

# **Education and Examination Regulations**

**Faculty of Law, Economics and Governance**

**2020/2021**

**Master's Degree Programmes**

- \* Legal Research**
- \* Multidisciplinary Economics**
- \* Research in Public Administration  
and Organizational Science**

**June 2020**

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The Education and Examination Regulations (EER) contain the programme-specific rights and obligations of students on the one hand and Utrecht University on the other. The (general university) Student Charter contains the rights and duties that apply to all students.

The dean of the Faculty Law, Economics and Governance adopted these regulations on 23 June 2020 with the approval of the Faculty Council and the degree programme advisory committee on 23 June 2020.

## **SECTION 1 – GENERAL PROVISIONS**

### **Art. 1.1 – Applicability of the regulations**

These Regulations apply to the academic year 2020/2021 and apply to the education, the tests and the examination of the Research master's degree programmes provided by the Graduate School within the Faculty of Law, Economics and Governance:

- **Legal Research (CROHO code 60744)**
- **Multidisciplinary Economics (CROHO code 60907)**
- **Research in Public Administration and Organizational Science (CROHO code 60391)**

hereinafter referred to as: the programme and to all students who are registered for the programme and to those who request to be admitted to the programme.

The programme Legal Research is provided by the Utrecht University School of Law.

The programme Multidisciplinary Economics is provided by the Utrecht University School of Economics.

The programme Research in Public Administration and Organizational Science is taught at the following educational institutions:

- The Utrecht School of Governance (USBO)
- The Tilburg School of Politics and Public Administration, Faculty of Law, Tilburg University
- The Department of Public Administration, Faculty of Social Sciences, Erasmus University Rotterdam
- The VU Amsterdam
- The Radboud University Nijmegen
- The University of Twente

### **Art. 1.2 – Definition of terms**

In these Regulations the following terms mean:

- a) The Act: the Higher Education and Research Act of the Netherlands [*Wet op het hoger onderwijs en wetenschappelijk onderzoek*];
- b) student: anyone who is registered at the university to take courses and/or to sit interim examinations and the examinations of the programme;
- c) credit: unit expressed in ECTS, whereby one credit is equal to 28 hours of study;
- d) language code of conduct: the rules of conduct relating to academic programmes and examinations in languages other than Dutch, determined by the Executive Board on the basis of Section 7(2)(c) of the Higher Education and Research Act (*Wet op het Hoger onderwijs en Wetenschappelijk onderzoek*);
- e) degree programme: the Master's Degree Programmes referred to in art. 1.1 of these Regulations. A degree programme can consist of several programmes. Utrecht University distinguishes between master's degree programmes that have a CROHO label (these are registered in the Central Register of Higher Education Degree Programmes – CROHO), and master's programmes that are subsidiary to a CROHO labelled degree programme;
- f) programme: a programme that is subsidiary to a CROHO labelled degree programme;
- g) course: the entire teaching and assessment of a unit of study of the degree programme, included in the University Course Catalogue;
- h) test: interim examination as referred to in art. 7.10 of the Act;
- i) examination: the final Master's examination of the programme which is awarded if all the obligations of the entire programme have been fulfilled;
- j) 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, traineeship 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.

- l) Board of Examiners: the Board of Examiners for the Master's degree programme: a) Legal Research: the Board of Examiners for the Master's degree programmes of the Utrecht University School of Law; b) Multidisciplinary Economics: the Board of Examiners for the Master's degree programme of the Department of Economics; c) Research in Public Administration and Organizational Science: the Board of Examiners for the Master's degree programme of the Department of Governance.
- m) Educational Facilities Contract: the contract concluded by the Director of Education (or another officer on behalf of the degree programme) and a student with a disability or chronic illness. It lays down the necessary and reasonable facilities the student is entitled to;
- n) University Course Catalogue; the register of the courses given by the University which is kept on the responsibility of the Executive Board;
- o) International Diploma Supplement: the annex to the Master's Degree Certificate, which includes an explanation of the nature and contents of the Degree programme (partly in international context);
- p) programme coordinator/programme leader: the professor responsible for the teaching programme and supervision of the students who follow the programme;
- q) course coordinator: the examiner who is designated as course coordinator in the University Course Catalogue, or the course coordinator's substitute, and who is responsible for the course.

The remaining terms have the meanings ascribed to them by the Act.

## **SECTION 2 – ADMISSION**

### ***Legal Research***

#### **Art. 2.1 L – Admission requirements to the degree programme**

1. The following individuals can be admitted to the degree programme: those who hold a Dutch or foreign degree, possess knowledge, insight and skills at the level of a university bachelor's degree, and demonstrate the following knowledge, insight and skills:
  - a. knowledge and an understanding of the fundamentals, basic principles, system, coherence and the development of law, as well as legal methods;
  - b. knowledge of and insight into the relevant core areas of law, namely: private law, criminal law, constitutional and administrative law and international and European law;
  - c. knowledge and an understanding of the international and national social context within which the law operates;
  - d. ability to gather existing academic knowledge, evaluate its value and familiarize himself/herself with it, regardless of whether this knowledge is in the Dutch or English language<sup>1</sup>;
  - e. ability to analyze regulations and apply them in specific cases, solve legal cases and analyze and apply case law;
  - f. ability to build up legal arguments and form a legal opinion;
  - g. ability to carry out academic research, and for this purpose formulate a problem and prepare a research project;
  - h. ability to give sufficiently clear presentations, both orally and in writing and to communicate in English about his/her subject matter;
  - i. ability to make a critical analysis and assessment of another person's written or oral argument;
  - j. ability to critically reflect upon his/her own actions;
  - k. ability to put across knowledge, ideas and solutions to a wider public comprising specialists and non-specialists;
  - l. an attitude focusing on his/her academic professional practice and lifelong learning.

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<sup>1</sup> The ability to use sources in Dutch does not apply to non-Dutch students.

2. Students will be selected on the basis of objective standards concerning:
  - previous academic performance in a relevant subject area or areas
  - relevant skills
  - command of the language(s) used in the programme
  - (proven) talent for conducting legal research and reporting on it, in line with the requirements formulated in paragraph 1.

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

3. There is a fixed quota for admission to the degree programme. The maximum number of students to be admitted to several programmes is 20.
4. Holders of a Bachelor's degree with a major in Law awarded by Utrecht University or a Bachelor's degree from one of the other law faculties in the Kingdom of the Netherlands are deemed to possess the knowledge, insight and skills referred to in paragraph 1 of this provision and may be admitted to the degree programme on that basis, provided their average mark for courses during the degree programme is at least 7.
5. The programme is open to students holding a Bachelor's degree with at least 6 law courses worth 45 credits (ECTS) in total, awarded by University College Utrecht or University College Roosevelt.
6. In order for a candidate to enroll, he or she must enclose a motivation letter in which the candidate indicates his or her motivation to take the Master's degree programme.
7. In case of a deficiency in the previous education, the Admissions Committee of the Master's degree programme concerned may decide that the deficiency must be repaired as part of the Master's degree programme. A repairable deficiency can exist only if the Bachelor's examination in Law has been passed, but one course is lacking that counts as a requirement for admission to the Master's programme.
8. 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.

#### **Art. 2.2 L- English language**

1. Students will only be allowed to register for the degree programme if they meet the requirement of sufficient command of the English language. Deficiencies in previous education can be remedied before the start of the degree programme by successfully completing one of the following tests:
  - o IELTS (International English Language Testing System), academic module. The minimum required IELTS score (overall band) is 6,5, including at least a 6.0 for the 'writing' part.
  - o TOEFL (Test of English as a Foreign Language). The minimum required TOEFL score (internet-based test) is 93 with a minimum of 21 for the 'writing' course.
  - o Cambridge EFL (English as a Foreign Language) Examinations, including one of the following certificates:
    - Cambridge English C1 Advanced (CAE). Minimum score: 176 total, 169 writing.
    - Cambridge English C2 Proficiency (CPE). Minimum score: 180 total, 169 writing.
2. The holder of a university Bachelor's Degree awarded in the Netherlands or a foreign Bachelor's Degree with a curriculum in English meets the requirement of sufficient command of the English language.

#### **Art. 2.3 L- Admission procedure**

1. The Admissions Committee of the degree programme is in charge of admission to the degree programmes. The Admissions Committee is installed consisting of two members, appointed from among the academic staff charged with teaching the degree programme, one of whom is the Admissions Committee's chairperson.
2. A member of the school staff will be appointed as an advisory member, who is also secretary.
3. The Dean appoints the members of the Board of Admissions.
4. For the purpose of admission to the Legal Research degree programme the Admissions Committee will examine the candidate's knowledge, insight and skills. In addition to written proof of the degree programme(s) taken, the Admissions Committee may have specific knowledge, insight and skills examined by experts within or outside the university.
5. For the purpose of admission to the degree programme, the Admissions Committee will examine whether the candidate meets the conditions stipulated in Section 2 of these Regulations or will meet them in time. In its examination, the Admissions Committee will consider the candidate's motivation and ambition regarding the programme in question, as

well as the candidate's knowledge of the language in which the programme is taught. On this basis, the Admissions Committee will assess whether the candidate is capable of demonstrating sufficient commitment to be able to achieve the Master's degree qualification within the prescribed period.

