UNIVERSITEIT VAN AMSTERDAM

MODEL TEACHING AND EXAMINATION REGULATIONS

MASTER's Degree Programmes

A. Model faculty section

B. Model programme-specific section

Adopted by the Executive Board,
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Disclaimer: This translation is provided for information purposes only. In the event of a difference of interpretation, the original Dutch version of this document is binding.

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 (WHW) in 1993, the key elements of the curriculum and examinations for each degree programme must be established in Teaching and Examination Regulations (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 into two components (Section A and Section B) that together make up the OER. Section A, which may be regarded as the Faculty section, includes provisions that may apply to multiple programmes. Section B includes provisions that are programme-specific. Although these two components are parts of a whole and together make up the Teaching and Examination Regulations of a degree programme or a group of programmes, they may be amended separately from one another.

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. The model contains five kinds of provisions.

Most of its articles cover topics that 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.

The articles that have been placed in a box and shaded in grey indicate that the relevant subject should be regulated and organised this way, as an official UvA guideline is concerned. These official guidelines are adopted by the Executive Board, with due observance of the authorities of the representative advisory bodies on the matter. The dean may not deviate from these guidelines. Appendix II provides an overview of the official guidelines that are relevant to this model OER, including the date upon which the decision was adopted as well as the effective date.

For the sake of the readability of the OER, the OER includes articles that have been directly taken or paraphrased from the WHW. The representative advisory bodies' right of consent/to be consulted shall not apply to these articles. The text of these articles has been placed in a double box.

Articles that are not applicable to all programmes are preceded by the word 'optional', in italics and between square brackets: *[optional:]*
Optional sections of articles are also enclosed in square brackets.

The remaining, unboxed, articles are items that are not governed by specific inclusion in the OER pursuant to the WHW, and have not been adopted as official guidelines either. In part, these relate to topics that are regulated in the WHW, but for which there is no explicit indication that these subjects

should be included 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 recommended that these articles be included in the OER as they appear in the model.

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.

Pursuant to the provisions of Section 9.38 under b, of the WHW, the Faculty Student Council shall have the right of consent regarding the adoption and amendment of the Teaching and Examination Regulations in relation to the subjects referred to in Section 7.13, subsection 2, under h through u, x and y, of the WHW. The Faculty Student Council is also free to provide unsolicited advice in respect of the other subjects.

The Programme Committees have the right of consent regarding the adoption and amendment of the Teaching and Examination Regulations in relation to the subjects referred to in Section 7.13, subsection 2, under a1 through e, g and v, of the WHW. The Programme Committee shall have the right to be consulted regarding subjects for which it does not have right of consent.

For other rights and obligations, you are referred to the Students' Charter.

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Section A: Faculty-wide section

1. General provisions

Article A1.1 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-wide section (A) and a programme-specific section (B). Section A contains general provisions and applies to the teaching and examinations of the Bachelor's degree programmes of the Faculty of ..... Section B contains programme-specific provisions. Together, Section A and Section B constitute the programme's Teaching and Examination Regulations.
3. These Regulations can be declared to apply equally to the joint degree programmes and units of study referred to in Section 7.3c of the Dutch Higher Education and Research Act (WHW) that are co-organised by the Faculty.
4. These Regulations apply to everyone enrolled in (units of study of) the programme, irrespective of the academic year in which the student 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 programme in question.

Article A1.2 Definitions

In these regulations, the following words shall have the following meanings assigned to them:

a. EC (European Credit):	a credit with a workload of 28 hours of study;
b. final examination:	the final examination of the Master's programme;
c. Examinations Board:	the Examinations Board for one or more faculty degree programmes, in accordance with Section 7.12 of the WHW;
d. examiner:	the person appointed by the Examinations Board to administer examinations and determine their results in accordance with Section 7.12c of the WHW;
e. fraud and plagiarism:	a student's acts or failures to act that make it wholly or partially impossible to accurately judge their knowledge, understanding and skills, please see the Rules and Guidelines of the Examinations Board [faculty link] for further regulations on fraud;
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 study 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 degree programme component assessed by means of an examination;
h. degree programme:	a coherent whole of units of study, aimed at achieving clearly defined objectives regarding the knowledge, understanding and skills to be acquired by the student enrolled in the degree programme and assessed by means of the examination. All units of study are assessed by means of an examination;
i. programme charter:	the part of the Students' Charter specific to the degree programme in accordance with Section 7.59 of the WHW; see [faculty website link] [prospectus]
j. period:	a part of a semester;

k. practical exercise:	participation in practical training or in another educational learning activity aimed at acquiring certain academic or other skills. Examples of practical exercises include: • researching and writing a final paper or 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 • completing a work placement;
l. curriculum:	the totality and cohesion of the components, teaching methods, contact hours, testing and examination methods and prescribed literature;
m. thesis:	a unit of study comprising research into the literature and/or contributing to scientific research, always resulting in a written report;
n. final paper:	see thesis;
o. SIS: the Student Information System;	
p. prospectus:	the degree programme guide containing a detailed description of the programme-specific provisions and other programme-specific information. The prospectus is available at prospectus;
q. workload:	the workload of the unit of study to which an examination applies, expressed in terms of EC credits. The workload for 1 year (1,680 hours) is 60 EC;
r. academic year:	the period commencing on 1 September and ending on 31 August of the following calendar year;
s. examination *('tentamen')*:	an assessment of a 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 or other examinations. A resit always covers the same material as the original examination;
t. Admissions Board:	the committee that assesses whether candidates comply with the requirements for admission to the Master's programme of their choice;
t. university:	the University of Amsterdam;
u. the Act:	the Higher Education and Research Act (WHW); The other terms have the meanings ascribed to them by law.

2. Prior education and admission

Article A2.1 Previous education

1. In order to enrol in a Master's programme, a Bachelor's degree from a research university is required. The requirements with which the Bachelor's degree must comply are stipulated in Section B.
2. If a candidate does not hold a Bachelor's degree as referred to in paragraph 1, the programme's Admissions Board will assess the candidate's suitability for the programme based on 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 candidate must have obtained a Master's degree in the relevant field as referred to in Section 7.10a of the WHW.

Article A2.2 Registration and enrolment

1. The final application deadline for the Master's programme is stated in Article B3.4.

Article A2.3 Faculty Admissions Board

1. The dean will appoint one or more Admissions Boards.
2. The dean will appoint the members of the Admissions Board following consultation with the programme directors and Examinations Boards of the programmes concerned.

Article A2.4 Admissions procedure

1. The Admissions Board is responsible for all admissions to the programme.
2. With a view to admitting students to the programme, the Admissions Board assesses candidates' knowledge, understanding and skills. The Board may request experts from 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. The Board includes knowledge of the language in which the programme will be taught in this assessment.
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 A2.5 Refusal or termination of enrolment (iudicium 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 the student 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 notified 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. Structure of the degree programme

Article A3.1 Structure of the academic year
The degree programme will be provided in a semester structure as outlined in the Decision on the Academic Calendar for education according to model 8-8-4 for the 2016-2025 Decision on the Academic Calendar and the Teaching-free Week Decision.

Article A3.2 Structure of the degree programme and participation in education activities
1. The programme comprises the units of study referred to in Section B.
2. Section B specifies the scope of the programme in EC.
3. The programme comprises a compulsory component, an individual Master's thesis or scientific work placement and, where applicable, a subject-specific optional component, as specified in Section B.
4. Further conditions with regard to registration for participation in a unit of study, if applicable, are outlined in Section B.

4. Assessment and examinations

Article A4.1 Participation in examinations
1. Students who have registered correctly for participation in a unit of study and who have been admitted to this unit of study will automatically be registered to take part in the associated examination. Further provisions in relation thereto, if applicable, are included in Section B.
2. The provisions of paragraph 1 do not apply to students who are enrolled exclusively in one or more Bachelor's programmes. These students are not entitled to participate in examinations and final examinations of Master's programmes, and therefore cannot be registered for them.
3. Students who fail an examination at the first attempt are registered automatically for participation in a resit, unless stipulated otherwise in Section B.
4. Students must register for participation in units of study for which they are not automatically registered. Registration in such cases can only take place during specifically designated periods. The registration periods and procedures for a unit of study shall be established by the dean by 1 June and shall be published on [link].

