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# Graduate School of Natural Sciences Master's Degree Programme Education and Examination Regulations

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*2016-2017*

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Graduate School of Natural Sciences of the Faculty of Science, referred to throughout as the School and the Faculty respectively.

## Article 1.2 – Definitions

In these regulations, the following terms mean:

- a. the Higher Education and Research Act (*Wet op het hoger onderwijs en wetenschappelijk onderzoek*);
- b. Master's degree programme: any of the programmes referred to in Article 1.1 of these regulations. A Master's degree programme may consist of several programmes.
- c. student: anyone who is registered at the university to study and/or to sit the interim and final examinations for a study programme;
- d. credit: a unit equal to one ECTS (one credit for the purposes of the European Credit Transfer System). A credit represents 28 hours of study;
- e. the code of conduct relating to academic programmes and examinations in languages other than Dutch, approved by the Executive Board in accordance with Section 7(2)(c) of the Higher Education and Research Act;
- f. programme: a coherent collection of educational units constituting part of a study programme, as set out in Article 3.6 of these Regulations.
- g. course selection: an individual student's selection of specific units comprising their course;
- h. unit: an educational unit constituting part of a study programme as set out in the University Course Catalogue;
- i. course: all of the educational and examination aspects of a unit;
- j. test: an interim examination referred to in Section 7.10 of the Act;
- k. examination: the final Master's examination of the study programme for which a pass will be obtained if all obligations for the entire Master's degree programme have been fulfilled;
- l. University Course Catalogue: the register of the courses given by the University which is maintained under the Executive Board's supervision;
- m. educational facilities contract: a contract entered into by a disabled student and an official acting on behalf of the relevant department together with the relevant education office, which sets out the facilities that such student reasonably requires and to which they are entitled;
- n. international diploma supplement: an appendix to a Master's degree certificate, which contains an explanation of the nature and contents of the relevant study programme (partly in an international context);
- o. board of examiners: the School's board of examiners;
- p. admissions committee: the School's admissions committee;
- q. board of studies: the School's board of studies;
- r. programme coordinator: an academic staff member who is responsible for a particular course and who acts as a student's contact person;
- s. programme director: an academic staff member appointed by the School who is responsible for a course, and who bears primary responsibility for the structure, delivery and quality assurance of that course.

Other terms have the meanings assigned to them by the Act.

## SECTION 2 – ADMISSIONS

### Article 2.1 – Requirements for admission to the degree programme

1. The holder of a Dutch or foreign degree who can demonstrate that they possess the knowledge, understanding and skills set out in relation to each programme in the programme appendix.
2. Selection of students is done based on a judgment of the following core competencies of candidates:
  - a. Motivation and talent (also on the basis of GPA and past studies progress);
  - b. Level of relevant knowledge and command of methods & skills in the relevant field (see the programme appendix for further specification);
  - c. General high level of professional and intellectual ability;
  - d. Command of the language(s) used in the programme.

This information is used to estimate whether the student concerned is able to complete the Master's Programme successfully within the nominal time period.

### Article 2.2 – Language

#### English language

1. Registration for a study programme for the purposes of doing an RM programme will only be allowed after it can be shown that the requirement of mastery of the English language has been satisfied.
2. Where the prior study of English has been deficient, this may be remedied by passing any of the following tests:
  - a. IELTS (International English Language Testing System) – academic module. The minimum required IELTS score (overall band) is 6.5 with at least 6.0 for the component 'writing';
  - b. TOEFL (Test of English as a Foreign Language). The minimum TOEFL score that is required is 93 (internet-based test);
  - c. 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.
3. The following will be deemed to have an appropriate level of proficiency in the English language:
  - a. the holder of a university degree or higher vocational education certificate obtained in the Netherlands;
  - b. the holder of a bachelor's degree in an English study programme;
  - c. a student who is a native speaker of English.

### Article 2.3 - Admissions procedure

1. The admissions committee is responsible for admissions into the study and various programmes.
2. The admissions committee will conduct an assessment of the knowledge, understanding and skills of an applicant with a view to admitting the latter into the study programme. The committee may arrange for an applicant's

knowledge, understanding and skills to be assessed by experts within the university or elsewhere in addition to reviewing written evidence of any qualification(s) obtained.

