



**A. TEACHING AND EXAMINATION REGULATIONS FOR MASTER'S PROGRAMMES
AT THE FACULTY OF HUMANITIES**

2021-2022 ACADEMIC YEAR

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.

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Documents or websites which are referred to in these Teaching and Examination Regulations (indicated by an *):

- Academic Calendar 2017-2024; in Dutch, as adopted by the Executive Board;
- Canvas: canvas.uva.nl/;
- Course Catalogue: studiegids.uva.nl > English;
- Course registration: www.student.uva.nl/humanities > A-Z > Course registration;
- Cum laude regulations: www.student.uva.nl/humanities > A-Z > Cum laude;
- Fraud and Plagiarism regulations UvA: www.student.uva.nl/humanities > A-Z > Plagiarism and fraud;
- Graduate School of Humanities: <http://gsh.uva.nl>;
- Internship regulations: www.student.uva.nl/humanities > A-Z > Internship Master's programmes;
- Rules and Guidelines of the Examinations Board of the Graduate School of Humanities: www.student.uva.nl/humanities > A-Z > Examinations Board Master's programmes > Rules and Guidelines;
- Study adviser: www.student.uva.nl/humanities > A-Z > Study advisers;
- Thesis regulations: www.student.uva.nl/humanities > A-Z > Thesis regulations Master's programmes;
- Tutoring: www.student.uva.nl/humanities > A-Z > Tutoring Master's programmes;

Reading guide: sections highlighted in grey were taken from the Model Teaching and Examination Regulations of the University of Amsterdam. These sections were adopted as a directive by the Executive Board pursuant to Section 9.5 of the Dutch Higher Education and Research Act and therefore are binding on the faculties. They cannot be changed by the deans.

1. General provisions

Article 1.1 Applicability of the Regulations

1. These Regulations are applicable to teaching and examinations of Master's programme (hereinafter also referred to as 'the programme') at the University of Amsterdam's Faculty of Humanities (hereinafter also referred to as 'the Faculty').
2. These Regulations consist of a Faculty-wide section (Section A) and a programme-specific section (Section B). Section A contains general provisions and is applicable to teaching and examinations within the Master's programmes at the Faculty of Humanities. Section B contains programme-specific provisions. Together, Section A and Section B constitute a programme's Teaching and Examination Regulations.
3. These Regulations can be deemed to apply equally to the joint programmes and units of study referred to in Section 7.3c of the Dutch Higher Education and Research Act (WHW) that are co-organised by the Faculty.
4. These Regulations apply to all students enrolled in the programme (and participating in the relevant units of study) regardless of the academic year in which they first enrolled in the programme.
5. Section B of these Teaching and Examination Regulations can contain additional general provisions for the programme concerned.

Article 1.2 Definitions

The following definitions are used in these Regulations:

- a. ECTS (European Credit Transfer System): An ECTS credit with a workload of 28 hours;
- b. final examination: the final examination of the Master's programme, see Section 7.3 paragraph 3 of the WHW;
- c. Examinations Board: the Examinations Board for one or more Faculty degree programmes, in accordance with Section 7.12 of the WHW;
- d. examiner: the person appointed by the Examinations Board to administer examinations and determine their results in accordance with Section 7.12 c of the WHW;
- e. fraud and plagiarism: a student's actions or failures to act that make it wholly or partially impossible to accurately judge their knowledge, understanding and skills. See Regulations Governing Fraud and Plagiarism for UvA Students*;
- f. unit of study (course): a degree programme component assessed by means of an examination;
- g. degree programme: 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 and assessed by means of the examination;
- h. programme charter: the part of the Student Charter specific to the degree programme in accordance with Section 7.59 of the WHW. See the Course catalogue*;
- i. period: a part of a semester;
- j. practical exercise: participation in a practical training or other educational learning activities aimed at acquiring certain academic or other skills.
Examples of practical exercises include:
 - writing a final paper or thesis;
 - carrying out a research assignment;
 - taking part in computer lab sessions;
 - taking part in field work or an excursion;