Article A4.2 Type of examination
1. Section B stipulates the way in which units of study are concluded and what form examinations shall take.
2. The Examinations Board may, at a student's request, permit a different form of examination than stipulated in Section B. Where applicable, detailed rules are provided in the Rules and Guidelines of the Examinations Board.
3. Where a unit of study is no longer offered, Section B will include a transitional arrangement.
4. The remaining procedures for examinations and the guidelines and directives for the assessment and determination of test and examination results are set out in the Rules and Guidelines of the Examinations Board.
5. If a unit of study involves a written examination, students shall be entitled to receive a mock exam with model questions and answers, plus information about the duration, form, types of questions and content of the actual examination.

Article A4.3 Oral examinations

1. No more than one student at a time may be administered an oral examination, unless Section B provides otherwise for the unit of study in question.
2. Unless determined otherwise by the Examinations Board, a second examiner shall be present at the administration of oral examinations or an audio recording shall be made of the examination.
3. The examiner shall draw up a report of the oral examination, which will include a brief summary of the questions. A written report may be substituted by an audio recording. The student may not take the written report or audio recording with them afterwards.
4. The remaining procedures for examinations and the guidelines and directives for the assessment and determination of test and examination results are set out in the Rules and Guidelines of the Examinations Board.

Article A4.4 Determination and announcement of assessment results

1. The examiner shall determine the result of an examination (or interim examination) as quickly as possible. Section B sets out a maximum period, however this period shall not exceed twenty working days. The examiner is responsible for ensuring that the marking period is observed. The examiner shall submit the necessary information to the Programme Administration, which ensures that the marks are registered immediately. Registration by the Programme Administration qualifies as immediate notification. The Programme Administration shall ensure that the student is notified of the mark, taking due account of the applicable confidentiality standards.
2. When issuing the results of an examination, the student shall be informed of their right as referred to in Articles 4.9 and 4.10 to inspect and discuss the examination, as well as the option to appeal to the Examination Appeals Board.
3. The remaining procedures for examinations and the guidelines and directives for the assessment and determination of test and examination results are set out in the Rules and Guidelines of the Examinations Board.
4. A student may lodge an appeal with the Examination Appeals Board against the way in which the result was determined 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 A4.5 Examination opportunities

1. Students shall be offered two opportunities to take part in examinations over the course of the academic year, unless otherwise stipulated in Section B.
2. Paragraph 1 shall not apply to work placements or theses [*optional*: or ...]. The relevant resit options are detailed in the applicable work placement manual or graduation handbook.
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 is specified in Section B.
5. Further conditions with regard to resits are included in Section B, where applicable.

Article A4.6 Marks and other results

1. Marks are awarded on a scale from 1 to 10, with a maximum of one decimal.
2. A mark of 5.5 or above is considered a passing grade.
3. Results that are not expressed in marks are graded in terms of 'requirements met' (AVV) or 'failed to meet the requirements' (NAV), or in terms of a 'pass' (VOL) or a 'fail' (ONV).
4. Students who are registered for an examination or for participation in another type of final assessment, but who do not participate, shall be given the qualification of 'not attended' (NAP).

Article A4.7 Exemption

1. At the written request of a student, the Examinations Board may exempt the student from taking one or more examination components.
2. The Examinations Board will make a decision within 20 working days of receiving the request.
3. This exemption does not apply to the Master's thesis.
4. Further conditions with regard to exemptions are – where applicable – included in Section B and/or the Rules and Guidelines of the Examinations Board.

Article A4.8 Validity period of results

1. The dean may limit the validity period of the results of examinations that a student has passed and of exemptions they have been granted if the knowledge, understanding and/or skills that were tested is or are demonstrably outdated.
2. Section B determines which results of examinations that a student has passed and which exemptions they have been granted are subject to a limited validity period.
3. In individual cases, contrary to the provisions of paragraph one, the Examinations Board may decide to extend by a limited period of time the validity period of the results of an examination that has been passed or an exemption that has been granted.
4. The validity period of an interim examination is limited to the academic year in which it was obtained or until the end of the unit of study in question, as determined in Section B.

Article A4.9 Right to inspection

1. For a period of at least 20 working days after the announcement of the results of a written examination (or interim examination), students shall, at their request, be allowed to inspect their assessed work, the questions and assignments therein and, where possible, the standards upon which the assessment was based.
2. The examiner may determine that this right to inspection or perusal referred to in the first paragraph is to be granted at a specific time and location. The place and time referred to in the previous sentence shall be announced during the examination and in the online learning environment [link].
3. If a student cannot be present at the time and location referred to in the second paragraph due to force majeure or participation in education, they will be offered an alternative opportunity.
4. Students may request a copy of their written examination work within twenty working days following the announcement of the results of the written examination.
5. The right to inspection applies in full to digital examinations.

Article A4.10 Post-exam discussion

1. If a collective post-exam discussion has been organised, an individual post-exam discussion will only take place if the student attended the collective post-exam discussion or was unable to attend the collective post-exam discussion due to force majeure or participation in education.
2. Students who satisfy the requirements stipulated in paragraph 1 may request an individual post-exam discussion from the relevant examiner. The examiner shall determine the time and place of the post-exam discussion.

Article A4.11 Master's final examination

1. The Examinations Board shall determine the results and date of graduation if and when it establishes that the student has passed all of the units of study within the programme.
2. A degree certificate can only be awarded once the Executive Board declares that the student has complied with all the procedural requirements, including the payment of tuition fees.
3. The rules for conferring the designation of cum laude are set out in the Rules and Guidelines of the Examinations Board.

Article A4.12 Degree certificate and statement

1. The Examinations Board will issue a degree certificate as proof that the student has passed their final examination. The model of the degree certificate is set by the Executive Board. The Examinations Board shall add a diploma supplement to the degree certificates, providing insight into the nature and content of the completed programme. The diploma supplement will be written in Dutch or English and will comply with the European format.
2. Students who have passed more than one examination and to whom no certificate as referred to in paragraph 1 can be presented may request a statement from the relevant Examinations Board, indicating in any event which examinations they have successfully completed, with a description of the units of study to which they relate, the number of EC obtained and when they passed the examinations.
3. Students can submit a substantiated request to the Examinations Board to postpone the conferral of the degree certificate within *[option: two weeks]* of having received notification that they are to be presented with the certificate.

Article A4.13 Fraud and plagiarism

1. The provisions of the Regulations governing Fraud and Plagiarism in the Rules and Guidelines of the Examinations Board shall apply in full.
2. Electronic detection software will be used to detect plagiarism in texts. In submitting a text, a student implicitly consents to the text being entered in the database of such detection software.

5. Academic student counselling and study progress

Article A5.1 Study progress administration and academic student counselling

1. The dean is responsible for the correct registration of students' study results in SIS. Once the assessment of a unit of study has been registered in SIS, each student can inspect their results for that unit of study and access an overview of the results obtained in SIS.
2. Enrolled students are entitled to academic student counselling. The types of academic student counselling available are described in Section B.

Article A5.2 Adaptations for students with a disability or a chronic disease

1. Students with a disability or a chronic disease can submit a written request for necessary adaptations to courses, practical training and examinations to accommodate their disability.
2. Adaptations to courses, practical training and examinations shall be tailored as far as possible to the individual need of the student concerned. The adaptations should not compromise the quality or degree of difficulty of a unit of study or examination. In all cases, the student must fulfil the exit qualifications.
3. If a request as referred to in paragraph 1 is approved, the student must make an appointment with the study adviser to discuss the form these facilities will take.
4. The dean or, on their behalf, the College/Graduate School director or the programme director shall decide on adaptations concerning teaching facilities and logistics.
5. The Examinations Board decides on requests for adaptations to examinations. A request shall only be taken into consideration if it is accompanied by a recommendation from a student counsellor that is based in part on a recent statement from a physician or psychologist registered in the Dutch BIG register of health-care professionals. The student must make an appointment with the dean for this purpose. In the case of a chronic disability the foregoing recommendation need only be provided once.
6. Requests for adaptations shall be refused in the event that granting the request would put disproportionate strain on the organisation/resources of the Faculty or University.
7. If a request as referred to in the first paragraph is granted.

8. If the student's disability necessitates an extension of the time set for completing an examination, the Examinations Board shall provide a statement proving the student's entitlement to this extension. The Examinations Board shall also communicate the validity period of the statement.

6. Teaching evaluation

Article A6.1 Teaching evaluation

The teaching evaluation shall take place in the manner determined in Section B.

