

**Teaching and Examination Regulations
2015/2016**

for the Master's degree programmes in

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

**Graduate School of Geosciences
Utrecht University**

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The Teaching 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. The University's [student statute](#) sets forth the rights and obligations that apply to all students. These regulations were adopted by the dean of Graduate School of the Faculty of Geosciences on 21 April 2015 with the approval of the Faculty Council on 21 April 2015.

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, Environmental Sciences, Geographical Sciences, Human Geography, Human Geography and Planning (research), Planning, Science and Innovation (hereinafter called the degree programmes) and to all students enrolled on these degree programmes for the academic year 2015-2016. The degree programmes are run by the Graduate School of Geosciences within the Faculty of Geosciences.

Art. 1.2 – definition of terms

In these regulations, the following terms have the following meanings:

- a. the Act: the Higher Education and Research Act.
- b. student: anyone (m/f) who is enrolled at the University to take courses and/or sit partial exams and final exams of the programme.
- c. credit point: a value expressed in EC, where each credit point is approximately equivalent to 28 hours of learning.
- d. degree programmes: the Master's degree programmes mentioned in Art. 1.1 of these regulations. A degree programme may comprise several Master's programmes.
- e. component: a unit of study (course) within the degree programme, as included in the Course Catalogue and the University's Course Catalogue.
- f. course: a unit of teaching and assessment.
- g. test: partial examination as meant by Art. 7.10 of the Act.
- h. exam: the final exam of the degree programme, which is completed successfully if all the degree requirements have been met.
- i. special needs contract: the contract entered into by the Director of Teaching (or other representative of the degree programme) and the disabled student specifying the necessary and reasonable facilities which the student is entitled to.
- j. International Diploma Supplement: the document attached to the degree certificate that explains the nature and content of the qualification (in an internationally understandable form).
- k. Board of Studies: the Board of the Graduate school of Geosciences.
- l. Student Affairs Geosciences: student information desk and student progress administration unit of the Faculty.
- m. course guide: document specifying for each course: the learning outcomes; the requirements (such as the attendance and effort requirements) that a student must meet to complete the learning outcomes; the way in which the final mark is calculated; the timetable and the instructional formats; name and availability of the course coordinator.
- n. summer vacation period: the period between the end of semester 2 and the start of semester 1 of the following year; it follows the University academic calendar.

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

SECTION 2 – ADMISSION

Art. 2.1 – degree programme admission requirements

1. The holder of a Dutch or foreign higher education degree who demonstrates knowledge, understanding and skills on bachelor's level in sub-areas of Geosciences as specified in appendix 1, can be admitted to one of the Master's degree programmes.
2. Selection of students is based on a review of the core competences:
 - a) Motivation and talent (partly based on GPA and study progress);
 - b) Level of relevant knowledge and methods and techniques of the discipline concerned;
 - c) General level of academic and professional skills;
 - d) Level of proficiency in the language(s) of instruction used in the programme.

This information is used to assess whether a student is able to complete the Master's Programme successfully within the nominal duration.

Art. 2.2 – English language

1. Prior to undertaking the degree programme (taught in English), students must demonstrate proficiency in English by passing one of the following tests:
 - o IELTS (International English Language Testing System), academic module. The minimum IELTS score required is an Overall Band Score of 6.5 and no less than 6.0 in the writing section.
 - o TOEFL (Test of English as a Foreign Language). The minimum required TOEFL score is 93 (internet-based).
 - o Cambridge EFL (English as a Foreign Language) Examinations, presenting one of the following certificates:
 - Cambridge Certificate in Advanced English; minimum score B.
 - Cambridge Certificate of Proficiency in English; minimum score C.
2. The holder of a Bachelor's degree gained at a university in the Netherlands meets the English language requirement for admission.

Art. 2.3 – proficiency in Dutch for holders of foreign qualifications (in relation to the Dutch-taught Master's Degree Programmes)

Holders of foreign qualifications may only register:

1. if they demonstrate required proficiency in Dutch by passing the state examination in Dutch as a Second Language, Programme 2, or by obtaining the certificate in Dutch as a Second Language, 'Academic Language Skills Profile' (PAT) or 'Higher Education Language Skills Profile' (PTHO), and
2. if they demonstrate required proficiency in English by passing one of the following tests:
 - o IELTS (International English Language Testing System), academic module. The minimum IELTS score required is an Overall Band Score of 6.5 and no less than 6.0 in the writing section.
 - o TOEFL (Test of English as a Foreign Language). The minimum required TOEFL score is 93 (internet-based).
 - o Cambridge EFL (English as a Foreign Language) Examinations, presenting one of the following certificates:
 - Cambridge Certificate in Advanced English; minimum score B.
 - Cambridge Certificate of Proficiency in English; minimum score C.

Art. 2.4 – deficiencies

1. The Board of Admissions of the Graduate School may require those applicants who do not meet the admission requirements referred to in Art. 2.1 to complete a package of courses to a maximum of 60 ECTS, to be taught by Utrecht University and tailored to the Master's programme concerned, in order to remove background deficiencies.
2. The Board of Admissions may establish in their decision that deficiencies must be eliminated within a certain period of time and prior to admission to the Master.