- taking part in another educational learning activity aimed at acquiring specific skills;
 - completing an internship;
- k. curriculum: the totality and coherence of the components, teaching methods, contact hours, testing methods and recommended literature;
- l. thesis or final paper: a unit of study contributing to scientific research, always resulting in a written report;
- m. SIS: the Student Information System;
- n. study adviser: a staff member who can advise students with regard to planning their studies, transitional arrangements and problems that may impede their academic progress;
- o. Course Catalogue: the course catalogue* containing a detailed description of the programme-specific provisions and other programme-specific information. The version effective from 1 September applies to the first semester; the version effective from 1 February applies to the second semester;
- p. Course manual: the manual containing all information relevant to the course curriculum and testing. The course manual is made available no later than two weeks before the start of the unit of study;
- q. workload: the workload of the unit of study to which an examination applies, expressed in terms of ECTS credits. The workload for one year (1680 hours) is equal to 60 credits;
- r. academic year: the period commencing on 1 September and ending on 31 August of the following calendar year;
- s. examination: an assessment of a student's knowledge, understanding and skills relating to a unit of study. The assessment is expressed in terms of a mark or annotation, which consists of the results of one or more tests;
- t. Admissions Board: the committee that assesses whether candidates satisfy the requirements for admission to the Master's programme of their choice;
- u. tutor: a lecturer charged with evaluating students' academic development, study progress and choices with regard to the degree programme;
- v. university: the University of Amsterdam;
- w. WHW: the Dutch Higher Education and Research Act (*Wet op het Hoger onderwijs en Wetenschappelijk onderzoek*, 'WHW').

2. Previous education and admission

Article 2.1 Previous education

1. In order to qualify for enrolment in a Master's programme, a Bachelor's degree obtained in higher education (WO) is required. The requirements that the Bachelor's degree must meet are stipulated in Section B.
2. If a candidate does not hold a Bachelor's degree as referred to in paragraph 1, the programme's Admissions Board will assess the candidate's suitability for the programme based on the requirements stipulated in Section B.

Article 2.2 Application and enrolment procedure

1. Students with a Dutch or other EU/EEA degree certificate can apply to non-selective Master's degree programmes until 15 May on the website of the Graduate School of Humanities*. Students with an international (non EU/EEA) degree certificate and students seeking admission to selective Master's programmes can apply until 1 March, except for the programme Conservation and Restoration of Cultural Heritage (deadline: 1 February). The Admissions Board will conduct an

- assessment on behalf of the Examinations Board to determine whether students can be admitted on the basis of their prior education. In the case of selective programmes, a selection procedure will take place as described in Section B, Article 3.2, of the Teaching and Examination Regulations.
2. Depending on the capacity of the selective Master's programme with an enrolment deadline of 1 March, students who completed their prior education in the Netherlands or EU/EEA have until 15 May to apply.
 3. Students will receive a final decision regarding their admission to the programme within six weeks of their application. Students who are not admitted to the programme may lodge an appeal with the Examination Appeals Board within six weeks.

Article 2.3 Faculty Admissions Board

1. The dean will appoint one or more Admissions Boards. The Admissions Board is responsible for all admissions to the programme.
2. The dean will appoint the members of this board following consultation with the programme directors and Examinations Boards of the programmes concerned.

Article 2.4 Refusal or termination of enrolment (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 they are 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 notified immediately. The Examinations Board or the dean will issue a recommendation after carefully considering the interests involved and giving the student the opportunity to be heard.

3. Degree programme structure

Article 3.1 Structure of the academic year

1. The degree programme will be provided in a semester structure as outlined in the decision on the Academic Calendar 2017-2024*.

