

# Education and Examination Regulations master's programme Metropolitan Analysis Design and Engineering (joint degree) 2019- 2020

## Introduction

The Education and Examination Regulations (EER) are a legally required set of regulations (Article 7.13 WHW) that provide students with information holding procedures and the student's rights and obligations concerning the education and the examinations of their programme at the Amsterdam Institute for Advanced Metropolitan Solutions ("AMS"), as provided by both Wageningen University (WU) and Delft University of Technology (TUD). The [Study Handbook](#) (WU) will provide information about the programme, describing the learning outcomes, the programme structure and planning and provides detailed information on all courses and the corresponding interim examinations. The Study Guide of TUD will refer to the WU Study Handbook and may not conflict with the WU Study Handbook. The Study Handbook of WU may not conflict with the EER. The EER is included in the [Student Charter](#), which contains a number of other regulations applicable to students. In addition to the EER, the Examining Board has adopted [Rules and Regulations](#) in which the procedures regarding interim examinations and the tasks and authorities of the Examining Boards and examiners are specified. The most important topics relate to registration and withdrawal for interim examinations, assessment and standards for interim examinations, various approval procedures, exemption procedures, rules for graduating 'cum laude', maintaining order during interim examinations and measures in case of fraud.

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## Chapter 1. Introductory provisions

### Article 1. Scope of the regulations

- a. These regulations apply to the education and examinations of the joint degree MSc Metropolitan Analysis Design and Engineering (MADE) of Wageningen University and Delft University of Technology as included in the Central Registers of Higher Education (CROHOnr.65021). The programme is provided within the Collaboration Agreement closed between the named two universities.
- b. These regulations apply to all current students or extraneï enrolled in the programme mentioned in sub a for the academic year 2019-2020. Chapter 2 'Admission' with related appendix apply to prospective students.
- c. These regulations are available in English only.

### Article 2. Definitions

The following definitions apply:

- a. *Admission Board MADE*: the board established by the Executive Board of Wageningen University and the Dean of the faculty of Architecture of Delft University of Technology to advise on the admission of students to the programme in accordance with the admission regulations provided by law and by these Regulations.
- b. *Course*: a study unit of a programme as referred to in Article 7.3 section 2 of the WHW.
- c. *Course guide*: a document provided by the examiner, or content in the online learning environment of a course giving information on content, learning outcomes, the way the student can acquire the learning outcomes and the way the learning outcomes will be assessed. The information in the course guide is an elaboration from the Study Handbook. In case of inconsistency between the course guide and the Study Handbook, the Study Handbook shall prevail.
- d. *Credits*: the unit used to indicate the study load of a programme and study unit as provided by the European Credit Transfer and Accumulation System (ECTS). One credit represents 28 hours of tuition, interim examinations and study hours and is equal to a study point as referred to in Article 7.4 sub 1 of the WHW (Higher Education and Scientific Research Act).
- e. *Examining Board*: the board established by the Executive Board of Wageningen University and the Dean of the faculty of Architecture of Delft University of Technology, as referred to in Article 7.12 of the WHW, which is responsible for issues regarding interim examinations and final examinations of the programme.
- f. *Education period*: the period in which tuition is given, which includes self-study and examinations.
- g. *Final examination, examination (Dutch: examen)*: the final master's examination for the master's programme, as referred to in Article 7.3 section 3 of the WHW.
- h. *Interim examination (Dutch: tentamen)*: an assessment of knowledge, understanding and skills relating to a course.
- i. *Interim examination period*: scheduled part of the education period in which the opportunity is given to take interim examinations or resits in the courses given during that period. If an education period does not have a general examination period, the interim examinations will be scheduled individually.
- j. *In writing/written*: the term "in writing" or "written" mentioned in these Regulations (for example with examinations or written papers) also includes Education and Examination Regulations MADE 2019-2020

