
This document "Graduate School of Natural Sciences Master's Degree Programme Education and Examination Regulations 2019-2020" (EER) is a translation of the Dutch "Onderwijs- en examenregeling Masteropleidingen Graduate School of Natural Sciences 2019-2020" (OER). No rights can be derived from this translation other than stipulated in the Dutch OER.

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

2019-2020

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The Education and Examination Regulations set out the rights and obligations of students on the one hand and the University of Utrecht on the other which are specific to the study programme. The general university Student Charter stipulates the rights and duties that apply in relation to all students.

These regulations were adopted by the dean of the Faculty of Science with the approval of the Faculty Council on 10 July 2019.

SECTION 1 – GENERAL PROVISIONS

Article 1.1 – Applicability of the regulations

These regulations apply to the study and assessment of examinations for the following Master's degree study and other programmes during the 2019-2020 academic year:

Master's degree Programme – Based on the University Register of Programmes (URP)	Master's degree Programme – English title	Programme
Chemische Wetenschappen	Chemical Sciences	Nanomaterials Science
Artificial Intelligence	Artificial Intelligence	Artificial Intelligence
Informatica	Computer Science	Game and Media Technology
		Computing Science
Geschiedenis en Wijsbegeerte van de Wiskunde en Natuurwetenschappen	History and Philosophy of Science	History and Philosophy of Science
Information Science	Information Science	Business Informatics
		Human Computer Interaction
Mathematische Wetenschappen	Mathematical Sciences	Mathematical Sciences
Natuurkunde en Meteorologie & Fysische Oceanografie	Physics	Experimental Physics
		Climate Physics
		Theoretical Physics

referred to throughout as the study and other programmes, and to all those students who have registered for such a study programme, and to all those requesting admission to the study. The study programmes are provided by the Graduate School of Natural Sciences of the Faculty of Science, referred to throughout as the School and the Faculty respectively.

Article 1.2 – Definitions

In these regulations, the following terms mean:

- the Higher Education and Research Act (*Wet op het hoger onderwijs en wetenschappelijk onderzoek*);
- Master's degree programme: any of the programmes referred to in Article 1.1 of these regulations. A Master's degree programme may consist of several programmes.
- student¹: anyone who is registered at the university to study and/or to sit the tests and examination for a study programme;
- credit: a unit equal to one ECTS (one credit for the purposes of the European Credit Transfer System). A credit represents 28 hours of study;

¹ He/him/his is not intended as a gender statement, but this is understood to mean the person mentioned earlier in the relevant article (often the student).

- e. the code of conduct relating to academic programmes and examinations in languages other than Dutch, approved by the Executive Board in accordance with Section 7(2)(c) of the Higher Education and Research Act;
- f. programme: a coherent collection of educational units constituting part of a study programme, as set out in Article 3.6 of these Regulations.
- g. course selection: an individual student's selection of specific units comprising their course;
- h. unit: an educational unit constituting part of a study programme as set out in the University Course Catalogue;
- i. course: all of the educational and examination aspects of a unit;
- j. test: an interim examination referred to in Section 7.10 of the Act;
- k. examination: the final Master's examination of the study programme for which a pass will be obtained if all obligations for the entire Master's degree programme have been fulfilled;
- l. University Course Catalogue: the register of the courses given by the University which is maintained under the Executive Board's supervision;
- m. contact hours. Contact hours are taken to mean:
 - hours spent in class where a lecturer is physically present, such as lectures and tutorials, student counselling, internship supervision, tests and examinations, as well as career support in so far as the degree programme schedules these for all students;
 - other structured hours scheduled by the degree programme and which are characterised by contact between the students themselves, either virtually or in real time and/or virtual contact with lecturers.
- n. educational facilities contract: a contract entered into by a student with a handicap or chronic disease and an official acting on behalf of the relevant department together with the relevant education office, which sets out the facilities that such student reasonably requires and to which they are entitled;
- o. international diploma supplement: an appendix to a Master's degree certificate, which contains an explanation of the nature and contents of the relevant study programme (partly in an international context);
- p. board of examiners: the School's board of examiners;
- q. admissions committee: the School's admissions committee;
- r. board of studies: the School's board of studies;
- s. programme coordinator: an academic staff member who is responsible for a particular course and who acts as a student's contact person;
- t. programme director: an academic staff member appointed by the School who is responsible for a course, and who bears primary responsibility for the structure, delivery and quality assurance of that course.

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

SECTION 2 – ADMISSIONS

Article 2.1 – Requirements for admission to the degree programme

1. The holder of a Dutch or foreign degree who can demonstrate that they possess the knowledge, understanding and skills set out in relation to each programme in the programme appendix.
2. Selection of students is done based on a judgement of core competencies (see OER Annex) with regard to:
 - a. previous academic performance in a relevant subject area(s);
 - b. relevant skills;
 - c. command of the language(s) used in the programme.

