



# COURSE CATALOGUE INNOVATION SCIENCES 2022-2023

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## Preface

Welcome to the Master's programme Innovation Sciences!

The Master's programme in Innovation Sciences is part of the Graduate School of Geosciences and is organised by the Copernicus Institute of Sustainable Development. The programme aims to teach you the specialised knowledge and professional attitudes and skills you need to become a first class researcher in academic and professional organisations in the field of innovation sciences. The close link to the excellent research of the Copernicus Institute of Sustainable Development, combined with the small scale of the groups, the international setting of the Master's programme and the pleasant working atmosphere will contribute to this aim.

We hope this course catalogue will help you to find easily the relevant information you need as a student in the Master's programme. First a general description of the programme, the structure, the components and some organisational matters are presented. This is followed by information about procedures, and the UU-time table is also included in the catalogue. The Education and Examination regulations 2022-2023 (OER) can be found in Appendix 4.2 and the Regulations of the Board of Examiners in Appendix 4.3.

At any time during your studies you will need two course catalogues: one of the year you started your Master's programme in Innovation Sciences (this shows the exam programme that you need to follow) and one of the most recent academic year, which shows the current Rules & Regulations.

You can find more information on the [website](#): and in the Blackboard community for all Innovation Sciences students.

Still, if you have some (personal) questions, you can contact the Study Advisor of the programme.

On behalf of the staff we wish you an inspiring, pleasant and successful new academic year!

Dr. Maryse Chappin, Programme Leader Innovation Sciences

and

Dr. Karin Rebel, Director of Education Copernicus Institute of Sustainable Development

# 1 CONTENT OF THE PROGRAMME

## 1.1 CHARACTER OF THE INNOVATION SCIENCES PROGRAMME

The Master's programme Innovation Sciences (IS) trains students to **analyse innovation questions that are related to the introduction and development of new technologies**. Technological innovation is often seen as a condition to ensure future economic growth and considered pivotal in addressing grand challenges related to sustainability and health. The question how these innovations can be realised effectively remains unsolved and requires insights in the nature of technological trajectories, the role of firms and other actors such as governments, knowledge institutes and other stakeholders, and the conditions of knowledge production. Typically, innovation questions are ill-defined, complex and open ended. To address them successfully requires understanding of the technologies involved, rigorous knowledge of innovation theories and methods, as well as flexibility and creativity. Intellectually, IS draws heavily on insights from the multidisciplinary field of Innovation Studies, which is part of the social sciences. Innovation studies combine insights from management, economics and social science perspectives on knowledge production and technological change.

The IS programme views firms as key players in the development of new technologies. However, these firms do not innovate in isolation, they operate in a network with other firms, knowledge institutes, users and other stakeholders that are involved in the development of innovations. The programme emphasises that the collective efforts of stakeholders shape technological trajectories. Further, most of the technological innovations that are studied in the programme aim to make a societal contribution, while the programme also emphasises the importance of other forms of non-technological innovations, e.g. social innovation, institutional innovation. In all, the programme gives special attention to radical innovations at the expense of incremental product changes and product development. This focus distinguishes IS from, for instance, business schools, in which innovation only appears as a means for firms to survive or to gain a competitive advantage.

The IS programme has a strong analytical orientation. Students are trained to use research as a tool to analyse innovation processes systematically. Graduates are trained in selecting and applying relevant innovation theories, to design a qualitative and/or quantitative innovation research. This allows graduates to understand innovation problems rigorously, to produce new (scientific) insights and to develop (new) solutions to innovation problems based on these insights. Thereby graduates can perform their main job tasks on an academic level in the professional field. These capabilities are important for careers in research environments, government bodies, consultancy firms (both specialised and generic) and technology driven firms.

Next to the domain of Innovation Studies, IS also pays a lot of attention to the development of skills that are required after graduation. Innovation processes often involve different parties with different backgrounds. Therefore, a prime skill is communication to different audiences using different formats and media.

The IS programme is internationally oriented. Where possible exchanges are facilitated, but only if they add to the quality of a student's programme. Finally, the programme wishes that every student can develop to his/her full potential, therefore it actively promotes excellence among students and student initiatives.

Finally, IS is not only a programme, it is part of an academic community consisting of students, teachers, researchers, support staff, professionals and alumni. The programme actively supports this community together with other (student) associations.

## 1.2 RELATION BETWEEN THE MASTER'S PROGRAMME AND THE COPERNICUS INSTITUTE

The Master's programme is closely tied to the Copernicus Institute of Sustainable Development, which is affiliated with Utrecht University. The work of this research institute focuses on a wide range of issues related to sustainable development and innovation centred around the topics of transitions, governance, modelling and circular economy. The programme is connected with all these major research themes of the institute. For more information on the research programme and its clusters of the Copernicus Institute, see: the [website](#).

The IS programme is closely related to the research of the Innovation Studies Group of the Copernicus institute. This group studies innovation processes that are related to significant societal problems like climate change, non-sustainable energy provision, non-sustainable transportation system or the increasing costs of the healthcare system.

## 1.3 DEGREE QUALIFICATIONS

Based on the characterisation above, the Innovation Sciences programme has the following degree qualifications:

The graduate:

1. has advanced knowledge and understanding of the dynamics and challenges of Innovation Sciences in the context of both organisations and society at large;
2. is able to conduct research of the dynamics and challenges of Innovation Sciences in a creative and independent way;
3. has the ability to apply knowledge, research methods, and problem-solving abilities in broader contexts related to the dynamics and challenges of Innovation Sciences;
4. has insight into the complex interactions between science, innovative technology and society and is able to reflect critically upon the roles of science and technology in organisations and society;
5. has professional and academic skills, in particular in relation to the dynamics and challenges of Innovation Sciences;
6. is able to apply knowledge and understanding in such a way that he or she demonstrates a professional approach to their work;
7. is able to communicate conclusions of conducted research, as well as the knowledge, reasons and considerations underlying these conclusions, to an audience of specialists and non-specialists alike;
8. is able to study and work independently and explore new areas of interest in the field of the programme or related fields and demonstrates a professional approach to their work.

## 1.4 DESCRIPTION OF THE PROGRAMME

To obtain these qualifications students follow four clusters of courses:

- (i) courses on theory (Innovation Management (GEO4-2268), Innovation Systems and Processes (GEO4-2257), Societal Challenges and Innovation Theory (GEO4-2258): 22,5 EC)
  - overview of theories
  - understand what theories do and how they are used
  - abilities to judge and select theories for a particular research question

- ability to combine theories and improve theories
- understand how these theories can help solve a practical problem
- (ii) courses on methods (Innometrics (GEO4-2259), Quantitative Innovation Analytics (GEO4-2270), Qualitative Innovation Analytics (GEO4-2260): 22,5 EC)
  - indicators of publication and patent data
  - explorative quantitative methods (e.g. network analysis, mapping)
  - regression-based quantitative methods
  - inductive and deductive qualitative methods
  - writing research proposals
  - understand how methods can contribute to addressing theoretical and practical innovation problems
- (iii) courses on application and integration (Consultancy Project IS and SBI (GEO4-2007), MSc thesis (GEO4-2239X): 60 EC)
  - in groups or individually
  - with outside organizations for societal issues
  - or with a focus on theoretical challenges
- (iv) electives (15 EC)

In the first year, students are trained in using theories and methods of innovation analysis, and to apply these to real innovation problems. In the second year, students follow an individual trajectory dedicated to their interests and ambitions, which includes a Master's thesis-internship project. The emphasis is put on independently applying all acquired knowledge and skills for the practical analysis of and influence on innovation processes. Further, to customise their programme, students can follow 15 EC of elective courses. This allows students to specialise in a topic or field of their interest, possibly related to their graduation topic.

Each cluster is discussed below. For further specifications of the contents, purpose, literature, and assessment criteria of the various programme components please refer to the course descriptions in Osiris.

### **(i) courses on theory**

The field of Innovation Studies is interdisciplinary by nature. It is the objective of the courses within Innovation Sciences that students become familiar with the most important theories of innovation, and learn how to apply these theories in the analysis of technology and innovation. More specifically,

- students will become acquainted with the classic readings in economics, management and social sciences on innovation in firms and in the context of the innovation system,
- students will learn to compare different theories in terms of explanatory power (the kind of problems a theory is able to tackle), and
- students will learn how a careful choice of theory improves the quality of innovation analysis.

Students entering the IS programme in September of each academic year start their studies with three obligatory courses (each 7,5 EC) focused on extending their knowledge of relevant theories for innovation studies and their skills of applying these theories to innovation problems encountered in reality, i.e. Innovation Management (GEO4-2268; IM), Innovation Systems and Processes (GEO4-2257; ISP) and Societal Challenges and Innovation Theory (GEO4-2258; SCIT). These courses will equip students with the necessary knowledge to make informed decisions about which theory to choose in order to tackle different kinds of innovation problems.

During the courses IM and ISP students are educated in acquiring knowledge of original scientific contributions to the field of (new) technology based innovation and its management by various stakeholders involved. A number of theoretical strands are taught, ranging from evolutionary economics of technical change and the resource-based view of the firm, to historical, sociological and institutional approaches of the co-evolution of technological change and networks of firms and stakeholders. In this way, students will get familiar with the intellectual 'landscape' of approaches, as well as with topics such as adoption and diffusion of innovations, dynamic capabilities, user-producer interactions and cycles of technological change. During both courses students are trained in understanding, comparing, recognising and integrating the various theoretical insights by writing reports on dedicated assignments.