Art. 2.5 – admissions procedures

1. Responsibility for admission to the degree programmes of the Graduate School and the different Master's programmes lies with the Board of Admissions of the Graduate School.
2. With an eye to admission to the degree programme, the Board of Admissions will review the knowledge, understanding and skills of the applicant. In addition to documentary evidence of programmes completed, the Board may have specific knowledge, understanding and skills assessed by experts inside or outside the University.
3. With an eye to admission to a Master's programme within the degree programme, the Board of Admissions will conduct an admissions review to determine if the applicant meets, or will meet in a timely manner, the requirements for admission referred to in Art. 2.4. In its review, the Board will include the applicant's motivation and ambition for the programme concerned as well as the applicant's knowledge of the programme's language of instruction. On the basis of this, the Board of admissions will assess whether the candidate is able to achieve the Master's degree qualification within the nominal duration of the programme.
4. Requests for admission to the degree programme and to a specific Master's programme are submitted to the Board of Admissions before 1 April and 1 September. In special cases, the Board of Admissions may consider requests submitted after the deadline dates.
5. The Board of admissions will make a decision within a period of 15 working days from the date of receipt of the complete file. Admission will be granted on the condition that the applicant meets the knowledge and skills requirements referred to in Art. 2.1 by the start date of the degree programme, as evidenced by certificates of programme completion.
6. The applicant will receive written notification of acceptance or non-acceptance into the degree programme and a specific Master's programme. The decision letter will call attention to the possibility of appeal to the Examinations Appeal Board.

SECTION 3 – CONTENT AND STRUCTURE OF THE DEGREE PROGRAMMES

Art. 3.1 – aims of the degree programmes

1. The degree programmes aim to:
 - equip students with specialised knowledge, skills and understanding in the field of Geosciences, and to help them achieve the learning outcomes referred to in paragraph 2;
 - prepare students for a career in one or more sub-fields of Geosciences;
 - prepare students for undertaking a programme to train as a researcher in the field of Geosciences.
2. The graduate:
 - has a deep knowledge and understanding of the subject matter of Geosciences;
 - has a thorough knowledge of a specialism in their degree programme, or a thorough knowledge at the interface of the degree programme and another subject area;
 - has the skill to independently identify, formulate, and analyse problems in the field of Geosciences, and to propose possible solutions;
 - has the skills to conduct research in the field of Geosciences and to report on this research in a manner that meets the standards usual for the discipline;
 - possesses professional and academic skills, in particular in relation to research in the field of Geosciences;
 - is able to apply knowledge and understanding in such a way that he demonstrates a professional approach to their work;
 - is able to communicate conclusions, as well as the knowledge, reasons and considerations underlying these conclusions, to an audience of specialists or non-specialists.

The course catalogues for the Master's programmes set out the subject-specific learning outcomes for the different Master's programmes.

Art. 3.2 – study mode

The degree programmes Development Studies, Earth Sciences, Environmental Sciences, Human Geography and Planning (research), Science and Innovation are offered full-time. The degree

programmes in Planning, Geographical Sciences and Human Geography are offered full-time as well as part-time.

Art. 3.3 – language of instruction

The degree programmes Development Studies, Earth Sciences, Environmental Sciences, Geographical , Human Geography and Planning (research) and Science and Innovation are taught in English. The degree programmes in Planning and Human Geography are taught in Dutch. The Master’s programme Urban Geography within the degree programme Human Geography is taught in English.

Art. 3.4 – credit value

The degree programmes Earth Sciences, Environmental Sciences, Geographical Sciences, Human Geography and Planning (research) and Science and Innovation have a total credit value of 120. The degree programmes in Development Studies, Planning, and Human Geography have a total credit value of 60.

Art. 3.5 – Master’s programmes; start dates

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

Master’s degree programme	Master’s Programme
Earth Sciences	Earth, Life and Climate Earth Structure and Dynamics Earth Surface and Water Marine Sciences Water Science and Management
Environmental Sciences	Sustainable Development Water Science and Management
Geographical Sciences	Geographical Information and Management Applications
Human Geography and Planning	Human Geography and Planning
Science and Innovation	Innovation Sciences Energy Science Sustainable Business and Innovation
Development Studies	International Development Studies
Planning	Planologie
Human Geography	Economische Geografie Geo-communicatie Urban Geography

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

2. The Master’s programmes Earth Sciences, Environmental Sciences and Science and Innovation start twice a year: 1 September and 1 February. The Master’s programmes Development Studies, Geographical Sciences, Human Geography and Planning (Research Master), Planning, and Human Geography have one start date a year: 1 September.

Art. 3.6 – components of the Master’s programmes

1. The core components of the different Master’s programmes and their credit loads are described in Annex 1.
2. Upon approval of the Board of Examiners, the student will choose one or more components. The credit values for the elective components of the specific Master’s programmes are set out in Annex 1.
3. The Course Catalogue for the Master’s programmes provides more detailed information about the content and structure of the components of each programme, including any prior knowledge that would help students successfully complete the component concerned.

Art. 3.7 – components taken elsewhere

1. In order to pass the Master's degree exam the student must complete at least half of the Master's programme through components offered by Utrecht University.
2. Components taken elsewhere as part of the programme of study may only be counted towards the student's degree requirements with prior approval of the Board of Examiners.
3. Components completed at a higher education institution prior to the start of the Master's degree programme may only qualify for exemption pursuant to Art. 5.13.

Art. 3.8 – actual teaching structure

In the University's Course Catalogue and/or course guides and/or in the digital learning environment (Blackboard) the teaching structure of each course is shown, as well as timetables with scheduled classes and assessments.

SECTION 4 – COURSES

Art. 4.1 – course

All courses that may be part of the degree programmes have been included in the course catalogues for the programmes and can be found at the Geosciences-studentwebsite:

<http://students.uu.nl/en/geo>

Art. 4.2 – course admission requirements

The Board of Studies will decide the order in which the required components of a Master's programme must be completed. This will be announced in the Course Catalogue.

