

**Education and Examination Regulations
cohort 2015-2016**

**of the
Research Master's Degree Programmes**

Arts & Culture
History
Linguistics
Literary Studies
Media Studies
Neerlandistiek
Philosophy

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The Education and Examination Regulations contain the programme-specific rights and duties of students on the one hand and Utrecht University on the other. The general University Student Charter contains the rights and duties that apply to all students.

These regulations were adopted by the dean of the Faculty Humanities on the 2nd of April 2015 with the approval of the Faculty Council on the 23rd of April 2015.

PART 1 – GENERAL PROVISIONS

Clause 1.1 – applicability of the Regulations

These Regulations apply to the academic year 2015-2016 and apply to all education, tests and examinations of the Research Master's Degree Programmes:

A. Degree Literary Studies

Programmes:

- *Comparative Literary Studies*
- *Literair Vertalen*

B. Degree Linguistics

Programmes:

- *Linguistics: the Study of the Language Faculty*

C. Degree History

Programmes:

- *Ancient, Medieval and Renaissance Studies*
- *Modern History (1500-2000)*

D. Degree Philosophy

Programme:

- *Philosophy*

E. Degree Arts & Culture

Programme:

- *Art History of the Low Countries in its European Context*
- *Gender and Ethnicity*
- *Musicology*

F. Degree Media Studies

Programme:

- *Media and Performance Studies*

G. Degree Neerlandistiek

Programme:

- *Nederlandse letterkunde*

hereinafter referred to as: the programmes, and to all students who are registered for the programmes.

The programmes are provided by the Utrecht University Graduate School of Humanities, Chamber Research Master, Domains History and Culture, Linguistics and Philosophy, hereinafter referred to as: the school, within the Faculty of Humanities, hereinafter referred to as: the faculty.

Clause 1.2 – definition of terms

In these Regulations, the following definitions shall apply:

- a. The Act: the Higher Education and Research Act (de Wet op het hoger onderwijs en wetenschappelijk onderzoek);
- b. student: anyone who is registered at the University and attends courses, sits interim examinations or the final examination of the programme.
- c. credit: unit expressed in ECTS, where one credit represents 28 hours of study;
- d. Language code of conduct: the rules of conduct relating to academic programmes and examinations in languages other than Dutch, determined by the Executive Board on the basis of Section 7(2)(c) of the Higher Education and Research Act (*Wet op het hoger onderwijs en wetenschappelijk onderzoek*);
- e. programme: the Master's Degree Programme referred to in Clause 1.1 of these Regulations. A programme can consist of several study programmes.

- f. study programme: a coherent whole of study units within a programme, as described in Clause 3.6 of these Regulations.
- g. component: a study unit (course) of the programme, included in the University Course Catalogue;
- h. test: interim examination as referred to in Clause 7.10 of the Act;
- i. examination: the final Master's examination of the programme, which is passed if all requirements of the entire Master's Degree Programme have been fulfilled;
- j. University Course Catalogue: the register of the courses given by the University which is kept on the responsibility of the Executive Board;
- k. Educational Facilities Contract: a contract between a Director of Education (or other officer on behalf of the study programme) and a disabled student, stipulating the necessary and reasonable facilities to which the student is entitled;
- l. International Diploma Supplement: the annex to the Master's Degree Certificate, which includes an explanation of the nature and contents of the programme (also in an international context).

Other terms have the same meaning as they have in the Act.

PART 2 – ADMISSION

Clause 2.1 – requirements for admission to the programme

See programme specific part of the programme concerned.

Clause 2.2 – English language

1. The programme is taught in English, apart from the programmes Nederlandse taal en literatuur and Literair Vertalen, which are taught in English and Dutch. Students who on the basis of the level of their previous education may have insufficient knowledge of English are required to sit one of the following tests:

- o IELTS (International English Language Testing System). The minimum required IELTS score (overall band): 6.5 with at least a 6.0 for 'writing'.
- o TOEFL (Test Of English as a Foreign Language). The minimum required TOEFL score is: 93 for the internet test.
- o Cambridge EFL (English as a Foreign Language) Examinations, with one of the following certificates:
 - Cambridge Certificate in Advanced English; minimum score: B;
 - Cambridge Certificate of Proficiency in English; minimum score: C.