This information is used to consider whether the student concerned is in a position of being able to complete the Master's Programme successfully within the nominal time period.

3. The admission requirements have been formulated clearly and transparently so that candidates are aware beforehand of the requirements they must meet to be admitted to the programme.

Article 2.2 – Language

English language

1. Registration for a study programme will only be allowed after it can be shown that the requirement of mastery of the English language has been satisfied.
2. Where the prior study of English has been deficient, this may be remedied by passing any of the following tests:
 - a. IELTS (International English Language Testing System) – academic module. The minimum required IELTS score (overall band) is 6.5 with at least 6.0 for the component 'writing';
 - b. TOEFL (Test of English as a Foreign Language). The minimum TOEFL score that is required is 93 (internet-based test);
 - c. Cambridge EFL (English as a Foreign Language) examinations, with one of the following certificates:
 - Cambridge Certificate in Advanced English; minimum score: B;
 - Cambridge Certificate of Proficiency in English; minimum score: C;
 - Cambridge English C1 Advanced (CAE); minimum score: 176 total, 169 writing;
 - Cambridge English C2 Proficiency (CPE); minimum score: 180 total, 169 writing;
 - Cambridge Michigan Language Assessment ECPE, C2 Certificate.
3. The following will be deemed to have an appropriate level of proficiency in the English language:
 - a. the holder of a university degree or higher vocational education certificate obtained in the Netherlands;
 - b. the holder of a Bachelor's degree in an English study programme;
 - c. a student who is a native speaker of English.

Article 2.3 - Admissions procedure

1. The admissions committee is responsible for admissions to the study and various programmes.

2. The admissions committee will conduct an assessment of the knowledge, understanding and skills of an applicant with a view to admitting the latter into the study programme. The committee may arrange for an applicant's knowledge, understanding and skills to be assessed by experts within the university or elsewhere in addition to reviewing written evidence of any qualification(s) obtained.
3. In order to determine eligibility for admission to a study programme within the programme, the admissions committee will check if the applicant fulfils or will fulfil the requirements referred to in art. 2.1 before the established deadline date. In its evaluation the committee will consider the core competences mentioned in art 2.1, clause 2 , as well as the applicant's command of the language in which the programme is taught .Based on this, the admissions committee will assess whether the candidate, with sufficient commitment, is able to achieve the Master's degree qualification within the prescribed period.
4. The admissions committee will make a decision within a period of 3 weeks from the date of receipt of the completed file. Admission will be granted on the condition that by the starting date of the study programme the applicant will have satisfied the knowledge and skills requirements referred to in art. 2.1., as evidenced by qualifications obtained.
5. An application for admission into the master's degree programme and a specific programme must be submitted to the admissions committee by the deadline stipulated on the study choice website (www.uu.nl/masters or www.uu.nl/internationalmasters). Requests submitted after this closing date will not be considered. The decision not to consider the request will point out the possibility to appeal to the Examinations Appeals Board.
6. Contrary to the provisions of paragraph 5, in special cases the admissions committee may handle a request submitted after these closing dates.
7. An applicant will receive written notification that he has been admitted or refused admission to the study programme or a specific programme. It will also draw attention to the possibility of lodging an appeal with the Examination Appeals Board.

Article 2.4 – conditional admission decision: pre-Master

1. Anyone who fails to satisfy the admission requirements stipulated in Article 2.1 may nevertheless do so where the situation arises at the admissions committee's discretion by successfully completing the University of Utrecht's Master's preparatory programme as specified in the admissions committee's relevant conditional admission ruling. The Master's preparatory programme will represent no more than 30 credits. The admissions committee will decide on the scope and nature of any Master's preparatory programme after conducting an examination for the purposes of admission.
2. The pre-master course must be completed within 12 months. After the expiry of this term or upon qualitative or quantitative insufficient performance, the Board of Admissions of the Graduate School can exclude the student from further participation in the pre-master.
3. This conditional admission decision will state that the candidate concerned will be admitted to the Master's Degree Programme if:
 - a. the pre-master course with the courses described therein and the study load, expressed in credits, has been passed
 - b. within the period stated in the admission decision.

4. The candidate will receive written confirmation of the conditional admission decision, which will point out the possibility to appeal to the Examinations Appeals Board.
5. After the conditions referred to in paragraph 3 (a) and (b) have been met, the conditional admission decision will be converted into a definitive admission decision.
6. The pre-master course referred to in paragraph 1 is open only to candidates who:
 - a. hold the nationality of an EU/EER member state or Switzerland, or do not hold this nationality but do hold a residence permit that entitles them to statutory tuition fees, and
 - b. have completed their previous education in the Netherlands.
7. The Admissions Committee may deviate from the requirements referred to in paragraph 7 in special cases. In any case, special dispensation will be given to refugees with residence status and refugees with a W-card, who have applied for asylum and have not yet received a final decision on their application. Deviation is not possible when the applicant is in need of visa mediation whereby Utrecht University acts as a sponsor.