Art. 4.3 – course enrolment

A student may only take part in a course if he has enrolled for the course in a timely manner. The Board of Studies will decide how and when enrolment takes place. Enrolment rules and enrolment deadlines will be published through the Geosciences-studentwebsite: <http://students.uu.nl/en/geo>

Art. 4.4 – attendance and effort requirements

1. Every student is expected to actively participate in the course in which he is enrolled.
2. In addition to the general requirement of active participation in class, any additional requirements per unit are listed in the University's Course Catalogue and the Course Guide.
3. A student may be granted exemption from attendance if he is incapacitated (for instance as a result of illness or family circumstances). Any leave or absence must be agreed with the Programme Office in advance by phone. The course coordinator or the director of education can request the student to provide written information that proves the special situation.
4. If participation is inadequate, qualitatively or quantitatively, the course coordinator may decide to exclude the student from the remainder or any part of the remainder of the course.
5. Effort requirements (such as holding a presentation or writing a paper) can never expire. When a student, due to incapacity (art 4.4.3), fails to meet an effort requirement in time, the course coordinator will set a new date for the student to fulfill the obligation.
6. Students who wish to apply for special arrangements as a result of chronic illness, disability or top athlete status, may submit a request to the Board of Examiners.

SECTION 5 – ASSESSMENT

Art. 5.1 – general

1. During the course the student will be assessed on academic skills and on the extent to which he has achieved the stated learning outcomes. All assessment activities will be completed by the end of the course.

2. The Course Guide and/or the University's Course Catalogue detail the achievements the student must demonstrate to successfully complete the course, as well as the criteria on which the student is assessed.
3. If a course has to be repeated, the last acquired *judicium* counts.
4. Should a student pass for a course, but still wishes to repeat the course, the complete course should be repeated.
5. The published Regulations of the Board of Examiners outline the assessment process (see: Geosciences-studentwebsite: <http://students.uu.nl/en/geo>).

Art. 5.2 – Board of Examiners

1. The Dean will establish a Board of Examiners for each study programme or group of programmes and will ensure 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 programme(s) in question or the field of examining, whereby:
 - at least one member comes from outside the academic programme or group of academic programmes concerned, and
 - at least one member is a lecturer on the academic programme or group of academic programmes concerned.
 Re-appointment is possible. Before making this appointment, the dean will consult the members of the Board of Examiners concerned.
3. Persons holding management positions that include financial responsibilities or who are wholly or partially responsible for course programmes are not eligible for appointment to 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 Education Director.
4. Membership of the Board of Examiners will end on completion of their term of appointment. The chair and members of the Board may also be dismissed 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 section. 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 of Examiners to students and lecturers.

Art. 5.3 – assessment of placement or research assignment

1. The student's performance during a placement or his research assignment will be assessed by the supervisor in question and by one or more other internal and/or external experts.
2. Master's theses will be assessed by two examiners.

Art. 5.4 – grades

1. Grades will be awarded on a scale from 1 to 10. The final course grade will be satisfactory or unsatisfactory, or, if expressed in numbers, 6 or higher and 5 or lower respectively.
2. The final course grade will be rounded to one decimal place. A grade for a partial test will not be rounded.
3. The final course grade of 5 and lower will not have any decimal places. An average grade of 4.95 to 5.49 is unsatisfactory (5); an average grade of 5.50 to 5.99 is satisfactory (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). In case of approved incapacity the student will be given ND (*Niet Deelgenomen*– Not participated)
 - a student who is registered for a course and has not participated in any or in all the test modules will be given an NVD (*Niet VolDaan* – Incomplete);
 - if the student has complied with a module, but has not received a mark for it, he may be given a V (*Voldoende* – Satisfactory) as the result
 - if the student has not completed a unit but does not receive a mark it, the student can be given an ONV (*ONVoloende* - Unsatisfactory) as the result

- a student who has been granted exemption by the Board of Examiners will be given a VR (*VRijstelling* – Exemption);
- if the Board of Examiners establishes fraud, the student may be given an FR (*FRaude* – Fraud) as the result.

Art. 5.5– repeat exams: supplementary or replacement tests

1. 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 will be given a once-only opportunity to take a supplementary test.
2. The teacher will determine the form and content, as well as date and time, of the supplementary test.
3. If the student passes the supplementary test, a final course grade of 6 will be recorded in the student progress administration system. Partial results that the student has achieved will not be taken into account in establishing the final grade of the supplementary test.
4. 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 defunct.
5. 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 an alternative test. Only students immediately reporting these circumstances beyond their control to the study programme’s secretariat will be eligible to sit an alternative test.
6. The teacher will determine the form and content of the replacement test.
7. If the student is not present during the replacement test, or fails to meet the terms of the replacement test, he will not be offered another opportunity.

Art. 5.6 – assessment mode

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

Art. 5.7 – oral tests

1. Only one person at a time may be tested, unless the Board of Examiners decides otherwise.
2. Oral tests will be administered in public, unless the Board of Examiners or the examiner concerned decides otherwise in exceptional circumstances, or unless the student objects.

Art. 5.8 – assessment provision for special circumstances

1. If not providing special assessment arrangements were to lead to a ‘compelling case of unreasonableness’, the Board of Examiners may decide to grant special assessment arrangements.
2. Requests for special assessment arrangements must be submitted as early as possible together with supporting documentary evidence. They must be submitted to the Board of Examiners through the student adviser.