3. In order to determine eligibility for admission to a study programme within the programme, the admissions committee will check if the applicant fulfils or will fulfil the requirements referred to in art. 2.1 before the established deadline date. In its evaluation the committee will use the core competencies set out in art. 2.1, second paragraph when assessing as well as the applicant's command of the language in which the programme is given. On the basis of this, the admissions committee will assess whether the candidate, with sufficient commitment, is able to achieve the Master's degree qualification within the prescribed period.
4. The admissions committee will make a decision within a period of 3 weeks from the date of receipt of the complete file. Admission will be granted on the condition that by the starting date of the study programme the applicant will have satisfied the knowledge and skills requirements referred to in art. 2.1., as evidenced by qualifications obtained.
5. An application for admission into the study programme and a specific programme must be submitted to the admissions committee by the deadline stipulated on the study choice website ([www.uu.nl/masters](http://www.uu.nl/masters) or [www.uu.nl/internationalmasters](http://www.uu.nl/internationalmasters)). In special circumstances the admissions committee may deal with an application which is submitted after the relevant deadline.
6. An applicant will receive a written notice to the effect that they have been admitted or denied entry into the study programme or a specific programme. It will also draw attention to the possibility of lodging an appeal with the Examination Appeals Board.

#### Article 2.4 – Master's preparatory programme

1. Anyone who fails to satisfy the admission requirements stipulated in Article 2.1 may nevertheless do so where the situation arises at the admissions committee's discretion by successfully completing the University of Utrecht's Master's preparatory programme as specified in the admissions committee's relevant conditional admission ruling. The Master's preparatory programme will represent no more than 30 credits. The admissions committee will decide on the scope and nature of any Master's preparatory programme after conducting an examination for the purposes of admission.
2. The pre-master course must be completed within 12 months. After the expiry of this term or upon qualitative or quantitative insufficient performance, the Board of Admissions of the Graduate School can exclude the student from further participation in the pre-master.

#### Article 2.5 – Hardship admission clause

1.
  - a. In special circumstances the admissions committee may admit an applicant who satisfies *all* of the conditions stipulated below into a programme for six months at their request, provided that:
    - i) the applicant has passed the required units for their major and only needs to pass other units constituting part of a relevant bachelor's degree programme with a combined workload representing no more than 15 credits; and
    - ii) there are grounds to expect that the applicant will be able to complete the relevant bachelor's degree programme within a very short period of time but in no more than six months as of the time that the student has been provisionally admitted into the Master's degree programmes; and

- iii) as a result of *force majeure* the applicant has not been able to make further progress and a disproportionate delay in their studies would occur if they were unable to start the Master's degree programme in the meantime.
  - b. Once the final examination for the relevant bachelor's degree programme is passed the relevant applicant's provisional admission will become final.
  - c. If the student does not pass the final examination of the relevant bachelor's degree programme he will be excluded from further participation in the Master's degree programme until they have passed the bachelor's degree examination.
- 2.
- a. On request of the applicant who doesn't yet possess a written proof of the (completed) prior education as mentioned in article 2.1, the admissions committee may decide to admit that applicant to the programme for two weeks.
  - b. When the applicant can't submit the requested proof within two weeks after the starting date of the Master's degree programme, the applicant will be excluded from further participation in the Master's degree programme until all the admission requirements are met.

## SECTION 3 – NATURE AND STRUCTURE OF THE STUDY PROGRAMME

### Article 3.1 – Purpose of the study programme

1. The study programme aims to:

- provide specialist knowledge, skills and understanding in the field of Natural Sciences and to facilitate the achievement of the final qualifications referred to in Clause (2);
- prepare for professional practice in applied and fundamental research in society or in the field of Natural Sciences; and
- prepare for training as a researcher in the field of Natural Sciences.

2. The graduate:

**Knowledge and understanding**

1. is capable of making an essential contribution to the development and/or application of scientific concepts and methods predominantly in relation to research in no less than one of the subsidiary disciplines of Natural Sciences;
2. is capable of considering recent developments within no less than one subsidiary discipline of Natural Sciences and of specifying the implications of those developments for the discipline;
3. is capable of appropriately utilising and interpreting specialist professional literature in no less than one subsidiary discipline of Natural Sciences;

**Application of knowledge and understanding**

4. is capable of using a problem within a Natural Sciences domain to formulate a research question which is relevant to and appropriate for education, and scientific and product development;
5. is capable of formulating a research subject that is appropriate for that research question in accordance with the requisite methodological and scientific standards in that respect;
6. is capable of conducting that research with the requisite degree of care and ethical responsibility, and to process, analyse, interpret and evaluate empirical data or other findings obtained in the process appropriately;

**Drawing conclusions**

7. is capable of discussing the findings of empirical and theoretical research and of relating it to the state of the art and relevant literature;
8. is capable of specifying the relevance of such research for the resolution of questions and problems in the field of Natural Sciences, also from a social point of view where necessary;
9. is capable of critically reflecting on their own efforts as a researcher in the field of Natural Sciences from a social perspective.

**Communication**

10. is capable of clearly communicating research findings in both written and oral form to an audience of specialists and people other than professional experts within an international context;
11. is capable of performing effectively as part of a research team which may be multi-disciplinary;

**Aptitude for learning**

12. possesses the skills to evaluate their own learning and development process, and to motivate and correct themselves during their studies where necessary.
13. has developed their own effective, performance-oriented methodology to enable them to perform independently in a competitive labour market;
14. has a qualification for the purposes of securing a doctoral study programme or a position in the labour market.

