

**Education and Examination Regulations
2019-2020**

of the
Master's Degree Programmes

**Arts & Culture
History
International Relations
Linguistics
Literary Studies
Media Studies
Philosophy**

within the Faculty of Humanities of Utrecht University

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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 26 February 2019 with the approval of the Faculty Council on 22 March 2019.

PART 1 – GENERAL PROVISIONS

Clause 1.1 – applicability of the Regulations

These Regulations apply to the academic 2019-2020 and apply to all education, tests and examinations of the Master's Degree Programmes (hereinafter referred to as: the programme or the programmes) within the Faculty of Humanities (hereinafter referred to as: the faculty), to all students who are registered for the Programme and to those who request to be admitted to the Programme.

- The following Master's Degree Programmes are provided by the Utrecht Graduate School of Humanities, Chamber Master Degree Programmes (MA and RMA), domain History and Art History within the Faculty:
Arts & Culture (programme Art History), History, International Relations and North America Studies
- The following Master's Degree Programmes are provided by the Utrecht Graduate School of Humanities, Chamber Master Degree Programmes (MA and RMA), domain Philosophy and Religious Studies, within the Faculty:
Philosophy
- The following Master's Degree Programmes are provided by the Utrecht Graduate School of Humanities, Chamber Master Degree Programmes (MA and RMA), domain Media and Culture Studies, within the Faculty:
Arts & Culture (other programmes) and Media Studies

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 EC, where one credit represents 28 hours of study;
- d. degree programme: the Master's Degree Programme referred to in Clause 1.1 of these Regulations. A degree programme can consist of several study programmes. Utrecht University distinguishes between
 - Master's degree programmes that have a CROHO label (these are registered in the Central Register of Higher Education Degree Programmes – CROHO), and
 - Master's programmes that are subsidiary to a CROHO labelled degree programme.
- e. programme: a programme that is subsidiary to a CROHO labelled degree programme.
- f. course: the entire teaching and assessment of a study unit of the programme, included in the University Course Catalogue;
- g. test: interim examination as referred to in Clause 7.10 of the Act;
- h. 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;
- i. University Course Catalogue: the register of the courses given by the University which is kept on the responsibility of the Executive Board;
- j. contact hours: Contact hours are taken to mean:
 - hours spent in class where a lecturer is physically present, such as lectures and tutorials, student counselling, traineeship supervision, tests and examinations, as well as career support in so far as the degree programme schedules these for all students;
 - other structured hours scheduled by the degree programme and which are characterised by contact between the students themselves, either virtually or in real time and/or virtual contact with lecturers.

- k. Educational Facilities Contract: a contract between a Director of Education (or other officer on behalf of the degree programme) and a student with a disability or chronic illness, 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 degree programme

See the programme specific part of the EER of the programme concerned.

To all students starting a study programme which is taught in English from 2019 onwards the following applies:

Furthermore, an English language proficiency level of C1 (according to the Common European Framework) will be required for both speaking and writing with regards to the area of expertise of the programme. Students will have to pass a programme specific assessment to demonstrate this level of proficiency in addition to the other requirements for admission to the programme.

Clause 2.2 – English language requirements for holders of a foreign diploma

1. Registration for the degree programme is possible only after it has been demonstrated that the requirement of adequate command of the English language is fulfilled. Students require an English language proficiency level of C1 (according to the Common European Framework¹) for listening and reading and B2 (according to the Common European Framework) for speaking and writing, which can be demonstrated by sitting one of the following tests:
 - o IELTS (International English Language Testing System), academic module. The minimum required IELTS score (overall band) must be: 6.5 with at least 6.0 for the component 'writing'.
 - o TOEFL (Test of English as a Foreign Language). The minimum required TOEFL score is 93 with at least 24 reading, 22 listening, 20 speaking, 17 writing (internet-based test).
 - o Cambridge EFL (English as a Foreign Language) Examinations, with one of the following certificates:
 - Cambridge English C1 Advanced (CAE). Minimum score: 176 total, 169 writing.
 - Cambridge English C2 Proficiency (CPE). Minimum score: 180 total, 169 writing.
 - Cambridge Michigan Language Assessment ECPE, C2 Certificate.