During the course SCIT students reflect on what a theory is and on the role of theory in knowledge production. They discover what it means to use a theory and learn how to recognise approaches and assumptions in the broader field of innovation studies. They are trained to use the theoretical approaches taught during IM and ISP in dedicated case studies and to generate new theoretical insights.

### **(ii) courses on methods**

The first year of the IS program starts with the course Innometrics (GEO4-2259). In this course students become acquainted with how practical innovation questions are translated to the scientific domain of Innovation Studies. Moreover, students are introduced to various sources of data that can be used to solve these problems. The emphasis is on typical innovation indicators, like patents and publications. In the course students also develop skills to write an advice to external stakeholders based on findings from original research.

Additionally, students attend another two obligatory courses (each 7,5 EC) to extend their knowledge, skills and experience concerning methodologies relevant for innovation research: Quantitative Innovation Analytics (GEO4-2270; QuanIA) and Qualitative Innovation Analytics (GEO4-2260; QuallIA). In these courses students are educated in translating theoretical insights into analytical models (= modelling) and measuring and analysing the variables in these models on the basis of data. QuanIA is focused on the use of quantitative data and appropriate methods of data analysis. Attention is paid to typical databases on firms or science and technology indicators, their analysis by means of statistical and social network methods. QuallIA is focused on the use of qualitative data and appropriate methods of data analysis. Attention is paid to data collection from primary sources (interviews, documents) and their analysis in the context of case-studies and history event data analysis. In both courses students are trained in interpreting the results of the analyses carried out and evaluating their scientific implications as well as their practical implications for management and policy. Effective communication (orally and in writing) about the research activities carried out is part of each course. Further, in both courses students are trained in how to structure a research project, how to make sensible and consistent theoretical and methodological choices, how to write this down in a research proposal and how to execute a research proposal.

### **(iii) courses on application and integration**

The first year of the IS programme is concluded by the course Consultancy Project IS and SBI (GEO4-2007). The knowledge and skills acquired by the students during the previous courses are integrated and applied on a practical innovation problem. This is done in groups of students. Each group has to design and execute a limited research project concerning an innovation problem/issue in practice of their own choice. Every week there are group meetings of 3 groups together with one of the supervisors in which the groups discuss each other's work, problems encountered and progress to be made. The supervisor reflects on common issues encountered in the work of the groups present. Solutions to problems encountered by individual groups are not provided by the supervisors. They discuss only solutions to problems developed by the research groups themselves. The compositions and supervisors of the group meetings change every week in order to stimulate inter-group learning. Additional to the weekly meetings, groups may attend individual consultation meetings

with a supervisor to discuss particular matters in further details. At the end of the course students deliver a scientific research report and a vocational report.

In addition, integration of the theoretical insights around societal challenges also takes place in the course Societal Challenges and Innovation Theories.

After completion of the courses on theory and methods and the course Innometrics, students may start their individual final research project for their Master's thesis (45 EC). Depending on the students' individual interests and ambitions, students focus on one of these research themes and develop their own research project. The research can (partly) take place in organisations other than the university (e.g. firms, institutes, including those abroad), depending on the data needed to answer the research question. An internship, thus, may be a useful ingredient of the graduation trajectory. The internship is optional and an integrated part of the 45 EC final research project.

The Faculty of Geosciences has its own digital internships database: <http://internships.geo.uu.nl>.

#### **(iv) electives**

Students can follow 15 EC of elective courses, this allows students to specialise in a field of their interest, possibly related to their graduation topic. There are some restrictions on the choice of elective courses e.g. their relevance for the field of IS has been made clear, they are part of a Master's programme or of a comparable level and at least 7,5 EC of the electives is covered by a natural science elective. Selected ambitious students can design their own elective course ("Tailor-made course", GEO4-2269). The full rules and procedure for choosing electives are described in Appendix I.

Elective courses can also be followed at other universities. Please note that students with non-EEA nationalities may have to pay a steep fee in order to take elective courses at another Dutch university. This fee cannot be paid for or reimbursed by Utrecht University.

The Babel Talen Institute offers a short course in English for Academic Purposes. This course aims to practise the writing and presenting skills students need in their Master's programme. It does not offer any credits but you can take the course outside your IS programme, at your own expense. Please see the [website](#) for more details.

#### *Academic skills*

A high level of academic (vocational) skills is characteristic of innovation analysts and innovation managers. For several years, this has been put to practice by IS.

IS-students should be able to make clear and critical analyses, and – especially as potential intermediaries and consultants – communicate well with various parties and pressure groups. They can also collaborate well with group members of varied backgrounds. Therefore, IS's explicit aim is to allow its students to acquire insight into social and organisational relations, processes, and backgrounds and the technological foundation of the innovation problem studied. This is why IS-students, from the moment the programme starts, learn how to plan and perform research, to give oral presentations, to write well-structured, readable, and convincing papers, and to control quality. In addition, Master graduates are proficient at using computers and software, on a level one may expect from academics.

## 1.5 COURSE SCHEDULE IS 2022-2023 AND CONVERSION OF FORMER COURSES

Please notice that some of the courses from the programme 2021-2022 and before have been replaced or renamed.

**Table 1 Courses from 2021-2022 and earlier replaced or renamed**

<i>Old course</i>	<i>New course 2022-2023</i>
Not applicable in 2022-2023	Not applicable in 2022-2023

**Table 2 Course calendar 2022 – 2023**

### Year 1 (start 2022)

Period 1	(A) Innometrics, GEO4-2259	(C) Innovation Management, GEO4-2268
Period 2	(A) Innovation Systems and Processes, GEO4-2257	(C) Quantitative Innovation Analytics, GEO4-2270
Period 3	(A) Societal Challenges & Innovation Theory, GEO4-2258	(B) Qualitative Innovation Analytics, GEO4-2260
Period 4	(A+C) Consultancy project IS and SBI, GEO4-2007 (15 EC)	

### Year 2 (start 2021)

Periods 1-4	Electives (15 EC) Master Thesis, GEO4-2239X (45 EC)
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Possibly interesting electives offered by the Copernicus Institute:

- GEO4-2323: Environmental Ethics (1A)
- GEO4-2009: Innovation and International Development (1A)
- GEO4-2306: Foundations of ESG Research (1C)
- GEO4-2514: Energy in the Context of Sustainability\* (1A)
- GEO4-2522 Energy in the Built Environment\* (1B)
- GEO4-2608: Understanding and Assessing Technologies for Sustainability\* (1B)
- GEO4-2338: Squaring the Circular Economy (2B)
- GEO4-2005: Sustainable Food Systems (2C)
- GEO4-2340: Integrated Assessment of Climate Change\* (2D)
- GEO4-2521: Bio-based Economy\* (3B)
- GEO4-2513: Photovoltaic Solar Energy Physics\* (4A)
- GEO4-2311: Policies for Energy & Materials Transitions (4C)

\*: denotes a natural science course

Of the electives, at least 7.5 EC should be a natural science course.

## 1.6 ENTRANCE REQUIREMENTS AND OTHER RESTRICTIONS IS-COURSES

Some courses carry entrance requirements and/or recommended prerequisites or may have other entrance restrictions. The tables below show which courses in the Innovation Sciences programme carry which requirements.

In case of a discrepancy between the entrance requirements and/or recommended pre-requisites and/or other restrictions mentioned in this course catalogue and the ones mentioned in the electronic UU course offerings database 'Osiris', the entrance requirements and/or recommended pre-requisites and/or other restrictions mentioned in the tables below are leading.

**Table 3 Entrance requirements IS courses**

<b>Course</b>	<b>Entrance requirement</b>
Sustainable Food Systems (GEO4-2005)	Letter of acceptance of a Master's programme
Consultancy Project IS and SBI (GEO4-2007)	<ul style="list-style-type: none"> <li>- Letter of acceptance MSc Innovation Sciences or Sustainable Business and Innovation &amp;</li> <li>Passed at least three out of four examinations of                             <ul style="list-style-type: none"> <li>- Innovation Management (GEO4-2268)</li> <li>- Quantitative Innovation Analytics (GEO4-2270)</li> <li>- Innovation Systems and Processes (GEO4-2257)</li> <li>- Innometrics (GEO4-2259)</li> </ul> </li> <li>Recommended pre-requisites:                             <ul style="list-style-type: none"> <li>- Qualitative Innovation Analytics (GEO4-2260)</li> <li>- Societal Challenges &amp; Innovation Theory (GEO4-2258)</li> </ul> </li> </ul>
Innovation and International Development (GEO4-2009)	Letter of acceptance MSc Sustainable Development or MSc Innovation Sciences or MSc Sustainable Business & Innovation
Master's Thesis IS (GEO4-2239X)	<ul style="list-style-type: none"> <li>- Letter of acceptance MSc Innovation Sciences</li> <li>- Passed at least five out of six examinations of:                             <ul style="list-style-type: none"> <li>- Technology Related Venturing or Innovation Management (GEO4-2268)</li> <li>- Innovation Systems and Processes (GEO4-2257)</li> <li>- Societal Challenges &amp; Innovation Theory (GEO4-2258)</li> <li>- Innometrics (GEO4-2259)</li> <li>- Qualitative Innovation Analytics (GEO4-2260)</li> <li>- Quantitative Innovation Analytics (GEO-2270)</li> </ul> </li> </ul>
Innovation Systems and Processes (GEO4-2257)	None
Societal Challenges & Innovation Theory (GEO4-2258)	Recommended prerequisites: <ul style="list-style-type: none"> <li>- Innovation Systems and Processes (GEO4-2257), and</li> <li>- Innovation Management (GEO4-2268)</li> </ul>
Innometrics (GEO4-2259)	None
Qualitative Innovation Analytics (GEO4-2260)	Not for SBI students
Innovation Management (GEO4-2268)	Letter of acceptance MSc Innovation Sciences or Sustainable Business and Innovation
Tailor made course IS (GEO4-2269)	<ul style="list-style-type: none"> <li>- Letter of acceptance MSc Innovation Sciences</li> <li>- At least 45 EC passed within the programme</li> </ul>

