Model Teaching and Examination Regulations
MASTER's Degree Programmes

A. Model faculty section

B. Model programme-specific section

Academic year 2015-2016
Introduction to the Model Teaching and Examination Regulations for MASTER’s degree programmes

General

Since the introduction of the Dutch Higher Education and Research Act (Wet op het hoger onderwijs en wetenschappelijk onderzoek, WHW) in 1993, it has been compulsory for the broad outlines of the teaching programme and examining for each degree programme to be recorded in Teaching and Examination Regulations (OER).

The VU University Amsterdam (VU) and University of Amsterdam (UvA) have opted to draft a harmonised model Teaching and Examination Regulations (model OERs) for the Bachelor’s and Master’s degree programmes. With regard to the content, a decision has been made to opt for a completely harmonised model OER text. With regard to the extent to which it is possible to depart from the provisions in the model OERs, it has been decided to maintain the situation that applied separately for each institution in the previous model and this has been incorporated within this model.

In accordance with Section 7.13, paragraph 1, of the WHW, the OER must contain sufficient and clear information about the degree programme or group of programmes. Section 7.13, paragraph 2, of the WHW lists those issues that must, as a minimum, be regulated in the OER with respect to the procedures and rights and responsibilities relating to the teaching and examinations applicable for each degree programme or group of programmes. The WHW also includes a number of separate obligations relating to the inclusion of rules within the OER. Appendix I includes a list of the relevant articles in the OER and the associated sections of the WHW.

The model OER is subdivided into two sections (Section A and Section B), which together form the OER. Section A, which can be seen as the faculty section, includes provisions that may apply for several degree programmes. Section B contains the provisions that are specific to the particular degree programme. Although the two Sections belong together and together form the OER of a degree programme or group of programmes, they can be amended separately.

Most articles concern subjects that must be included in the OER in accordance with Section 7.13 or other Sections of the WHW. These articles appear in framed boxes. Insofar as these articles have not been set as a guideline, it is possible to depart from the text of these articles, providing that the subject is described in the OER in accordance with the prescribed structure.

Articles that have been placed in a framed box with grey shading indicate that the subject in question must be regulated in this way because it is a VU guideline. The guidelines are set by the Executive Board, with due regard for the powers and authorities of the other bodies that participate in decision-making. The faculty board is not at liberty to depart from these.

For articles that do not apply for both institutions or all programmes, the following appears in square brackets for the article: [Optional:] Parts of articles that are optional also appear in square brackets.

The other articles, not included in framed boxes, are articles for which compulsory inclusion in the OER is not stipulated in the WHW and which have also not been adopted as guidelines. These may concern subjects that are regulated in the WHW, but for which no explicit reference is made to compulsory inclusion in the OER. The remaining articles are included in the model either because they are intended to provide clear and sufficient information or because of a UvA or VU regulation. It is recommended that these articles be included in the OER in accordance with the model.

If necessary, additional articles can be added to reflect particular circumstances in the programme. In such cases, efforts should be made to apply the structure and numbering of articles as they appear in this model OER. Any additional articles should, as far as possible, be placed at the end of the chapter and given a higher number. If an article is placed between existing articles, this article should be given an interim number by adding a letter to the number (for example, Article 1.1a). It promotes transparency and improves quality assurance if a specific subject is regulated under the same article number in every OER.
Section A: Faculty section

1. General provisions
   Article 1.1 Applicability of the Regulations
   Article 1.2 Definitions

2. Previous education and admission
   Article 2.1 Previous education
   Article 2.2 Registration and enrolment
   Article 2.3 Faculty Admissions Board
   Article 2.4 Admissions procedure
   Article 2.5 Refusal or termination of enrolment (unsuitability/judicium abeundi)