Clause 2.3 – admission procedure

1. Admissions decisions are made by the programme coordinator(s) of the programme(s), and are overseen and evaluated by the Admissions Committee of the Faculty of Humanities.
2. In order to determine eligibility for admission to the programme, the programme coordinator(s) will carefully consider and evaluate the knowledge, insights and skills of the applicant. The programme coordinator(s) may request experts within or outside the university to assess the applicant's knowledge, insights and skills in particular areas, in addition to a review of written documents of qualifications gained.
3. In order to determine eligibility for admission to a study programme within the programme, the programme coordinator(s) will check if the applicant fulfils or will fulfil the requirements referred to in art. 2.1 first and second paragraphs before the set deadline date (see programme specific part of the EER). In its evaluation programme coordinators will assess the applicant's core competencies set out in art. 2.1 third paragraph as well as the applicant's command of the language in which the programme is given. On this basis, the programme coordinator(s) will assess whether the candidate is capable of demonstrating sufficient commitment to be able to achieve the Master's degree qualification within the prescribed period.
4. 4a. The following programmes have a rolling admission between 1 October and 1 June: *Applied Ethics, Applied Musicology, Contemporary Theatre, Dance and Dramaturgy, Cultural History of Modern Europe* and *History of Politics and Society*.
4b. The following programmes have a *numerus fixus*, where admission assessments take place twice a year: *Arts and Society, Conflict Studies and Human Rights, Gender Studies, Intercultural Communication, International Relations in Historical Perspective, Literature Today* and *New Media and Digital Culture*.

¹ www.coe.int/t/dg4/linguistic/cadre1_en.asp

5. A request to be admitted to the study programme must be submitted before 1 June (for programmes with rolling admission, see 4a) / 1 April (for programmes with *numerus fixus*, see 4b). For foreign students who need an early notification of admission, a request to be admitted to the study programme must be submitted before 1 February. Requests submitted after this closing date will not be considered. The decision not to consider the request will point out the possibility to appeal to the Examinations Appeals Board.
6. Contrary to the provisions of paragraph 5, in special cases the Admissions Committee may handle a request submitted after these closing dates.
7. An admission decision will be made within 20 working days for programmes rolling admission, (see 4a), and within 30 working days for programmes with *numerus fixus* (see 4b) 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.
8. The applicant will receive written notification that the applicant has been admitted or not to the degree programme and a particular study programme. The possibility to appeal to the Examinations Appeals Board is indicated in this notification.
9. Concerning programmes with a *numerus fixus* (see 4b), the applicant will accept a notification of admission within ten working days of receipt. A notification of admission that has not been accepted within ten working days will expire.

Clause 2.4 – conditional admission decision: Pre-Master's Programme

1. If the outcome of the evaluation referred to in Article 2.3, paragraph 2, into the knowledge, insights and skills of the candidate is that the candidate does not yet meet the admission requirements referred to in art. 2.1, but will meet them after having passed a pre-master course tailored to the Master's Degree Programme, the candidate will be given a conditional admission decision.
2. This conditional admission decision will state that the candidate concerned will be admitted to the Master's Degree Programme if:
 - a. the pre-master course with the courses described therein and the study load, expressed in credits, has been passed. The conditional admission decision could also contain additional terms;
 - b. within the period stated in the admission decision.
3. The candidate will receive written confirmation of the conditional admission decision, which will point out the possibility to appeal to the Examinations Appeals Board.
4. After the conditions referred to in paragraph 2 (a) and (b) have been met, the conditional admission decision will be converted into a definitive admission decision.
5. After the expiry of the period referred to in paragraph 2(b), the student may no longer participate, or participate again, in the pre-master course of Utrecht University.
6. If insufficient progress is made in the pre-master course or if performance is qualitatively or quantitatively unsatisfactory, the Board of Studies of the Graduate School can exclude the student from further participation in the pre-master.
7. The pre-master's programme referred to in paragraph 1 is open only to candidate who:
 - hold the nationality of an EU/EER member state or Switzerland, or do not hold this nationality but do hold a residence permit that entitles them to statutory tuition fees, and
 - have completed their previous education in the Netherlands.
8. The Admissions Committee may deviate from the requirements referred to in paragraph 7 in special cases. In any case, special dispensation will be given to refugees with residence status and refugees with a W-card, who have applied for asylum and have not yet received a final decision on their application. Deviation from the requirements is not possible if the candidate requires assistance from Utrecht University in applying for a visa, where the university acts as a sponsor.

