

# **Teaching and Examination Regulations 2011/2012**

**for the Master's degree programmes in**

- **Earth Sciences**
- **Environmental Sciences**
- **Human Geography and Planning**
- **Science and Innovation Management**
- **Development Studies**
- **Planning**
- **Human Geography**
- **Geographical Sciences  
(incl Geographical Information  
Management and Applications)**

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## SECTION 1 – GENERAL PROVISIONS

### Art. 1.1 – applicability of the regulations

These regulations apply to the teaching and examinations of the Master's degree programmes in Development Studies, Earth Sciences, Environmental Sciences, Geographical Sciences (incl Geographical Information Management and Applications – GIMA-), Human Geography, Human Geography and Planning (research), Planning and Science and Innovation Management (hereinafter called the degree programmes) and to all students enrolled on these degree programmes. The degree programmes are run by the Graduate School of Geosciences within the Faculty of Geosciences.

### Art. 1.2 – definition of terms

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

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

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

## SECTION 2 – ADMISSION

### Art. 2.1 – degree programme admission requirements

1. The holder of a Dutch or foreign higher education degree who demonstrates knowledge, understanding and skills in sub-areas of Geosciences can be admitted to one of the Master's degree programmes mentioned in Article 1.1.
2.
  - a. The holder of a Bachelor's degree with a Utrecht University major in Earth Sciences is assumed to have gained the knowledge, understanding and skills referred to in the first paragraph, and is for that reason admitted to the Master's degree programme in Earth Sciences.
  - b. The holder of a Bachelor's degree with a Utrecht University major in Environmental Sciences or a Bachelor's degree with a Utrecht University major in Environmental Studies is assumed to have gained the knowledge, understanding and skills referred to in the first paragraph, and is for that reason admitted to the Master's degree programme in Environmental Sciences.
  - c. The holder of a Bachelor's degree with a Utrecht University major in Science and Innovation Management is assumed to have gained the knowledge, understanding and skills referred to in the first paragraph, and is for that reason admitted to the Master's degree programme in Science and Innovation Management.
  - d. The holder of a Bachelor's degree with a Utrecht University major in Human Geography and Planning is assumed to have gained the knowledge, understanding, and skills referred to in the first paragraph, and is for that reason admitted to the Master's degree programme International Development Studies, Geographical Information Management and Applications, Human Geography, or Planning.
3. Admissions decisions are made by the Board of Admissions, taking account of the applicant's preferred programme within the Master's degree programme and of the text of Art 2.3.
4. The applicant must master spoken and written English.

### Art. 2.2 – English language

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

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

Holders of foreign qualifications may only register:

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

#### **Art. 2.4 – Admission to the Master’s programmes**

1. The different Master’s programmes within the degree programme in Earth Sciences have no further specific admission requirements in addition to those listed in Art. 2.1.
2. The different Master’s programmes within the degree programme in Environmental Sciences have specific admission requirements in addition to those listed in Art. 2.1:
  - Applicants holding a Bachelor’s degree with a Utrecht University major in Environmental Sciences have guaranteed admission to the Master’s programme in Sustainable Development, track Energy & Resources, track Global Change and Ecosystems and track Environmental Governance.
  - Applicants holding a Bachelor’s degree with a Utrecht University major in Environmental Studies have guaranteed admission to the Master’s programme in Sustainable Development, track Environmental Governance.
  - Applicants holding a Bachelor’s degree with a Utrecht University major in Environmental Studies or Environmental Sciences and a Utrecht University minor Development Studies have guaranteed admission to the Master’s programme in Sustainable Development, track International Development.
3. The Master’s programme in Human Geography and Planning (Research Master’s) has the following specific admission requirements in addition to those listed in Art. 2.1:
  - High positive motivation and dedication to undertake the Master’s programme.
  - Good academic results in their previous studies. Applicants must be able to demonstrate that they belong to the top 10 percent of their programme.
  - The applicant must have completed previous studies with a grade point average of at least 3.0 (on a scale of 1-4) or of at least 7.0 under the Dutch system.
4. The Master’s programme in Development Studies has the following specific admission requirements in addition to those listed in Art. 2.1:
  - Knowledge and understanding of the concepts and theories of Human Geography, and knowledge at an advanced level in at least the issues of developing and transition countries;
  - Knowledge and understanding of the methods and techniques of socio-spatial research and some experience in carrying out such research;
  - Academic skills on a par with those expected at the level of a university Bachelor’s degree.
5. The Master’s programme in Human Geography has the following specific admission requirements in addition to those listed in Art. 2.1:
  - Knowledge and understanding of the concepts and theories of Human Geography, and at least one of the fields of specialization in Human Geography;
  - Knowledge and understanding of the methods and techniques of socio-spatial research and some experience in carrying out such research;
  - Academic skills on a par with those expected at the level of a university Bachelor’s degree.
6. The Master’s programme in Planning has the following specific admission requirements in addition to those listed in Art. 2.1:
  - Knowledge and understanding of the concepts of Planning and Human Geography, planning theory and methods, and at least one of the fields of specialization in planning;
  - Knowledge and understanding of the methods and techniques of socio-spatial research and some experience in carrying out such research;
  - Academic skills on a par with those expected at the level of a university Bachelor’s degree.
7. The Master’s programme Geographical Sciences has the following specific admission requirements in addition to those listed in Art. 2.1:
  - Knowledge and understanding of the concepts of geo-information;
  - Academic skills on a par with those expected at the level of a university Bachelor’s degree.

#### **Art. 2.5 - deficiencies**

The Board of Admissions of the Graduate School may require those applicants who do not meet the admission requirements referred to in Art. 2.1 and Art 2.3 to complete a package of courses to a maximum of 60 ECTS, to be taught by Utrecht University and tailored to the Master’s programme concerned, in order to remove background deficiencies.

#### **Art. 2.6 – admissions procedures**

1. Responsibility for admission to the degree programmes of the Graduate School and the different Master's programmes lies with the Board of Admissions of the Graduate School.
2. With an eye to admission to the degree programme, the Board of Admissions will review the knowledge, understanding and skills of the applicant. In addition to documentary evidence of programmes completed, the Board may have specific knowledge, understanding and skills assessed by experts inside or outside the University.
3. With an eye to admission to a Master's programme within the degree programme, the Board of Admissions will conduct an admissions review to determine if the applicant meets, or will meet in a timely manner, the requirements for admission referred to in Art. 2.3. In its review, the Board will include the applicant's motivation and ambition for the programme concerned as well as the applicant's knowledge of the programme's language of instruction.
4. Admissions reviews are conducted twice a year.
5. Requests for admission to the degree programme and to a specific Master's programme are submitted to the Board of Admissions before 1 March and 1 September. In special cases, the Board of Admissions may consider requests submitted after the deadline dates.
6. The Board of Admissions will make an admissions decision within the time frames set by the Board of Studies. Admission will be granted on the condition that the applicant meets the knowledge and skills requirements referred to in Art. 2.3 by the start date of the degree programme, as evidenced by certificates of programme completion.
7. The applicant will receive written notification of acceptance or non-acceptance into the degree programme and a specific Master's programme. The decision letter will call attention to the possibility of appeal to the Examinations Appeal Board.

