MODEL TEACHING AND EXAMINATION REGULATIONS

MASTER's Degree Programmes

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Introduction

General

Since the introduction of the Higher Education and Research Act (Wet op het hoger onderwijs en wetenschappelijk onderzoek, WHW) in 1993, the curriculum and assessment of every Dutch higher education programme, or group of programmes, must be outlined in a set of teaching and examination regulations (onderwijs- en examenregeling, OER).

Under Section 7.13, subsection 1, of the WHW, the OER must provide “adequate and clear” information about the programme. Section 7.13, subsection 2, lists the topics it must at least cover in terms of procedures, rights and obligations related to teaching and examination of a programme or group of programmes. The WHW also defines a number of other matters to be regulated in the OER. Attached to this document, as Appendix I, you will find a summary matching the provisions of this model OER to the relevant articles of the WHW.

The model OER is divided in two parts, sections A and B. Together, these form the basis for a full set of valid teaching and examination regulations. Section A, here headed “Faculty section”, is made up of provisions which can be applied to multiple programmes; section B, the “Programme-specific section”, contains those applicable to an individual degree programme. Although both sections are required to create an OER for a particular programme or group of programmes, they can be amended separately.

In terms of its structure, the model OER contained in this document has been adopted by the Executive Board of the University of Amsterdam as an official – and hence fixed – “guideline to deans” (hereafter “official guideline”), as defined in Section 9.5 of the WHW. It contains provisions of four kinds.

Most of its articles cover topics which must be regulated in an OER, pursuant to Section 7.13 or other provisions of the WHW. These texts are “boxed” in this document. If not fixed as official guidelines (see next paragraph), however, their wording may be amended as long as the topic concerned is still properly regulated within the prescribed structure.

Boxed texts shaded in grey have been adopted as official guidelines within the university, meaning that these matters must be regulated in the form provided. Their wording has been fixed by the Executive Board, taking into account the powers of relevant internal representative bodies. Consequently, they may not be amended at the faculty level. Appendix II contains a list of these articles, with the dates of their adoption and entry into force.

Texts not applicable to all programmes are preceded by the word “optional”, in italics and square brackets: [optional]. Optional sections of text are also enclosed in square brackets.

The remaining “unboxed” texts are not mandatory components of an OER under the WHW, and have also not been fixed as official guidelines. Some of these cover topics addressed in the WHW, but not specifically defined there as requiring inclusion in the OER. The remainder are included with a view to providing “adequate and clear” information, or in order to comply with the university’s own internal regulations. It is therefore strongly recommended that these be retained in the final OER, in the form provided in the model document.
If necessary, additional provisions may be added to regulate aspects specific to the programme in question. In that case, however, the structure and numbering system of the model OER should be maintained as far as possible. Ideally, such articles should be added at the end of an existing chapter and continue the numbering sequence of the last existing article. If provisions must be placed between existing articles, avoid disrupting the sequence by using a suffix letter (e.g. Article 1.1a). Consistency of numbering in all our OERs aids transparency and improves quality assurance.
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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 ..........
   - (hereinafter referred to as: the faculty) of the University of 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 of........... 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 (units of study of) the programme, irrespective of the academic year in which the student was first enrolled in (units of study of) 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. ECTS (ECTS credit): an ECTS credit with a workload of 28 hours of study;

b. final examination (examen): the final examination of the Master’s programme;

c. Examinations Board: the Examinations Board of one or more programmes of the faculty in accordance with Section 7.12 of the WHW;

d. examiner: the individual appointed by the Examinations Board to conduct examinations and determine the results, in accordance with Section 7.12c of the WHW;

e. 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, see [website link] for the text of the Regulations;

f. 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;

g. unit of study: a component of a degree programme to which an examination is linked;

h. degree programme: a coherent whole of units of study, aimed at achieving clearly defined objectives with regard to knowledge, understanding and skills which the individual who completes the programme must possess and to which a final examination is linked. An examination is linked to each unit of study.

i. programme charter: the programme-specific part of the Students’ Charter in accordance with Section 7.59 of the WHW; see [website link]

j. period: a part of a semester;

k. 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 computer lab sessions
   - 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.

l. programme: the totality and cohesion of the course components, teaching activities/methods, contact hours, testing and examination methods and recommended literature;
m. thesis: a unit of study comprising literature research and/or a contribution to scientific research, always resulting in a written report;
n. final paper: see thesis;
o. SIS: the Student Information System;
p. 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...;
q. workload: the workload of the unit of study to which an interim examination applies, expressed in terms of credits = ECTS credits (ECTS = European Credit and Transfer Accumulation System). (The workload for 1 year (1,680 hours) is 60 ECTS credits);
r. academic year: the period beginning on 1 September and ending on 31 August of the following calendar year;
s. examination (tentamen): an assessment of the student’s knowledge, understanding and skills relating to a unit of study. The assessment is expressed in terms of a final mark. An examination may consist of one or more interim examinations (deeltentamens). A resit always covers the same material as the original interim examination;
t. Admissions Board: the committee that assesses, on behalf of the dean, whether a candidate meets the requirements for admission to the Master’s degree programme of his/her choice;
u. University: the University of Amsterdam;
v. WHW: the Dutch Higher Education and Research Act (Wet op het hoger onderwijs en wetenschappelijk onderzoek, WHW).