Article 3.2 Structure of the degree programme and participation in education activities

1. The programme will include the units of study referred to in Section B of the Teaching and Examination Regulations.
2. Section B specifies the scope of the programme in ECTS credits.
3. Each unit of study represents 6 ECTS credits or a multiple thereof.
4. Contrary to the provisions of the third paragraph, Section B may specify that a specific unit of study represents 3 ECTS credits or a multiple thereof. Units of study that represent less ECTS can only be registered after the approval of the Examination Board.
5. The programme comprises a compulsory component and an individual Master's thesis, possibly alongside an internship, as described in the Internship regulations* and, where applicable, an optional component, as determined in Section B.
6. Further conditions with regard to registration for participation in a unit of study, if applicable, are described in Section B.
7. If attendance is compulsory or if it is a prerequisite for the assessment of a unit of study, this will be announced stated in the course catalogue and course manual.

4. Assessment and examinations

Article 4.1 Participation in tests

1. Students who have registered correctly for participation in a unit of study and who have been

- admitted to this unit of study will automatically be registered to take part in the associated tests. Further provisions in relation thereto, if applicable, are included in Section B.
2. The provisions of paragraph 1 will not apply to students who are enrolled exclusively in one or more Bachelor's programmes. These students are not entitled to participate in tests and final examinations of Master's programmes and therefore will not be registered for them.
 3. Students who do not wish to complete a unit of study for which they have registered must terminate this registration within two weeks of the start of the unit of study. The relevant procedure can be found in the rules and guidelines of the Course registration*. Students who fail to terminate their registration according to this procedure will be issued an 'NAP' (not in attendance, counted as exam attempt) as their final result.
 4. Students are not required to register for a resit, unless it concerns a resit of a pass or if it is stipulated otherwise in Section B.

Article 4.2 Type of tests

1. The manner and the form in which units of study are concluded are stipulated in the Course Catalogue*. Any change to the type of tests stated in the Course catalogue* will be announced via the digital learning environment no later than six weeks before the relevant test.
2. The Examinations Board may, at a student's well-reasoned request, permit a different form of test than that stipulated in the Course Catalogue*. Where applicable, detailed rules are provided in the Rules and Guidelines of the Examinations Board of the Graduate School of Humanities*.
3. Where a unit of study is no longer offered, Section B will include a transitional arrangement for a period of at least one year.
4. The remaining procedures for testing and the guidelines and directives for the assessment and determination of test and examination results are set out in the Rules and Guidelines of the Examinations Board of the Graduate School of Humanities*.
5. In the case of units of study with a written and/or digital test, students are entitled to receive representative sample questions and information about the actual test in terms of its scope and structure. In the case of an oral test, students are also entitled to information about the actual test in terms of its scope and structure, as well as to representative sample questions if possible.
6. Online surveillance software (proctoring) that contravenes the student's privacy interests cannot be used for online tests.

Article 4.3 Oral tests

1. Oral tests will not be administered to more than one person at once, unless otherwise agreed by the first examiner and the students or justified by the nature of the test.
2. The Examinations Board may determine that an oral test will be administered in the presence of a second examiner. If no second examiner is present during a test, a sound recording (or a video recording, in General Linguistics units of study within the Sign Linguistics track) will be made of the test. In exceptional cases, students may submit a substantiated request to the Examinations Board in order to have a second examiner attend.

Article 4.4 Determination and announcement of assessment results

1. The examiner will determine the result of a written and/or digital test as quickly as possible, and in any event within 15 working days. The examiner is responsible for complying with this deadline. In any case, if the deadline is exceeded, the students and the Examinations Board will be informed of the reason for the delay and the date on which the result will be determined, before the deadline expires. If it is foreseen that the deadline will be exceeded because of didactic reasons, the examiner will state this in the study manual.
2. The examiner will determine the result of an oral test within five working days and will inform the student accordingly.
3. The examiner will announce the result for the last test as quickly as possible, and in any event within 15 working days. In the case of a first testing opportunity, the latest deadline is five working days prior to the resit date.