7. Hardship clause

Article A7.1 Hardship clause

In instances not regulated by the Teaching and Examination Regulations or in case 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.

8. Transitional and final provisions

Article A8.1 Amendment and periodic review (Section A)

1. Amendments to Section A of the Teaching and Examination Regulations will be adopted by the dean with due observance of the regulations pursuant to Section 9.5 of the WHW, as adopted by the Executive Board in relation to Section A, and with due observance of the relevant authorities of the representative advisory bodies.
2. Amendments to this section of the Teaching and Examination Regulations pertaining to the current academic year can only be made if they do not demonstrably harm the interests of the students.

Article A8.2 Transitional provisions

Contrary to the provisions of the applicable Teaching and Examination Regulations, students who started their degree programmes under previous Teaching and Examination Regulations will be subject to the transitional arrangements outlined in Section B.

Article A8.3 Publication

1. The dean will ensure proper publication of Sections A and B of these Regulations, as well as all amendments to them.
2. The Teaching and Examination Regulations shall be posted on the Faculty website no later than 1 September of the academic year in which they are applicable and shall be expected to be included in the Course Catalogue.

Article A8.4 Effective date

Section A of these Regulations shall enter into force on ..... 20..

Adopted by the dean on …… 20..

Approval and advice of the faculty representative advisory body,
……, dated ……..
……, dated ……..
……, dated ……..

Section B: Programme-specific section

1. General provisions

Article B1.1 Definitions
[a. xxx xxxx
b. xxx xxxx etc.]

Article B1.2 Degree programme information

The degree programme [...] – CROHO number […] – is offered on a [*optional*: full-time, part-time, combined work-study] basis and the language of instruction is [*optional*: Dutch/English].
[1a. *optional*: The part-time variant has a nominal study duration of [....] years.]
[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] EC.

[only for programmes that take part in the flexible learning pilot programme]

Article B1.2a Flexible learning
The programme takes part in the flexible learning pilot, for which permission for participation was granted by the Minister of Education, Science and Culture, in accordance with Section 17k of the Decree regarding experiments in flexible higher education (*Besluit experimenten flexibel hoger onderwijs*). The UvA Flexible Learning Pilot regulations, which are part of the Enrolment Provisions of the UvA, shall apply to the foregoing.

Article B1.3 Entry date
The programme is [*optional:* exclusively] offered starting in the first semester of an academic year (1 September) [*optional:* and at the start of the second semester (1 February)]. [*Optional*: This entry date/Each of the entry dates specified in this paragraph] ensures the curriculum can be completed within the nominal time period.]

2. Programme objectives and exit qualifications

Article B2.1 – Objective and exit qualifications of the degree programme
1. The programme aims to: .....
2. In any case, a graduate of the degree programme shall have:
knowledge and understanding in the field of ……
[3. Optional: Without prejudice to the provisions in paragraph 1, graduates of the major X shall have
- knowledge and understanding in the field of …
- …
etc.]

3. Further admission and selection requirements

Article B3.1 Admission and selection requirements

1. Admission to the Master's programme is possible for individuals who hold a Bachelor's degree obtained at an institution for higher academic education and who are able to demonstrate the knowledge, understanding and skills listed below:
   a. knowledge: [….]
   b. understanding: [….]
   c. skills: [….]
2. Whether or not the prospective student satisfies the admission requirements will be examined by the Admissions Board.
3. *[optional]* In addition to the requirements referred to in the first paragraph, the Board will also assess requests for admission in terms of the following selection criteria:
   a. [*optional:* talent and motivation];
   b. [*optional:* proficiency in methods and techniques; i.e.….]
   c. [*optional:* a final examination average (GPA) of at least…]
   d. [*option:* command of the English language at … level]
   e. etc. *[optional]*
4. Any individual shall meet the requirements referred to in paragraph 1 if that individual has obtained a Bachelor's degree in academic higher education for [one of] the degree programme[s] at the:
   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 the X specialisation, this is the Y specialisation or minor].
6. When the programme commences, prospective students must have fully completed the Bachelor's programme [*optional:* or the pre-Master's programme] allowing admission to this Master's programme.

Article B3.2 Pre-Master's programme

1. Holders of a Bachelor's degree in a field that sufficiently corresponds with the field of the Master's programme may apply for admission to the pre-Master's programme.
2. For information about the content of the pre-Master's programme, see Article B5a.1 [*optional:* ff.] of the Teaching and Examination Regulations of the Bachelor's programme […] .
3. Proof of a successfully completed [*optional: p*re-Master's programme] shall serve as confirmation of admission to the Master's programme specified within it in the subsequent academic year (unless that Master's programme has limited capacity).

[optional]: Article B3.3 Limited programme capacity

1. The [name of degree programme] programme has a maximum programme capacity of […] as determined by the dean by decision dated [date].
2. The dean will, if necessary, announce the maximum programme capacity of the degree programme by 1 [*optional*: May] prior to the start of the academic year.
3. Candidates shall be selected in the following way:
   a.
   b.
4. After attending a pre-Master's programme, students are required to meet the admission and selection criteria for the Master's programme with limited programme capacity.

Article B3.4 Final deadline for registration
Candidates must submit a request to be admitted to the degree programme via Studielink by [1 June] [date] …

Article B3.5.a Dutch-language requirements for Dutch-language Master's programmes
A student whose previous education was not in a Dutch-speaking country must demonstrate that they has sufficient proficiency in Dutch in order to follow academic higher education successfully.
This requirement can be met by the successful completion of one of the following examinations:
[*optional*]
- the state examination for Dutch as a Second Language, exam II (NT2 II);
- CNaVT (Dutch as a Second Language Certificate) at Beginner's Level (for Education);
- CNaVT (Dutch as a Second Language Certificate) at Professional Level (for Education);
- foreign examinations that included Dutch, designated by the UvA.

or

Article 3.5b English-language requirements 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:
   - IELTS: 7, subscores 6.5 [high range: 7, subscores 7];
   - TOEFL internet-based test: 92, subscores 22 [high range: 100, subscores: Reading 24, Listening 22, Speaking 25, Writing 24];
   - Cambridge Advanced English: C1 advanced with a minimum score of 180 [high range: from score 190].

   This examination must have been taken within two years before the student's enrolment.
2. *[optional]* An exemption from the English examination referred to in the first paragraph shall be granted to students who:
   - had previous education in secondary or tertiary education in one of the following English-speaking countries: Australia, Canada (with the exception of the province of Quebec), New Zealand, Ireland, the United Kingdom or the United States of America;
   - hold an English-language International Baccalaureate;
   - passed the final examination for the subject of English as part of one of the following diplomas: VWO, Dutch HBO, German Abitur, Belgian ASO (Flemish), etc.;
   - hold GCSE/IGCSE and three GCE A-levels.

4. Curriculum structure

Article B4.1 Compulsory units of study
The compulsory units of study are:
First year

name of unit of study	code of unit of study	number of credits	period or semester	teaching method	compulsory attendance and participation	assessment format	level	practical exercise

[*optional*: second/third year]								
name of unit of study	code of unit of study	number of credits	period or semester	teaching method	compulsory attendance and participation	assessment format	level	practical exercise

[optional: Article B4.2 Electives
Students may follow [*optional*: one of] the following units of study as part of the electives:

number of credits	period or semester	teaching method	compulsory attendance and participation	assessment format	level	Practical exercise

If a student wishes to follow a different unit of study than the units of study listed, prior permission must be obtained in writing from the Examinations Board.]

Article B4.3 Free curriculum

1. Subject to the conditions specified below, students have the option to compile a curriculum of their own choice which deviates from the curricula stipulated by the degree programme.
2. The composition of this curriculum must first be approved by the most relevant Examinations Board.
3. The free curriculum will be compiled by the student from among the units of study offered by the University of Amsterdam and must possess at least the extent, breadth and depth of a regular Master's programme.

[optional: 4. Eligibility for a Master's degree will depend on satisfaction of the following conditions at the very least:

a. The student has obtained at least ... EC credits from the regular study programme.
b. The level of the curriculum fulfils the objectives and learning outcomes applicable to the programme in which the student is enrolled.]

Article B4.4 Sequence of examinations

The examinations [and/or practical exercises] of the following components cannot be taken until after the student has passed the examination or the examinations of the specified components:
…… after passing ……
…… after passing …… and ……
Etc.

