



# rijksuniversiteit groningen

Faculty of Arts

Teaching and Examination Regulations (OER)

**Part A: General information for all Master's degree programmes  
for academic year 2016-2017**

**Content:**

- 1. General provisions**
- 2. Admission**
- 3. Content and structure of the degree programme**
- 4. Tests and examinations of the degree programme**
- 5. Final assessment of the degree programme**
- 6. Transitional and final provisions**

## Section 1 General provisions

### Article 1.1 – Applicability

1. These Teaching and Examination Regulations for academic year 2016-2017 apply to the teaching, examinations and final assessment of all Master's degree programmes offered by the Faculty of Arts, hereinafter each referred to as **the degree programme**, and to all students enrolled in these degree programmes.
2. The degree programme is provided by the Faculty of Arts of the University of Groningen, hereinafter referred to as **the Faculty**.
3. These Teaching and Examination Regulations also apply to students of other degree programmes, faculties or institutes of higher education, insofar as they follow course units in the degree programme.
4. Course units that students of the degree programme as referred to in Article 1.1.1 follow in other degree programmes or at other faculties or institutes of higher education are subject to the Teaching and Examination Regulations of that programme, faculty or institute.
5. These Regulations also apply to the admission of students to the Pre-Master's programmes referred to in Article 2.2 with an eye to following the degree programme.
6. In these Regulations the term 'the degree programme' refers to the Master's degree programme in which the student is enrolled. Each of the degree programmes listed below has an individual part B, with provisions that only apply to that degree programme.

#### *Overview of Master's degree programmes*

Some of the degree programmes listed below have (p) after their name; this indicates that they are offered in part-time as well as full-time mode.

Master's label with CROHO code	Master's label with CROHO code
Literary Studies (p) – (60813)	Master of Arts in Teaching programmes: - German Language and Culture (p) – (60631) - English Language and Culture (p) – (60632) - French Language and Culture (p) – (60633) - Frisian Language and Culture (p) – (60634) - History (p) – (60635) - Classical Studies (p) – (60636) - Dutch Language and Culture (p) – (60637) - Spanish Language and Culture (p) – (60320)
Literary Studies – Research Master's programme – (60814)	
Linguistics – (60815)	
Linguistics – Research Master's programme – (60817)	
Archaeology – (60805)	
Archaeology – Research Master's programme – (60133)	
History (p) – (66034)	
History – Research Master's programme – (60139)	
International Relations (60 ECTS) – (60734)	
International Relations (90 ECTS) – (60819)	
International Relations – Research Master's programme – (60820)	
Classics & Ancient Civilizations – (60821)	
Classics & Ancient Civilizations – Research Master's programme – (60039)	
Arts & Culture – (60087)	
Arts & Culture – Research Master's programme – (60829)	
Media Studies – (60831)	
Communication & Information Studies – (66826)	
Middle Eastern Studies – (60842)	
North American Studies – (60845)	
European Studies – (60847)	
Dutch Studies – (60849)	

## Article 1.2 – Definitions

The following definitions apply to these Regulations:

- a. The Act: the Higher Education and Research Act (WHW; *Wet op het hoger onderwijs en wetenschappelijk onderzoek*)
- b. Student: a person registered at the University for the purpose of taking course units and/or examinations and the final assessment leading to the conferral of a university degree
- c. Degree programme: the Master's degree programme referred to in Article 1.1 of these Regulations, comprising a coherent set of course units
- d. Course unit: a syllabus unit or other part of the degree programme within the meaning of Article 7.3 of the Act, included in OCASYS
- e. OCASYS: the University of Groningen's online course catalogue
- f. ECTS credit point: a credit point within the meaning of the Act. The student workload of each course unit is expressed in ECTS credit points, whereby 1 ECTS is equivalent to a student workload of 28 hours
- g. Pre-Master's programme: a programme intended to remedy deficiencies for admission to the degree programme
- h. Test or examination: a test of the knowledge, understanding and skills of students, including an assessment of the results
- i. Assessment Plan: a document listing the number of ECTS credit points, the mode of assessment, the assessment schedule, weighting and learning outcomes for each course unit
- j. Syllabus: a document based on the Faculty syllabus model, comprising information about the form, content and organization of an individual course unit
- k. Final assessment: the final assessment for the Master's degree, which is considered to be passed once all the requirements of the Master's degree programme have been satisfied
- l. Academic year: the period of time that starts on 1 September and ends on 31 August of the following year
- m. Semester: part of the academic year, either starting on 1 September and ending on a date to be determined by the Board of the University, or starting on a date determined by the Board of the University and ending on 31 August
- n. Practical exercise: a teaching or learning activity as referred to in Article 7.13 of the Act, in one of the following forms:
  - a thesis
  - a written assignment, paper or draft design
  - a research assignment
  - participation in fieldwork or an excursion
  - participation in a seminar
  - completion of a placement
  - participation in another educational activity designed to teach certain skills.
- o. Board of Examiners: an independent body with the duties and powers as stated in Articles 7.11, 7.12, 7.12b and 7.12c of the Act, including assessing whether the requirements of the final assessment have been met
- p. Examiner: a person appointed by the Board of Examiners to set examinations and determine their results
- q. Admissions Board: the board that has decision-making powers in matters concerning admission to the degree programme on behalf of the Faculty Board
- r. Programme committee: the advisory body that fulfils the duties referred to in Article 9.18 of the Act.
- s. N-A registration: *Niet Afgerond / Niet Aanwezig / Not Attended / Not assessed*. Registration for students who are registered for a course unit but have not received a final assessment for it.