Clause 2.3 – admission to the study programmes

See programme specific part of the programme concerned.

Clause 2.4 – Pre-Master's Programme

Not applicable

Clause 2.5 – admission procedure

See programme specific part of the programme concerned.

Clause 2.6 – hardship clause admission

Not applicable

PART 3 – CONTENTS AND STRUCTURE OF THE PROGRAMME

Clause 3.1 – aim of the programmes

See programme specific part of the programme concerned.

Clause 3.2 – attendance mode

All programmes are full-time.

Clause 3.3 – language in which the programme is taught

See programme specific part of the programme concerned.

Clause 3.4 – credit load

The credit load for the programme is 120 credits.

Clause 3.5 – study programmes; starting times

See programme specific part of the programme concerned.

Clause 3.6 – composition of the study programmes

1. The study programmes encompass the following required components, the credit load of which has been specified:

See programme specific part of the programme concerned.

2. In the University Course Catalogue, the contents and type of courses of the components of the different programmes are described in more detail, stating the previous education required to pass the relevant component.
3. Upon request, the Board of Examiners may give a student permission to take one or more components of a Master's degree programme at another university, or to otherwise deviate from the programmes as specified herein. The decision of the Board of Examiners is based upon the coherence and quality of the individual student's programme.

Clause 3.7 – components taken elsewhere

1. The condition for obtaining a Master's Degree in the programme is that at least half of the course programme has to consist of components provided by Utrecht University.
2. Components passed elsewhere during the study programme can only be incorporated into a student's examination programme with prior permission from the Board of Examiners.
3. Exemption can be granted for components taken at an institute of higher education prior to the start of the Master's Degree Programme, but only on the basis of Clause 5.13.

Clause 3.8 – actual teaching structure

The number of contact hours for the academic programme (number of scheduled contact hours for the different courses and, in addition, the scheduled or standardised supervision time) comes to an average of 8 hours per week.

1. The University Course Catalogue, or where the Course Catalogue does not provide this information the study guide or Blackboard, gives the following details relating to each course:
 - a. scheduling of the educational activities
 - b. timetables and scheduling of the hourly periods
 - c. scheduled contact time per course

- d. other structured contact hours for general student supervision (work placement and thesis supervision, personal tutor time, study supervision, etc.) during which a lecturer/assistant is available to the student in that period
- e. when and where the course examinations and resits take place.

Students can see the timetables for the courses for which they are registered also on Osiris Student.

PART 4 – EDUCATION

Clause 4.1 – courses

All courses which can be part of the programme are included in the University Course Catalogue.

Clause 4.2 – entry requirements for courses

1. Research Master's courses are open only to students who are registered for a Research master's programme.
2. For some components of the study programme prior knowledge is required. See for the courses listed the University Course Catalogue and the website of the Research Master's study programmes.
3. Notwithstanding Subclause 1, the University Course Catalogue lists for each course what prior knowledge is required for proper participation.

Clause 4.3 – registration for courses

Participation in a course is subject to timely registration. See: www.uu.nl/inschrijfperiodes.

Clause 4.4 – obligation to attend and contribute actively

1. Each student is expected to participate actively in the course for which he or she has registered.
2. Any additional requirements for each component are described in the University Course Catalogue.
3. In the event of insufficient qualitative or quantitative participation, the course coordinator may exclude a student from further participation in a course or part of it.

PART 5 – EXAMINATIONS

Clause 5.1 – general

1. During the course, the student's academic knowledge and skills will be tested. It will also be tested if the student has acquired sufficient knowledge and understanding of the learning objectives. Testing will be concluded at the end of the course.
2. The University Course Catalogue describes the performance required for passing the course as well as the performance criteria.
3. The testing procedure is described in the Regulations¹ of the Board of Examiners (see: students.uu.nl).
4. If a student has passed the course, the student will not be entitled to an additional test or resit.
5. Once the final result of a course is 'pass', it is not possible to resit the course.