Article B4.5 Cancelling examinations

1. Students who do not wish to sit an examination for which they have registered must terminate this registration as follows …

Article B4.6 Further conditions for examination opportunities

Examination resits are subject to the following additional conditions:
…..
…..

[optional: Article B4.7 Participation in practical exercises and tutorials with a practical component/assignments]

1. In the case of a practical training, students shall be required to attend [*optional*: at least ...% of] the practical sessions. Should the student attend less than … % of practical sessions, the student must repeat the practical training, or the Examinations Board may have one or more supplementary assignments issued.
2. In the event of tutorials with a practical component/assignments, the student must attend at least …% of the tutorial sessions. Should the student attend less than … %, the student must repeat the tutorial, 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, allow for an exemption from this requirement if, in the opinion of the Board, the assessment of the intended skills is also possible with a diminished percentage of participation, with or without the imposition of supplementary requirements.
4. Without prejudice to the provisions of paragraph 2, students who attend less than ..% may be excluded from participation in the examination.

[optional: Article B4.8 Further conditions for exemptions
1. A maximum of .... EC of the curriculum may be obtained through granted exemptions.
2. With regard to exemptions, the following shall also apply:.....]

Article B4.9 Validity period of results
The validity period of the results of examinations and examination exemptions is limited as follows:
……..

Article B4.10 Degree
Students who have passed the Master's final examination successfully shall be awarded the degree of Master of [*optional*: Arts/Science/Laws]. The degree awarded shall be stated on the degree certificate. If it is a joint degree, this fact will be stated on the degree certificate.

5. Academic student counselling

Article B5.1 Academic student counselling
The academic student counselling for this programme consists of:
……. (e.g. tutors, mentors, study advisers, etc.)

6. Teaching evaluation

Article B6.1 Teaching evaluation
Teaching evaluation shall take place as follows:
……*[optional]* 'by UvA Q' (or)
[optional] 'by focus groups organised by the Programme Committee'

7. Transitional and final provisions

Article B7.1 Amendment and periodic review (Section B)
1. Amendments to Section B of the Teaching and Examination Regulations shall be adopted by the dean after taking advice from the relevant Programme Committee. 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 subjects of Section 7.13, paragraph 2, sub a-g, and paragraph 4, of the WHW. Components related to the subjects of Section 7.13, paragraph 2, under v must be submitted to the Faculty representative advisory body for advice.
3. Amendments to the Teaching and Examination Regulations may only pertain to an academic year that is already in progress if it can be demonstrated that this amendment does not harm the interests of students.

Article B7.2 Transitional provisions
Contrary to the provisions of the applicable Teaching and Examination Regulations, students who started their degree programmes under previous Teaching and Examination Regulations will be subject to the following transitional arrangements:
…..
…..

Article B7.3 Publication

1. The dean will ensure appropriate publication of the Regulations, as well as all amendments to them.
2. The Teaching and Examination Regulations will be published on the Faculty's website and are to be included in the prospectus.

Article B7.4 Effective date

Section B of these Regulations shall enter into force on 1 September 20..

Adopted by the dean
on …….. 20….

Adopted by the dean
on ……...….. 20….

Approval and advice of the faculty representative advisory body,
……, dated ……..
……, dated ……..
……, dated ……..

Explanatory notes to the Model Teaching and Examination Regulations for MASTER's degree programmes

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, of the WHW 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. Appendix I to these explanatory notes includes an overview of the relevant articles of the OER and the corresponding sections of the WHW.

Pursuant to the provisions of Section 9.38, under b, of the WHW, the Faculty Student Council shall have the right of consent regarding the adoption and amendment of the Teaching and Examination Regulations in relation to the subjects referred to in Section 7.13, subsection 2, under h through u, x and y, of the WHW. The Faculty Student Council is also free to provide unsolicited advice in respect of the other subjects.

The Programme Committees have the right of consent regarding the adoption and amendment of the Teaching and Examination Regulations in relation to the subjects referred to in Section 7.13, subsection 2, under a1 through e, g and v, of the WHW. The Programme Committee shall have the right to be consulted regarding subjects for which it does not have right of consent.

These explanatory notes indicate whether right of consent from the Faculty Student Council or Programme Committee is required for each of the articles, unless an article only contains (paraphrased) legal text or is a description or an actual situation (e.g. degree programme information).

The model OER is divided into two components (Section A and Section B) that together make up the OER. Section A, which may be regarded as the Faculty section, includes provisions that may apply to multiple programmes. Section B includes provisions that are programme-specific. Although these two components are parts of a whole and together make up the Teaching and Examination Regulations of a degree programme or a group of programmes, they may be amended separately from one another.

In terms of its **structure**, the model OER contained in this document has been adopted by the Executive Board as an official 'guideline to deans' (hereafter 'official guideline'), as defined in Section 9.5 of the WHW. Section 9.5 of the WHW stipulates that the Executive Board may adopt official guidelines regarding the organisation and coordination of the implementation of the powers referred to in Sections 9.14, subsection 3 and 9.15, subsection 1, of the WHW. Section 9.15, subsection 1, establishes the adoption of the OER as one of the powers of the dean. If the Executive Board has invoked its authority to establish an official guideline on a certain subject in the OER, then no deviation is permitted from that guideline. The Central Student Council shall have right of consent regarding the adoption of an official guideline under Section 9.5 of the WHW if that guideline relates to a topic that would have been subject to right of consent from the faculty representative advisory body under the WHW. The faculty representative advisory body's right of consent/right to be consulted shall be forfeited for subjects for which a guideline has been adopted.

The model contains five kinds of provisions.

Most of its articles cover topics that 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.

The articles that have been placed in a box and shaded in grey indicate that the relevant subject should be regulated and organised this way, as an official guideline is concerned. These official guidelines are adopted by the Executive Board, with due observance of the authorities of the representative advisory bodies on the matter. The dean may not deviate from these guidelines. Appendix II provides an overview of the official guidelines that are relevant to this model OER, including the date upon which the decision was adopted as well as the date of entry into force.

Articles that are not applicable to all degree programmes are preceded by the word *'optional' in brackets.* Optional sections of text are also enclosed in square brackets.

The double-boxed articles are sections that are direct excerpts from the WHW or arise directly from the WHW. These articles have been included for the sake of the readability of the OER and with a view to providing clear and adequate information. These articles are not subject to any employee or student participation rights.

The remaining, unboxed, articles are items that are not governed by specific inclusion in the OER by the WHW, nor have been adopted as official guidelines. In part, these relate to topics that are regulated in the WHW, but for which there is no explicit indication that these subjects should be included in the OER. It is recommended that these articles be included in the OER as they appear in the model.

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 provisions 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.

Notes on specific articles

Section A

Chapter 1 – General provisions

Article A1.1 – Applicability of the Regulations
Section A may be regarded as the faculty section. This article indicates to which degree programme or which group of programmes the section applies. In combination with various components of Section B, this section may constitute multiple OERs. Section B includes provisions that are programme-specific. The specification of the responsible faculty is based on the legal principle that education and research should take place at the faculty (Section 9.12 of the WHW) and that programmes are established within a faculty (Sections 9.11 and 9.17 of the WHW).

Article A1.2 – Definitions
The authors of the model OER have chosen to align the definitions used in the OER with the terminology of the WHW as much as possible. In order to promote consistency within the UvA, these definitions should not be deviated from.

Chapter 2 – Previous education and admission

Article A2.1 – Previous education
Anyone who holds a decision for admission to a Master's degree programme may enrol in the relevant Master's programme. This decision regarding admission is obtained through a selection procedure. Section 7.30b of the WHW stipulates that the requirements shall only pertain to knowledge, understanding and skills that can be acquired upon completion of a Bachelor's programme. As such, the admission requirements reflected in this article should be qualitative and should consist of at least two qualitative requirements.

No right of consent: follows directly from provisions of the WHW

Article A2.2 – Registration and enrolment
The programme shall in Section B set out the deadline for enrolment in the programme via Studielink.

Article A2.3 – Faculty Admissions Board
The dean may appoint an Admissions Board for the issuance of decisions regarding admission to the Master's programme. The Examinations Board may also be appointed to execute the responsibilities of the Admissions Board.

Right of consent: Faculty Student Council
Right to be consulted: Programme Committee

Article A2.4 – Admissions procedure
This article is a more detailed elaboration of the provisions of Section 7.30b, subsection 2, of the WHW.