Article 2.5 – Hardship admission clause

1.
 - a. In special circumstances the admissions committee may admit an applicant who satisfies *all* of the conditions stipulated below into a programme for six months at their request, provided that:
 - i) the applicant has passed the required units for their major and only needs to pass other units constituting part of a relevant Bachelor's degree programme with a combined workload representing no more than 15 credits; and
 - ii) there are grounds to expect that the applicant will be able to complete the relevant Bachelor's degree programme within a very short period of time but in no more than six months as of the time that the student has been provisionally admitted into the Master's degree programmes; and
 - iii) as a result of *force majeure* the applicant has not been able to make further progress and a disproportionate delay in their studies would occur if they were unable to start the Master's degree programme in the meantime.
 - b. Once the final examination for the relevant Bachelor's degree programme is passed the relevant applicant's provisional admission will become final.
 - c. If the student does not pass the final examination of the relevant Bachelor's degree programme he will be excluded from further participation in the Master's degree programme until they have passed the Bachelor's degree examination.
2.
 - a. On request of the applicant who doesn't yet possess a written proof of the (completed) prior education as mentioned in article 2.1, the admissions committee may decide to admit that applicant to the programme for two weeks.
 - b. When the applicant can't submit the requested proof within two weeks after the starting date of the Master's degree programme, the applicant will be excluded from further participation in the Master's degree programme until all the admission requirements are met.

SECTION 3 – NATURE AND STRUCTURE OF THE STUDY PROGRAMME

Article 3.1 – Purpose of the study programme

1. The study programme aims to:

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

2. Learning outcomes of the programme. The graduate:

Knowledge and understanding

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

Application of knowledge and understanding

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

Drawing conclusions

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

Communication

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

Aptitude for learning

13. possesses the skills to evaluate their own learning and development process, and to motivate and correct themselves during their studies where necessary.
14. has developed their own effective, performance-oriented methodology to enable them to perform independently in a competitive labour market;
15. has a qualification for the purposes of securing a doctoral study programme or a position in the labour market;
16. has a realistic idea of the career opportunities after graduating, and of the skills that he/she needs to successfully start a career.

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

Article 3.2 – Structure of the study programme

The programmes are provided on a full-time basis.

Article 3.3 – The language in which the programme is provided

The decision was made to offer Master's degree programmes fully taught in English. This decision was based on the following arguments:

1. The economy increasingly becomes more international and therefore it becomes more and more important to provide students with intercultural and international competencies, among others language proficiency, to insure the best possible (starting) position on the labour market. In addition, the influx of international talent contributes to improving the quality of education and creating a diverse and international student population. In this context, English is then the only realistic 'lingua franca'.
2. Our Master degree programmes are aimed at training researchers. Good scientific research is conducted in an international context and is therefore by definition international. Further, we encourage all our students to gain foreign experience. To keep the quality of research at a high level, international networks and sufficient international scientific staff are of great importance. Here, again, English is the only realistic option.
3. The University of Utrecht's Language Code of Conduct applies to the programmes (see <https://students.uu.nl/sites/default/files/uu-algemeen-gedragscode-taal.pdf>).

Article 3.4 – Workload

The programmes have a workload representing 120 credits.

Article 3.5 – Starting times

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

Article 3.6 – Breakdown of programmes

1. Each programme consists of at least the following components:
 - a number of compulsory elements and/or elective components associated with the programme;
 - a number of elective elements;
 - a compulsory research assignment;
 - an introductory period and a unit in the area of scientific integrity, together totalling 1 credit.
2. Where the compulsory research assignment exceeds 30 credits it will be administratively split into two separate units.
3. Programmes offer the opportunity to partially fulfil the programme with a profile. A profile is a coherent, thematic set of units of 30 credits in size. The school offers the profiles *Applied Data Science*, *Complex Systems* and the *Educational Profile*. These are described in separate appendices. The programme appendices describe which profiles may be chosen within each programme and which consequences this has for the composition of the course selection.

4. With the right selection of courses, the profile may be completed within the regular programme size of 120 credits. A student may select only one profile within the regular programme size. A concurrent choice of both a profile as well as an honours programme can only be done with the approval of the board of examiners, who guards that the learning aims of the regular curriculum, the profile and the honours programme are achieved. In addition, it cannot be guaranteed that the course selection can be completed within the regular number of credits.
5. The optional part of the programmes always includes the possibility of assigning no less than 7.5 ECTS to components intended to broaden the scope of the programme, which may or may not fall within the discipline of the relevant programme. This possibility is not available when the student chooses a profile. More detailed information concerning the nature and structure of each programme and possible profiles may be found in the programme appendix to these regulations.
6. The University Course Catalogue describes the nature and educational structure of the units offered by Utrecht University in the various programmes in greater detail and also stipulates the prerequisite level of expertise for passing the relevant component.
7. The admissions committee may make a limited number of units compulsory for an individual student to compensate for any deficiencies from prior education. The workload of such components will be deducted from that available for free electives. Any programme units which are explicitly provided in order to make up for any deficiency – provided that they do not overlap with any type of training that has been decided on and which serves as the basis for admission into the programme – may not constitute part of the student's degree programme.
8. Any unit which is already mentioned in the certificate for the relevant student's prior Bachelor's or other study programme may not be included again.
9. A programme director may make it compulsory for a student to present their course selection to the relevant programme coordinator or director. Final approval may only be given by the board of examiners.

