

Education and Examination Regulations for the Master's degree programmes in

- **Earth Sciences**
- **Environmental Sciences**
- **Geographical Sciences**
- **Human Geography and Planning**
- **Science and Innovation**
- **Development Studies**
- **Spatial Planning**
- **Human Geography**

2016-2017

**Graduate School of Geosciences
Utrecht University**

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The Education and Examination Regulations set out the degree programme-specific rights and obligations of students on the one hand and of Utrecht University on the other hand. The University's [student charter](#) contains the rights and obligations that apply to all students.

These Regulations were adopted by the Dean of the Graduate School of the Faculty of Geosciences on 26 April 2016 with the approval of the Faculty Council on 26 April 2016.

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, Human Geography, Human Geography and Planning (research programme), Spatial Planning and Science and Innovation (hereinafter called the degree programmes) and to all students registered for these degree programmes and to all students who have applied for admission to these degree programmes for the academic year 2016-2017.

The degree programmes and individual Master's programmes are run by the Graduate School of Geosciences within the Faculty of Geosciences.

Art. 1.2 – definition of terms

In these Regulations, the terms below have the following meanings:

- a. the Act: the Dutch Higher Education and Research Act 1992 (*Wet op het Hoger onderwijs en wetenschappelijk onderzoek 1992, WHW*).
- b. student: a person who is registered at the University to take courses and/or sit the tests and final examination of the degree programme. In these Regulations, reference to a student is in the masculine form, in accordance with the General Regulations Guideline applicable to Dutch legislation.
- c. credit: a value expressed in EC (according to the European Credit Transfer System), where the study load is expressed as one credit being equivalent to 28 hours of learning.
- d. degree programmes: the Master's degree programmes referred to in Art. 1.1 of these Regulations, consisting of a coherent whole of units of study. A Master's degree programme may comprise several Master's programmes.
- e. component: a unit of study (course) within the degree programme, as included in the prospectus and the University Course Catalogue.
- f. course: the whole of education and testing of a component.
- g. test: interim examination as referred to in Art. 7.10 of the Act.
- h. examination: the final examination of the degree programme that is passed if all obligations of the entire Master's degree programme have been fulfilled.
- i. special needs contract: the contract concluded by the Director of Education (or another officer on behalf of the degree programme) and the disabled student, which lays down the necessary and reasonable facilities to which the student is entitled.
- j. International Diploma Supplement: the annex to the Master's degree certificate, which includes an explanation of the nature and contents of the degree programme (partly in an international context).
- k. Board of Studies: the Board of the Graduate School of Geosciences.
- l. Student Affairs Geosciences: student information desk and student progress administration unit of the Faculty.
- m. course guide: document specifying for each course: the exit qualifications; the requirements (such as the attendance and effort requirements) that a student must meet to achieve the exit qualifications; the way in which the final grade is calculated; the timetable and the instructional formats; name and availability of the course coordinator.
- n. academic vacation periods: periods without any teaching obligations for teaching staff and learning obligations for students, as laid down in the academic calendar for the degree programmes.
- o. examiner: the assessor.

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

SECTION 2 – ADMISSION

Art. 2.1 – admission requirements of the degree programmes

1. The holder of a Dutch or foreign higher education degree who possesses knowledge, understanding and skills at university bachelor's level and who demonstrates the specific knowledge, understanding and skills as specified in Annex 1, can be admitted to one of the Master's programmes.
2. Selection of students is based on a review of the following core competences of applicants:
 - a) motivation and talent (partly based on GPA and study progress);
 - b) level of relevant knowledge and competence in the methods and techniques of the field of study concerned;
 - c) general level of academic and professional skills;
 - d) level of proficiency in the language(s) of instruction used in the programme.

This information is used to assess whether a student is able to complete the Master's programme successfully within the nominal duration.

Art. 2.2 – English language (for Master's Degree Programmes taught in English)

1. Registration for the degree programmes is possible only after it has been demonstrated that the requirement of adequate command of the English language is fulfilled. Deficiencies in previous education in English must be made up before the start of the degree programme by sitting one of the following tests:
 - o IELTS (International English Language Testing System), academic module. The minimum required IELTS score (overall band) is: 6.5 with at least 6.0 for the component 'writing'.
 - o TOEFL (Test of English as a Foreign Language). The minimum required TOEFL score is 93 (internet-based test).
 - o Cambridge EFL (English as a Foreign Language) Examinations, with 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 university Bachelor's degree awarded in the Netherlands fulfils the requirement of adequate command of the English language.

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

Holders of a foreign diploma may only register:

1. once it has been demonstrated that the requirement of adequate command of the Dutch language has been fulfilled by passing the state examination in Dutch as a Second Language, Programme 2, or the certificate in Dutch as a Foreign Language, 'Educatief Professioneel' ('Educational Professional', previously 'Academic Language Skills Profile' (PAT)) or 'Educatief Startbekwaam' ('Educational Beginner's proficiency', previously 'Higher Education Language Skills Profile' (PTHO)), and
2. once it has been demonstrated that the requirement of adequate command of the English language has been fulfilled. Deficiencies in previous education in English must be made up before the start of the degree programme by sitting one of the following tests:
 - o IELTS (International English Language Testing System), academic module. The minimum required IELTS score (overall band) is: 6.5 with at least 6.0 for the component 'writing'.
 - o TOEFL (Test of English as a Foreign Language). The minimum required TOEFL score is 93 (internet-based test).
 - o Cambridge EFL (English as a Foreign Language) Examinations, with 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 – deficiencies

1. 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 to complete a package of courses to a

maximum of 60 EC, to be taught by Utrecht University and tailored to the Master's programme concerned, in order to make up for prior educational deficiencies.