In its evaluation, the Admissions Committee will assess the applicant's core competences set out in article 2.1 L as well as the applicant's command of the language(s) in which the programme is taught. If these requirements are met, the Admissions Committee will also assess if the candidate demonstrates sufficient commitment and capabilities to be able him or her to achieve the Master's degree qualification within the prescribed period.

6. The admission test will take place once a year. The deadline for submitting an admission request can be found on via <https://www.uu.nl/masters/en/legal-research/admission-and-application>.
7. An application for admission to the degree programme must be submitted to the Board of Admissions. When the candidate enrolls, he or she must enclose a motivation letter in which the candidate indicates his or her motivation to take the Master's degree programme. An admission interview may be part of the selection procedure.
8. In special cases the Admissions Committee will handle applications submitted after the deadline. 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.
9. The Admissions Committee will decide on the request within 20 working days from the date of receipt of the complete file. Admission will be granted on condition that the candidate will meet the requirements for knowledge and skills referred to in Article 2.1 L no later than on the start date of the degree programme, as evidenced by certificates of the study programmes completed by the student.
10. The candidate will receive proof of the decision by which he or she is admitted or refused admission to the degree programme, also informing the student of the possibility of appeal with the Examination Appeals Board.

#### **Art. 2.4 L – Conditional admission**

1. At the request of a candidate who is preparing for the final examination of the Bachelor's degree programme referred to in article 2.1 L, the Admissions Committee may grant him a conditional admission to the programme, provided that he or she:
  - a) has passed the required courses of the major; and
  - b) only has to pass other courses of the Bachelor's programme with an aggregate study load of not more than 30 credits (ECTS).
2. Conditional admission must be converted into definite admission before the start of the degree programme.
3. The candidate will receive written confirmation of the conditional admission decision, which will point out the possibility to appeal to the Examinations Appeals Board.

### **Multidisciplinary Economics**

#### **Art 2.1 E - Admission requirements to the degree programme**

1. Admission to the programme requires a Dutch or foreign academic (Bachelor's) Degree (or comparable) in a relevant field and including solid quantitative skills with an average grade of at least 7.8 on a ten-point scale;
2. Students will be selected on the basis of objective standards concerning:
  - previous academic performance in a relevant subject area or areas
  - relevant skills
  - command of the language(s) used in the programme.
  - an interview with the programme coordinator may be part of the selectionThis information is used to consider whether the student concerned is in a position of being able to complete successfully the Master's Programme 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.

#### **Art 2.2 E – English Language**

1. Registration for the programme is possible only after it has been demonstrated that the

requirement of adequate command of the English language is fulfilled. Deficiencies in previous education in English can be made up before the start of the study programme by sitting one of the following tests:

- IELTS (International English Language Testing System), academic module. The minimum required IELTS score (overall band) must be: 6.5 with at least 6.0 for writing.
  - TOEFL (Test of English as a Foreign Language). The minimum required TOEFL score is: 93 (internet-based), institutional scores are not accepted.
  - Cambridge EFL (English as a Foreign Language) Examinations, with one of the following certificates:
    - Cambridge English C1 Advanced (CAE). Minimum score: 176 total, 169 writing.
    - Cambridge English C2 Proficiency (CPE). Minimum score: 180 total, 169 writing.
2. The holder of a university Bachelor's Degree awarded in the Netherlands fulfils the requirement of sufficient command of the English language.

#### **Art. 2.3 E – Admission procedure**

1. Admission decisions are made by the programme's Board of Admissions.
2. In order to determine eligibility for admission to the programme, as referred to in art. 2.1, the admissions committee will carefully consider and evaluate the knowledge, insights and skills of the applicant. The committee may request experts within or outside the university to assess the applicant's knowledge, insights and skills in particular areas, in addition to a review of written documents of qualifications gained.
3. In order to determine eligibility for admission to a study programme within the programme, the Board of Admissions will check if the applicant fulfils or will fulfil the requirements referred to in art. 2.1 first and second paragraphs before the established deadline date. In its evaluation the committee will assess the applicant's core competencies set out in art. 2.1 as well as the applicant's command of the language in which the programme is given. On this basis, the Admissions Committee will assess whether the candidate is capable of demonstrating sufficient commitment to be able to achieve the Master's degree qualification within the prescribed period.
4. The admission review is administrated once a year.
5. A request to be admitted to the degree programme must be submitted before 1 April for students who completed their previous education outside the Netherlands and 1 June for students who have Dutch qualifications. 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. In special cases, the Admissions Committee may handle a request submitted after these closing dates. It is not possible to appeal.
6. The Admissions Committee will make an admission decision within 20 working days after the date of receipt of the complete file. Admission will be granted on the condition that by the starting date of the study programme the applicant will have satisfied the knowledge and skills requirements referred to in art. 2.1, as evidenced by qualifications obtained.
7. The applicant will receive written notification that he/she has been admitted or refused admission to the degree programme and a particular study programme. The possibility to appeal to the Examinations Appeals Board is pointed out in this notification.
8. The applicant will accept a notification of admission within ten working days of receipt. A notification of admission that has not been accepted within ten working days will expire.

### **Research in Public Administration and Organizational Science**

#### **Art. 2.1 G – Enrolment restriction**

1. The Public Administration and Organizational Science Research master's programme has an enrolment restriction. This means that in September 2019 at most 25 students can be admitted to the Programme.  
The Admissions Committee referred to in Article 2.4 will rank the applications received using the criteria set out in the third paragraph and will accept applications for admission by their ranking.

#### **Art. 2.2 G – Admission requirements to the degree programme**

The following students are permitted to enter the programme:

1. Students holding a Public Administration and Organizational Science Bachelor's Degree Certificate of Utrecht University, or students holding a Public Administration Bachelor's Degree Certificate obtained elsewhere in the Netherlands;



2. Students holding an international or Dutch Bachelor's Degree Certificate in related disciplines, at university level, i.e. General Social Sciences, Business Administration, Policy Studies, Communication Sciences, Cultural Anthropology, Organizational Sciences, Personnel Sciences, Social Sciences, Sociology, Political Science;
3. In addition, students holding a university Bachelor's Degree Certificate other than in Public Administration,
  - o should have obtained at least a Minor in Public Administration and Organizational Science or should have passed courses in a bachelor's study programme that correspond with it, and
  - o should have passed at least a basic introductory course in Research Methods and Techniques, including both the quantitative and qualitative methods of Governance and Public Policy and Organizational Research, as well as practical training in setting up and executing empirical research.

#### **Art. 2.3 G – English Language**

1. For candidates other than from Australia, Canada, Ireland, New Zealand, Singapore, United Kingdom, United States of America, or South Africa, it applies from the academic year 2019-2020 onwards that the requirement of sufficient command of the English language should be fulfilled by sitting for one of the following tests:
  - o International English Language Assessment System (IELTS), academic module. The minimum 'overall' IELTS score required is 7.0, with a minimum score of 6.5 for the 'writing' component.
  - o Test of English as a Foreign Language (TOEFL). The minimum required TOEFL score is 100.
  - o Cambridge English as a Foreign Language (EFL) Examinations, with one of the following certificates:
    - a. - Cambridge English C1 Advanced (CAE). Minimum score: 185 total, 176 writing.
    - b. - Cambridge English C2 Proficiency (CPE). Minimum score: 185 total, 176 writing.
2. The holder of a university Bachelor's Degree awarded in the Netherlands fulfils the requirement of sufficient command of the English language.

#### **Art. 2.4 G – Admission procedure**

##### **1. The Admissions Committee**

Decisions regarding admission to the study programme, as well as decisions regarding admission to the various programme courses, are made by the Admissions Committee of the Department. The Committee consists of:

- a member of the academic staff who is in charge of education for the Master's Degree Programme in question;
  - a consultative member, who also acts as secretary. The Head Education and Student Support, or an equivalent co-worker in the Department, is appointed in this position.
- The appointments are made by the Dean on recommendation of the Board.