No right of consent: exception provided in Section 9.38, under b, of the WHW.

Article A2.5 – Refusal or termination of enrolment (iudicium abeundi)

Section 7.42a of the WHW stipulates that, in exceptional cases, a student's enrolment in a degree programme may be terminated or refused if that student's actions or remarks show that they are unsuitable either for practising one or more of the professions for which the programme trains students or for the practical preparation for professional practice. This option is only available in highly exceptional circumstances.

The Dutch Federation of University Medical Centres (NFU) has drafted an *Iudicium Abeundi* Protocol as a (procedural) tool to assist in the consultation and preparation of the decision-making process of the Executive Board with regard to the termination or refusal of the enrolment of a student or *extraneus* within the Medicine, Dentistry and Veterinary Medicine degree programmes. This protocol may also serve as a tool for other faculties.

Article A2.5, paragraph 1: no right of consent, follows directly from the WHW

Article A2.5, paragraph 2:
Right of consent: Faculty Student Council
Right to be consulted: Programme Committee

Chapter 3 – Degree programme structure

Article A3.1 – Structure of the academic year
As regards the structure of the academic year, reference is made to the Decision on the Academic Calendar of 22 May 2014, reference 2014cb0200, and the Teaching-free Week Decision of 24 September 2019, reference 2019-090993. This structure outlines in what periods education, examinations and examination resits should take place.

No right of consent

Article A3.2 – Structure of the degree programme and participation in education activities
The starting point is that the curriculum should be laid down in the OER. The prospectus may be consulted for a more detailed description of the components.

Right of consent: Programme Committee

Chapter 4 – Assessment and examinations

Article A4.1 – Participation in examinations
This article sets out the procedure that registration for courses also entails registration for participation in the examination. It is recommended that the rules regarding participation in education activities and examinations be brought to the attention of the students more closely before the start of the academic year.

Students who are only enrolled for one or more Bachelor's programmes are prohibited from taking examinations of Master's programmes. Given the sharp distinction ('*harde knip*') between Bachelor's and Master's programmes, students should be enrolled in a Master's programme in order to take the examinations in a Master's programme.

The third paragraph stipulates that students who have failed to achieve a passing mark for the first opportunity of the examination will be registered for participation in the resit automatically.

Right of consent: Faculty Student Council
Right to be consulted: Programme Committee

Article A4.2 – Type of examination
This article is a reference to the further detailing of the way in which a unit of study is concluded and what assessment format is used, as set out in Section B of the OER or in the prospectus.
The fifth paragraph of this article stipulates that, in the case of units of study including a written examination, students are entitled to receive sample questions with model answers and information about the actual written exam in terms of its length, type, questions and content. These sample questions and any other information on the examination can be disseminated during the lectures.

Right of consent: Faculty Student Council
Right to be consulted: Programme Committee

Article A4.3 – Oral examinations
To ensure legal certainty for students and to prevent any inappropriate conduct, it is recommended that oral examinations be administered by two examiners or that an audio recording be made of the examination. Additional rules on the procedures for oral examinations may be laid down in the Rules and Guidelines of the Examinations Board.

Right of consent: Faculty Student Council
Right to be consulted: Programme Committee

Article A4.4 – Determining and announcing results
Section 7.13, subsection 2, 7.13, subsection 2, of the WHW reads as follows:
'The Teaching and Examination Regulations shall (…) at least set out the period within which the results of an examination will be announced, and the circumstances in which this period may be exceeded, if at all.'

The assessment should be announced to the student within 20 working days after the examination was administered or the essay was submitted. This is what the Executive Board has agreed upon with the Central Student Council and the deans. In the case of an imminent resit, the results must be announced at least ten working days before such a resit, with a view to providing sufficient preparation time for the students.

Pursuant to Section 3:45 of the General Administrative Law Act, the announcement of the results (on SIS) should be paired with a notification of the option to appeal those results before the Examination Appeals Board (within six weeks after announcement). It is recommended that students be informed that it is not necessary to resolve administrative errors via an appeals process at the Examination Appeals Board. They can bring such issues to the attention of the Student Desk. The date of announcement in SIS shall be regarded as the date of the decision that can be appealed. Announcement via Canvas or other channels is provisional only and is not open to appeal.

The determination of the results of examinations is the sole responsibility of the examiner of the course component.

Right of consent: Faculty Student Council
Right to be consulted: Programme Committee

Article 4.5 –Examination opportunities
The 2018 UvA Assessment Policy Framework, which was drafted in part in order to guarantee the university level of graduates at the UvA, stipulates that the Executive Board stimulates a teaching and assessment culture that expresses a 'now or never' philosophy. As such, the Assessment Policy Framework stipulates that each curriculum component shall have no more than one resit opportunity per academic year. This means that, in addition to the initial examination opportunity, students are offered one resit opportunity before the beginning of the next academic year. Specific requirements may be put in place for taking a resit.

Work placements and theses (and any other final essays) may be exempted from the resit opportunity. By way of an official guideline under Section 9.5 of the WHW, the Executive Board has also determined that the most recent examination result shall count, rather than the result that achieved the highest mark. This means that any result obtained previously will be superseded, even if that result was a pass. Current practice at some programmes, which only permit resits for results that have not obtained a passing mark, does not conflict with the foregoing.

Article A4.5, paragraph 3, is exempt from right of consent and consultation, as it is a guideline under Section 9.5 of the WHW

For the rest:
Right of consent: Faculty Student Council
Right to be consulted: Programme Committee

Article A4.6 – Marks and other results
For the sake of, among other things, the interchangeability of components within the university, each examination must yield an unambiguous assessment about whether a student has 'passed or failed'. To that end, the Executive Board, by way of an official guideline under Section 9.5 of the WHW, has determined that a mark of 5.5 or above should be considered a pass mark throughout the university. In order to prevent rounding off errors (e.g. from 5.45 to 5.5), no marks are awarded with two decimal places after the decimal point. Marks are to be rounded off as agreed in the Teaching Logistics Programme, agreements arising from the Marks Registration Project of 15 December 2020.

Right of consent: Faculty Student Council
Right to be consulted: Programme Committee

Article A4.7 – Exemption
Section 7.13, subsection 2, under r, of the WHW reads as follows:
'The Teaching and Examination Regulations shall (...) at least lay down the conditions under which the Examinations Board may exempt students from taking one or more examinations on the basis of examinations or final examinations that the student has already passed in higher education or for knowledge and skills acquired outside higher education.'

It is recommended that the number of (EC for) exemptions be capped and that it be determined that students may only be awarded a diploma from the UvA if they have indeed followed a substantial portion of the programme at the UvA. Degree certificates cannot be issued solely on the merit of exemptions. In addition, it may be determined that there should be no possibility for exemption for the Master's thesis or for other final essays, if they constitute an essential component of the final exemption.

Upon submitting a request for exemption, students should be informed of the situation in a timely fashion. After all, if their request is rejected, they will still have to follow the subject for which they requested exemption. As such, the decision period for an exemption request may be shorter than for other requests to the Examinations Board.

Right of consent: Faculty Student Council
Right to be consulted: Programme Committee

Article A4.8 – Validity period of results
Section 7.10, subsection 4, of the WHW reads as follows:
The institutional management may limit the validity period of examinations a student has passed, subject to the Examinations Board's authority to extend the validity period in individual cases. The validity period of examinations a student has passed and of examination exemptions may only be limited if the knowledge, insight and/or skills tested is or are demonstrably outdated. The institutional management shall establish further rules regarding the implementation of this paragraph and the manner in which the limitation of the validity period reasonably takes into account the special circumstances within the meaning of Section 7.51, subsection 2. The validity period of examinations that have been passed successfully shall in special circumstances, within the meaning of Section 7.51, subsection 2, at least be extended with the duration of the financial support granted under Section 7.51, subsection 1.

Following the foregoing amendment to the WHW, the validity period of results for examinations a student has passed may only be limited if it can be demonstrated that the knowledge or insight that was tested was outdated or if the skills that were tested were outdated.
It is plain that this would be demonstrable for subjects (or subject clusters) in which the education results in very up-to-date knowledge, insights and skills. The dean shall have the responsibility of demonstrating that there is indeed a case of demonstrably obsolete knowledge or insights. For subjects where there is no instance of tested knowledge or insight being demonstrably obsolete, the validity period of the results of examinations passed successfully shall in principle be unlimited.
The Examinations Board will continue to retain the power to extend the validity period of the results of courses for individual cases and should seek to achieve alignment with the period in which a student may claim support from the Profiling Fund.