All other terms will have the meaning that the Act ascribes to them.

## **Section 2 Admission**

### **Article 2.1 – Entry requirements**

1. The regular entry requirements for the degree programme are set out in Article 2.1 of Part B of these Teaching and Examination Regulations.
2. The Admissions Board will make a decision concerning admission of holders of a degree other than that stated in Article 2.1 of Part B of these Regulations.
3. Admission entitles students to register for the degree programme.
4. The starting dates of the degree programme are listed in Part B of these Teaching and Examination Regulations.

### **Article 2.2 – Pre-Master’s programme**

1. Holders of a degree other than that stated in Article 2.1 of Part B of these Regulations must submit a request for admission to the Admissions Board of the degree programme. The Admissions Board may decide that the student must complete a Pre-Master’s programme, to be designed on an individual basis, in order to gain admission to the degree programme. Such a Pre-Master’s programme may have a student workload of 10, 20, 30 or 60 ECTS.
2. A maximum period of four consecutive semesters will apply to the successful completion of the Pre-Master’s programme. Students who exceed this period will not be permitted to reregister for the relevant Pre-Master’s programme.

### **Article 2.3 – Admissions Board**

1. The Admissions Board has the power to decide on behalf of the Faculty Board in matters concerning admission to the degree programme.
2. The composition and duties of the Admissions Board are set out in the Faculty Regulations for the Faculty of Arts.
3. The study advisor for the degree programme may be appointed as an advisory member.
4. The Faculty Board is responsible for appointing members.

### **Article 2.4 – Entrance examination for the Master’s Honours programme: criteria**

With an eye to the admissions procedure for the Master’s Honours programme, the Admissions Board will investigate whether the candidate satisfies the conditions concerning knowledge, expertise and skills. When conducting its investigation, the Board will also consider the motivation and ambitions of the candidate concerning the degree programme in question, as well as the candidate’s proficiency in the language in which the programme will be taught.

### **Article 2.5 – Entrance examination: times**

1. The entrance examination for the degree programme will be held twice a year; once for students starting in the first semester and once for students starting in the second semester. Entrance examinations for Master’s degree programmes with a selection procedure, however, are only held at the start of the first semester.
2. The deadline for submitting admission applications to the Admissions Board is published on the degree programme’s web page.
3. Only in exceptional cases will the Admissions Board consider an application submitted after the date referred to in Article 2.5.2.
4. Admission will be on condition that the candidate has satisfied the requirements set out in Article 2.1 of Part B of these Regulations concerning knowledge and skills by the starting date of the degree programme at the latest, supported by certificates from the degree programmes followed. The written admission decision will include information for the student about the possibility of an appeal to the Board of Appeal for Examinations.

### **Article 2.6 – Entrance examination: hardship clause**

The Board of Examiners may deviate from the stipulations of Article 2.1 in situations where refusal to admit a student would demonstrably lead to a situation of unfairness of an overriding nature. Relevant circumstances in this respect will be determined on an individual basis.

### **2.7 – Re-registration for a Master’s degree programme**

Students who were admitted to the Master’s degree programme in a previous year can re-register as of September and February.