##### **2. Admission Check**

1. With a view to admission to the study programme, as referred to in Article 2.2, the Board of Admissions will perform an investigation into the knowledge, insight, and skills of the candidate. For the purpose of this investigation the Committee bases itself on the admissions file to be submitted in by the candidate. This file contains the letter of motivation, curriculum vitae, certificates of courses passed that are relevant to the study programme, or progress reports of a still to be completed study programme, a research proposal and, for non-UU students according to regulations of Utrecht University, letters of recommendation.
2. With a view to admission to a course of the study programme, the Admissions Committee checks whether the candidate fulfils, or will fulfil on time, the requirements for admission stated in Articles 2.2 and 2.3. In addition, the Committee includes the following criteria in its investigation:
  - the motivation of the candidate for the programme and for the degree programme;
  - the extent to which the candidate has utilized the possibilities to acquire knowledge regarding the contents of the programme;
  - the ambitions of the candidate regarding graduation research and the labour market;
  - the study results obtained by the candidate;

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

3. Candidates, who fulfil the requirements for admission as formulated in Article 2.2, are invited for an admission interview.

### **3. Admissions Committee**

1. The study programme is limited with regards to the number of students who can be admitted (see Article 2.1). This means that a decision to admit a student is not made solely on the basis of the admissions file submitted by the candidate and the admission interview held with the candidate, but it also depends on the available capacity within the programme.
2. The admission check, as described in Paragraphs 1 up to and including 4 of this Article, takes place once a year from the beginning of the second semester, as stipulated on the University Annual Calendar.
3. A request to be admitted to the Degree Programme and a specific study programme (the application) should be submitted to the Admissions Committee before 1 April 2020 for the academic year 2020-2021 and before 1 April 2021 for the academic year 2021-2022. For practical reasons, however, the Department might decide to shift this deadline backward.
4. The Board of Admissions takes a decision before 1 June. Admission is granted on condition that, on the starting date of the study programme at the latest, the candidate shall have fulfilled the requirements stated in Articles 2.2 and 2.3 regarding knowledge and skills, as apparent from the certificates of study programmes completed by the candidate.
5. The candidate receives written confirmation of the decision as to whether or not the candidate could be admitted to the study programme. In the confirmation the possibility of appeal to the Examinations Appeals Board is pointed out to the candidate. On request, in case of rejection, the candidate is entitled to an oral or written explanation by the Board of Admissions.
6. 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.

### **Art. 2.5 G - Minor**

1. Students who have not completed a Bachelor of Public Administration and Organizational Science or Public Administration, but who do comply with the admission requirements as described in Art. 2.2, are obliged to supplement their previous education with the Public Administration and Organizational Science minor programme before being eligible to enter the programme.
2. The minor programme comprises four compulsory courses with a total study load of 30 credits.
3. The Public Administration and Organizational Science study programme does not offer a preparatory year during which students can prepare for admission to a master's programme.
4. Having passed the minor programme, as referred to in subart. 1 and 2 of these Regulations, does not guarantee admission to the Programme.

## **SECTION 3 – CONTENTS AND STRUCTURE OF THE PROGRAMME**

### **Legal Research**

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

1. The degree programme aims to:
  - a. ensure that students obtain specialist knowledge, skills and insight into the field of law and to achieve the exit qualifications referred to in paragraph 2 of this article, and
  - b. prepare for a profession in the field of law, and
  - c. prepare for a legal research degree.
2. The Legal Research graduate:
  - a. is able to conduct legal research, independently and in collaboration with others, that meets high level academic requirements;
  - b. is able to report independently on that study at the level of an academic publication in English in an international academic journal;
  - c. has an overview of the fields of the philosophy of science and theory of knowledge relevant to legal research and is able to relate views and points of departure of philosophers of science to legal research in a critical manner;
  - d. has an overview of comparative law and is able to design, carry out and report on comparative law studies;
  - e. can read, speak and write academic legal English;
  - f. has an overview of the field of the methods and techniques of legal research, can formulate problems and questions and knows how to operationalize them, given the nature of the questions and the subject matter; in addition, she or he can compare the methods of social science research to the methods of legal research and integrate the results of social science research into her or his legal research;
  - g. is capable of presenting a research design and a research study at an international academic seminar or at an international conference in an understandable manner in both written and oral form;
  - h. has acquired in-depth knowledge in the fields of one of the research focus areas of the School of Law which are included in the University focus areas;
  - i. has been able to expand and deepen her or his knowledge of and insight into the dynamics of law in an international and European context on a high academic level;
  - j. knows, understands and complies with the requirements of scientific integrity as laid down in the Netherlands Code of Conduct for Research 2018;
  - k. is capable of reflecting upon her or his own academic performance.

#### **Art. 3.2 L – Attendance mode**

The programme is a full-time programme.

#### **Art. 3.3 L – Language of instruction**

The language of instruction in the Master's Degree Programme in Legal Research is English. The elective courses are taught in English or in another language, in consultation between the study programme coordinator and the student. Research projects and/or the thesis may be written in Dutch if the topic so requires. The Language Code of Conduct of Utrecht University applies to this degree programme.

#### **Art. 3.4 L – Credit load**

The Legal Research Degree Programme has a study duration of 2 years and a study load of 120 credits (ECTS). The programme and the didactic concept of a programme aim at completing the programme within two years and in principle students are expected to do so.

#### **Art. 3.5 L – Study programme; starting times**

The Legal Research Master starts once a year on 1 September.

### **Art. 3.6 L – Composition of the programme**

2. The University Course Catalogue describes the contents and form of education of the courses of the degree programme in further detail, stating the prior knowledge required to participate in and pass the course in question.
2. The degree programme comprises the following courses:

#### *Required 67.5 ECTS*

RGMURWOM01	Dynamics I: Public Law (7.5 ECTS)
RGMURWOM03	Dynamics II: Criminal Law & Human Rights (7.5 ECTS)
RGMURWOM05	Dynamics III: Private Law (7.5 ECTS)
RGMURWOM02	Methodology I: Internal Perspective (7.5 ECTS)
RGMURWOM04	Methodology II: Comparative Perspective (7.5 ECTS)
RGMURWOM07	Methodology III: Law as an Academic Discipline (7.5 ECTS)
RGMURWOM08	Methodology IV: External Perspective (7.5 ECTS)
RGMURWOM06	Research Project I (7.5 ECTS)
RGMURWOM11	Research Project II (7.5 ECTS)

#### *Additional requirements 22.5 ECTS*

Courses chosen in consultation with the tutor and subject to approval by the programme coordinator in accordance with the professional profile of the study programme of the student concerned.

#### *Required 30 ECTS*

RGMUSCRWOM	Thesis Legal Research (30 ECTS)
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3. After having officially started the programme, at least 60 credits (ECTS) of the total of 120 credits of the degree programme must be earned through courses provided by the Utrecht University School of Law, including in any event the Master's thesis. The programme leader of the LRM can allow an exception to this rule upon a written request by the student provided that the courses taken elsewhere and the credits so earned match the requirements as laid down by Utrecht University.
4. The stipulation in paragraph 3 that at least 60 ECTS must be earned after the degree programme starts will not apply if the credits were earned during another Master's degree programme of the school.
5. If the content of courses overlaps in full or in part, the Board of Examiners may limit the inclusion of these courses for the examination by deducting credits (ECTS) in proportion to the overlap.

### **art. 3.7 L – Courses taken at a foreign university**

1. Courses provided by a foreign university are also optional components with the approval of the Board of Examiners. The Board of Examiners will decide whether these courses are at a sufficient academic level. The Board of Examiners will withhold approval if it is of the opinion that a replication of content exists in relation to courses already completed by the student. In the event that courses are replicated in terms of their content, either wholly or in part, the Board of Examiners may limit the contribution of these courses to the examination through deduction of credits in proportion to the overlap.
2. The degree programme will publish on the student site the procedure for contributing courses taken abroad:
  - a. stating at what moment and in what manner students may apply for approval for courses taken abroad;
  - b. 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 taken over for courses provided by foreign universities within the European Union/European Economic Area that work with the European Credit Transfer System (ECTS), which have been approved by the Board of Examiners as regards their content and level. Contrary to this, the Board of Examiners may decide to award a different number of credits if it is established that the credits awarded abroad do not correspond to the study hours.
  - b. The credits will be converted for courses provided by foreign universities outside the European Union/European Economic Area that do not work with the European Credit Transfer System (ECTS), which have been approved by the Board of Examiners as regards their content and level, in accordance with the university-wide conversion

table.<sup>2</sup> 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 will be recorded in OSIRIS. Furthermore, the original grades will be printed on the International Diploma Supplement referred to in Article 6.4, stating the information from Nuffic concerning the grading scales at foreign institutions (<https://www.nuffic.nl/onderwerpen/onderwijssystemen>).
  - b. The foreign university will determine where the cut-off score lies for a pass, and records in the transcript whether the student has passed.
  - c. The foreign results will not count towards the student's average final mark.
  - d. The Board of Examiners will determine whether and how foreign results will count towards determining whether the student has passed with distinction (*cum laude*).