#### **Art. 2.7 – admission for a six-month period**

1. In special cases, the Board of Admissions may, at the request of an applicant who is preparing for the final exam of one of the Bachelor's degree programmes referred to in Art. 2.1, paragraph 2, admit the applicant to the degree programme for a six-month period if:
  - the applicant has successfully completed the required components of the major programme and only has to complete components of the Bachelor's degree programme with a total credit value of no more than 15, and if
  - the applicant can be reasonably expected to complete the Bachelor's degree programme in a very short period, but not later than six months from the time he or she is conditionally admitted to the Master's degree programme, and if
  - the applicant, due to circumstances beyond his or her control, has not been able to make satisfactory academic progress and would disproportionately fall behind in studies if they were unable to begin the Master's degree programme at the scheduled start date.
2. After completing the final exam of one of the Bachelor's degree programmes referred to in Article 2.1, paragraph 2, the six-month admission period will be converted to regular admission.
3. If the student does not successfully complete the final exam of one of the Bachelor's degree programmes referred to in Art. 2.1, paragraph 2, within six months of starting the Master's degree programme, he or she will be excluded from the Master's degree programme until the Bachelor's exam has been passed.

#### **Art. 2.8 – limited entry**

1. The Board of Studies will determine the maximum number of students to be admitted to the degree programmes and the different Master's programmes.
2. The Board of Admissions will rank the submitted requests according to knowledge and skills of the applicants.
3. The Board of Admissions will grant the requests based on the rankings established.

## SECTION 3 – CONTENT AND STRUCTURE OF THE DEGREE PROGRAMMES

### Art. 3.1 – aims of the degree programmes

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

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

### Art. 3.2 – study mode

The degree programmes Development Studies, Earth Sciences, Environmental Sciences, Human Geography and Planning (research) and Science and Innovation Management are offered full-time. The degree programmes in Planning, Geographical Information Management and Applications and Human Geography are offered full-time as well as part-time.

### Art. 3.3 – language of instruction

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

### Art. 3.4 – credit value

The degree programmes Earth Sciences, Environmental Sciences, Geographical Information Management and Applications, Human Geography and Planning (research) and Science and Innovation Management have a total credit value of 120.

The degree programmes in Development Studies, Planning, and Human Geography have a total credit value of 60.

### Art. 3.5 – Master's programmes; entry points

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

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

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

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

#### **Art. 3.6 – components of the Master's programmes**

1. The core components of the different Master's programmes and their credit loads are described in Annex 1.
2. Upon approval of the Board of Examiners, the student will choose one or more components. The credit values for the elective components of the specific Master's programmes are set out in Annex 1.
3. In departure from Art 3.6.2, if a student who has been accepted into one of the programmes has deficiencies, he or she may be required to use (part of) the free-choice component of the programme to remove the deficiencies.
4. The Course Catalogue for the Master's programmes provides more detailed information about the content and structure of the components of each programme, including any prior knowledge that would help students successfully complete the component concerned.

#### **Art. 3.7 – components taken elsewhere**

1. In order to pass the Master's degree exam the student must complete at least half of the Master's programme through components offered by Utrecht University.
2. Components taken elsewhere as part of the programme of study may only be counted towards the student's degree requirements with prior approval of the Board of Examiners.
3. Components completed at a higher education institution prior to the start of the Master's degree programme may only qualify for exemption pursuant to Art. 5.12.

## **SECTION 4 – COURSES**

#### **Art. 4.1 – course**

All courses that may be part of the degree programmes have been included in the course catalogues for the programmes and can be found at the website of the Student Information Desk of Geosciences: <http://studenten.geo.uu.nl>.

#### **Art. 4.2 – course admission requirements**

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

#### **Art. 4.3 – course enrolment**

A student may only take part in a course if he or she has enrolled for the course in a timely manner. The Board of Studies will decide how and when enrolment takes place. Enrolment rules

and enrolment deadlines will be published through the website of the Student Information Desk of Geosciences: <http://studenten.geo.uu.nl>.

#### **Art. 4.4 – attendance and effort requirements**

1. Every student is expected to actively participate in the course on which he or she is enrolled.
2. In addition to the general requirement of active participation in class, any additional requirements per unit are listed in the University's Course Catalogue and the Course Guide.
3. A student may be granted exemption from attendance if he or she is incapacitated (for instance as a result of illness or family circumstances). Any leave or absence must be agreed with the Programme Office in advance by phone.
4. If participation is inadequate, qualitatively or quantitatively, the course coordinator may decide to exclude the student from the remainder or any part of the remainder of the course.