The school-wide outcomes stated above are set out in greater detail in the relevant appendix in the case of each programme.

### Article 3.2 – Structure of the study programme

The programmes are provided on a full-time basis.

### Article 3.3 – The language in which the programme is provided

1. The programmes are provided in English.
2. The University of Utrecht's Language Code of Conduct applies to the programmes (see <https://intranet.uu.nl/gedragscode-taal>).

### Article 3.4 – Workload

The programmes have a workload representing 120 credits.

### Article 3.5 – Starting times

The starting times for the programmes are 1 September and 1 February. In exception to this, the programme History and Philosophy of Science starts only on 1 September.

### Article 3.6 – Breakdown of programmes

1. Each programme consists of at least the following components:
  - a number of compulsory elements and/or elective components associated with the programme;
  - a number of elective elements;
  - a compulsory research assignment;
  - an introductory period and a unit in the area of scientific integrity, together totalling 1 credit.
2. In the case the compulsory research assignment exceeds 30 credits it will be administratively split into two separate units.
3. The optional part of the programmes always includes the possibility of assigning no less than 7.5 ECTS to components intended to broaden the scope of the programme, which may or may not fall within the discipline of the relevant programme. This possibility is not available when the student chooses a profile. More detailed information concerning the nature and structure of each programme and possible profiles may be found in the programme appendix to these regulations.
4. The University Course Catalogue describes the nature and educational structure of the compulsory units of the various programmes in greater detail and also stipulates the prerequisite level of expertise for passing the relevant component.
5. The admissions committee may make a limited number of units compulsory for an individual student to compensate for any deficient prior education. The workload of such components will be deducted from that available for electives. Any programme units which are explicitly provided in order to make up for any deficiency – provided that they do not overlap with any type of training that has been decided on and which serves as the basis for admission into the programme – may not constitute part of the relevant student's course selection.
6. Any unit which is already mentioned in the list of marks for the relevant student's prior bachelor's or other study programme may not be included again.

7. A programme director may make it compulsory for a student to present their course selection to the relevant programme coordinator or director. Final approval may only be given by the board of examiners.

### Article 3.7 – Units completed elsewhere or prior to admission

1. A prerequisite for the conferral of a Master's degree certificate after passing the examination for the relevant study programme is that no less than half of the credits for the relevant student's course selection must be obtained through units provided by the University of Utrecht.
2. Any unit which a student completes elsewhere in the course of their education may only be included as part of that student's course selection with the permission of the board of examiners.
3. An exemption may only be granted for a unit that is completed in a higher education institution prior to admission into or the start of the Master's degree programme in accordance with Article 5.13. Article 5.13(2) will continue to apply in full in this respect.

### Article 3.8 – Honours programmes

1. The school offers several types of honours programmes:
  - a. honours programmes bound to a certain Master's programme, which may or may not exceed a total credit load of 120 study points: the *Debye Honours Programme*, the *graduate programme for theoretical physics* and the *Utrecht geometry centre*.  
This type of honours programme is characterised by an intensification of the level within the frame of reference of the field of the relevant Master's programme and as such only students from said Master's programme are admissible. The contents and admissions requirements of the honours programme are listed in the relevant appendices.
  - b. Broadening or more in-depth honours programmes, which may or may not exceed a total credit load of 120 study points, accessible for students of multiple Master's programmes: *Quantitative Biology*.  
By participating in this programme, students can use a part of the credits obtained within the course of this honours programme towards the requirements of their Master's programme. The specifics of this, as well as, the contents and admissions requirements of the honours programme are listed in the relevant appendix.
1. *Twinprogrammes*. This type of honours programme is characterised by the simultaneous taking of the student of two Master's programmes from separate Master's degree programmes. The student must hence be admitted to and enrolled into both degree programmes. In deviation from the regular master's programmes the *thesis project* has a minimum size of 60 credits such that the minimum number of credits needed to complete the honours programme is at least 180. The honours programme is considered completed when the student meets both sets of outcomes. Hence, the student receives two Master's diplomas. The total credit load (of nominally 240 credits) can be decreased by using the exemption clause for the *thesis project* (art. 5.13 clause 5), and the general exemption clause (art. 5.13 clauses 1 and 2). De general exemption clause provides the students with a maximum of 15 credits of exemption based on courses taken in the other Master's programme.  
If a particular combination of Master's programmes gives rise to additional conditions then these are listed in a separate appendix. With this EER comes a separate appendix for the twinprogramme *Mathematical Sciences and Theoretical Physics*, the twinprogramme *Mathematical Sciences and Climate Physics*, and the twinprogramme *Nanomaterials Science and Experimental Physics*.
- c.
2. All honours programmes are selective; the selections procedure will be published on the documents page on [www.uu.nl/naturalsciences](http://www.uu.nl/naturalsciences). Unless mentioned otherwise in the appendix, the selection committee of the Twinprogramme consists of the programme leaders of the two involved Master's programmes.