<b>Course</b>	<b>Entrance requirement</b>
Quantitative Innovation Analytics (GEO4-2270)	Followed the course: - Innometrics (GEO4-2259) Recommended pre-requisite: - Innovation Management (GEO4-2268)
Techniques of Futuring (GEO4-5501)	None

**Table 4 Other restrictions IS courses**

<b>Course</b>	<b>Maximum</b>	<b>Other restrictions</b>
GEO4-2005: Sustainable Food Systems	-	Open access
GEO4-2007: CP IS and SBI	-	Only open for IS and SBI
GEO4-2009: Innovation and International Development	60	Only open for SUSI, IS and SBI
GEO4-2239X: thesis IS	-	Only open for IS
GEO4-2257: ISP	-	Open access
GEO4-2258: SCIT	-	Open access
GEO4-2259: Innometrics	-	Open access
GEO4-2260: Qualitative Innovation Analytics	-	Not for SBI
GEO4-2268: Innovation Management	-	Only open for IS and SBI
GEO4-2269: Tailor made course IS	-	Only open for IS
GEO4-2270: Quant. Inn. An.	-	Open access
GEO4-5501: Techniques of Futuring	30	Open access

**Table 5 Exclusions Master's courses**

<b>Students that passed or have to take the course:</b>	<b>... are not allowed to take the course:</b>
GEO4-2325	GEO4-1441/1517A/1425/1437
GEO4-2252	GEO4-2007
GEO4-2605	GEO4-2007
GEO4-2604	GEO4-2611 / GEO4-2610
GEO4-2603	GEO4-2610
GEO4-2302	GEO4-2008
GEO4-2008	GEO4-2302
GEO4-2336	GEO4-2342
GEO4-3518	GEO4-3521

## 1.7 YOUNG INNOVATORS PROGRAMME

Are you curious, innovatory, entrepreneurial, intellectually versatile and socially responsible? Do you want to get more out of your Master's programme and learn to work across disciplinary boundaries? Do you want to do both research and actively (co-)create innovative initiatives that will make the world a better place? And do you want to take ownership over your own learning process? Then the Young Innovators programme might be of interest to you!

As a Young Innovator you will be working on the three pillars the program is built upon: *personal leadership*, *social innovation* and *being an impact community*. One of the ways in which this takes place is by working on current societal challenges for at least the first half year, such as sustainable housing for refugees, food waste, off-label drugs, transition labs, how to make a city safer by art, accessible medicine and more. Together with an interdisciplinary team of students and inspiring sessions with coaches and experts you go through the journey of making this world a better place!

The programme is an English selective 15 EC honours course at graduate level, to be taken on top of any Master's programme. The programme is accessible to all UU Master's students.

If you want to know more or would like to apply, please visit the [website](#).

## 2 DIDACTICS, STUDY PLANNING AND SUPERVISION

### 2.1 DIDACTIC ASPECTS

There are various types of education within the Master's programme IS. Apart from lectures and tutorials (in groups of max. 25 students), there will be project learning. Furthermore, individual and small-scale instruction will be offered throughout the Master's programme.

Education of innovation theory uses empirical data from its own research of innovation studies and from real world innovation problems. This means there is a ***strong linking of education to research and to innovation practice*** within the relatively new section of innovation studies.

Furthermore, ***education supported by ICT*** is used to an increasing extent, for instance in a broad application of Blackboard. IS aims to support education as much as possible with software, such as statistical software and computer programs for project management, interactive policy analysis, scenario planning, simulation techniques, multi-criteria evaluation, and the analysis of qualitative data.

#### **Required attendance**

For various parts of the programme, attendance is mandatory. This applies to working groups, field trips, simulation games, etc. The course manual for each course stipulates exactly which sessions the student is required to attend. As stated in [article 4.4](#) of the Education and Examination regulations, exceptions to mandatory attendance can only be made if the student can prove that his/her absence is due to reasons beyond his control (special circumstances due to e.g. illness or family circumstances).

#### **Report absence in time**

If the student cannot attend a preliminary or other exam, obligatory lecture or working group, he/she must register their absence via this [form](#) prior to the meeting, and by 9.30 a.m. at the latest.

Absence or illness does not relieve you of your obligation to perform to the best of your ability. In other words, if you have not been able to complete a paper or give a presentation, contact the Course Coordinator to find out if it can be rescheduled for another date.

If the quality or quantity of your attendance has been insufficient, the Course Coordinator may exclude you from the remainder or part of the course.

#### **Testing**

There are multiple points during a course in which the student is tested. Thus, the final evaluation for a course does not depend solely on a final exam. As a rule, there are opportunities for feedback and improvement, depending on how the course is designed. These opportunities are set forth in the course manual. If during the course the student satisfies all the effort requirements and does not receive a satisfactory grade but does receive a final grade of at least 4,00 before rounding, he or she will be given one opportunity to take a supplementary test. To prevent freeriding behaviour in group assignments, it may be demanded that a sufficient grade (at least 5.50) is scored for certain individual, partial tests. The specifics can be found in the Education and Examination Regulations and the course manuals.

#### **Plagiarism, Code of Originality**

Innovation Sciences is an analysis oriented Master's programme, which means that its students are taught how to perform scientific research. Since science is about developing new knowledge, in all phases of the Master's programme, much attention is paid to the originality of the students' achievements, for instance with the aid of advanced software. All scientific research, including that of a student, builds on the results of the work of other researchers, either in positive or in negative sense. Those other researchers deserve the credits for their work, in the form of a correct acknowledgement.

In short: quoting is allowed (and even necessary), but copying other researchers' work and presenting it as if it were one's own, is plagiarism: a huge sin in science. Students who plagiarise, run tremendous risks: in the worst case scenario they are expelled from the programme for a year. The Education and Examination Regulations of the programme draws up the sanctions with which a student who is caught plagiarising, will be confronted.

## 2.2 STUDY MANAGEMENT AND SUPERVISION

### 2.2.1 INTRODUCTION FOR NEW STUDENTS

There will be an [introduction](#) for Master novices in the first week of their first semester, organised by IS and its study association Helix. Both social issues and general information will be presented during this introduction. Its objective is to help new students feel at home at the Master's programme IS and the faculty, as soon as possible. Focus will be on meeting your fellow students, getting to know the SUSD-programme itself, its professors, mutual rights and obligations, information desks and the buildings where you will spend much of your time in the next couple of years.

### 2.2.2 STUDY PLANNING AND ADVICE

Two individuals play a key role in planning and supervising a student's study: the programme leader ([dr. Maryse Chappin](#)) and the [Study Advisor](#), Jana Scheuer MSc.

The programme leader advises students on the programme they will be taking and on the choices that can be made within it. These choices pertain to elective courses and options for internships and thesis research, for instance.

During your entire programme, you can go to the Study Advisor, Jana Scheuer MSc, for neutral and confidential advice on everything that is related to your studies. This can be on issues that are directly study-related, for example study planning, study delay, electives, dissatisfaction with the programme, or a potential conflict with a teacher or supervisor. But you can also discuss more personal issues that might be of influence on your progress, such as illness, disability, pregnancy, family circumstances, top-class sports, motivation issues, et cetera. When necessary, the Study Advisor can refer you to a Student Counsellor, Student Psychologist, or for example a study skills class.

In the unfortunate situation that you expect to suffer study delay due to personal circumstances, it is important to contact the Study Advisor as early as possible. Together you can discuss how you could deal with these circumstances and perhaps the programme could offer you a concession (e.g. extra time for an exam or paper).

The Study Advisor is located in the Vening Meinesz building A, room 1.08 and available on Tuesday till Friday. There is a walk-in hour every Wednesday between 1-2 pm where students can ask short questions. Students can also make an appointment via this [link](#). The study advisor can be reached via this email address: [studyadvisor.sd.msc@uu.nl](mailto:studyadvisor.sd.msc@uu.nl). Please mention your student number and name of the programme in the subject line. The Study Advisor is a member of the Dutch National Society of Study Advisors and works according to the code of conduct of this professional society, see [www.lvsa.nl](http://www.lvsa.nl) for details.

The Study Advisor is in regular contact with other Study Advisors of the Faculty and University, which makes peer feedback and cooperation possible. If the Study Advisor is not available due to illness or holiday and you urgently need a confidential consult, please feel free to [contact](#) any of the other Study Advisors of the Faculty of Geosciences.

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### 2.2.3 SUPERVISION DURING THE THESIS PHASE

In the [thesis](#) phase you will get support from your supervisor who can help you find a suitable thesis research place. You will select your supervisors on the basis of their research themes. On the IS student portal at the Geosciences website you will be informed about these themes and possibilities for internships. For a 45 EC thesis project, you have to allocate 31.5 weeks of full-time work. At the beginning of the thesis phase you will first have to write a research proposal. After this has been approved, real work can begin! Further details about the thesis phase can be found in the course manual of the thesis.