3. Degree programme structure
   Article 3.1 Structure of academic year
   Article 3.2 Organisation of the programme

4. Examinations
   Article 4.1 Signing up for examinations
   Article 4.2 Type of examination
   Article 4.3 Oral examinations
   Article 4.4 Determining and announcing results
   Article 4.5 Resits
   Article 4.6 Marks
   Article 4.7 Exemption
   Article 4.8 Validity period for results
   Article 4.9 Right of inspection
   Article 4.10 Post-examination discussion
   Article 4.11 Master’s final examination
   Article 4.12 Diplomas and transcripts
   Article 4.13 Fraud and Plagiarism

5. Study supervision and study progress
   Article 5.1 Administration of study progress and academic student counselling
   Article 5.2 Adaptations for students with a disability

6. Hardship clause
   Article 6.1 Hardship clause

7. Transitional and final provisions
   Article 7.1 Amendments and periodic review
   Article 7.2 Transitional provisions
   Article 7.3 Publication
   Article 7.4 Effective date

Section B: Programme-specific section

1. General provisions
   Article 1.1 Definitions
   Article 1.2 Degree programme information
   Article 1.3 Intake dates

2. Programme objectives and exit qualifications
   Article 2.1 Programme objective
   Article 2.2 Exit qualifications

3. Further admission requirements
   Article 3.1 Admission requirements
Article 3.2  Pre-Master’s programme
Article 3.3  Limited programme capacity [or: not applicable (n.a.)]
Article 3.4  Final deadline for registration
Article 3.5  Dutch language requirement for Dutch-language Master's programmes
or
Article 3.5  English language requirement for English-language Master's programmes
Article 3.6  Free curriculum

4.  Curriculum structure
Article 4.1  Composition of programme
Article 4.2  Compulsory units of study
Article 4.3  Practical training [or: n.a.]
Article 4.4  Electives [or n.a.]
Article 4.5  Sequence of examinations
Article 4.6  Participation in practical training and tutorials [of: n.a.]
Article 4.7  Maximum exemption [or: n.a.]
Article 4.8  Validity period for results
Article 4.9  Degree

5.  Transitional and final provisions
Article 5.1  Amendments and periodic review
Article 5.2  Transitional provisions
Article 5.3  Publication
Article 5.4  Effective date
Section A: faculty section

1. General provisions

Article 1.1  Applicability of the Regulations
1. These Regulations apply to the teaching and examinations for the Master’s degree programmes:
   
   (hereinafter referred to as: the degree programme) provided by the Faculty of X (hereinafter referred to as: the faculty or X) of VU University Amsterdam.

2. These Regulations consist of a faculty section (A) and a programme-specific section (B). Section A contains general provisions and applies to the teaching and examinations of the Master’s degree programmes of the Faculty. Section B contains programme-specific provisions. Together, Sections A and B form the Teaching and Examination Regulations for the programme.

3. The Regulations can be declared to apply mutatis mutandis to the joint degree programmes and units of study, pursuant to Section 7.3c of the WHW, also provided by the faculty.

4. These Regulations apply to anyone enrolled in the programme, irrespective of the academic year in which the student was first enrolled in the programme.

5. Section B of these Teaching and Examination Regulations may contain additional general provisions for the relevant degree programme.

Article 1.2  Definitions
The following definitions are used in these Regulations:

a. EC (European Credit): an credit with a workload of 28 hours of study;
b. examination: the final examination of the Master’s programme;
c. fraud and plagiarism: the student’s acts or failures to act which make it wholly or partially impossible to accurately judge his/her knowledge, understanding and skills;
d. joint degree: a degree awarded by an institution together with one or more institutions in the Netherlands or abroad, after the student has completed a degree programme (a degree programme, a major or a specific curriculum within a degree programme) for which the collaborating institutions are jointly responsible;
e. component: a unit of study of the programme within the meaning of the WHW;
f. period: a part of a semester;
g. practical exercise: the participation in a practical training or other educational learning activity, aimed at acquiring certain (academic) skills. Examples of practical exercises are:
   - researching and writing a thesis
   - carrying out a research assignment
   - taking part in fieldwork or an excursion
   - taking part in another educational learning activity aimed at acquiring specific skills or participating in and completing a work placement
h. programme: the totality and cohesion of the course components, teaching activities/methods, contact hours, testing and examination methods and recommended literature;
i. thesis: a component comprising literature research and/or a contribution to scientific research, always resulting in a written report;
j. VUnet: the Student Information System;
k. course catalogue: the guide for the degree programme that provides further details of the provisions and other information specific to that programme. The course catalogue is available electronically at www.…;
l. workload: the workload of the unit of study to which an interim examination applies, expressed in terms of credits = EC. (The workload for 1 year (1,680 hours) is 60 EC credits);
m. academic year: the period beginning on 1 September and ending on 31 August of the following calendar year;

