

Study guide
Master programme
Spatial Planning
2022-2023



Universiteit Utrecht

Faculty of Geosciences

Addresses

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Victor J. Koningsbergergebouw, first floor
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Tel. 00 31 (0)30 – 253 9559
E-mail: studentaffairs.geo@uu.nl

Secretariat Human Geography and Spatial Planning

Room 6.96, floor 6, Vening Meinesz
Tel. 00 31 (0)30 – 253 1399

The **V.U.G.S. - study association** of human geographers and planners Utrecht

Buys Ballotgebouw, rooms 266 & 267
Princetonplein 5
3584 CC Utrecht
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European Geography Association (EGEA), for students and young geographers

Buys Ballotgebouw, room 274
Princetonplein 5
3584 CC Utrecht
Tel. 00 31 (0)30 – 253 9708
E-mail: Egea@uu.nl, Internet: <http://www.egea.eu/entity/utrecht>

The **Examinations Board** can be contacted through examencommissie.geo@uu.nl. Hard copy paperwork can be handed in at the Student Affairs Desk (Victor J. Koningsbergergebouw, floor 1).

You can hand in your hard copy assignments at the reception of Vening Meinesz. Be sure to clearly state your name and the lecturer's name.

Preface

For most students the Master's is the final stage of a long educational career. It will be also the shortest one, lasting only one or two years. It is the last step on your way to a professional career. This consideration dictates the character of the Master's program. The program starts with a consolidation and update of the students' knowledge already acquired from earlier specializations, but most time is dedicated to the application of academic research in the professional field, sometimes in combination with an internship.

The Master's programs of the Department of Human Geography and Planning are coordinated by the Academic School Human Geography and Planning.

In this guide you will find specific information about your Master's program. Information about services, the faculty, the education and examination regulation and the schedule of all the courses in the different Master's programs can be found in the latter part of the guide.

I hope you will experience an inspiring and successful master year!

Ass. Prof. Dr. Patrick Witte
Chair Academic School Human Geography and Planning

Teaching approach

Activating education is what the Academic School aims for. We believe that you can best activate your own learning process by carrying out individual and group assignments and exercises, participation in debates, and the application of methodology taught. As far as possible, work is carried out in small groups. Additionally, there is active support from lecturers, instructions, manuals and feedback about your performance. Feel free to ask questions and to engage in discussions with your peers and lecturers.

Active participation

The Academic School is committed to realize the maximum acquisition of knowledge, in cooperation with our students. All lecturers and support staff share a similar philosophy that if students are fully committed to their studies, individual courses can be successfully completed. The ground rules for “active participation” are as follows:

- We expect you to be present during all classes and activities. For compulsory classes and activities attendance is registered. The course manual spells out which classes and activities are compulsory. Be sure to inform yourself of this information.
- If your attendance in the compulsory sessions falls below 75 per cent, you lose the right to complete the course, irrespective of the reasons for your absence.
- Be sure to catch up individually if you have had to miss a class. Ask fellow students what was discussed in class and what is expected of you in terms of preparation for the next class.
- Absence during assessments is a serious matter. There is no automatic right to do a replacement test. A replacement test may be taken only if you have had to miss the test because of circumstances demonstrably beyond your control and if you have informed the lecturer immediately of your situation.
- Assignments must be handed in by the due date. If not, this will result in a fail (or a deduction of grade points).

Lectures

During lectures we ask you to take the following into account:

- A lecture usually comprises two sessions of 45 minutes with a 15-minute break in between.
- Be in time, and if not, be very silent in entering the room, if possible, through the back door.
- Listen carefully, do not disturb the lecture, take notes, it could be part of a test.
- Switch off your phone.
- Eating is not permitted.
- Attending the first lecture of a course is always compulsory.

Your opinion counts

The department is very interested in students' opinion about the programmes. We value the participation of students in the Faculty board, [the Education Committee](#) and the study association. For every course we ask participating students how they evaluate the course. This gives you the possibility to give your opinion in order to improve the quality of the programme.

[Complaints](#)

If you feel you have not been treated properly by someone employed by Utrecht University, or if you disagree with a decision that affects you personally, you can respond in a number of ways. To help you decide which response is most appropriate in your case, please consult [this overview](#).

Course registration explained

Academic periods

The academic year has four periods of nine to ten weeks.

Period	Dates	Remarks
1	5 September 2022 - 13 November 2022	
2	14 November 2022 – 5 February 2023	No classes in week 52 & week 1
3	6 February 2023 – 23 April 2023	
4	24 April 2023 – 16 July 2023	

Scheduling of courses

When choosing your courses in period 2, you should keep in mind that at Utrecht University each course is placed in a time slot. Lectures and seminars are scheduled within that slot. This enables you to easily combine courses (up to 15 EC), provided that they are in different timeslots. The time slots are:

A: Monday morning, Wednesday morning

B: Tuesday morning, Thursday afternoon

C: Monday afternoon, Thursday morning

D: Wednesday afternoon, Friday whole day

On Tuesday afternoon there are no scheduled lectures, but it can be used for individual discussions (with a lecturer).

[Course registration procedure](#)

- You are required to register for every course via OSIRIS Student during the stipulated registration period (see below). The first period is an exception: students are automatically registered for the courses in this period.
- Per period you can register for a maximum of 15 EC (= fulltime workload). In exceptional cases it is allowed to take more than 15 EC. If you wish to do so, you will have to apply with a digital form (to be found on the students website) during the standard registration period.
- Timely registration will ensure placement in compulsory courses.
- You have a second chance to register for courses during the late registration days, however this only holds for courses where places are still available.
- Registration for an elective course does not guarantee placement. In case of over-registration, participants are selected at random or based on suitability. Depending on the nature of the course, either of these methods will be used to determine placement.
- If need be, you can formally drop a course up to two weeks after the courses started. This should be done through OSIRIS student (but please also inform your lecturer). If you quit a course at a later stage, a fail will be registered for this course.
- Please note that lecturers have no say in registration/deregistration. Should you have any questions, [Student Affairs Geosciences](#) is your first point of contact.
- A one-time registration is required for the Thesis and/or internship. This may be done throughout the year.

For period	Registration dates	Late registration days
1	31 May – 27 June 2021	23 and 24 August 2021
2	20 September – 3 October 2021	25 and 26 October 2021
3	1 November - 28 November 2021	24 and 25 January 2022
4	31 January t/m 27 February 2022	4 en 5 April 2022

Completion of courses

In every course there will be multiple assessments, so your final grade will not depend on a written exam only.

Should you fail a course, be aware that at the faculty of Geosciences certain conditions apply for supplementary tests.

- If the overall course result is between 4.00 and 5.49 before rounding and the student has made every effort to successfully complete the course, he/she will be given one opportunity to take a supplementary test. The lecturer will determine the form and content, as well as date and time, of the supplementary test. In case of a successful outcome the result of the course will be a 6, regardless of the grade obtained for the supplementary test.
- An average of less than 4.00 before rounding results in failure to complete the course without possibilities to repair the result. The entire course must be followed again.

The formal rules for successful completion of courses are found in the Education and Examination Regulations (O.E.R.).

'Every effort to successfully complete the course' means no absence for compulsory lectures and activities including tests, and assignments must have been handed in in time.

During a test you must be able to show your (digital) student card.

Typically, supplementary tests are scheduled in the third week of the next period.

For period	Supplementary tests
1	week 48
2	week 8
3	week 19
4	week 28

[Fraud and plagiarism](#)

Fraud and plagiarism will be strongly punished. Details are stipulated in the Education and Examination Regulations (O.E.R.). It is intolerable to submit work that has been done by someone else, to copy from sources without due acknowledgement and so on. A lecturer must report instances of fraud and plagiarism to the Examinations Board which can impose severe penalties.

Master programme Spatial Planning

[Dr. Patrick Witte](#)

Student website: <https://students.uu.nl/en/geo/spatial-planning>

Content

At Utrecht University, Spatial Planning is understood as any legitimate intervention in the future allocation and distribution of land and other spatial resources in and for cities. Therefore, the Master's Programme in Spatial Planning trains you to balance conflicting interests and claims on urban land. Furthermore, we focus on preparing public policy for sustainable cities, managing governance processes in the urban environment, and developing concepts for a sustainable use of resources.

The programme in Utrecht prepares students to approach issues such as real estate development in difficult economic times; to facilitate sustainable urban (re)development; to find answers to changing socio-spatial demands (such as demographic or climate change); to deal with complexities of metropolitan areas, or governance of environmental changes in an uncertain climate, and other. We therefore provide ample opportunity to practise

- analysing spatial problems with scientific methods;
- using existing knowledge and theories to find solutions;
- evaluating and prioritising alternative development options and
- skills in the field of city governance and management.

Although the Master's in Spatial Planning is an academic master, it aims to bridge practice and science. So, we incorporate examples from the field in our teaching and encourage you to do an internship-driven Master's thesis. The master's in Spatial Planning offers an interdisciplinary and integrated approach to planning. There is no specialisation in one sectoral aspect of spatial planning, but instead a broad and interdisciplinary curriculum that embraces an integrated perspective to planning.