## **SECTION 3 CONTENT AND STRUCTURE OF THE DEGREE PROGRAMME**

### **Article 3.1 – Aims and learning outcomes of the degree programme**

1. The degree programme is designed to:
  - a. impart an academic education to students in terms of specialized knowledge, understanding and skills in the field of the degree programme, such that they are able to perform successfully in positions for which academic knowledge and skills at Master’s degree level in that field are required or preferred.
  - b. promote academic development. Students must satisfy the requirements set out in the ‘Nederlands Kwalificatieraamwerk Hoger Onderwijs’ [Dutch National Qualifications Framework for Higher Education], which distinguishes the following indicators with regard to the second cycle (Master’s phase):
    - Knowledge and understanding
    - Applying knowledge and understanding
    - Making judgements
    - Communication
    - Learning skills
2. The learning outcomes of the degree programme are set out in Article 3.2 of Part B of these Teaching and Examination Regulations.

### **Article 3.2 – Type of degree programme**

The degree programme is full time. Article 1.1 of these Regulations lists the degree programmes that are also offered in part-time mode.

### **Article 3.3 – Student workload**

The student workload of the degree programme is set out in Article 3.1 of Part B of these Teaching and Examination Regulations.

### **Article 3.4 – Conditions for awarding a University of Groningen degree**

1. A Master’s degree can only be awarded if at least two-thirds of the course units of the degree programme were followed within the degree programme during the student’s period of registration as a student at the University of Groningen.
2. For Double Degree Master’s degree programmes offered together with an institution abroad, at least one quarter of the programme must have been followed within the degree programme during the student’s period of registration as a student at the University of Groningen.

### **Article 3.5 – Participation in course units**

1. All registered students must specify the course units they wish to follow in ProgRESS WWW before the academic year begins. The periods during which students can register are set annually by the Faculty. In principle, students can register for up to 30 ECTS credit points per semester. Exceptions are only possible in consultation with the study advisor of the programme in question.
2. Admission to course units is arranged according to predefined and published admission criteria and priority regulations. Students who are registered for the degree programme will be given priority for the compulsory course units in their Major. If a seminar course unit is oversubscribed, students will be admitted based on the order of registration, bearing in mind the entry requirements for the course unit, the phase the student is in and his/her study behaviour.

### **Article 3.6 – Attendance requirement for seminars**

1. An 80% attendance requirement applies to course units that include practical exercises (i.e. seminars). The exact conditions for successfully passing a seminar course unit are included in the syllabus for the course unit in question.
2. In the event of absence of up to 20%, the lecturer may stipulate replacement assignments. Absence of more than 20% will result in the student being barred from further participation in the course unit and from the examination, and an N-A registration. Notification of absence from a seminar must always be supported by reasons. Any student who misses the first two seminars without reason will lose the right to participate.
3. Students who satisfy the 80% attendance requirement but fail the examination or resit in principle need only retake the examination in the next academic year and do not have to satisfy the 80% attendance requirement again. However, if the material in the seminar course unit for the following year is significantly different, students must retake the course unit. Decisions in such cases are taken by the Board of Examiners.

### **Article 3.7 – Honours programme**

1. Students may participate in an Honours programme offered by the Honours College of the University of Groningen.
2. The Honours programme does not form part of the regular Master's curriculum. The results and marks do not count towards the awarding of an honours predicate for the Master's programme.
3. The student workload of the Honours programme is 15 ECTS. The Teaching and Examination Regulations of the Honours College apply to this programme.
4. The results of the Honours programme will be stated on the Diploma Supplement that forms part of the Master's degree certificate awarded to the student.

### **Article 3.8 – Study progress administration**

1. The Faculty Board is responsible for registering the individual results of students.
2. Students can consult their study results online via ProgRESS WWW.
3. Students may request a certified printout of their study results from the Office for Student Affairs.

### **Article 3.9 – Study progress supervision**

The Faculty Board will organize the introduction and progress supervision of students enrolled in the degree programme, partly to promote their progress and also with a view to potential study options within and outside the degree programme.

### **Article 3.10 – Open Degree Programme**

Students may choose to follow a degree programme's Open Degree Programme, which deviates from the regular specialization(s) of the degree programme. An Open Degree Programme must always be approved in advance by the Board of Examiners of the degree programme in which the student is

registered. Further conditions with regard to the Open Degree Programme are set out in Part B of these Regulations.