art. 5.2. – Board of Examiners

1. For each academic programme or group of programmes, the dean will set up a Board of Examiners and will put in place sufficient guarantees that this Board will work in an independent and expert manner.
2. The dean will appoint the chair and the members of the Board of Examiners for a period of three years on the basis of their expertise in the field of the programme(s) in question or the field of examining, whereby:
 - at least one member comes from outside the academic programme or group of academic programmes concerned, and
 - at least one member is a lecturer on the academic programme or group of academic programmes concerned.Re-appointment is possible. Before making this appointment, the dean will consult the members of the Board of Examiners concerned.
3. Persons holding a management position with financial responsibility or (partial) administrative responsibility for a programme of study may not be appointed as a member or chair of the Board of Examiners. This will in any event include: the dean, vice-dean; the Director/Head/Manager of a department; a member of a departmental management/administrative team; the Director/Head/Manager of a section; any member of a management or administration team; a member/chair of the Board of Studies of the Graduate School or the Undergraduate School and the Director of Education.
4. Membership of the Board of Examiners will terminate upon expiry of the period of appointment. In addition, the dean will discharge the chair and the members from their duties at their request. The chair and the members will also be dismissed by the dean in the event that they no longer fulfil the requirements stated in paragraphs 2 or 3 of this article. In addition, the dean may dismiss the chair and the members in the event that they fail to perform their statutory duties adequately.
5. The dean will make the composition of the Board(s) of Examiners known to the students and teaching staff.

Clause 5.3 – assessment: internship or research assignment

1. The relevant supervisor, connected to the study programme, and one or more other experts within or outside Utrecht University assess a internship or research assignment.
2. Master's theses will be assessed by two lecturers, of which at least one is allied to the study programme the student is enrolled in.
3. The thesis can be assessed by a third lecturer. The third lecturer assesses the thesis again based on the same criteria used by the other lecturers. The three lecturers together decide on a final mark.

¹ Also sometimes called 'Rules and Guidelines'.

Clause 5.4 – marks

1. Marks are awarded on a scale of 1 to 10. The final result of a course is pass or fail, which in numbers equals: 6 or higher and 5 or lower, respectively. Unsatisfactory marks are not rounded off. Satisfactory marks are expressed in whole or half numbers. Marks between 5 and 6 are rounded off to the nearest whole mark. The final mark is rounded off according to the table 'afrounding geldend resultaat' (see students.uu.nl).
2. In the following cases alphanumerical results are awarded:
 - a student who is registered for a course and has not participated in any of the test modules will be given an ND (Niet Deelgenomen – Not Participated);
 - a student who is registered for a course and has not participated in one of the assessments or has not met the minimum required passing grade will be given a NVD (Niet VolDaan; Incomplete);
 - in cases where a student has fulfilled an assessment, but is not awarded a mark, a student can be awarded a V (Voldoende; satisfactory);
 - if the student has not completed a unit but does not receive a mark to it, the student can be given an ONV (ONVoldoende – Unsatisfactory) as the result
 - a student who was granted an exemption by the Board of Examiners receives a VR (VRijstelling; exemption);
 - in cases where the Board of Examiners discovers fraud, a student can be awarded a FR (FRaud).

Clause 5.5 – resit: additional or substitute test or assignment

If the student has fulfilled all obligations to perform to the best of his or her ability during the course, as long as the final (failing) mark is at least a four, he or she will be given a once-only opportunity to sit an additional or substitute test or assignment.

Clause 5.6 – type of test or assignment

1. Testing within a course is done in the manner stated in the University Course Catalogue.
2. At a student's request, the Board of Examiners may allow a test to take place in a manner other than as stipulated in Subclause 1.

Clause 5.7 – oral testing

1. During oral tests, one person at a time is tested, unless the Board of Examiners decides otherwise.
2. Oral tests will be held in public, unless the Board of Examiners or the relevant examiner decides otherwise in a special case, or unless the student raises objections.

Clause 5.8 – test opportunities in special cases

1. If not providing for an individual test opportunity would result in a 'special case of manifest unfairness', the Board of Examiners may decide to provide an individual test opportunity.
2. Requests for a special test opportunity, accompanied by supporting documents, must be submitted with the Board of Examiners not later than 10 days before a Board meeting.