Further down below the intended learning outcomes are listed in detail.

The labour market

The Master's prepares for a job as an independent and internationally recognized spatial planner in the sphere of policy, project and process management, or research in the Netherlands or abroad on the local and up to the European levels. With a broad point-of-view and an eye for various interests, planners are widely employed in a range of organizations such as municipal, state or national government, research and consultancy institutions, profit and non-profit institutions, social and civil organizations, international organizations, but also as PhD students at universities.

Structure of the Master Spatial Planning

First Semester

The first semester is divided in two periods in which you will take four compulsory courses and an elective. We start off with a course on planning theory. This theoretical course will look beyond traditional planning theory, incorporating an interdisciplinary and integrated approach to planning. Parallel, you will take Planning for Sustainable Cities, which is all about different aspects of sustainability as a key principle of spatial planning practice. In interactive classrooms, guest speakers will discuss the issues from different angles. This results in a balance between science and spatial planning practice in period 1.

In period 2 students will further develop skills in quantitative and qualitative research methods. Next to this, you will take the course Urban Governance. It deals with governance and policy research and offers opportunities to apply your knowledge in practical exercises in cooperation with external partners. Additionally, you will choose one elective course offered by the department of Human Geography and Spatial Planning.

During all seminars, students will work in small groups on their individual specialization, always embracing interdisciplinary research which is both academically innovative and societal relevant.

Second Semester

The second semester is dedicated to the individual research projects of students, ultimately leading to the master thesis. You will be supervised individually by experienced and specialized research staff. We will support you to explore your area of interest within spatial planning and encourage you to propose a thesis subject yourself. The subject should always, on the one hand, relate directly to a societal problem in the field of spatial planning and, on the other hand, be an academic endeavour. Parallel to the master thesis students are encouraged and supported in doing a research internship in planning practice (i.e. at a municipality, a consultancy, with a ministry, an NGO, etc.). Although an internship is not obligatory within the study programme, students are recommended to link and combine the master thesis with an internship. Not only will this provide substantial insight in planning practice and help with establishing connections for empirical research, but it is also a step towards the labour market. When looking for an internship, the supervisors and master coordinator will offer advice and assistance where possible and appropriate.

Courses within the programme

Period		
1	GEO4-3115 Beyond Planning Theory (B)	GEO4-3117 Planning for Sustainable Cities (A)
2	GEO4-3112 Urban Governance in Spatial Planning (5 EC) (B)	GEO4-3120 Research Methodology (5 EC) (A)
	You can choose one elective course: GEO4-3121 Urban Infrastructures (5 EC) (D) GEO4-3917 Real Estate (5 EC) (D) GEO4-3519 Migration, Mobilities & Sustainable Futures (5 EC) (D) GEO4-5501 Techniques of Futuring (5 EC) (D)	
3 & 4	GEO4-3111 Master's Thesis / Internship Spatial Planning (30 EC) (no timeslot)	

Intended learning outcomes of the master's programme

A1. Students can analyze spatial problems with scientific methods

This incorporates assisting students in developing an advanced academic attitude, knowledge and skills in their chosen specialization by offering an interactive learning environment inspired by the field of specialization and research activities of lecturers. This entails providing students with:

- a. a critical attitude towards academic research and debate and an awareness of the role and use of (academic) geographical knowledge in society;
- b. knowledge and understanding of the research frontiers in spatial planning as well as their applications in society;
- c. research skills (advanced methods and techniques) for carrying out research in spatial planning.

A2. Students can use existing knowledge and theories to find solutions

Students learn how to use planning theory purposefully to analyze, develop and support spatial planning in practice and research. Therefore, students learn...

- a. ... to raise and discuss relevant questions in planning (i.e. relating the use of knowledge, market mechanism, ethics, etc.) and explore the answers to these questions.
- b. ... to conduct a literature-based research in the field of spatial planning.
- c. ... to discuss academic arguments and theories in order to systematically and self-reliantly inquire a certain planning topic.
- d. ... evaluating and prioritizing alternative development options.

A3. Students can critically reflect on sustainable spatial development

Students discuss the sustainable development of cities and regions and develop skills to critically assess how sustainable certain spatial development practices are. In the course on sustainable cities, students...

- a. ... enhance skills to design and communicate sustainable development and strategies to govern towards sustainable planned cities;
- b. ... learn to critically reflect upon sustainable planning literature and sustainable planning practices, both oral and in written text.

A4. Students understand the governance and management of cities.

Students will learn in the course on urban governance how planning and governance processes in the urban context work. Therefore, different theoretical perspectives on governance in spatial planning are discussed and the role of governance is analyzed in case studies of (inter-)national complex spatial projects. Students learn to...

- a. ... critically reflect upon current dilemma's and conflicts in scientific and societal debates related to the differentiated and complex nature of governance networks in spatial planning;
- b. ... enhance skills to collectively design and communicate spatial project and process management strategies for addressing complex spatial challenges in planning practice.

A5. Finally, students will proof their ability to apply the academic knowledge and skills acquired during the master study to specific spatial planning problems in an independent and self-responsible way.

Important contacts for students

[Master coordinator Spatial Planning](#)

[Find a lecturer](#)

[Student Affairs Faculty of Geosciences](#)

[Secretariat department Human Geography and Spatial Planning](#)

[Study advisor Human Geography and Spatial Planning](#)

[Board of examiners](#)

[International Office Faculty of Geosciences](#)

Important information for students/Where are ...? Services

[Attendance and effort requirements](#)

[Blackboard](#)

[Books, readers and printing](#)

[Buildings](#)

[Career Services UU](#)

[Complaints, objections and appeals](#)

[Department Human Geography and Spatial Planning](#)

[Disability or chronic illness](#)

[Education and examination regulation \(OER\)](#)

[Education committee](#)

[Blackboard](#)

[Faculty of Geosciences](#)

[Fraud and plagiarism](#)

[Graduation](#)

[Honours](#)

[Illness and absence](#)

[Internship](#)

[IT-facilities](#)

[KNAG](#)

[Library](#)

[Map collection](#)

[Nethur](#)

[Osiris Student](#)

[Registration for a course](#)

[Re-enrolment](#)

[Schedules](#)

[Student Service Centre \(UU for U\)](#)

[Study regulations](#)

[Student Statute](#)

Study associations

[V.U.G.S.](#)

[EGEA](#)

[Helix](#)

[U.A.V.](#)

Career Services

During your masterprogram you can find out what kind of job you would like after graduation. Find out what you like, where you are good at and what your possibilities are on the job market.

During your master you will gain a lot of geographical knowledge and skills and you will train the skills you need in your first job. While following courses, try to find out what you like, which skills you are good at and your interests and ambition. Within the course you will be able to explore the job market by attending guest lectures, meeting alumni, studying abroad or doing an internship. This will all help you to get an idea what is needed on the job market.

Career Services will help you as well towards your step to the job market: you can do online tests to find out what is important for you, follow workshops, meet a career officer and practice job-interviews. The once a year career event of Utrecht University will be held in February.

Check the website of your master program or www.uu.nl/careerservices.

2022-2023

36	37	38	39	40	41	42	43	44	45
5-Sep 1	12-Sep 2	19-Sep 3	26-Sep 4	3-Oct 5	10-Oct 6	17-Oct 7	24-Oct 8	31-Oct 9	education free

MSc open day

46	47	48	49	50	51	52	1	2	3	4	5
14-Nov 1	21-Nov 2	28-Nov 3	5-Dec 4	11-Dec 5	19-Dec 6	Xmas holiday	Xmas holiday	9-Jan 7	16-Jan 8	23-Jan 9	Education free

Re-exam
P1

6	7	8	9	10	11	12	13	14	15	16
6-Feb 1	13-Feb 2	20-Feb 3	27-Feb 4	6-March 5	13-March 6	20-March 7	27-March 8	3-Apr 9	Education free	Education free

Re-exam
P2

17	18	19	20	21	22	23	24	25	26	27	28
24-Apr 1	1-May 2	8-May 3	15-May 4	24-May 5	29-May 6	5-June 7	12-June 8	19-June 9	26-June 10	Education free	Re-exam P4

V.U.G.S.
symposium

Re-exam
P3

Good Friday	week 14	Friday	07-04-23
Easter	week 15	Monday	10-04-23
Kings Day	week 17	Thursday	27-04-23
Libaration Day	week 18	Friday	05-05-23
Ascension Day	week 21	Thursday	18-05-23
Pentecost	week 22	Monday	29-05-23

**Education and Examination Regulations
for the Master's degree programmes in**

- **Earth Sciences**
- **Energy Science**
- **Environmental Sciences**
- **Geographical Sciences**
- **Human Geography and Planning**
- **Science and Innovation**
- **Development Studies**
- **Spatial Planning**
- **Human Geography**

2022-2023

**Graduate School of Geosciences
Utrecht University**

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The Education and Examination Regulations set out the degree programme-specific rights and obligations of students on the one hand and of Utrecht University on the other hand. The University's student charter contains the rights and obligations that apply to all students.