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

2. Previous education and admission

Article 2.1 Previous education
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.
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.
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.

Article 2.2 Registration and enrolment
1. The deadline for registering for the Master’s programme is stipulated in Article 3.4 (Section B).

Article 2.3 Faculty Admissions Board
1. The dean will establish one or more Admissions Boards.
2. The dean 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 dean 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 dean will institute an inquiry, of which the student will be informed immediately. The Examinations Board or the dean 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  Programme structure and participation in education
1. The programme comprises the units of study included in Section B.

2. The size of the degree programme in ECTS is stipulated in Section B.
3. A unit of study comprises 6 ECTS or a multiple thereof.
4. By way of exception to paragraph 3, Section B may stipulate that a unit of study comprises 3 ECTS or a multiple thereof.
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 Section B.
6. If the student wishes to choose a different unit of study than those stipulated in Section B as part of the electives, prior permission is required from the Examinations Board.
7. Unless this is done automatically, students must register for participation in the units of study. This will only be possible in the periods designated for that purpose. The periods and the procedures to be followed for registration for a unit of study will be determined by the dean before 1 June and published at [link].
8. Further requirements with regard to registration for participation in a unit of study, if applicable, are described in Section B.
9. Students who are only enrolled in one or more Bachelor’s programmes may not take part in examinations in Master’s programmes.
4. Assessment and examinations

Article 4.1 Participation in examinations
1. Students who have correctly registered for participation in a unit of study and who have been admitted will also be registered for participation in the subsequent examination for this unit of study. Further provisions on this, if applicable, are included in Section B.
2. The provisions of paragraph 1 do not apply to students who are only enrolled in one or more Bachelor’s programmes. These students may not take part in examinations in Master’s programmes and therefore will not be registered.
3. Students who fail an examination at the first attempt are registered automatically for participation in a resit, unless stipulated otherwise in Section B.

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 Section B. If applicable, more detailed regulations on this are included in the Rules and Guidelines for the Examinations Board.
3. A transitional arrangement for units of study that are no longer offered is described in Section B.
4. The further procedure for testing and the guidelines and instructions for assessing and determining the results of examinations are described in the Rules and Guidelines for the Examinations Board.
5. In the case of units of study including a written examination, the student is entitled to receive a sample examination with model answers. This sample is representative of the actual written examination in terms of its length, type, questions and content.

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. Unless otherwise specified by the Examinations Board, an oral examination will be taken in the presence of a second examiner.
3. During an oral examination, the examiner compiles a report containing a brief summary of the questions and the student’s answers. Alternatively, a sound recording of the examination may be made. The student is not entitled to take away the written report or sound recording at the end of the examination.
4. The further procedure for testing and the guidelines and instructions for assessing and determining the results of examinations are described in the Rules and Guidelines for the Examinations Board.

Article 4.4 Determining and announcing results
1. The examiner determines the result (= mark) of a written examination as soon as possible. The specific maximum term is defined in Section B, but in no case is this more than twenty working days. The examiner submits the necessary information to the Programme Administration and the Education Office will then immediately ensure that the marks are registered. The Programme Administration 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 second 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 the option to appeal to the Examinations Appeals Board (COBEX).
5. The further procedure for testing and the guidelines and instructions for assessing and determining the results of examinations are described in the Rules and Guidelines for the Examinations Board.

6. 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. If the option of reassessment by the examiner is available, this does not affect the time period for lodging an appeal.

**Article 4.5 Examination opportunities**

1. Per academic year, two opportunities will be offered to take examinations in the degree programme, unless stipulated otherwise in Section B.

2. Paragraph 1 does not apply in the case of a work placement or 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 take place within a reasonable period following the announcement of the result of the examination being resat. This reasonable period for the programme in question is specified in Section B.

5. Further conditions concerning resits, if applicable, are described in Section B.

**Article 4.6 Marks**

1. Marks are given on a scale from 1 to 10, with a maximum of one decimal.

2. The final marks 5.1 to 5.9 are not awarded.

**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.

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.

4. Further conditions concerning exemptions, if applicable, are described in Section B and/or in the Rules and Guidelines for the Examinations Board.

**Article 4.8 Validity period for results**

1. The validity period of examinations passed and examination exemptions is 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 unit of study concerned, as stipulated 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.

