

**Education and Examination Regulations  
cohort 2024-2025  
of the**

Research Master's Degree Programmes

**Arts & Culture  
History  
Linguistics  
Literary Studies  
Media Studies  
Neerlandistiek  
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 April 4, 2024 with the approval of the Faculty Council on April 26, 2024.

## PART 1 – GENERAL PROVISIONS

### Clause 1.1 – applicability of the Regulations

These Regulations apply to the academic year 2024-2025 and apply to the teaching provisions, tests and examinations of the Research Master's Degree Programmes, to all students who are registered for the Programme and to those who request to be admitted to the Programme:

- A. Degree Literary Studies  
Programmes:
  - *Comparative Literary Studies*
- B. Degree Linguistics  
Programmes:
  - *Linguistics*
- C. Degree History  
Programmes:
  - *Ancient, Medieval and Renaissance Studies*
  - *Modern and Contemporary History*
- D. Degree Philosophy  
Programme:
  - *Philosophy*
- E. Degree Arts & Culture  
Programme:
  - *Art History*
  - *Gender Studies*
  - *Musicology*
- F. Degree Media Studies  
Programme:
  - *Media, Art and Performance Studies*
- G. Degree Neerlandistiek  
Programme:
  - *Nederlandse literatuur en cultuur*
- H. Degree Religious Studies  
Programme:
  - *Religious Studies*

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

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

### Clause 1.2 – definition of terms

In these Regulations, the following definitions shall apply:

- a. The Act: the Higher Education and Research Act (de Wet op het hoger onderwijs en wetenschappelijk onderzoek);
- b. Student: anyone who is registered at the University and attends courses, sits interim examinations or the final examination of the programme.
- c. Credit: unit expressed in EC/ECTS, 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. Educational facility: the facility offered by the Director of Education (in the case of educational facilities) and/or the Board of Examiners (in the case of examination facilities) to a student with a disability or chronic illness, which lays down the necessary and reasonable facilities to which the student is entitled.
- k. International Diploma Supplement: the annex to the Master's Degree Certificate, which includes an explanation of the nature and contents of the programme (also in an international context).

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

## PART 2 – ADMISSION

### Clause 2.1 – requirements for admission to the programme

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

### Clause 2.2 – English language requirements

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. Deficiencies in previous education in English can be made up before the start of the degree programme by sitting one of the following tests:
  - 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 components 'writing, speaking, listening and reading'
  - TOEFL (Test of English as a Foreign Language). The minimum required TOEFL score is: 93 (internet based test) with at least a score of 24 reading, 22 listening, 20 speaking and 20 writing
  - Cambridge EFL (English as a Foreign Language) Examinations, with one of the following certificates:
    - Cambridge English Advanced (CAE). Minimum score: 176 total, 169 writing
    - Cambridge English Proficiency (CPE). Minimum score: 180 total, 169 writing
2. The holder of a university Bachelor's Degree awarded in the Netherlands fulfils the requirement of sufficient command of the English language.

### Clause 2.2a – Language requirements for a Dutch programme for holders of a foreign diploma

Holders of a foreign diploma may only register for the programme Nederlandse literatuur en cultuur:

- a. once it has been demonstrated that the requirement concerning adequate command of the Dutch language has been fulfilled by passing the state examination in Dutch as a Second Language, Programme 2, or the certificate in Dutch as a Second Language, 'Educatief Professioneel' or 'Educatief Startbekwaam', and
- b. once it has been demonstrated that the requirement of adequate command of the English language has been fulfilled.  
Deficiencies in previous education in English can be made up before the start of the degree programme by sitting one of the following tests:
  - 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'.
  - TOEFL (Test of English as a Foreign Language). The minimum requirement TOEFL score is 93 (internet-based test).
  - Cambridge EFL (English as a Foreign Language) Examinations, with one of the following certificates:
    - Cambridge English Advanced (CAE). Minimum score: 176 total, 169 writing.
    - Cambridge English Proficiency (CPE). Minimum score: 180 total, 169 writing.