These Regulations were adopted by the Dean of the Graduate School of the Faculty of Geosciences with the approval of the Faculty Council and the Education Committee on 3 May 2022.

This is a translated version of the officially valid Education and Examination Regulations in Dutch (Onderwijs- en Examenregeling).

SECTION 1 – GENERAL PROVISIONS

art. 1.1 – applicability of the Regulations

These Regulations apply to the teaching and examinations of the Master's degree programmes in Development Studies, Earth Sciences, Energy Science, Environmental Sciences, Geographical Sciences, Human Geography, Human Geography and Planning (research programme), Spatial Planning and Science and Innovation (hereinafter called the degree programmes) and to all students registered for these degree programmes and to all students who apply for admission to these degree programmes in the academic year 2022-2023.

The degree programmes and individual Master's programmes are run by the Graduate School of Geosciences within the Faculty of Geosciences.

art. 1.2 – definition of terms

In these Regulations, the terms below have the following meanings:

- a. academic vacation periods: periods without any teaching obligations for teaching staff and learning obligations for students, as laid down in the academic calendar for the degree programmes.
- b. academic calendar: the division of the academic year periodically determined by the Executive Board
- c. the Act: the Dutch Higher Education and Research Act 1992 (*Wet op het Hoger onderwijs en wetenschappelijk onderzoek 1992, WHW*).
- d. Board of Studies: the Board of the Graduate School of Geosciences.
- e. component: a unit of study (course) within the degree programme, as included in the prospectus and the University Course Catalogue.
- f. course: the whole of the education and testing of a component.
- g. course guide: document specifying for each course the aim and content of the course, the exit qualifications, effort requirements (such as the attendance and test requirements) that a student must meet to achieve the exit qualifications and to qualify for a final grade, required literature, the way in which the final grade is calculated, the timetable and the instructional formats, name and availability of the course coordinator.
- h. credit: a value expressed in EC, where the study load is expressed as one credit being equivalent to 28 hours of learning. The European Credit Transfer System (ECTS) ensures that credits are comparable within Europe.

- i. degree programmes: the Master's degree programmes referred to in Art. 1.1 of these Regulations, consist of a coherent whole comprised of units of study. A Master's degree programme may include several Master's programmes.
- j. effort requirements: phrase used for all the requirements that the student must meet during a course in order to be eligible for a final grade. These effort requirements are described in the University Course Catalogue and laid down in the course guide (see above).
- k. examination: the final examination of the degree programme that is passed if all obligations of the entire Master's degree programme have been fulfilled.
- l. examiner: an assessor whose competence has been determined by the Board of Examiners of the program.
- m. International Diploma Supplement: the annex to the Master's degree certificate, which includes an explanation of the nature and contents of the degree programme (partly in an international context).
- n. period: part of the academic year, the start dates of which are laid down in the academic calendar and the number of weeks in the calendar of the degree programme.
- o. special needs contract: the contract concluded by the Director of Education (or another officer on behalf of the degree programme) and the disabled student, which lays down the necessary and reasonable facilities to which the student is entitled.
- p. student: a person who is registered at the University to take courses and/or sit the tests and final examination of the degree programme.
- q. Student Affairs Geosciences: student information desk and student progress administration unit of the Faculty.
- r. test: interim examination as referred to in Art. 7.10 of the Act.

The other terms have the meanings ascribed to them in the Act.

SECTION 2 – ADMISSION

art. 2.1 – admission requirements of the degree programmes

1. The holder of a Dutch or foreign higher education degree, equivalent to a Dutch bachelor's degree, who possesses knowledge, understanding and skills at university bachelor's level and who demonstrates the specific knowledge, understanding and skills as specified in the programme-specific component of the degree programme concerned, can be admitted to one of the Master's programmes.
2. Selection of students is based on a review of the following core competences of applicants as specified in the programme-specific component of the degree programme concerned.

art. 2.2 – English language (for Master's Degree Programmes taught in English)

1. Registration for the degree programmes 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 must 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 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 C1 Advanced (CAE). Minimum score: 176 total, 169 writing.
 - Cambridge English C2 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 adequate command of the English language.

art. 2.3 – admissions procedures

1. Responsibility for admission to the degree programmes of the Graduate School and the various Master's programmes lies with the Board of Admissions of the Graduate School.
2. In order to determine eligibility for admission to the degree programme, the Board of Admissions will consider and evaluate the knowledge, understanding and skills of the applicant. The Board may request experts within or outside the University to assess the applicant's knowledge, understanding 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 programme within the Master's degree programme, the Board of Admissions will examine whether the applicant meets the admission requirements referred to in Art. 2.1(1) or will meet them in time. In its review, the Board will include the applicant's core competences referred to in Art. 2.1(2), as well as the applicant's knowledge of the programme's language of instruction. On this basis the Board of Admissions will assess whether the candidate is able to achieve the exit qualifications of the Master's degree programme with sufficient effort within the nominal duration of the programme.
4. A request to be admitted to the Master's degree programme and a specific programme must be submitted to the Board of Admissions before the relevant deadline on the prospective student website (www.uu.nl/masters or www.uu.nl/internationalmasters). Requests submitted after these deadlines will not be considered. The decision not to process the request refers to the possibility of appeal to the Examination Appeals Board.
5. The applicant will receive written notification whether or not he or she has been admitted to the degree programme and a specific Master's programme. The possibility to appeal to the Examinations Appeal Board will be indicated in this notification.

art. 2.4 – conditional admission decision: pre-Master

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 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 Programme if:
 - a. the pre-master course with the courses described therein and the study load, expressed in credits, has been passed
 - 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. In the event of insufficient qualitative progress and/or participation in the defined deficiency programme, the Board of Admissions of the Graduate School may exclude the student from further or repeated participation.

7. The tailored package of courses, referred to in paragraph 1, is open only to candidates 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.
8. The Board of Admissions may deviate from the requirements referred to in paragraph 4 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.

SECTION 3 – CONTENTS AND STRUCTURE OF THE DEGREE PROGRAMMES

art. 3.1 – aim of the degree programmes

See degree programme-specific component of the degree programme concerned.

art. 3.2 – mode of attendance

The degree programmes in Development Studies, Earth Sciences, Energy Science, Environmental Sciences, Human Geography and Planning (research programme) and Science and Innovation are offered full-time. The degree programmes in Spatial Planning, Geographical Sciences and Human Geography are offered full-time as well as part-time.

art. 3.3 – language of instruction

All degree programmes are taught in English.

art. 3.4 – study load

The degree programmes in Earth Sciences, Energy Science, Environmental Sciences, Geographical Sciences, Human Geography and Planning (research programme) and Science and Innovation have a total study load of 120 credits. The degree programmes in Development Studies, Spatial Planning and Human Geography have a total study load of 60 credits.

art. 3.5 – programmes; start dates

1. The Graduate School of Geosciences offers the following Master's degree programmes and Master's programmes.

Master's degree programmes	Master's Programmes
Earth Sciences	Earth, Life and Climate
	Earth Structure and Dynamics
	Earth Surface and Water
	Marine Sciences
Energy Science	Energy Science
Environmental Sciences	Sustainable Development
	Water Science and Management
Geographical Sciences	Geographical Information and Management Applications
Human Geography and Planning	Urban and Economic Geography ¹
Science and Innovation	Innovation Sciences
	Sustainable Business and Innovation
Development Studies	International Development Studies
Spatial Planning	Spatial Planning
Human Geography	Human Geography ²

The Master's degree programmes prepare students for undertaking research in one or more sub-fields of Geosciences.

- All Master's degree programmes have one start date a year: 1 September.

art. 3.6 – components of the Master's programmes

See degree programme-specific component of the degree programme concerned.

art. 3.7 – courses taken at another Dutch research university

- Courses provided by another Dutch research university qualify as optional programme components with the approval of the Board of Examiners. The credits and marks awarded by the other Dutch institution will be used.
- 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 or yet to be completed by the student. In the event

¹ As of intake year 2023-2024 the name of the programme will be Global Urban Transformations

² As of intake year 2023-2024 the name of the programme will be Urban and Economic Geography

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.

art. 3.8 – courses taken at a foreign research university

1. Courses provided by a foreign research university qualify as optional programme components with the approval of the Board of Examiners. The Board of Examiners will decide whether these courses are at a sufficient academic level.
2. 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 or yet to be 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.
3. The degree programme will publish the procedure for contributing courses taken abroad on the student site:
 - 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 period abroad.
4. 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 with regards to 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 that do not work with the European Credit Transfer System (ECTS) which have been approved by the Board of Examiners with regards to 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.
5. 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 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. The Board of Examiners will determine whether and how foreign results will count towards determining whether the student has passed with distinction (cum laude).

art. 3.8a – area with negative travel advice

1. Study components that require the student to travel to areas abroad or to the Caribbean territory 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) that applies to the period that the study component is to be taken cannot be included in the degree programme. This also applies if the Ministry of Foreign Affairs has issued a negative advice for travel from the Netherlands.
2. On behalf of the dean, the provisions of the first paragraph may be deviated from in exceptional circumstances. Permission may only be granted if:
 - it concerns a compulsory study component for which there is no alternative, and
 - it is necessary to take this study component, and
 - in the opinion of UU, there are sufficient guarantees that health and safety 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:
 - a. the Executive Board will consider whether it is wise to remain;
 - b. the Executive Board will take account of the local risks and the impact of travelling;
 - c. the Executive Board may advise the student to return to the Netherlands.
4. The student who does not follow the advice to return cannot include the study component in the degree programme, unless the dean decides to make an exception.

art. 3.9 – components taken elsewhere

1. The condition for gaining the degree certificate of the Master's examination of the programme is that at least half of the Master's degree programme is passed in components provided by Utrecht University.
2. Components passed elsewhere during the degree programme can only be incorporated in the student's examinations programme with prior permission from the Board of Examiners.
3. Exemption can be granted for components passed at an institute of higher education prior to the start of the Master's degree programme only on the basis of Art. 5.14.
4. Contrary to Art. 3.9.3, components that have been passed in a Master's degree programme at Utrecht University prior to the start of the Master's degree programme may be counted towards the student's examinations programme with the classification awarded.

art. 3.10 – actual teaching structure

The teaching structure of each course is shown in the University Course Catalogue and/or course guides and/or in the digital learning environment (Blackboard).