n. examination an assessment of the student's knowledge, understanding and skills relating to a course component. The assessment is expressed in terms of a final mark. An examination may consist of one or more partial examinations. A resit always covers the same material as the original interim examination;

o. Admissions Board the committee that assesses, on behalf of the faculty board, whether a candidate meets the requirements for admission to the Master's degree programme of his/her choice. If there is no Admissions Board appointed for the degree programme, the Examinations Board (within the meaning of Section 7.12 of the WHW) functions as Admissions Board;

p. University: VU University Amsterdam

q. WHW: the Dutch Higher Education and Research Act (Wet op het hoger onderwijs en wetenschappelijk onderzoek, WHW);

r. programme charter: the part of the Student Charter specific to the programme in accordance with Section 7.59 of the WHW.

The other terms have the meanings ascribed to them by the WHW.

2. Previous education and admission

<table>
<thead>
<tr>
<th>Article 2.1 Previous education</th>
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<tr>
<td>1. In order to qualify for enrolment in a Master's degree programme, a Bachelor's degree obtained in academic higher education (WO) is required. The requirements that the Bachelor's degree must meet are specified in Section B.</td>
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<tr>
<td>2. In the event that a candidate does not have a Bachelor's degree as referred to in paragraph 1, the Admissions Board of the degree programme will assess suitability for admission to the programme on the basis of the requirements stipulated in Section B.</td>
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<td>3. In order to qualify for enrolment in a Master's degree programme for teaching in pre-university education, the individual concerned must have been awarded the Master's degree in the relevant subject area, pursuant to Section 7.10a of the WHW.</td>
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Article 2.2 Registration and enrolment

1. The deadline for registering for the Master's programme is stipulated in Article 3.4 (Section B).
2. After registering on time, the student must enrol before 1 September.

Article 2.3 Faculty Admissions Board

The faculty board will establish one or more Admissions Boards. The faculty board will appoint its members after consultation with the programme directors and examinations boards of the relevant degree programmes.

Article 2.4 Admissions procedure

1. The Admissions Board is responsible for admission to the programme.
2. With a view to admission to the programme, the Admissions Board assesses the candidate's knowledge, understanding and skills. The Board may request experts within or outside the University to test certain types of knowledge, understanding and skills, in order to supplement written evidence of the programme/programmes the student has already completed. In its assessment, the Board includes knowledge of the language in which the programme will be taught.
3. Candidates receive either confirmation of admission or a negative decision. An appeal against a negative decision can be lodged with the Examination Appeals Board within six weeks.

Article 2.5 Refusal or termination of enrolment (unsuitability/ judicium abeundi)

1. Based on the provisions of Section 7.42a of the WHW, the faculty board or the Examinations Board may, in exceptional cases, ask the Executive Board to terminate or refuse a student's enrolment in a programme, if that student's actions or remarks show that he/she is unsuitable either for practising one or more of the professions for which the programme in question is preparing the student or for the practical preparation for professional practice.
2. If a student is suspected of being unsuitable as described in paragraph 1, the Examinations Board or the faculty board will institute an inquiry, of which the student will be informed immediately. The Examinations Board or the faculty board will not issue any recommendation without carefully considering the interests involved and giving the student the opportunity to be heard.