Art. 5.9 – assessment turnaround time

1. Within 24 hours of administering an oral test the examiner will determine the grade and provide the student with a statement of the grade received.
2. The examiner will grade a written or differently administered test within 10 working days of the test date, and will supply the administrative office of the Faculty the information necessary for providing the student with the written or electronic proof of the grade received.
3. Time frames for assessment do not apply during the summer vacation period.
4. The written statement of the grade received includes a reference to the right of inspection, as addressed in Art. 5.11, as well as to the possibilities of appeal to the Examinations Appeals Board.

Art. 5.10 – validity period

1. Successfully completed components of degree programmes have a validity of eight years.

2. Notwithstanding this, the Board of Examiners can, if the student requests, determine a prolonged validity period for a course, or impose a supplementary or replacement test.
3. Partial tests and assignments passed in a component 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 concerning course is taught more than once per academic year.

Art. 5.11 – right of inspection

1. Within 30 days after the announcement of the result of a written test, the student is allowed to inspect his graded work upon request. Upon request, a copy of that work will be supplied to the student at cost.
2. During the period referred to in the first paragraph, any stakeholder may inspect the questions and tasks of the test in question, as well as, if possible, the standards on which the grade is based.

Art. 5.12 – retention of assessments

1. The assessment tasks, answers and the assessed work will be retained for a period of two years after the assessment date.
2. The thesis and its assessment will be retained for a period of seven years after the assessment date.

Art. 5.13 – exemption

At the student's request, the Board of Examiners, after hearing the examiner concerned, may grant the student exemption from a programme component if he:

- a. prior to starting the Master's programme has either completed a higher education programme component which is equivalent in content and level; or
- b. has demonstrated through work or professional experience that he has sufficient knowledge and skills in relation to that component.

Art. 5.14 – fraud and plagiarism

1. Fraud and plagiarism are defined as an action or failure to act on the part of a student, whereby a correct assessment of his or her knowledge, insight and skills is made impossible, in full or in part.

Fraud includes:

- cheating during examinations. The person offering the opportunity to cheat is an accessory to fraud;
- being in possession of (i.e. having/carrying) tools and resources during examinations, such as pre-programmed calculators, mobile phones, smartwatch, smartglasses, books, course readers, notes, etc., consultation of which is not 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 an examination prior to the date or time that the examination takes place;
- making up survey or interview answers or research data.

Plagiarism is defined as including data or sections of text from others in a thesis or other paper without quoting the source. Plagiarism includes the following:

- cutting and pasting text from digital sources such as encyclopaedias and digital publications without using quotation marks and referring to the source;
- cutting and pasting text from the internet without using quotation marks and referring to the source;
- using excerpts from printed material such as books, magazines, 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 text 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 in return for payment.
2. a. In all cases in which fraud or plagiarism is found or suspected, the examiner will inform 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 and of the sanctions in accordance with the stipulations of the fourth paragraph, stating the possibility of appeal to the Examination Appeals Board.
 4. Fraud and plagiarism will be punished by the Board of Examiners as follows:
 - a. In any event:
 - o invalidation of the paper or examination submitted
 - o a reprimand, a note of which will be made in OSIRIS.
 - b. In addition to – depending on the nature and scale of the fraud or plagiarism, and on the student's phase of study – one or more of the following sanctions:
 - o removal from the course
 - o no longer being eligible for a positive degree classification (cum laude) as referred to in art. 6.2
 - o exclusion from participation in examinations or other forms of testing belonging to the educational component concerned for the current academic year, or for a period of 12 months
 - o complete exclusion from participation in all examinations or other forms of testing for a period of 12 months.
 - c. In the event that the student has already received a reprimand:
 - o complete exclusion from participation in all examinations or other forms of testing for a period of 12 months.
 - d. In the case of extremely serious and/or repeated fraud, the Board of Examiners may recommend that the Executive Board permanently terminate the concerned student's registration for the programme.
 5. If the Board of Examiners determines that there has been widespread or organised fraud, on a scale which would affect the examination results in their entirety, the Board of Examiners will decide without delay that the examination concerned is invalid and that all the participants must resit the whole examination at short notice. The Board of Examiners will set the date on which the examination 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 examination.

Art. 5.15 – 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 Examinations Appeals Board within six weeks of taking the test or examination, or of the decision being made, pursuant to Article 7.61 WHW 1992.

SECTION 6 – EXAMINATION

Art. 6.1 – examination

1. At the moment a student meets the requirements of the examination programme, the Board of Examiners determines the result of the examination and grants the certificate to the student, as described in Article 6.4.
2. Prior to determining the examination result, the Board of Examiners may examine the student's knowledge of one or more components or aspects of the programme of study, if and in so far as the results of the tests concerned give them reason to do so.
3. Review of the student's assessment file constitutes part of the final examination. The examination date will be the last working day of the month in which the Board of Examiners has determined that all components have been successfully completed.
4. Conditions to pass the examination are
 - All components are passed with a sufficient result
 - The composition of the course package meets the determined level requirements
5. A further condition for passing the examination and receiving the certificate is that the student was registered for the programme during the period in which the tests 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 tuition fees and administration charges owing for the 'missing' periods.
6. One who has passed the examination and is entitled for a certificate, may request the Board of Examiners to not yet grant the certificate. This request has to be submitted within two weeks after the student has been informed about the result of the examination. The student will indicate in this request when hee does want to receive the certificate. The Board of Examiners will grant the request in 2015-2016 when the student:
 - is going to perform board activities for which the Utrecht University grants compensation
 - is going to do an internship or component abroad

The Board of Examiners may also grant such request if failure to grant the request will result in substantial unfairness because the person involved could not have taken the graduating automatically into account in his individual study planning.
7. After the student has passed the final examination he can request the institution to terminate his registration.