### Clause 2.3 – admission procedure

1. Admission decisions are made by the programme coordinator(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 degree programme, the programme coordinator(s) will check if the applicant fulfils or will fulfil the requirements referred to in the programme-specific part of the EER in art. 2.1 first (and second in the case of a degree programme with subsidiary study programmes) paragraph(s) before

the set deadline date. In their evaluation programme coordinators will assess the applicant's core competencies set out in the programme-specific part of the EER in art. 2.1 second (or third paragraph in the case of a degree programme with subsidiary study programmes), 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 the candidate's capacity to achieve with sufficient effort the Master's degree qualification within the prescribed period.

4. 4a. The following programmes have a rolling admission between 1 October and 1 June: Ancient, Medieval and Renaissance Studies, Art History, History, Linguistics, Media, Art and Performance Studies, Musicology, Nederlandse literatuur en cultuur, Philosophy and Religious Studies.  
4b. The following programmes have a numerus fixus, where admission assessments take place twice a year: Comparative Literary Studies and Gender Studies.
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 refer to 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 with 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 whether 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**

Not applicable.

## PART 3 – CONTENTS AND STRUCTURE OF THE PROGRAMME

### **Clause 3.1 – aim of the programmes**

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

### **Clause 3.2 – attendance mode**

All programmes are full-time.

### **Clause 3.3 – language in which the programme is taught**

See the programme-specific part of the EER of the programme concerned. The reasons behind the language policy chosen for the degree programme is given in annex 3.

### **Clause 3.4 – study load**

The study load for the programme is 120 EC.

### **Clause 3.5 – degree programmes; starting times**

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

### **Clause 3.6 – composition of the degree programmes**

1. The degree programmes encompass the following required courses, the study load of which has been specified: 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 successfully participate in the relevant course.
3. Upon request, the Board of Examiners may give a student permission to take one or more components of a Master's Degree Programme at another university, or to otherwise deviate from the programmes as specified herein. The decision of the Board of Examiners is based upon the coherence and quality of the individual student's programme.

### **Clause 3.7 – 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 to apply for approval in such a 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 that work with the European Credit Transfer System (ECTS) which have been approved by the Board of Examiners as regards their content and level. By way of derogation, 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 that do not work with the European Credit Transfer System (ECTS) 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-omrekening](http://www.uu.nl/credit-omrekening). 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 alphanumeric results Pass/Fail; in addition, the original grades and assessment scale will be recorded in OSIRIS. Furthermore, the original results will be printed on the International Diploma Supplement referred to in Article 6.4, stating the information from Nuffic concerning the grading scales at foreign institutions (<https://www.nuffic.nl/onderwerpen/onderwijssystemen>).
  - 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. These conversion rules for marks do not apply to the Joint Programme GEMMA: the conversion table laid down in the cooperation agreement and contained in the programme-specific part the EER will be used.

### **Clause 3.8 - area with negative travel advice**

1. Study components that require the student to travel to areas abroad or to the Caribbean part of the Kingdom for which the Ministry of Foreign Affairs has issued a travel warning of classification red (do not travel) or orange (only necessary travel) during the period that the study component is to be followed cannot be included in the programme. This also applies if the Ministry of Foreign Affairs has issued a negative travel advice from the Netherlands.
2. At the student's request, on behalf of the Dean, the provisions of the first paragraph may be deviated from in exceptional circumstances. Such deviation is only possible if it has been declared on behalf of the Executive Board that there are sufficient guarantees that the health and safety of the student will be safeguarded.
3. In the event that the travel advice classification changes to red or orange while the student is already present in the area abroad or in the Caribbean territory of the Kingdom, the Executive Board may advise students to return to the Netherlands if, having taken account of the local risks and impact of travelling, the Executive Board deems it unwise to remain. Students who do not follow the urgent advice to return cannot include the study component in the degree programme, unless an individual exemption as referred to in paragraph 4 is granted.
4. Upon a request by the student for an exemption from the urgent advice to return, on behalf of the Dean the provisions of the third paragraph may be deviated from in exceptional circumstances. On behalf of the Dean an exemption from the advice to return may be granted. An exemption can only be granted if it has been declared on behalf of the Executive Board that there are sufficient guarantees that the health and safety of the student concerned will be safeguarded.