#### **Art. 3.8 L – Courses taken elsewhere**

1. A maximum of 60 credits (ECTS) from outside the Utrecht University School of Law, may count for the Master's examination. Any additional credits will count as an additional course.
2. Courses on Master's level passed outside of the Utrecht University School of Law in the course of the degree programme may be included in the Master's examination only with the prior approval of the Board of Examiners. Exemption for courses passed at another institution of higher education prior to the start of the Master's degree programme will only be granted in the circumstances and under the conditions laid down in art. 5.13 L.
3. In the Regulations of the Board of Examiners more detailed rules are set for the inclusion of courses from outside the school.

#### **Art. 3.9 L - Actual design of education**

1. The University Education Catalogue, Blackboard and/or MyTimetable indicate the following for each course:
  - a. the learning objectives;
  - b. the timetables;
  - c. the programming of the contact hours;
  - d. where and when the tests and supplementary tests of the courses take place.
2. Students can view the timetables of the study programme for which they are enrolled on MyTimetable. In addition, students can see in MyTimetable where and when the tests and supplementary tests of the courses for which they are enrolled take place.

### **Multidisciplinary Economics**

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

1. The aim of the Research Master in Multidisciplinary Economics is to provide students with the academic knowledge and research skills to become an economist qualified to do state of the art research in economics while recognizing and understanding the relevance of the multidisciplinary dimensions of many of the questions that economists face in both the research and policy arena.
2. Exit qualifications:

##### *Knowledge*

- Broad knowledge of core and state-of-the-art theories and empirical methods in economics
- Thorough knowledge of an own research specialization
- Good knowledge of multidisciplinary aspects of own research specialization

##### *Research skills*

- Formulation of a data management plan, and data handling
- Clear and concise writing in English, in the first place of academic papers, but also of research reports or op-eds
- Writing of an academic paper at the level of a publishable article in a peer-reviewed journal
- Presentation and communication in English (communication to experts and non-experts; ability to give policy advice)
- Proper design of economics laboratory experiments
- Use of statistical software

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<sup>2</sup> See [www.uu.nl/credit-omrekentabel](http://www.uu.nl/credit-omrekentabel).

- Working in an international team, also with academics from other disciplines
- Assess economic policies, and make economic forecasts

#### *Research competences*

- Ability to think in a logical way
- Ability to summarize and identify common themes in the literature on a specific topic, and to keep track of recent developments
- Ability to critically appraise literature
- Ability to identify innovative and well-delineated research questions
- Ability to identify in a research proposal the correct methodology to answer research questions
- Ability to assess the feasibility of a research proposal
- Ability to apply acquired knowledge of theories and empirical methods within economics
- Ability to acquire and apply insights from other scientific disciplines
- Ability to communicate and collaborate, including with scholars from other disciplines
- Ability to generate new knowledge, and to contribute to the academic literature
- Ability to contribute to the solution of open research questions
- Ability to develop as an independent academic, formulating research questions, and answering them
- Ability to make own research relevant for society

#### *Research attitudes*

- Critically reflect on own work, and critically reflect on work of others in an appropriate way
- Defend one's own research results, while being open to criticism
- Self-reflect on one's development as a researcher
- Keep track of the external validity and societal relevance of own research
- Have sharp sense of academic integrity
- Acquire an attitude of lifelong learning
- Take steps to become part of an (inter)national research network
- Acquire insight into the process of academic publishing
- Give proof of being a responsible and scholarly professional
- Acquire insight into the (inter)national academic labour market
- Know, understand and comply with the requirements of scientific integrity as laid down in the Netherlands Code of Conduct for Research 2018

#### **Art. 3.2 E – Attendance mode**

This is a full-time programme.

#### **Art. 3.3 E – Language of instruction**

The programme is given in English. This is governed by the Utrecht University Language Code of Conduct.

#### **Art. 3.4 E – Credit load**

The Research Master Multidisciplinary Economics has a study load of 120 credits.

#### **Art. 3.5 E – Study programme; starting times**

The Master's Degree Programme starts once a year: on 1 September.

### Art. 3.6 E – Composition of the programme

<b>First year</b>	<b>ECTS</b>
Multidisciplinary Economics	5
Mathematics	5
Econometric Methods 1	5
Econometric Methods 2 and Research Skills 1: Data Handling	5
Advanced Microeconomics	5
Advanced Macroeconomics	5
Multidisciplinary Microeconomic and Game Theory	5
Advanced Business Economics	5
Institutions Think Tank	5
Research Skills 2: Literature Study and Academic Writing	5
Advanced Corporate Finance	5
Experiments in Economics and Business	5
<b>Total year 1</b>	<b>60</b>

<b>Second year</b>	<b>ECTS</b>
Electives *	25
Research Skills 3: Research Proposal and Presentation Skills	5
Thesis	30
<b>Total year 2</b>	<b>60</b>

<b>*Electives second year</b>	<b>ECTS</b>
Advanced Behavioural Economics	5
Advanced Labour Economics	5
Monetary Theory	5
Applied Macroeconometrics	5
Advanced Industrial Organisation	5
Managing Innovation	5
International Trade	5
Introduction to Complex Systems	7.5
Algorithms in Finance	7.5 (5)
Understanding Complexity: Economy and the Planet	7.5
The Triumph of Cities	7.5 (5)

\* Following approval by the master coordinator, students can replace at most one of their five electives with a course from the one-year academic master programmes of U.S.E. (at most one), an appropriate other research master course at UU, or an appropriate course at another university. At most 2 courses are 7.5 ECTS.

### art. 3.7 E – Courses taken at a foreign university

1. Courses provided by a foreign university are also optional components with the approval of the Board of Examiners. The Board of Examiners will decide whether these courses are at a sufficient academic level. The Board of Examiners will withhold approval if it is of the opinion that a replication of content exists in relation to courses already completed by the student. In the event that courses are replicated in terms of their content, either wholly or in part, the Board of Examiners may limit the contribution of these courses to the examination through deduction of credits in proportion to the overlap.
2. The degree programme will publish on the student site the procedure for contributing courses taken abroad:
  - stating at what moment and in what manner students may apply for approval for courses taken abroad;
  - giving students the option 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:
  - The credits will be taken over for courses provided by foreign universities within the European Union/European Economic Area that work with the European Credit Transfer System (ECTS), which have been approved by the Board of Examiners as regards their content and level. 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.

- The credits will be converted for courses provided by foreign universities outside the European Union/European Economic Area that do not work with the European Credit Transfer System (ECTS), which have been approved by the Board of Examiners as regards their content and level, in accordance with the university-wide conversion table. See [www.uu.nl/credit-omrekentabel](http://www.uu.nl/credit-omrekentabel). 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 alphanumerical 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. stating the information from Nuffic concerning the grading scales at foreign institutions (<https://www.nuffic.nl/onderwerpen/onderwijssystemen>).
  - The foreign university will determine where the cut-off score lies for a pass, and records in the transcript whether the student has passed.
  - The foreign results will not count towards the student's average final mark.
  - The Board of Examiners will determine whether and how foreign results will count towards determining whether the student has passed with distinction (*cum laude*).

#### **Art. 3.8 E – Courses taken elsewhere**

1. The condition for gaining the degree certificate of the Master's examination of the study programme is that at least half of the degree programme is passed in courses provided by Utrecht University.
2. Courses passed elsewhere during the degree programme can only be incorporated in the student's examination programme with prior permission from the Board of Examiners and/or the programme coordinator.
3. Exemption can be granted for courses passed at an institute of higher education prior to the start of the Master's Degree Programme only on the basis of art. 5.13.

#### **Art. 3.9 E - Actual design of education**

1. The University Education Catalogue, Blackboard and/or MyTimetable indicate the following for each course:
  - a. the learning objectives;
  - b. the timetables;
  - c. the programming of the contact hours;
  - d. where and when the tests and supplementary tests of the courses take place.
2. Students can view the timetables of the study programme for which they are enrolled on MyTimetable. In addition, students can see in MyTimetable where and when the tests and supplementary tests of the courses for which they are enrolled take place.

### **Research in Public Administration and Organizational Science**

#### **Art. 3.1 G - Aim of the programme**

The Research Master in Public Administration and Organisational Science aims at preparing students for the further practice of public administration and organisational science research either in the form of an advanced PhD programme and PhD research, or in the form of consultancy- and policy-oriented research.

The main goal of the Research Master PAOS is:

*To educate motivated people who, based on their academic knowledge of research into management and organisations, can carry out academic and applied research which contributes to the growing body of knowledge concerned with (solving) public issues.*

To achieve this mission students must acquire knowledge and understanding of the disciplinary and theoretical approaches within Public Administration and Organisational Science (breadthwise); to go theoretically into key themes in the field of public administration and organisational science research (depthwise) and to acquire competences in the field of policy-oriented and academically oriented research in public administration and organisational science.



The student knows, understands and complies with the requirements of scientific integrity as laid down in the Netherlands Code of Conduct for Research 2018.