Art. 6.2 – cum laude designation

1. If a student has demonstrated outstanding academic achievement in his Master's programme, the degree will be awarded cum laude; this designation will be noted on the degree certificate.
2. The cum laude designation will be awarded if
 1. the weighted average of the grades earned for the Master's programme components is at least 8,00.
 2. the student has received a minimum grade of 8.00 for the Master's thesis.
 3. the student has received exemptions for no more than 7,5 credit points (1-year programmes) or no more than 15 credit points (2-year programmes).
 4. there has not been any Board of Examiners decision (as meant by Art. 5.14, paragraph 4 under b) that fraud/plagiarism has been committed.
 5. all grades have been earned within one and a half year (one-year degree programmes) or three years (two-year degree programme) of beginning the degree programme.
3. The Board of Examiners may decide to award the cum laude designation even if not all the requirements mentioned in paragraph 2 are met. Such a decision must be unanimous.
4. Designations other than cum laude will not be noted on the degree certificate.

Art. 6.3 – degree

1. The candidate who has successfully completed the exam will be awarded the degree of Master of Science.
2. The awarded degree will be noted on the exam certificate.

Art. 6.4 – degree certificate

1. As evidence of successful completion of the exam, the Board of Examiners will issue a degree certificate.
2. The Board of Examiners will append to the degree certificate the International Diploma Supplement, which, for the sake of international transparency, gives information about the nature and content of the programme of study.

Art. 6.5 - Grade Point Average (GPA)

1. The final Grade Point Average (GPA) is stated on the International Diploma Supplement, and represents the academic performance of the student concerned).
2. The final GPA is the average figure from the results achieved within the course's examinations programme, weighted by the course credits and expressed on a scale of 1 to 4 with two decimals.
3. The final GPA is calculated as follows:
 - all applicable examinations achieved as part of the examination programme of the master's degree, are converted to quality points;
 - quality points are the applicable examination result x the number of course credits (EC) for the section in question;
 - the total number of quality points achieved divided by the total number of course credits (EC) obtained, results in the average examination result;
 - the average examination result is converted into the final GPA.

SECTION 7 – STUDENT SUPPORT AND GUIDANCE

Art. 7.1 – student progress administration

1. The Faculty records each student's individual grades and makes these available through Osiris-student.
2. Certified student progress files may be obtained from Student Affairs Geosciences.

Art. 7.2 – student support and guidance

1. The Faculty is responsible for providing student support and guidance to students enrolled on the degree programmes.
2. Student counselling encompasses:
 - encouraging students to feel part of the community;
 - supervising programme choices;
 - assisting a student to get his or her bearings on the job market.
 - an orientation/introduction programme in the first week of the first year of study
 - providing referral and support for students experiencing difficulties during their studies.

Art. 7.3 – disabilities

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 special needs contracts are submitted to the student adviser.

SECTION 8 – TRANSITIONAL AND FINAL PROVISIONS

Art. 8.1 – safety net arrangements

If a circumstance arises for which the regulations do not provide, do not clearly provide or seem to have unreasonable effects or lead to unreasonable results, the matter will be determined by or on behalf of the Dean, after having heard the Board of Examiners. If, on the basis of the law, the decision falls within the competence of the Board of Examiners, the dean will send the request to the Board of Examiners for it to handle.

Art. 8.2 – cum laude for students who have started before September 1, 2013.

The cum laude designation will be awarded if

1. the weighted average of the grades earned for the Master's programme components is at least 8.00.
2. the student has received exemptions for no more than 15 credit points.
3. there has not been any Board of Examiners decision (as meant by Art. 5.14, paragraph 4 under b) that fraud/plagiarism has been committed.

4. all grades have been earned within one and a half year (one-year degree programmes) or three years (two-year degree programme) of beginning the degree programme.

Art. 8.3 – amendments

1. Amendments to these regulations will be laid down by the Dean after having heard the Degree Programme Committee and after consultation with the Faculty Council or Degree Programme Council, in separate resolutions.
2. Any amendments to these regulations are not to be applied to the then current academic year, unless it can be assumed that they will not unreasonably harm the interests of the students.
3. Furthermore, with respect to the students an amendment may not adversely affect any other decision taken pursuant to these regulations by the Board of Examiners in relation to a student.

Art. 8.4 – publication

The Dean is responsible for publishing these regulations, and any amendments to them, via the internet.

Art. 8.5 – effective date

These regulations take effect on September 1, 2015.

APPENDIX 1 Admission requirements Master's programmes

Earth, Life and Climate

Admission to the programme Earth, Life and Climate is given to students holding a Dutch or foreign diploma confirming that (s)he has gained the knowledge, insights and skills on a university Bachelor's level. Furthermore the student needs to prove that (s)he has gained the following specific knowledge, insights and skills:

- a) knowledge in the field of Earth Sciences, Biology or Chemistry, on the advanced level of the major Earth Sciences, Biology or Chemistry at Utrecht University, or equivalent to that level.
- b) insight in Earth Sciences on the advanced level of the major Earth Sciences, Biology or Chemistry at Utrecht University, or equivalent to that level.
- c) academic and research skills of the major Earth Sciences, Biology or Chemistry at Utrecht University, or equivalent to that level.