Article 3.7 – Units completed elsewhere or prior to admission

1. Credits from courses provided by other Dutch universities which are approved in content and level by the Board of Examiners could be adopted. The Board of Examiners will withhold approval if it is of the opinion that a replication of content exists in relation to courses already completed by the student. In the event that courses are replicated in terms of their content, either fully or in part, the Board of Examiners may limit the contribution of these courses to the examination through deduction of credits in proportion to the overlap.
2. A prerequisite for the conferral of a Master's degree certificate after passing the examination for the relevant study programme is that at least half of the credits of the Master's degree programme must be obtained through units provided by the University of Utrecht.
3. Any unit which a student completes elsewhere in the course of their education may only be included as part of the student's Master's degree programme with the permission of the board of examiners.
4. An exemption may only be granted for a unit that is completed in a higher education institution prior to admission into or the start of the Master's degree programme in accordance with Article 5.13. Article 5.13(2) will continue to apply in full in this respect.

Article 3.8 – Courses taken at a foreign university

1. Courses provided by a foreign university are also optional components with the approval of the Board of Examiners. The Board of Examiners will decide whether these courses are at a sufficient academic level. The Board of Examiners will withhold approval if it is of the opinion that a replication of content exists in relation to courses already completed by the student. In the event that courses are replicated in terms of their content, either fully or in part, the Board of Examiners may limit the contribution of these courses to the Master's degree programme through deduction of credits in proportion to the overlap.
2. The degree programme will publish the procedure for contributing courses taken abroad on the student website:
 - stating at what moment and in what manner students may apply for approval for courses taken abroad;
 - giving students the option of applying for approval at such time that they have received a decision from the Board of Examiners by the start of their exchange.
3. Conversion of credits achieved for courses taken abroad is as follows:
 - a. The credits will be transferred for courses provided by foreign universities within the European Union/European Economic Area which have been approved by the Board of Examiners regarding their content and level. Contrary to this, the Board of Examiners may decide to award a different number of credits if it is established that the credits awarded abroad do not correspond to the study hours.
 - b. The credits will be converted for courses provided by foreign universities outside the European Union/European Economic Area which have been approved by the Board of Examiners regarding their content and level, in accordance with the university-wide conversion table. See www.uu.nl/credit-omrekeningtabel. The Board of Examiners may deviate from this in exceptional cases if there are good reasons to do so.
4. Conversion of grades achieved for courses taken abroad is as follows:
 - a. Foreign grades are converted into the alphanumeric results Pass/Fail; in addition, the original grades and assessment scale will be recorded in OSIRIS and printed on the International Diploma Supplement referred to in Article 6.4.
 - b. The foreign university will determine where the cut-off score lies for a pass, and records in the transcript whether the student has passed.
 - c. The foreign results will not count towards the student's average final mark.
 - d. The Board of Examiners will determine whether and how foreign results will count towards determining whether the student has passed with distinction (*cum laude*).

Article 3.9 – Honours programmes

1. The school offers several types of honours programmes:
 - a. honours programmes bound to a certain Master's programme, which may or may not exceed a total credit load of 120 study points: the *Debye Honours Programme and the Utrecht geometry centre*. This type of honours programme is characterised by an intensification of the level within the frame of reference of the field of the relevant Master's programme and as such only students from said Master's programme are admissible. The contents and admissions requirements of the honours programme are listed in the relevant appendices.
 - b. Broadening or more in-depth honours programmes, which may or may not exceed a total credit load of 120 study points, accessible for students of multiple Master's programmes: *Quantitative Biology*. By participating in this programme, students can use a part of the credits obtained within the course of this honours programme towards the requirements of their Master's programme. The specifics of this,

as well as, the contents and admissions requirements of the honours programme are listed in the relevant appendix.