- a digital interim examination taken via a university computer in a university room.
- k. *Practical assignments*: as referred to in Article 7.13 sub 2t WHW, e.g. in one of the following forms:
    - Writing a thesis or paper,
    - Participation in practical's (lab work, etc.),
    - Participation in fieldwork or excursions, or
    - Participation in another teaching activity which is directed at achieving certain skills.
  - l. *Resit, resit-examination (Dutch: hertentamen)*: an assessment of knowledge, understanding and skills relating to a course which the student takes after having failed to pass an interim examination or after having timely withdrawn from an interim examination.
  - m. *Resit period*: the period in the academic year, outside the education period, in which students have the opportunity to resit exams.
  - n. *Rules and Regulations*: the Rules and Regulations adopted by the Examining Board, as referred to in Article 7.12b section 3 of the WHW, in which the procedures concerning interim examinations, final exams and the tasks and competences of the Examining Board and examiners are specified. The Rules and Regulations can be found in the [Student Charter](#).
  - o. *Student*: the person entitled to education and/or examination facilities by virtue of the law and his enrolment. In these regulations, when referring to the singular student, the male form (such as "he" or "his") is used. However, reference is made to students of all genders.
  - p. *Disability or chronic illness*: illness or handicap which is currently considered to be chronic or permanent and which is a structural impediment to the student's participation in education or interim exams.
  - q. *Study Handbook (TU: Study Guide)*: contains the elaboration of the programmes and is available on [internet](#).
  - r. *WHW, the law*: the Higher Education and Scientific Research Act.

### **Article 3. The way of evaluation of the education within the programme**

Every educational period all courses will in principle be evaluated by means of a (standard) questionnaire. Immediately after graduation, each graduate will receive a questionnaire about the programme. Information about the outcomes of these evaluations can be found on the [internet](#).

## **Chapter 2. Admission**

### **Article 4. Admission**

The prospective student can enrol in the master's programme after the Executive Board of Wageningen University and the Dean of the faculty of Architecture TUD have jointly decided on the basis of the advice of the Admission Board MADE, that they fulfil the admission requirements.

### **Article 5. Admission requirements**

General admission requirements apply to all prospective master's students. Details of the specific admission requirements for the master Metropolitan Analysis, Design and Engineering will be stated in the Appendix.

### **Article 6. Deficiencies/Linkage programme**

- a. To the prospective student who does not comply with the admission requirements for the master's programme but, according to the Admission Education and Examination Regulations MADE 2019-2020

Board MADE, whose deficiencies can be remedied by following a linkage programme, the Admission Board MADE will offer the opportunity to enrol in a linkage programme. The linkage programme will be determined by the programme director and is tailored to the MADE programme and the deficiencies of the prospective student.

- b. The linkage programme consists of a maximum of 30 credits and must be completed within one academic year.
- c. The prospective student enrolls in the linkage programme as a bachelor's student.
- d. After completing the linkage programme, the student is admissible to the programme.

### **Chapter 3. Content, structure and study load of the programme**

#### ***Section 1. General***

##### **Article 7. Types of programme**

The master Metropolitan Analysis, Design and Engineering is offered as a full-time programme.

##### **Article 8. Aims and learning outcomes of the programme**

The Study Handbook (WU) / Study Guide (TUD) formulates the aims and the intended learning outcomes of the programme. The learning outcomes describe the knowledge, understanding and skills which the student should possess after successfully completing the programme.

##### **Article 9. Curriculum of programmes**

The schedule and contents of the programme can be found in the Study Handbook (WU). The Study Guide (TUD) refers via a link to the Study Handbook (WU).

#### ***Section 2. General structure and study load of the programme***

##### **Article 10. General structure and study load**

- a. The MADE programme represents a total study load of 120 credits.
- b. The MADE programme consists of an academic core, with 102 credits compulsory courses including a thesis (30 credits) and a living lab project (24 credits), 18 credits elective (free choice) courses

#### ***Section 3. Composition of the individual examination programme***

##### **Article 11. The individual examination programme**

- a. Each student compiles an individual examination programme. The individual programme consists of the compulsory courses of the programme and the elective courses (free-choice component).
- b. The individual examination programme must be approved by the Examining Board. This procedure is outlined in the Rules and Regulations.
- c. The individual examination programme may cover more credits than the legally required study load of the programme.

##### **Article 12. Courses from outside Wageningen University or the University of Delft in the individual examination programme**

- a. Courses provided by other institutes of higher education, either in the Netherlands or abroad, can only be included in the individual examination programme with the prior permission of the Examining Board.
- b. The examining board will decide on a course grade conversion after determination of grading standards which are determined in the Rules and Regulations.

**Article 13. Extra courses**

A student may register for extra courses and interim examinations beside the individual examination programme. These courses do not influence the result of the final examination. Extra courses will be stated on the diploma supplement if the positive result is registered in the student information system before the examination date.

## **Chapter 4. Courses (study units)**

**Article 14. Types of courses**

The programme MADE offers various types of courses or study units which are described in the Study Handbook.

**Article 15. Requirements with regard to study progress**

For the Metropolitan Solutions course and the master's thesis the prescribed study progress in credits will be mentioned in the Study Handbook (WU) (reference to the Study Handbook in the Study Guide TUD).