Earth Structure and Dynamics

Admission to the programme Earth Structure and Dynamics is given to students holding a Dutch or foreign diploma confirming that (s)he has gained the knowledge, insights and skills on a university Bachelor's level. Furthermore the student needs to prove that (s)he has gained the following specific knowledge, insights and skills:

- a) knowledge in the field of Earth Sciences or Physics, on the advanced level of the major Earth Sciences or Physics at Utrecht University, or equivalent to that level.
- b) insight in Earth Sciences on the advanced level of the major Earth Sciences or Physics at Utrecht University, or equivalent to that level.
- c) academic and research skills of the major Earth Sciences or Physics at Utrecht University, or equivalent to that level.

Earth Surface and Water

Admission to the programme Earth Surface and Water is given to students holding a Dutch or foreign diploma confirming that (s)he has gained the knowledge, insights and skills on a university Bachelor's level. Furthermore the student needs to prove that (s)he has gained the following specific knowledge, insights and skills:

- a) knowledge in the field of Earth Sciences, on the advanced level of the major Earth Sciences at Utrecht University, or equivalent to that level.
- b) insight in Earth Sciences on the advanced level of the major Earth Sciences at Utrecht University, or equivalent to that level.
- c) academic and research skills of the major Earth Sciences at Utrecht University, or equivalent to that level.

Economische Geografie

Admission to the programme Economische Geografie is given to students holding a Dutch or foreign diploma confirming that (s)he has gained the knowledge, insights and skills on a university Bachelor's level. Furthermore the student needs to prove that (s)he has gained the following specific knowledge, insights and skills:

- a) knowledge in the field of Economische Geografie, on the advanced level of the major Human Geography and Planning at Utrecht University, or equivalent to that level.
- b) insight in Economische Geografie on the advanced level of the major Human Geography and Planning at Utrecht University, or equivalent to that level.
- c) academic and research skills of the major Human Geography and Planning at Utrecht University, or equivalent to that level.

Energy Science

Admission to the programme Energy Science is given to students holding a Dutch or foreign diploma confirming that (s)he has gained the knowledge, insights and skills on a university Bachelor's level. Furthermore the student needs to prove that (s)he has gained the following specific knowledge, insights and skills:

- a) knowledge in the field of Environmental Sciences, Science and Innovation Management, Physics or Chemistry on the advanced level of the major Environmental Sciences, Science and Innovation Management, Physics or Chemistry at Utrecht University, or equivalent to that level.

- b) knowledge of Thermodynamics, Energy Analysis and Mathematics
- c) insight in Environmental Sciences, Science and Innovation Management, Physics or Chemistry on the advanced level of the major Environmental Sciences, Science and Innovation Management, Physics or Chemistry at Utrecht University, or equivalent to that level.
- d) academic and research skills of the major Environmental Sciences, Science and Innovation Management, Physics or Chemistry at Utrecht University, or equivalent to that level.

Geo-communicatie

Admission to the programme Geo-communicatie is given to students holding a Dutch or foreign diploma confirming that (s)he has gained the knowledge, insights and skills on a university Bachelor's level. Furthermore the student needs to prove that (s)he has gained the following specific knowledge, insights and skills:

- a) knowledge in the field of Human or Physical Geography, on the advanced level of the major Human Geography and Planning or Earth Sciences at Utrecht University, or equivalent to that level.
- b) insight in Human or Physical Geography on the advanced level of the major Human Geography and Planning or Earth Sciences at Utrecht University, or equivalent to that level.
- c) academic and research skills of the major Human Geography and Planning or Earth Sciences at Utrecht University, or equivalent to that level.

Geographical Information Management and Applications (GIMA)

Admission to the programme Geographical Information Management and Applications is given to students holding a Dutch or foreign diploma confirming that (s)he has gained the knowledge, insights and skills on a university Bachelor's level, for instance equivalent to the advanced level of the major Human Geography and Planning at Utrecht University. Furthermore the student needs to prove that (s)he has gained the following specific knowledge, insights and skills:

- a) knowledge in the field of geo-information, geography, GIS or another GIMA related field of studies.
- b) insight in processing geographical data and collecting, processing and dispersing information.
- c) Academic skills and research skills.

Human Geography and Planning (Research Master)

Admission to the programme Human Geography and Planning is given to students holding a Dutch or foreign diploma confirming that (s)he has gained the knowledge, insights and skills on a university Bachelor's level. Furthermore the student needs to prove that (s)he has gained the following specific knowledge, insights and skills:

- a) knowledge in the field of Human Geography or Planning, on the advanced level of the major Human Geography and Planning at Utrecht University, or equivalent to that level.
- b) insight in Human Geography or Planning on the advanced level of the major Human Geography and Planning at Utrecht University, or equivalent to that level.
- c) academic and research skills of the major Human Geography and Planning at Utrecht University, or equivalent to that level.

Innovation Sciences

Admission to the programme Innovation Sciences is given to students holding a Dutch or foreign diploma confirming that (s)he has gained the knowledge, insights and skills on a university Bachelor's level. Furthermore the student needs to prove that (s)he has gained the following specific knowledge, insights and skills:

- a) knowledge in the field of Science and Innovation Management, Natural Sciences of Life Sciences, on the advanced level of the major Science and Innovation Management, Natural Sciences of Life Sciences at Utrecht University, or equivalent to that level.
- b) knowledge in the field of emerging technology issues and complex multidisciplinary problems.