No right of consent: follows directly from provisions of the WHW

Article A4.9 – Right to inspection
Section 7.13, subsection 2, of the WHW reads as follows:
'The Teaching and Examination Regulations shall (...) at least lay down how and within what period a person who has taken a written examination may obtain access to their assessed work.'
A period of 20 days is generally regarded as a reasonable period of time.

The student will be entitled to a copy of their work, inter alia with a view to submitting an appeal with the Examination Appeals Board. Students may be charged no fee other than for the direct costs of the copy.

Students' right to inspection shall also apply in full to digital examinations.

Right of consent: Faculty Student Council
Right to be consulted: Programme Committee

Article A4.10 – Post-exam discussion
The provisions of this article are based on Section 7.13, subsection 2, under q, of the WHW, which reads as follows:
'The Teaching and Examination Regulations shall (...) at least lay down the manner and period in which questions and assignments that formed part of a written examination and the standards on which the examination was assessed may be inspected.'

This provision is based on the essential principle that students gain knowledge of the questions and model answers in order to gain insight into the extent and gravity of the requirements of the examination.

Although the inspection and post-exam discussion generally take place in a plenary session, it is vital that the student is given the opportunity to receive individual feedback from the examiner on the work they have submitted. This feedback may be given at a pre-arranged place and time, such as following the plenary inspection and discussion session. In the event of *force majeure* resulting in a student being unable to attend the pre-arranged place and time, that student will be afforded another inspection and post-exam discussion opportunity at another time, if possible. This may also be arranged via email or other digital means.

Right of consent: Faculty Student Council
Right to be consulted: Programme Committee

Article A4.11 – Master's final examination
The Examinations Board shall make an objective and expert determination of whether students have fulfilled the criteria in respect of the knowledge, insight and skills needed to obtain a degree. The Examinations Board shall guarantee the quality of the examinations and final examinations and shall lay down guidelines and instructions for the assessment and marking of examinations and final examinations, in line with the Teaching and Examination Regulations. This shall include more detailed rules on the granting of annotations ('*iudicia*').

The legal provisions on graduation read as follows (Section 7.10, subsections 1 and 2, of the WHW):
1. *An interim exam represents an investigation by the examiner into students' knowledge, insight and skills, together with an assessment of the results of that investigation.*
2. *If the examinations for units of study that belong to a degree programme or the first year of a Bachelor's programme have been successfully completed, the final examination has been taken,*

insofar as the Examinations Board has not determined that the final examination also consists of an investigation that it must conduct as referred to in the first paragraph.

The second paragraph of this provision determines that the final examination in principle is the sum of the examinations that have been passed successfully. The Examinations Board may determine that the final examination also consist of an investigation into the knowledge, insight and skills of the student, conducted by itself. The Examinations Board may only proceed with such actions if this possibility has been explicitly laid down in the Teaching and Examination Regulations. After all, this may not result in students being caught off guard. This would conflict with the requirement of good testing and examination conditions.

(Section 7.11, subsection 2, first sentence, of the WHW):
As proof that a degree programme has been successfully completed, the Examinations Board awards a degree certificate after the institutional management has declared that all procedural requirements for the award of a degree certificate have been met.

The Examinations Board shall in principle determine the date of graduation and of the degree ceremony. As a rule, this shall be the last working day of the month in which all obligations have been fulfilled. The law does provide for postponement of graduation for students who stand to benefit from deferral, for example because they wish to follow an additional subject which they wish to have included on their degree certificate. The Examinations Board will make a decision on whether to grant postponement based on a reasoned application by the student. One procedural requirement is that the tuition fee must have been paid; the institutional management shall verify whether it has.

No right of consent: follows directly from provisions of the WHW

Article A4.12 – Degree certificates and statement
Section 7.11, subsection 2, of the WHW stipulates that the Examinations Board shall issue a degree certificate as proof that the student has passed their final examination. The degree certificate should state which degree programme the student followed as listed in the CROHO register, which courses comprised the final examination and which degree has been awarded. For each degree programme, just one degree certificate is awarded.

Where applicable, the degree certificate shall state which qualifications correspond to the final examination, e.g. the so-called professional requirements (e.g. with regard to the profession of a teacher, doctor or dentist).

Section 7.11, subsection 4, of the WHW stipulates that the Examinations Board shall append a supplement to a degree certificate. The aim of the diploma supplement is to provide insight into the nature and content of the completed degree programme, in part with a view to the international recognition of degree programmes. The supplement should in any case state the names of the degree programme and the institution providing the programme, whether the degree programme relates to higher education at a research university or higher vocational education, a description of the content of the study programme and the workload of the programme. The WHW prescribes that the supplement should meet the standards of the European standard format. No deviation is permitted in this regard under the WHW.

No right of consent: follows directly from provisions of the WHW

Article 4.13 – Fraud and plagiarism
During the review of the Regulations governing Fraud and Plagiarism for UvA Students (2019), the status of that document as a guideline within the meaning of Section 9.5 of the WHW was revoked. The new Regulations governing Fraud and Plagiarism serve as model regulations that examinations boards are free to include in their own Rules and Guidelines.

Section 7.12b, subsection 2, of the WHW provides for a maximum penalty of exclusion from participation in the examinations for a maximum period of one year for cases of fraud.

The WHW provides for the possibility of the Executive Board to definitively terminate the enrolment of students or extranei at the recommendation of the Examinations Board in cases of serious fraud. This can only be proposed by the Examinations Board after the Examinations Board has already imposed the maximum penalty itself.

No agreement: the Examinations Board is authorised to adopt the Regulations and include them in its own Rules and Guidelines.

Chapter 5 – Academic student counselling and study progress

Article A5.1 – Study progress administration and academic student counselling
Section 7.13, subsection 2, under u, of the WHW reads as follows:
'The Teaching and Examination Regulations shall (...) at least lay down provisions for monitoring study progress and individual student counselling.'

SIS allows students to review an overview of the results they have obtained at any time.

Right of consent: Faculty Student Council
Right to be consulted: Programme Committee

Article A5.2 – Adaptations for students with a disability or a chronic disease
Section 7.13, subsection 2, under m, of the WHW reads as follows:
'The Teaching and Examination Regulations shall (...) at least lay down the arrangements to be made within reason to enable students with a physical disability or chronic condition to take examinations.'

Students with a permanent impairment, including all conditions that are chronic or permanent in nature and which systematically restrict the student from attending educational activities, taking part in practical training or sitting examinations in the usual way, have the option of requesting that adaptations or special facilities be put in place.
All requests should include all relevant documentation that can be reasonably deemed necessary for the assessment of the request. In any case, this documentation should include a recent statement from a physician or paramedic, a psychologist or an assessment firm registered with BIG, NIP, or NVO. The key aspect in this regard is to obtain a statement regarding the nature and duration of the disability for the relevant student from a formally recognised expert in the field of the specific disability, which may affect the student's ability to take part in education activities and practical training and participate in examinations. The dean or, on their behalf, the director of the educational institute or the programme director decides on adaptations concerning teaching facilities. The Examinations Board decides on requests for adaptations in testing. The Examinations Board must explicitly guarantee that the quality and the level of the interim examination or final examination will be maintained.

(BIG = Individual Health Care Professions, NVO = the Association of Educationalists in the Netherlands, NIP = Dutch Association of Psychologists).

Right of consent: Faculty Student Council
Right to be consulted: Programme Committee

Chapter 6 – Teaching evaluation

Article A6.1 Teaching evaluation
Section 7.13, subsection 2, under a1, of the WHW reads as follows:
'The Teaching and Examination Regulations shall (...) at least lay down provisions for the way in which the teaching in the relevant programme is evaluated.'

In order to ensure internal quality assurance, the Programme Committee has been granted the right of consent regarding the way in which teaching is evaluated.
The programme director shall be responsible for evaluating the quality of the education. This can be achieved by drawing up (course) evaluation reports.

Right of consent: Programme Committee

Chapter 7 – Hardship clause

Article A7.1 – Hardship clause
This article provides the dean or the Examinations Board with the authority to deviate from the regulations in individual cases if the application of the regulations should have unintentional and unforeseen consequences that are exceptionally inequitable.