4. Further conditions, if applicable, are described in Section B.

**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 examiner can determine that the inspection or post-examination discussion referred to in paragraph 1 take place at a specified place and at a specified time. The place and time referred to in the previous sentence will be announced at the time of the examination and in the digital learning environment [link].

3. If the student was or is unable to attend at the place and time referred to in paragraph 2 due to participation in education or force majeure, an alternative option will be offered.

4. The student may request a copy of his or her written examination work within twenty working days following the announcement of the result of the examination.
### 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 or is unable to attend the collective discussion due to participation in education or force majeure. Section B includes a list of those units of study for which a collective post-examination discussion is organised.

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 results and date of the final examination after it has 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.

3. The regulations governing the award of the designation “cum laude” (with distinction) are contained in the Rules and Regulations for the Examinations Board.

### Article 4.12  Diploma and transcript

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 component 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 ECTS obtained and when the examinations were completed.

3. The student can, within twenty working days and providing adequate 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 Regulations governing Fraud and Plagiarism for UvA Students apply in full.

2. Electronic detection software programs will 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. Academic student counselling and study progress

#### Article 5.1  Administration of study progress and academic student counselling

1. The dean is responsible for the correct registration of the students’ study results in SIS. After the assessment of a unit of study has been registered, every student has the right to inspect the result for that unit of study via SIS and also to have a list of the results achieved put at his/her disposal in SIS.

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 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 unit of study 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 will only be processed if accompanied by a recommendation from a student counsellor. The recommendation may be no more than twelve weeks old and must in part be based on a recent statement from a physician or psychologist. In the case of a chronic disability, however, the said recommendation need only be provided once.

3. The dean or, on his/her 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. 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.

5. 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.

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.

7. The statement referred to in paragraph 6 is valid for a maximum period of one year. The period of validity can be extended on the recommendation of a student counsellor.

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 dean 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 (Section A)

1. Any amendment to Section A of the Teaching and Examination Regulations will be adopted by the dean, with due observance of the guideline under Section 9.5 of the WHW adopted by the Executive Board with regard to Section A, and with due observance of the competences of the relevant representative bodies.

2. An amendment to this section of the Teaching and Examination Regulations only pertains 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 transitional provisions described in Section B apply for students who started the programme under a previous set of Teaching and Examination Regulations.
Article 7.3 Publication
1. The dean will ensure the appropriate publication of Sections A and B of these Regulations, and any amendments to them.
2. The Teaching and Examination Regulations will be posted on the faculty website no later than 1 September of the academic year in which they are applicable and must also be included in the course catalogue.

Article 7.4 Effective date
Section A of these Regulations will come into force as of 1 September 2015.

Thus drawn up by the dean of the faculty ……. on …… 20...
Section B: Programme-specific section

1. General provisions

Article 1.1 Definitions
[a. xxx xxxx
b. xxx xxxx
eetc.]

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 [Dutch/English].
[1a. optional: The part-time programme has a nominal study duration of […] year(s)].
[1b. optional: This programme is offered in partnership with [the] ...... University …. and leads to a joint degree.]
2. The programme has a workload of [optional: 60/120/180] ECTS.

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. …..
4. Any individual who has obtained a Bachelor’s degree in academic higher education on [one of the] degree programme[s] at the [optional: UvA / 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. 
   [optional: For major X this concerns major or minor Y].

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] ECTS 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.

[optional]: Article 3.3 Limited programme capacity

1. The dean 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 dean 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;
[optional: - foreign examinations that included Dutch, designated by the UvA.]

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 UvA 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 the University of 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:
   a. compulsory units of study
   [b. practical exercise]
   [c. electives]
   [d. etc.]

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

<table>
<thead>
<tr>
<th>Year 1</th>
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<tbody>
<tr>
<td>Name of unit of study</td>
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</tbody>
</table>
[optional: year 2/3]

<table>
<thead>
<tr>
<th>Name of unit of study</th>
<th>Unit of study 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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[optional: Article 4.3  Practical exercise]

<table>
<thead>
<tr>
<th>Name of unit of study</th>
<th>Unit of study code</th>
<th>Number of credits</th>
<th>Period or semester</th>
<th>Teaching method</th>
<th>Type of test</th>
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</table>

[optional:] Article 4.4  Electives

The student can take [option: one of] the following units of study as part of the electives:

<table>
<thead>
<tr>
<th>Name of unit of study</th>
<th>Unit of study 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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</table>

If the student wishes to take a different unit of study 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.

Article 4.6  Further conditions concerning registering for units of study and examinations

A student who does not wish to take an examination for which he/she has registered must cancel his/her registration in the following manner....