3. Degree programme structure

Article 3.1 Structure of academic year
1. Every degree programme will be offered in a year divided into two semesters.
2. Every semester consists of three consecutive periods of eight, eight and four weeks.

Article 3.2 Organisation of the programme
1. The programme comprises the units of study included in Section B.
2. The size of the degree programme in EC is stipulated in Section B.
3. A unit of study comprises 6 EC or a multiple thereof.
4. By way of exception to paragraph 3, Section B may stipulate that a unit of study comprises 3 EC. The Executive Board has to give permission for this.
5. The programme is made up of compulsory part and an individual Master's thesis or academic work placement and, if applicable, a subject-specific optional component as specified in more detail in the programme-specific section.
6. If the student wishes to choose a different unit of study than those stipulated in Section B as part of his/her electives, prior permission is required from the Examinations Board.
7. If students must sign up for participation in a unit of study, this will only be possible in the periods designated for that purpose.

4. Examinations

Article 4.1 Signing up for examinations
1. Every student must sign up to participate in the Master’s programme and the examination.
   The procedure for signing up is described in the course catalogue at VUnet.
2. By way of exception to the provisions of paragraph 1, any student who has correctly signed up for participation in the instruction/classes for a particular course and has been admitted will also be signed up for the subsequent examination, unless the degree programme stipulates a different approach.

Article 4.2 Type of examination
1. Section B stipulates the way in which a unit of study is concluded and the form any examination will take.
2. At the student’s request, the Examinations Board may permit a different form of examination than that stipulated in the course catalogue. If applicable, more detailed regulations on this are included in the Rules and Guidelines for the Examinations Board.
3. In the case of a unit of study that is no longer offered, in the academic year following its termination, at least one opportunity will be provided to sit the examination(s) or parts thereof and a transitional arrangement will be included in the programme-specific section for the subsequent period.

Article 4.3 Oral examinations
1. Unless otherwise specified for the relevant unit of study in Section B, no more than one student will be examined orally at the same time.
2. An oral examination is public unless the Examinations Board or examiner determines otherwise in an exceptional case. A student may submit a reasoned request to the Examinations Board to depart from the public nature of the oral examination. The Examinations Board will balance the interests of the student against the interests of a public examination.
3. Unless otherwise specified by the Examinations Board, an oral examination will be taken in the presence of a second examiner.
Article 4.4 Determining and announcing results
1. The examiner determines the result (= mark) of a written examination as soon as possible, but at the latest within ten working days. Contrary to the provisions of the first sentence, the marking deadline for theses [and final assignments] is no longer than twenty working days. The examiner will then immediately ensure that the marks are registered and also ensures that the student is immediately notified of the mark, taking due account of the applicable confidentiality standards.
2. The examiner determines the result (= mark) of an oral examination as soon as the examination has finished and informs the student accordingly. The third sentence of the first paragraph applies.
3. In the case of alternative forms of oral or written examinations, the Examinations Board determines in advance how and by what deadline the student will be informed of the results.
4. Together with the result of an examination, the student's attention will also be drawn to their right to inspect the assessed work and have a post-examination discussion as stipulated in Articles 4.8 and 4.9, as well as his/her option to appeal to the Examinations Appeals Board (Cobex).
5. A student may lodge an appeal against the way in which the result was reached with the Examination Appeals Board within six weeks of the announcement of the result.

Article 4.5 Resits
1. An opportunity will be offered to resit examinations in the degree programme twice in each academic year.
2. Paragraph 1 does not apply in the case of a retake for a work placement or a thesis. The options for retaking work placements and theses are detailed in the relevant work placement manual or thesis regulations.
3. The most recent mark will apply in the event of a resit.
4. The resit for an examination must not take place within ten working days of the announcement of the result of the examination being resat.

Article 4.6 Marks
1. Marks are given on a scale from 1 to 10.
2. The final marks are given in whole or half points.
3. Final marks between 5 and 6 will be rounded off: between 0.1 - 0.4 rounded down; between 0.5 - 0.9 rounded up.