## **SECTION 5 – ASSESSMENT**

#### **Art. 5.1 – general**

1. During the course the student will be assessed on academic skills and on the extent to which he or she has achieved the stated learning outcomes. All assessment activities will be completed by the end of the course.
2. The Course Guide and/or the University's Course Catalogue detail the achievements the student must demonstrate for him or her to successfully complete the course, as well as the criteria on which the student is assessed.
3. The published (see: Course Catalogue/Website) rules and regulations of the Board of Examiners outline the assessment process.
4. If a course has to be repeated, the last acquired judicium counts. Should a student pass for a course, but still wishes to repeat the course, the complete course should be repeated.

#### **Art. 5.2 – assessment of placement or research assignment**

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

#### **Art. 5.3 – grades**

1. Grades will be awarded on a scale from 1 to 10. The final course grade will be satisfactory or unsatisfactory, or, if expressed in numbers, 6 or higher and 5 or lower respectively.
2. The final course grade will be rounded to one decimal place. A grade for a partial test will not be rounded.
3. The final course grade of 5 and lower will not have any decimal places. An average grade of 4.95 to 5.49 is unsatisfactory (5); an average grade of 5.50 to 5.99 is satisfactory (6)
4. The Course Guide sets out the way in which the final course grade is calculated.

#### **Art. 5.4 – repeat exams: supplementary or replacement tests**

1. If during the course the student satisfies all the effort requirements and does not receive a satisfactory grade but does receive a final grade of at least 4.00, he or she will be given one opportunity to take a supplementary or replacement test, except as provided in subsection 2.
2. Notwithstanding subsection 1, if during a course of the master's programmes Economische Geografie, Geo-communicatie, Human Geography and Planning (Research Master's), International Development Studies, Planologie or Urban Geography the student satisfies all the effort requirements and does not receive a satisfactory grade but does receive a final grade of at least 5.00, he or she will be given one opportunity to take a supplementary or replacement test.
3. The teacher will determine the form and content of the supplementary test.
4. The study load for the supplementary test must be proportionate to the portion of the course that is being repaired.

5. If the student passes the supplementary test, a final course grade of 6 will be recorded in the student progress administration system. Partial results that the student has achieved will not be taken into account in establishing the final grade of the supplementary test.
6. If the student does not pass the supplementary test, the initial final grade will be entered into the student progress administration system, thus rendering all partial course grades defunct.
7. The teacher will determine the form and the content of the replacement test.
8. The result of the replacement test is taken into account in establishing the final grade of the entire course, except as provided in subsection 9.
9. If the grade for the replacement test replaces all exams in the course, the result of the replacement test will be recorded in the student progress administration system; it replaces the initial final grade.

#### **Art. 5.5 – assessment mode**

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

#### **Art. 5.6 – oral tests**

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

#### **Art. 5.7 – assessment provision for special circumstances**

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

#### **Art. 5.8 – assessment turnaround time**

1. Within 24 hours of administering an oral test the examiner will determine the grade and provide the student with a statement of the grade received.
2. The examiner will grade a written or differently administered test within 10 working days of the test date, and will supply the administrative office of the Faculty the information necessary for providing the student with the written or electronic proof of the grade received.
3. Time frames for assessment do not apply during the summer vacation period.
4. The written statement of the grade received includes a reference to the right of inspection, as addressed in Art. 5.10, as well as to the possibilities of appeal to the Examinations Appeals Board.

#### **Art. 5.9 – validity period**

1. Successfully completed components of one-year degree programmes have an unlimited validity.  
Notwithstanding this, the Board of Examiners can impose a supplementary or replacement test for a component of which the assessment has been more than three years ago (master's degree programmes of one year) or six years ago (master's degree programmes of two years).
2. Partial tests and assignments passed in a component that was not successfully completed will expire at the end of the academic year in which they were passed. Partial tests and assignments expire at the end of the period in which they were passed, if the concerning course is taught more than once per academic year.

