

Teaching and Examination Regulations

MASTER's Study Programmes

**Faculty of Science
University of Amsterdam**

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B. Programme-specific section

Academic year 2014-2015

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Section A: faculty section

1. General provisions

Article 1.1 Applicability of the Regulations

1. These Regulations apply to the teaching and examinations for the Master's study programmes:
 - a. Artificial Intelligence
 - b. Astronomy and Astrophysics
 - c. Biological Sciences *
 - d. Biomedical Sciences
 - e. Brain and Cognitive Sciences
 - f. Chemistry *
 - g. Computational Science *
 - h. Earth Sciences
 - i. Forensic Science
 - j. Information Studies *
 - k. Life Sciences *
 - l. Logic
 - m. Mathematics *
 - n. Mathematical Physics
 - o. Physics *
 - p. Software Engineering *
 - q. Stochastics and Financial Mathematics
 - r. System and Network Engineering *

(hereinafter referred to as: the study programme) provided by the Faculty of Science (hereinafter referred to as: the faculty or FNWI) of the University of Amsterdam (hereinafter referred to as: the University).

Note: Programmes marked with a * share one or more (compulsary) components with the Vrije Universiteit. The OER of the University where students have paid their tuition fee is applicable.

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 study programmes of the FNWI. 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 to the joint study 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 for the programme, irrespective of the academic year in which the student was first enrolled for the programme.
5. Section B of these Teaching and Examination Regulations may contain additional general provisions for the relevant study programme.

Article 1.2 Definitions

The following definitions are used in these Regulations:

- a. academic year: the period beginning on 1 September and ending on 31 August of the following calendar year;
- b. admissions Board: the committee that assesses, on behalf of the dean/, whether a candidate meets the requirements for admission to the Master's study programme of his/her choice. If there is no Admissions Board appointed for the study programme, the Examinations Board (within the meaning of Section 7.12 of the WHW) functions as Admissions Board;
- c. component: a unit of study of the programme within the meaning of the WHW;
- d. course catalogue: the guide for the study programme that provides further details of the provisions and other information specific to that programme. The course catalogue is available electronically at <http://studiegids.uva.nl/>
- e. EC (European Credit): an EC with a workload of 28 hours of study;
- f. examination: an assessment of the student's knowledge, understanding and skills relating to a course component. The assessment is expressed in

- terms of a final mark. An examination may consist of one or more interim examinations.;
- g. examiner: the person appointed by the Examinations Board for the purpose of holding examinations and determining their results, within the meaning of Section 7.12c of the Act;
- h. Examinations Board: the Examinations Board of one or more study programmes of the faculty, within the meaning of Section 7.12 of the Act;
- i. final examination: the decision of the Examinations Board that the student has completed the programme;
- j. fraud and plagiarism: the student's acts or failures to act which make it wholly or partially impossible to accurately judge his/her knowledge, understanding and skills (see <http://www.uva.nl/binaries/content/assets/uva/en/regulations-governing-fraud-and-plagiarism-for-uva-students-2010.pdf> examination which covers a part of the content of a component);
- k. interim examination: a degree awarded by an institution together with one or more institutions in the Netherlands or abroad, after the student has completed a study programme (a degree programme, a major or a specific curriculum within a degree programme) for which the collaborating institutions are jointly responsible;
- l. joint degree: a part of a semester;
- m. period: the participation in a practical training or other educational learning activity, aimed at acquiring certain (academic) skills. Examples of practical exercises are:
- n. practical exercise:
- o researching and writing a thesis carrying out a research assignment
 - o taking part in fieldwork or an excursion
 - o taking part in another educational learning activity aimed at acquiring specific skills or
 - o participating in and completing an internship;
- o. programme: the totality and cohesion of the course components, teaching activities/methods, contact hours, testing and examination methods and recommended literature;
- p. programme charter: the part of the Student Charter specific to the programme in accordance with Section 7.59 of the WHW;
- q. SIS: the Student Information System;
- r. thesis: a component comprising literature research and/or a contribution to scientific research, always resulting in a written report;
- s. WHW: the Dutch Higher Education and Research Act (Wet op het hoger onderwijs en wetenschappelijk onderzoek, WHW);
- t. workload: the workload of the unit of study to which an interim examination applies, expressed in terms of credits = EC (This refers to ECTS = European Credit and Transfer Accumulation System). (The workload for 1 year (1,680 hours) is 60 EC).