- c. *Twin*programmes. This type of honours programme is characterised by the simultaneous taking of the student of two Master's programmes from separate Master's degree programmes. The student must hence be admitted to and enrolled into both degree programmes, as well as the honours programme itself. In deviation from the regular master's programmes the *thesis project* has a minimum size of 60 credits such that the minimum number of credits needed to complete the honours programme is at least 180. The honours programme is considered completed when the student meets both sets of outcomes. Hence, the student receives two Master's diplomas. The total credit load (of nominally 240 credits) can be decreased by using the exemption clause for the *thesis project* (art. 5.13 clause 5), and the general exemption clause (art. 5.13 clauses 1 and 2). De general exemption clause provides the students with a maximum of 15 credits of exemption based on courses taken in the other Master's programme.
2. All honours programmes are selective; the selections procedure will be published on students.uu.nl². Unless mentioned otherwise in the appendix, the selection committee of the *Twin*programme consists of the programme leaders of the two involved Master's programmes. If insufficient progress is made by a student, a previous admission to the honours programme may be terminated.
3. Students may also participate in the UU-wide master's honours programmes as published on students.uu.nl/onderwijs/honours.

Article 3.10 – Actual teaching structure

1. The number of contact hours for an academic programme are listed in the relevant appendix.
2. The Faculty will ensure that information of all the courses carried out by Utrecht University is available in the University Course Catalogue for the students regarding:
 - a. The course goals;
 - b. The schedules;
 - c. scheduled contact time per course;
 - d. when and where the tests and resits take place.

In case of individual supervision of research projects of 30 credits or more, the way in which the supervision is realized including the number of contact hours, will be documented prior to the start of the project. Students can see the timetables for the courses carried out by Utrecht University for which they are registered on Osiris Student. Students can also look on MyTimetable to see when and where the tests and resits will take place for the courses carried out by Utrecht University for which they are registered.

² In the 'honours'-section of the master's programme homepage on students.uu.nl

SECTION 4 – EDUCATION

Article 4.1 – Courses

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

Article 4.2 – Course entry requirements

1. Unless otherwise mentioned in the programme appendix, the compulsory units of a programme must be completed before a start can be made on a research assignment.
2. The course entry requirements are listed in the description of the relevant course in the University Course Catalogue.
3. All of the courses offered by the School as part of the various study programmes are only available to those students who have been admitted into a Master's degree programme at a Dutch university.
4. By way of an exception to Clause (3), in individual cases a programme director may open a course to exchange students, talented Bachelor's degree students or inter-university study programme students.
5. By way of an exception to Clause (3), the admissions committee may confine entry to a course to students of a specific programme based on a proposal made by the relevant programme director.
6. By way of an exception to Clause (3), in the case of each programme the admissions committee may confine entry to a course to Bachelor's degree students of a specific programme based on a proposal made by the relevant programme director.
7. Article 3.7 and 3.8 will continue to apply in full in the event that Clause (4) or (6) is applicable.
8. Once a student passes a unit, they will not be entitled to repeat it. An application to repeat will be assessed by the admissions committee.

Article 4.3 – Course registration

A student may attend a course only if they have registered in time. [The](#) registration periods will be published on students.uu.nl³.

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

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

³ See students.uu.nl/en/practical-information/enrolment/course-registration

Article 4.5 – Evaluation of quality of the education

1. The education director is responsible for monitoring the quality of the education. To this end the education director will ensure that an evaluation of the courses is made, as well as an evaluation at curriculum level. In this quality control of the courses the education director will draw on the advice and suggestions for improvement of the education committee on promoting and safeguarding the quality of the degree programme.
2. The education in the study programmes will be evaluated in one or multiple of the following manners:
 - interim evaluation in the course: during the course the students can provide feedback on aspects that could possibly be different or better;
 - course evaluations: at the end of the units, the participating students are asked for their opinion on the quality of the contents, educational structure, study materials, testing and lecturer(s);
 - evaluation at curriculum level;
 - by means of the National Student Survey [*Nationale Studenten Enquete – NSE*] the students will be asked for their opinion on all aspects of the education and the facilities.
3. Students who have participated in the course will be informed of the results of the course evaluation.

SECTION 5 – TESTING

Article 5.1 – General

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

Article 5.2 – Board of examiners

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

Article 5.3 – Assessment of traineeship or research assignment

1. A traineeship or research assignment will be assessed by the supervisor / lecturer of the UU in question and one or more other internal and/or external experts.

2. No less than two lecturers from Utrecht University⁴ will be involved in assessing a research assignment representing more than 30 credits. This also applies to a research assignment split into two parts as in art.3.6 item 2. The protocol *delay in research or thesis project*, which is added to this EER as an appendix, is applicable to the research assignment.