#### **Art. 5.10 – right of inspection**

1. Within 30 days after the announcement of the result of a written test, the student is allowed to inspect his or her graded work upon request. Upon request, a copy of that work will be supplied to the student at cost.

2. During the period referred to in the first paragraph, any stakeholder may inspect the questions and tasks of the test in question, as well as, if possible, the standards on which the grade is based.

#### **Art. 5.11 – retention of assessments**

The assessment tasks, answers and the assessed work will be retained for a period of one year after the assessment date.

#### **Art. 5.12 – exemption**

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

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

#### **Art. 5.13 – fraud and plagiarism**

1. Fraud and plagiarism mean any action or non-action of a student that wholly or partly prevents an accurate assessment of his or her knowledge, understanding and skills.
2.
  - a. If fraud is discovered or suspected, the examiner will so inform the Board of Examiners in writing.
  - b. If the examiner detects or suspects plagiarism:
    - he or she will so inform the student in writing;
    - he or she will give the student the opportunity to respond to this in writing;
    - he or she will subsequently send the written documents and findings to the Board of Examiners.
  - c. The Board of Examiners will provide the opportunity for the examinee to be heard.
3. The Board of Examiners will determine if fraud or plagiarism has occurred and will inform, in writing, the examinee of its decision and any sanctions pursuant to provision 4 of Art. 5.13, also mentioning the possibility of appeal to the Examinations Appeals Board.
4. The Board of Examiners will punish fraud and plagiarism as follows:
  - a. In any case:
    - o the submitted assignment or partial exam will be declared invalid.
    - o the student will be given a reprimand, which will be noted in OSIRIS.
  - b. And furthermore, depending on the nature and size of the fraud or plagiarism, and on the stage of the programme the student has reached, one or more of the following sanctions:
    - o the student will be removed from the course.
    - o the student will no longer qualify for a cum laude designation as referred to in Art.6.2.
    - o the student will be disqualified from partial exams or other forms of assessment that are part of the course in question for the then current academic year or for a 12-month period.
    - o the student will be disqualified from all partial exams and other forms of assessment for a period of 12 months.
  - c. If a student has been reprimanded before:  
he or she will be disqualified from all partial exams or other forms of assessment for a 12-month period and advised to leave the Master's programme.
  - d. In case of extremely serious and/or repeated fraud, the Board of Examiners may recommend that the Executive Board permanently terminate the registration for the programme of the student concerned.

#### **Art. 5.14 – right of appeal**

The student has a right to appeal decisions taken by the Board of Examiners or by examiners. The appeal must be made in writing, and explaining the basis for the appeal, to the Examinations Appeals Board within six weeks of taking the test or examination, or of the decision being made, pursuant to Article 7.61 WHW 1992.

## **SECTION 6 – EXAMINATION**

#### **Art. 6.1 – examination**

1. At the moment a student meets the requirements of the examination programme, the Board of Examiners determines the result of the examination and grants the certificate to the student, as described in Article 6.4.
2. Prior to determining the examination result, the Board of Examiners may examine the student's knowledge of one or more components or aspects of the programme of study, if and in so far as the results of the tests concerned give them reason to do so.
3. Review of the student's assessment file constitutes part of the final examination. The examination date will be the last working day of the month in which the Board of Examiners has determined that all components have been successfully completed.
4. Conditions to pass the examination are
  - All components are passed with a sufficient result
  - The composition of the course package meets the determined level requirements
5. A further condition for passing the examination and receiving the certificate is that the student was registered for the programme during the period in which the tests were taken. If the student does not fulfil this condition, the Executive Board may issue a statement of no objection in relation to the passing of the examination and the issue of the certificate, after the student has paid tuition fees and administration charges owing for the 'missing' periods.
6. One who has passed the examination and is entitled for a certificate, may request the Board of Examiners to not yet grant the certificate. This request has to be submitted within two weeks after the student has been informed about the result of the examination. The student will indicate in this request when he or she does want to receive the certificate. The Board of Examiners will grant the request in 2011-2012 when the student:
  - is going to perform board activities for which the Utrecht University grants compensation
  - is going to do an internship or component abroad
7. After the student has passed the final examination he/she can request the institution to terminate his/her registration.