## **Section 4            Tests and examinations of the degree programme**

### **Article 4.1 – General**

1. Every course unit has a test or examination.
2. The test or examination assesses students' academic development and mastery of the learning outcomes of the course unit.
3. Tests and examinations are marked on a scale of 1.0 to 10.0. The final result of a course unit is expressed in a mark with no more than 1 decimal point. A mark of 5.5 or higher is a pass, any mark lower than 5.5 is a fail. If the final mark is calculated on the basis of several tests, the partial marks used in the calculation must not be rounded off.
4. If the calculation results in a mark with two or more decimal points, mathematical rounding rules must be used to round off the mark to one decimal. An exception to this rule applies to marks between 5.45 and 5.49, which are rounded down to 5.4.
5. All lawfully taken examinations are marked.
6. A thesis is considered to be passed if it is awarded a non-rounded-off mark of at least 6.0.
7. An N-A registration will be recorded for any test or examination that is not taken.

### **Article 4.2 – Board of Examiners**

1. The Board of Examiners is the body that determines, in an objective and expert manner, whether a student meets the requirements specified in the Teaching and Examination Regulations with regard to the knowledge, understanding and skills that are required to obtain a degree.
2. The composition and duties of the Board of Examiners are set out in the Faculty Regulations for the Faculty of Arts.

### **Article 4.3 – Exemptions**

At a student's request, the Board of Examiners, having discussed the matter with the examiner in question, may grant exemption from an examination on condition that the student:

- a. has completed part of a university or higher vocational degree in the Netherlands or abroad that is equivalent in content and level
- b. or can demonstrate by work experience that he/she has sufficient knowledge and skills with respect to the course unit in question.
- c. The validity period of exemptions granted for course units or parts thereof is identical to that of examination results.

### **Article 4.4 – Examination frequency and periods**

1. There will be at least two opportunities a year to sit examinations. For partial examinations, one resit for all partial examinations together may be opted for.
2. The periods in which examinations or partial examinations are held are listed in the Assessment Plan and the syllabus.
3. The Board of Examiners will make a decision with regard to examinations for course units that are not taught in the relevant academic year.
4. Transitional provisions apply to examinations for course units that are no longer offered due to programme changes. These transitional provisions can be found in an Appendix to Part B of these Regulations.
5. Resit regulations are set out in the syllabus, explaining which alternative or supplementary tests are available to students who fail certain course units.

#### **Article 4.5 – Mode of assessment**

1. The mode of assessment for each course unit is set out in the syllabus. The guiding principle is the Assessment Plan of the degree programme.
2. At a student's written request, the Board of Examiners may allow an examination to be taken in a form different from that stated above.
3. The Board of Examiners may also grant exemption from active participation in a course unit. In such cases, the Board of Examiners will require the activities connected to the course unit in question to be performed in a different way that it will determine.
4. If no mode of assessment is listed for a course unit in these Regulations because the course unit is not taught in the programme, then the relevant Teaching and Examination Regulations for that course unit will apply.
5. Mock versions of each examination will be made available for students to practise.

#### **Article 4.6 – Request for additional resit**

1. Students may submit a request for an additional resit to the Board of Examiners.
2. Such a request may be granted if the student in question failed the relevant exam due to extraordinary circumstances and if not granting the request for an additional resit would result in unacceptable study delay.
3. The following criteria apply to granting a request for an additional resit for the last course unit in the degree programme:
  - it must concern the last course unit to be passed
  - not granting the request would result in study delay of at least one semester
  - the examinee must have taken the last two regular exam opportunities for the course unit in question and have gained at least a mark 4 and a mark 5.

#### **Article 4.7 – Partial examinations**

The weighting of partial examinations and the determination of final marks is set out in the Assessment Plan of the degree programme.

#### **Article 4.8 – Examination provisions in special circumstances**

1. Contrary to the provisions of Article 4.5, the Board of Examiners may decide to grant a student an individual examination provision in the event of an 'exceptional instance of unfairness of an overriding nature'.
2. Requests for individual examination provisions, including documentary evidence, must be submitted to the Board of Examiners as soon as possible.
3. The Board of Examiners for the degree programme setting the examinations is authorized to assess the examinations, deal with any complaints and decide upon requests for alternative exam provisions. Course units taught by other degree programmes or faculties are the responsibility of the Board of Examinations of the degree programme in question.