### Article 3.9 – Actual teaching structure

1. 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) are listed in the relevant appendix.
2. The Faculty will ensure that information of all the courses is available for the students regarding:
  - a. scheduling of the educational activities;
  - b. timetables and scheduling of the hourly periods;
  - c. scheduled contact time per course;
  - d. when and where the course examinations and resits take place.

In case of individual supervision of research projects of 30 credits or more the way in which the supervision is realized, including the number of contact hours, will be documented prior to the start of the project.

## SECTION 4 – EDUCATION

### Article 4.1 – Courses

Courses which could constitute part of a study programme are included in the University Course Catalogue. Any courses which are of no more than an *ad hoc* nature or which are provided by other universities are listed in the programme appendix along with guidelines for their inclusion as part of a specific Master's degree programme.

### Article 4.2 – Course entry requirements

1. Unless otherwise mentioned in the programme appendix, the compulsory units of a programme must be completed before a start can be made on a research assignment.
2. The course entry requirements are listed in the description of the relevant course in the University Course Catalogue.
3. All of the courses offered by the School as part of the various study programmes are only available to those students who have been admitted into a Master's degree programme at a Dutch university.
4. By way of an exception to Clause (3), in individual cases a programme director may open a course to exchange students, talented bachelor's degree students or inter-university study programme students.
5. By way of an exception to Clause (3), the admissions committee may confine entry to a course to students of a specific programme based on a proposal made by the relevant programme director.
6. By way of an exception to Clause (3), in the case of each programme the admissions committee may confine entry to a course to bachelor's degree students of a specific programme based on a proposal made by the relevant programme director.
7. Article 3.7 will continue to apply in full in the event that Clause (4) or (6) is applicable.
8. Once a student passes a unit, they will not be entitled to repeat it. An application to repeat will be assessed by the admissions committee.

### Article 4.3 – Course registration

A student may attend a course only if they have registered for it in good time. [The](#) registration periods will be published on [students.uu.nl](http://students.uu.nl).

### Article 4.4 – Duty to attend and to perform to the best of one's ability

1. Each student is expected to participate actively in the course for which they have registered.
2. Additional requirements for each unit are set out in the University Course Catalogue or it contains a reference . Unless otherwise stipulated in it, the minimum additional requirement is that a student must sit all of the tests for a course and meet any deadlines.
3. In the event that a student fails to perform appropriately in qualitative or quantitative terms, the relevant lecturer may exclude them from further attendance of all or part of the course concerned.



## SECTION 5 – TESTING

### Article 5.1 – General

1. During a course a student will be tested in relation to their academic proficiency and whether they have achieved an appropriate degree of the stipulated learning outcomes. The assessment of a student will be completed at the end of the course concerned..
2. The University Course Catalogue refers to or describes the results which a student must achieve in order to pass the relevant course and the criteria in respect of which a student will be tested.
3. The regulations of the board of examiners stipulates how tests are to be conducted.

### Article 5.2 – Board of examiners

1. For each academic programme or group of study programmes, the dean will establish a board of examiners and will ensure that the board operates independently and professionally.
2. The dean will appoint the chair and the members of the board of examiners for a period of three years based on their expertise in relation to the programme(s) in question or the relevant field of assessment, 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-appointments will be permitted. Before making such an appointment, the dean will consult the members of the relevant board of examiners.
3. Any person holding a management position with financial responsibility or (partial) administrative responsibility for a programme of study may not be appointed to serve as a member or the chair of the board of examiners. Amongst others this refers to the dean, deputy dean, the director, head or manager of a department, a member of a departmental management or administrative team, or of a department, a member of a departmental management or administrative team, a member or the chair of the board of studies of the graduate school or the undergraduate school, or a programme or educational director.
4. Membership of the board of examiners will terminate upon expiry of the relevant individual's term of appointment. Furthermore, the dean will discharge the chair and the members from their duties at their request. The chair and the members may also be dismissed by the dean in the event that they no longer satisfy the requirements stipulated in Clause (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 appropriately.
5. The dean will notify the students and lecturers of the membership of the board(s) of examiners.

### Article 5.3 – Assessment of traineeship or research assignment

1. A traineeship or research assignment will be assessed by the supervisor in question and one or more other internal and/or external experts.
2. No less than two lecturers from the University of Utrecht will be involved in assessing a research assignment representing more than 30 credits. This also applies to a research assignment split into two parts as in art.3.6 item 2.