### **Clause 3.9 – courses taken elsewhere**

1. For the degree certificate of the Master's examination of the degree programme to be awarded, at least half of the degree programme must have been passed in courses provided by Utrecht University.
2. Courses passed elsewhere during the degree programme can only be incorporated into a student's examination programme with prior permission from the Board of Examiners.
3. Exemption can be granted for 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 3.10 – actual teaching structure**

1. All teaching is scheduled according to the university annual calendar (annual schedule with four teaching periods) and the university timeslot model (schedule with fixed times per week for courses)
2. The basic assumption is that students in a full-time programme study 35 to 40 hours per week. The programme consists of teaching hours and self-study. The number of teaching hours for the programme averages 8 hours per week. The remaining hours consist of self-study.



3. Teaching hours are programmed educational activities (online or on-site) in which the instructor organizes interaction and oversight of the activity, and in which knowledge transfer takes place or in which individual or group work on concrete assignments and cases is carried out.  
Teaching hours may include:
  - a. synchronous activities i.e. teaching that takes place at a prescribed time with teacher and students together, on-site or online (the Director of Education determines whether the teaching is programmed on-site or online).
  - b. asynchronous structured activities, for example, a pre-recorded enriched knowledge clip or enriched lecture or a group assignment such as a field trip, in such a way that students
    - i. within a certain prescribed period (e.g., within 24 hours prior to the work group teaching)
    - ii. need to be actively involved,
    - iii. where these activities are organized in such a way that the teacher has visibility into the activity, and
    - iv. where the teacher organizes interaction.
4. In the actual design of instruction, the Director of Education shall ensure that there are sufficient on-site meeting opportunities for students.
5. In the University Course Catalogue for each course is indicated:
  - a. the learning objectives;
  - b. the timeslots;
  - c. the forms of work;
  - d. the test form(s).
6. The Director of Education shall ensure the timely publication of teaching schedules and the dates of tests and repair/supplementary tests of courses. Students can view the schedules of the teaching, tests and repair/supplementary tests for which they are registered through MyTimetable.

## PART 4 – EDUCATION

### **Clause 4.1 – courses**

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

### **Clause 4.2 – entry requirements for courses**

1. Research Master's courses are open only to students who are registered for a Research Masterprogramme.
2. Certain courses have specific entry requirements. These courses are listed in the University Course Catalogue and on the website of the Research Master's study programmes.
3. Notwithstanding Section 2, the University Course Catalogue indicates which previous education is desired to be able to participate in and pass each course.

### **Clause 4.3 – registration for courses**

Participation in a course is subject to timely registration. See: <https://students.uu.nl/en/practical-information/enrolment/course-registration>.

### **Clause 4.4 – obligation to attend and contribute actively**

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

### **Clause 4.5 – participation in courses; order of priority**

1. Selection committees can be instated before the course registration period for courses with a limited capacity. Selection for courses with a limited capacity concerns primarily students who meet the priority criteria for this course. Priority criteria are mentioned in the University Course Catalogue. Students who do not receive priority by means of the above mentioned procedure will be placed by lottery or on grounds of substance.
2. The placement procedure's time schedule will be published on the student website.
3. When the placement procedure has finished, students will be informed of the results by email. If a student believes this result to be incorrect, they can indicate this following the procedure stated in the email.
4. The placement will be executed by the Director of Education (or a delegated staff member) and the departmental assessor (or a replacement appointed by the departmental assessor). If desired, they can consult the study advisor on the need for placement.