**Article 16. Registering for courses**

The student must register for each course organized by the Wageningen University through MyPortal before the deadline set by the University of Wageningen has passed (see Agenda and calendar Academic year). For courses organized by TU Delft detailed information about registration can be found on the website of the organizing faculty.

**Article 17. Scheduling**

The courses and corresponding interim examinations and resit examinations of the prescribed component of each programme are feasibly scheduled. However, for the courses chosen by students for the free-choice component of the programme it cannot be guaranteed they will be feasibly scheduled.

## **Chapter 5. Interim-examinations and resits**

**Article 18.**

In section 1, 2, 3, 4, 5 and 6 of this Chapter 5, the situation is described for the compulsory MADE courses that are offered in Amsterdam. For the compulsory MADE courses the rules on interim examinations and resits apply of Wageningen University as specified in the WU EER 2019-2020. For the elective courses the rules on interim examinations and resits apply of the EER of the programme where the courses are being followed.

## ***Section 1. Registration***

### **Article 19. Registration for interim examinations**

- a. If the student is already registered for a compulsory MADE course, then it is not necessary to register separately for the corresponding interim examination in that interim examination period.
- b. In all other cases the student must register for taking an interim examination or resit.
- c. In case registration for an interim examination or resit is necessary, the student must register before the deadline that was set by the university which has offered the course. The student who has not registered on time cannot take the interim or resit examination.
- d. Until the deadline set by the University has passed, the student can withdraw their registration for an interim or resit examination.

### **Article 20. Monitoring preconditions for taking interim examinations**

The examiner determines if all preconditions for taking an interim examination have been fulfilled.

### **Article 21. No resit after passing interim examination**

If the student has passed an interim examination, he is not allowed to resit that examination.

## ***Section 2. Examination material***

### **Article 22. Examination material – general**

The questions and assignments contained in a written or oral interim examination shall not exceed the examination material previously published in the Study Handbook and or course guide (WU).

### **Article 23. Examination material for an altered or cancelled course**

If the examination material or the type of examination for a particular course are significantly altered (regardless of whether or not the same course code is used) or if the course is cancelled, then the interim examination shall additionally be given in the previous form in the resit periods of the first year for the altered course, or the first year after the course has been cancelled.

## ***Section 3. Type of examination and scheduling***

### **Article 24. Written interim examinations (also by digital means)**

- a. The student can take an interim examination or a resit examination for a MADE course in the MADE-education period (as specified in the Study Handbook) in which the particular course is given.
- b. Resits outside the regular education periods can be agreed on after discussion with the course coordinator.
- c. In addition to the foregoing students can take interim examinations of the MADE courses and the elective courses followed at WU in the resit period in August at Wageningen University. For specialisation and elective courses that are offered by Delft University of Technology, the rules and regulations on examination of Delft University of Technology apply.
- d. Interim examinations and resits can be scheduled in the evening (6:30-9:30 p.m.). In general, scheduling of interim examinations in the evening hours will be kept to a minimum.

- e. In one day no more than two interim examinations of courses from the prescribed component of the programme (compulsory and restricted optional courses) shall be scheduled.
- f. For online courses that are not scheduled in a specific education period, an interim examination can be scheduled at from regular interim examinations differing moments. For these courses, the student will have two opportunities to take an interim examination or resit in every academic year.
- g. Online interim examinations should always be organized in such a way that the identity of the student can be ascertained and circumstances under which the examinations are taken can be verified. In the Rules and Regulations procedural rules on online proctoring are outlined.

**Article 25. Oral interim examinations**

- a. An interim examination will be taken orally if such is determined in the Study Handbook for the particular course or if so determined by the Examining Board.
- b. The oral interim examination will be taken by two academic staff members at least one of whom is the examiner.
- c. Oral interim examinations are open to the public, unless the Examining Board, under special circumstances, decides otherwise.
- d. An online oral interim examination that consists of an online conversation, must be recorded and filed by the examiner or the examining board in conformity with the retention period prescribed for written interim examinations.

**Article 26. Internships and theses**

- a. In the Study Handbook the way internships and theses will be assessed will be specified. The assessment will be executed by at least two academic staff members. One of the staff members is the examiner.
- b. All master thesis reports that are positively assessed (grade 6 or higher) will be published online in accordance with the current 'Policy WUR Open Access Master Theses'. They will also be published on the AMS Institute Figshare platform and in the repository of TU Delft. If confidentiality is agreed with the student, the criteria for confidentiality must be met. The criteria for confidentiality can be found in the aforementioned Policy.