Clause 5.9 – marking period

1. With respect to oral tests, the examiner must determine the mark as soon as possible afterwards and if possible hand the student a certificate stating the mark.
2. The examiner must mark a (written) test within 10 working days of the date on which it was taken, and supply the administration of the Faculty with the information necessary to provide the student with written or electronic proof of his or her mark.
3. If the thesis is assessed by a third lecturer (see 5.3), a new marking period of 10 working days starts, which starts immediately after the first marking period. During the summer recess the second marking period may start later, but the final mark has to be administered in Osiris by 31 August. It is not possible to start a new marking period after the second period has expired.

Clause 5.10 – period of validity

1. Components which have been passed remain valid for eight years, as calculated from the date of the test result. . Contrary to this provision, in case of special circumstances at the request of the student, the Board of Examiners may set an extended period of validity for a component.
2. Partial tests and assignments for which the student acquired a 6 or higher and which form part of a component the student did not pass, will lose their validity after the academic year in which they were taken.

Clause 5.11 – right of inspection

1. For at least thirty days after having been notified of a written test result, the student will be allowed to inspect his or her marked work upon request. At his or her request, a copy of that work will be provided at cost price.
2. During the period referred to in Subclause 1, all students may inspect the questions and assignments of the relevant test, as well as, if possible, the standards on which the marking was based.

Clause 5.12 – storage time tests

The assignments, their completion and the work assessed in the written tests will be kept (in paper or digital form) for a period of two years following the assessment.
The graduation work and the assessment of this will be kept (in paper or digital form) for a period of seven years after this assessment.

Clause 5.13 – exemption

At the student's request, the Board of Examiners may, after having consulted the relevant examiner, grant the student exemption from a study programme component if the student:

- a. has completed an equivalent component of a university or higher professional study programme prior to the start of the Master's Degree Programme;
- b. has demonstrated through work or professional experience that he or she has sufficient knowledge and skills in relation to that component.

Clause 5.14 – obtaining more than one degree

1. If students follow more than one master's programme and want to obtain a master's degree in all programmes, they will have to write a separate master thesis for every master's degree to be obtained.
2. The overlap in subjects between two (or more) programmes (one academic and one research master) is not to exceed 15 credits. If the overlap is greater, students will have to complete extra subjects for one (or more) of the programmes concerned.
3. In the case of two research masters the maximum overlap is 30 credits.

Clause 5.15 – fraud and plagiarism

1. Fraud and plagiarism are defined as an act or omission on the part of a student, as a result of which a correct assessment of his or her knowledge, understanding and skills is made fully or partly impossible.

Fraud includes:

- cheating during examinations. The person offering the opportunity to cheat is an accessory to fraud;
- possession of tools and resources during examinations, such as preprogrammed calculators, mobile phones, books, course readers, notes, etc., consultation of which is not explicitly permitted;
- having others carry out all or part of a test or an assignment and passing this off as own work;

- gaining access to questions or answers of an examination prior to the date or time that the examination takes place;
- making up survey or interview answers or research data.

Plagiarism is defined as including data or sections of text from others in a thesis or other paper without quoting the source. Plagiarism includes the following:

- cutting and pasting text from digital sources such as encyclopaedias and digital publications without using quotation marks and referring to the source;
- cutting and pasting text from the internet without using quotation marks and referring to the source;
- using excerpts from printed material such as books, magazines or other publications and encyclopaedias without using quotation marks and referring to the source;
- using a translation of the abovementioned sources without using quotation marks and referring to the source;
- paraphrasing the abovementioned texts giving a (clear) reference: paraphrasing must be marked as such (by explicitly linking the text with the original author, either in text or a footnote), whereby the impression is not created that the ideas expressed are those of the student;
- using visual, audio or test material from others without referring to the source and presenting this as own work;
- resubmission of the student's own earlier work without source references, and allowing this to pass for work originally produced for the purpose of the course, unless this is expressly permitted in the course or by the lecturer;
- using the work of other students and passing this off as own work. If this happens with the permission of the other student, the latter is also guilty of plagiarism;
- in the event that, in a joint paper, one of the authors commits plagiarism, the other authors are also guilty of plagiarism, if they could or should have known that the other was committing plagiarism;
- submitting papers obtained from a commercial institution (such as an internet site offering excerpts or papers) or having such written by someone else in return for payment.