#### **Art. 6.2 – cum laude designation**

1. If a student has demonstrated outstanding academic achievement in his or her Master's programme, the degree will be awarded cum laude; this designation will be noted on the degree certificate.
2. The cum laude designation will be awarded if
  1. the weighted average of the grades earned for the Master's programme components is at least 8.
  2. the student has received exemptions for no more than 15 credit points
  3. there has not been any Board of Examiners decision (as meant by Art. 5.13, paragraph 4 under b) that fraud/plagiarism has been committed.
  4. all grades have been earned within one and a half year (one-year degree programmes) or three years (two-year degree programme) of beginning the degree programme.
3. The Board of Examiners may decide to award the cum laude designation even if not all the requirements mentioned in paragraph 2 are met. Such a decision must be unanimous.
4. Designations other than cum laude will not be noted on the degree certificate.

#### **Art. 6.3 – degree**

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

#### **Art. 6.4 – degree certificate**

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

#### **Art. 6.5 - Grade Point Average (GPA)**

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

### **SECTION 7 – STUDENT SUPPORT AND GUIDANCE**

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

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

#### **Art. 7.2 – student support and guidance**

1. The Faculty is responsible for providing student support and guidance to students enrolled on the degree programmes.
2. Student support and guidance consists of:
  - allocation of a tutor and/or student adviser
  - an orientation / induction programme in the first week of the first year of study
  - providing referral and support for students experiencing difficulties during their studies.

#### **Art. 7.3 – disabilities**

Students with special needs are afforded the opportunity to take classes and sit tests in the manner agreed in their Special Needs Contracts. Requests for special needs contracts are submitted to the student adviser.

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

#### **Art. 8.1 – safety net arrangements**

If a circumstance arises for which the regulations do not provide, do not clearly provide or seem to have unreasonable effects or lead to unreasonable results, the matter will be determined by or on behalf of the Dean, after having heard the Board of Examiners.

#### **Art. 8.2 – amendments**

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

#### **Art. 8.3 – publication**

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

**Art. 8.4 – effective date**

These regulations take effect on 1 September 2011.

These regulations were approved by the Dean of the Faculty of Geosciences on 26 april 2011.

## APPENDIX 1 Structure of master programmes

### Earth Structure and Dynamics

Theoretical courses: required electives	45 EC
Deficiency courses	0-15 EC
MSc research/thesis	30-60 EC
Individual programme/ internship	up to 30 EC
Additional theoretical courses, seminar modules, advanced-level courses	0- 45 EC

### Earth, Life and Climate

Theoretical courses: required electives	45 EC
Deficiency courses	0-15 EC
MSc research/thesis	30-60 EC
Individual programme/ internship	up to 30 EC
Additional theoretical courses, seminar modules, advanced-level courses	0- 45 EC

### Earth Surface and Water

Theoretical courses: required electives	45 EC
Deficiency courses	0-15 EC
MSc research/thesis	30-60 EC
Individual programme/ internship	up to 30 EC
Additional theoretical courses, seminar modules, advanced-level courses	0- 45 EC

### Economische Geografie

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

### Geo-communicatie

Required / theoretical	30 EC
Individual project/ internship	7.5- 15 EC
MSc research/thesis	15-22,5 EC

### Geographical Information Management and Applications

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

### Human Geography and Planning

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

### **International Development Studies**

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

### **Planologie**

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

### **Science and Innovation Management**

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

### **Sustainable Development**

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

### **Urban Geography (Stadsgeografie)**

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