4. The examiner will register the mark of the examination in the registration system, where it can also be viewed by the student.
5. With regard to types of tests other than oral and written and/or digital tests, the Examinations Board will determine the manner and period in which students will be informed of the results in advance, with due observance of paragraphs 1, 2 and 3.
6. The guidelines and directives for the assessment and determination of test and examination results are set out in the Rules and Guidelines of the Examinations Board of the Graduate School of Humanities*.
7. If a student does not agree with a decision made by an examiner or Examinations Board, they can lodge an appeal with the Examination Appeals Board within six weeks of the date of the decision. Before lodging such an appeal, the student must first discuss their objections with the examiner, having due regard for the six-week deadline for lodging an appeal. If the objection relates to a mark for a single test, they must appeal the mark for the examination. As a result, it is not possible to appeal a mark for a single test prior to the announcement of the mark for the examination.

Article 4.5 Examination opportunities

1. Students will have two opportunities each academic year to take part in examinations for units of study within their degree programme, unless otherwise stipulated in Section B. The possibility to do a resit does not apply to each of the individual tests.
2. Paragraph 1 does not apply to the examination of an internship and the thesis. There are different arrangements for the internships and for the theses. Students can find the arrangements in the applicable internship regulations* or thesis regulations*.
3. In the event of a resit, the most recent result will apply.
4. Test resits will take place within a reasonable period after the announcement of the results. Consult article 4.4, paragraph 3 as well. The opportunity to inspect the results of the original test is planned at least five days before the date of the resit.
5. The examination regulations stipulate the testing procedures for a unit of study, the weighting of tests in the calculation of the result for the unit of study, whether there are any compensation possibilities between the tests and, if so, what they are, the format of the resit and the conditions attached to admission to the resit. The examination regulations are incorporated in the course manual.

Article 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 mark of 5.5 or above is considered a passing grade.
3. If the annotation for a unit of study is not expressed in the form of a mark, then the annotation will be either 'criteria satisfied' (AVV) or 'criteria not satisfied' (NAV). The result NAV will not be recorded on the diploma supplement.
4. Students who do not sit an examination for which they are registered will receive the annotation 'not in attendance, counted as exam attempt' (NAP). The NAP annotation will be registered as an examination attempt, but this result will not be recorded on the diploma supplement.

Article 4.7 Exemption

1. The Examinations Board may exempt a student from taking one or more units of study at that student's written request. The Examinations Board will make a decision within 20 working days of receiving the request.
2. This exemption does not apply to the Master's thesis.
3. If the degree programme includes other units of study that are excluded from exemption, they are listed in Section B of the Teaching and Examination Regulations.

Article 4.8 Validity period of results

1. The dean may only limit the validity period of examinations 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 outdated.
2. Section B determines which examinations 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 two, in individual cases the Examinations Board may decide to extend the validity period of an examination that has been passed or an exemption that has been granted. For example, the validity period may be extended in the event of an exceptional circumstance within the meaning of Section 7.51 paragraph 2 of the WHW.
4. The validity period of a test is limited until the end of the unit of study in question.

Article 4.9 Right of inspection

1. For a period of 30 working days after the announcement of the results of a written and/or digital test, students will be entitled, upon request, to inspect their assessed work, the constituent questions and assignments and the standards on which the assessment was based.
2. The examiner can determine that the inspection or post-test discussion referred to in paragraph 1 take place at a specified place and at a specified time. The time and location referred to in the previous sentence will be announced during the test, on Canvas*, in the course manual or on the Faculty website. Students have the right to inspect their work even if the examiner does not organise an inspection opportunity, in which case students can request to see their assessed work.
3. If a student cannot be present at the time and location referred to in the second paragraph due to exceptional circumstances (at the discretion of the examiner) or participation in university education, they will be offered an alternative opportunity.
4. Students submitting an appeal against the manner in which their work was assessed to the Examination Appeals Board will be provided with a copy of their assessed work upon request.
5. For a period of 20 working days after the announcement of the result of a written test, students can request a copy of their work, if it concerns a paper or essay questions within a test.
6. The examiner is not obliged to organise the inspection session for tests before the inspection of the last test. If the subject matter of a test overlaps (in part) with the last test, the lecturer must organise an inspection session no later than one week before the last test, if possible.
7. The right to inspection as described in this article applies in full to digital tests.