### **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, as well as the sufficient achievement 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<sup>1</sup> of the Board of Examiners (see: Website of the own study programme > Practical Matters > Education and Examination Regulations (EER)).
4. Once a course has been completed with a passing mark, 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:
  - a. at least one member comes from outside the academic programme or group of academic programmes concerned, and
  - b. at least one member is a lecturer on the academic programme or group of academic programmes concerned
3. Re-appointment is possible. Before making this appointment, the Dean will consult the members of the Board of Examiners concerned.
4. Persons holding a management position with financial responsibility or (partial) administrative responsibility for a programme of study may not be appointed as 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, the Director of Education, and the programme coordinator.
5. 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.
6. 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.

### Clause 5.4 – marks

1. Marks are awarded on a scale of 1 to 10. The course result is a fail if the final course mark is 5 or below, and a pass if it is 6 or higher. Failing marks are not rounded off. Passing marks are expressed in whole or half numbers. Marks between 5 and 6 are rounded off to the nearest

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<sup>1</sup> Also sometimes called 'Rules and Guidelines'.

whole mark. The final mark is rounded off according to the table Final course grades ('Afrondingstabel eindcijfers', see [students.uu.nl/en/practical-info/grades-and-grading](https://students.uu.nl/en/practical-info/grades-and-grading)).

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 tests will be given an NP (Not Participated)
  - a student who is registered for a course and has not participated in any or all of the tests, or did not pass a compulsory test with the required minimum mark, will be given a NC (Not Completed)
  - if the student has completed a course that no numerical mark is given for, the student can be given a P (Pass)
  - if the student has not completed a course that no numerical mark is given for, the student can be given F (Fail)
  - a student who has been granted an exemption by the Board of Examiners will be given an EX(Exemption)

#### **Clause 5.5 – re-sit exam: additional or substitute test or assignment**

1. If the students have fulfilled all effort requirements during the course, as long as the final (failing) mark is at least a four, they will be given a once-only opportunity to sit an additional or substitute test or assignment.
2. Students will not qualify for a supplementary or replacement test if they have been awarded a pass.

#### **Clause 5.6 – form of assessment 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 Section 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 for the benefit of transparency and verifiability, 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 provision 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 to the Board of Examiners.
3. Article 5.5 is applicable accordingly to the individual test opportunity referred to in the first and second paragraph. This means that students who:
  - have missed the regular final examination or compulsory subtests of the course due to circumstances beyond their control, and
  - have given notice of absence beforehand according to the procedure as stated on the students website, and
  - sit the test after all by way of an individual test opportunitywill be given one opportunity to sit a supplementary or replacement test if they have been given a failing final mark of at least a four.

#### **Clause 5.9 – marking period**

1. With respect to oral tests, the examiner must determine the mark as soon as possible afterwards, provide the student with a written statement of the mark 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 administered, 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 due to circumstances beyond one's control, the examiner must communicate this to the student as soon as possible, indicating when the mark will be determined. Circumstances beyond one's control may only be registered in consultation with the Director of Education.
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 period of validity of courses passed is unlimited. Notwithstanding, 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.
2. 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.
3. Subtests 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, students will be allowed to inspect the marked work upon request. Students may also make a (digital) copy of that work.
2. During the period referred to in Section 1, the student 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 – retention period for tests**

1. 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.
2. 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 (one academic and one research master) 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 two research masters the maximum overlap is 30 EC.

### Clause 5.15 – fraud and plagiarism

1. Fraud and plagiarism are defined as an action or omission on the part of students which produces an incorrect representation of their own performance as regards their knowledge, skills and understanding, which may result in the examiner no longer being able to assess the knowledge or ability of the students in a proper and fair manner.