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

2. Previous education and admission

Article 2.1 Previous education

1. In order to qualify for enrolment on a Master's study 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 Section B.
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 study programme will assess suitability for admission to the programme on the basis of the requirements stipulated in Section B.
3. In order to qualify for enrolment on a Master's study programme in 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 2.2 Registration and enrolment

1. The deadline for registering for the Master's programme is stipulated in Article 3.4 (Section B).
2. After registering on time, the student must enrol before 1 September or, if applicable, before 1 February.

Article 2.3 Admissions Board

The dean will establish one or more Admissions Boards. The dean will appoint its members after consultation with the programme directors and examinations boards of the relevant study programmes.

Article 2.4 Admissions procedure

1. The Admissions Board is responsible for admission to the programme.
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 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 (in Dutch: College van Beroep voor de Examens (COBEX)).

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

1. Based on the provisions of Section 7.42a of the WHW, the dean or the Examinations Board may, in exceptional cases, ask the Executive Board to terminate or refuse a student's enrolment in a programme, if that student's actions or remarks show that he/she is unsuitable either for practising one or more of the professions for which the programme in question is preparing the student or for the practical preparation for professional practice.
2. If a student is suspected of being unsuitable as described in paragraph 1, the Examinations Board or the dean will institute an inquiry, of which the student will be informed immediately. The Examinations Board or the dean will not issue any recommendation without carefully considering the interests involved and giving the student the opportunity to be heard.

3. Study programme structure

Article 3.1 Structure of academic year

1. Every study programme will be offered in a year divided into two semesters.
2. Every semester consists of three consecutive periods of eight, eight and four weeks.

Article 3.2 Organisation of the programme

1. The programme comprises the units of study included in Section B.
2. The size of the study programme in EC is stipulated in Section B.
3. A unit of study comprises 6 EC or a multiple thereof.
4. By way of exception to paragraph 3, Section B may stipulate that a component comprises 3 EC.
5. The programme is made up of compulsory part and an individual Master's thesis or Researchproject or internship and, if applicable, a subject-specific optional component as specified in more detail in the programme-specific section.
6. If the student wishes to choose a different component than those stipulated in Section B as part of his/her electives, prior permission is required from the Examinations Board.
7. If students must sign up for participation in a component, this will only be possible in the periods designated for that purpose.

4. Examinations

Article 4.1 Signing up for examinations

1. Every student must sign up for every (examination opportunity) component . The procedure for signing up is described in the course catalogue. Participation in the examination may be refused if the student does not sign up or fails to do so in time.
2. By way of exception to the provisions of paragraph 1, any student who has correctly signed up for participation in the instruction/classes for a particular course and has been admitted will also be signed up for the subsequent examination, unless the study programme stipulates a different approach.
3. If a student does not pass the examination and the resit of a component, he/she is obliged to take the whole component again in order to receive credits.

Article 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 motivated request, the Examinations Board may permit a different form of examination than that stipulated in the course catalogue. If applicable, more detailed regulations on this are included in the Rules and Guidelines for the Examinations Board.
3. In the case of a component that is no longer offered, in the academic year following its termination, at least one opportunity will be provided to sit the examination(s) or parts thereof and a transitional arrangement will be included in the programme-specific section for the subsequent period.

Article 4.3 Oral examinations

1. If an (interim) oral examination is desired, the examiner must submit a written and motivated request to the Examinations Board. If the request is granted, the conditions cited in paragraphs 2 to 6 of this Article must be met.
2. 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.
3. An (interim) oral examination is public unless the Examinations Board or examiner determines otherwise in an exceptional case. A student may submit a reasoned request to the Examinations Board to depart from the public nature of the (interim) oral examination. The Examinations Board will balance the interests of the student against the interests of a public examination.
4. Unless otherwise specified by the Examination Board on request of the student, an (interim) oral examination will be taken in the presence of a second examiner.
5. The examiner will make a written assessment of the (interim) oral examination. The written report will be preserved for at least two years after the examination.
6. Only with the consent of the student may the examiner replace a written examination with an (interim) oral examination.