Article 4.7 Exemption
1. At the written request of the student, the Examinations Board may exempt the student from taking one or more examination components, if the student:
   a) has passed a course component of a university or higher professional education programme that is equivalent in both content and level; or
   b) has demonstrated through his/her work and/or professional experience that he/she has sufficient knowledge and skills with regard to the relevant course component.
2. The Examinations Board will make a decision within twenty working days of receiving the written request.
3. This exemption does not apply to the Master’s thesis.

Article 4.8 Validity period for results
1. The validity period of examinations passed and examination exemptions is limited to….., unless otherwise specified in Section B.
2. The validity period of an interim examination is limited to the academic year in which it was sat or until the end of the course concerned, as stipulated for the relevant units of study in Section B.
3. The Examinations Board can extend the limited validity period of an examination or exemption if a student submits a reasoned request to that effect. The Examinations Board can decide to permit the extension of the validity only after the individual making the request has successfully completed a supplementary examination on the relevant subject matter.

Article 4.9 Right of inspection
1. For at least twenty working days after the announcement of the results of a written examination, the student can, on request, inspect his/her assessed work, the questions and assignments set, as well as the standards applied for marking.

2. The Examinations Board can determine that the inspection or post-examination discussion referred to in paragraph 1 take place exclusively at a specified place and at a specified time. The place and time referred to in the previous clause will be announced at the time of the examination and on the faculty website.

3. If the student was unable to attend at the place and time referred to in paragraph 2 through no fault of his/her own, an alternative option will be offered.

4. If a student intends to appeal against the way in which his/her mark was assessed, he/she can be issued with a copy of the marked work at his/her request.

Article 4.10 Post-examination discussion
1. If a collective post-examination discussion has been organised, individual post-examination discussions will be held only if the student has attended the collective discussion or if he/she was unable to attend the collective discussion through no fault of his/her own.

2. Students who meet the requirements stipulated in the first paragraph can submit a request for an individual post-examination discussion to the relevant examiner. The discussion will take place at a time and location to be determined by the examiner.

Article 4.11 Master's final examination
1. The Examinations Board determines the final examination result and the date on which the student obtains his/her degree after it has been established that the student has passed all the units of study belonging to the programme.

2. A diploma can only be awarded after the Executive Board has declared that the student has satisfied all the procedural requirements, including the payment of tuition fees.

Article 4.12 Diplomas and transcripts
1. The Examinations Board grants a diploma as proof that the student has passed his/her final examination. The Executive Board sets the model for the diploma. The Examinations Board adds a diploma supplement to the diploma providing information on the nature and content of the degree programme completed. The diploma supplement is drawn up in Dutch or English and complies with the European format.

2. Individuals who have successfully completed more than one or more components of the programme and who cannot be awarded a diploma as stipulated in paragraph 1 will, on request, receive a statement to be issued by the relevant Examinations Board stating at least the components that have been successfully completed together with the units of study they involved, the number of EC obtained and the way in which the examinations were taken.

3. The student can, without needing to provide reasons, request that the Examinations Board not proceed to award a diploma, unless the student him-/herself submitted the request for its issue.

Article 4.13 Fraud and plagiarism
1. The provisions of the (VU) Rules and Guidelines for the Examinations Board apply in full.

2. Electronic detection software programs may be used to detect plagiarism in texts. In submitting a text, the student implicitly consents to the text being entered into the database of the detection program concerned.

5. Study supervision and study progress

Article 5.1 Administration of study progress and academic student counselling
1. The faculty board is responsible for the correct registration of the students’ study results in VUnet. After the assessment of an examination component has been registered, every student has the right to inspect the result for that component via VUnet and also has a list of the results achieved at his/her disposal in VUnet.