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## 2.3 COURSE ENROLMENT AND AUTOMATIC GRADUATION

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### 2.3.1 SEMESTERS AND BLOCKS

Classes take place during two semesters, each of which can be divided into two blocks, or periods of 9 or 10 weeks. In [Appendix 4.4 and 4.5](#) you will find the start and end dates of each block for this academic year.

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### 2.3.2 TIMESLOTS

At Utrecht University a so-called timeslot model is used to schedule courses to fit into fixed parts of the week. Using this model prevents overlap in a schedule. In this way it is easy to see if two courses can be taken in the same period.

The Utrecht University timeslot model consists of five slots (A, B, C, D, E).

Timeslot A = Monday morning and Wednesday morning

Timeslot B = Tuesday morning and Thursday afternoon

Timeslot C = Monday afternoon and Thursday morning

Timeslot D = Wednesday afternoon and Friday

Timeslot E = Monday evening until Friday evening

Morning = 09.00-12.45 hours, afternoon = 13.15-19.00 hours, evening = 18.00-21.45 hours.

Periods and timeslots have been put into the course schedule (§ 1.5). Changes to the course schedule are still possible. The final scheduling (time and lecture room) of each course can be found four weeks in advance in [MyTimetable](#) (pc) or the [MyUU app](#) (smartphone/tablet). Also check the Blackboard e-learning environment of your course for the latest changes in the course programme.

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### 2.3.3 COURSE ENROLMENT

In order to participate in a course, you need to be enrolled for it: if you are not, you will not have access to the course and its supporting facilities such as Blackboard; neither will results be registered. No enrolment = no participation = no result.

As a student, **course enrolment is your own responsibility!** You decide which courses (elective and mandatory) you want to take in each block. Keep in mind possible entrance requirements to a course; students that do not adhere to entrance requirements cannot enroll for the course and/or will be removed from the course.

Course enrolment is **only possible via OSIRIS**, and **only within the official enrolment periods**, which usually fall in the beginning of the previous block (for the dates of the Faculty of Geosciences, please see [Appendix 4.5](#)). You can enroll for no more than 2 courses (15 EC) of the Faculty of Geosciences per period (code GEO\*-\*). Students that enroll on time are generally secured of a place in the course; however, courses that have a limited capacity have certain placement rules. Just before the start of the block, there are 2 days for late

enrolment, in case you want to switch courses. Please note: this is only possible for courses that are not full yet; participation is therefore not guaranteed.

If you want to enroll for a course outside the Faculty of Geosciences, there could be different enrolment dates; at some Faculties, students enroll only once per semester.

Each period you can enroll for a maximum of two courses (15 EC) of the Faculty of Geosciences via Osiris (code GEO\*-\*). Any student that wants to take a third course, needs permission of the programme. If the 3<sup>rd</sup> course is a course of one of the Master's programmes of the Copernicus Institute (IS, SUSU, ES, SBI or WSM; codes GEO4-22\*\*, GEO4-23\*\*, GEO4-25\*\*, GEO4-26\*\* and GEO4-60\*\*), you can fill out a digital form on <https://fd21.formdesk.com/universiteitrecht-geo/additionalcourseGEO>.

Please note:

This enrolment form needs to be submitted during the regular enrolment period. **After the regular enrolment period and during late enrolment periods, no requests for taking a 3<sup>rd</sup> course will be dealt with** and therefore they will always be denied. You have to be enrolled for your other courses in Osiris before submitting your request for an additional course.

- The additional course should be a course from the Copernicus Institute.
- Students are not allowed to participate in more than one course in the same timeslot.
- Enrolment in an additional course may be declined by the Director of Education in case of insufficient study progress and/or insufficient capacity for a course.

Only as an exception and based on sufficiently important reasons will the programme allow a student to take three courses in one period. A request for taking a 3<sup>rd</sup> course will need to address the criteria mentioned below and these will be checked:

- Motivation: what is the student's motivation?
- Circumstances: are there any special, personal circumstances?
- Urgency: is it, at this point in time, necessary that the student takes three courses at once?
- Feasibility: can the student handle taking three courses at the same time? The following issues will be looked at in order to check this criterion:
  - o Study progress.
  - o Study results so far.
  - o Has the student taken three courses before and if so, were they all completed successfully?
- Is the Master's thesis one of the three courses the student wishes to take? If this is the case, the request will not be granted.
- Timeslot: if the 3<sup>rd</sup> course falls in the same timeslot as any of the other courses you will be taking, the request for a 3<sup>rd</sup> course will never be granted.

Students who do not adhere to the enrolment periods can only under very special circumstances be placed on a course after permission from the Student Affairs Office, which can be contacted via [studentaffairs.geo@uu.nl](mailto:studentaffairs.geo@uu.nl). It is important that students always include their student number when communicating with the Student Affairs Office. The Student Affairs Office (NOT the lecturer of the course!) decides whether a reason for not enrolling during the enrolment period is valid. If the Student Affairs Office decides a student does not have a valid reason, this student will not be able to attend the course and no course results will be registered. In other words: enroll early, *as early as possible*, for the courses that you want to take in the next block! This also applies to the obligatory courses!

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#### 2.3.4 AUTOMATIC GRADUATION

When you are due to finish your programme, you will receive a message from the student administration about your graduation. After it has been verified that you have fulfilled all requirements of your programme, the Board of Examiners will be asked to judge your file. Please note: in order to graduate, you need to have fulfilled all requirements: all grades are known and registered in Osiris, you have paid all tuition fees, and you have uploaded your thesis to Osiris (after your thesis has been approved, it has to be uploaded into the thesis archive). Within one month after the grade has been registered in Osiris, you will receive a request by email to upload the reviewed thesis (in PDF format) through Osiris Case for the purpose of the thesis archive. The thesis archive is only accessible to employees.

Under certain conditions, it is possible to postpone your graduation, see article 6.1.6 of the [Education and Examination Regulations](#).

In order to actually receive your degree certificate or to pick it up at the Student Affairs office, you need to fill out an exam-registration form. If you want to attend a graduation ceremony, strict deadlines regarding registration and handing in of any documents will be maintained.

Automatic graduation does not mean you will be de-registered automatically from the programme. You will need to take care of this yourself and this cannot be done until you have received formal confirmation of your graduation from the Board of Examiners.

#### 2.4 MYTIMETABLE AND MYUU APP

Utrecht University has two main channels that allow you to look into the schedule of your course. The schedules are published on those channels four weeks before the start of the course. Along with viewing the complete schedule of your courses it is also possible to check the schedule of your own group, as soon as the lecturer informed you on the division of the groups. You can log in with your Solis-ID and password.

You can make use of [MyT timetable](#) in your browser. Along with a more clear representation of the schedule, it is also possible to synchronise your own schedule with your diary.

On your smartphone you can use the [MyUU-app](#). Download this application and always have your schedules and grades from Osiris at hand. The MyUU-app is available for Android and iOS.

#### 2.5 TAKING IS-COURSES AS PART OF ANOTHER MASTER'S PROGRAMME

Students who are enrolled in other Master's programmes, can also follow courses of the Master's programme IS, for instance as a separate elective course to their own Master's programme. Usually they will need to have permission of their own Board of Examiners. Paragraph 1.6 in this catalogue indicates whether or not courses are open for subsidiary students, who – for that matter – will have to take into account the possibility of required or recommended pre-requisite knowledge, acquired in other courses. Therefore, in order to participate successfully in a specific course, it might be necessary or useful to first follow another course.

#### 2.6 STUDY ABROAD

Studying abroad means broadening your horizon, meeting new people, exploring different cultures, and expanding your field of study. If you are interested in going abroad there are many possibilities. You can follow courses, do an internship or conduct research. Make use of what the university in general, but the Faculty of Geosciences in particular, has to offer you.

### **A lot to organise?!**

Don't worry, just make sure to start planning your period abroad in time. Do you want to study abroad? Start via the International Office [Online](#).

Answer these questions:

- Where would you like to go to?
- What do you want to do?
- Does this university have an agreement with UU?
- Which courses would you like to attend?
- When would you like to go?

Once you have found an answer to these questions, contact your Study Advisor to connect your period abroad to your study plan in Utrecht. Please ask also permission from your Master's programme leader.

After you have consulted with your Study Advisor, The International Office of Geosciences is there to guide you through the process. [opening hours](#). It is also possible to make an appointment by email: [international.geo@uu.nl](mailto:international.geo@uu.nl). Besides, please visit our study association [EGEA](#) (Princetonplein 5; by appointment only). EGEA members generally have a lot of experience with studying abroad. They can help you out with a lot of practical matters (such as housing, experiences and tips & tricks). In October and November several orientation meetings take place, organised by the International Office. For more information or dates please look at this [website](#).