The faculty will ensure that students will be informed of the principles of academic practice and what is considered to be fraud and plagiarism. Via students.uu.nl a checklist can be found to determine plagiarism (only in Dutch).

2. a. In all cases in which fraud or plagiarism is found or suspected, the examiner will inform the student and the Board of Examiners in writing.

The Board of Examiners will give the student an opportunity:

- a. to respond in writing, within 10 working days.
- b. to be heard.

3. The Board of Examiners will determine whether fraud or plagiarism has occurred and will send the student a letter stating its decision and if any sanctions will be imposed in accordance with the stipulations of Subclause 4. This letter will also mention the possibility to appeal to the Examination Appeals Board.

4. Fraud and plagiarism will be sanctioned as follows:

- a. In any event:
 - o invalidation of the paper or test mark
 - o a reprimand, of which a note will be made in Osiris.
- b. Depending on the nature and scope of the fraud or plagiarism, and on the student's study phase, one or more of the following sanctions may additionally be imposed:
 - o exclusion from the course;
 - o no longer being eligible for a positive degree classification (cum laude) as referred to in Clause 6.2;
 - o exclusion from taking part in tests belonging to the relevant educational component for the duration of the current academic year, or for a period of 12 months;
 - o complete exclusion from taking part in all tests for a period of 12 months.
- c. In the event that the student received a reprimand before:
 - o complete exclusion from taking part in all tests for a period of 12 months and the advice to leave the programme.
- d. In the case of extremely serious and/or repeated fraud, the Board of Examiners may recommend that the Executive Board permanently terminate the student concerned's registration for the programme.

5. If the Board of Examiners determines that there has been widespread or organised fraud, on a scale which would affect the examination results in their entirety, the Board of Examiners will decide without delay that the examination concerned is invalid and that all the participants must resit the whole examination at short notice. This date will be no later than two weeks after the fraud was established, so that the participants can still benefit from their preparatory work for the examination.

PART 6 – GRADUATION

Clause 6.1 – examination

1. As soon as the student has fulfilled the requirements of the examinations programme, the Board of Examiners will determine the result of the examination and award a degree certificate as referred to in art. 6.4.
2. Prior to determining the examination result, the board of examiners may examine the student's knowledge of one or more components or aspects of the study programme, if and in so far as the results of the relevant tests give them reason to do so.
3. Assessment of the examinations file constitutes part of the final examination. The date of examination will be the last day of the month in which, according to the results as registered in the electronic student file in Osiris, the student has fulfilled the requirements of the examinations programme.
4. The examination will be passed on condition that all components have been passed, the thesis should be archived in Igitur by the student as well.
5. A further condition for passing the examination and receiving the certificate is that the student was registered for the course during the period in which the tests and the exam were taken. If the student does not fulfil this condition, the Executive Board may issue a statement of no objection in relation to the passing of the examination and the issue of the certificate, after the student has paid the tuition fees and administration charges owing for the 'missing' periods.
6. A student who has passed an examination and is therefore entitled to be awarded a certificate, may request that the Board of Examiners delay the granting of the certificate. Such a request must be submitted within two weeks after the student has been informed of the examination results, stating the date on which the student wishes to receive the certificate. The Board of Examiners will in any case grant the request in the academic year 2014-2015 if the student:
 - o plans to fulfil a management position for which Utrecht University has provided a board activities grant;
 - o plans to take a component of a study programme abroad or do an internship;The Board of Examiners may also grant the request if refusal would result in an exceptional case of extreme unfairness on account of the circumstance that the student concerned could not have taken into account automatic graduation when he was planning his study. The request should be submitted in accordance with the rules published on the website.

Clause 6.2 – cum laude classification

- a. The Master's Degree may be awarded 'cum laude' if each of the following conditions has been met:
 - a weighted average mark of at least 8.0 has been earned for the components of the study programme;
 - the mark for all components is 7.0 or higher;
 - the credit load of exemptions that do not count does not exceed 30 credits;
 - the Board of Examiners has not taken any decision as referred to in Clause 5.15, Subclause 4 under b, stating that fraud/plagiarism has been ascertained and that the student therefore is not eligible for a positive degree classification (cum laude);
 - the mark for the thesis is 8.5 or higher;
 - has passed the final examination of the Research Master's Degree Programme within 2,5 years of study.
- b. Results that have not been expressed in a mark will not be counted in the assessment of the degree classification.
- c. The Board of Examiners may, on its own initiative or the initiative of a teacher, in individual cases make an exception to this rule, to the advantage of the student.
- d. The cum laude classification will be stated on the degree certificate.