PART 3 – CONTENTS AND STRUCTURE OF THE PROGRAMME

Clause 3.1 – aim of the programme

See the programme specific part of the EER of the programme concerned

Clause 3.2 – attendance mode

See the programme specific part of the EER of the programme concerned.

Clause 3.3 – language in which the programme is taught

See the programme specific part of the EER of the programme concerned.

Clause 3.4 – credit load

The credit load for the programme is 60 EC.

Clause 3.5 – degree programme; starting times

The programmes start once a year on the 1st of September.

Clause 3.6 – components of the degree programme

1. The degree programme comprises the following components and corresponding credit load:
See the programme specific part of the EER of the programme concerned.
2. In the University Course Catalogue, the contents and teaching methods of components of the degree programme are described in more detail, stating the prior knowledge required to take the relevant component.
3. In special cases, the Board of Examiners may give a student permission to take one or more optional components of a Master's Degree Programme at another university.

Clause 3.7 – courses taken at a foreign university

1. Courses provided by a foreign university are also optional components with the approval of the Board of Examiners. The Board of Examiners will decide whether these courses are at a sufficient academic level. The Board of Examiners will withhold approval if it is of the opinion that a replication of content exists in relation to courses already completed by the student. In the event that courses are replicated in terms of their content, either wholly or in part, the Board of Examiners may limit the contribution of these courses to the examination through deduction of credits in proportion to the overlap.
2. The degree programme will publish on the student site the procedure for contributing courses taken abroad:
 - stating at what moment and in what manner students may apply for approval for courses taken abroad;
 - giving students the option of applying for approval at such time that they have received a decision from the Board of Examiners by the start of their exchange.
3. Conversion of credits achieved for courses taken abroad is as follows:
 - a. The credits will be taken over for courses provided by foreign universities within the European Union/European Economic Area which have been approved by the Board of Examiners as regards their content and level. Contrary to this, the Board of Examiners may decide to award a different number of credits if it is established that the credits awarded abroad do not correspond to the study hours.
 - b. The credits will be converted for courses provided by foreign universities outside the European Union/European Economic Area which have been approved by the Board of Examiners as regards their content and level, in accordance with the university-wide conversion table. See www.uu.nl/credit-omrekeningtabel. The Board of Examiners may deviate from this in exceptional cases if there are good reasons to do so.

4. Conversion of grades achieved for courses taken abroad is as follows:
 - a. Foreign grades are converted into the alphanumerical results Pass/Fail; in addition, the original grades and assessment scale will be recorded in OSIRIS and printed on the International Diploma Supplement referred to in Article 6.4.
 - b. The foreign university will determine where the cut-off score lies for a pass, and records in the transcript whether the student has passed.
 - c. The foreign results will not count towards the student's average final mark.
 - d. The Board of Examiners will determine whether and how foreign results will count towards determining whether the student has passed with distinction (*cum laude*).

Clause 3.8 – courses 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 courses provided by Utrecht University.
2. Courses taken elsewhere while doing the programme can only be incorporated into a student's examination programme with prior permission from the Board of Examiners.
3. Exemption may be granted for courses 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 3.9 – actual teaching structure

1. The number of contact hours for the degree programme comes to an average of 8 hours per week.
2. 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. the course objectives
 - b. the timetables
 - c. the scheduling of the contact hours
 - d. when and where the course tests take place.
3. Students can see the timetables for the courses for which they are registered also on MyTimetable.

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. Master's courses are open only to students who are registered for a master's programme.
2. For some courses of the degree programme prior knowledge is required. See for the courses listed the University Course Catalogue and the course prospectus of the degree programme.
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.

Clause 4.4 – obligation to attend and contribute actively

1. Each student is expected to participate actively in the course for which the student has registered.
2. Any additional requirements for each component are described in the University Course Catalogue. In the course prospectus and/or well before the start of the course, requirements with regard to qualitative or quantitative participation can be specified as well as the consequences in the event students do not fulfil these requirements.
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.