2. The Board of Admissions may establish in its decision that deficiencies must be made up within a certain period of time and prior to admission to the Master's degree programme.

Art. 2.5 – admissions procedures

1. Responsibility for admission to the degree programmes of the Graduate School and the various Master's programmes lies with the Board of Admissions of the Graduate School.
2. In order to determine eligibility for admission to the degree programme, the Board of Admissions will consider and evaluate the knowledge, understanding and skills of the applicant. The Board may request experts within or outside the University to assess the applicant's knowledge, understanding and skills in particular areas, in addition to a review of written documents of qualifications gained.
3. In order to determine eligibility for admission to a programme within the Master's degree programme, the Board of Admissions will examine whether the applicant meets the admission requirements referred to in Art. 2.1(1) or will meet them in time. In its review, the Board will include the applicant's core competences referred to in Art. 2.1(2), as well as the applicant's knowledge of the programme's language of instruction. On this basis the Board of Admissions will assess whether the candidate is able to achieve the exit qualifications of the Master's degree programme with sufficient effort within the nominal duration of the programme.
4. Requests for admission to one of the degree programmes and to a specific Master's programme are submitted to the Board of Admissions before 1 April and 1 September. In special cases, the Board of Admissions may consider requests submitted after these closing dates.
5. The applicant will receive written notification whether or not he has been admitted to the degree programme and a specific Master's programme. The possibility to appeal to the Examinations Appeal Board will be indicated in this notification.

SECTION 3 – CONTENTS AND STRUCTURE OF THE DEGREE PROGRAMMES

Art. 3.1 – aim of the degree programmes

1. The degree programme aims to:
 - o equip students with specialist knowledge, skills and understanding in the field of Geosciences, and help them achieve the exit qualifications 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 his degree programme and thorough knowledge at the interface of the degree programme and another field;
 - o has the skills to identify, formulate, analyse and suggest possible solutions to problems independently in the field of Geosciences;
 - o has the skills to conduct research in the field of Geosciences and to report on this research in a manner that meets the customary standards of the discipline;
 - o possesses professional and academic skills, particularly in relation to the field of Geosciences;
 - o is able to apply knowledge and understanding in such a way that demonstrates a professional approach to his work or profession;
 - o is able to communicate conclusions, as well as the underlying knowledge, grounds and considerations, to an audience composed of specialists or non-specialists.

The prospectuses for the Master's degree programmes set out the subject-specific exit qualifications for the different Master's programmes.

Art. 3.2 – mode of attendance

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

Art. 3.3 – language of instruction

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

Art. 3.4 – study load

The degree programmes in Earth Sciences, Environmental Sciences, Geographical Sciences, Human Geography and Planning (research programme) and Science and Innovation have a total study load of 120 credits. The degree programmes in Development Studies, Spatial Planning and Human Geography have a total study load of 60 credits.

Art. 3.5 – programmes; start dates

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

Master’s degree programmes	Master’s Programmes
Earth Sciences	Earth, Life and Climate Earth Structure and Dynamics Earth Surface and Water Marine Sciences Water Science and Management
Environmental Sciences	Sustainable Development Water Science and Management
Geographical Sciences	Geographical Information and Management Applications
Human Geography and Planning	Urban and Economic Geography
Science and Innovation	Innovation Sciences Energy Science Sustainable Business and Innovation
Development Studies	International Development Studies
Spatial Planning	Spatial Planning
Human Geography	Economische Geografie Geo-communicatie Urban Geography

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

2. All Master’s degree programmes 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 study loads are described in Annex 1.

2. Upon approval by the Board of Examiners, the student will choose one or more components. The study loads for the elective components of the specific Master's programmes are set out in Annex 1.
3. In the prospectus, the contents and form of instruction of the components of the different Master's programmes are described in more detail, stating the prior knowledge desirable to pass the relevant component.

Art. 3.7 – components taken elsewhere

1. The condition for gaining the degree certificate of the Master's examination of the programme is that at least half of the Master's degree programme is passed in components provided by Utrecht University.
2. Components passed elsewhere during the degree programme can only be incorporated in the student's examinations programme with prior permission from the Board of Examiners.
3. Exemption can be granted for components passed at an institute of higher education prior to the start of the Master's degree programme only on the basis of Art. 5.13.
4. Contrary to Art. 3.7.3., components that have been passed in a Master's degree programme at Utrecht University prior to the start of the Master's degree programme may be counted towards the student's examinations programme with the classification awarded.

Art. 3.8 – actual teaching structure

The teaching structure of each course is shown in the University Course Catalogue and/or course guides and/or in the digital learning environment (Blackboard).