#### **Article 4.9 – Examinations and performance disabilities**

1. Students with a performance disability will be given the opportunity to take examinations in a form that will compensate as far as possible for their individual disability. If necessary, the Board of Examiners will seek expert advice from a student counsellor of the Student Service Centre (SSC) before making a decision.
2. With regard to examinations for electives taken at other degree programmes by students with a performance disability, the Board of Examiners of the degree programme that sets the examination will grant the same facilities permitted by the Board of Examiners of the degree programme for which the student is registered.



#### **Article 4.10 – Oral examinations**

1. Unless the Board of Examiners decides otherwise, an oral examination may only be taken by one student at a time.
2. Oral examinations are public, unless the Board of Examiners or the relevant examiner stipulates otherwise or the student objects to the public nature of the examination due to extraordinary circumstances. A second examiner may attend the oral exam at the request of the student and/or the examiner.
3. Oral examinations will be recorded in a written report or by means of an audio recording. The presence of a second examiner is required if the recording is in written form.

#### **Article 4.11 – Assessment of placement or research assignment**

Placements and research assignments are assessed by the placement supervisor from the degree programme who has been appointed as examiner by the Board of Examiners, in consultation with the supervisor at the host institution and the end client.

#### **Article 4.12 – Thesis/final assignment**

1. A thesis/final assignment can only be used for one degree programme. No exemptions are granted for a thesis/final assignment based on a thesis/final assignment written within a different degree programme.
2. Part B of these Teaching and Examination Regulations sets out the language requirements for theses and final assignments.
3. Article 5.2.7 on the storage period for theses and final assignments applies.
4. Students will be given the opportunity to write a thesis/final assignment at least twice per academic year.
5. The period(s) during which students can write their thesis/final assignment will be published in the Student Handbook and/or OCASYS.
6. The thesis/final assignment will be assessed by the supervisor and a second assessor. In the event that these two assessors are unable to come to a joint assessment, the Board of Examiners will appoint a third assessor.
7. If by the end of the period referred to in Article 4.12.5 the assessor(s) is/are of the opinion that the thesis/final assignment cannot be awarded a pass mark, the student will be given one opportunity to remedy the work in order to be awarded a pass mark within a time frame defined by the degree programme. If the revised work cannot be awarded a pass mark, the student will have to write a new thesis with a new topic and a different thesis supervisor.
8. More detailed regulations on the design, content, time frame and assessment of the thesis/final assignment can be found in the Master's Thesis Protocol, which is included as an Appendix to these Teaching and Examination Regulations. This Appendix forms an integral part of these Regulations.
9. The Board of Examiners is the only body that can deviate from the provisions of this Article at the written request of a student.

#### **Article 4.13 – Cheating and plagiarism**

1. Cheating is an act or omission by the examinee designed to partly or wholly hinder the forming of a correct assessment of his or her knowledge, understanding and skills.
2. Plagiarism is defined as:
  - a. the use of the ideas and phrases of others without reference to the source
  - b. the inclusion in the argument of a translation or paraphrase of texts written by someone else without reference to the source
  - c. the submission of the same or similar written assignments for different course units
3. In the event of cheating or plagiarism during an examination, the examiner may ban the examinee from further participation in the examination.
4. In the event of cheating or plagiarism with regard to an examination, the examiner may exclude the examinee from participation in one or more examinations or final assessments to be

- determined by the Board of Examiners, for a period of time also to be determined by the Board of Examiners with a maximum of one year.
5. In the event of cheating or plagiarism in a practical exercise, the examiner may exclude the examinee from participation in one or more examinations or final assessments to be determined by the Board of Examiners, for a period of time also to be determined by the Board of Examiners with a maximum of one year.
  6. The Board of Examiners will make a decision concerning a ban based on the written report by the examiner about the cheating or plagiarism discovered by him/her, and after hearing the examinee's side of the story.
  7. A ban means that no result will be awarded for the examination or practical exercise in question and an N-A registration will be recorded instead.

#### **Article 4.14 – Invalid examination**

In the event of irregularities with regard to an examination that are so serious that an accurate assessment of the examinee's knowledge, understanding and skills cannot be made, the Board of Examiners may declare the examination invalid for either an individual examinee or a group of examinees.