**Article 27. Request for another type or time of interim examination**

In exceptional circumstances and by request of the student, the Examining Board can decide to deviate from the interim examination type and/or the time of examination should the student be unable to take the prescribed type of interim examination or take the interim examination at the prescribed time.

**Section 4. Assessing, determining and announcing results**

**Article 28. Assessment of interim examinations**

- a. Interim examinations are assessed by numerical marks on a scale from 1 to 10. In order to pass an exam students must achieve a mark of 6 or higher. Marks lower than 6 are rounded off to whole marks, marks of 6 and higher are rounded off to half marks.
- b. In the case of a partial interim examination, the examiner may award a pass/fail assessment instead of a numeric mark. A final pass/fail assessment for a course is allowed only with consent of the Examining Board. This is



outlined per course in the Study Handbook. A pass/fail assessment is not permitted for theses and internships.

- c. The Rules and Regulations provide further information on the assessment methods and standards for interim examinations.

#### **Article 29. Results and announcement of results**

- a. The examiner determines the result of a written interim examination of the core mandatory courses in MADE within ten working days after the day on which the examination is taken.
- b. The examiner determines the result of an oral interim examination immediately after the examination is taken and provides the student with the result in writing.
- c. In the case of educational units for which no written or oral interim examination is given (such as an internship or thesis), the examiner determines the result within 10 days after the submission deadline, as determined by the examiner, on condition that the student has submitted on time. If the student fails to submit on time, the examiner shall determine the result within a reasonable term.
- d. Within the time limits referred to in this Article, the examiner ensures the results are announced by entering the results in the student information system. Students can find this information on MyPortal.

#### ***Section 5. Inspection and discussion***

##### **Article 30. Scheduling of inspection and discussion**

- a. Within ten working days after the results are announced in the student information system, the examiner provides the student with an opportunity to inspect his assessed work.
- b. The examiner can organize the inspection at a determined place and time where he arranges a collective discussion or hands out model answers.
- c. During the inspection, the student has access to his own work, to the questions and assignments of the particular interim examination and to information regarding the standards used for the assessment. Also an examiner or lecturer will be available to give the student an explication.
- d. If the student is prevented from attending the inspection and discussions due to circumstances beyond his control, he can still request inspection within fifteen working days after the results have been announced. The examiner decides on the place, time and manner in which the student shall inspect and discuss his work.
- e. Contrary to the provisions stated in subsections b and d the inspection and discussion for online courses will be organized online.

#### ***Section 6. Validity period for results of interim examinations and partial interim examinations***

##### **Article 31. Validity period for results of interim examinations and partial interim examinations**

- a. The period of validity of the results of an examination is indefinite. The Executive Board of Wageningen University and the Dean of the faculty of Architecture of Delft University of Technology can restrict the period of validity of a successfully completed examination only if the knowledge or insight that was examined has become outdated or if the skills that were examined have become outdated.

- b. In cases involving a limited period of validity based on the first section, the period of validity shall be extended at least by the duration of the acknowledged delay in studies, based on the Wageningen University or TU Delft Profiling Fund Scheme.
- c. In individual cases involving special circumstances, the Examining Board can extend periods of validity that have been limited based on the subsection a or further extend periods of validity that have been extended based on the subsection b.
- d. Results of partial interim examinations or other parts of an interim examination are valid until the end of the academic year following the academic year in which the result was attained, unless the Study Handbook states that the validity is longer (but with a maximum of six years).

## **Chapter 6. Exemptions**

### **Article 32. Exemptions from interim examinations and or practical assignments**

The Examining Board shall not grant exemptions from any interim examinations or the obligation to take part in certain practical assignments. The MADE programme is thus highly specialized and ambitious while the organisation of the programme requires the full dedication and input of all students, which makes that there is no room or ground for exemptions.

## **Chapter 7. Final examinations, diploma**

### **Article 33. The final examination of the programme**

The student passes the final examination if he has passed all courses in his individual examination programme.

### **Article 34. The degree attributed to the final examination of the master's programme Metropolitan Analysis, Design and Engineering**

Based on Articles 7.3c and 7.10a.1 of the WHW, the joint Executive Boards award a joint Master of Science degree, Metropolitan Analysis, Design and Engineering, to the student who has successfully completed the master's programme.