The student can view the room timetables of the classes for which he is registered via [Osiris Student](#). The Student can also see in [Osiris Student](#) where and when the course tests for which he is registered will be held.

SECTION 4 – COURSES

Art. 4.1 – course

All courses that are part of the degree programmes have been included in the prospectuses for the programmes and can be found at the [student site](#).

Art. 4.2 – course admission requirements

The Board of Studies will decide the order in which the required components of a Master's degree programme must be completed. This will be announced in the prospectus and/or the course guide.

Art. 4.3 – registration for courses

Participation in a course is possible only if the student has registered for it in good time. The Board of Studies will decide how and when registration takes place. Registration rules and closing dates will be published through the [student site](#).

Art. 4.4 – attendance and effort requirements

1. Each student is expected to participate actively in the course for which he is registered.
2. Besides the general requirement for the student to participate actively in the course, the additional requirements for each component are listed in the University Course Catalogue and the course guide.
3. A student may be granted exemption from attendance for reasons demonstrably beyond his control (for instance as a result of illness or family circumstances), at the discretion of the course coordinator. The student must notify the study programme's secretariat of his absence in advance. The course coordinator or the Director of Education may request the student to provide written evidence of the exceptional circumstances.
4. In the event of qualitatively or quantitatively inadequate participation, the course coordinator may exclude the student from further participation in the course or part of it.
5. Effort requirements (such as holding a presentation or writing a paper) can never expire. If a student fails to meet an effort requirement in time for reasons beyond his control, the course coordinator will set a new date for the student to fulfil the obligation.

6. Students who wish to apply for special arrangements with regard to course obligations as a result of chronic illness, disability or Outstanding Student Athlete status, may submit a request to the Board of Examiners (see also Art. 7.3).

SECTION 5 – TESTING

Art. 5.1 – general

1. During the course, the student will be tested for academic schooling and on the extent to which he has sufficiently achieved the learning objectives set. The testing of the student will be concluded at the end of the course.
2. The University Course Catalogue and/or course guide describe the achievements the student must demonstrate to pass the course, as well as the criteria on which the student is assessed. In the event of a difference of opinion, the course guide will be followed.
3. If a course has to be repeated, the last classification gained will count.
4. Should a student pass a course, but still wishes to repeat the course, the complete course must be repeated.
5. The Regulations of the Board of Examiners describe the testing process (see: [student site](#)).

Art. 5.2 – Board of Examiners

1. The Dean will establish a Board of Examiners for each degree programme or group of degree programmes and will sufficiently ensure that the Board of Examiners can operate independently and professionally.
2. The Dean will appoint the chair and the members of the Board of Examiners for a period of three years on the basis of their expertise in the field of the degree programme(s) in question or the field of testing, in which:
 - at least one member comes from outside the degree programme or group of degree programmes concerned, and
 - at least one member is a lecturer on the degree programme or group of degree programmes concerned.Re-appointment is possible. Before making this appointment, the Dean will consult the members of the Board of Examiners concerned.
3. Persons holding management positions that include financial responsibilities or who are wholly or partially responsible for Master's degree programmes are not eligible for appointment to the Board of Examiners or as chair of the Board of Examiners. These persons will in any event include the Dean, the Vice Dean, directors/heads/managers of a department, members of a department's management/governing team, members or chairs of the Board of Studies of the Graduate or Undergraduate School and the Director of Education.
4. Membership of the Board of Examiners will end on completion of the term of appointment. The chair and members of the Board may also be dismissed by the Dean at their own request. The chair and members of the Board will be dismissed by the Dean if they no longer meet the requirements of paragraphs 2 or 3 of this article. The Dean may also dismiss a chair or members found to be performing their statutory duties unsatisfactorily.
5. The Dean will announce the composition of the Board(s) of Examiners to students and lecturers.

Art. 5.3 – assessment of traineeship or research assignment and thesis

1. A traineeship or research assignment will be assessed by the supervisor in question and one or more other internal and/or external experts.
2. Master's theses will be assessed by at least two examiners.

Art. 5.4 – grades

1. Grades will be awarded on a scale of 1 to 10. The final assessment of a course is either pass or fail, expressed in numbers: 6 or higher and 5 or lower respectively.
2. The final course grade will be rounded to one decimal place. A partial course grade will never be rounded.
3. The final course grade of 5 will not have any decimal places. An average grade of 4.95 to 5.49 is a fail (5); an average grade of 5.50 to 5.99 is a pass (6).

4. The course guide sets out the way in which the final course grade is calculated.
5. Alphanumeric results are awarded in the following cases:
 - a student who is registered for a course and has not participated in one of the test modules will be given an NV (*Niet Verschenen* – No Show). If non-participation is for reasons beyond the student's control the student will be given an ND (*Niet Deelgenomen*– Not Participated);
 - a student who has not participated in all the test modules will be given an NVD (*Niet VolDaan* – Incomplete);
 - if the student has completed a module, but has not received a grade for it, he may be given a V (*Voldoende* – Satisfactory) as the result;
 - if the student has not completed a module but does not receive a grade for it, the student can be given an ONV (*ONVoldoende* - Unsatisfactory) as the result;
 - a student who has been granted exemption by the Board of Examiners will be given a VR (*VRIJstelling* – Exemption);
 - if the Board of Examiners establishes fraud, the student may be given an FR (*FRaude* – Fraud) as the result.