Article 4.10 Post-test discussion

1. If a collective post-test discussion has been organised, then an individual post-test discussion will only take place if the student attended the collective post-test discussion or was unable to attend the collective post-test discussion due to force majeure (at the discretion of the examiner) or participation in university education.
2. Students who satisfy the requirements stipulated in paragraph 1 may request an individual post-test discussion from the relevant examiner. The examiner will determine the time and place of the post-test discussion.

Article 4.11 Master's final examination

1. The Examinations Board will determine the final results and date of graduation upon receipt of the student's request thereto and after it has established that the student has passed all of the units of study within 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. Contrary to the provisions of paragraph 1, if there is any suspicion of fraud or plagiarism, the Examinations Board may institute an inquiry to assess the student's knowledge of one or more Master's units of study before determining the results of the Master's examination.

Article 4.12 Degree certificate and statement

1. The Examinations Board issues a degree certificate as proof that the student has passed their Master's final examination. The model of the degree certificate is set by the Executive Board. The Examinations Board will add a diploma supplement to the degree certificate providing insight into the nature and content of the completed programme. The diploma supplement will be written in English and will comply with the European format.
2. Students who have passed more than one examination and to whom no certificate as referred to in paragraph 1 can be presented may request a statement from the relevant Examinations Board indicating which examinations they have successfully completed, with a description of which units of study they relate to, the number of ECTS credits obtained and when they passed the examinations.

Article 4.13 Fraud and plagiarism

1. The provisions set out in the Fraud and Plagiarism Regulations for UvA Students* apply in full.
2. Electronic detection software will be used to detect plagiarism in texts. In submitting a text, a student implicitly consents to the text being entered in the database of such a detection program.

Article 4.14 Assessment of thesis

1. The procedures and regulations for writing, supervising and assessing a Master's thesis are recorded in the programme's thesis regulations*, as adopted by the Examinations Board.
2. Students are entitled to receive feedback on the draft version of their Master's thesis, with due observance of the stipulations recorded in the thesis regulations*.

Article 4.15 Resitting a pass

1. If a student resits a pass, the most recent mark is the one that counts. If a student resits a pass and fails, the fail will count.
2. The thesis and any internships assessed with the annotation 'all criteria satisfied' (AVV) are excluded from the opportunity to resit a pass.
3. If a student wishes to use the option to resit a pass, they must notify the lecturer concerned in writing and the programme administration, using a form on the website, within five working days after the opportunity to inspect the test results.
4. In principle, the rules for resitting a pass are the same as for a fail. These rules are set out in the course manual. In addition to the foregoing, students who resit an essay marked with a pass must write an essay on the basis of a new assignment. Should these rules provide insufficient clarity, the Examinations Board will decide the format and content of the resit.

Article 4.16 Test content

1. The sources from which the material for the tests is derived, to the extent they concern books and/or readers to be purchased by students, will be communicated at least two weeks prior to the start of the unit of study in writing or on Canvas*.
2. The test material will be communicated two weeks before the start of the unit of study in the course manual.
3. The questions of the tests will not extend beyond the sources communicated beforehand.

Article 4.17 Feedback

Students are entitled to receive feedback on their academic performance. The manner in which feedback is given is specified in the course manual for the unit of study.

Article 4.18 Cum laude

Students who pass the Master's examination and satisfy the relevant criteria laid down in the Cum Laude Regulations* of the Faculty of Humanities will receive the designation of 'cum laude' for the examination.

Article 4.19 Retention periods

Retention periods for assignments, answer models and the assessed work of examinees are laid down in the Rules and Guidelines of the Examinations Board of the Graduate School of Humanities*.