Article 5.4 – Marks

1. Marks will be assigned on a scale of 1 to 10. The final assessment of a course is satisfactory or unsatisfactory, whereby:
 - A 5 or lower counts as unsatisfactory and a 6 or higher as satisfactory.
 - Lower than or equal to a 5 and higher than or equal to a 6, will be expressed with no more than one decimal.
 - Marks between the 5 and 6 will be expressed without a number behind the decimal point.
 - If the mark is determined as a weighted average of partial results, the partial results will not be rounded up.
 - Partial marks of the research projects and business internships should each be satisfactory.
2. Alphanumeric results will be assigned in the following cases:
 - a student who has registered for a course but who has not participated in a single test module will be assigned a ND (Niet Deelgenomen [Not Participated]);
 - a student who has not participated in all of the mandatory test modules will be assigned a NVD (NietVoldaan [Not Completed]);
 - a student who has completed a unit but who has not received a mark for it may be assigned a V (Voldoende [Satisfactory]) as their result;
 - if the student has not completed a unit but does not receive a mark for it, the student can be given an ONV (ONVoldoende - Unsatisfactory) as their result;
 - instead of an NVD or ONV a student who has performed to the best of their ability during a course may receive the mark AANV [AANVullende toets][extension];
 - The AANV may also be granted in case no numerical grade can be determined, but the student is, according to the scoring rules of the course, entitled to an additional or substitute test, or by decision of the board of examiners.
 - a student who has been granted an exemption by the board of examiners will be assigned a VR (VRijstelling [Exemption]);

⁴ In the context of this section this must be interpreted as: a junior lecturer [junior docent], lecturer [docent], senior lecturer [hoofddocent] or full professor [hoogleraar].

Article 5.5 – Remediation: additional or substitute tests

1. If a student has performed to the best of their ability during a course, as long as the final mark is at least a four or the final grade AANV has been granted, they will be given a once-only opportunity to sit an additional or substitute test.
2. A student does not qualify for an additional or substitute test if he or she has been awarded a satisfactory mark or satisfactory alphanumeric result.

Article 5.6 – Testing methods

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

Article 5.7 – Oral tests

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

Article 5.8 – Testing provision in extraordinary circumstances

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

Article 5.9 – Marking deadlines

1. Within 24 hours after administering an oral test the relevant examiner will decide on a mark, will issue the student with a written statement in that respect, and provide the faculty administration with the relevant information.
2. An examiner will mark a test administered in writing or some other form within 10 working days after the date on which it has been taken, and will supply the Faculty's administration department (within the same timeframe) with the information that is required to issue the relevant student with written or electronic proof of their mark.
3. If the mark is not available within this period of time for reasons of force majeure, the examiner must communicate this to the student, indicating when the mark will be determined. Force majeure may only be established in consultation with the Board of Examiners.
4. An electronic statement of the mark achieved for a test must draw the attention of the relevant student to their right of inspection stipulated in Article 5.11 and to the possibility of lodging an appeal with the Examinations Appeals Board.

Article 5.10 – Term of validity

1. The term of validity of courses passed is unlimited. Contrary to this, the Board of Examiners may impose an additional or alternative test for a course, if the test for this course was passed more than five years earlier, and if the knowledge or understanding being examined is demonstrably out of date, or if the skills being examined are demonstrably out of date.
2. The period of five years referred to in paragraph 1 will be extended by the number of months of financial support that the student has been granted on the grounds of the Profiling Fund (*profileringsfonds* - for special financial support to students) as referred to in paragraph 2a of the Higher Education and Research Act and the period granted or an extension of the performance-related grant due to a disability or chronic illness.
3. Partial tests and assignments which were passed will lose their validity if the course within which they were taken was not passed.

Article 5.11 – Right of inspection

1. A student will be allowed to inspect their marked work at their request within 20 working days following the announcement of the mark achieved for a written test. At that time, the student is allowed to make a digital copy of said work.
2. Throughout the period referred to in Clause (1) any interested party may acquaint themselves with the questions and assignments constituting part of the test concerned, as well as the criteria based on which marking occurred. A digital copy of multiple-choice questions/assignments may only be made with the approval of the examiner.

Article 5.12 – Test storage times

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

Article 5.13 – Exemptions and credit transfer

1. Acting at a student's request, the board of examiners may grant them an exemption from a unit after consulting the examiner in question, provided that the student:
 - a. has completed an equivalent unit of a university or higher vocational study programme in respect of both content and level;
 - b. can show through work or professional experience that they have sufficient knowledge and skills in relation to the relevant unit.
2. Any unit for which an exemption is granted must be replaced with an elective involving an equivalent workload. By way of an exception to this, the board of examiners may decide that a unit, representing no more than 16 credits per student per programme, does not need to be replaced. Also, in case of credit transfer based on clause (3) and (4) of this article, the board of examiners may decide that units need not be replaced; in such a case no maximum number of credits is applied.
3. Credit transfers (1): Acting at a student's request, the board of examiners may allow a unit which they have passed elsewhere at an institution for higher education while registered for the programme, for example, during an exchange semester, to count towards the Master's degree programme's examination requirements. The board of examiners will decide on any mark that is to be announced and the workload involved. In any situation in which a mark obtained elsewhere cannot be unambiguously transposed in accordance with the University of Utrecht's norms, the board of examiners will generally refer to that mark as a 'pass'.