Art. 5.5– repeat exams: supplementary or replacement tests

1. If during the course the student satisfies all the effort requirements and does not receive a pass grade but does receive a final grade of at least 4.00 before rounding, he will be given a once-only opportunity to take a supplementary test.
2. The lecturer will determine the form and content, as well as date and time, of the supplementary test.
3. If the student passes the individual supplementary test, a final grade of 6 for the entire course will be recorded in the student progress administration system. Partial course grades that the student has achieved will not be taken into account in establishing the final grade of the supplementary test.
4. 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 no longer valid.
5. Students who miss a test or part of a test owing to circumstances demonstrably beyond their control will be given only one opportunity to sit a replacement test. Only students reporting these circumstances beyond their control immediately after their occurrence to the study programme's secretariat will be eligible to sit a replacement test.
6. The lecturer will determine the form and content of the replacement test.
7. If the student is not present at the replacement test, or fails to meet the terms of the replacement test in good time, he will not be offered another opportunity.

Art. 5.6 – type of test

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

Art. 5.7 – oral tests

1. Only one person at a time may be tested orally, unless the Board of Examiners decides otherwise.
2. Oral tests will be administered in public, unless the Board of Examiners or the examiner in question has decided otherwise in a special case, or the student has objected to this.

Art. 5.8 – provision for testing in special cases

1. If not providing for an individual testing possibility would result in a 'special case of manifest unfairness', the Board of Examiners may decide to grant an individual testing possibility.
2. Requests for a special possibility to sit a test must be submitted to the Board of Examiners as soon as possible, together with supporting documentary evidence.

Art. 5.9 – time limit for grading tests

1. Within 24 hours of administering an oral test the examiner will determine the grade and provide the student with a written statement of the grade awarded.
2. The examiner will grade a written or differently administered test or partial test within 10 working days of the test date, and will provide the administrative office of the Faculty with the information necessary to provide the student with written or electronic proof of his grade.
3. If there is a third examiner, a new assessment period of 10 working days will commence, immediately following the first period of 10 working days. It is not possible to commence a new period following this second period.
4. Time frames for assessment do not apply during academic vacation periods.
5. The written statement of the grade awarded must inform the student of the right of inspection referred to in Art. 5.11 and of the possibility to appeal to the Examination Appeals Board.

Art. 5.10 – period of validity

1. The term of validity of courses passed is eight years.
2. Notwithstanding this, in case of special circumstances the Board of Examiners may, if the student requests, determine an extended validity period for a course, or impose a supplementary or replacement test.
3. Partial tests and assignments passed in a course 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 course concerned is taught more than once per academic year.

Art. 5.11 – right of inspection

1. Within 30 days after the announcement of the result of a written test, the student is allowed to inspect his graded work upon request. A copy of that work will be supplied to the student on request.
2. During the period referred to in the first paragraph, any interested party may inspect the questions and assignments of the test concerned, as well as, if possible, the standards on which the grade was based.

Art. 5.12 – retention of tests

1. The assignments, answers and the work assessed in the written tests will be kept in paper or electronic form for a period of two years following the assessment.
2. The thesis and its assessment will be kept in paper or electronic form for a period of seven years following the assessment.

Art. 5.13 – exemption

At the student's request, the Board of Examiners may, after consulting the examiner in question, grant the student exemption from a programme component if he:

- a. has already either completed a university or higher vocational programme component which is equivalent in content and level; or
- b. has demonstrated through work or professional experience that he has sufficient knowledge and skills in relation to that component.

Art. 5.14 – fraud and plagiarism

1. Fraud and plagiarism are defined as an action or failure to act on the part of a student, as a result of which a correct assessment of his knowledge, understanding and skills is made impossible, in full or in part.

Fraud includes:

- cheating during examinations. The person offering the opportunity to cheat is an accessory to fraud;
- having within reach tools and resources during examinations, such as a pre-programmed calculator, mobile phone, smartwatch, smartglasses, books, course readers, notes, etc., consultation of which is not explicitly permitted;
- having others carry out all or part of an assignment and passing this off as own work;
- gaining access to questions, assignments or answers of an examination prior to the date or time that the examination takes place;
- making up survey or interview answers or research data.

Plagiarism is defined as including data or sections of text from others in a thesis or other paper without quoting the source. Plagiarism includes the following:

- cutting and pasting text from digital sources such as encyclopaedias and digital magazines without using quotation marks and referring to the source;
 - cutting and pasting text from the internet without using quotation marks and referring to the source;
 - using excerpts from texts of printed material such as books, magazines and encyclopaedias without using quotation marks and referring to the source;
 - using a translation of the abovementioned texts without using quotation marks and referring to the source;
 - paraphrasing of the abovementioned texts without clearly referring to the source: paraphrasing must be marked as such (by explicitly linking the text with the original author, either in text or a footnote), so that the impression is not created that the ideas expressed are those of the student;
 - using visual, audio or test material from others without referring to the source and presenting this as own work;
 - resubmission of the student's own earlier work without referring to the source, and allowing this to pass for work originally produced for the purpose of the course, unless this is expressly permitted in the course or by the lecturer;
 - using the work of other students and passing this off as own work. If this happens with the permission of the other student, the latter is also guilty of plagiarism;
 - in the event that, in a joint paper, one of the authors commits plagiarism, the other authors are also guilty of plagiarism, if they could or should have known that the other was committing plagiarism;
 - submitting papers obtained from a commercial institution (such as an internet site offering excerpts or papers) or having such written by someone else whether or not in return for payment.
2. a. In all cases in which fraud or plagiarism is found or suspected, the examiner will inform the student and the Board of Examiners of this in writing.
b. The Board of Examiners will give the student the opportunity:
 - to respond to that in writing;
 - to be heard.
 3. The Board of Examiners will determine whether fraud or plagiarism has occurred and will inform the student of its decision in writing and of the sanctions in accordance with the stipulations of the fourth paragraph, stating the possibility of appeal to the Examination Appeals Board.
 4. Fraud and plagiarism will be punished by the Board of Examiners as follows:
 - a. In any event:
 - o invalidation of the paper or examination submitted
 - o a reprimand, a note of which will be made in OSIRIS.
 - b. In addition, – depending on the nature and scale of the fraud or plagiarism, and on the student's phase of study – one or more of the following sanctions:
 - o removal from the course
 - o no longer being eligible for a positive degree classification (cum laude) as referred to in art. 6.2
 - o exclusion from participation in examinations or other forms of testing belonging to the educational component concerned for the current academic year, or for a period of 12 months
 - o complete exclusion from participation in all examinations or other forms of testing for a period of 12 months.
 - c. In the event that the student has already received a reprimand: complete exclusion from participation in all examinations or other forms of testing for a period of 12 months.
 - d. In the case of extremely serious and/or repeated fraud, the Board of Examiners may recommend that the Executive Board permanently terminate the student's registration for the degree programme.
 5. If the Board of Examiners determines that there has been widespread or organised fraud, on a scale which would affect the examination results in their entirety, the Board of Examiners will decide without delay that the examination concerned is invalid and that all the participants must resit the whole examination at short notice. The Board of Examiners will set the date on which the examination must be retaken. This date will be no later than two weeks after the fraud was established, so that the participants can still benefit from their preparatory work for the examination.

Art. 5.15 – 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 Examination Appeals Board within six weeks of taking the test or examination, or of the decision being made, pursuant to Section 7.61 of the Higher Education Research Act 1992.

SECTION 6 – EXAMINATION

Art. 6.1 – examination

1. As soon as a student has fulfilled the requirements of the examinations programme, the Board of Examiners will determine the result of the examination and award a certificate, as described in Art. 6.4.
2. Prior to determining the result of the examination, the Board of Examiners may conduct its own examination of the student's knowledge of one or more components or aspects of the degree programme, if and in so far as the results of the relevant tests give it reason to do so.
3. Assessment of the examinations file constitutes part of the final examination. The date of examination will be the last working day of the month in which the Board of Examiners has determined that the student has fulfilled all the requirements of the examinations programme.
4. Conditions to pass the examination are
 - all components are passed;
 - the composition of the course package completed meets the level requirements set.
5. A further condition for passing the examination and receiving the certificate is that the student was registered for the degree 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 the tuition fees and administration charges owing for the 'missing' periods.
6. A student who has passed the examination and is entitled to a certificate may request the Board of Examiners to not yet grant the certificate and to postpone the examination date referred to in paragraph 3. This request has to be submitted within two weeks after the student has been informed of the result of the examination. The student will indicate in this request when he does wish to receive the certificate. The Board of Examiners will grant the request in any case if the student:
 - is to fulfil a management position for which Utrecht University has provided an administrative grant
 - is to do a traineeship or take a component of a programme abroad.

The Board of Examiners may also grant the request if refusal would result in an exceptional case of extreme unfairness on account of the circumstance the the student concerned could not have taken automatic graduation into account when he was planning his study.

7. After the student has passed the final examination he can request the institution to terminate his registration.

Art. 6.2 – cum laude classification

1. If a student has demonstrated outstanding academic achievement in his Master's degree programme, the degree will be awarded cum laude; this classification will be noted on the degree certificate.
2. The cum laude classification will be awarded to the Master's examination if each of the following conditions have been met:
 1. the weighted average (based on EC) of the grades achieved for the Master's programme components is at least 8.00.
 2. the student has received a minimum grade of 8.00 for the Master's thesis.
 3. the student has been granted no more than 7.5 credits in exemptions that do not count towards the examination programme (1-year programmes) or no more than 15 credits (2-year programmes).
 4. there has been no decision by the Board of Examiners (as referred to in Art. 5.14) that because it has been established that fraud/plagiarism has been committed the student no longer qualifies for a positive classification (cum laude).
 5. the Master's examination has been passed within one and a half years (one-year degree programmes) or three years (two-year degree programme).

3. The Board of Examiners may decide to award the cum laude classification even if not all the requirements referred to in paragraph 2 are met. Such a decision must be unanimous.
4. Classifications other than cum laude will not be noted on the degree certificate.

Art. 6.3 – degree

1. The Master of Science degree will be awarded to the student who passes the examination.
2. The degree awarded will be noted on the examination certificate.