Students can view the timetables of the classes for which they are registered via [MyTimetable](#).

SECTION 4 – COURSES

art. 4.1 – course

All courses that are part of the degree programmes have been included in the prospectuses for the programmes and can be found at the [student site](#).

art. 4.2 – course admission requirements

See degree programme-specific component of the degree programme concerned.

art. 4.3 – registration for courses

1. Participation in a course is possible only if the student has registered for it before the deadline specified by the Board of Studies. Registration rules and closing dates will be published through the [student site](#).
2. All the courses that are listed in the University Course Catalogue will take place.
3. If fewer than 15 students register for a course, the course coordinator may decide, in consultation with the Director of Education, to offer the course in a different instructional format and/or assessment.
4. A student may register for a maximum of two courses of 7,5 EC or three courses of 5 EC per period.
5. An extra course must always be requested at the degree programme office. This extra course may only be chosen from the range of courses offered within a student's own degree programme; requests may be made only during the regular registration period.
6. If the student fails to make adequate progress on the course and/or there is insufficient capacity for a course, the Director of Education may exclude the student from registration for a third course within a single course period.

7. Subject to notification to the contrary, the student who has registered correctly and in time for a course will have a confirmed place on the course no later than 15 working days before the start of the course.
8. During the late registration days, a student may only register for the courses for which capacity is still available.

art. 4.4 – attendance and effort requirements

1. Students are expected to participate actively in the courses they registered for.
2. Besides the general requirement for the student to participate actively in the course the additional effort requirements for each component, such as attendance and test requirements, are listed in the University Course Catalogue and laid down in the course guide.
3. Students may be granted exemption from attendance for reasons demonstrably beyond their control (for instance as a result of illness or family circumstances), at the discretion of the course coordinator. Students must notify the study programme's secretariat of their absence in advance. The course coordinator may request the student to provide written evidence.
4. In the event of qualitatively or quantitatively inadequate participation, the course coordinator may exclude the student from further participation in the course or part of it.
5. Effort requirements (such as holding a presentation or writing a paper) can never expire. If students fail to meet an effort requirement in time for reasons beyond their control, they must report to the course coordinator immediately after the situation has arisen and, if instructed by the course coordinator, provide evidence of the exceptional circumstances (see also art. 5.6.1).
6. Students who wish to apply for special arrangements with regard to effort requirements as a result of chronic illness, disability or Outstanding Student Athlete status, may submit a request to the Board of Examiners (see also Art. 7.3).

art. 4.5 – participate in courses; priority rules

1. If a course has a limited capacity, the University Course Catalogue and / or prospectus indicates how many students can register for the course.
2. Participation is only possible if the student is registered, students have priority on courses that belong to the compulsory and compulsory electives part of their study programme.
3. Apart from the general priority rule formulated in paragraph 2, admission to courses with a limited capacity will be based on the following placement rules:
 - a. students who are repeating a course because they did not successfully complete the course due to circumstances demonstrably beyond their control;
 - b. students for whom the course is compulsory or a compulsory elective;
 - c. exchange students accepted by the faculty who have registered in time under approval;
 - d. remaining students.
4. In the case of electives with a limited capacity, lots will be drawn. Students of the faculty (including accepted GEO exchange students) will be given priority over external students.
5. A student is expected to be aware of all information that is sent to the student's university email address, or that is published on the student site of the study programme and in the electronic learning environment. Information distributed in this manner is assumed to be known.

art. 4.6 – complete courses for international students before winter break

International exchange students have the opportunity to complete courses, selected by the Director of Education in period 2, before the winter break.

art. 4.7 – evaluation of the quality of education

See degree programme-specific component of the degree programme concerned.

SECTION 5 – TESTING

art. 5.1 – general

1. During the course, the student will be tested for academic schooling and on the extent to which the student has sufficiently achieved the learning objectives set. The testing of the student will be concluded at the end of the course.
2. The University Course Catalogue and/or course guide describe the effort requirements the student must meet to pass the course, as well as the criteria on which the student is assessed. In the event of a difference of opinion, the course guide will be followed.
3. The course coordinator can indicate in the course guide for at most one test component that obtaining a sufficient grade of at least 5.50 is a condition for awarding a sufficient final grade. Only in special cases and with the approval of the Director of Education, this condition can be linked to more than one test component.
4. Subject to what is stated in article 5.5. and 5.6 each test component that is part of the final assessment of a course is taken and assessed once.
5. If a student repeats a course, the last classification gained will count.
6. Should a student pass a course, but still wishes to repeat the course, the complete course must be repeated.
7. The Regulations of the Board of Examiners describe the testing process (see: [student site](#)).

art. 5.2 – Board of Examiners

1. The Dean will establish a Board of Examiners for each degree programme or group of degree programmes and will ensure that the Board of Examiners can operate independently and professionally.
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 degree programme(s) in question or the field of testing, in which:
 - at least one member comes from outside the degree programme or group of degree programmes concerned, and
 - at least one member is a lecturer on the degree programme or group of degree 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 management positions that include financial responsibilities or who are wholly or partially responsible for Master's degree programmes are not eligible for appointment to the Board of Examiners or as chair of the Board of Examiners. These persons will in any event include the Dean, the Vice Dean, directors/heads/managers of a department, members of a department's management/governing team, members or chairs of the Board of Studies of the Graduate or Undergraduate School and the Director of Education.
4. Membership of the Board of Examiners will end on completion of the term of appointment. The chair and members of the Board may also be dismissed by the Dean at their own request. The chair and members of the Board will be dismissed by the Dean if they no longer meet the requirements of paragraphs 2 or 3 of this article. The Dean may also dismiss a chair or members found to be performing their statutory duties unsatisfactorily.
5. The Dean will announce the composition of the Board(s) of Examiners to students and lecturers.

art. 5.3 – assessment of traineeship or research assignment and thesis

1. A traineeship or research assignment will be assessed by the supervisor and also examiner in question and by one or more other internal and/or external experts.
2. Master's theses will be assessed by at least two examiners.

art. 5.4 – grades

1. Grades will be awarded on a scale of 1 to 10. The final assessment of a course is either pass or fail, expressed in numbers: 6 or higher and 5 or lower respectively.
2. The final course grade will be rounded to one decimal place. A partial course grade will never be rounded.
3. The final course grade of 5 will not have any decimal places. An average grade of 4.95 to 5.49 is a fail (5); an average grade of 5.50 to 5.99 is a pass (6).
4. The course guide sets out the way in which the final course grade is calculated.
5. Alphanumeric results are awarded in the following cases:
 - a student who is registered for a course and has not participated in one of the test modules will be given an NV (*Niet Verschenen* – No Show). If non-participation is for reasons beyond the student's control the student will be given an ND (*Niet Deelgenomen*– Not Participated);
 - a student who has not participated in all the test modules will be given an NVD (*Niet VolDaan* – Incomplete);
 - a student who failed to meet the condition of a sufficient minimum grade of 5,50 for a test component will be given an NVD (*Niet VolDaan* – Incomplete);
 - if the student has completed a module, but has not received a grade for it, he may be given a V (*Voldoende* – Satisfactory) as the result;
 - if the student has not completed a module but does not receive a numeric result, the student can be given an ONV (*ONVoldoende* - Unsatisfactory) as the result;
 - a student who has been granted exemption by the Board of Examiners will be given a VR (*VRijstelling* – Exemption);

art. 5.5– repeat exams: supplementary tests

1. If the student does not receive a pass grade but does receive a final grade of at least 4.00 before rounding, the student will be given a once-only opportunity to take a supplementary test.
2. If the student passes the individual supplementary test, a final grade of 6.00 for the entire course will be recorded in the student progress administration system. Partial course grades that the student has achieved will not be taken into account in establishing the final grade of the supplementary test.
3. If the student does not pass the supplementary test, the initial final grade will be entered into the student progress administration system, thus rendering all partial course grades no longer valid.
4. If the student cannot be awarded a sufficient final average grade of 5.50 or higher because the student has failed to pass one test component with the condition of a sufficient grade, the student will be given one opportunity to take a supplementary partial test. The content of this partial test serves to replace the test component for which the mandatory minimum grade of 5,50 or higher is not achieved.
5. If a supplementary partial test is adequately repaired, the grade 5.50 is assigned to the test component and the final average grade will be recalculated according to the conditions specified in the course guide.
6. If the student does not pass the supplementary partial test, the final grade NVD will be entered into the student progress administration system, thus rendering all partial course grades no longer valid.
7. The student will not qualify for a supplementary test if the student has not met all the effort requirements of the course.
8. The student will not qualify for a supplementary partial test if the student has been awarded a pass.
9. The lecturer will determine the form and content of the supplementary (partial) test.

art. 5.6– force majeure: replacement tests

1. Students who miss a test or part of a test owing to circumstances demonstrably beyond their control will be given only one opportunity to sit a replacement test. Only students reporting these circumstances beyond their control immediately after their occurrence to the course coordinator will be eligible to sit a replacement test (see also art. 4.4.).
2. The lecturer will determine the form and content of the replacement test.