4. Credit transfers (2): Acting at a student's request, the board of examiners may allow a unit which a student has achieved while registered for another Master's degree programme, but which has not been cited for the purposes of a certificate, to count towards compliance for the examination requirements for a programme as listed in art.1.1 into which that student has been admitted. The board of examiners will decide on any mark that is to be announced and the workload involved.
5. *Twin* honours programme: Acting at a student's request, the board of examiners may grant them an exemption for a thesis project unit of a programme without that student being required to do anything by way of a replacement for that unit. The conditions required for this are as follows:
 - a. the student must have been admitted into the *twin* honours programme (see art. 3.8) and must have satisfied all of the other conditions required for the purposes of receiving the certificate referred to in Article 6.4;
 - b. the student must have been registered for both the Master degree programmes that make up the *twin* honours programme and must have satisfied all of the other conditions required for the purposes of receiving the certificates referred to in Article 6.5 for both programmes simultaneously;
 - c. an exemption will only be granted to one of the programmes;
 - d. the student must have completed a thesis project as part of the other Master's programme which accords with the theme of both Master's programmes, is supervised as part of both Master's programmes, and has been marked as a pass for the purposes of both Master's programmes.

Article 5.14 – Fraud and plagiarism

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

Fraud includes:

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

Plagiarism occurs when data or passages of sources produced by others or produced by students' themselves in earlier work are copied in a thesis or other assignments without quoting the source. Plagiarism includes the following, amongst other things:

- cutting and pasting text from electronic sources such as encyclopaedias and publications without using quotation marks or referring to the source;
- cutting and pasting text from the internet without using quotation marks and referring to the source;
- using texts from printed materials, such as books, magazines and encyclopaedias without using quotation marks or referring to the source;

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

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

- d. in the event of rather serious and/or repeated fraud or plagiarism the board of examiners may recommend the final termination of the relevant individual's registration for the study programme.
5. If the Board of Examiners determines that there has been widespread or organised fraud, on a scale which would affect the 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 re-sit 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 two weeks after the fraud was established, so that the participants can still benefit from their preparatory work for the test.

SECTION 6 – EXAMINATIONS

Article 6.1 – Examinations

1. The board of examiners will determine the outcome of the examination and will issue the certificate referred to in Article 6.4, as soon as the relevant student has satisfied the requirements for the examinations programme. Before determining the outcome of the examination, the board of examiners may conduct their own examination of the student's knowledge of one or more units or aspects of the study programme, if and in so far as that student's marks for the relevant tests constitute grounds for doing so.
2. The assessment of the relevant examinations file will constitute part of the final examination. The date for the examination will be the last working day of the month in which the board of examiners has determined that the relevant student has fulfilled the requirements for the examinations programme.
3. In the event that a pass is obtained for the examination referred to in Clause (2) and the application is submitted before the last applicable testing time, the last working day of the month in which the testing time occurs will serve as the date of the examination by way of an exception to Clause (2).
4. A pass will be obtained for an examination on condition that a pass is obtained for all of the relevant units.
5. Furthermore, a pass will be obtained for an examination and the relevant certificate will be issued on condition that the student concerned registered for the study programme during the period in which he sits the relevant tests. If the student fails to satisfy this condition, the Executive Board may issue a statement of no objection to a pass being obtained for the examination and the relevant certificate being issued, after the student has paid the tuition fees and administration charges which are payable for the 'missing' periods.
6. Anyone who has passed an examination and is therefore entitled to be awarded a certificate, may ask the board of examiners to delay this and postpone the date for the examination as meant in clause (2). Such a request must be submitted within 10 working days after the relevant student has been notified of the outcome of the examination. When submitting such a request the student must specify when he wishes to receive the certificate in question. During the 2019-2020 academic year the board of examiners will at any rate honour such a request, if the relevant student:
 - plans to hold a management position for which a board activities grant is available from the University of Utrecht;
 - intends to do a traineeship or a unit abroad.
 The examination date may be postponed only once for the duration of maximum one academic year.

Article 6.2 – *Cum laude* designation

A 'cum laude' designation will be assigned to a Master's degree examination if each of the conditions of clause (1) through (6) is satisfied:

1. an average mark – weighted by credits – of no less than 8 is achieved for the relevant units, excluding the research assignment referred to in Clause (3) of this article and not including those units that have been obtained at a Non-Dutch University;
2. the relevant student has not (for students registered before 1 September 2018: maximally once) taken an additional or substitute test or has repeated a unit. Contrary to this, the unit *Introducing Natural Sciences* must

be passed in the first registration year. (Re-taking *Introducing Natural Sciences* in the first year of registration therefore has no consequences for a cum laude.)