Fraud includes:

- cheating during tests. The person offering the opportunity to cheat is an accessory to fraud
- sharing answers with others while taking a test
- seeking the help of third parties during a test
- 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 an assignment and passing this off as own work
- having software create (parts of) a course assignment outside of the guidelines set in the course in question and offering it as if it were one's own work
- gaining access to questions or answers of a test prior to the date or time that the test takes place
- perform (or try to perform) (technical) changes that undermine the (digital) testing system
- making up survey or interview answers or research data; wrongly signing or having another sign the attendance lists

Plagiarism is defined as including data or sections of text from others/the student's own work in a thesis or other paper without source references. 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 text material from others without referring to the source and presenting this as own work
- the use of someone else's computer code or algorithms without a reference and passing this off as one's 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 (parts of) papers obtained from a commercial institution (such as an internet site offering excerpts or papers) or having papers or excerpt 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 of this in writing.
  - b. The Board of Examiners will give the student an opportunity:
    - a. to respond to the allegation in writing, within 10 working days.
    - b. to be heard.
3. The Board of Examiners will determine whether fraud or plagiarism has occurred and will send the student a letter stating its decision and if any sanctions will be imposed in accordance with

the stipulations of Section 4. This letter will also mention the possibility to appeal to the Examination Appeals Board.

4. The Board of Examiners is authorized to impose sanctions. In doing so, the Board of Examiners shall ensure that the sanction is proportionate: the consequences of the sanction shall be in proportion to the degree and seriousness of the fraud or plagiarism committed.
5. One or more of the following sanctions may be imposed, depending on the nature and extent of the fraud or plagiarism committed, and the circumstances in which the fraud or plagiarism was committed, as well as the student's study phase:
  - invalidation of the paper or test submitted
  - reprimand, a note of which will be made in OSIRIS
  - if applicable: exclusion from participation in the remaining tests of that course/exclusion from participation in tests belonging to the course concerned for the current academic year, or for a maximum period of 12 months
  - complete exclusion from participation in all tests for a maximum period of 12 months
  - no longer being eligible for a positive degree classification (cum laude) as referred to in article 6.2
6. 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 concerned student's registration for the programme.
7. If the Board of Examiners determines that there has been widespread or organised fraud and/or plagiarism, on a scale which would affect the test results in their entirety, the Board of Examiners will decide without delay that the test concerned is invalid and that all the participants must resit the whole test at short notice. The Board of Examiners will set the date on which the test must be retaken. 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 examination 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. The Board of Examiners will only conduct such an investigation if it establishes that there are certain facts or circumstances that lead it to the conclusion that the Board of Examiners cannot vouch for the student having obtained the exit qualifications for the course (as referred to in Art. 3.1 of the Education and Examination Regulations).
3. Assessment of the examinations file constitutes part of the final examination. The date of examination will be the last day of the month in which, according to the results as registered in the electronic student file in Osiris, the student has fulfilled the requirements of the examination 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 the exam were taken. If the student does not fulfil this condition, the Executive Board may issue a statement of no objection in relation to the passing of the examination and the issue of the certificate, after the student has paid the tuition fees and administration charges owing for the 'missing' periods.
6. A student who has passed an examination and is therefore entitled to be awarded a certificate, may request that the Board of Examiners delay the granting of the certificate 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 if the student:
  - plans to fulfil a management position for which Utrecht University has provided a board activities grant
  - plans to do a traineeship, take a course of a degree programme abroad or do an internship

Postponement of the examination date is possible only once and for the duration of one academic year at the most. Postponement may only be granted for the duration of thirteen months for students who want to make use of tuition fee-board activities. The request should be submitted in accordance with the rules published on the website.