### **Article 35. The final examination results and the date of the final examination**

- a. The Examining Board determines the final examination results after all interim examinations of the individual examination programme have been passed.
- b. The final examination date is the date on which the positive result of the last interim examination of the individual examination programme is entered into the student information system of Wageningen University, or, when later: the date of approval of the (altered) individual examination programme.
- c. Up until the day before the last interim examination of the individual examination programme is taken or the thesis result is announced, the student can apply to the Examining Board for a postponement of the final examination date, so that additional courses can be added to the individual examination programme. The relevant procedure is outlined in the Rules and Regulations.
- d. After the final examination date, students can remain enrolled until the end of that academic year and take courses. They shall receive a certificate for such courses that are passed.

**Article 36. The diploma and the diploma supplement**

- a. The Examining Board issues the student with a diploma and a diploma supplement, as proof of successful completion of the final examination.
- b. The diploma states at least the following: the name of the joint programme, the joint degree, the final examination date, the names and logos of the partaking institutions and, if applicable: the specialisation and the cum laude designation.
- c. The diploma supplement contains at least the names of the partaking institutions and the name, the content, the study load of the programme and, if applicable, the minor. The diploma supplement is drawn up in English and in accordance with the standard European format.

**Article 37. Cum laude**

If the final examination shows that the student has demonstrated exceptional proficiency, the Examining Board can award the designation 'cum laude'. To this end, the Examining Board follows the corresponding procedure in the Rules and Regulations.

**Chapter 8. Other provisions****Article 38. Language used for education and interim examinations**

The programme is taught and examined in English.

**Article 39. Studying with a disability or chronic illness**

- a. The student with a disability or chronic illness can apply for adaptations to the education, the interim examinations, internships and practical assignments. As far as possible, such adaptations will be tailored to the needs of the individual student. The adaptations shall not be made to the detriment of the learning outcomes and the assessment of the outcomes, of the course or of the programme. The procedures and facilities are outlined in the regulations 'Studying with a Disability' and can be found in the [WU Student Charter](#).
- b. After seeking advice from the Study Counselling Services of Wageningen University, the Examining Board decides on behalf of the joint Executive Boards on adaptations to educational facilities and interim examinations.

**Article 40. Study progress and study counselling in general**

- a. The joint Executive Boards ensure the registration of study results so that all students have an overview of their course results via MyPortal.
- b. The joint Executive Boards provide adequate study counselling and facilities in order to ensure sufficient study progress.

**Article 41. Commitment to safety regulations and infection prevention**

- a. For fieldwork and internships and some courses, rules and regulations regarding safety requirements are determined, such as a vaccination requirement. These requirements arise from legislation and regulations ('arbo') and from the policy of Wageningen University and are as much as possible included in the Study Handbook or the Course Guide. More

information regarding [safety instructions](#) and the [policy on infection prevention](#) can be found on the internet.

- b. The course coordinator and/or internship coordinator ensures that the student is informed of possible risks of participation in the education and of the measures taken so the student can work safely. The student is required to follow the safety regulations.
- c. The course coordinator and/or internship coordinator ensures -as far as reasonably possible- that will be verified that students comply with the safety rules. If the student doesn't comply with the rules, the course coordinator must refuse (temporarily or at all) to allow the student to perform specific activities that involve high risk or that create risk. The temporariness depends on the circumstances.

#### **Article 42. Procedure complaint or appeal**

A student can file a complaint to the Student Legal Protection Desk of Wageningen University ([legalprotection.students@wur.nl](mailto:legalprotection.students@wur.nl)). An appeal must be lodged with the Examination Appeals Board (EAB). The procedures for submitting a complaint or lodging an appeal are outlined in the [Student Charter](#) Wageningen University under: Legal protection

## **Chapter 9. Final provisions and implementation provisions**

#### **Article 43. Implementation**

- a. These Regulations enter into force on 1 September 2019.
- b. These Regulations have been adopted by the Executive Board WU and the Dean of the Faculty of Architecture TUD, with approval of the WU Student Council and the Student Council of the Faculty of Architecture TUD and where applicable, approval or advice of the Programme Committee.

#### **Article 44. Amendments to the EER**

- a. These Regulations can be amended only by decision of the Executive Board WU and the Dean of the Faculty of Architecture TUD after approval from the student councils and approval or advice of the Programme Board.
- b. Amendments do not apply in the current academic year, unless the interests of the students are not harmed or if necessary because of a statutory obligation.
- c. Amendments shall not negatively impact decisions taken by the Examining Boards on the grounds of these Regulations before the amendment.