3. The protocol *delay in research or thesis project*, which is added to this EER as an appendix, is applicable to the research assignment.

### Article 5.4 – Marks

1. Marks will be assigned on a scale of 1 to 10. The final assessment of a course is satisfactory or unsatisfactory, where a 6 or higher is satisfactory. The examiner determines (partial) grades using one decimal. The final assessment is determined based on the (partial) grades according to the method published along with the course and subsequently rounded as follows:

grade equals or larger than	until grade	rounded grade
3,85	4,00	3,9
4,00	4,05	4
4,95	5,50	5
5,50	6,05	6

Other grades will be rounded using one decimal: upwards if the second decimal equals 5 or more, and downwards if the second decimal equals 4 or less.

2. Alphanumeric results will be assigned in the following cases:
- a student who has registered for a course but who has not participated in a single test module will be assigned an ND (Niet Deelgenomen [Not Participated]);
  - a student who has not participated in all of the mandatory test modules will be assigned a NVD (NietVoldaan [Not Completed]);
  - a student who has completed a unit but who has not received a mark for it may be assigned a V (Voldoende [Satisfactory]) as their result;
  - if the student has not completed a unit but does not receive a mark for it, the student can be given an ONV (ONVoldoende - Unsatisfactory) as the result;
  - a student who has been granted an exemption by the board of examiners will be assigned a VR (VRijstelling [Exemption]);
  - a student may be assigned an FR (FRaude [Examination Fraud]) if the board of examiners establishes that fraud has occurred.

### Article 5.5 – Remediation: additional or substitute tests

Where a student has performed to the best of their ability during a course, as long as the final (failing) mark is at least a four, they will be afforded a once-only opportunity to take an additional or substitute test.

### Article 5.6 – Testing methods

1. Testing as part of a course will occur in the manner stated in the University Course Catalogue.
2. Acting at a student's request, the board of examiners may allow a test to be taken other than as stipulated in Clause (1).

### Article 5.7 – Oral tests

1. An oral test may not involve more than one person at a time, unless the board of examiners decides otherwise.
2. Oral tests will be administered in public, unless the board of examiners or the examiner in question decides otherwise in special circumstances or the relevant student objects to this.

### Article 5.8 – Testing provision in extraordinary circumstances

1. Where the denial of an individual or collective testing provision could result in a special case of manifest unfairness, the board of examiners may decide to allow a testing provision.
2. A request for a special testing provision must be submitted to the board of examiners together with evidence as soon as possible.
3. Article 5.5 is mutatis mutandis applicable to the individual testing provision indicated in item 1. This means that the student who:
  - has missed the regular final test by force majeure, and
  - by means of a testing provision in extraordinary circumstances has taken this test,
 will be given the opportunity for an additional or substitute test in case of an insufficient final assessment of at least a four.

### Article 5.9 – Marking deadlines

1. Within 24 hours after administering an oral test the relevant examiner will decide on a mark and will issue the student with a written statement in that respect.
2. An examiner will mark a test administered in written or some other form within 10 working days after the date on which it has been taken, and will supply the Faculty's administration department with the information that is required to issue the relevant student with written or electronic proof of their mark.
3. An electronic statement of the mark achieved for a test must draw the attention of the relevant student to their right of inspection stipulated in Article 5.11 and to the possibility of lodging an appeal with the Examinations Appeals Board.

### Article 5.10 – Term of validity

1. The term of validity of those units which have been passed is eight years. In derogation from this, in case of special circumstances at the request of the student, the Board of Examiners may set an extended period of validity for a unit.
2. Passes for subsidiary tests and assignments constituting part of a unit for which a pass has not been obtained will lapse within three months after the date of the final test.

### Article 5.11 – Right of inspection

1. A student will be allowed to inspect their work as marked at their request within 30 days following the announcement of the mark achieved for a written test.

At their request a copy of that work will also be provided to them at cost.

2. Throughout the period referred to in Clause (1) any interested party may acquaint themselves with the questions and assignments constituting part of the test concerned, as well as the criteria based on which marking occurred.

## Article 5.12 – Test storage times

Test papers and answers, as well as the written products of research assignments (such as theses and dissertations) representing 30 credits or more, will be stored in paper or electronic form for seven years. Other work that has been marked will be stored in paper or electronic form for two years after being marked.