3. If the student is not present at the replacement test, or fails to meet the terms of the replacement test in good time, the student will not be offered another opportunity.

art. 5.7 – type of test

1. Testing as part of a course will take place as stated in the course guide.
2. Upon request, the Board of Examiners may allow a test to be administered in a manner which departs from the provisions of the first paragraph.

art. 5.8 – oral tests

1. Only one person at a time may be tested orally, unless the Board of Examiners decides otherwise.
2. An oral test will be administered as far as possible by two examiners, for a maximum of 60 minutes.

art. 5.9 – provision for testing in special cases

1. If not providing for an individual testing possibility would result in a ‘special case of manifest unfairness’, the Board of Examiners may decide to grant an individual testing possibility.
2. Requests for a special possibility to sit a test must be submitted to the Board of Examiners as soon as possible, together with supporting documentary evidence.

art. 5.10 – time limit for grading tests

1. Within 24 hours of administering an oral test the examiner will determine the grade and provide the student with a written statement of the grade awarded.
2. The examiner will grade a written or differently administered test or partial test within 10 working days of the test date, and will make this grade known.
3. If the mark is not available within this period time for reasons of force majeure, the examiner must communicate this to the student, indicating when the mark will be determined. Force majeure may only be established in consultation with the Director of Education.
4. If there is a third examiner, a new assessment period of 10 working days will commence, immediately following the first period of 10 working days. It is not possible to commence a new period following this second period.
5. Time frames for assessment do not apply during academic vacation periods.
6. The written statement of the grade awarded must inform the student of the right of inspection referred to in Art. 5.12 and of the possibility to appeal to the Examination Appeals Board.

art. 5.11 – period of validity

1. The term of validity of courses passed is eight years between test date and exam date.
2. Notwithstanding this, in case of special circumstances the Board of Examiners may, if the student requests, determine an extended validity period for a course, or impose a supplementary or replacement test.
3. Partial tests and assignments passed in a course that was not successfully completed will expire at the end of the academic year in which they were passed. Partial tests and assignments expire at the end of the period in which they were passed, if the course concerned is taught more than once per academic year.

art. 5.12 – right of inspection

1. Within 20 working days after the announcement of the result of a written or digital test, the student is allowed to inspect the student’s graded work upon request. A copy of that work will be supplied to the student on request.
2. During the period referred to in the first paragraph, the student may inspect the questions and assignments of the test concerned, as well as the standards on which the grade was based.

art. 5.13 – retention of tests

1. The assignments, answers and the work assessed in the written tests will be kept in paper or electronic form for a period of two years following the assessment.
2. The thesis and its assessment will be kept in paper or electronic form for a period of seven years following the assessment.

art. 5.14 – exemption

At the student's request, the Board of Examiners may, after consulting the examiner in question, grant exemption from a programme component if the student:

- a. has already either completed a university or higher vocational programme component which is equivalent in content and level; or
- b. has demonstrated, through work or professional experience, sufficient knowledge and skills in relation to that component.

art. 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;
- share answers with others while taking a test;
- seeking the help of third parties during a test;
- being in possession of (i.e. having/carrying) tools and resources during tests, such as pre-programmed calculators, mobile phones, smartwatch, smartglasses, books, course readers, notes, etc., unless consultation is explicitly permitted;
- having others carry out all or part of an assignment and passing this off as 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 online testing system;
- fabricating survey or interview answers or research data;

Plagiarism is defined as including data or sections of text from others/the student's own work 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, other publications and encyclopaedias without using quotation marks and referring to the source;
- using a translation of the abovementioned texts without using quotation marks and referring to the source;
- paraphrasing of 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.
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 the opportunity:
 - to respond to that in writing;
 - to be heard.
 3. The Board of Examiners will determine whether fraud or plagiarism has occurred and will inform the student of its decision in writing of any sanctions in accordance with the stipulations of the fourth paragraph, stating the possibility of 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.
 - removal from the course;
 - no longer being eligible for a positive degree classification (cum laude) as referred to in article 6.2;
 - 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.
 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, 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.

art. 5.16 – control of plagiarism

1. For the purpose of controlling plagiarism handing in an electronic version of written assignments by the student (such as papers, theses) can be imposed as a compulsory condition by the examiner of the relevant course, whether or not they are using a designated plagiarism detection system. If the student does not submit an electronic version of the assignment in time, the assessor may decide not to assess the assignment.
2. In all cases, submitting an electronic version of the final thesis is mandatory for students.
3. By submitting a written assignment, the student gives permission in the broadest sense of the word for the control of plagiarism via a plagiarism detection system as well as for recording the written assignment in databases, to the extent necessary, for future plagiarism checks.

4. In the event that a particular course decides to disclose documents, students reserve the right not to disclose their written assignment other than for the purpose of plagiarism as referred to in paragraphs 1 and 2 of this article.

art. 5.17 – right of appeal

The student has a right to appeal decisions taken by the Board of Examiners or by examiners. The appeal must be made in writing, and explaining the basis for the appeal, to the Examination Appeals Board within six weeks of taking the test or examination, or of the decision being made, pursuant to Section 7.61 of the Higher Education Research Act 1992.

SECTION 6 – EXAMINATION

art. 6.1 – examination

1. As soon as a student has fulfilled the requirements of the examinations programme, the Board of Examiners will determine the result of the examination and award a certificate, as described in art. 6.4.
2. Prior to determining the result of the examination, the Board of Examiners may conduct its own examination of 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 leads 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 working day of the month in which the Board of Examiners has determined that the student has fulfilled all the requirements of the examinations programme. The student must be registered for the degree programme on the examination date.
4. Conditions to pass the examination are:
 - all components are passed;
 - the composition of the course package completed meets the level requirements set.
5. A further condition for passing the examination and receiving the certificate is that the student was registered for the degree programme during the period in which the tests and the final examination 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 the examination and is entitled to a certificate may request the Board of Examiners to not yet grant the certificate and to postpone the examination date referred to in paragraph 3. This request has to be submitted within 10 working days after the student has been informed of the result of the examination. The student will indicate in this request a preferred examination date.
7. The Board of Examiners will grant the request in any case if the student:
 - a. is to fulfil a management position for which Utrecht University has provided an administrative grant
 - b. is to do a traineeship or take a component of a programme abroad.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.

art. 6.2 – cum laude classification

1. If a student has demonstrated outstanding academic achievement in the student's Master's degree programme, the degree will be awarded cum laude; this classification will be noted on the degree certificate.
2. The cum laude classification will be awarded to the Master's examination if each of the following conditions have been met:
 1. the weighted average of the grades achieved for the Master's programme components is at least 8.00 before rounding.
 2. the student has received a minimum grade of 8.00 for the Master's thesis.
 3. the student has been granted no more than 7.5 credits in exemptions that do not count towards the examination programme (1-year programmes) or no more than 15 credits (2-year programmes).
 4. No decision has been reached by the Board of Examiners regarding commitment of fraud/plagiarism that would otherwise no longer qualify for a positive classification (cum laude).
 5. the Master's examination has been passed within one and a half years (one-year degree programmes) or three years (two-year degree programme).
3. The Board of Examiners may decide to award the cum laude classification even if not all the requirements referred to in paragraph 2 are met. Such a decision must be unanimous.
4. Classifications other than cum laude will not be noted on the degree certificate.

art. 6.3 – degree

1. The Master of Science degree will be awarded to the student who passes the examination.
2. The degree awarded will be noted on the examination certificate.

art. 6.4 – degree certificate and International Diploma Supplement (IDS)

1. The Board of Examiners will award a certificate as proof that the examination was passed.
2. The Board of Examiners will add the International Diploma Supplement in the English language to this certificate, which provides (international) insight into the nature and contents of the completed degree programme.

art. 6.5 – grading tables

1. The International Diploma Supplement gives the student's cumulative average mark and an ECTS Grading Table.
2. The cumulative average mark shows the student's academic performance on a scale of 1 to 10. It is calculated based on the final results for the courses the student has successfully completed within the degree programme. Courses that are not assessed on a numerical basis are not included in the calculation. The cumulative average mark is weighted based on the number of credits for each course.
3. The ECTS Grading Table gives a clear picture of Utrecht University's marking culture for educational institutions and employers outside the Netherlands. Based on the Grading Table, they can convert the results into their own marking system. The ECTS 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 6 to 10 are shown, as only passing marks are included in the Grading Table. The marks are expressed only as whole or half points. The percentage given with each mark indicates how frequently each mark is awarded.

