealt with. This requires a transitional arrangement. It is recommended that any transitional arrangement include a transposition table of subjects, to be included in an appendix to the OER.

Article 8.3 – Publication
The dean shall ensure publication on the Faculty’s website. In the case of transitional arrangements such as referred to in Article 9.2, it is essential that previous OERs remain retrievable and available to students.

Article 8.4 – Effective date
Section A enters into force separately from Section B. Nevertheless, it is crucial that both Section A and the corresponding components of Section B enter into force at the same time when the format is introduced for the first time.
Section B

Chapter 1 – General provisions

Article 1.1 – Definitions
In supplement to Article 1.2 of Section A, the programme may include programme-specific definitions here.

Article 1.2 – Degree programme information
Section 7.13, subsection 2, under i, of the WHW reads: 'The Teaching and Examination Regulations shall (...) at least lay down provisions for the structure of the full-time, part-time and combined work-study degree programme.'
The full-time, part-time and combined work-study variants of the same degree programme may be organised and outlined in one single document. With a view to the provision of adequate and clear information to students, it is recommended that the OER only include the part-time or combined work-study variant of the programme if this variant is indeed registered in the CROHO for the relevant programme.

Paragraph 1:
Right of approval: Faculty Student Council
Right to be consulted: Programme Committee

Paragraph two: No right of approval

Article 1.2a – Flexible learning [only for programmes that take part in the flexible learning pilot programme]
In February 2017, the Executive Board of the UvA submitted an application to the Ministry of Education, Culture and Science for participation in the flexible learning pilot programme, as referred to in Section 17j of the Decree on experiments in flexible higher education. This application included the memorandum for the organisation of the flexible learning pilot at the UvA, which outlined how the pilot would be structured. The memorandum included the institution-specific decisions that needed to be taken on the basis of the decision to set up and organise the pilot. It was on the basis of this memorandum that the UvA Flexible Learning Pilot Regulations were drawn up. This article in the OER refers to these regulations.

No right of approval: guideline under Section 9.5 of the WHW

Article 1.3 – Entry date
Given that entry into a Master’s degree programme first becomes possible following completion of a Bachelor’s programme, two entry dates shall be offered for various Master’s programmes per academic year: 1 September and 1 February. Please see the appendix to the Enrolment Provisions of the UvA.

Right of approval: Faculty Student Council
Right to be consulted: Programme Committee

Chapter 2 – Programme objectives and exit qualifications

Article 2.1 Programme objective
Right of approval: Programme Committee

Article 2.2 – Exit qualifications
Section 7.13, subsection 2, under c, of the WHW reads: 'The Teaching and Examination Regulations shall (...) at least lay down provisions regarding the knowledge, insight and skills that a student is expected to have acquired upon completion of the degree programme.'
This is in alignment with Section 7.3, subsection 2, of the WHW, which defines a degree programme as 'a coherent whole of units of study, aimed at achieving clearly defined objectives regarding the knowledge, insight and skills to be acquired by the student enrolled in the degree programme.' Exit qualifications may, for example, be formulated as follows:

The student graduating from the programme:
- has knowledge and understanding in the subject area of …… and more specifically of ……
- has knowledge and understanding of the theoretical and methodological foundations of ……
- has general academic skills, in particular with regard to …… ……
- is able to apply knowledge and understanding in such a way as to ……

If the degree programme has multiple subject specialisations, then the exit qualifications should be outlined per specialisation.

Right of approval: Programme Committee

Chapter 3 – Further admission requirements

Article 3.1 – Admission requirements
This article is an elaboration of Section 7.30b of the WHW.

No right of approval
Right to be consulted: Programme Committee

Article 3.2 Pre-Master’s programme
Students who follow the pre-Master’s programme shall be enrolled as Bachelor’s students. Given the clean break between Bachelor’s and Master’s programmes (‘harde knip’), these students shall not be able to take any examinations for Master’s courses. For more information, please see http://www.uva.nl/onderwijs/master/soorten-masters-en-schakelprogrammas/schakelprogrammas-wo/schakelprogrammas-wo.html and http://www.uva.nl/onderwijs/master/soorten-masters-en-schakelprogrammas/schakelprogrammas/schakelprogrammas-hbo/schakelprogrammas-hbo.html.

Right of approval: Faculty Student Council
Right to be consulted: Programme Committee

Article 3.3 Admissions procedure and final deadline for application
This article outlines the admission procedure and final date, as determined by the degree programme, on which prospective students may apply for admission to the programme via Studielink.

Right of approval: Faculty Student Council
Right to be consulted: Programme Committee

Article 3.4 – English and Dutch language requirements
This article allows the programme to set Dutch language requirements and criteria for Dutch-language programmes and English language requirements and criteria for English-language programmes. The Admissions Office of Student Services is charged with assessing whether the language criteria have been met. If no exemption can be granted based on the previous education referred to in paragraph 2, then an examination as referred to in paragraph 1 must have been passed successfully. The examination must have been taken within two years before the time of enrolment for the programme, unless explicitly stated otherwise.

Right of approval: Faculty Student Council
Right to be consulted: Programme Committee

Article 3.5 Free Curriculum
Section 7.3d of the WHW reads:
Students who are enrolled in a degree programme in higher education at a research university shall be free to compile a programme corresponding to a final examination from the units of study provided by the institution. If necessary, the institutional management shall appoint an Examinations Board that will be charged with the decision referred to in the first sentence.

Thus, under the WHW, students have the right to compose their own curriculum. They must obtain the approval of the Examinations Board to determine whether the (free) curriculum meets the required level, whether the workload is sufficient and whether it is in line with the learning outcomes of the degree programme.