### **Learning pathways**

To achieve this, the programme has three learning pathways:

- 1. The substance of the public administration and organisation of public issues:** Knowledge and understanding which are important for the carrying out of contextualised research into (solving) public issues. Cognitive skills to use this knowledge to set up a research project based on critical analysis.
- 2. Academic research into the public administration and organisation of public issues:** The skills to research the public administration and organisation of public issues using a variety of approaches to generate scientifically relevant insights.
- 3. Applied research into the public administration and organisation of public issues:** The necessary skills and attitude to use relevant knowledge and research skills to carry out applied research which generates new insights into public administration and organisation practices.

This leads to the following teaching objectives for each of the learning pathways in the Research Master PAOS.

### **Exit qualifications for 'The substance of the public administration and organisation of public issues'**

The graduate has:

1. A broad knowledge and understanding of the disciplinary and theoretical approaches to the question of change in both the public domain and public organisations, including their relation to macro-sociological and political change.
2. An in-depth understanding of selected key themes in the field of public administration and organisational science research.
3. An in-depth understanding of the philosophical underpinnings of empirical research in public administration and organisational science research, as well as the ability to position oneself in corresponding debates.
4. Insights into the ethical aspects of fundamental and applied research in public administration and organisational science research.

### **Exit qualifications for 'Academic research into the public administration and organisation of public issues'**

The graduate has:

1. The ability to derive research problems from theoretical insights in the field of public administration and organisational science.
2. The ability to translate these into a sound research design.
3. An in-depth understanding of the main low-control and high-control methods and techniques of data collection and analysis for fundamental research in public administration and organisational science research, as well as the ability to use these.
4. The ability to conceptualise and operationalise theoretical concepts.
5. Insight into key quality criteria for applied research, and the ability to use these.
6. Insights into the possible strategies for dissemination of fundamental research findings, and the capacity to implement these in a real-life research context.
7. The ability to effectively communicate about knowledge and research of public administration and organisational science, both verbally and in writing.

### **Exit qualifications for 'Applied research into the public administration and organisation of public issues'**

In addition to their skills in academic research, the graduate has:

1. The ability to derive research problems from experiences of stakeholders in the field of public administration and organisational science.
2. The ability to develop and negotiate effective terms for applied research, including financial aspects.
3. Insight into the relations with project stakeholders during applied research, and the capacity to manage these.
4. Insights into the strategies for disseminating research findings to direct stakeholders in applied research, and the capacity to implement these in a real-life research context.
5. The ability to work effectively in a research team.

**Art. 3.2 G – Attendance mode**

The two-year study programme is taught full-time.

**Art. 3.3 G – Language of instruction**

The language of instruction of the Programme is English.

**Art. 3.4 G – Credit load**

The study load of the Programme is 120 credits, whereby one credit equals 28 hours of study.

**Art. 3.5 G – Study programme; starting times**

The programme consists of one study programme. The programme commences once a year in September. It prepares students for a scientific career: (for doctoral positions with scientific institutions in the field of public policy and organizational scientific issues), for research positions with international research institutions either at home or abroad, professional and government institutions, and for research-oriented public policy positions with semi-public government institutions and organizations with a public function.

**Art. 3.6 G – Composition of the programme**

This following applies to students who have started with the programme in September 2020:

The programme comprises compulsory theoretical courses with a study load of 30 credits.

The programme comprises compulsory courses on Research Methods and Techniques, including Philosophy of Science, with a study load of 42 credits.

The Programme comprises optional courses with a study load of 12 credits.

In addition, the Programme comprises a research assignment of 36 credits, including a thesis of 30 credits

The contents and the teaching method of the compulsory courses of the Programme are described in more detail in the University Course Catalogue, quoting what prior knowledge is desirable with a view to successfully completing the course in question.

**Art. 3.7 G - Courses of the programme****Cohorts from 2020 onwards**

Year 1

	<b>Period 1</b>	<b>Period 2</b>	<b>Period 3</b>	<b>Period 4</b>
<b>Theory (30 EC)</b>	Public Policy and Governance (9 EC)	Leadership and Organization (9 EC)	Tutorial (6 EC)	
<b>Methodology (42 EC)</b>	Philosophy of Science (6 EC)	Designing Academic and Applied Research (6 EC)	Data Analysis (1): From Numbers to Stories (6 EC)	High control Designs: Experiments and Surveys (9 EC)
<b>Research (36 EC)</b>				Applied Research Project (6 EC)
<b>Optional (12 EC)</b>			Electives (3 EC)	
<b>120 EC</b>	15 EC	15 EC	15 EC	15 EC

Year 2

	<b>Period 1</b>	<b>Period 2</b>	<b>Period 3</b>	<b>Period 4</b>
<b>Theory (30 EC)</b>	Transformation of Society and Governance (6 EC)			
<b>Methodology (42 EC)</b>	Low Control Designs: Field	Data Analysis (2): From Notes		

	Research (9 EC)	to Stories (6 EC)		
<b>Research (36 EC)</b>			Master thesis (30 EC)	
<b>Optional (12 EC)</b>		Electives (9 EC)		
<b>120 EC</b>	15 EC	15 EC	15 EC	15 EC

### Cohorts up to and including 2019

Year I

	<b>Period 1</b>	<b>Period 2</b>	<b>Period 3</b>	<b>Period 4</b>
<b>Theory (30 EC)</b>	Core themes and modern classics 1: Public policy and governance (9 EC)	Core themes and modern classics 2: Public organizations and professionals (9 EC)	Tutorial (6 EC)	
<b>Methodology (41 EC)</b>	Philosophy of science (6 EC)	Designing research in the social sciences (6 EC)	Applied quantitative research (5 EC)	Methods Workshop I: high control designs (8 EC)
<b>Research (37 EC)</b>				Applied Research Track (7 EC)
<b>Optional (12 EC)</b>			Electives (4 EC)	
<b>120 EC</b>	15 EC <sup>3</sup>	15 EC	15 EC	15 EC

Year II

	<b>Period 1</b>	<b>Period 2</b>	<b>Period 3</b>	<b>Period 4</b>
<b>Theory (30 EC)</b>	Core themes and modern classics 3: Transforming public governance (6 EC)			
<b>Methodology (41 EC)</b>	Methods Workshop II: low control designs (8 EC)	Craft of Research Workshop 2: From analysis to persuasion (8 EC)		
<b>Research (37 EC)</b>			Research and master thesis track (30 EC)	
<b>Optional (12 EC)</b>	Electives for Summer School (1 EC)	Electives (7 EC)		

<b>120 EC</b>	15 EC	15 EC	15 EC	15 EC
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### **Art. 3.8 G – Courses taken at a foreign university**

1. Courses provided by a foreign university are also optional components with the approval of the Board of Examiners. The Board of Examiners will decide whether these courses are at a sufficient academic level. The Board of Examiners will withhold approval if it is of the opinion that a replication of content exists in relation to courses already completed by the student. In the event that courses are replicated in terms of their content, either wholly or in part, the Board of Examiners may limit the contribution of these courses to the examination through deduction of credits in proportion to the overlap.
2. The degree programme will publish on the student site the procedure for contributing courses taken abroad:
  - stating at what moment and in what manner students may apply for approval for courses taken abroad;
  - giving students the option 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:
  - The credits will be taken over for courses provided by foreign universities within the European Union/European Economic Area that work with the European Credit Transfer System (ECTS), which have been approved by the Board of Examiners as regards their content and level. 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.
  - The credits will be converted for courses provided by foreign universities outside the European Union/European Economic Area that do not work with the European Credit Transfer System (ECTS), which have been approved by the Board of Examiners as regards their content and level, in accordance with the university-wide conversion table. See [www.uu.nl/credit-omrekentabel](http://www.uu.nl/credit-omrekentabel). 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:
  - b. 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. stating the information from Nuffic concerning the grading scales at foreign institutions (<https://www.nuffic.nl/onderwerpen/onderwijssystemen>).
  - The foreign university will determine where the cut-off score lies for a pass, and records in the transcript whether the student has passed.
  - The foreign results will not count towards the student's average final mark.
  - The Board of Examiners will determine whether and how foreign results will count towards determining whether the student has passed with distinction (*cum laude*).

### **Art. 3.9 G - Actual design of education**

Students can find information on the courses:

- In OSIRIS Student (contents, learning objectives, admission requirements, literature, work forms, testing and time slot of a course);
- In the student's app MyUU and on MyTimetable.uu.nl (schedules and halls, examination dates and halls of the course);
- In the course manual, published on Blackboard or distributed via e-mail (detailed information about division into groups and/or subgroups, preparation for the meetings, assessment criteria of course assignments).

## **SECTION 4 - EDUCATION**

### **Art. 4.1 - Courses**

All courses that can be part of the Programme are included in the University Course Catalogue, with exception of what is mentioned in 3.7 L, 3.7 E, 3.8 L, 3.8 E and 3.8 G.

### **Art. 4.2 – Course registration**

The registration rules of the respective Schools are applicable.