- c) insight in Science and Innovation Management, Natural Sciences of Life Sciences, on the advanced level of the major Science and Innovation Management, Natural Sciences of Life Sciences at Utrecht University, or equivalent to that level.
- d) academic and research skills of the major Science and Innovation Management, Natural Sciences of Life Sciences at Utrecht University, or equivalent to that level.

International Development Studies

Admission to the programme International Development Studies is given to students holding a Dutch or foreign diploma confirming that (s)he has gained the knowledge, insights and skills on a university Bachelor's level. Furthermore the student needs to prove that (s)he has gained the following specific knowledge, insights and skills:

- a) knowledge in the field of Development Geography, on the advanced level of the major Human Geography and Planning at Utrecht University, or equivalent to that level.
- b) insight in Development on the advanced level of the major Human Geography and Planning at Utrecht University, or equivalent to that level.
- c) academic and research skills of the major Human Geography and Planning at Utrecht University, or equivalent to that level.

Marine Sciences

Admission to the programme Marine Sciences is given to students holding a Dutch or foreign diploma confirming that (s)he has gained the knowledge, insights and skills on a university Bachelor's level. Furthermore the student needs to prove that (s)he has gained the following specific knowledge, insights and skills:

- a) knowledge in the field of Earth Sciences or Biology, on the advanced level of the major Earth Sciences or Biology at Utrecht University, or equivalent to that level.
- b) insight in Earth Sciences or Biology on the advanced level of the major Earth Sciences or Biology at Utrecht University, or equivalent to that level.
- c) academic and research skills of the major Earth Sciences or Biology at Utrecht University, or equivalent to that level.

Planologie

Admission to the programme Planologie is given to students holding a Dutch or foreign diploma confirming that (s)he has gained the knowledge, insights and skills on a university Bachelor's level. Furthermore the student needs to prove that (s)he has gained the following specific knowledge, insights and skills:

- a) knowledge in the field of Planning, on the advanced level of the major Human Geography and Planning at Utrecht University, or equivalent to that level.
- b) insight in Planning on the advanced level of the major Human Geography and Planning at Utrecht University, or equivalent to that level.
- c) academic and research skills of the major Human Geography and Planning at Utrecht University, or equivalent to that level.

Sustainable Business and Innovation

Admission to the programme Sustainable Business and Innovation is given to students holding a Dutch or foreign diploma confirming that (s)he has gained the knowledge, insights and skills on a university Bachelor's level. Furthermore the student needs to prove that (s)he has gained the following specific knowledge, insights and skills:

- a) knowledge in the field of 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.
- b) knowledge of sustainable development and/or innovation sciences.
- c) basic knowledge of natural sciences on Bachelor's level, including Mathematics, and/or Chemistry and/or Physics.
- d) insight in 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 of the major Science and Innovation Management, Environmental Sciences, Environmental Studies or Economics at Utrecht University, or equivalent to that level.

Sustainable Development, track Energy & Materials

Admission to the programme Sustainable Development, track Energy & Materials is given to students holding a Dutch or foreign diploma confirming that (s)he has gained the knowledge, insights and skills on a university Bachelor's level. Furthermore the student needs to prove that (s)he has gained the following specific knowledge, insights and skills:

- a) knowledge in the field of Environmental Sciences, Science and Innovation Management, Earth sciences, Physics or Chemistry, on the advanced level of the major Environmental Sciences, Science and Innovation Management, Earth sciences, Physics or Chemistry at Utrecht University, or equivalent to that level.
- b) knowledge in the field of thermodynamics and sustainability issues.
- c) insight in Environmental Sciences, Science and Innovation Management, Earth sciences, Physics or Chemistry on the advanced level of the major Environmental Sciences, Science and Innovation Management, Earth sciences, Physics or Chemistry at Utrecht University, or equivalent to that level.
- d) academic and research skills of the major Environmental Sciences, Science and Innovation Management, Earth sciences, Physics or Chemistry at Utrecht University, or equivalent to that level.

Sustainable Development, track Global Change and Ecosystems

Admission to the programme Sustainable Development, track Global Change and Ecosystems is given to students holding a Dutch or foreign diploma confirming that (s)he has gained the knowledge, insights and skills on a university Bachelor's level. Furthermore the student needs to prove that (s)he has gained the following specific knowledge, insights and skills:

- a) knowledge in the field of Environmental Sciences, Earth Sciences, Biology or Chemistry, on the advanced level of the major Environmental Sciences, Earth Sciences, Biology or Chemistry at Utrecht University, or equivalent to that level.
- b) knowledge in the field of sustainability issues.
- c) insight in Environmental Sciences, Earth Sciences, Biology or Chemistry on the advanced level of the major Environmental Sciences, Earth Sciences, Biology or Chemistry at Utrecht University, or equivalent to that level.
- d) academic and research skills of the major Environmental Sciences, Earth Sciences, Biology or Chemistry at Utrecht University, or equivalent to that level.

Sustainable Development, track Environmental Governance

Admission to the programme Sustainable Development, track Environmental Governance is given to students holding a Dutch or foreign diploma confirming that (s)he has gained the knowledge, insights and skills on a university Bachelor's level. Furthermore the student needs to prove that (s)he has gained the following specific knowledge, insights and skills:

- a) knowledge in the field of Environmental Studies, Human Geography and Planning, Public Administration and Organization Science, Economics or Social Sciences, on the advanced level of the major Environmental Studies, Human Geography and Planning, Public Administration and Organization Science, Economics or Social Sciences at Utrecht University, or equivalent to that level.
- b) knowledge in the field of sustainability issues.
- c) insight in Environmental Studies, Human Geography and Planning, Public Administration and Organization Science, Economics or Social Sciences on the advanced level of the major Environmental Studies, Human Geography and Planning, Public Administration and Organization Science, Economics or Social Sciences at Utrecht University, or equivalent to that level.
- d) academic and research skills of the major Environmental Studies, Human Geography and Planning, Public Administration and Organization Science, Economics or Social Sciences at Utrecht University, or equivalent to that level.