The ECTS Grading Table is calculated on the basis of:

1. all final passing marks in courses undertaken towards the degree, excluding alphanumerical results;
2. not weighted according to study load;
3. in the three most recent academic years;
4. of students who were registered for a Master's Degree programme at Utrecht University.

SECTION 7 – STUDENT COUNSELLING

art. 7.1 – student progress administration

1. The Faculty must record the individual study results of the students and make them available through Osiris-student.
2. Certified student progress files may be obtained from Student Affairs Geosciences.

art. 7.2 – student counselling

1. The Faculty is responsible for providing an introductory programme and student counselling to students registered for the degree programmes.
2. Student counselling encompasses:
 - encouraging students to feel part of the community;
 - supervising programme choices;
 - assisting a student to familiarise himself with the job market.
 - an introductory programme in the first week of the first semester of the first year of study
 - referring and assisting students who encounter difficulties during their studies.

art. 7.3 – disability and chronic illness

Students with special needs are afforded the opportunity to take classes and sit tests in the manner agreed in their special needs contracts. Requests for a provision are submitted to the student adviser via OSIRIS-student.

SECTION 8 – TRANSITIONAL AND FINAL PROVISIONS

art. 8.1 – safety net arrangements

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 7.3h, 7.11 and 7.12b of the Act or on the basis of articles 3.6 to 3.9, 5.5 to 5.11, 5.14-5.16 and 6.1-6.2 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.

art. 8.2 – hardship clause

In accordance with the rules laid down in these Education and Examination Regulations, the Board of Examiners will decide, 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.

art. 8.3 – amendments

1. Amendments to these Regulations will be laid down by the Dean after having heard the advice of the Education Committee and after consultation with the Faculty Council and the Education committees, in separate resolutions.
2. An amendment to these Regulations is not to be applied to the current academic year, unless it is reasonable to assume that it will not harm the interests of the students.

3. Furthermore, an amendment may not have an adverse effect for students on any other decision the Board of Examiners has taken pursuant to these Regulations with respect to a student.

art. 8.4 – publication

The Dean will publish these Regulations, as well as each amendment, on the internet.

art. 8.5– effective date

These Regulations take effect on 1 September 2022.



Universiteit Utrecht

Regulations of the Board of Examiners

(Rules & Guidelines pursuant to Section 7.12 (b)(3) of the Higher Education and Research Act)

Regulations of the Board of Examiners adopted by the Board of Examiners for the Undergraduate and Graduate School of Geosciences at Utrecht University, on 30 June 2022.

Valid from 1 September 2022.

Disclaimer: This translation is provided for information purposes only. Inevitably, differences may occur in translation, and if so, the Dutch version will prevail.

Preamble

The Board of Examiners of the Undergraduate School consists of a central Board of Examiners and three executive panels. These executive panels implement examinations policy independently, within the frameworks set by the central Board of Examiners of the Undergraduate School of Geosciences. The chairs of the executive panels form the central Board of Examiners of the School. The central Board of Examiners acts as a framework-setting and supervisory body. It determines examinations policy and sets the frameworks in the form of regulations and procedures.

The Assessment Committee examines the quality of assessment within the framework of the faculty assessment policy. The central Board of Examiners lays down the regulations of the Board of Examiners each year. In its supervisory role it also monitors the quality of the decisions and the implementation of examinations policy by the panels.

Requests to the Board of Examiners are received centrally and are then assigned by the central Board of Examiners to the executive panels.

Requests to the Board of Examiners Board are received centrally and subsequently assigned to the executive panels. See the appendix.

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PARAGRAPH 1 – GENERAL STIPULATIONS

Art. 1.1 – scope of application

These Regulations apply to the tests and examinations of the study programmes of the Graduate and Undergraduate School of Geosciences. These regulations do not apply to the PhD programmes.

The terms defined in the Education and Examination Regulations of these study programmes also apply to these Regulations.

Art. 1.2 – Board of Examiners

1. a. The Board of Examiners will appoint a member, excluding the external member, from its ranks as chairman. The chairman is in charge of managing the daily course of affairs of the Board of Examiners.
b. The chairman appoints a vice chairman, excluding the external member, to replace the chairman in his absence. In absence of the chairman and the vice chairman, each individual members, excluding the external member, will be will be in charge of the daily course of affairs of the Board of Examiners.
2. The Board of Examiners will take decisions by an ordinary majority of votes. If the votes are equal, the chairman, or his/her replacement, has a casting vote.
3. The chair and all members of the Board of Examiners, excluding the external member, are authorized signatories.
4. The Board of Examiners must take a decision within six weeks of receipt of an application with the exception of academical holidays and fieldwork periods.
5. The Board of Examiners will be supported in its work by an official secretary. This official secretary will not be a member of the Board of Examiners. The official secretary is responsible for:
 - preparing, convening and taking minutes of the meetings;
 - monitoring the implementation of decisions taken;
 - communicating decisions to students and other stakeholders;
 - preparing periodic reports;
 - archiving processed requests, objections and decisions taken.
6. The Examination Board can mandate the official secretary to check on behalf of the Examination Board whether all units of study belonging to the examination program of the degree program have been successfully completed and the student has therefore passed the examination. To this end, the Examination Board issues a written mandate to the official secretary, containing the frameworks and general instructions regarding the exercise of the mandated authority.

Art. 1.3 – standards

In its decisions, the Board of Examiners will be guided by the following standards:

- a. the retention of quality criteria in an examination or test;
- b. efficiency requirements, expressed *inter alia* in efforts to:
 - limit as far as possible loss of time for students, who can thereby make rapid progress which their studies;
 - encourage students to terminate their studies as quickly as possible, if it is unlikely that they will pass an examination or test;
- c. protecting students from themselves in the event that they wish to take on an excessive study load;
- d. leniency towards students who, through no fault of their own, have experienced delays in the progress of their studies.

Art. 1.4 - examiners

1. The Board of Examiners will appoint members of the academic staff charged with teaching a course as examiners. The Board of Examiners may furthermore appoint other members of the

academic staff and experts outside the study programme as examiners. The examiners are responsible for the testing of the course.

2. The Board of Examiners may withdraw the appointment as an examiner in the event that the examiner fails to comply with the applicable legislation or regulations or guidelines of the Board of Examiners, or if the competence of the examiner concerning the making, administering or marking of tests repeatedly proves to be of insufficient quality.
3. The Examination Board registers all examiners, so that it is known which persons are authorized to administer tests and to determine the results.

PARAGRAPH 2 – ORGANIZATION OF TESTS AND PROPER PROCEDURE

Art. 2.1 – times of tests

1. Written tests are to be administered at times set by the course examiner at least 14 days before the start of the term in question.
2. In setting the times of the tests any overlap of tests must be prevented as far as possible.
3. Changes to times set may be made only in cases of force majeure.
4. If possible, oral tests are to be administered by the examiner(s) in question at a time set after consulting with the student.
5. The times of written supplementary and replacement tests will be determined and announced at least two weeks in advance. At least five working days will pass between the announcement of the results and the supplementary test.

Art. 2.2 – registration for tests

When registered correctly for a course, students are also signed up for the course test(s).

Art. 2.3 – order during an examination or test

1. The examiner will ensure that an adequate number of invigilators are appointed for the written examinations. These invigilators will ensure that the test proceeds properly.
2. The students must identify themselves on request by or on behalf of the Board of Examiners by valid proof of the student's identity. Admission to the test will be denied if students are unable to identify themselves.
3. The student must follow instructions of the Board of Examiners, or the examiner or invigilator, which are given before, during and immediately after the test.
4. Should the student fail to follow one or more instructions as referred to in Art. 2.3.3, the student may be excluded by the Board of Examiners or examiner from further participation in the test in question. As a consequence of the exclusion, no result will be determined for that test. Before the Board of Examiners takes a decision, at the student's request they must give the student the opportunity to be heard on the matter.
5. The duration of a test must be such that students reasonably have enough time to answer the questions.
6. Latecomers will be admitted to a test 30 minutes at most after the start of the test. If a student is prevented by force majeure from being present within this time limit, the Board of Examiners, or examiner, will decide whether the student can still be admitted to the test. Latecomers may not claim extra time for the test.
7. Students may not leave the room where the test is being administered within 30 minutes of the start of the test.
8. After one or more participants have left the room, no latecomers will be admitted to the test.
9. Students must hand over their bags, coats and electronic devices to the invigilators at the start of the test.