Chapter 8 – Transitional and final provisions

Article A8.1 – Amendment and periodic review (Section A)
Section A may be amended separately from Section B.

Article A8.2 – Transitional provisions
With a view to ensuring legal certainty for students, it is vital to determine how older rights are viewed and dealt with. This requires a transitional arrangement. It is recommended that any transitional arrangement include a transposition table of subjects, to be included in an appendix to the OER.

Article A8.3 – Publication
The dean shall ensure publication on the Faculty's website. In the case of transitional arrangements such as referred to in Article 8.2, it is essential that previous OERs remain retrievable and available to students.

Article A8.4 – Entry into force
Section A enters into force separately from Section B. Nevertheless, it is crucial that both Section A and the corresponding components of Section B enter into force at the same time when the format is introduced for the first time.

Section B

Chapter 1 – General provisions

Article B1.1 – Definitions
In supplement to Article 1.2 of Section A, the programme may include programme-specific definitions here.

Article B1.2 – Degree programme information
Section 7.13, subsection 2, under i, of the WHW reads as follows:
'The Teaching and Examination Regulations shall (...) at least lay down provisions for the structure of the full-time, part-time and combined work-study degree programme.'
The full-time, part-time and combined work-study variants of the same degree programme may be organised and outlined in one single document. With a view to the provision of adequate and clear information to students, it is recommended that the OER only include the part-time or combined work-study variant of the programme if this variant is indeed registered in the CROHO for the relevant programme. Participation rights only concern the full-time, part-time or work-study organisation of the degree programme.

Right of consent: Faculty Student Council
Right to be consulted: Programme Committee

Programme language of instruction
It is important that the language of instruction of the programme be laid down in the Teaching and Examination Regulations. Any change of the language of instruction is subject to the Faculty Student Council's right of consent and the Programme Committee's right to be consulted. It follows that the Faculty Student Council will consult with the Programme Committee in exercising its right of consent. The language of instruction shall in principle only be laid down again in the Teaching and Examination Regulations following a change of the language of instruction. This process is not arranged within the OER but outside of it. While the language of instruction is registered in the OER, the relevant participation procedure has already been completed.

Article B1.2a – Flexible learning [only for programmes that take part in the flexible learning pilot programme]

In February 2017, the Executive Board of the UvA submitted an application to the Ministry of Education, Culture and Science for participation in the flexible learning pilot programme, as referred to in Section 17j of the Decree on experiments in flexible higher education. This application included the memorandum for the organisation of the flexible learning pilot at the UvA, which outlined how the pilot would be structured. The memorandum included the institution-specific decisions that needed to be taken on the basis of the decision to set up and organise the pilot. It was on the basis of this memorandum that the UvA Flexible Learning Pilot Regulations were drawn up. This article in the OER refers to these regulations.

No right of consent: guideline under Section 9.5 of the WHW

Article B1.3 – Entry date
Given that entry into a Master's degree programme is only possible after completion of a Bachelor's programme, two entry dates shall be offered for various Master's programmes per academic year: 1 September and 1 February. Please see the appendix to the Enrolment Provisions of the UvA.

Right of consent: Faculty Student Council
Right to be consulted: Programme Committee

Chapter 2 – Programme objectives and exit qualifications

Article B2.1 – Objective and exit qualifications of the degree programme
Section 7.13, subsection 2, under c, of the WHW reads as follows:
'The Teaching and Examination Regulations shall (...) at least lay down provisions regarding the knowledge, insight and skills that a student is expected to have acquired upon completion of the degree programme.'
This is in alignment with Section 7.3, subsection 2, of the WHW, which defines a degree programme as:
'a coherent whole of units of study, aimed at achieving clearly defined objectives regarding the knowledge, insight and skills to be acquired by the student enrolled in the degree programme.'
Exit qualifications may, for example, be formulated as follows:
The student graduating from the programme:
- has knowledge and understanding in the subject area of …… and more specifically of ……
- has knowledge and understanding of the theoretical and methodological foundations of ……
- has general academic skills, in particular with regard to: …… ……
- is able to apply knowledge and understanding in such a way as to ……

If the degree programme has multiple subject specialisations, then the exit qualifications should be outlined per specialisation.

Right of consent: Programme Committee

Chapter 3 – Further admission and selection requirements

Article B3.1 Admission and selection requirements

This article is an elaboration of Section 7.30b of the WHW.

The admission and selection requirements are included separately in this article. In this context, the Conceptual Framework for Admission and Selection in Master's Programmes, drawn up by Admission to Master's Programmes Task Force and approved by VSNU, ISO and LSvB, provides the following definitions:
Admission requirements concern the knowledge and competencies that the student may have acquired during the Bachelor's programme. As such, there is a connection between those requirements and the content of the Bachelor's degree.
Selection requirements concern skills of the student other than/over and above the exit qualifications associated with the Bachelor's degree. This may concern aspects related to a student's personal qualities (motivation) or to the final results obtained in previous education (and exceed the exit qualification level of the degree programme).

Knowledge of methods and techniques is mentioned in the third paragraph of this article as an example of a selection requirement. However, this may also be an admission requirement, if the methods and

techniques concern knowledge/competencies acquired during the Bachelor's programme. It is a selection criterion in the case of knowledge other than/over and above the exit qualifications of the Bachelor's degree.

No right of consent
Right to be consulted: Programme Committee

Article 3.2 Pre-Master's programme
Students who attend the pre-Master's programme shall be enrolled as Bachelor's students. Given the sharp distinction ('*harde knip*') between Bachelor's and Master's programmes, these students shall not be able to take any examinations for Master's courses. For more information, see the pre-Master's programmes for higher education at research universities and the pre-Master's programmes for higher education at universities of applied sciences. The content of the pre-Master's programme is included in the OER for the Bachelor's programme.

Right of consent: Faculty Student Council
Right to be consulted: Programme Committee

Article B3.3 Limited programme capacity
Pursuant to Section 7.30b, subsections 3 and 4, of the WHW, it is possible to limit the total number of students that may enrol in a Master's programme. The Admissions Board will have to develop a selection procedure for this. Pursuant to the provisions in Section 7.30b, paragraph 4, of the WHW, the procedure must be announced in a timely fashion.

Right of consent: Faculty Student Council
Right to be consulted: Programme Committee

Article B3.4 – Final deadline for registration
This article outlines the final date, as determined by the degree programme, on which prospective students may apply for admission to the programme via Studielink.

Right of consent: Faculty Student Council
Right to be consulted: Programme Committee

Article B3.5a and b – Language requirements
This article allows the programme to set Dutch language requirements and criteria for Dutch-language programmes and English language requirements and criteria for English-language programmes. The Admissions Office of Student Services is charged with assessing whether the language criteria have been met. If no exemption can be granted based on the previous education referred to in paragraph 2, then an examination as referred to in paragraph 1 must have been passed successfully.
The examination must have been taken within two years before the time of enrolment for the programme, unless explicitly stated otherwise.

Right of consent: Faculty Student Council
Right to be consulted: Programme Committee

Chapter 4 – Curriculum structure

Article B4.1 – Compulsory units of study
With respect to this article, in the event that this article from the model OER is included verbatim in the OER of the degree programme, both the Programme Committee and the Faculty Student Council shall have right of consent regarding specific components.
The Programme Committee shall have right of consent with regard to the workload (Section 7.13, subsection 2, under e, of the WHW) of the programme and the units of study that comprise the programme. The Faculty Student Council would have right of consent for the number and sequential nature of the examinations, as well as with regard to the opportunities at which they could be taken (Section 7.13, subsection 2, under h, of the WHW), where necessary, the order, the time period and the number of opportunities per academic year that such opportunities for examinations and final examinations are offered (Section 7.13, subsection 2, under l, of the WHW) and the assessment format (Section 7.13, subsection 2, under l, of the WHW).

Right of consent: Programme Committee and Faculty Student Council
Right to be consulted: The Programme Committee with regard to subjects for which the Faculty Student Council has right of consent.

Section 7.13, subsection 2, under t, of the WHW reads as follows:
'The Teaching and Examination Regulations shall (...) at least lay down provisions to regulate, where necessary, the obligation to complete a practical component in order to be allowed to take the relevant examination, subject to the Examinations Board's authority to grant an exemption from such an obligation, with or without imposing substitute requirements.'