## Article 5.13 – Exemptions

1. Acting at a student's request, the board of examiners may grant them an exemption from a unit after consulting the examiner in question, provided that the student:
  - a. has completed an equivalent unit of a university or higher vocational study programme in respect of both content and level;
  - b. can show through work or professional experience that they have sufficient knowledge and skills in relation to the relevant unit.
2. Any unit for which an exemption is granted must be replaced with an elective involving an equivalent workload. By way of an exception to this the board of examiners may decide that a unit representing no more than 15 credits need not be replaced in the case of each student and programme.
3. Credit transfers (1): Acting at a student's request, the board of examiners may allow a unit which they have passed elsewhere at an institution for higher education while registered for the programme, for example, during an exchange semester, to count towards the programme's examination requirements. The board of examiners will decide on any mark that is to be announced and the workload involved. In any situation in which a mark obtained elsewhere cannot be unambiguously transposed in accordance with the University of Utrecht's norms, the board of examiners will generally refer to that mark as a 'pass'.
4. Credit transfers (2): Acting at a student's request, the board of examiners may allow any which they have achieved while registered for an other Master's degree programme but which has not been cited for the purposes of a certificate to count towards compliance for the examination requirements for a programme as listed in art.1.1 into which that student has been admitted. The board of examiners will decide on any mark that is to be announced and the workload involved.
5. *Twin* honours programme: Acting at a student's request, the board of examiners may grant them an exemption for a thesis project unit of a programme without that student being required to do anything by way of a replacement for that unit. The conditions required for this are as follows:
  - a. the student must have been admitted into the *twin* honours programme (see art. 3.8) and must have satisfied all of the other conditions required for the purposes of receiving the certificate referred to in Article 6.4;
  - b. the student must have been registered for both the Master's programmes that make up the *twin* honours programme and must have satisfied all of the other conditions required for the purposes of receiving the certificates referred to in Article 6.5 for both programmes simultaneously;
  - c. an exemption will only be granted for one of either programme;
  - d. the student must have completed a thesis project as part of the other Master's programme which accords with the theme of both Master's programmes, is supervised as part of both Master's programmes, and has been marked as a pass for the purposes of both Master's programmes.

## Article 5.14 – Fraud and plagiarism

1. Fraud and plagiarism are deemed to refer to an act or failure to act on the part of a student, as a result of which it becomes impossible to arrive at a proper assessment of their knowledge, understanding and skills.

Fraud includes:

- cheating during examinations. Anyone offering an opportunity to cheat is an accessory to fraud;
- having aids within reach during the examinations (a preprogrammed calculator, mobile phone, book, syllabus, notes and so forth) whose consultation is not explicitly permitted;
- having others carry out all or part of an assignment and passing this off as own work;
- acquiring possession of examination questions, papers or answers prior to the date or time when the relevant examination is scheduled to occur;
- making up survey or interview responses or research data.

Plagiarism occurs where data or passages of sources produced by others are copied without quoting their source. Plagiarism includes the following, amongst other things:

- cutting and pasting text from electronic sources such as encyclopaedias and publications without using quotation marks and referring to the source;
- cutting and pasting text from the internet without using quotation marks or referring to the source;
- using excerpts of texts from printed materials, such as books, magazines and encyclopaedias without using quotation marks and referring to the source;
- including a translation of the above-mentioned sources without using quotation marks and referring to the source;
- paraphrasing the above-mentioned texts in the absence of any proper reference. Paraphrasing must be marked as such (by explicitly linking the text with the original author either in the body of the relevant document or a footnote), so as to ensure that the impression is not given that the ideas expressed are those of the student;
- copying visual, audio or testing materials produced by others without referring to the source and, as such, presenting them as one's own work;
- the resubmission of the student's own previous work without source references and allowing it to pass as work originally produced for the purposes 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 one's own work. If this happens with the permission of the other student, the latter is an accessory to plagiarism;
- where one of the authors of a joint paper commits plagiarism, the other authors will also be accessories to that plagiarism, if they could or ought to have known that the other author had committed plagiarism;
- submitting papers obtained from a commercial institution (such as an internet site offering excerpts or papers) or having such written by someone else, whether or whether not in return for payment.

2.
  - a. If fraud or plagiarism is detected or suspected, the examiner concerned will notify the student, the board of examiners and the relevant programme director of this in writing.
  - b. The board of examiners will give that student the opportunity to respond to that in writing and to be heard.
3. The board of examiners will determine whether fraud or plagiarism has occurred and will notify the relevant examination candidate of its decision in writing and of any sanctions in accordance with the provisions of Clause (4), informing them of the possibility of lodging an appeal with the Examination Appeals Board.
4. Fraud and plagiarism will be punished by the board of examiners as follows:
  - a. in any event:
    - by invalidating the relevant paper that has been handed in or the examination concerned;
    - by issuing a reprimand, which will be noted in OSIRIS;
  - b. and in addition where applicable one or more of the following sanctions depending on the nature and scale of the fraud or plagiarism and of the students phase of study:
    - their expulsion from the course;
    - denial of their eligibility for a positive degree designation (*cum laude*) in accordance with Article 6.2;
    - exclusion from taking examinations or any other type of test constituting part of the relevant educational component concerned for the current academic year, or for a period of 12 months;
    - complete exclusion from taking all examinations or other types of tests for a period of 12 months.
  - c. where the relevant student has previously received a reprimand, complete exclusion from taking all examinations or other types of tests for a period of 12 months;
  - d. in the event of rather serious and/or repeated fraud the board of examiners may recommend the final termination of the relevant individual's registration for the study 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. The Board of Examiners will set the date on which the examination must be retaken. 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.