2. Enrolled students are eligible for academic student counselling. The types of academic student counselling available are listed in Section B.
Article 5.2  Adaptations for students with a disability
1. A student with a disability can submit a written request to the study adviser to qualify for special adaptations with regard to teaching, practical training and interim examinations. These adaptations will accommodate the student’s individual disability as much as possible, but may not alter the quality or degree of difficulty of a course or an examination. In all cases, the student must fulfil the exit qualifications for the degree programme.
2. The request referred to in the first paragraph must be accompanied by a recommendation from a student counsellor. The recommendation must be no more than twelve weeks old and must in part be based on a recent statement from a physician or psychologist.
3. The faculty board or, on its behalf, the College/Graduate School director or the programme director decides on the adaptations concerning the teaching facilities and logistics. The Examinations Board will rule on requests for adaptations with regard to examinations.
4. In the event of a positive decision in response to a request as referred to in paragraph 1, the student will make an appointment with the study adviser to discuss the details of the provisions.
5. A request for adaptations will be refused if it would place a disproportionate burden on the organisation or the resources of the faculty or university were it to be upheld.
6. If the disability justifies an extension to the time in which the examination may be sat, the Examinations Board will issue a statement testifying to this entitlement to an extension.

6. Hardship clause

Article 6.1  Hardship clause
In instances not regulated by the Teaching and Examination Regulations or in the event of demonstrable extreme unreasonableness and unfairness, the faculty board responsible for the degree programme will decide, unless the matter concerned is the responsibility of the Examinations Board.

7. Transitional and final provisions

Article 7.1  Amendments and periodic review
1. Any amendment to the Teaching and Examination Regulations will be adopted by the faculty board after taking advice from the relevant Board of Studies. A copy of the advice will be sent to the authorised representative advisory body.
2. An amendment to the Teaching and Examination Regulations requires the approval of the authorised representative advisory body if it concerns components not related to the subjects of Section 7.13, paragraph 2 sub a to g and v, as well as paragraph 4 of the WHW and the requirements for admission to the Master’s programme.
3. An amendment to the Teaching and Examination Regulations can only pertain to an academic year that is already in progress if this does not demonstrably damage the interests of students.

[Article 7.2  Transitional provisions
Notwithstanding the current Teaching and Examination Regulations, the following transitional provisions apply for students who started the programme under a previous set of Teaching and Examination Regulations:
............]

Article 7.3  Publication
1. The faculty board will ensure the appropriate publication of these Regulations and any amendments to them.
2. The Teaching and Examination Regulations will be posted on the faculty website and deemed to be included in the course catalogue.

Article 7.4  Effective date
These Regulations enter into force with effect from 1 September 20...
Advice from Board of Studies,
...., on [date] ....
...., on [date] ....
...., on [date] ....

Approved by authorised representative advisory body on [date] ....

Adopted by the faculty board on [date] ........20....

Section B: Programme-specific section

1.  General provisions

[option: Article 1.1  Definitions

a......
b......

etc.

Article 1.2  Degree programme information

1.  The programme [...] CROHO number [...] is offered on a [optional: full-time, part-time, combined work-study] basis and the language of instruction is English.
[1a.  optional: The part-time programme has a nominal study duration of [...] year(s)].
2.  The programme has a workload of [optional: 60/120/180] EC.
3.  A unit of study comprises 6 EC or a multiple thereof.
[4.  optional: This programme is offered in partnership with [the] ...... University .... and leads to a joint degree.]

Article 1.3  Intake dates

The programme is offered starting in the first semester of the academic year [optional: only] (1 September) [optional: and starting in the second semester (1 February). The intake date(s) mentioned in this paragraph ensure(s) that a programme can be completed within the nominal study duration set for the programme.]

2.  Programme objectives and exit qualifications

Article 2.1  Programme objective

The programme aims to .........................

Article 2.2  Exit qualifications

In all events, a graduate of the degree programme will have the following:

1.  knowledge and understanding in the field of ...........
[2.  Optional: Notwithstanding in the provisions of paragraph 2, a graduate of the major X will have the following
- knowledge and understanding in the field of …
- …
  etc.]