Practical exercises or components shall include: writing theses, writing essays, carrying out research assignments, taking part in field research and excursions, taking part in work placements and participation in any other educational teaching activities deemed necessary that are aimed at achieving the envisaged skills. The assessment of participation in practical exercises is equivalent to an examination or is a part of the examination.
A minimum compulsory attendance measure may be included. The Faculty Student Council has right of consent (and the Programme Committee has the right to be consulted) with regard to compulsory attendance. The Programme Committee shall have right of consent with regard to the organisation of the practical exercise (Section 7.13, subsection 2, under d, of the WHW).
By analogy with Section 7.13, subsection 2, under t, of the WHW, it is recommended that the compulsory attendance of lectures also be included in the Teaching and Examination Regulations. The Faculty Student Council has the right of consent and the Programme Committee has the right to be consulted with respect to compulsory lectures as well.

Right of consent: Faculty Student Council
Right to be consulted: Programme Committee

Article B4.2 – Electives See the explanatory notes to Article B4.1.

Right of consent: Programme Committee and Faculty Student Council
Right to be consulted: The Programme Committee with regard to subjects for which the Faculty Student Council has right of consent.

Article B4.3 – Free curriculum
Section 7.3d of the WHW reads as follows:
Students who are enrolled in a degree programme in higher education at a research university shall be free to compile a programme corresponding to a final examination from the units of study provided by the institution. If necessary, the institutional management shall appoint an Examinations Board that will be charged with the decision referred to in the first sentence.

Thus, under the WHW, students have the right to compose their own curriculum. They must obtain the approval of the Examinations Board to determine whether the (free) curriculum meets the required level, whether the workload is sufficient and whether it is in line with the exit qualifications of the degree programme.

The Examinations Board that approves the free curriculum will determine to which programme that curriculum should be deemed to correspond for the application of the WHW. This can only be a degree programme that falls under the responsibility of that particular Examinations Board.

Given that, in some cases, an Examinations Board may be of the opinion that it is not the most appropriate Examinations Board to decide on granting approval for a free curriculum due to its composition, it has been agreed that the dean will, if necessary, appoint the Examinations Board that should make a decision on granting approval. It would also be possible to have the OER include criteria that must be met in order to be eligible to obtain a diploma from this degree programme. If a degree certificate for the degree programme cannot be obtained with a free curriculum, as is the case for statutory professional requirements, then this should be stated in the OER.
First and second paragraphs: no right of consent, follows directly from the WHW. For the rest:

Right of consent: Faculty Student Council
Right to be consulted: Programme Committee

Article B4.4 – Sequence of examinations
Section 7.13, subsection 2, under h, of the WHW reads as follows:
'The Teaching and Examination Regulations shall (…) at least lay down provisions regulating the number and order of examinations and the times at which they are administered to students.'

Under this provision, the number of examinations and the order of those examinations must be clearly organised. In addition, a certain order may be made compulsory under Section 7.13, subsection 2, under s, of the WHW.

Section 7.13, subsection 2, of the WHW reads as follows:
'The Teaching and Examination Regulations shall (…) at least lay down provisions to regulate, where necessary, that a student must pass certain examinations before having the option of taking other examinations.'

Each course component in the prospectus should indicate what prior knowledge is required. The OER may outline the required order of course components for cases in which this is in the interest of the progress of the teaching and/or requires the allocation of resources. Safety may also constitute a reason for making certain prior knowledge compulsory by way of a preceding component.

Right of consent: Faculty Student Council
Right to be consulted: Programme Committee

Article B4.5 – Cancelling examinations
Regarding automatic registration for the examination upon registration for the course, this article regulates in which way students are able to opt out of the examination or de-register without logging 'not attended' (NAP) status.

Right of consent: Faculty Student Council
Right to be consulted: Programme Committee

Article B4.6 – Further conditions for examination opportunities
Further rules regarding resits may be included in this article. For example: '*[option]* Resits for all examinations shall be held in the summer/resits for the examinations shall be held in the period following the period of the examination/resits of Study Period 1 shall be held in *[option]*, resits of Study Period 2 shall be held in *[option]*, etc.'

Right of consent: Faculty Student Council
Right to be consulted: Programme Committee

Article B4.7 – Participation in practical exercises and tutorials with a practical component/assignments
For the explanation on compulsory participation in practical exercises, please also see the explanatory note to Article B4.1. Either the Course Catalogue or the module manual should also state compulsory participation and should point the student to the consequences of absence at practicals or tutorial sessions with a practical component or assignments. It is recommended to include courses or practicals for which attendance is compulsory in the OER as much as possible.

Right of consent: Faculty Student Council
Right to be consulted: Programme Committee

Article B4.8 – Further conditions for exemptions
It is possible to determine a maximum number of EC for which exemption may be granted.

Right of consent: Faculty Student Council
Right to be consulted: Programme Committee

Article B4.9 – Validity period of results
Please also see the explanatory note to Article A4.8.

Right of consent: Faculty Student Council
Right to be consulted: Programme Committee

Article B4.10 – Degree
This is based on Section 7.10a of the WHW.

No right of consent: follows directly from provisions of the WHW

Chapter 5 – Academic student counselling

Article B5.1 Academic student counselling
In this article, the available forms of academic student counselling offered by the programme can be detailed, as desired.

Right of consent: Faculty Student Council
Right to be consulted: Programme Committee

Chapter 6 – Teaching evaluation

Article B6.1 – Teaching evaluation
In order to ensure internal quality assurance, the Programme Committee has been granted the right of consent regarding the way in which teaching is evaluated.
The programme director shall be responsible for evaluating the quality of the education. This can be achieved by drawing up (course) evaluation reports.

Right of consent: Programme Committee

Chapter 7 – Transitional and final provisions

Please see the explanatory note to Chapter 8 of Section A.

Section B may be amended separately from Section A.

Appendix I

Overview of articles that must be included in the Teaching and Examination Regulations in compliance with the Dutch Higher Education and Research Act (WHW) (boxed articles):

Section A

Section A1.1	7.13, subsection 1 of the WHW
Section A3.2	7.13, subsection 2, under e
Section A4.2	7.13, subsection 2, under h and l
Section A4.3	7.13, subsection 2, under n
Section A4.4	7.13, subsection 2, under o
Section A4.5	7.13, subsection 2, under j and h
Section A4.7	7.13, subsection 2, under r
Section A4.8	7.10, subsection 4
Section A4.9	7.13, subsection 2, under p
Section A4.10	7.13, subsection 2, under q
Section A5.1	7.13, subsection 2, under u
Section A5.2	7.13, subsection 2, under m
Section A6.1	7.13, subsection 2, under a1

Section B

Section B1.2	7.13, subsection 2, under i
Section B2.1	7.13, subsection 1, under b and c
Section B2.2	7.13, subsection 2, under c
Section B3.1	7.30b, subsection 2
Section B4.1	7.13, subsection 2, under a, d, e, h, j and l
Section B4.2	7.13, subsection 2, under d, e, h, j and l
Section B4.3	7.3h
Section B4.4	7.13, subsection 2, under s
Section B4.7	7.13, subsection 2, under t
Section B4.8	7.13, subsection 2, under r
Section B4.9	7.13, subsection 2, under k

Appendix II

Overview of guidelines in accordance with Section 9.5 of the Dutch Higher Education and Research Act (WHW) at the UvA:

*The structure is a **model** that has been established as a guideline:* date of decision: 20 November 2012
effective date: 1 September 2013

Section A

Section 4.5, paragraph 3	*Most recent mark applies*	date of decision: 14 February 2008 effective date: 14 March 2008
Section 4.6	*Marks* *(5.5 as pass mark)*	date of decision: 14 February 2008 effective date: 14 March 2008

[only for programmes taking part in the flexible learning pilot]

Section 1.2a	*Flexible Learning*	date of decision: 05 April 2017 effective date: 01 May 2017

Appendix III

Overview of the (model) regulations referred to in the model OER or that may otherwise be of importance within the framework of the model OER:

- Regulations governing Fraud and Plagiarism for UvA students 2008, most recently amended in 2019;
- Code of Conduct governing Foreign Languages at the University of Amsterdam 2000;
- Examinations Board Guide;
- UvA Assessment Policy Framework 2018;
- Model Rules and Guidelines of the Examinations Board.