PARAGRAPH 3 – ASSESSMENT OF TESTS, THESIS

Art. 3.1 – marking of test

1. The Board of Examiners will ensure that written tests are to be marked on the basis of predetermined, written standards, possibly adjusted on the basis of a correction.
2. The weighting of the interim results in reaching the end result is laid down in the course manual.
3. If more than one examiner is involved in the marking of a test, the course coordinator must ensure that all examiners mark it on the basis of the same standards.
4. The manner of marking must be such that the student can check how the result of the test was reached.
5. With only one examiner present a recording of an oral test is made. In case of more than one examiner present, one of the examiners makes notes listing the topics that are being addressed and whether the students masters the subject(s). Recordings or notes are kept by the examiner for three months and can be viewed or listened to by the student who took the oral test.
6. If, in case of assessing, several students contribute towards a single joint project, the following rules apply:
 - a. the guideline for the individual or collective marking of group work must be established beforehand by the lecturer and notified to the student;
 - b. the supervisor will regularly check that all students make a proportional contribution to the end product;
 - c. students may be marked individually on the basis of the work they have performed.
7. If several students contribute to a thesis or master's research, the following additional guidelines apply:
 - d. The Examination Board ensures that assessment criteria for the thesis are established and that these laid down in the study guide.
 - e. agreements about the division of tasks for the work to be performed by the students are laid down in writing by the responsible examiner(s) before the work commences;
 - f. students are assessed individually on the basis of the work they have performed.
8. The last mark given will apply in assessing the result of a test/course.

Art. 3.2 – assessment of theses

1. A thesis must be assessed and marked by two examiners. The first examiner will present the submitted thesis and his or her mark, with an assessment form to the second examiner. The second examiner will assess whether the mark is justified in view of the submitted thesis and the assessment form. If this is not the case, the first and second examiner will determine the mark in consultation. If the first and second examiner cannot reach agreement, the Board of Examiners will appoint a third assessor who will give a binding final opinion.
2. The examiners will use an assessment form provided with feedback on which the final grade is based.

Art. 3.3 – subsequent discussion

1. As soon as possible after the result of an oral test is made known, if a student so requests or on the initiative of the examiner a subsequent discussion will be held between the examiner and the student, in which the examiner will give reasons for the decision.
2. During a period of 30 days, starting on the day after the results of a written test were made known, the student may request a discussion with the examiner. The discussion will be held at a place and time determined by the examiner.
3. If a collective discussion is organized, the student can submit a request as referred to in the second paragraph only if the student was present at the collective discussion and the student gives reasons for that request, or if the student was prevented by force majeure from attending the collective discussion.
4. The provisions of the preceding paragraph will apply by analogy if the examiner offers the student the opportunity to compare the answers with model answers.

Art. 3.4 – recording the final results

Final results of a course unit will be entered in Osiris following authorization by the examiner.

PARAGRAPH 4 – ASSURING THE QUALITY OF EXAMINATIONS

Art. 4.1 – assuring the quality of testing

The Board of Examiners will ensure that:

- a. a testing policy/testing plan is in place, and that this is implemented;
- b. tests are compiled in line with the learning objectives and final attainment levels for the course in question;
- c. uniform agreements are made on the way in which tests are compiled.

Art. 4.2 – determining the quality of testing

1. The Assessment Committee is charged with providing analysis and advice concerning the quality of the tests. To this end, it will test the quality of individual tests on the basis of random samples – and following complaints, evaluation of results, pass rates and suchlike – in relation to the validity (they measure knowledge, skills and competences) and reliability (are they consistent and accurate) and will inform the Board of Examiners of their findings.
2. The Board of Examiners may ask the Assessment Committee to provide information, undertake research and make proposals concerning the structure of the tests. The Assessment Committee is obliged to follow these orders. The Assessment Committee is responsible to the Board of Examiners for carrying out these orders.

Art. 4.3 – assuring the quality of examinations (final level of the graduates)

1. If it becomes apparent that the test has such serious quality shortcomings that it cannot be ascertained whether and to what extent the students have achieved the learning objectives of the course, by virtue of its quality assurance role pursuant to Section 7.12b (1)(a) of the Higher Education and Research Act the Board of Examiners may decide immediately that the examination concerned is invalid, and that all participants must repeat the entire examination as soon as possible. The Board of Examiners will set the date on which the examination will be repeated. This date will be no later than two weeks after establishing the quality shortcomings, so that the participants will still be able to benefit from their preparations for the examination.
2. Except in the event of fraud or plagiarism as referred to in Art. 5.15 of the Education and Examination Regulations, the Board of Examiners may no longer declare a test invalid if the final test results have already been published.

Art. 4.3a – declare void online proctored exam in case of irregularities

1. The Board of Examiners can declare the online proctored exam of one or more students invalid if, during the exam, there was insufficient insight into the possibility of fraud or if there were circumstances that enable fraud.
2. If the situation described in section one of this article is the consequence of an irregularity, which are at the expense and risk of the student, the student will not be offered an extra possibility to take the exam.
3. In case of force majeure, reported by the student during the exam, the student can submit a request for an extra exam. If the irregularity are at the expense and risk of the university, a new exam will be offered.
4. The irregularity is at the expense and risk of the student when the student has not followed the instructions of the online proctored exam.

Art. 4.4 – assuring the quality of examinations (final level of the graduates)

The Board of Examiners will ensure that:

- a. the exit qualifications for the course as described in the Education and Examination Regulations are translated into testable learning objectives for each course;
- b. it is systematically examined whether there is a sufficient connection between the course objectives and the final attainment levels, or the sum of the learning objectives for each course corresponds to the exit qualifications for that course.

Art. 4.5 – Board of Examiners’ own investigation to maintain quality of examination

1. A student has passed the examination if all parts of the examination programme have been successfully completed. Contrary to the above, the Board of Examiners may decide that in order to pass the examination the student must have complied with the requirements relating to the Board of Examiners’ own investigation as referred to in Section 7.10(2) of the Higher Education and Research Act into the knowledge, understanding and competence of the student.
2. 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. If the Board of Examiners exercises its authority to conduct an investigation as referred to in the first paragraph, it will inform the student(s) concerned in writing of its decision, giving reasons and drawing the student’s attention to the option to submit an appeal to the Examination Appeals Board.

PARAGRAPH 5 - EXEMPTIONS, APPROVAL OF COURSE UNITS

Art. 5.1 – exemption

1. Students wishing to receive one or more exemptions, must submit a request with argumentation to the Board of Examiners. The request must be signed and contain:
 - the student's name, address and student number
 - a description of the reasons on which the exemption is being sought
 - for which course(s) the exemption is being sought
 - an authenticated copy of the student’s diploma, examination results or proof of tests previously taken
 - and/or a description of the knowledge and experience the student has obtained outside of higher education, accompanied by the relevant documents showing this.
2. The Board of Examiners will submit the request for advice to the examiner(s) in charge of teaching the course(s) for which the exemption is being sought.
3. The Board of Examiners will decide within 6 weeks of the date of receipt of the request on whether the exemption will be granted. With the exception of academic vacation periods as laid down in the academic calendar and during the fieldwork period.

Art. 5.2a – approval of course units bachelor

1. Students wishing to include course units, which require prior permission of the Board of Examiners on the grounds of the Education and Examination Regulations, must submit a request, giving reasons, to the Board of Examiners. The request must be signed and contain:
 - the student’s name, address and student number;
 - a description of the contents, level and assessment of the courses for which approval is being sought;
 - an indication of the way in which the student wishes to include the course(s) in the education programme.
2. The Board of Examiners will submit the request, if necessary, to the programme coordinator or a specialist lecturer for the course for advice.
3. The Board of Examiners will decide within 6 weeks of the date of receipt of the request. With the exception of academic vacation periods as laid down in the academic calendar and during the fieldwork period.
4. If approval concerns course units outside the UU, following their completion the student will submit a certified transcript or a summary of the monitoring of student’s progress.
5. Based on the certified transcript, course content description(s) and to request further substantiation by the student, the Board of Examiners grants course level 1, 2 or 3 to a course outside the UU in accordance with the UU teaching model.

6. If the course information (as referred to in art. 5.2.5) proves to be insufficient to determine course level and ec, the Board of Examiners will grant level 1 and/or 1 ec.
7. The Board of Examiners does not appoint course level (1, 2 or 3) to courses passed abroad.
8. Contrary to the provisions of 5.2a.7, at least the level of the course to be replaced will be awarded if the Examination Board decides to approve courses taken abroad as a replacement component in the major.
9. The student that can demonstrate that the course level requirements in the Course Profile cannot be met, has to submit a detailed substantiated request to the Board of Examiners in case a level 2 or 3 is needed.
10. The Board of Examiners will decide about the request (as referred to in art. 5.2.9), if necessary after consulting the programme coordinator or a specialist lecturer of the course.