Clause 4.5 – participation in courses; priority rules

4. The University Course Catalogue indicates the maximum number of students for whom a course is provided.
5. Priority Committees can be installed before the course registration period for courses with a limited capacity. Students registered for the degree programme will have priority for the courses, as have students for whom the course is part of the required part of their study programme. Students who do not gain priority by means of these rules will be appointed by lot or on reasons concerning content.
6. In a rejection by mail or by e-mail the Priority Committee states the grounds on which the student will not be admitted.
7. For students who are duped as a result of a force majeure situation, a small number of places will be reserved. Exceptions due to force majeure are made as a consequence of advice from the student advisor. If these reserved places are not all taken, the untaken places will be assigned according to 4.5.2.
8. Duped students can object against the decision within one week of receiving the rejection. Objections should be addressed to the Priority Committee. The Committee decides as soon as possible, although the student will receive the decision at least one week before the start of the wijzigingsdagen of the concerning semester.
9. The Priority Committee is composed of a staff member or a by the staff member appointed replacement, the student advisor and one student.
10. Appeals against decisions of the Priority Committee can be lodged with the Board of the Faculty of Humanities.

Clause 4.6 – evaluation of quality of the education

See the programme specific part of the EER of the programme concerned.

PART 5 – TESTING

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 Regulations of the Board of Examiners (see: <https://students.uu.nl/en/files/hum-general-regulations-boards-examiners>).
4. Once the final result of a course is 'pass', it is not possible to resit the course.

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

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 'afronding geldend resultaat' (see students.uu.nl).

2. In the following cases alphanumeric 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 course 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)

Clause 5.5 – resit: additional or substitute test or assignment

1. If the student has fulfilled all obligations to perform to the best of the student’s ability during the course, as long as the final (failing) mark is at least a four, the student will be given a once-only opportunity to sit an additional or substitute test or assignment.
2. A student does not qualify for an additional or substitute test if the student has been awarded a pass.

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 administered 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.
3. Article 5.5 is applicable by analogy to the individual testing possibility referred to in the first and second paragraph. This means that the student who:
 - has missed the regular final examination or compulsory partial tests of the course due to circumstances beyond the student’s control, and
 - has given notice of absence beforehand, according to the procedure as stated on the students website, and
 - sits the test after all by way of an individual testing possibility,
 will be given one opportunity to sit a supplementary or alternative test if the student has been given an unsatisfactory final mark of at least a four.

Clause 5.9 – marking period

1. With respect to oral tests or presentations, the examiner must determine the mark as soon as possible afterwards, if possible hand the student a certificate stating the mark plus feedback and provide the faculty administration with the concerning data.
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 the mark.

3. If the mark is not available within this period of time for reasons of force majeure, the examiner must communicate this to the student as soon as possible, indicating when the mark will be determined. Force majeure may only be established in consultation with the Education Director.
4. 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. The term of validity of courses passed is unlimited. Contrary to this, the Board of Examiners may impose an additional or alternative test for a course, the test for which was passed more than five years earlier, if the knowledge or understanding being examined is demonstrably out of date, or if the skills being examined are demonstrably out of date. The five year period referred to in the first paragraph shall be extended by the number of months of financial support that the student has been awarded under the Profiling Fund referred to in paragraph 2a of the 'WHW' and the granted period of extension of the performance-related grant in the event of disability of chronic illness.
2. Partial tests and assignments for which the student acquired a 6 or higher and which form part of a course the student did not pass, will lose their validity after the academic year in which they were taken. Partial tests and assignments which were passed will lose their validity if the course within which they were taken was not passed.

Clause 5.11 – right of inspection

1. For at least twenty working days after having been notified of a written test result, the student will be allowed to inspect the marked work upon request. The student may also make a (digital) copy of the student's own work.
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 course if the student:

- a. has completed an equivalent course 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 the student has sufficient knowledge and skills in relation to that course.

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 is not to exceed 15 EC. 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 research masters the maximum overlap is 30 EC.

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 the student's knowledge, understanding and skills is made fully or partly impossible.

Fraud includes:

- cheating during tests. The person offering the opportunity to cheat is an accessory to fraud;
- possession of tools and resources during tests, 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 a test and passing this off as own work;
- gaining access to questions or answers of an examination prior to the date or time that the test takes place;
- making up survey or interview answers or research data;
- wrongly signing another sign on the attendance lists.

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 without 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, whether or not 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.

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.
b. The Board of Examiners will give the student an opportunity:
 - to respond in writing, within 10 working days.
 - 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:
 - invalidation of the paper or test mark
 - 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:
 - exclusion from the course;
 - no longer being eligible for a positive degree classification (cum laude) as referred to in Clause 6.2;

- exclusion from taking part in tests belonging to the relevant course for the duration of the current academic year, or for a period of 12 months;
 - 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:
- 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 or plagiarism, the Board of Examiners may recommend that the Executive Board permanently terminate the registration for the programme of the concerned student.
5. If the Board of Examiners determines that there has been widespread or organised fraud and/or plagiarism, on a scale which would affect the testresults in their entirety, the Board of Examiners will decide without delay that the testconcerned is invalid and that all the participants must resit the whole testat short notice. This date will be no later than ten working days after the fraud was established, so that the participants can still benefit from their preparatory work for the test.