### **Legal Research**

Registration for the compulsory courses is regulated in the context of the admission procedure to the programme; enrollment for electives is subsequently controlled by the programme management.

### **Multidisciplinary Economics**

Participation in a course is possible only if the student has registered in time. See <http://students.uu.nl/en/leg/multidisciplinary-economics/practical-information/termination-of-enrolment/courses>

### **Research in Public Administration and Organizational Science**

1. A student who registers for Research in Public Administration and Organizational Science automatically enrolls on all compulsory courses of the programme and the accompanying tests.
2. For the optional courses, whereby a student can choose from the courses offered by various educational institutions, the student enrolls in the course at the educational institution in question.
3. If a student enrolls on an optional course that is not part of the standard offer for the programme, then the student shall first present the choice for the approval of one of the programme coordinators.
4. If the student completes an optional course that is not part of the standard offer for the programme and once that was approved beforehand by the programme coordinator, this shall be documented, complete with items of evidence: description of the subject, number of credits, results, by the Board of Examiners of the study programme where the student is registered. The Board of Examiners informs the study progress administration that the result of the course in question and the number of credits obtained, can be processed.
5. Should the number of credits for one or more completed optional courses not be equal to the minimum number of credits that need to be obtained within the framework of this programme, the student is obliged to supplement this with additional credits until the minimum number of credits has been obtained.

### **Art. 4.3 – Attendance obligation and best efforts obligation**

1. Each student is expected to participate actively in the course for which the student is registered.
2. Besides the general requirement of active participation in the course, additional requirements for each course are set out in the University Course Catalogue.
3. In the event of qualitative or quantitative inadequate participation, the course coordinator may exclude the student from further participation in the course or part of it, including catch-up tests and make-up tests.

### **art. 4.4 – Evaluation of quality of the education**

1. The research director is responsible for monitoring the quality of the education. To this end the research 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 research director will draw on the advice and suggestions for improvement of the degree programme advisory committees on promoting and safeguarding the quality of the course.
2. The education in the study programmes will be evaluated in one or more 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 evaluation: at the end of the courses, the participating students are asked for their opinion on the quality of the contents, educational structure, study materials and testing;

- 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. The changes made and measures taken in response to the course evaluation will be included in the course description and they will be communicated to the students.

## **SECTION 5 - TESTING**

### **Art. 5.1 - General**

1. During the course the student is tested on academic schooling and whether the student is attaining sufficient levels of the set learning objectives. The testing of the student will be concluded at the end of the course.
2. Every course comprises a moment at which the progress of the student is evaluated.
3. The performance the student is expected to deliver in order to complete the course and the assessment criteria are set out in the University Course Catalogue.
4. The testing procedure is laid down in the Regulations of the Board of Examiners.
5. Except in the event of individual permission from the Board of Examiners, participation in tests is not allowed without registering for the relevant course.

### **art. 5.2. – Board of Examiners**

1. For each academic programme or group of programmes, the dean will set up a Board of Examiners and will put in place sufficient guarantees that this Board will work in an independent and expert manner.
2. The dean will appoint the chair and the members of the Board of Examiners for a period of three years on the basis of their expertise in the field of the programme(s) in question or the field of examining, whereby:
  - at least one member comes from outside the degree programme or group of academic programme concerned, and
  - at least one member is a lecturer on the degree 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 a management position with financial responsibility or (partial) administrative responsibility for a programme of study may not be appointed as a member or chair of the Board of Examiners. This will in any event include: the dean, vice-dean; the Director/Head/Manager of a department; a member of a departmental management/administrative team; the Director/Head/Manager of a section ('afdeling' at the Law School); any member of a management or administration team; a member/chair of the Board of Studies of the Graduate School or the Undergraduate School and the Director of Education and the programme leaders of the degree programmes and study programmes.
4. Membership of the Board of Examiners will terminate upon expiry of the period of appointment. In addition, the dean will discharge the chair and the members from their duties at their request. The chair and the members will also be dismissed by the dean in the event that they no longer fulfil the requirements stated in paragraphs 2 or 3 of this article. In addition, the dean may dismiss the chair and the members in the event that they fail to perform their statutory duties inadequately.
5. The dean will make the composition of the Board(s) of Examiners known to the students and teaching staff.
6. The Board of Examiners may include further rules regarding its duties and tasks in the Examination Board regulations, including provisions on the appointment of examiners.

### **Art. 5.3 – Assessment of the research assignment or traineeship**

1. A traineeship or research assignment is assessed by the supervisor in question and, by prior appointment, one or more other internal and/or external experts.
2. The Research Master's thesis as well as the first outline of the thesis are assessed by two lecturers.

### **Art. 5.4 - Marks**

1. Marks are awarded on a scale from 1 to 10. The final assessment of a course is either a pass or fail expressed in marks: 6 or higher, or 5 or lower, respectively. The mark 5 is not provided with decimals. Also see Regulations of the Board of Examiners about marks and rounding off marks.
2. 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 NP (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 NC (Not Completed);
- if the student has complied with a module, but has not received a mark for it, the student may be given a P (*Pass*) as the result;
- if the student has not completed a unit but does not receive a mark for it, the student can be given an F (*Fail*) as the result;
- a student who has been granted exemption by the Board of Examiners will be given a EX (*Exemption*).

#### **Art. 5.5 – Make-up: additional or substitute test**

##### **Legal Research**

###### **catch-up test**

1. Students who, due to a demonstrable situation of force majeure, are not or have not been able to sit a maximum of one test or subtest per course may sit a catch-up test if they have reported the situation of force majeure to the Student Information Desk Law prior to the test. If it was not possible to do so, the student must report this as soon as possible after the situation of force majeure occurred. After this, these students will no longer be eligible for a make-up test as referred to in article 5.5 paragraph 4.
2. The course coordinator will determine the form of the catch-up test and decide whether a student may participate in the catch-up test.
3. The catch-up test is a test in which the entire content of the course can be tested.

###### **make-up: additional or substitute test**

4. If the student has fulfilled all obligations to perform to the best of his or her ability during the course, as long as the final (failing) mark is at least a 4.0, he or she will be given a once-only opportunity to sit an additional or substitute test.
5. A student does not qualify for an additional or substitute test if he or she has been awarded a pass.
6. The course coordinator will determine the form of the additional or substitute test and decide whether a student may participate in this test.
7. The additional or substitute test is an individual test, in which the entire content of the course can be tested. The test will be marked 'Pass' or 'Fail'.
8. The make-up test is an individual test, in which the entire material for the course can be examined. If the make-up test is 'satisfactory' and the original final grade was lower than a 5.0 the final grade for the given course becomes a 6. If the make-up test is 'satisfactory' and the original final grade was at least a 5.0, the grade for the make-up test is also the final grade for the course, however at most a 7. If the make-up test is 'unsatisfactory', the original final grade remains unaltered.
9. Students who have not participated in the additional or substitute test will not get another chance to sit the test.

##### **Multidisciplinary Economics**

1. If the student has fulfilled all obligations to perform to the best of his or her ability during the course, and he or she is nonetheless awarded a failing mark, but the final mark is at least a 4.0 (not rounded up), he or she will be given a once-only possibility 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 pass.
3. This retake is an individual assessment, this could cover the complete course material.
4. The organisation of the retake and how the end grade is decided are explained in the course manual.
5. If a sufficient mark is obtained for a first-year course of the Multidisciplinary Economics programme, it is not possible to re-enter that course in the second year of the programme.



### **Research in Public Administration and Organizational Science**

1. If the student has fulfilled all obligations to perform to the best of the student's ability during the course, as long as the final (failing) mark is at least a four, the student will be given a once-only opportunity to sit an additional or substitute test.
2. Should the student not have passed a course after the second academic year of enrollment for this course, all partial results of the course become invalid. The student is obliged to attend the course once more and pass all including tests.
3. Tests results of 5.5 or higher count as a pass and may not be resat.
4. A student may file a request with the Board of Examiners for an alternative to taking a test or resitting a test if a situation of force majeure exists as a result of which the student is unable to take part in the regular test, as specified in subart. 1 of these Regulations. Should there still be a possibility to take a regular test in the current academic year, then the student is expected to make use of this opportunity before invoking this provision. The term 'force majeure' is taken to mean:
  - \* Prolonged or chronic illness
  - \* handicap or functional disability
  - \* exceptional circumstances, including family circumstances.
5. A situation of force majeure should always be substantiated by documentary evidence. The request shall be submitted to the Secretary of the Board of Examiners, not later than ten working days after the regular test date.
6. If the weighting of a test is altered and the student who is resitting the test incurs a shortage of credits as a result, this student may, in consultation with the lecturer in question, be given a supplementary assignment in order to compensate the shortage.
7. Students who find themselves confronted with an undesirable and disproportionately long extension of the duration of their studies, may file a substantiated request with the Board of Examiners to qualify for an earlier resit date.