#### *Practical matters*

Once you've decided to study abroad, you can apply for an exchange in Osiris. You have to choose a top 3 of favorite universities. After selection, you will be nominated to the host university and you will receive an invitation to apply at this university. Please do keep in mind the deadlines for application! More information about how to apply and which deadline to bear in mind can be found on the [website](#). For faculty destinations, go to destinations and select Geosciences. For the Faculty International Office website, look [here](#)

### **Good to know**

- Eligible for studying abroad during their master are all students with formal permission from their programme coordinator. To obtain permission please use the '[study plan for studying abroad](#)'.
- After your programme coordinator has signed the study plan, upload it in Osiris. Credits obtained at partner universities can quite often easily be transferred to your academic record in Utrecht: study abroad doesn't necessarily cause delay in your programme! It is necessary to request permission from the Board of Examiners to follow these subjects. You can ask for permission via Osiris Cases.
- If your destination is within Europe, either for courses (exchange) or an internship, you are eligible for an ERASMUS grant. Monthly financial support to make your study abroad easier than it already is. [More information](#)
- If your destination is outside Europe, please have a look at [here](#) and find out if you are eligible for the options mentioned.
- If you're going abroad, you'd better put your public transport (OV) student chip-card on hold (public transport card for Dutch students). By doing this, you can apply for a monthly travel allowance. Forms for this allowance are to be signed by the Student Affairs office/International Office.

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### 2.6.1 GOING ABROAD: APPLY IN OSIRIS

If you go abroad for courses, an internship or thesis research it is mandatory to apply for it in Osiris.

- Go to [Osiris Student](#)
- Click on the 'Stay Abroad' tab\*.
- Click on 'New request' (bottom left).
- Select the correct application request: 'Stay abroad other'.
- Fill out the form and upload your approval from the Master programme leader.
- Click on 'Submit'.

\*A new window will open in the old OSIRIS student lay-out. In this window, please click on 'stay abroad' again. You may have to log in again in case your session has expired.

### 2.7 STUDENT AFFAIRS OFFICE GEOSCIENCES AND STUDENT SERVICES

The [Student Affairs Office Geosciences](#) is the primary point of contact for students in the Faculty of Geosciences. It provides students with general information and answers questions about topics such as enrolment for courses, course timetables, examinations, grades and credits.

#### Address

**Victor J. Koningsberger Building**

Budapestlaan 4a-b, Utrecht

Opening hours:

[Student Affairs Office Geosciences](#)

The opening hours may be limited during academic holidays

Phone number

+31 30 253 9559

Email:

[studentaffairs.geo@uu.nl](mailto:studentaffairs.geo@uu.nl)

[Student Services](#) may be contacted for information on a wide range of issues relating to studying and student life. These include admission, application and enrolment, tuition fees, financial assistance, working while studying, insurance, facilities for outstanding student athletes, student housing, student organisations and studying with a disability or chronic illness.

#### Address

Heidelberglaan 6, Utrecht

P.O. Box 80125, 3508 TC Utrecht, The Netherlands

Opening hours:

[Student Services](#)

The opening hours may be limited during academic holidays

E-mail:

[Studentservices@uu.nl](mailto:Studentservices@uu.nl)

For questions about ICT, please contact the Service Desk by email: [servicedesk@uu.nl](mailto:servicedesk@uu.nl).

### 2.8 RESPONSIBILITY FOR THE PROGRAMME

#### Board of Studies

Within the Utrecht Graduate Division (UGD) the Master's programme Innovation Sciences Development is part of the Graduate School of Geosciences, to which all Master students and PhD-students of the Faculty of Geosciences belong. The School supervises the quality of the programme and the admission of its students. All Directors of Education and Directors of Research of the Faculty of Geosciences are members of the Graduate

Board of Studies, as well as a PhD student and a student from one of the MSc programmes of the Faculty. Chairman is the dean of the Faculty, prof. dr. Wilco Hazeleger.

### **Master Education Committee**

This is a joint committee of chosen students and lecturers appointed by the dean to advise on the rules on teaching and examination and its implementation and about other matters concerning the study programmes. Its secretary is Ms. Jantien Minderhoud MA ([j.p.minderhoud@uu.nl](mailto:j.p.minderhoud@uu.nl)). More information: <https://students.uu.nl/en/geo/innovation-sciences/contact/education-committee>.

### **Board of Examiners**

The Board of Examiners is responsible for the examination of students. The Board of Examiners will determine the examination results as soon as the student has submitted sufficient proof of the tests taken. This Board also decides about deviations (e.g. exemptions) in the programme and the approval of certain elective courses (see appendix 4.1 of this catalogue). Requests about exemptions, elective courses or other issues for the Board of Examiners, can be handed in via Osiris Case.

In 2022-2023 the Board of Examiners consists of:

- Prof. dr. M. Rietkerk (chair)
- Prof. dr. M. Gibescu
- Dr. W. Vermeulen
- Prof. dr. F. Avelino

### **Teaching Institute**

The Teaching Institute of the Copernicus Institute of Sustainable Development is responsible for the organisation, coordination and quality assurance of the educational elements of the various courses offered by the department. The Director of Education, dr. Karin Rebel, is the Teaching Institute's head and is assisted by a management team, which includes the programme leaders of the Bachelor's and Master's programmes. The programme's leader, [dr. Maryse Chappin](#) is responsible for the management of the programme Innovation Sciences.

### **Complaints**

If you have a complaint or a suggestion, there are various courses of action available. You may opt for an informal approach: finding out whether the faculty Student Services can deal with your complaint, suggestion or comment about education and related issues. If this is not possible in the short term, it will ensure that your complaint is passed on to the appropriate person. You can also approach the person who caused the problem and attempt to reach an amicable solution with them.

If you consider the complaint to be serious enough, or if it has not been solved to your satisfaction, you can submit a formal complaint. Formal complaints are submitted using the [digital complaints form](#). Your complaint will be dealt with by the faculty complaints coordinator.

The formal complaints procedure will then take place as follows:

- A copy of the complaint will be sent to the person to whom the complaint refers.
- The complaints coordinator in the faculty of Geosciences will ask both you and the person you are complaining about for an explanation/reaction (i.e. you will both be 'heard').
- The complaints coordinator then draws up recommendations for the Dean of the faculty.
- The Dean will consider the complaint formally.

Dealing with the complaint must take no longer than 10 weeks.

It is, of course, possible for a solution to be found during the procedure. The procedure can then be terminated.

The Geosciences complaints coordinator is [Robert van Wijk](#) MSc. [More information on complaints, objections and appeals](#)

## 2.9 EVALUATION AND QUALITY ASSURANCE

The Faculty of Geosciences values the high quality of its programmes and has therefore set up a quality assurance system. Quality assurance provides information about the quality of individual courses and the programme as a whole, study climate and students' progress and performance. Its most important goals are improving education and organization, and increasing the visibility of the quality of the programme.

One part of quality assurance with which you as a student will be dealing regularly is evaluations. Every course is evaluated afterwards and the results of this *course evaluation* are discussed in the Education committee and the Management team of the programme. Evaluations provide important information for the course coordinator and lecturers to improve their course. All Geosciences students can view the evaluation results of the Faculty of Geosciences on Blackboard.

During the course, we also work on improving quality. *Course feedback groups* are active in each course in order to mend any problems in an early stage. For each course, such a group consists of 4-5 students who will be meeting the lecturer in the break and will be talking about the course so far. The purpose is to find out what is appreciated, what is going well and what practical issues can be improved. This does not concern aspects which are already fixed, such as the choice of literature, set up of tutorials or class times. It is all about fine-tuning, e.g. are the lecture slides readable, can everyone hear the lecturer, has information been put on Blackboard on time, etc. In the study guide of the course you can find further information about the course feedback group in your course.

Finally, at the end of every other academic year (May/June) a written *year evaluation* will be carried out among the students. The year evaluation it is not about an individual course but about issues that transcend the course, such as coherence/set-up of the programme, electives, workload and effort, level, thesis supervision, challenge, atmosphere and lecturers. The results of the year evaluation will be discussed in panel meetings with the director of education, programme leader and a student delegation.

## 2.10 CAREER PERSPECTIVES AND CAREER SERVICES

### 2.10.1 CAREER PERSPECTIVES

As an Innovation Sciences graduate, you will have an excellent basis for a further career. Whilst science and technology play an important role in almost all domains of our knowledge society's daily life, a Master's degree in Innovation Sciences opens doors to a large, diverse and challenging set of jobs. Your ability to integrate science and social science to understand complex, multidisciplinary problems makes you well suited for jobs in high level consultancy, strategic management, or policy-making in innovation-related fields. The Master's also prepares for positions in research such as a PhD or at research institutes.

Experience shows that employers are in great need of people who are able to analyse complex innovation processes and systems and develop strategies, advice, and action plans to further improve these systems and processes. Given the increasing importance of innovation for societal wellbeing and welfare caused by major societal challenges in, for instance, sustainability, transport and health this need is expected to even grow

further in the future. What employers value most in Innovation Sciences graduates is their ability to understand and analyse new problems very rapidly and in an academic and multidisciplinary way.

Innovation Sciences graduates have found jobs at:

- [Alliander](#)
- [ECN](#)
- [Ministries](#) (IenW, EZK, BZK)
- Provinces
- [BECO advice](#)
- [Essent](#)
- [Dialogic](#)
- [Technopolis](#)
- [Deloitte](#)
- [GlaxoSmithKline](#)
- [Janssen Biologics](#)
- [Agentschap NL](#)
- [KLM](#)
- [VattenFall](#)
- [Energy Matters](#)
- [RoyalHaskoningDHV](#)
- [Holland Startup](#)
- [Rathenau Institute](#)
- [ABN Amro](#)

Innovation sciences is also strong basis for those who wish to pursue an academic career as PhD student and later lecturer. About a quarter of the PhD students in the Innovation Studies group in Utrecht come from the Innovation Sciences master. Moreover, many student publish the results of their master students in international peer reviewed scientific journals.