Sustainable Development, track International Development

Admission to the programme Sustainable Development, track International Development is given to students holding a Dutch or foreign diploma confirming that (s)he has gained the knowledge, insights and skills on a university Bachelor's level. Furthermore the student needs to prove that (s)he has gained the following specific knowledge, insights and skills:

- a) knowledge in the field of Environmental Studies, Human Geography and Planning or Social Sciences, on the advanced level of the major Environmental Studies, Human Geography and Planning or Social Sciences at Utrecht University, or equivalent to that level.
- b) knowledge in the field of sustainability issues and Development Geography.
- c) insight in Environmental Studies, Human Geography and Planning or Social Sciences on the advanced level of the major Environmental Studies, Human Geography and Planning or Social Sciences at Utrecht University, or equivalent to that level.
- d) academic and research skills of the major of Environmental Studies, Human Geography and Planning or Social Sciences at Utrecht University, or equivalent to that level.

Urban Geography

Admission to the programme Urban Geography is given to students holding a Dutch or foreign diploma confirming that (s)he has gained the knowledge, insights and skills on a university Bachelor's level. Furthermore the student needs to prove that (s)he has gained the following specific knowledge, insights and skills:

- a) knowledge in the field of Urban Geography, on the advanced level of the major Human Geography and Planning at Utrecht University, or equivalent to that level.
- b) insight in Urban Geography on the advanced level of the major Human Geography and Planning at Utrecht University, or equivalent to that level.
- c) academic and research skills of the major of Human Geography and Planning at Utrecht University, or equivalent to that level.

Water Science and Management

Admission to the programme Water Science and Management is given to students holding a Dutch or foreign diploma confirming that (s)he has gained the knowledge, insights and skills on a university Bachelor's level. Furthermore the student needs to prove that (s)he has gained the following specific knowledge, insights and skills:

- a) knowledge in the field of Earth Sciences, Environmental Sciences or Natural Sciences, on the advanced level of the major Earth Sciences or Environmental Sciences at Utrecht University, or equivalent to that level.
- b) insight in Earth Sciences, Environmental Sciences or Natural Sciences on the advanced level of the major Earth Sciences or Environmental Sciences at Utrecht University, or equivalent to that level.
- c) academic and research skills of the major Earth Sciences or Environmental Sciences at Utrecht University, or equivalent to that level.

APPENDIX 2 Structure of master programmes

Earth, Life and Climate

Theoretical courses: required electives	45 EC
Deficiency courses	0-15 EC
MSc research/thesis	30-45 EC
Individual programme/ internship Obligatory 2 nd report	up to 30 EC
Additional theoretical courses, seminar modules, advanced-level courses	0- 45 EC

Earth Structure and Dynamics

Theoretical courses: required electives	45 EC
Deficiency courses	0-15 EC
MSc research/thesis	30-45 EC
Individual programme/ internship Obligatory 2 nd report	up to 30 EC
Additional theoretical courses, seminar modules, advanced-level courses	0- 45 EC

Earth Surface and Water

Theoretical courses: required electives	45 EC
Deficiency courses	0-15 EC
MSc research/thesis Obligatory 2 nd report	30-45 EC
Individual programme/ internship	up to 30 EC
Additional theoretical courses, seminar modules, advanced-level courses	0- 45 EC

Economische Geografie

Required / theoretical	22.5 EC
Methods of research	7.5 EC
MSc research/thesis	30 ECTS

Energy Science

Required / theoretical	22.5 EC
Methods of research	15 EC
MSc thesis / internship	30 – 52.5 EC
Elective	22.5 – 37.5 EC

Geo-communicatie

Required / theoretical	30 EC
Individual project/ internship	7.5- 15 EC
MSc research/thesis	15-22.5 EC

Geographical Information Management and Applications

Required / theoretical	40 EC
Methods of research	20 EC
MSc research/thesis	30 EC
Internship or Individual programme	30 EC

Human Geography and Planning

Required / theoretical	60 EC
Elective	15 EC
MSc research/thesis	45 EC

International Development Studies

Required / theoretical	20 EC
Methods of research	10 EC
MSc research/thesis	30 EC

Marine Sciences

Theoretical courses	45 EC
Elective courses	15-30 EC
MSc research / thesis / individual programme / internship	30-45 EC
Obligatory 2 nd report	15-30 EC

Planologie

Required / theoretical	22.5 EC
Methods of research	7.5 EC
MSc research/thesis	30 EC

Innovation Sciences

Required / theoretical	37.5 EC
Methods of research	22.5 EC
MSc research/thesis	45 EC
Elective	15 EC

Sustainable Development

Required / theoretical	45 EC
Methods of research	15 EC
MSc research/thesis	30-45 EC
Elective	15-30 EC

Sustainable Business and Innovation

Required / theoretical	45 EC
Methods of research	15 EC
Msc thesis/ internship	45 EC
Elective	15 EC

Urban Geography

Required / theoretical	22.5 EC
Methods of research	7.5 EC
MSc research/thesis	30 EC

Water Science and Management

Required / theoretical	75 EC
MSc research/thesis	30 - 45 EC

(obligatory external internship format)	
Elective / MSc individual programme	0 - 15 EC