#### **Art. 5.6 – Types of Tests**

1. Whether the final assessment of a course is an oral or a written test, or whether it is tested in another way, is laid down in the University Course Catalogue.
2. Upon a student's request the Board of Examiners may allow a test to be administered in another way than as stipulated in the first paragraph of this provision.

#### **Art. 5.7 – Oral Tests**

1. Only one person at a time can sit for an oral test unless the Board of Examiners decided otherwise.
2. Oral tests are public unless the Board of Examiners or the examiner in question decided otherwise due to special circumstances, or due to objections raised by the student.
3. In principle a second examiner will be appointed.

#### **Art. 5.8. - Provision for testing in special cases**

1. If not providing for an individual testing possibility would result in a 'special case of manifest unfairness', the Board of Examiners may decide to grant an individual testing possibility. This does not apply to the thesis.
2. Requests for a special possibility to sit a test must be submitted to the Board of Examiners as soon as possible, with evidence.

### **Legal Research**

3. A student will be eligible for an individual testing session if no more than one course in the programme, which was taken at the most recent opportunity and was not concluded with a passing mark, is necessary to complete the programme, and if the student is unable to choose an alternative within the current programme. The individual testing session will, in principle, be granted only if not granting it would result in a demonstrable delay in studies of at least three months. This rule does not apply to the thesis.
4. The student must submit his or her request for an individual testing session as referred to in paragraph 1 of this provision to the Board of Examiners in writing, as soon as it is established that he or she meets the relevant conditions. The Board of Examiners informs the student and, if it grants the request, the course coordinator of the course in question, of its decision in writing within 20 working days four weeks.
5. As a rule, the test will take place in the course period following that in which the conditions for the testing session have been met.

### **Multidisciplinary Economics**

4. The Board of Examiners can grant an individual examination<sup>4</sup> to a student if:
  - a. The examination concerns the final course to be completed and said course is a compulsory course. This does not apply to the thesis.
  - b. The regular examination will take place at least 2 months as from the moment of the request.

### **Art. 5.9 – Time limit for marking tests and publication of the mark**

1. The examiner must determine the mark within 24 hours after administering an oral test and provide the student with a written statement of the mark and provide the administration of the faculty with the relevant information.
2. The examiner must mark a written or otherwise administered test within 10 working days from the day on which it was administered or handed in and must provide the administration of the school with the information needed to provide the student with the written or electronic proof of the 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 Programme Director.
4. The written statement of the mark achieved must inform the student of the right of inspection referred to in article 5.11 and of the possibility to appeal to the Examinations Appeals Board.

### **Art. 5.10 – Period 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, the test for which was passed more than five years earlier, if the knowledge or understanding being examined is demonstrably out of date, or if the skills being examined are demonstrably out of date.
2. The 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 (*profleringsfonds* - for special financial support to students) as referred to in paragraph 2a of the Act and the period granted or an extension of the performance-related grant due to a disability or chronic illness.

### **Art. 5.11 – Right of inspection**

1. For at least 20 working days after the result of a written test has been made known, the student may, upon his or her request, inspect the marked work. Moreover, upon the request, the student may receive a copy of his or her work at cost price.
2. During the period mentioned in the first paragraph, a student may inspect the questions and assignments of the test in question, and if possible, also the norms according to which the assessment was effected.
3. On the testing schedule the students' right of inspection is pointed out. In the rules and regulations of the Examinations Board, additional rules as to the right of inspection and the discussion of the result can be included.

### **Art. 5.12 – Storage time tests**

- a. The assignments, their completion and the work assessed in the written tests will be kept (in paper or digital form) for a period of two years following the assessment.
- b. The graduation thesis and the assessment of this will be kept (in paper or digital form) for a period of seven years after this assessment.

### **Art. 5.13 – Exemption**

Upon a student's request, the Board of Examiners may, after having heard the examiner in question, grant the student exemption of a course of the programme, provided the student has:

1. either completed a corresponding course of a study programme at university level as far as contents, scope, and standard is concerned;
2. or is able to demonstrate, either through work or professional experience, to have acquired sufficient knowledge and skills with respect to the course in question.
3. in case a student follows two or more master's programmes for each individual master programme a different thesis has to be submitted.

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<sup>4</sup> The examiner will decide about the type of individual examination.

In principle, an exemption only applies to an entire course and not to a part thereof.

**Legal Research and Multidisciplinary Economics:**

4. Exemptions obtained on the basis of courses completed in the context of another Master's degree programme cannot result in a smaller study load than stipulated in article 3.4.
5. Within the second degree programme, credits must be earned which are worth the number of credits for the courses on which the exemptions are based. No exemption may be obtained from the Master's thesis.
6. The provisions of paragraph 1 of this provision will not apply if the other degree programme is a Master's degree programme of the Utrecht University School of Law and additional ECTS were earned in the first Master's degree programme in the courses which will be part of the second Master's degree programme above the minimum required study load of 60 ECTS.
7. The provisions of paragraph 4 do not apply either in case the other degree programme is a Master's degree programme of the school which was terminated without passing the examination.

**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 the student's knowledge, insight and skills is made impossible, in full or in part.

Fraud includes:

- cheating during tests. The person offering the opportunity to cheat is an accessory to fraud;
- being in possession of (i.e. having/carrying) of tools and resources during tests, such as preprogrammed calculators, mobile phones, smartwatches, smartglasses, books, course readers, notes, etc., consultation of which is not explicitly permitted;
- having others carry out all or part of an assignment and presenting this as own work;
- gaining access to questions or answers of a test prior to the date or time that the test takes place;
- making up survey or interview answers or research data.
- wrongly signing or having another sign the attendance lists.

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

- cutting and pasting text from digital sources such as encyclopedias or digital publications without using quotation marks and referring to the source;
- cutting and pasting text from the internet without using quotation marks and referring to the source;
- using excerpts from printed material such as books, magazines or other publications or encyclopedias without using quotation marks and referring to the source;
- using a translation of the abovementioned texts without using quotation marks and referring to the source;
- paraphrasing of the abovementioned texts without giving a (clear) reference: paraphrasing must be marked as such (by explicitly linking the text with the original author, either in text or a footnote), whereby the impression is not created that the ideas expressed are those of the student;
- using visual, audio or test material from others without referring to the source and presenting this as own work;
- resubmission of the student's own earlier work without source references, and allowing this to pass for work originally produced for the purpose of the course, unless this is expressly permitted in the course or by the lecturer;
- using the work of other students and passing this off as own work. If this happens with the permission of the other student, the latter is also guilty of plagiarism;
- in the event that, in a joint paper, one of the authors commits plagiarism, the other authors are also guilty of plagiarism, if they could or should have known that the other was committing plagiarism;
- submitting papers obtained from a commercial institution (such as an internet site offering excerpts or papers) or having such written by someone else whether or not in return for payment.

2. a. In all cases in which fraud or plagiarism is found or suspected, the examiner will inform the student and the Board of Examiners of this in writing.
- b. The Board of Examiners will give the student the opportunity:
  - to respond to that in writing;
  - to be heard.
3. The Board of Examiners determines whether fraud or plagiarism was committed and informs the student and the examiner in writing of their decision and of the sanctions, in accordance with the stipulations of paragraph 4 of this provision, as well as stating the possibility of appeal with the Examinations Appeal Board.
4. The Board of Examiners punishes fraud and plagiarism in the following ways:
  - a. In any event:
    - o invalidation of the paper or test submitted;
    - o a reprimand, which is entered into the student information system OSIRIS.
  - b. In addition to - depending on the nature and extent 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 eligible for the distinction '*cum laude*', as referred to in Article 6.2;
    - o exclusion from participation in tests that belong to the course in question for the current academic year, or for a period of twelve months;
    - o complete exclusion from participation in all tests for a period of at most twelve months.
  - c. In case the student was reprimanded previously:
    - o complete exclusion from participation in all examinations or other types of tests for a period of twelve months.
  - d. In 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 or plagiarism, on a scale which would affect the test results in their entirety, the Board of Examiners will decide without delay that the test concerned is invalid and that all the participants must resit the whole test at short notice. The Board of Examiners will set the date on which the test must be retaken. This date will be no later than 10 working days after the fraud was established, so that the participants can still benefit from their preparatory work for the test.

#### **Art. 5.15 – Plagiarism control**

1. For the purpose of checking for plagiarism in texts written by students, such as papers, thesis, etc., electronically submission, whether or not by using a designated plagiarism detection system, can be mandated by the examiner of the course concerned. In case the student nevertheless fails to submit the text electronically in time, the text can be assessed as non-sufficient.
2. By submitting a text, the student gives permission, in the broadest sense of the word, for checking for plagiarism by a plagiarism detection system chosen by the department as well as for recording the text in databases, that are necessary for future plagiarism checks.
3. In case it is decided in a particular course to make texts public, the student retains the right not to publish other than for the plagiarism check referred to in paragraphs 1 and 2 of this article.