Art. 6.4 – degree certificate

1. The Board of Examiners will award a certificate as proof that the examination was passed.
2. The Board of Examiners will add the International Diploma Supplement to the certificate which provides (international) insight into the nature and contents of the completed degree programme.

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 in the examinations programme for the Master's degree, weighted by 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 examinations programme for the Master's degree are converted into quality points;
 - quality points are the applicable examination result multiplied by the number of course credits (EC) for the component in question;
 - the total number of quality points achieved divided by the total number of course credits (EC) obtained, gives the average examination result;
 - the average examination result is converted into the final GPA.

SECTION 7 – STUDENT COUNSELLING

Art. 7.1 – student progress administration

1. The Faculty must record the individual study results of the students and make them available through Osiris-student.
2. Certified student progress files may be obtained from Student Affairs Geosciences.

Art. 7.2 – student counselling

1. The Faculty is responsible for providing an introductory programme and student counselling to students registered for the degree programmes.
2. Student counselling encompasses:
 - encouraging students to feel part of the community;
 - supervising programme choices;
 - assisting a student to familiarise himself with the job market.
 - an introductory programme in the first week of the first semester of the first year of study
 - referring and assisting students who encounter difficulties during their studies.

Art. 7.3 – disability

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

In cases for which these Regulations do not provide, do not clearly provide or lead to obviously unreasonable outcomes, a decision will be taken by or on behalf of the Dean, after having heard the Board of Examiners. If, on the basis of the law, the decision falls within the competence of the Board of Examiners, the Dean will send the request to the Board of Examiners for it to settle.

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, in separate resolutions.
2. An amendment to these Regulations is not to be applied to the current academic year, unless it is reasonable to assume that it will not harm the interests of the students.
3. Furthermore, an amendment may not have an adverse effect for students on any other decision the Board of Examiners has taken pursuant to these Regulations with respect to a student.

Art. 8.3 – publication

The Dean will provide for the publication of these Regulations, as well as each amendment, on the internet.

Art. 8.4 – effective date

These Regulations take effect on 1 September 2016.

APPENDIX 1 Admission requirements Master's degree programmes

Earth, Life and Climate

Admission to the programme Earth, Life and Climate is given to a student holding a Dutch or foreign diploma confirming that he has gained the knowledge, insights and skills at university Bachelor's level. Furthermore, the student needs to prove that he has gained the following specific knowledge, insights and skills:

- a) knowledge in the field of Earth Sciences, Biology or Chemistry, at advanced level of the major Earth Sciences, Biology or Chemistry at Utrecht University, or equivalent to that level.
- b) insight in Earth Sciences at advanced level of the major Earth Sciences, Biology or Chemistry at Utrecht University, or equivalent to that level.
- c) academic and research skills of the major Earth Sciences, Biology or Chemistry at Utrecht University, or equivalent to that level.

Earth Structure and Dynamics

Admission to the programme Earth Structure and Dynamics is given to a student holding a Dutch or foreign diploma confirming that he has gained the knowledge, insights and skills at university Bachelor's level. Furthermore, the student needs to prove that he has gained the following specific knowledge, insights and skills:

- a) knowledge in the field of Earth Sciences or Physics, at advanced level of the major Earth Sciences or Physics at Utrecht University, or equivalent to that level.
- b) insight in Earth Sciences at advanced level of the major Earth Sciences or Physics at Utrecht University, or equivalent to that level.
- c) academic and research skills of the major Earth Sciences or Physics at Utrecht University, or equivalent to that level.

Earth Surface and Water

Admission to the programme Earth Surface and Water is given to a student holding a Dutch or foreign diploma confirming that he has gained the knowledge, insights and skills on a university Bachelor's level. Furthermore, the student needs to prove that he has gained the following specific knowledge, insights and skills:

- a) knowledge in the field of Earth Sciences, at advanced level of the major Earth Sciences at Utrecht University, or equivalent to that level.
- b) insight in Earth Sciences at advanced level of the major Earth Sciences at Utrecht University, or equivalent to that level.
- c) academic and research skills of the major Earth Sciences at Utrecht University, or equivalent to that level.

Economische Geografie (Economic Geography)

Admission to the programme Economische Geografie is given to a student holding a Dutch or foreign diploma confirming that he has gained the knowledge, insights and skills at university Bachelor's level. Furthermore, the student needs to prove that he has gained the following specific knowledge, insights and skills:

- a) knowledge in the field of Economische Geografie, at advanced level of the major Human Geography and Planning at Utrecht University, or equivalent to that level.
- b) insight in Economische Geografie at advanced level of the major Human Geography and Planning at Utrecht University, or equivalent to that level.
- c) academic and research skills of the major Human Geography and Planning at Utrecht University, or equivalent to that level.