### **Career Services**

The start of your Master's programme will also be the start of your career. Let us help you to prepare for the job-market right from the beginning of your Master. With the activities of Career Services you will be prepared for the future after your graduation.

Within your Master's programme job-market orientation will receive much attention in the way of company visits, guest lectures and meeting alumni. An internship will let you familiarise yourself with a company or organisation and will give you the experience of your first step on the labour market.

During your Master you can do more to discover your talents, interests and motivation by following workshops and special training programmes of Career Services. You can also have a meeting with a career officer and attend career days organised by Career Services.

Check the website of your Master's programme under [Career Services](#).

### 3 NWSV HELIX: INNOVATION SCIENCES' STUDY ASSOCIATION

NWSV Helix is the study association of the Bachelor's programme Science & Innovation Management (NW&I) and the Master's programmes Innovation Sciences (IS) and Sustainable Business and Innovation (SBI) of the Faculty of Geosciences of Utrecht University (UU). The study association was founded on December 20, 1991, right after the Bachelor programme started in September of that year. Helix started small, but has meanwhile grown to a prosperous association with over 800 members.

NWSV Helix organises, with the help of nearly 30 committees, around the 160 activities annually for its members. The activities are educational or career-related as well as social in nature. The huge diversity in activities is what makes Helix unique and a valuable addition to a students' time in Utrecht. Helix for example prepares its students for the labour market by arranging company visits and workshops such as a training to do job interviews. In addition, workshops to improve your academic skills are held, as well as a yearly symposium about innovation.

Each year, Helix members organise a study tour. Previous destinations include Tel Aviv, Boston & New York, Reykjavik, Kuala Lumpur & Singapore, Hong Kong, Montréal, Seoul, San Francisco, Kyoto & Osaka and Cape Town. During the ten-day trip, the students visit several companies while also learning more about the foreign culture. This is a great opportunity to experience innovation in practice in a foreign country.

In addition to the study-related activities, Helix organises many social activities to stimulate the contact between students. These activities include parties, receptions, and dinners. Also a charity event, a Helix weekend and sports activities are organised by Helix. Traditional activities include the yearly grand ball, the yearly All-In party with four other associations, and the yearly winter sports trip. At the end of the year, the association releases their yearbook, which can be bought for a small price.

Important to Helix is the introduction into the Master's programme during the first period of the academic year. The students are shown around the University and are introduced to fellow Master's students and to the programme itself. In this first period, the students get to know Helix and each other very well.

Another Helix activity is the evaluation of the courses in so-called Education Evaluation Panels (EEP's). Every course is evaluated each period. Results are passed on to the programme committees and the programme board of the department in order to provide feedback to improve the courses.

Membership costs are € 10 for Master's students. These costs are paid one time after which you will be a member for as long as you study. Furthermore, each term, members have the possibility to order their books on the Helix website. Helix gives interesting discounts on course materials, so the membership costs are easily recovered.

You can find Helix in the Buys Ballot building, room 2.75. Helix is open on working days from 9:45h to 16:00h. You can always come in for a free cup of coffee or tea, to have a chat or to relax. Furthermore, you can join us for Thursday/ Friday afternoon drinks until 18:00h. You will get the first drink for free!

See you soon in the Helix room!

**Visiting address**

Buys Ballotgebouw, room 2.75  
Princetonplein 5  
3584 CC Utrecht

Telephone number: 030-2536984

[Website](#)

**Mailing address:**

NWSV Helix  
Buys Ballotgebouw  
Princetonplein 5  
3584 CC Utrecht

E-mail: [helix@uu.nl](mailto:helix@uu.nl)

[Instagram](#)



#### 4.1 RULES FOR CHOOSING ELECTIVE COURSES

1. Students in the Master's programme choose elective courses from another or their own Master's programme. Courses that are obligatory in the exam programme cannot be used as elective courses.
2. Honours programmes for Master's students (e.g. Young Innovators, GHIS, Leadership Programme) do not count towards the electives in the programme.
3. Electives as mentioned in the student's academic progress review in Osiris are pre-approved by the programme leader and by the Board of Examiners. Students can enrol for those courses via Osiris. It remains the student's responsibility to make sure that the points mentioned under 6 d-f are met. If the course is from another department than the Copernicus Institute, it may be that other students have priority and that they are therefore placed on a waiting list.
4. It is possible to choose other courses than the pre-approved courses mentioned in Osiris. Any non-pre-approved elective courses must be subjected in advance to the programme leader and the Board of Examiners for approval. The programme leader will advise the Board in this matter.
5. The application for a non-pre-approved elective is done by a written request (application form) to the programme leader. Written information on the content, the level, and the study load of the course (preferably by means of a copy of the course's description from the course catalogue) must be attached. The 'Application Form Elective courses Copernicus' can be found in the Blackboard community Innovation Sciences.
6. The programme leader tests the proposed elective course(s) on the following criteria:
  - a. It must be thematically linked to the Master's programme;
  - b. It concerns a course at master level (M);
  - c. There is no overlap in content with courses still to be taken or already taken.The student is responsible for making sure that:
  - d. The course is available to students of the IS programme;
  - e. The student fulfills the entrance requirements of the course (if applicable). Actual participation is only possible if students satisfy the course's entrance conditions; in case of doubt they should contact the course coordinator first;
  - f. The course is not taught in the same period and timeslot as another course the student has selected.
7. If the programme leader has declared that the elective course(s) meet the criteria under 6a-c (by signing the application form), the student sends the signed application form and the course information to the Board of Examiners via Osiris Case. The Board of Examiners takes the final decision on whether or not the elective is approved.
8. In the programme's course schedule, room has been reserved for taking electives. However, the student is free to deviate from this planning, e.g. because they wish to take an interesting elective course in another period. If this causes delay in the study planning, the responsibility is for account of the student! Students are therefore advised to take their electives in the reserved periods and timeslots, or use a part of the time planned for their internship and/or Master's thesis.

## 4.2 EER GRADUATE SCHOOL GEOSCIENCES 2022-2023

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](http://www.uu.nl/masters) or [www.uu.nl/internationalmasters](http://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 <sup>1</sup>
Science and Innovation	Innovation Sciences
	Sustainable Business and Innovation
Development Studies	International Development Studies
Spatial Planning	Spatial Planning
Human Geography	Human Geography <sup>2</sup>

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

2. 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.

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

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

### **art. 3.7 – courses taken at another Dutch research university**

1. 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.
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.

### **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-omrekentabel](http://www.uu.nl/credit-omrekentabel). 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 alphanumerical 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](http://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.

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#### **4.2.1 PROGRAMME-SPECIFIC PART OF THE EER 2022-2023 GRADUATE SCHOOL OF GEOSCIENCES: MASTER’S DEGREE PROGRAMME IN SCIENCE & INNOVATION**

The Master’s degree programme *Science & Innovation* offers the programmes *Innovation Sciences* and *Sustainable Business and Innovation*.

#### **Art. 2.1 – Admission requirements**

1. The following conditions for admission apply:

Admission to the **Innovation Sciences** programme is granted to students with a Dutch or 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 *Science and Innovation Management, Natural Sciences or Life Sciences* at the advanced level of the major *Science and Innovation Management, Natural Sciences or Life Sciences* at Utrecht University (or equivalent to that level)
- b) knowledge of emerging technology issues and complex multidisciplinary problems
- c) insight into *Science and Innovation Management, Natural Sciences or Life Sciences* at the advanced level of the major *Science and Innovation Management, Natural Sciences or Life Sciences* at Utrecht University (or equivalent to that level)
- d) academic and research skills at the advanced level of the major *Science and Innovation Management, Natural Sciences or Life Sciences* at Utrecht University (or equivalent to that level)

Admission to the **Sustainable Business and Innovation** programme is granted to students with a Dutch or 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 *Science and Innovation Management, Environmental Sciences, Environmental Studies or Economics* at the advanced level of the major *Science and Innovation Management, Environmental Sciences, Environmental Studies or Economics* at Utrecht University (or equivalent to that level)
- b) knowledge of sustainable development and innovation sciences
- c) basic knowledge of natural sciences at Bachelor’s level, including *Mathematics* and/or *Chemistry* and/or *Physics*
- d) insight into *Science and Innovation Management, Environmental Sciences, Environmental Studies or Economics* on the advanced level of the major *Science and Innovation Management, Environmental Sciences, Environmental Studies or Economics* at Utrecht University (or equivalent to that level)
- e) academic and research skills at the advanced level of the major *Science and Innovation Management, Environmental Sciences, Environmental Studies or Economics* at Utrecht University (or equivalent to that level)

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 what requirements must be met in order to qualify for selection.