## **SECTION 6 - EXAMINATION**

### **Art. 6.1 – Examination**

1. As soon as the student has fulfilled the requirements of the examinations programme, the Board of Examiners will determine the result of the examination and award a degree certificate as referred to in article 6.4.
2. Prior to determining the result of the examination, the Board of Examiners may themselves hold an inquiry into the knowledge of the student regarding one or more courses or aspects of the degree programme, if and to the extent that, the results of the tests in question give rise to doing so.
3. Assessment of the examination file constitutes part of the final examination. The examination date is the last working day of the month in which the Board of Examiners has determined that the student has fulfilled the requirements of the examinations programme. The student must be registered for the degree programme on the date on which the examination is held.
4. The examination will be passed on the condition that all courses have been passed.
5. A further condition for passing the examination and receiving the certificate is that the student was registered for the degree programme during the period in which the tests and the examination were taken. If the student does not fulfill this condition, the Executive Board may issue a statement of no objection in relation to the passing of the examination and the issue of the certificate, after the student has paid the tuition fees and administration charges owing for the 'missing' periods.
6. A student who has passed an examination and is therefore entitled to be awarded a certificate, may request that the Board of Examiners delay the granting of the certificate and the date of the examination. Such a request must be submitted within 10 working days after the student has been informed of the examination results, stating the date on which the student wishes to receive the certificate. The Board of Examiners will in any case grant the request in the academic year 2020/2021 if the student:
  - plans to fulfil a management position for which Utrecht University has provided a board activities grant;
  - plans to do a traineeship or take a course of a study programme abroad.
7. Postponement of the examination date is only possible once for the duration of a maximum of 13 months.

### **Legal Research**

8. In addition to the grounds mentioned in paragraph 6, the examination date may be postponed if the student:
  - wants to attend additional courses to meet the requirements of 'civiel effect';
  - wants to start a second master's programme at another university in the Netherlands for statutory tuition fees. For this purpose, a postponement of graduation is granted until September of the next academic year for a master's programme that starts in September and until February for a master's programme that starts in February.

### **Art. 6.2 – The classification 'Cum Laude'**

This provisions on the classification 'cum laude' applies to students starting from 2016 on. The 'cum laude' regulations of The Education and Examination Regulations 2015-2016 apply to students who started before 1 September 2016.

The 'cum laude' classification will be awarded to the Master's Degree examination if each of the following conditions has been fulfilled:

- a weighted average mark of at least 8.0 (not rounded) has been earned for the courses of the Master's Degree programme;
- the final results of courses separately were awarded the final mark of 7.0 or higher;
- the thesis has been awarded at least the not rounded final mark 8.0;
- during the study no course has resulted in an insufficient score and no course having resulted in a sufficient score has been retaken;
- exemptions that do not count have been obtained for not more than 20 credits;
- the Board of Examiners has not taken any decision stating that fraud or plagiarism was committed and that the student therefore is not eligible for a positive degree classification (cum laude);

- all courses of the Master's Degree Programme have been passed within three years calculated from the first day of enrolment as a student for the Master's Degree Programme.

#### **Art.6.3 – Degree**

1. Those who pass the examination for Multidisciplinary Economics and Research in Public Administration and Organizational Science are awarded a 'Master of Science' degree. Those who pass the examination for Legal Research are awarded a 'Master of Law' (LLM) degree. Those who are awarded a LLM degree, may use the title 'meester' (mr.).
2. The degree awarded will be noted on the examination certificate.

#### **Art. 6.4 – Degree Certificate and International Diploma Supplement**

1. To prove that the student passed the examination the Board of Examiners awards a certificate. One certificate will be issued for each degree programme, even if a student completes several programmes.<sup>5</sup>
2. For international purposes the Board of Examiners will add the International Diploma Supplement in the English language to this certificate, that provides insight into the nature and contents of the study programme.

#### **art. 6.5 – Grading Tables**

1. The International Diploma Supplement gives the student's cumulative average mark and an ECTS Grading Table.
2. The cumulative average mark shows the student's academic performance on a scale of 1 to 10. It is calculated based on the final results for the courses the student has successfully completed within the degree programme. Courses that are not assessed on a numerical basis are not included in the calculation. The cumulative average mark is weighted based on the number of credits for each course.
3. The ECTS Grading Table gives a clear picture of Utrecht University's marking culture for educational institutions and employers outside the Netherlands. Based on the Grading Table, they can convert the results into their own marking system. The ECTS Grading Table is an institution-wide table for all Master's Degree programmes. This table uses a ten-point scale where only the marks from 6 to 10 are shown, as only passing marks are included in the Grading Table. The marks are expressed only as whole or half points. The percentage given with each mark indicates how frequently each mark is awarded.
4. The ECTS Grading Table is calculated on the basis of:
  - all final passing marks in courses undertaken towards the degree, excluding alphanumerical results;
  - not weighted according to study load;
  - in the three most recent academic years;
  - of students who were registered for a Master's Degree programme at Utrecht University.

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<sup>5</sup> For LRM students: for the conditions for meeting the professional requirements for the legal profession and the judiciary (the so-called declaration of civil effect), see Annex 5 of the Education and Examination Regulations for a Master's degree in Law.

## **SECTION 7 – STUDY PROGRESS AND STUDENT COUNSELLING**

### **Art. 7.1 – Study progress administration**

1. The programme's Department of Educational and Student Affairs registers the students individual study results and makes these available to students through Osiris Student.
2. Students can obtain a certified study progress file from the Student Information Desk.

### **Art. 7.2 – Student counselling**

1. The school/department must provide for counselling of the students who are registered for the study programme.
2. Student counselling encompasses:
  - Appointment of a study supervisor who is responsible for:
    - o encouraging students to feel part of the community
    - o supervising programme choices
    - o assisting a student to get his or her bearings on the job market
  - Referring and assisting students who encounter difficulties during their studies
  - At the end of the first year of his or her study programme, the student will receive a – non-binding – forecast concerning admission to a promotion degree programme.

### **Art. 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 the Educational Facilities Contract. Requests to conclude an Educational Facilities Contract must be submitted to the student counsellor.

## **SECTION 8 – TRANSITIONAL AND CONCLUDING PROVISIONS**

### **Art. 8.1 - Safety net scheme**

In those cases, not provided for by these Regulations, not clearly provided for, or that lead to manifestly unreasonable consequences, the Board of Examiners advises the chair of the Board of Studies and the dean, after having heard the parties involved. A decision will be taken by or on behalf of the dean. In case the decision lies within the competence of the Board of Examiners, the dean sends the request to the Board of Examiners.

### **Art. 8.2 - Amendments**

1. Amendments to these Regulations are adopted by the Dean in a separate decision, provided with the recommendations of the degree programme advisory committee and the Faculty Council in a separate resolution.
2. An amendment to these Regulations does not apply to the current academic year unless it is reasonable to assume that students' interests will not be prejudiced by it.
3. Furthermore, an amendment may not influence, at the students' expense, a decision pursuant to these Regulations taken by the Board of Examiners with respect to a student.

### **Art. 8.3 - Publication**

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

### **Art. 8.4 – Effective date**

These Regulations take effect on 1 September 2020.



## Appendix Dublin descriptors Legal Research

<b>The Legal Research Master Graduate</b>	<b>Knowledge and insight</b>	<b>Applying knowledge and insight</b>	<b>Formulating judgement critical</b>	<b>Communication</b>	<b>Learning skills</b>
1. is able to conduct legal research, independently and in collaboration with others, that meets high level academic requirements;		X	X		X
2. is able to report independently on that study at the level of an academic publication in English in an international academic journal;		X	X	X	X
3. has an overview of the fields of the philosophy of science and theory of knowledge relevant to legal research and is able to relate views and points of departure of philosophers of science to legal research in a critical manner;	X	X	X	X	X
4. has an overview of comparative law and is able to design, carry out and report on comparative law studies;	X	X	X	X	X
5. can read, speak and write academic legal English;				X	
6. has an overview of the field of the methods and techniques of legal research, can formulate problems and questions and knows how to operationalize them, given the nature of the questions and the subject matter; in addition, she or he can compare the methods of social science research to the methods of legal research and integrate the results of social science research into her or his legal research;	X	X	X	X	X
7. is capable of presenting a research design and a research study at an international academic seminar or at an international conference in an understandable manner in both written and oral form;				X	X
8. has acquired in-depth knowledge in the fields of one of the research focus areas of the School of Law which are included in the University focus areas;	X				
9. has been able to expand and deepen her or his knowledge of and insight into the dynamics of law in an international and European context on a high academic level;	X	X	X		
10. knows, understands and complies with the requirements of scientific integrity as laid down in the Netherlands Code of Conduct for Research 2018;		X			X
11. is capable of reflecting upon her or his own academic performance.			X		X