5. Academic student counselling and study progress*Article 5.1 Study progress administration and academic student counselling*

1. The dean will be responsible for the correct registration of students' study results in SIS. Once the assessment of a unit of study has been registered in SIS, each student can inspect their results for that unit of study and access an overview of the results obtained in SIS.
2. Enrolled students can receive academic student counselling from the study adviser*. Other forms of academic student counselling are listed in the Course Catalogue*.
3. A lecturer-run tutoring* scheme is available over the entire duration of the Master's programme. Upon commencing the degree programme, that is at least within the period of the first block, each student is assigned a tutor. The student will be assigned the same tutor for the duration of the degree programme, unless this is not possible or desirable in view of personal and/or personnel-related reasons. At least twice in an academic year, students are invited for a voluntary appointment with the tutor.

Article 5.2 Adaptations for students with disabilities

1. Students with a disability may submit a written request to the study adviser* for adaptations to units of study, practical training and tests to accommodate their disability. Such 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 test. In all cases, the student must fulfil the learning outcomes of the programme.
2. A request as referred to in paragraph 1 will only be taken into consideration if it is accompanied by a recommendation from a student counsellor. This recommendation may be no older than 12 weeks and must be based in part on a recent statement from a physician or psychologist. In the case of a chronic disability, however, the foregoing recommendation need only be provided once.
3. The dean or, on behalf of the dean, the Graduate School director or the programme director will decide on adaptations concerning teaching facilities and logistics. The Examinations Board decides on requests for adaptations to tests.
4. Requests for adaptations will be refused in the event that granting the request would put disproportionate strain on the organisation/resources of the Faculty or University.
5. If a request as referred to in paragraph 1 is approved, the student must make an appointment with the study adviser* to discuss the form these facilities will take.
6. If the student's disability necessitates an extension of the time set for completing a test, the Examinations Board will provide a statement proving the student's entitlement to this extension. If the student's disability necessitates other facilities, the study adviser* can initiate the necessary measures.
7. The statement referred to in paragraph 6 is valid for a maximum of one year. This validity period may be extended on the recommendation of a student counsellor.

6. Teaching evaluation*Article 6.1 Teaching evaluation*

The teaching evaluation will take place in the manner determined in Section B.

7. Hardship clause

Article 7.1 Hardship clause

The dean will decide in cases not covered by the Teaching and Examination Regulations or that would put the student at a disproportionate disadvantage or would constitute extremely unfair treatment, except where the case falls under the authority of the Examinations Board.

8. Transitional and final provisions

Article 8.1 Adjustment and periodic assessment of Section A

1. Amendments to Section A of the Teaching and Examination Regulations are adopted by the dean, with due observance of the directive adopted in relation to Section A by the Executive Board pursuant to Section 9.5 of the WHW, and with due observance of the relevant powers of the representative advisory bodies.
2. Amendments can be made to the Teaching and Examination Regulations governing the current academic year only if they do not demonstrably harm the interests of the students.

Article 8.2 Transitional provisions

Contrary to the provisions of the prevailing Teaching and Examination Regulations, students who started their degree programmes under previous Teaching and Examination Regulations will be subject to the transitional arrangements outlined in Section B.

Article 8.3 Publication

1. The dean will ensure proper publication of Sections A and B of these Regulations, as well as all amendments to them.
2. The Teaching and Examination Regulations are featured on the relevant faculty website.

Article 8.4 Effective date and validity

Section A of the Regulations enters into force with effect from 1 September 2021 and is valid for the period of an academic year, or until the next amendment is adopted.

Adopted by the dean of the Faculty on 12 January 2021.

Approval and advice of the faculty representative advisory body:

- Faculty Student Council (FSC) of the Faculty of Humanities on 11 December 2020
- Works Council of the Faculty of Humanities on 11 December 2020
- Programme Committees of the Faculty of Humanities on 11 December 2020