3.  Further admission requirements

Article 3.1  Admission requirements
1. Admission to the Master's programme is possible for an individual who can demonstrate that he/she has the following knowledge, understanding and skills at the Bachelor's degree level, obtained at an institution of academic higher education:
   a. knowledge: […]
   b. understanding: […]
   c. skills: […]

2. The Admissions Board will investigate whether the interested person meets the admission requirements.

3. In addition to the requirements referred to in the first paragraph, the Board will also assess requests for admission in terms of the following criteria:
   a. talent and motivation;
   b. proficiency in methods and techniques; i.e. ….
   c. etc.

4. Any individual who has obtained a Bachelor's degree in academic higher education on [one of the] degree programme[s] at the VU meets the requirements referred to in paragraph 1:
   a. [b. etc.]

5. If the intended Master's programme includes different programmes, a successfully completed specialisation or minor in the Bachelor's programme may be required for admission to each of the different programmes.

6. When the programme commences, the candidate must have fully completed the Bachelor's programme or pre-Master's programme allowing admission to this Master's programme.

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Article 3.2 Pre-Master's programme

1. Students with a Bachelor's degree in a field that corresponds to a sufficient extent with the subject area covered by the Master's programme can request admission to the pre-Master's programme.

2. The pre-Master's programme comprises [30] EC and is made up of the following units of study:
   a. […]
   b. etc.

3. Proof of a successfully completed pre-Master's programme serves as proof of admission to the Master's programme specified within it in the subsequent academic year.

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Article 3.3 Limited programme capacity

1. The faculty board will, if necessary, announce the maximum programme capacity by 1 [optional: May] prior to the start of the academic year.

2. Candidates will be selected in the following way:
   a. [b.]

[optional: If the programme capacity determined by the faculty board is exceeded, the available places will be allocated by means of an unweighted draw procedure among the candidates who have registered at least two months before the start of the academic year.]

Article 3.4 Final deadline for registration

A candidate must submit a request to be admitted to the programme through Studielink before 1 May in the case of Dutch students, before 1 April in the case of EU students and before 1 February in the case of non-EU students. Under exceptional circumstances, the Examinations Board may consider a request submitted after this closing date.

Article 3.5 Dutch language requirement for Dutch-language Master's programmes

A student whose previous education was not in a Dutch-speaking country must demonstrate that he/she has sufficient proficiency in Dutch in order to follow academic higher education successfully. This requirement can be met through the successful completion of one of the following examinations:

[optional]
the state examination for Dutch as a Second Language, examination II (NT2 II);
- the CNaVT (Certificate in Dutch as a Foreign Language) examinations PAT and PTHO;
- foreign examinations that included Dutch, designated by the VU.

or

**Article 3.5 English language requirement for English-language Master's programmes**

1. The proficiency requirement in English as the language of instruction can be met by the successful completion of one of the following examinations or an equivalent:
   - IELTS: 6.5
   - TOEFL paper based test: 580
   - TOEFL internet based test: 92-93
   - Cambridge Advanced English: A, B or C.

2. [optional] Exemption is granted from the examination in English referred to in the first paragraph to students who, within two years of the start of the programme:
   - met the requirements of the VU test in English language proficiency TOEFL ITP, with at least the scores specified in paragraph 1, or
   - had previous education in secondary or tertiary education in an English-speaking country as listed on the VU website, or
   - have an English-language ‘international baccalaureate’ diploma

**Article 3.6 Free curriculum**

1. Subject to certain conditions, the student has the option of compiling a curriculum of his/her own choice which deviates from the curricula prescribed by the programme.

2. The concrete details of such a curriculum must be approved beforehand by the most appropriate Examinations Board.

3. The free curriculum is put together by the student from the units of study offered by VU University Amsterdam and must at least have the size, breadth and depth of a regular Master’s programme.