Article 4.7  Further conditions for examination opportunities and collective post-examination discussions

1. A collective post-examination discussion is organised for the following units of study.

...
optional: Article 4.8 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 4.9 Further conditions for exemption
[1. A maximum of …. ECTS of the curriculum can be accumulated through granted exemptions.
2. With regard to exemptions, the following also applies: ......]

Article 4.10 Validity period for results
1. The validity period for examinations and exemptions from examinations is ...
2. The validity period of examinations and exemptions from examinations is limited as follows: ....................

Article 4.11 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 (Section B)
1. Any amendment to the Teaching and Examination Regulations will be adopted by the dean 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 Section B of the Teaching and Examination Regulations requires the approval of the faculty representative advisory body if it concerns components not related to the subject of Section 7.13, subsection 2 under a to g, and subsection 4 of the WHW. Components related to the subject of Section 7.13, subsection 2, under v must be submitted to the faculty representative advisory body for advice.
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 dean 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
Section B of these Regulations enters into force with effect from 1 September 201...

Thus drawn up by the dean on … 20....

Advice from Boards of Studies,
……., on [date] …...
……., on [date] …...
……., on [date] …...

Approved by authorised representative advisory body on [date] …....
Appendix I

List of articles in these regulations derived from sections of the WHW mandating the inclusion of provisions in an OER (“boxed” texts).

<table>
<thead>
<tr>
<th>Section A</th>
<th>OER</th>
<th>WHW</th>
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<tbody>
<tr>
<td>Art. 1.1</td>
<td>7.13, subsection 1</td>
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</tr>
<tr>
<td>Art. 2.1</td>
<td>7.13, subsection 2 (w)</td>
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<tr>
<td>Art. 3.2</td>
<td>7.13, subsection 2 (e)</td>
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<tr>
<td>Art. 4.2</td>
<td>7.13, subsection 2 (h) and (l)</td>
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<tr>
<td>Art. 4.3</td>
<td>7.13, subsection 2 (n)</td>
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<tr>
<td>Art. 4.4</td>
<td>7.13, subsection 2 (o)</td>
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<td>Art. 4.5</td>
<td>7.13, subsection 2 (j) and (h)</td>
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<td>7.13, subsection 2 (r)</td>
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<td>Art. 4.8</td>
<td>7.13, subsection 2 (k)</td>
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<td>Art. 4.9</td>
<td>7.13, subsection 2 (p)</td>
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<td>Art. 4.10</td>
<td>7.13, subsection 2 (q)</td>
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<td>7.13, subsection 2 (a)</td>
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<td>7.13, subsection 2 (u)</td>
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<tr>
<td>Art. 5.2</td>
<td>7.13, subsection 2 (m)</td>
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<thead>
<tr>
<th>Section B</th>
<th>OER</th>
<th>WHW</th>
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<tbody>
<tr>
<td>Art. 1.2</td>
<td>7.13, subsection 2 (i)</td>
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<tr>
<td>Art. 2.1</td>
<td>7.13, subsection 1 (b) and (c)</td>
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<td>Art. 2.2</td>
<td>7.13, subsection 2 (c)</td>
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<td>Art. 3.1</td>
<td>7.25, subsection 4</td>
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<td>7.13, subsection 2 (a)</td>
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<td>7.13, subsection 2 (e), (h), (j) and (l)</td>
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<td>7.13, subsection 2 (t)</td>
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<td>Art. 4.4</td>
<td>7.13, subsection 2 (e), (h), (j) and (l)</td>
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<td>7.13, subsection 2 (s)</td>
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<td>7.13, subsection 2 (k)</td>
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Appendix II

List of UvA official guidelines to deans, as per Section 9.5 of the WHW

*OER structure is an official guideline*
Adopted: 20 November 2012
Entered force: 1 September 2013

Section A

Art. 4.5, paragraph 3 *Most recent mark applies*
Adopted: 14 February 2008
Entered force: 14 March 2008

Art. 4.6 *Marks*
Adopted: 14 February 2008
Entered force: 14 March 2008

(5.5 as pass threshold)

(Final marks 5.1 to 5.9 are not awarded)
Adopted: 27 January 2014
Entered force: 1 September 2014

Art. 4.13 *Fraud and plagiarism*
Adopted: 25 May 2010
Entered force: 1 September 2010

Section B

Art. 3.1, paragraph 6 *Prerequisites for admission*
Adopted: 22 June 2006
Entered force: 22 June 2006
Withdrawn: 1 September 2014
Appendix III

List of University of Amsterdam publications referred to in the model OER or otherwise relevant to it.

- Regulations Governing Fraud and Plagiarism for UvA Students, 2008 (last amended in 2010)
- Code of Conduct Governing Foreign Languages at the University of Amsterdam, 2000
- UvA Assessment Policy Framework, 2010
- Model Rules and Guidelines for the Examinations Board
- Model Programme Charter