### Clause 6.2 – cum laude classification

1. The Master's Degree may be awarded 'cum laude' if each of the following conditions has been met:
  - a weighted, not-rounded average mark of at least 8.0 has been earned for the components of the degree programme. This average is determined based on the final marks of courses as registered on the student progress overview of the student.
  - the mark for all courses is 7.0 or higher
  - the study load of exemptions that do not count does not exceed 30 EC
  - the Board of Examiners has not taken any decision (as referred to in Clause 5.14, Section 5) stating that fraud/plagiarism has been ascertained and that the student therefore is not eligible for a positive degree classification (cum laude)
  - the mark for the thesis is 8.5 or higher
  - if the student has passed the final examination of the Research Master's Degree Programme within two years of study.
2. Results that have not been expressed in a mark will not be counted in the assessment of the degree classification.
3. 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 graduation was passed.
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.
3. Per degree programme one single degree certificate is awarded, even if a student completes more than one (sub)programme.

### **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 Master'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 all valid passes, except alphanumerical results, not weighted according to study load, in the three most recent academic years, of students who were actively registered for a Master's Degree programme at Utrecht University.

## PART 7 – ACADEMIC ADVICE AND SUPPORT

### **Clause 7.1 – student information system**

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 dossier can be obtained at the Studiepunt.

### **Clause 7.2 – academic advice and support**

1. The Faculty must provide academic advice and support for the students who are registered for the programme.
2. Academic advice and support includes:
  - appointment of a study supervisor who is responsible for:
    - o fostering students' sense of community
    - o supervision in the choices made during the programme
    - o supervision during labour market orientation
  - provision of an introduction programme for the student at the start of the degree programme
  - referring and assisting students who encounter difficulties during their studies
  - Within the context of the admission procedure the Department will set up an individual study plan with the student
  - providing adequate counselling for the student during the student's studies, in particular when the chosen degree programme needs to be adjusted to meet the requirements for entry into a PhD programme or a non-academic career

### **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 educational facility. Requests for a provision are submitted with the studyadvisor via OSIRIS-student.

## PART 8 – TRANSITIONAL AND FINAL PROVISIONS

### **Clause 8.1 – safety net scheme**

In those cases not provided for in these regulations, or not provided for sufficiently clearly, the decision will be made:

- a. by the Board of Examiners if on the basis of Articles 6.1.6 (award and postponement of degree certificate) and 5.2 (statutory powers of the Board of Examiners) of the Act or on the basis of Articles 3.6 to 3.8 (electives), 5.5 to 5.10 (decisions regarding tests), 5.13, 5.14 (exemption, fraud and plagiarism) and 6.1-6.2 (examination and cum laude) of these Education and Examination Regulations this falls within the competence of the Board of Examiners;
- b. in all other cases by the Dean or an officer appointed for this purpose on behalf of the Dean, after the Board of Examiners has expressed its view.

### **Clause 8.2 – hardship clause**

The Board of Examiners makes its decisions in accordance with the rules laid down in these Education and Examination Regulations, unless this would have manifestly unreasonable consequences for the student that due to special circumstances are disproportionate to the purposes to be served by the rule.

### **Clause 8.3 – amendments**

1. The Dean will lay down amendments to these rules after consulting the curriculum committee and the Faculty Council in a separate resolution. 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.
2. Furthermore, amendments may not affect other decisions taken pursuant to these Regulations by the Board of Examiners, to the disadvantage of the student.

### **Clause 8.4 – publication**

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

### **Clause 8.5 – effective date**

These Regulations take effect on 1 September 2024.

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## ANNEX

### **1. Composition degree programme**

See the programme-specific part of the EER.

### **2. Transitional provisions**

The Education and Examination Regulations 2024-2025 apply to all students who are registered for a Master's programme at the Faculty of Humanities in the academic year 2024-2025. For students who started their studies at an earlier time, a transitional provision may apply to some clauses in the faculty part. You will find these arrangements below. For transitional provisions concerning the teaching programmes of a particular course: see the programme-specific part of the EER.

There are no faculty-wide transitional provisions.

### **3. Language policy**

See the programme-specific part of the EER.