Article 4.4 Determining and announcing results

1. The examiner determines the result (= mark) of a written examination as soon as possible, but at the latest within 15 working days. By way of departure from that stipulated in the first clause, the marking deadline for theses [and final assignments as research project] is no longer than twenty working days. The examiner submits the necessary information to the Programme Administration and the Programme Administration will then immediately ensure that the marks are registered. The Programme Administration also ensures that the student is notified of the mark within five working days, taking due account of the applicable confidentiality standards.
2. The examiner determines the result of an interim examination in any event no later than 10 working days after the interim examination has been held.
3. The examiner determines the result of an interim examination no later than 5 working days before the next (interim) examination will be held.
4. In case of a conflict paragraph 3 prevails over paragraph 2.
5. The examiner determines the result (= mark) of an oral examination as soon as the examination has finished and informs the student accordingly. The third clause of the first paragraph applies.
6. 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 provided within 15 days .
7. In the course catalogue will be pointed out that , the student is entitled to inspect the assessed work and have a post-examination discussion as stipulated in Articles 4.8 and 4.9, as well as his/her option to appeal to the Examinations Appeals Board (COBEX).

- 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.

Article 4.5 Resits

- An opportunity will be offered to resit examinations in the study programme once in each academic year.
- Paragraph 1 does not apply in the case of a fail for a work placement (internship) or a thesis. The options for retaking work placements and theses are detailed in the relevant work placement manual or graduation regulations.
- The most recent mark will apply in the event of a resit.
- The resit for an interim examination must not take place within ten working days of the announcement of the result of the examination being resat, unless this is otherwise regulated for specific components in part B

Article 4.6 Marks

- Marks are given on a scale from 1 to 10, with a maximum of one decimal after the point.
- The final marks 5.1 to 5.9 are not awarded.
- Only the decimals 0 and 5 will be applied for final marks.
- The mark 6,0 or higher counts as passed.
- In cases where the examination of a component consists of two or more parts, each of which are graded separately, the weighted mean of these marks must be rounded off using the following table:

From (inclusive)	To (exclusive)	Mark
1.00	1.24	1
1.25	1.74	1.5
1.75	2.24	2.0
2.25	2.74	2.5
2.75	3.24	3.0
3.25	3.74	3.5
3.75	4.24	4.0
4.25	4.74	4.5
4.75	5.49	5.0
5.50	6.24	6.0
6.25	6.74	6.5
6.75	7.24	7.0
7.25	7.74	7.5
7.75	8.24	8.0
8.25	8.74	8.5
8.75	9.24	9.0
9.25	9.74	9.5
9.75	10.0	10

- Contrary to the provisions of paragraph 4 of this Article, an examination component may be concluded with the 'pass' designation. The names of the relevant examination components can be found in Part B of these Regulations, if applicable.
- When a student does not fulfill all the requirements of a component, the examiner will register the mark 'did not fulfill all requirements' (in Dutch: *niet aan de eisen voldaan, n.a.v.*).
- When a student does not take part in any (interim) examination, the examiner will register the mark 'no show' (in Dutch: *niet aanwezig, n.a.*).

Article 4.7 Exemption

1. At the written request of the student, the Examination Board may exempt the student from taking one or more examination components, if the student:
 - a. has passed a course component of a university or higher professional education programme that is equivalent in both content and level; or
 - b. has demonstrated through his/her work and/or professional experience that he/she has sufficient knowledge and skills with regard to the relevant course component.
2. The Examinations Board will make a decision within twenty working days of receiving the written request.
3. This exemption does not apply to the Master's thesis or the written report of the Research Project (in case of programmes where the Research Project results in the final paper).

Article 4.8 Validity period for results

1. If programmes are taken on a full-time basis, the validity period of passed examinations is two years in the case of one-year programmes and three years in the case of two-year programmes. If programmes are taken on a part-time basis, the validity period of passed examinations is three years in the case of one-year programmes and five years in the case of two-year programmes.
2. The validity period of a partial examination is limited to the academic year in which it was sat or until the end of the course concerned, as stipulated for the relevant units of study in Section B.
3. The Examinations Board can extend the limited validity period of an examination or exemption if a student submits a reasoned request to that effect. The Examinations Board can decide to permit the extension of the validity only after the individual making the request has successfully completed a supplementary interim examination on the relevant subject matter.

Article 4.9 Right of inspection

1. For at least twenty working days after the announcement of the results of a written examination, the student can, on request, inspect his/her assessed work, the questions and assignments set, as well as the standards applied for marking.
2. The Examinations Board can determine that the inspection or post-examination discussion referred to in paragraph 1 take place exclusively at a specified place and at a specified time. The place and time referred to in the previous clause will be announced at the time of the examination and via Blackboard.
3. If the student was unable to attend at the place and time referred to in paragraph 2 through no fault of his/her own, an alternative option will be offered.
4. A student can make copies of the examined work, the assignments and/or the standards used by the examiner.