### **Art. 3.1 – Aim of the degree programme**

1. The degree programme aims to:
  - provide students with specialised knowledge, skills and understanding in the field of *Science and Innovation* so that they can achieve the final qualifications as mentioned in Article 3.1.2
  - prepare students for professional employment in one or more disciplines of *Science and Innovation*
  - prepare students for training as researchers in the field of *Science and Innovation*
2. Graduates in *Science and Innovation*
  1. have advanced knowledge and understanding of the dynamics and challenges of *Science and Innovation* in the context of both organisations and society at large
  2. can conduct research on the dynamics and challenges of *Science and Innovation* in a creative and independent way
  3. can apply knowledge and research methods as well as problem-solving abilities in broader contexts related to the dynamics and challenges of *Science and Innovation*
  4. have insight into the complex interactions between science, innovative technology and society and are able to reflect critically on the roles of science and technology in society
  5. have professional and academic skills, particularly in relation to the dynamics and challenges of *Science and Innovation*
  6. can apply knowledge and understanding in such a way that they demonstrate a professional approach to their work
  7. can communicate their conclusions, as well as the knowledge, reasons and considerations underlying these conclusions, to an audience of specialists and non-specialists alike
  8. The graduate is able to study and work independently and explore new areas of interest in the field of the programme or related fields and demonstrates a professional approach to their work

More programme-specific qualifications are listed in the prospectuses of the different programmes.

### **Art. 3.6 – Components of the Master's programme**

1. Appendices 1 and 2 describe the required courses of the programmes, including the course load per course.
2. Students may choose optional courses. The course load of the optional courses are listed in Appendices 1 and 2. The rules for choosing optional courses are listed in Appendix 3.
3. The requirements for the Annotation Sustainable Entrepreneurship and Innovation can be found in Appendices 4a and 4b.
4. The prospectus gives a detailed description of the content and type of courses in the different programmes, 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 has been listed in Appendix 5.

#### 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 are informed of the outcomes of the course and curriculum evaluations.

### Appendices

#### Appendix 1: Exam programme Innovation Sciences

##### 1. Compulsory components (105 EC)

- Innovation Management	7.5 EC
- Innometrics	7.5 EC
- Quantitative Innovation Analytics	7.5 EC
- Innovation Systems and Processes	7.5 EC
- Societal Challenges and Innovation Theory	7.5 EC
- Qualitative Innovation Analytics	7.5 EC
- Consultancy Project IS and SBI	15 EC
- Master's thesis	45 EC

##### 2. Optional components (15 EC)

Students should select optional courses for a total of 15 EC. At least 7.5 EC of this should be credits from natural science courses.

##### 3. Conversion of former courses

Not applicable in 2022-2023

#### Appendix 2: Exam programme Sustainable Business & Innovation

##### 1. Compulsory components (105 EC)

- Innovation Management	7.5 EC
- Understanding and Assessing Technologies for Sustainability	7.5 EC
- Corporate Sustainability and Change Management	7.5 EC
- Sustainability Assessment and Management Tools	7.5 EC
- Governance and Sustainability Transitions	7.5 EC
- Sustainable Business Research Methods	7.5 EC
- Consultancy Project IS and SBI	15 EC
- Master's thesis	45 EC

##### 2. Optional components (15 EC)

Students should select optional courses for a total of 15 EC.

##### 3. Conversion of former courses

<i>Old course</i>	<i>New course 2022-2023</i>
Governance and Change Management for Sustainability (GEO4-2604)	Corporate Sustainability and Change Management (GEO4-2610)
Toolbox 1: Environmental assessment and management approaches (GEO4-2602)	Sustainability Assessment and Management Tools (GEO4-2602)
Toolbox 2: CS implementation: theory and practice (GEO4-2603)	Corporate Sustainability and Change Management (GEO4-2610)
Note: if a student did not pass both Governance and Change Management for Sustainability (GEO4-2604) and Toolbox 2: CS implementation: theory and practice (GEO4-2603), they should take both courses mentioned to the right of this cell:	Corporate Sustainability and Change Management (GEO4-2610) and Governance and Sustainability Transitions (GEO4-2611)

### **Appendix 3: Rules for choosing elective courses**

1. Students in the Master's programme choose elective courses from another or their own Master's programme. Courses that are obligatory in the exam programme cannot be used as elective courses.
2. Honours programmes for Master's students (e.g. Young Innovators, GHIS, Leadership Programme) do not count towards the electives in the programme.
3. Electives as mentioned in the student's academic progress review in Osiris are pre-approved by the programme leader and by the Board of Examiners. Students can enrol for those courses via Osiris. It remains the student's responsibility to make sure that the points mentioned under 6 d-f are met. If the course is from another department than the Copernicus Institute, it may be that other students have priority and that they are therefore placed on a waiting list.
4. It is possible to choose other courses than the pre-approved courses mentioned in Osiris. Any non-pre-approved elective courses must be subjected in advance to the programme leader and the Board of Examiners for approval. The programme leader will advise the Board in this matter.
5. The application for a non-pre-approved elective is done by a written request (application form) to the programme leader. Written information on the content, the level, and the study load of the course (preferably by means of a copy of the course's description from the course catalogue) must be attached. The 'Application Form Elective courses Copernicus' can be found in the Blackboard community Innovation Sciences.
6. The programme leader tests the proposed elective course(s) on the following criteria:
  - a. It must be thematically linked to the Master's programme;
  - b. It concerns a course at master level (M);
  - c. There is no overlap in content with courses still to be taken or already taken.

The student is responsible for making sure that:

- d. The course is available to students of the IS programme;
  - e. The student fulfills the entrance requirements of the course (if applicable). Actual participation is only possible if students satisfy the course's entrance conditions; in case of doubt they should contact the course coordinator first;
  - f. The course is not taught in the same period and timeslot as another course the student has selected.
7. If the programme leader has declared that the elective course(s) meet the criteria under 6a-c (by signing the application form), the student sends the signed application form and the course information to the Board of Examiners via Osiris Case. The Board of Examiners takes the final decision on whether or not the elective is approved.
  8. In the programme's course schedule, room has been reserved for taking electives. However, the student is free to deviate from this planning, e.g. because they wish to take an interesting elective course in another period. If this causes delay in the study planning, the responsibility is for account of the student! Students are therefore advised to take their electives in the reserved periods and timeslots, or use a part of the time planned for their internship and/or Master's thesis.

### **Appendix 4a: Requirements for the Annotation Sustainable Entrepreneurship and Innovation (Innovation Sciences) (only for cohorts 2020/21 and earlier)**

In order to qualify for the annotation, the following three requirements must be fulfilled:

1. having passed the examinations of one of these two courses:

- Innovation Management (GEO4-2268; 7,5 EC) with an assignment regarding a sustainability subject;  
*or:*
- Sustainable Entrepreneurship (ECMSE; 7,5 EC).

2) having passed the examinations of one of these (elective) courses, which may not be the same course as the course passed for fulfillment of requirement 1 mentioned above:

- GEO4-2521: Bio-based economy
- GEO4-2514: Energy in the Context of Sustainability
- GEO4-2312: Energy Supply Technologies
- GEO4-2604: Governance and Change Management for Sustainability (not available in 2022/23)
- GEO4-2268: Innovation Management
- GEO4-5501: Techniques of Futuring
- ECMSE: Sustainable Entrepreneurship

3) having conducted a research project of at least 15 EC related to the subject of Sustainable Entrepreneurship & Innovation. This must be achieved with the Master's Thesis (GEO4-2239X; 45 EC) or with the Consultancy Project (GEO4-2252; 15 EC) on a subject related to Sustainable Entrepreneurship & Innovation.

The requirements for the research component are:

- It is about newly developed or to be developed sustainable production processes, products, and/or services created by firms (within established firms and/or new start-ups);
- These activities need to be new to the current business activities of these firms;
- It needs to include some form of data collection about these new business activities.

**Appendix 4b: Requirements for the Annotation Sustainable Entrepreneurship and Innovation (Sustainable Business and Innovation) (only for cohorts 2020/21 and earlier)**

In order to qualify for the annotation, the following three requirements must be fulfilled:

1) having passed the examinations of one of these two courses:

- Innovation Management (GEO4-2268; 7,5 EC) with an assignment regarding a sustainability subject;  
*or:*
- Sustainable Entrepreneurship (ECMSE; 7,5 EC).

2) having passed the examinations of one of these (elective) courses, which may not be the same course as the course passed for fulfillment of requirement 1 mentioned above:

- GEO4-2521: Bio-based Economy
- GEO4-2312: Energy Supply Technologies
- GEO4-2604: Governance and Change Management for Sustainability (not available in 2022/23)
- GEO4-2268: Innovation Management
- GEO4-5501: Techniques of Futuring
- ECMSE: Sustainable Entrepreneurship

3) having conducted a research project of at least 15 EC related to the subject of Sustainable Entrepreneurship & Innovation. This must be achieved with the Master's Thesis (GEO4-2606; 45 EC) or with the Consultancy Project (GEO4-2605; 15 EC) on a subject related to Sustainable Entrepreneurship & Innovation.

The requirements for the research component are:

- It is about newly developed or to be developed sustainable production processes, products, and/or services created by firms (within established firms and/or new start-ups);
- These activities need to be new to the current business activities of these firms;
- It needs to include some form of data collection about these new business activities.