#### **Article 4.15 – Termination of registration (Iudicium Abeundi)**

1. In cases of serious objectionable behaviour and/or remarks by a student, the Board of the University can in certain cases, and after advice from the Board of Examiners or from the Faculty Board, decide to terminate the registration of this student, after having carefully assessed all the interests of the student and the institution and once it has been proven reasonable to assume that the student's behaviour and/or remarks prove him/her to be unsuitable for one or more of the professions for which he/she is being trained in his/her degree programme or for the practical preparation for that profession. In such cases the Faculty Board, the Board of Examiners and the Board of the University will follow the *Protocol Iudicium Abeundi* [protocol for termination of registration] as approved by the *Nederlandse Federatie van Universitaire Medische Centra* [Netherlands Federation of University Medical Centres] on 1 November 2010.
2. The stipulations in the University of Groningen Regulations for Registration and Tuition Fees apply.

#### **Article 4.16 – Marking of examinations and publication of marks**

1. After an oral examination, the examiner will assess the examination on the same day and provide the student with a statement on request.
2. Written exams must be marked within ten working days, although in the case of an examination with essay questions taken by more than 50 students, this term is extended to fifteen working days.
3. In special cases, the Board of Examiners may deviate from the above stipulations.
4. If an examination is taken in a form other than oral or written, the Board of Examiners will determine in advance how and when students will receive written confirmation of the result.
5. The written confirmation of the result of an examination will also inform students of their right of inspection, as stipulated in Article 4.18.1, as well as their right to appeal.
6. A course unit or an examination that has been passed may not be taken again.
7. Students can lodge an appeal against the results of an examination with the Central Portal for the Legal Protection of Student Rights (CLRS) within 6 weeks of the date on which the result was announced

#### **Article 4.17 – Validity**

1. Course units that have been passed will remain valid for a maximum of four years from the moment the course unit was passed.
2. Contrary to the provisions of Article 4.17.1, the Board of Examiners may decide to recognize a course unit passed more than four years previously if the material learned is still relevant, or

require the student to take a supplementary or substitute examination before allowing that student to progress to the final assessment.

#### **Article 4.18 – Right of inspection**

1. On request, students have the right to inspect their marked work during a period of at least six weeks after the results of a written examination have been made known.
2. Within the time frame stipulated in Article 4.18.1, any person may request that they be allowed to peruse the examination paper and the assessment criteria.
3. The Board of Examiners can determine that inspection or perusal of examination papers will take place at a certain place and at a certain time. If the person concerned can show that they were prevented by force majeure from attending at the indicated places and times, they will be offered another opportunity, if possible within the period stated in Article 4.18.1.

#### **Article 4.19 – Assessment plan**

An Assessment Plan for the degree programme has been approved by the Faculty Board. The Assessment Plan is published on the Faculty website and comprises the following components:

1. the learning outcomes of the degree programme
2. the relationship between course units and learning outcomes
3. the assessment mode to be used and the assessment moments for each course unit.

#### **Article 4.20 – Examination protocol**

The degree programme has an examination protocol, set out by the Board of Examiners, which governs at least the following matters:

- The drawing up of examinations
- Assessment of examinations
- Publication of results and the norms applied
- Discussing the results of examinations
- The test design and assessment procedures and assessment criteria used
- Who is responsible for implementing the various elements of the assessment policy.

### **Section 5 Final assessment of the degree programme**

#### **Article 5.1 – Degree certificate application**

1. The degree programme is concluded with a final assessment.
2. Students who have passed all the examinations for the degree programme, or have satisfied the requirements for all parts of the programme approved by the Board of Examiners, must apply for the certificate no later than four weeks after doing so. The examination date entered on the certificate by the Board of Examiners is the date on which the student is deemed by the Board to have satisfied the final assessment requirements.
3. If a student applies for the certificate after the period specified in Article 5.1.2, the examination date entered on the certificate will be the date on which the student is deemed by the Board of Examiners to have satisfied all the examination requirements, even if the date on which the Board takes this decision is in a subsequent academic year and the student is required to register for that year.

#### **Article 5.2 – Result of the final assessment**

1. a. If the student's study programme has been approved, the Board of Examiners will determine the result of the final assessment as soon as the student has passed all the required examinations

and has thus achieved the learning outcomes formulated in Article 3.1 of Part B of these Teaching and Examination Regulations.