Article 4.10 Post-examination discussion

1. An examiner can organise a collective post-examination discussion.
2. If a collective post-examination discussion has been organised, individual post-examination discussions will be held only if the student has informed the examiner before the discussion is held that he / she was unable to attend the collective discussion.
3. Students who meet the requirements stipulated in the second paragraph can submit a request for an individual post-examination discussion to the relevant examiner. The discussion shall take place at a time and location to be determined by the examiner in consultation with the student.

Article 4.11 Master's final examination

1. The Examinations Board determines the final examination result and the date on which the student obtains his/her degree after it has established that the student has passed all the components belonging to the programme.
2. A diploma can only be awarded after the Executive Board has declared that the student has satisfied all the procedural requirements, including the payment of tuition fees.

Article 4.12 Diplomas and transcripts

1. The Examinations Board grants a diploma as proof that the student has passed his/her final examination. The guidelines for a degree classification (judicium) are listed in the Rules and Regulations of the Examinations board. The Executive Board determines the model for the diploma. The Examinations Board adds a diploma supplement to the diploma providing information on the nature and content of the study programme completed. The diploma

- supplement is drawn up in Dutch or English and complies with the European format.
- Individuals who have successfully completed more than one or more components 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 EC obtained and the way in which the examinations were taken. The student can, without needing to provide any reasons, request that the Examinations Board not proceed to award a diploma, unless he/she submitted the request for its issue.
 - Diplomas will be applied for and granted by the university where the student has paid tuition fee.

Article 4.13 Fraud and Plagiarism

- The provisions of the Regulations governing Fraud and Plagiarism for UvA Students apply in full.
- Electronic detection software programs may be used to detect plagiarism in texts. In submitting a text, the student implicitly consents to the text being entered into the database of the detection program concerned.
- The following applies as a supplement to the Regulations Governing Fraud and Plagiarism for UvA students:
 - The sanctions described in the Regulations Governing Fraud and Plagiarism for UvA Students are the maximum sanctions. The Examinations Board is free to implement less severe sanctions.
 - It is permitted to submit written texts that have been submitted earlier for other component assignments or other comparable written texts (Article 3.f of the Regulations Governing Fraud and Plagiarism for UvA Students), as long as these written texts are referenced correctly.
 - Students are permitted to complete an examination even if the examination administrator suspects or observes fraud during the examination.
 - The Examinations Board will be involved only in the case of repeated misquotations. See: <http://www.uva.nl/binaries/content/assets/uva/en/regulations-governing-fraud-and-plagiarism-for-uva-students-2010.pdf>

5. Study supervision and study progress

Article 5.1 Administration of study progress and academic student counselling

- The dean is responsible for the correct registration of the students' study results in SIS. After the assessment of an examination component has been registered, every student has the right to inspect the result for that component via Datanose and also has a list of the results achieved at his/her disposal in Datanose.
- Enrolled students are eligible for academic student counselling.

Article 5.2 Adaptations for students with a disability

- 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 interim 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 course or an examination. In all cases, the student must fulfil the exit qualifications for the study programme.
- The request referred to in the first paragraph must be accompanied by a recommendation from a student counsellor. The recommendation must be no more than twelve weeks old and must in part be based on a recent statement from a physician or psychologist.
- The dean or, on her behalf, the 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.
- 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.
- 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 upheld.
- 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. If a

disability justifies other measures to be taken, the study adviser can initiate the necessary measures

7. The statement, referred to in paragraph 6, is valid for a maximum period of one year. This period of validity can be extended on the recommendation of a student counsellor.

6. Hardship clause

Article 6.1 Hardship clause

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

7. Transitional and final provisions

Article 7.1 Amendments and periodic review part A

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 the Teaching and Examination Regulations requires the approval of the authorised representative advisory body if it concerns components not related to the subject of Section 7.13, paragraph 2 sub a to g and v, and paragraph 4 of the WHW and the requirements for admission to the Master's programme.
3. An amendment to the Teaching and Examination Regulations is only permitted to concern an academic year already in progress if this does not demonstrably damage the interests of students.

Article 7.2 Transitional provisions

In case there are transitional provisions for components they are listed in Part B.