Energy Science

Admission to the programme Energy Science is given to a student holding a Dutch or foreign diploma confirming that he has gained the knowledge, insights and skills at university Bachelor's level. Furthermore, the student needs to prove that he has gained the following specific knowledge, insights and skills:

- a) knowledge in the field of Environmental Sciences, Science and Innovation Management, Physics or Chemistry at advanced level of the major Environmental Sciences, Science and Innovation Management, Physics or Chemistry at Utrecht University, or equivalent to that level.
- b) knowledge of Thermodynamics, Energy Analysis and Mathematics

- c) insight in Environmental Sciences, Science and Innovation Management, Physics or Chemistry at advanced level of the major Environmental Sciences, Science and Innovation Management, Physics or Chemistry at Utrecht University, or equivalent to that level.
- d) academic and research skills of the major Environmental Sciences, Science and Innovation Management, Physics or Chemistry at Utrecht University, or equivalent to that level.

Geo-communicatie (Geo-communication)

Admission to the programme Geo-communicatie is given to a student holding a Dutch or foreign diploma confirming that he has gained the knowledge, insights and skills at university Bachelor's level. Furthermore, the student needs to prove that he has gained the following specific knowledge, insights and skills:

- a) knowledge in the field of Human or Physical Geography, at advanced level of the major Human Geography and Planning or Earth Sciences at Utrecht University, or equivalent to that level.
- b) insight in Human or Physical Geography at advanced level of the major Human Geography and Planning or Earth Sciences at Utrecht University, or equivalent to that level.
- c) academic and research skills of the major Human Geography and Planning or Earth Sciences at Utrecht University, or equivalent to that level.

GIMA (Master of Science in Geographical Information Management and Applications)

Admission to the programme Geographical Information Management and Applications is given to a student holding a Dutch or foreign diploma confirming that he has gained the knowledge, insights and skills at university Bachelor's level. Furthermore, the student needs to prove that he has gained the following specific knowledge, understanding and skills at university Bachelor's level, for instance equivalent to the advanced level of the major Human Geography and Planning at Utrecht University:

- a) knowledge in the field of geo-information, geography, GIS or another GIMA related field of study.
- b) insight in geographical data processes and collecting, processing and distributing information.
- c) Academic skills and research skills.

Innovation Sciences

Admission to the programme Innovation Sciences is given to a student holding a Dutch or foreign diploma confirming that he has gained the knowledge, insights and skills at university Bachelor's level. Furthermore, the student needs to prove that he has gained the following specific knowledge, insights and skills:

- a) knowledge in the field of Science and Innovation Management, Natural Sciences or Life Sciences, at advanced level of the major Science and Innovation Management, Natural Sciences or Life Sciences at Utrecht University, or equivalent to that level.
- b) knowledge in the field of emerging technology issues and complex multidisciplinary problems.
- c) insight in Science and Innovation Management, Natural Sciences or Life Sciences, at advanced level of the major Science and Innovation Management, Natural Sciences or Life Sciences at Utrecht University, or equivalent to that level.
- d) academic and research skills of the major Science and Innovation Management, Natural Sciences or Life Sciences at Utrecht University, or equivalent to that level.

International Development Studies

Admission to the programme International Development Studies is given to a student holding a Dutch or foreign diploma confirming that he has gained the knowledge, insights and skills at university Bachelor's level. Furthermore, the student needs to prove that he has gained the following specific knowledge, insights and skills:

- a) knowledge in the field of Development Geography, at advanced level of the major Human Geography and Planning at Utrecht University, or equivalent to that level.
- b) insight in Development Geography at advanced level of the major Human Geography and Planning at Utrecht University, or equivalent to that level.

- c) academic and research skills of the major Human Geography and Planning at Utrecht University, or equivalent to that level.

Marine Sciences

Admission to the programme Marine Sciences is given to a student holding a Dutch or foreign diploma confirming that he has gained the knowledge, insights and skills at university Bachelor's level. Furthermore, the student needs to prove that he has gained the following specific knowledge, insights and skills:

- a) knowledge in the field of Earth Sciences or Biology, at advanced level of the major Earth Sciences or Biology at Utrecht University, or equivalent to that level.
- b) insight in Earth Sciences or Biology at advanced level of the major Earth Sciences or Biology at Utrecht University, or equivalent to that level.
- c) academic and research skills of the major Earth Sciences or Biology at Utrecht University, or equivalent to that level.

Spatial Planning

Admission to the programme Spatial Planning is given to a student holding a Dutch or foreign diploma confirming that he has gained the knowledge, insights and skills at university Bachelor's level. Furthermore, the student needs to prove that he has gained the following specific knowledge, insights and skills:

- a) knowledge in the field of Planning, at advanced level of the major Human Geography and Planning at Utrecht University, or equivalent to that level.
- b) insight in Planning at advanced level of the major Human Geography and Planning at Utrecht University, or equivalent to that level.
- c) academic and research skills of the major Human Geography and Planning at Utrecht University, or equivalent to that level.

Sustainable Business and Innovation

Admission to the programme Sustainable Business and Innovation is given to a student holding a Dutch or foreign diploma confirming that he has gained the knowledge, insights and skills at university Bachelor's level. Furthermore, the student needs to prove that he has gained the following specific knowledge, insights and skills:

- a) knowledge in the field of Science and Innovation Management, Environmental Sciences, Environmental Studies or Economics, at advanced level of the major Science and Innovation Management, Environmental Sciences, Environmental Studies or Economics at Utrecht University, or equivalent to that level.
- b) knowledge of sustainable development and/or innovation sciences.
- c) basic knowledge of natural sciences at Bachelor's level, including Mathematics, and/or Chemistry and/or Physics.
- d) insight in Science and Innovation Management, Environmental Sciences, Environmental Studies or Economics at advanced level of the major Science and Innovation Management, Environmental Sciences, Environmental Studies or Economics at Utrecht University, or equivalent to that level.
- e) academic and research skills of the major Science and Innovation Management, Environmental Sciences, Environmental Studies or Economics at Utrecht University, or equivalent to that level.