The Examinations Board that approves the free curriculum will determine to which programme that curriculum should be deemed to correspond for the application of the WHW. This can only be a degree programme that falls under the responsibility of that particular Examinations Board.

Given that, in some cases, an Examinations Board may be of the opinion that it is not the most appropriate Examinations Board to decide on granting approval for a free curriculum due to its composition, it has been agreed that the dean will, if necessary, appoint the Examinations Board that should make a decision on granting approval. It would also be possible to have the OER include criteria that must be met in order to be eligible to obtain a diploma from this degree programme. If a degree certificate for the degree programme cannot be obtained with a free curriculum, as is the case for statutory professional requirements, then this should be stated in the OER.

Right of approval: Faculty Student Council
Right to be consulted: Programme Committee

Chapter 4 – Curriculum structure

Article 4.1 – Composition of the degree programme
Section 7.13, subsection 2, under a, of the WHW reads:
'\text{The Teaching and Examination Regulations shall (…) at least lay down provisions for the content of the programme and of the corresponding examinations.}'

Right of approval: -
Right to be consulted: Programme Committee

Article 4.2 – Further conditions for exemption
It is recommended that the number of (ECTS for) exemptions be capped and that it be determined that students may only be awarded a diploma from the UvA if they have indeed followed a substantial portion of the programme at the UvA.
Details regarding further conditions for exemption are explained in this section

Article 4.3 – Registration for courses and rules for priority admission
Regarding registration for the courses and rules for admission, this article regulates the conditions in which way students are able to register for courses.

Article 4.4 – Sequence of examinations
Section 7.13, subsection 2, of the WHW reads:
'\text{The Teaching and Examination Regulations shall (…) at least lay down provisions to regulate, where necessary, that a student must pass certain examinations before having the option of taking other examinations.}'

Each course component in the Course Catalogue should indicate what prior knowledge is required. The OER may outline the required order of course components for cases in which this is in the interest of the progress of the teaching and/or requires the allocation of resources. Safety may also constitute a reason for making certain prior knowledge compulsory by way of a preceding component.
Article 4.5 – Module guide
At the request of the '16-'17 FMG Faculty Student Council, this article has been expanded to include the following sentence:
“5. a short argumentation of the adjustments made to the course on the basis of last year’s student evaluations.”

Article 4.6 – Further conditions for registering for examinations
Regarding registration for the examination, this article regulates the conditions in which way students are able to register for examinations.

Article 4.7 – Further conditions for examinations and interim examinations
Details regarding time periods for determining student results and re-sit opportunities are given in Article 4.7.

Article 4.8 – Master’s thesis seminar evaluation
The TQM-member serves as the secondary expert who grades the thesis for appropriate content, theory, and methodology. The TQM (member) is only required to read the final thesis.

Article 4.9 – Attendance in courses
At the request of the '16-'17 FMG Faculty Student Council, this article has been expanded to include:
1. In case a unit of study consists of one or more workgroups or practical trainings, the student is in principle required to attend these meetings and prepare for them properly. The module guide provides further details of the attendance rules.
2. If the student is not able to attend a workgroup/practical training, the student needs to inform the lecturer, along with the reasons for the students’ absence.
3. Should the student not be able to fulfil the attendance regulations due to circumstances, the lecturer will determine, after the lecturer has been informed by the student about the reasons of the absence, whether and in what way the student can still fulfil attendance obligations.
4. Should the student not agree with the decision made by the lecturer as meant in paragraph 3, the student can appeal the decision at the Examinations Board.
5. The Examinations Board can make an exception to the attendance rules in response to the student request.

Article 4.10 – Further provisions concerning results
Details regarding registration of the results are stated in Article 4.10

Article 4.11 – Validity period for results
Validity period for partial marks of interim examinations are detailed in Article 4.11
Please see the explanatory note to Section A, Article 4.8.

Article 5.1- Teaching evaluation
In order to ensure internal quality assurance, the Programme Committee has been granted the right of approval regarding the way in which teaching is evaluated.
The programme director shall be responsible for evaluating the quality of the education. This can be achieved by drawing up (course) evaluation reports.
Right of approval: Programme Committee

Chapter 6 – Transitional and final provisions

Please see the explanatory note to Chapter 8 of Section A.

Section B may be amended separately from Section A.
Appendix I

Overview of articles that must be included in the Teaching and Examination Regulations in compliance with the Dutch Higher Education and Research Act (WHW) (boxed articles):

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Appendix II

Overview of guidelines in accordance with Section 9.5 of the Dutch Higher Education and Research Act (WHW) at the UvA:

Oer structure is an official guideline

date of decision: 20 November 2012
effective date: 1 September 2013

Section A

Art. 4.5 paragraph 3 Most recent mark applies
date of decision: 14 February 2008
effective date: 14 March 2008

Art. 4.6 Marks
(5.5 as pass mark)
date of decision: 14 February 2008
effective date: 14 March 2008

Art. 4.13 Fraud and plagiarism
date of decision: 25 May 2010
effective date: 1 September 2010

[only for programmes taking part in the flexible learning pilot]

Art. 1.2a Flexible Learning
date of decision: 05 April 2017
effective date: 01 May 2017
Appendix III

Overview of the (model) regulations referred to in the model OER or that may otherwise be of importance within the framework of the model OER:

- Regulations governing Fraud and Plagiarism for UvA students 2008, most recently amended in 2010;
- Code of Conduct governing Foreign Languages at the University of Amsterdam 2000;
- Examinations Board Guide;
- UvA Assessment Policy Framework 2010;
- Model Rules and Guidelines of the Examinations Board.