- b. If a student exceeds the relevant deadlines for approval of the study programme referred to under a, the Board of Examiners may postpone his or her graduation date. This date may be in the academic year following the year in which the last examination was passed.
2. The Board of Examiners will determine the result of the final assessment as soon as the student has passed all the required examinations and has thus achieved the learning outcomes formulated in Article 3.2 of Part B of these Teaching and Examination Regulations.
3. Before the final assessment can be determined, the Board of Examiners may decide to test the student's knowledge of one or more course units or components of the degree programme, if and inasmuch as the marks for these course units provide a reason for doing so.
4. By determining the result of the final assessment, the Board of Examiners also commits itself to a speedy processing of the degree certificate ceremony preparations.
5. If a student wishes to postpone the date of graduation due to extra course units that still need to be completed, he or she must submit a request to this end to the Board of Examiners in good time.
6. The graduation date is the date on which the final assessment is passed, as determined by the Board of Examiners in accordance with the provisions of Article 5.2.2, and not the date on which the degree certificate is presented to the student.
7. The successfully passed final assessment as referred to in Article 5.2.1, and all assignments submitted within the framework of this assessment, will be kept on file by the Faculty Board for a period of at least 7 years.

### **Article 5.3 – Degree certificate**

1. Students will receive a certificate issued by the Board of Examiners as proof that they have passed the final assessment. Even if a student successfully completes more than one specialization within a degree programme, he or she will receive only one degree certificate. Double Degree programmes are an exception to this rule.
2. The Board of Examiners will issue an International Diploma Supplement with each degree certificate.
3. If relevant, the results obtained in the Master's Honours Programme will also be stated in the Diploma Supplement that accompanies the Master's degree certificate.

### **Article 5.4 – Degree**

1. Students who have satisfied all the requirements of the final assessment will be awarded the degree of 'Master of Arts'.
2. The degree awarded will be registered on the degree certificate.

### **Article 5.5 – Honours predicate**

1. The Board of Examiners will determine whether or not the Master's degree certificate will be awarded an honours predicate.
2. The following conditions apply:
  - a) The mark for the thesis must satisfy the following minimum conditions:
    - i. 'Cum laude': the mark for the thesis must be at least 8.0
    - ii. 'Summa cum laude': the mark for the thesis must be at least 9.0
  - b) The weighted average (not rounded off) for all course units, excluding the thesis, within the examination programme approved by the Board of Examiners must be
    - i. greater than or equal to 8.0 for 'Cum laude'
    - ii. greater than or equal to 9.0 for 'Summa cum laude'
3. No honours are awarded if the student workload of the exemptions in ECTS credit points is more than half the total number of ECTS for the degree programme.
4. Honours may only be awarded if the examinations for the course units were only taken once (any N-A registration will not affect this).
5. Honours may only be awarded if no single course unit was awarded a mark less than 7.0.

6. No honours are awarded if a decision by the Board of Examiners has been taken to the effect that a student is no longer eligible for an honours predicate because cheating/plagiarism has been detected.
7. In certain circumstances, the Board of Examiners may depart from the provisions set out in Articles 5.5.2-6.

## **Section 6 Transitional and final provisions**

### **Article 6.1 – Amendments**

1. Any amendments to Part A of these Regulations will, in consultation with – and where necessary upon the approval of – the Faculty Council, be confirmed by the Faculty Board in a separate decree.
2. Any amendments to Part B of these Regulations will, after due consultation with the programme committee and in consultation with – and where necessary upon the approval of – the Faculty Council, be confirmed by the Faculty Board in a separate decree.
3. An amendment to these Regulations will not apply to the current academic year, unless it may reasonably be assumed that the amendment will not harm the interests of students.
4. In addition, an amendment may not influence any other decision concerning a student taken under these Regulations to the disadvantage of students.

### **Article 6.2 – Publication**

1. The Faculty Board will duly publish these Regulations, any rules and guidelines formulated by the Board of Examiners, and any amendments to these documents.
2. Copies of the documents referred to in Article 6.2.1 are available from the Faculty Office. These documents can also be found on the Faculty website via 'My University'.

### **Article 6.3 – Date of commencement**

These regulations will take effect on 1 September 2016.

As decreed by the Faculty Board on 7 January 2016.