3.
 - a. Only for students that registered before 1 September 2018:
a mark of no less than 8.5 is achieved for a research assignment. In the event that multiple research assignments have been undertaken, this clause will apply to the most extensive one. If the research assignment is split in the sense of art.3.6 clause (2) and both parts have been graded numerically, than this clause is applicable to the credit weighted average of both parts.
 - b. Only for students that registered on or after 1 September 2018:
a mark of no less than a certain minimum is achieved for the final part of the research project. The correct course code and this minimum mark is listed in the relevant programme appendix.
4. exemptions have been obtained for no more than 16 credits – not including those exemptions referred to in Article 5.13(5) – unless the board of examiners rules otherwise;
5. the board of examiners has not made a decision to the effect – as stipulated in Article 5.14(4)(b) – that the relevant student is no longer eligible for a positive designation (*cum laude*) on the grounds that it has been established that fraud or plagiarism has occurred;
6. a pass is obtained for the Master's degree examination within three years.
7. In exceptional cases, when not assigning a 'cum laude' designation would be a clearly unreasonable outcome, and the student has nearly met all criteria listed in this article, the board of examiners can decide to assign the designation anyway.

Article 6.3 – Degree

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

Article 6.4 – Certificate and IDS

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

Article 6.5 – Honours

In the event that a pass is obtained for an honours programme referred to in Article 3.9, clause 1a and 1b, a separate certificate will be issued on which this is mentioned.

Article 6.6 – Grading Tables

The International Diploma Supplement contains the student's weighted average final mark and an ECTS Grading Table. This will show how students have performed compared to their peers. It also enables the graduate to demonstrate to educational institutions and employers abroad the value of the marks obtained in the Netherlands.

SECTION 7 – STUDENT COUNSELLING

Article 7.1 – Student progress records

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

Article 7.2 – Student counselling

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

Article 7.3 – Disability and chronic illness

Students with a disability or chronic illness will be offered the possibility to take courses and sit examinations in the manner as laid down in their Education Facilities Contract. Requests to conclude a study contract must be submitted to the student counsellor.

SECTION 8 – TRANSITIONAL AND FINAL PROVISIONS

Article 8.1 – Safety-net scheme

In those cases not provided for by this clause, or not provided for sufficiently, or clearly leads to an unreasonable outcome, a decision will be taken for or on behalf of the dean, after the Board of Examiners has expressed its view. If, on the basis of the law, the decision falls within the competence of the Board of Examiners, the dean will send the request to the Board of Examiners for it to handle.

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

Article 8.2 – Amendment of the EER

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

Article 8.3 – Publication

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

Article 8.4 – Effective date

These education and examination regulations will come into effect on 1 September 2019 and will replace those applicable during the 2018-2019 academic year.

Appendix: Protocol delay in research or thesis project

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

This protocol describes the events in case the planned ending date of a research project cannot be met, or extension of or addition to the project is necessary.

- 1) This protocol takes effect on 1 September 2019. Students that are already working on a research project at that time and feel they are disadvantaged by changes in the protocol can claim rights based on an earlier version of this protocol. There will be strict adherence to the ending date as specified (before starting the project) in the 'application form' or in OSIRIS-zaak. The ending date is the last date by which the final grade is determined. The ending date is based on full-time study. If an assessment is reasonably possible on the ending date, the assessment will be made and processed.
- 2) If on the ending date the result of the assessment is an insufficient grade and the student has a right to:
 - a. a re-take exam ('aanvullende toets')⁵
 - b. or in the opinion of the first examiner, the student has a valid reason for extending the project
 the student receives the mark AANV and the project length can be extended once with a maximum of 1/3 of the nominal original length. Note that a delay because of an impending publication is not a valid reason. For projects with a numerical grade, the maximum final grade after extension is an 8. In case the research project is split into two parts and the first part is extended, the beginning and end dates of the second part are moved up with the length of the extension.
- 3) If on the ending date the result of the assessment is an insufficient grade and the student has no right to a re-take exam ('aanvullende toets'), and there is no valid reason to extend the project, no extension of the project will be granted, and the student can complete the project only by starting a new project.
- 4) Hardship clause: If the ending date cannot be met due to a delay of the project caused by circumstances beyond the control of student, upon request of a student, if necessary after a consultation with the student counsellor, the board of examiners can decide to extend the ending date with a maximum of 1/3 of the nominal project time. Such an extension can only be granted twice, afterwards the board of examiners will decide about the possible continuation of the project.
If this hardship clause is applied, the maximum time limit for obtaining a cum laude judicium will not be strictly enforced, and the board of examiners will instead use a limit that is reasonable under the given circumstances. The new end date must be in reasonable proportion with the sustained delay and has to be determined as quickly as possible after the delay is discovered. After approval from the board of examiners, the board of examiners is responsible for sending the new end date to the 'Studiepunt'.
- 5) Disagreements will be presented to the programme leader. If no consensus can be reached than the board of examiners will take a decision in the spirit of this protocol.
- 6) This protocol will be published by the Graduate School of Natural Sciences on the students' website and annexed to the Education and Examination Regulations (EER).

⁵ In conformity to the EER (OER), art.5.5. This means at least that the student has met the minimal obligations associated with the project.