Article 7.3 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 7.4 Effective date

These Regulations enter into force with effect from 1 September 2014

Adopted by the dean on 30 September 2014

Section B: programme-specific section

- 1. General provisions**
 - Article 1.1 Definitions
 - Article 1.2 Study programme information
 - Article 1.3 Intake dates

- 2. Programme objectives and exit qualifications**
 - Article 2.1 Programme objective
 - Article 2.2 Exit qualifications

- 3. Further admission requirements**
 - Article 3.1 Admission requirements
 - Article 3.2 Pre-Master's programme
 - Article 3.3 Limited programme capacity
 - Article 3.4 Final deadline for registration
 - Article 3.5 English language requirement for English-language Master's programmes
 - Article 3.6 Free curriculum

- 4. Curriculum structure**
 - Article 4.1 Composition of programme
 - Article 4.2 Compulsory units of study
 - Article 4.3 Practical training
 - Article 4.4 Electives
 - Article 4.5 Sequence of examinations
 - Article 4.6 Participation in practical training and study group sessions
 - Article 4.7 Maximum exemption
 - Article 4.8 Validity period for results
 - Article 4.9 Degree

- 5. Transitional and final provisions**
 - Article 5.1 Amendments and periodic review
 - Article 5.2 Transitional provisions
 - Article 5.3 Publication
 - Article 5.4 Effective date

Section B: programme-specific section

TEXT PART B

5. Transitional and final provisions

Article 5.1 Amendments and periodic review

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 the Teaching and Examination Regulations requires the approval of the authorised representative advisory body if it concerns components not related to the subject of Section 7.13, paragraph 2 sub a to g and v, and paragraph 4 of the WHW and the requirements for admission to the Master's programme.
3. An amendment to the Teaching and Examination Regulations is only permitted to concern an academic year already in progress if this does not demonstrably damage the interests of students.

Article 5.2 Transitional provisions

By way of departure from the Teaching and Examination Regulations currently in force, the following transitional provisions apply for students who started the programme under a previous set of Teaching and Examination Regulations:

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Article 5.3 Publication

1. The dean will ensure the appropriate publication of these Regulations and any amendments to them.
2. The Teaching and Examination Regulations will be posted on the faculty website and deemed to be included in the course catalogue.

Article 5.4 Effective date

These Regulations enter into force with effect from 1 September 2014

Thus drawn up by the dean on 30 september 2014

Appendix I

List of articles that must be included in the OER pursuant to the WHW (articles in framed boxes):

Section A

Art. 1.1	7.13, para 1, WHW
Art. 2.1	7.13, para 2 sub w
Art. 3.2	7.13, para 2 sub e
Art. 4.2	7.13, para 2 sub h and l
Art. 4.3	7.13, para 2 sub n
Art. 4.4	7.13, para 2 sub o
Art. 4.5	7.13, para 2 sub j, h
Art. 4.7	7.13, para 2 sub r
Art. 4.8	7.13, para 2 sub k
Art. 4.9	7.13, para 2 sub p
Art. 4.10	7.13, para 2 sub q
Art. 4.11	7.13, para 2 sub a
Art. 5.1	7.13, para 2 sub u
Art. 5.2	7.13, para 2 sub m

Section B

Art. 1.2	7.13, para 2 sub i
Art. 2.1	7.13, para 1 sub b, c
Art. 2.2	7.13, para 2 sub c
Art. 3.1	7.25, para 4
Art. 4.1	7.13, para 2 sub a
Art. 4.2	7.13, para 2 sub e, h, j, l
Art. 4.3	7.13, para 2 sub t
Art. 4.4	7.13, para 2 sub e, h, j, l
Art. 4.5	7.13, para 2 sub s
Art. 4.6	7.13, para 2 sub d
Art. 4.8	7.13, para 2 sub k

Appendix II

Overview of guidelines pursuant to Section 9.5 WHW UvA:

*The structure is a **format** established as a guideline:*

date of decision: 20 November 2012
entry into force: 1 September 2013

Section A

Art. 4.5 para 3 *most recent result applies*

date of decision: 14 February 2008
entry into force: 14 March 2008

Art. 4.6 *Marks*
(5.5 as pass mark boundary)
(5.1 to 5.9 not awarded as final marks)

date of decision: 14 February 2008
entry into force: 14 March 2008
date of decision: xxxx 2014
entry into force: 1 September 2014
date of decision: 25 May 2010
entry into force: 1 September 2010

Art. 4.13 *Fraud and plagiarism*

Section B

Art. 3.1 para 6 *Entry requirements for Master's programme*

date of decision: 22 June 2006
entry into force: 22 June 2006
withdrawn on 1 September 2014