## SECTION 6 – EXAMINATIONS

### Article 6.1 – Examinations

1. The board of examiners will determine the outcome of the examination and will issue the certificate referred to in Article 6.5, as soon as the relevant student has satisfied the requirements for the examinations programme. Before determining the outcome of the examination, the board of examiners may conduct their own examination of the student's knowledge of one or more units or aspects of the study programme, if and in so far as that student's marks for the relevant tests constitute grounds for doing so.
2. The assessment of the relevant examinations file will constitute part of the final examination. The date for the examination will be the last working day of the month in which the board of examiners has determined that the relevant student has fulfilled the requirements for the examinations programme.
3. In the event that a pass is obtained for the examination referred to in Clause (2) and the application is submitted before the last applicable testing time, the last working day of the month in which the testing time occurs will serve as the date of the examination by way of an exception to Clause (2).
4. A pass will be obtained for an examination on condition that a pass is obtained for all of the relevant units.
5. Furthermore, a pass will be obtained for an examination and the relevant certificate will be issued on condition that the student concerned registered for the study programme during the period in which he sits the relevant tests. If the student fails to satisfy this condition, the Executive Board may issue a statement of no objection to a pass being obtained for the examination and the relevant certificate being issued, after the student has paid the tuition fees and administration charges which are payable for the 'missing' periods.
6. Anyone who has passed an examination and is therefore entitled to be awarded a certificate, may ask the board of examiners to delay this and postpone the date for the examination as meant in clause (2). Such a request must be submitted within two weeks after the relevant student has been notified of the outcome of the examination. When submitting such a request the student must specify when he wishes to receive the certificate in question. During the 2015-2016 academic year the board of examiners will at any rate honour such a request, if the relevant student:
  - plans to hold a management position for which a board activities grant is available from the University of Utrecht;
  - intends to do a traineeship or a unit abroad.
 The board of examiners may also grant such a request, if its denial would result in a situation of manifest unfairness due to the fact that the person concerned has been unable to make allowances in their academic schedule for the automatic completion of their studies.

### Article 6.2 – *Cum laude* designation

A 'cum laude' designation will be assigned to a Master's degree examination if each of the following conditions is satisfied:

1. a weighted average mark – based on credits – of no less than 8 and no mark less than 7 is achieved for the relevant units excluding the research assignment referred to in Clause (3) of this article and not including those units for which a pass has been obtained;
2. the relevant student has only taken an additional or substitute test once or has only repeated a unit once;

3. a mark of no less than 8.5 is achieved for a research assignment. In the event that multiple research assignments have been undertaken, this clause will apply to the most extensive one. If the research assignment is split in the sense of art.3.6 clause (2), than this clause is applicable to the credit weighted average of both parts.
4. exemptions have been obtained for no more than 15 credits – not including those credits referred to in Article 5.13(5) – unless the board of examiners rules otherwise;
5. the board of examiners has not made a decision to the effect – as stipulated in Article 5.14(4)(b) – that the relevant student is no longer eligible for a positive designation (*cum laude*) on the grounds that it has been established that fraud or plagiarism has occurred;
6. a pass is obtained for the Master's degree examination within three years;

### Article 6.3 – Degree

1. A Master of Science degree will be conferred on any student who passes the examination.
2. The degree that is awarded will be noted on the relevant examination certificate.

### Article 6.4 – Honours

In the event that a pass is obtained for the honours programme referred to in Article 3.8, a separate certificate will be issued on which this is mentioned.

### Article 6.5 – Certificate

1. As proof that a pass has been obtained for the examination the board of examiners will issue a certificate. Interim examination marks of less than six will not be listed on such a certificate. One certificate will be issued for each study programme, even if a student completes several programmes.
2. The board of examiners will append an International Diploma Supplement to this certificate, which will provide clarity (for international purposes and otherwise) of the nature and subject matter of the study programme that has been completed.

### Article 6.6 – Final grade point average (GPA)

1. 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 mark which the relevant student has obtained as part of the examination programme of the study programme weighted in accordance with the applicable credits and expressed to two decimal points on a scale of 0 to 4.
3. The calculation of the final GPA occurs as follows:
  - all of the applicable marks obtained as part of the examination programme of the Master's degree programme are converted into quality points;
  - these quality points comprise the applicable examination marks multiplied by the number of credits for the relevant unit;
  - the total number of quality points achieved are divided by the total number of credits obtained to produce the average examination mark;
  - the average examination mark is converted into the final GPA with the aid of a conversion table which is published by the University of Utrecht.