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 degree 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 the Board of Examiners has determined that the student has fulfilled the requirements of the examinations programme. The student must be registered for the degree programme on the date of the examination.
4. The examination will be passed on condition that all components have been passed, the thesis should be archived in the thesis archive 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 exams 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 and the date of examination. Such a request must be submitted within ten working days 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 2019-2020 if the student:
 - plans to fulfil a management position for which Utrecht University has provided a board activities grant;
 - plans to take a course of a study programme abroad or do an internship;The examination dates may be postponed once only, for the duration of a maximum of one academic year.
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 degree programme;
 - the mark for all courses is 7.0 or higher;
 - the credit load of exemptions that do not count does not exceed 15 EC;
 - the Board of Examiners has not taken any decision as referred to in Clause 5.15, Subclause 4 under b);
 - the mark for the final thesis is 8.5 or higher;
 - if the student has passed the final examination of the Master's Degree Programme within one year (part-time within two years; 90 EC full time Master's Degree Programme: within one and a half year).
- 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. The Dutch equivalent of this degree is 'drs.'.
2. The degree awarded will be stated on the degree certificate.

Clause 6.4 – degree certificate and International Diploma Supplement

1. The Board of Examiners will award a certificate as proof that the examination 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 in the English language to this certificate, which provides insight into the nature and contents of the completed programme in an international context.

Clause 6.5 – Grading Tables

1. The International Diploma Supplement gives the student's weighted average final mark and an Grading Table.
2. The weighted average mark represents the academic performance of the student on a scale of 1 to 10. It is calculated on the basis of the applicable numerical results for the courses the student has passed within the examination programme. Courses that have not been assessed numerically do not count towards the calculation. Weighting is on the basis of the credits per course.
3. The Grading Table makes the grading culture of Utrecht University clear to foreign education institutions and foreign employers, who can then convert the marks into their own grading system on the basis of the Grading Tables. The Grading Table is an institution-wide table for all Bachelor's degree programmes. This table uses a ten-point scale, where only the marks from six to ten are shown because only passes are shown in the Grading Table. The marks are expressed in whole or half-marks. The percentage given with the mark indicates how often this mark is awarded.
4. The calculation of the Grading Table is on the basis of:
 - 1) all valid passes, except alphanumerical results
 - 2) not weighted according to study load
 - 3) in the three most recent academic years
 - 4) of students who were actively registered for a Bachelor's degree programme at Utrecht

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 comprises:
 - appointment of a study supervisor who is responsible for:
 - encouraging students to feel part of the community;
 - supervising programme choices;
 - assisting a student to get bearings on the job market.
 - an introduction programme for the student at the start of the degree programme;
 - offering help with difficulties experienced by the students during their studies or referring them to the appropriate person or body;
 - as part of the admission procedure the Department will make an appointment with the student to discuss the student's individual preferences with regard to the degree programme;
 - informing about possible adjustments of the degree programme that can be helpful to gear the chosen degree programme to a career as a specialist/researcher.

Clause 7.3 – disability and chronic illness

Students with a disability or chronic illness will be offered the possibility to take courses and sit tests in the manner as laid down in their Education Facilities Contract. Requests to conclude 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. The dean will lay down amendments to these rules after consulting the curriculum committee and the Faculty Council in a separate resolution.
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 2019.

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ANNEX

1. Transitional provisions

The Education and Examination Regulations 2019-2020 apply to all students who are registered for a Master's programme at the Faculty of Humanities in the academic year 2019-2020. For students who started their studies at an earlier time, a transitional provision applies to some clauses in the faculty part. You will find these arrangements below. For transitional provisions concerning the teaching programmes of a particular course, please check the programme specific part of the EER.

art. 3.8.4 – courses taken at a foreign university

Foreign grades will be transposed to the Dutch grading tables for students who have participated in a study programme-related exchange to a foreign university in the academic year 2018-2019, provided that they hand in their grade transcript at the Student Desk before 31 December 2019.