Sustainable Development

Admission to the programme Sustainable Development is given to a student holding a Dutch or foreign diploma confirming that he has gained the knowledge, insights and skills at university Bachelor's level. Furthermore, the student needs to prove that he has gained the following specific knowledge, insights and skills:

- a) knowledge in the field of Environmental Sciences, Natural Sciences or Social Sciences at the advanced level of a major in Earth Sciences, Physics, Chemistry, Biology, Economics, Public Administration and Organisation Science or Social Sciences at Utrecht University, or equivalent to that level.
- b) knowledge in the field of sustainability issues.
- c) basic knowledge of physical processes in the environment
- d) basic knowledge of mathematics at bachelor's level

- e) insight in Environmental Sciences, Natural Sciences or Social Sciences at the advanced level of a major in Earth Sciences, Physics, Chemistry, Biology, Economics, Public Administration and Organisation Science or Social Sciences at Utrecht University, or equivalent to that level.
- f) academic and research skills of a major in Earth Sciences, Physics, Chemistry, Biology, Economics, Public Administration and Organisation Science or Social Sciences at Utrecht University, or equivalent to that level.

Urban and Economic Geography (Research Master)

Admission to the research programme Human Geography and Planning is given to a student holding a Dutch or foreign diploma confirming that he has gained the knowledge, insights and skills at university Bachelor's level. Furthermore, the student needs to prove that he has gained the following specific knowledge, insights and skills:

- a) knowledge in the field of Human Geography or Spatial Planning, at advanced level of the major Human Geography and Planning at Utrecht University, or equivalent to that level.
- b) insight in Human Geography or Spatial Planning at advanced level of the major Human Geography and Planning at Utrecht University, or equivalent to that level.
- c) academic and research skills of the major Human Geography and Planning at Utrecht University, or equivalent to that level.

Urban Geography

Admission to the programme Urban Geography is given to a student holding a Dutch or foreign diploma confirming that he has gained the knowledge, insights and skills at university Bachelor's level. Furthermore, the student needs to prove that he has gained the following specific knowledge, insights and skills:

- a) knowledge in the field of Urban Geography, at advanced level of the major Human Geography and Planning at Utrecht University, or equivalent to that level.
- b) insight in Urban Geography at advanced level of the major Human Geography and Planning at Utrecht University, or equivalent to that level.
- c) academic and research skills of the major of Human Geography and Planning at Utrecht University, or equivalent to that level.

Water Science and Management

Admission to the programme Water Science and Management is given to a student holding a Dutch or foreign diploma confirming that he has gained the knowledge, insights and skills at university Bachelor's level. Furthermore, the student needs to prove that he has gained the following specific knowledge, insights and skills:

- a) knowledge in the field of Earth Sciences, Environmental Sciences or Natural Sciences, at advanced level of the major Earth Sciences or Environmental Sciences at Utrecht University, or equivalent to that level.
- b) insight in Earth Sciences, Environmental Sciences or Natural Sciences at advanced level of the major Earth Sciences or Environmental Sciences at Utrecht University, or equivalent to that level.
- c) academic and research skills of the major Earth Sciences or Environmental Sciences at Utrecht University, or equivalent to that level.

APPENDIX 2 Structure of Master's degree programmes

Earth, Life and Climate

Theoretical courses: required electives	45 EC
Deficiency courses	0-15 EC
MSc research/thesis	30-45 EC
Individual programme/ internship Obligatory 2 nd report	up to 30 EC
Additional theoretical courses, seminar modules, advanced-level courses	0- 45 EC

Earth Structure and Dynamics

Theoretical courses: required electives	45 EC
Deficiency courses	0-15 EC
MSc research/thesis	30-45 EC
Individual programme/ internship Obligatory 2 nd report	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	30-45 EC
Individual programme/ internship Obligatory 2 nd report	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 EC

Energy Science

Required / theoretical	22.5 EC
Methods of research	15 EC
MSc thesis / internship	30 – 52.5 EC
Elective	22.5 – 37.5 EC

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
Required (practical methods)	20 EC
MSc research/thesis	30 EC
Internship or Individual programme	30 EC

International Development Studies

Required / theoretical	20 EC
Methods of research	10 EC
MSc research/thesis	30 EC

Marine Sciences

Theoretical courses	45 EC
Elective courses	15-30 EC
MSc research / thesis / individual programme / internship	30-45 EC
Obligatory 2 nd report	15-30 EC

Innovation Sciences

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

Spatial Planning

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

Sustainable Development

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

Sustainable Business and Innovation

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

Urban and Economic Geography

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

Urban Geography

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

Water Science and Management

Required / theoretical	75 EC
MSc research/thesis	30 - 45 EC

(obligatory external internship format)	
Elective / MSc individual programme	0 - 15 EC