## SECTION 7 – STUDENT COUNSELLING

### Article 7.1 – Student progress records

1. The Faculty records the students' individual marks and makes them available through Osiris-student.
2. The Educational and Student Affairs department may issue a certified student progress file.

### Article 7.2 – Student counselling

1. The Faculty is responsible for counselling those students who are registered for the study programme.
2. Student counselling encompasses:
  - Appointment of a study advisor who is responsible for:
    - i. encouraging students to feel part of the community;
    - ii. supervising programme choices;
    - iii. assisting a student to get his or her bearings on the job market.
  - referring and assisting students who encounter difficulties during their studies.

### Article 7.3 – Disabilities

Students with a functional disorder will be afforded the opportunity to attend courses and sit examinations in the manner stipulated in the relevant education facilities contract. A request to enter into a study contract must be submitted to the student counsellor.

## SECTION 8 – TRANSITIONAL AND FINAL PROVISIONS

### Article 8.1 – Safety-net scheme

In those cases not provided for by this clause, or not provided for sufficiently clearly, or clearly leads to an unreasonable outcome, a decision will be taken for or on behalf of the dean, after the Board of Examiners has expressed its view. 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.

If an (interpretational) difference occurs between the Dutch and English versions of the EER, the Dutch version will be given priority.

### Article 8.2 – Amendment of these EER

1. Any amendment of these education and examination regulations will be effected by the dean by means of a separate ruling after consulting the study programme board and council, and the faculty council.
2. An amendment of these regulations will not apply in relation to the current academic year, unless it is reasonable to assume that the students' interests will not be prejudiced as a result.
3. Furthermore, an amendment may not prejudice students in that it affects any other decision which the board of examiners takes in accordance with these regulations in respect of a student.

### Article 8.3 – Publication

The dean will be responsible for the publication of these regulations, as well as any amendment of them.

### Article 8.4 – Effective date

These education and examination regulations will come into effect on 1 September 2015 and will replace those applicable during the 2015-2016 academic year.

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## Appendix: Protocol delay in research or thesis project (v.6, English version 9/9/'15)

This protocol will be provided to the student along with the application form for projects.

This protocol shall take effect on 1 September 2015.

This protocol is translated from the Dutch and no rights can be derived from any errors in translation.

- There will be strict adherence to the ending date as specified (before starting the project) in the 'application form'. If an assessment is reasonably possible on the ending date, the assessment will be made and processed.
- If on the ending date (1) the result of the assessment is an insufficient grade and the student has a right to a re-take exam ('aanvullende toets')<sup>1</sup>, or (2) the result of the assessment is 'not completed' ('niet voldaan') and in the opinion of the first examiner the student has a valid reason for extending the project, the project

<sup>1</sup> Viz., has, in conformity to the EER (OER), art.5.5, at least a 4 as the final result and has met all other requirements for the course.

length can be extended once with a maximum of 1/3 of the nominal original length. A valid reason at least entails that the student has met all the required commitments to the course. A delay because of an impending publication is not a valid reason. The maximum final grade after extension is an 8; graduating cum laude is therefore no longer possible.

- If on the ending date (1) the result of the assessment is an insufficient grade and the student has no right to a re-take exam ('aanvullende toets'), or (2) the result of the assessment is 'not completed' ('niet voldaan') and there is no valid reason for extension, no extension of the project will be granted, and the student can complete the project only by starting a new project.
- At approximately 1/3 of the running length of the project, but no later than halfway, the first examiner, in consultation with the student, will take a go/no-go decision about continuing the project. Any differences of opinion will be presented to the board of examiners.
- Hardship clause: If the ending date cannot be met due to force majeure or harrowing personal circumstances than –after meeting with and getting the approval of the academic advisor ('studieadviseur')- the project length can be extended for a period established in consultation. Such an extension may be granted twice, after which the board of examiners will decide about a possible continuation of the project.  
If this hardship clause is applied, the maximum time limit for obtaining a cum laude judicium will not be strictly enforced, and the board of examiners will instead use a limit that is reasonable under the given circumstances.
- Jurisdiction: all cases not covered by this protocol will be presented to the board of examiners, who will decide in the spirit of this protocol.
- Cases where the assessment results are processed later than the planned ending date will be presented to the board of examiners. The board may decide to adjust the results or decide the results are invalid. In the case the project should have been formally extended, the maximum final result is 8.
- This protocol will be published by the Graduate School of Natural Sciences on the students' website and presented to the student along with the 'application form' for research projects.

This protocol applies m.m. to any research project of over 30 EC, and to the separate sub-projects/courses of a thesis project if split into two parts, even if the separate parts are smaller than 30 EC.