## Appendix 5: Entrance requirements 2022-23

### Innovation Sciences:

<b>Course</b>	<b>Entrance requirement</b>
Sustainable Food Systems (GEO4-2005)	Letter of acceptance of a Master's programme
Consultancy Project IS and SBI (GEO4-2007)	<ul style="list-style-type: none"> <li>- Letter of acceptance MSc Innovation Sciences or Sustainable Business and Innovation &amp;</li> <li>Passed at least three out of four examinations of               <ul style="list-style-type: none"> <li>- Innovation Management (GEO4-2268)</li> <li>- Quantitative Innovation Analytics (GEO4-2270)</li> <li>- Innovation Systems and Processes (GEO4-2257)</li> <li>- Innometrics (GEO4-2259)</li> </ul> </li> <li>Recommended pre-requisites:               <ul style="list-style-type: none"> <li>- Qualitative Innovation Analytics (GEO4-2260)</li> <li>- Societal Challenges &amp; Innovation Theory (GEO4-2258)</li> </ul> </li> </ul>
Innovation and International Development (GEO4-2009)	Letter of acceptance MSc Sustainable Development or MSc Innovation Sciences or MSc Sustainable Business & Innovation
Master's Thesis IS (GEO4-2239X)	<ul style="list-style-type: none"> <li>- Letter of acceptance MSc Innovation Sciences</li> <li>- Passed at least five out of six examinations of:               <ul style="list-style-type: none"> <li>- Technology Related Venturing or Innovation Management (GEO4-2268)</li> <li>- Innovation Systems and Processes (GEO4-2257)</li> <li>- Societal Challenges &amp; Innovation Theory (GEO4-2258)</li> <li>- Innometrics (GEO4-2259)</li> <li>- Qualitative Innovation Analytics (GEO4-2260)</li> <li>- Quantitative Innovation Analytics (GEO-2270)</li> </ul> </li> </ul>
Innovation Systems and Processes (GEO4-2257)	None
Societal Challenges & Innovation Theory (GEO4-2258)	Recommended prerequisites: <ul style="list-style-type: none"> <li>- Innovation Systems and Processes (GEO4-2257), and</li> <li>- Innovation Management (GEO4-2268)</li> </ul>
Innometrics (GEO4-2259)	None
Qualitative Innovation Analytics (GEO4-2260)	Not for SBI students
Innovation Management (GEO4-2268)	Letter of acceptance MSc Innovation Sciences or Sustainable Business and Innovation
Tailor made course IS (GEO4-2269)	<ul style="list-style-type: none"> <li>- Letter of acceptance MSc Innovation Sciences</li> <li>- At least 45 EC passed within the programme</li> </ul>
Quantitative Innovation Analytics (GEO4-2270)	Followed the course: <ul style="list-style-type: none"> <li>- Innometrics (GEO4-2259)</li> </ul> Recommended pre-requisite: <ul style="list-style-type: none"> <li>- Innovation Management (GEO4-2268)</li> </ul>
Techniques of Futuring (GEO4-5501)	None

Sustainable Business and Innovation:

<b>Course</b>	<b>Entrance requirement</b>
Sustainable Food Systems (GEO4-2005)	Letter of acceptance of a Master's programme
Consultancy Project IS and SBI (GEO4-2007)	Letter of acceptance MSc Sustainable Business and Innovation or Innovation Sciences Passed at least three out of four examinations of: <ul style="list-style-type: none"> <li>• Innovation Management (GEO4-2268)</li> <li>• Understanding and Assessing Technologies for Sustainability (GEO4-2608)</li> <li>• Sustainability assessment and management tools (GEO4-2602)</li> <li>• Corporate Sustainability and Change Management (GEO4-2610)</li> </ul> - Recommended pre-requisites: <ul style="list-style-type: none"> <li>• Qualitative Innovation Analytics (GEO4-2260) or Sustainable Business Research Methods (GEO4-2609)</li> <li>• Governance and Sustainability Transitions (GEO4-2611)</li> </ul>
Innovation and International Development (GEO4-2009)	Letter of acceptance MSc Sustainable Development or MSc Innovation Sciences or MSc Sustainable Business & Innovation
Innovation Management (GEO4-2268)	Letter of acceptance MSc Innovation Sciences or Sustainable Business and Innovation
Sustainability assessment and management tools (GEO4-2602)	Letter of acceptance MSc Sustainable Business and Innovation or MSc Innovation Sciences or MSc Sustainable Development or MSc Water Science and Management Recommended pre-requisites: Understanding and Assessing Technologies for Sustainability (GEO4-2608)
Master's Thesis (GEO4-2606)	<ul style="list-style-type: none"> <li>- Letter of acceptance MSc Sustainable Business and Innovation</li> <li>- Passed at least five out of six examinations of: <ul style="list-style-type: none"> <li>• Business and Sustainability Challenges (GEO4-2601) or Innovation Management (GEO4-2268)</li> <li>• Understanding and Assessing Technologies for Sustainability (GEO4-2608)</li> <li>• Toolbox 1: Environmental assessment and management approaches (GEO4-2602)</li> <li>• Toolbox 2: CS implementation: theory and practice (GEO4-2603)</li> <li>• Governance and Change Management for Sustainability (GEO4-2604)</li> <li>• Qualitative Innovation Analytics (GEO4-2260) or Sustainable Business Research Methods (GEO4-2609)</li> </ul> </li> </ul>
Tailor made course SBI (GEO4-2607)	<ul style="list-style-type: none"> <li>- Letter of acceptance MSc Sustainable Business and Innovation</li> <li>- At least 45 EC passed within the programme.</li> </ul> Recommended pre-requisites: All first year SBI courses

<b>Course</b>	<b>Entrance requirement</b>
Understanding and Assessing Technologies for Sustainability (GEO4-2608)	Letter of acceptance MSc Sustainable Business and Innovation or MSc Innovation Sciences
Sustainable Business Research Methods (GEO4-2609)	Letter of acceptance MSc Sustainable Business and Innovation
Corporate Sustainability and Change Management (GEO4-2610)	Letter of acceptance MSc Sustainable Business and Innovation  Recommended pre-requisites: Innovation Management (GEO4-2268)
Governance and Sustainability Transitions (GEO4-2611)	Letter of acceptance MSc Sustainable Business and Innovation
Techniques of Futuring (GEO4-5501)	None

#### **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 led 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.
4. 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.
5. 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.
6. 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.

## **APPENDIX**

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

4.4 TEACHING PERIODS COPERNICUS INSTITUTE OF SUSTAINABLE DEVELOPMENT 2022-2023

Overview academic year 2022-2023 GEO4-2XXX/GEO4-6XXX

PERIOD 1	36	37	38	39	40	41	42	43	44	45				
	1	2	3	4	5	6	7	8	9	10				
	5-11/9	12-18/9	19-25/9	26/9-2/10	3-9/10	10-16/10	17-23/10	24-30/10	31/10-6/11	7-13/11				
	GEO Intro						12/10 Master open day				break		Green = Dept. of SD	Red = GEO wide
PERIOD 2	46	47	48	49	50	51	52	1	2	3	4	5		
	1	2	3	4	5	6	Xmas break	Xmas break	7	8	9	10		
	14-20/11	21-27/11	28/11-4/12	4/12/18	12-18/12	19-25/12			9-15/1	16-22/1	23-29/1	30/1-5/2		
				6/12 repair exams p1	13/12 repair exams p1							break		
PERIOD 3	6	7	8	9	10	11	12	13	14	15	16			
	1	2	3	4	5	6	7	8	9	10	11			
	6-12/2	13-19/2	20-26/2	27/2-5/3	37961	13-19/3	20-26/3	27/3-2/4	3-9/4	10-16/4	17-23/4			
	9/2 Career day			28/2 repair exams p2	7/3 repair exams p2				7/4 Good Friday	10/4 Easter Monday	break			
	10/2 Master Open Day										14/4 break			
PERIOD 4	17	18	19	20	21	22	23	24	25	26	27	28		
	1	2	3	4	5	6	7	8	9	10	11	Break		
	24/4-30/4	1-7/5	8-14/5	15-21/5	22-28/5	29/5-4/6	5-11/6	12-18/6	19-25/6	26/6-2/7	3-9/7			
	27/4 King's Day	5/5 Liberation Day			16/5 repair exams p3	23/5 repair exams p3	29/5 Pentecost				break	10-14/7 repair exams p4		
					18/5 Ascension day									
					19/5 Break									

## 4.5 UU-TIME TABLE 2022-2023

### Teaching periods

Semester I:

Period 1: Monday 5 September – Friday 11 November

Period 2: Monday 14 November – Friday 3 February

Semester II:

Period 3: Monday 6 February – Friday 21 April

Period 4: Monday 24 April – Friday 14 July

### Timeslots

TIME SLOT MODEL					
	Monday	Tuesday	Wednesday	Thursday	Friday
09.00-10.45	A1	B1	A4	C6	D4
11.00-12.45	A2	B2	A5	C7	D5
13.15-15.00	C1	C4	D1	B3	D6
15.15-17.00	C2	C5	D2	B4	D7
17.15-19.00	C3	A3	D3	B5	(D8)
19.15-22.00	E1	E2	E3	E4	

### Course enrolment (only via Osiris Student: [www.uu.nl/osirisstudent](http://www.uu.nl/osirisstudent))

Period 1 (Start courses: Monday 5 September 2022)

Course enrolment: Monday 30 May 2022 till Friday 24 June 2022

Late enrolment: Monday 22 August 2022 till Tuesday 23 August 2022

Period 2 (Start courses: Monday 14 November 2022)

Course enrolment: Monday 19 September 2022 till Friday 30 September

Late enrolment: Monday 24 October 2022 till Tuesday 25 October 2022

Period 3 (Start courses: Monday 6 February 2023)

Course enrolment: Monday 31 October 2022 till Friday 25 November 2022

Late enrolment: Monday 23 January 2023 till Tuesday 24 January 2023

Period 4 (Start courses: Monday 24 April 2023)

Course enrolment: Monday 30 January 2023 till Friday 24 February 2023

Late enrolment: Monday 3 April 2023 till Tuesday 4 April 2023