[optional: 4. The following conditions must at least have been met in order to be eligible for the Master's degree:
   a. at least ............ EC must be obtained from the regular curriculum,
   b. the level of the programme must match the objectives and exit qualifications that apply for the programme for which the student is enrolled.]

4. **Curriculum structure**

**Article 4.1 Composition of programme**

1. The programme consists of the following components:
   - compulsory units of study
   - practical exercise
   - electives / major / minor
   - etc.

**Article 4.2 Compulsory units of study**
The compulsory units of study are:

<table>
<thead>
<tr>
<th>Name of course component</th>
<th>Course code</th>
<th>Number of credits</th>
<th>Period or semester</th>
<th>Teaching method</th>
<th>Type of test</th>
<th>Level</th>
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Teaching and Examination Regulations for Master's Degree programmes

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<th>Number of credits</th>
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(optional: Article 4.3) Practical exercise

(optional:) Article 4.4 Electives
The student can take [option: one] of the following electives:

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<tr>
<th>Name of course component</th>
<th>Course code</th>
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If the student wishes to take a different course than the units of study listed, advance permission must be obtained in writing from the Examinations Board.

Article 4.5 Sequence of examinations
Students may participate in examinations [and/or practical exercises] for the units below only if they have passed the examination or examinations for the units mentioned:

........... after passing ...........
........... after passing ........... and .................

etc.

(optional: Article 4.6) Participation in practical exercise and tutorials
1. In the case of a practical training, the student must attend at least … % of the practical sessions. Should the student attend less than … %, he/she must repeat the practical training, or the Examinations Board may have one or more supplementary assignments issued.
2. In the case of tutorials with assignments, the student must attend at least … % of the tutorials. Should the student attend less than … %, he/she must repeat the study group, or the Examinations Board may have one or more supplementary assignments issued.
3. In exceptional circumstances, the Examinations Board may, at the request of the student, permit an exemption from this requirement if, in the opinion of the Board, the assessment of the intended skills is also possible with a lesser percentage of participation, with or without the imposition of supplementary requirements.

(optional: Article 4.7) Maximum exemption
[A maximum of ….EC of the curriculum can be accumulated through granted exemptions.]

Article 4.8 Validity period for results
The validity period of examinations and exemptions from examinations is limited, as follows:

..................

Article 4.9 Degree
Students who have successfully completed their Master's final examination are awarded a Master of [optional: Arts/Science/Laws] degree. The degree awarded is stated on the diploma. If it is a joint
degree, this will also be stated on the diploma.

5. **Transitional and final provisions**

**Article 5.1 Amendments and periodic review**
1. Any amendment to the Teaching and Examination Regulations will be adopted by the faculty board after taking advice from the relevant Board of Studies. A copy of the advice will be sent to the authorised representative advisory body.
2. An amendment to the Teaching and Examination Regulations requires the approval of the authorised representative advisory body if it concerns components not related to the subjects of Section 7.13, paragraph 2 sub a to g and v of the WHW and the requirements for admission to the Master’s programme.
3. An amendment to the Teaching and Examination Regulations can only pertain to an academic year that is already in progress if this does not demonstrably damage the interests of students.

**Article 5.2 Transitional provisions**
Notwithstanding the current Teaching and Examination Regulations, the following transitional provisions apply for students who started the programme under a previous set of Teaching and Examination Regulations:

**Article 5.3 Publication**
1. The faculty board will ensure the appropriate publication of these Regulations and any amendments to them.
2. The Teaching and Examination Regulations will be posted on the faculty website and deemed to be included in the course catalogue.

**Article 5.4 Effective date**
These Regulations enter into force with effect from 1 September 20....

Advice from Board of Studies,
...., on [date] ....
...., on [date] ....
...., on [date] ....

Approved by authorised representative advisory body on [date] ....

Adopted by the faculty board on [date] ........20....
Appendix I

List of articles that must be included in the OER pursuant to the WHW (articles in framed boxes):

### Section A

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