Art. 5.2b – approval of course units master

1. Students wishing to include course units, which require prior permission of the Board of Examiners on the grounds of the Education and Examination Regulations, must submit a request, giving reasons, to the Board of Examiners. The request must be signed and contain:
 - the student's name, address and student number;
 - a description of the contents, level and assessment of the courses for which approval is being sought;
 - an indication of the way in which the student wishes to include the course(s) in the education programme.
2. The Board of Examiners will submit the request, if necessary, to the programme coordinator or a specialist lecturer for the course for advice.
3. The Board of Examiners will decide within 6 weeks of the date of receipt of the request. With the exception of academic vacation periods as laid down in the academic calendar and during the fieldwork period.
4. If approval concerns course units outside the UU, following their completion the student will submit a certified transcript or a summary of the monitoring of student's progress.
5. Based on the certified transcript, course content description(s) and to request further substantiation by the student, the Board of Examiners grants a number of credits to a master's course taken elsewhere.
6. If the course information (as referred to in art. 5.2b.5) proves to be insufficient to determine a number of credits the Board of Examiners will grant 1 ec.

PARAGRAPH 6 – COMPLAINTS

Art. 6.1 - complaints about testing and marking

1. The first point of contact for students with a complaint about testing and marking is the lecturer, who as the examiner is responsible for determining the result of the test. If there are several examiners for the course, the course coordinator is the first point of contact as the 'representative' for all examiners involved in the test (provided that the course coordinator is also an examiner). The lecturer or course coordinator will endeavour to reach a solution in an informal manner.
2. 'Testing and marking' is understood to mean all situations where there is a formal assessment moment that leads to a mark or an alphanumerical result relating to learning objectives and exit qualifications that are laid down in the Education and Examination Regulations.
3. If the quality of the test is at issue and the complaint has implications for the result of the test, the lecturer and/or course coordinator will ensure that a quality analysis is carried out to assess whether the test meets the general quality requirements as referred to in paragraph 4. In the case of wide-ranging complaints or complex issues concerning content, third parties will be consulted if necessary, such as a specialist lecturer, a testing expert or the faculty Assessment Committee. The quality analysis will be conducted as soon as possible, preferably before the test results are published.

4. If the quality analysis reveals that the test does not meet one or more quality requirements, the lecturer and/or course coordinator may decide to adjust the marks and the standard. If the final test result has already been published, the amended result may no longer be to the disadvantage of one or more students.
5. The Board of Examiners may make use of its statutory authority pursuant to Section 7.12b (1)(b) of the Higher Education and Research Act: *'to lay down guidelines and rules from within the framework of the education and examination regulations (...), to assess and establish the result of tests and examinations'*. The lecturer and/or course coordinator will observe the guidelines and rules laid down by the Board of Examiners.

Art. 6.2 - appeal against decisions concerning testing and marking

1. Students may submit an appeal against the decisions of examiners or the Board of Examiners to the Examination Appeals Board within six weeks of publication of the mark/alphanumerical result. See <http://students.uu.nl/praktische-zaken/regelingen-en-procedures/klachten-bezwaar-en-beroep/college-van-beroep-voor-de-examens-cbe>
2. Art. 54 of the Administration and Management Regulations of UU stipulates that a formal complaint will not be dealt with if it concerns conduct against which the person involved may lodge an appeal. Since an appeal may be submitted to the Examination Appeals Board against decisions relating to testing and marking, complaints about testing will not be dealt with according to the formal complaints procedure of Utrecht University. This means that the complaints procedure described in Art. 6.1 is not formal in nature.

PARAGRAPH 7 – FINAL PROVISIONS

Art. 7.1 – annual report

1. The Board of Examiners will draw up an annual report of its activities for each academic year and will send this to the dean.
2. The annual report will contain the following parts:
 - a. composition of the Board of Examiners
 - b. monitoring of quality of the tests and examinations (final level of the graduates):
 - description of procedures and guidelines for marking and setting standards for tests; way in which it is ascertained that these are applied;
 - description of guidelines for marking and setting standards for research assignments and theses; way in which it is ascertained that these are applied;
 - way in which and number of times that the quality of the tests has been examined.
 - c. quantitative information, numbers:
 - diplomas awarded (plus number with distinction (*cum laude*));
 - requests for exemption or approval;
 - requests for a special examination dispensation;
 - cases of fraud;
 - binding study advice.
 - d. recommendations

Art. 7.2 – amendments

1. Amendments to these regulations will be laid down by the Board of Examiners in a separate decision.
2. An amendment to these regulations does not relate to the current academic year, unless the interests of the students are not harmed as a result in all reasonableness.

Art. 7.3 – entering into force and publication

1. These regulations enter into force on 1 September 2022.

2. The Board of Examiners will ensure the publication of these regulations, as well as any amendment thereto, via the internet.

APPENDICE

Overview of the executive panels to the Board of Examiners

Executive panel Earth Sciences (ES)

Undergraduate school (bachelor degree programme):
Aardwetenschappen

Graduate school (master degree programme):
Earth Sciences

Executive panel Sustainable Development (SD)

Undergraduate school (bachelor degree programmes):
Global Sustainability Science
Natuurwetenschap en Innovatiemanagement

Graduate school (master degree programmes):
Energy Science
Environmental Sciences
Science and Innovation

Executive panel Human Geography and Planning (HGPL)

Undergraduate school (bachelor degree programme):
Sociale Geografie en Planologie

Graduate school (master degree programmes):
Development Studies
Geographical Sciences
Human Geography
Human Geography and Planning
Spatial Planning

Programme-specific part of the Education and Examination Regulations 2022-2023

Graduate School of Geosciences:

Master's degree programme in Spatial Planning

Art. 2.1 - Admission requirements

1. Admission to the *Spatial Planning* programme is granted to students with a Dutch or a foreign diploma confirming that they have acquired the knowledge, insight and skills at the university Bachelor's level. Furthermore, students need to prove that they have gained the following specific knowledge, insight and skills:
 - a) knowledge in the field of Planning, at the advanced level of the major *Human Geography and Planning* at Utrecht University, or equivalent to this level
 - b) insight into Planning at the advanced level of the major *Human Geography and Planning* at Utrecht University, or equivalent to this level
 - c) academic and research skills at the advanced level of the major *Human Geography and Planning* at Utrecht University, or equivalent to this level
 - d) good command of the language or languages used in the programme

2. Students will be selected based on objective standards regarding:
 - a) their previous academic performance in a relevant subject area
 - b) relevant skills
 - c) their command of the language or languages used in the programme.
 - d) the following additional selection criteria with proven relevance for the opinion on the suitability of the candidate:
 - motivation
 - average grade

This information is used to consider whether the student concerned will be able to complete the Master's Programme successfully within the set time period. The admission requirements have been formulated clearly and transparently so that candidates know in advance which requirements must be met in order to qualify for selection.

Art. 3.1 – Aim of the degree programme

The programme has four central aims. Students are challenged to develop:

1. in-depth theoretical insights into spatial planning;
2. appropriate research skills to investigate spatial issues;
3. a critical attitude to reflect upon spatial developments within their political and societal context;
4. substantive and process-oriented knowledge and skills to handle complex spatial issues and challenges in an appropriate way.

The intended learning outcomes of the programme:

1. Students can analyze spatial problems with scientific methods
2. Students can use existing knowledge and theories to find solutions
3. Students can critically reflect on sustainable spatial development
4. Students understand the governance and management of cities.
5. Students can independently apply their academic knowledge and skills

The intended learning outcomes of the programme are specified in the prospectus.

Art. 3.6 - Components of the Master's programme

1. Appendix 1 describes the required courses of the programme, including the course load.
2. Students may select an elective course of 5 EC from other UU programmes or from other universities, but these need to be approved by the Board of Examiners (see EER Art. 3.7). The elective components within the programme are listed in Appendix 2.
3. The prospectus gives a detailed description of the content and the form of instruction of the components of the programme, including prior knowledge that is required to participate successfully.

Art. 4.2 - Course admission requirements

The Executive Board decides the order in which the required components of a Master's degree programme must be completed. This will be published in the prospectus.

Art. 4.7 - Evaluation of the quality of education

1. The Director of Education monitors the quality of education, and ensures that both the courses and the curriculum are evaluated. The Director takes into consideration the advice and suggestions given by the Education Committee regarding improving and ensuring the quality of the programme.
2. Students who have participated in the course will be informed of the results of the course evaluation.

Appendices

Appendix 1: Structure of the programme

Starting from September 2017		Starting date before September 2017	
Required/theoretical	20 EC	Required/theoretical	22.5 EC
Methods of research	5 EC	Methods of research	7.5 EC
Elective course	5 EC	MSc research/thesis	30 EC
MSc research/thesis	30 EC		

Compulsory components (55 EC)

GEO4-3115	Beyond Planning Theory	7.5 EC
GEO4-3117	Planning for Sustainable Cities	7.5 EC
GEO4-3119	Urban Governance in Spatial Planning	5 EC
GEO4-3120	Advanced Research Methods for Spatial Planning	5 EC
GEO4-3111	Master's Thesis/Internship Spatial Planning	30 EC

Appendix 2: Elective courses (5 EC)

GEO4-3917	Real Estate	5 EC
GEO4-3519	Migration, Mobilities & Sustainable Futures	5 EC
GEO4-5501	Techniques of Futuring	5 EC
GEO4-3121	Urban Infrastructures	5 EC
GEO4-3316	Neighbourhoods and Crime	5 EC
GEO4-3924	Cultures of Sustainability in Global Perspective	5 EC
		5 EC
		5 EC