Clause 6.3 – degree

1. The Master of Arts degree will be awarded to the student who has passed the examination.
2. The degree awarded will be stated on the *degree* certificate.

Clause 6.4 – degree certificate

1. The Board of Examiners will award a certificate as proof that the graduation was passed. One certificate will be issued for each course, even if a student completes several programmes.
2. The Board of Examiners will add the International Diploma Supplement to this certificate, which provides insight into the nature and contents of the completed programme in an international context.
3. Per degree programme one single degree certificate is awarded, even if a student completes more than one (sub)programme.

Clause 6.5 – final Grade Point Average (GPA)

1. For students who commenced the first year of their studies in September 2007 or later, the final Grade Point Average (GPA) is stated on the International Diploma Supplement, and represents the academic performance of the student concerned.
2. The final GPA is the average figure from the results achieved within the course's examinations programme, weighted by course credits and expressed on scale of 1 to 4, with two decimals.
3. Calculation of the final GPA can be found on students.uu.nl.

PART 7 – STUDENT COUNSELLING

Clause 7.1 – student's progress report

1. The Faculty must keep a list of the individual study results of the students and make them available through Osiris-student.
2. A certified student's progress report can be obtained at the Studiepunt.

Clause 7.2 – student counselling

1. The Faculty must provide for counselling of the students who are registered for the programme.
2. Student counselling encompasses:
 - appointment of a study supervisor who is responsible for:
 - o encouraging students to feel part of the community;
 - o supervising programme choices;
 - o assisting a student to get his or her bearings on the job market.
 - *provision* of an introduction programme for the student at the start of his/her study programme;
 - referring and assisting students who encounter difficulties during their studies;
 - Within the context of the admission procedure the Department will set up an individual study plan with the student;
 - providing adequate counselling for the student during his/her studies, in particular when the chosen study programme needs to be adjusted to meet the requirements for entry into a PhD programme or a non-academic career.

Clause 7.3 – disability

Students with a functional disorder will be offered the possibility to take courses and sit tests in the manner as laid down in their Education Facilities Contract. Requests to draw up such a contract must be submitted with the Student Advisor.

PART 8 – TRANSITIONAL AND FINAL PROVISIONS

Clause 8.1 – safety net scheme

In cases not or not clearly provided for by these Regulations, or in cases which lead to manifestly unreasonable outcomes, a decision will be taken by or on behalf of the Dean, after having heard the Board of Examiners. If, on the basis of the law, the decision falls within the competence of the Board of Examiners, the dean will send the request to the Board of Examiners for it to handle.

Clause 8.2 – amendments

1. Amendments to these Regulations will be made by the Dean in a separate decision, after consulting the Programme Committee, the Board of the school, and after approval by the Faculty Council.
2. Amendments to these Regulations are not applicable to the current academic year, unless it is reasonable to assume that it will not harm the interests of the students.
3. Furthermore, amendments may not affect other decisions taken pursuant to these Regulations by the Board of Examiners, to the disadvantage of the student.

Clause 8.3 – publication

The Dean will provide for the publication of these Regulations, as well as each amendment, on internet.

Clause 8.4 – effective date

These Regulations take effect on 1 September 2015.

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ANNEX

1. Transitional arrangements

The Education and Examination Regulations 2015-2016 apply to all students who are registered for a Master's programme at the Faculty of Humanities in the academic year 2015-2016. For students who started their studies at an earlier time, a transitional arrangement applies to some clauses in the faculty part. You will find these arrangements below. For transitional arrangements concerning the teaching programmes of a particular course:

Clause 5.10 – period of validity

All results obtained before 1 September 2014 shall expire on 1 September 2022.

Clause 6.2 – cum laude classification

By way of derogation from paragraph 6.2: for students who started their programme before the 1st of September 2014, the cum laude classification is awarded to the Research Master's Exam if it is completed within 3 years (instead of 2,5 years) up to and including the academic year 2018-2019.