#### **Article 45. Publication**

The Executive Board WU and the Dean of the Faculty of Architecture TUD shall ensure the suitable publication of these Regulations and any amendments.

## **Appendix Admission to the master's programme MADE**

### **Admission regulations for MSc MADE and selection procedure**

The MSc admission regulations for the MSc MADE are an appendix to the Education and Examination Regulations (EER). The Executive Board of WU and the Dean of the Faculty of Architecture TUD will jointly decide on the basis of the advice of the Admission Board MADE on the admission of prospective students to the Master's programme MADE. Both the advice of the Admission Board and the decision of the Executive Board WU and Dean of the Faculty of Architecture are based on the EER and these Admission regulations.

#### **1. Application regulations**

- A. Those who are seeking admission to the MSc MADE are required to submit an application via the WU website
- B. The application should be submitted before the deadline that is mentioned on the WU website.
- C. Only full applications are taken into consideration. The application includes:
  - 1) A completed application form
  - 2) Degree certificate
  - 3) Transcript of academic records
  - 4) English language proficiency test results
  - 5) A statement of purpose/motivation
  - 6) A typed Curriculum Vitae or brief personal history
  - 7) Statement of Accomplishment or Verified Certificate of the MOOC: Sustainable Urban Development: Discover Advanced Metropolitan Solutions
- D. The Only full applications, including application form, certified copy of the degree certificate (if already available), academic transcripts, English test results (if required), statement of purpose, CV, and additional documents if required by the specific programme applied for, are taken into consideration. If the degree certificate is not yet available this document can be submitted ultimately 31 August. For non-EU members the date of 1 July applies.

#### **2. Admission requirements**

- A. The applicant will be admissible if he meets all admission requirements:
  - 1) Level  
A Bachelor degree (or an equivalent award at ISCED level 5A) in a field of science relevant to the selected programme
    - in the technical design and engineering sciences, or
    - in the life or social sciences with additionally acquired technical competences and which degrees relate to metropolitan, urban or environmental issues. In any case the programmes specified under the heading "Target Group" (see below) are considered relevant.
  - 2) Quality

Sufficient quality of the Bachelor degree as shown by an average mark of at least 7 (Dutch system), a Grade Point Average (GPA) of at least B/B+ (US system) or a classification as 2nd upper (UK system). Detailed information on other international equivalents of the required quality is published on the WU website.

3) English proficiency

A sufficient English proficiency, being an IELTS overall 6.5 and a minimum sub-score for speaking of 6.0. Detailed information on equivalents is published at the WU website.

4) Statement of Accomplishment or Verified Certificate of the MOOC:

Sustainable Urban Development: Discover Advanced Metropolitan Solutions developed and launched by the Amsterdam Institute for Advanced Metropolitan Solutions in 2016 is considered as pre-requisite knowledge before starting the master MADE.

- B. A quality of the Bachelor degree falling short of the requirements mentioned in A.2 can only result in admission at the discretion of the Admission Board, when there are sufficient compensating factors such as:
- a. Thesis result
  - b. Scores for the courses that are of particular relevance to the MSc programme applied for
  - c. Indisputable upward trend of course grades
  - d. A declaration of the educational institute of the applicant on a deviating GPA policy
  - e. Achievements in postgraduate education
  - f. Multiple studies
  - g. Scores for WU/TUD courses (by exchange students or students taking a minor)
  - h. Reference letters
  - i. Quality of the degree awarding institution

**3. Linkage programme regulations**

- A. Applicants who do not meet the MSc admission requirements, but who would meet the MSc admission requirements after completing preparatory courses at a value of 30 credit points at the most, can be admitted to the MSc programme under condition of completion of those preparatory courses (linkage programme).
- B. The composition of the linkage programme is determined by the Executive Board WU and Dean of the Faculty of Architecture TUD on the basis of the advice of the Admission Board of the MSc MADE and will be laid down in the admission decision.

**4. Admission decision**

- A. The Admission Board will annually select students. The Educational Directors, under a mandate of the dean, will form the Admission Board, that advises the Executive Board WU and the Dean of the Faculty of Architecture TUD in individual cases with regard to the admission of students to the MSc MADE.
- B. Applicants receive a decision ultimately one month after the complete application was submitted.
- C. Applicants can be admitted provisionally if the Bachelor's degree certificate hasn't been issued yet, and are informed that admission will only become

definitive when a certified copy is presented at the WU Student Desk on arrival in the Netherlands.

- D. The admission decision is valid for the next and following academic year. From then on, the applicant needs to submit a new application.

## **5. Appeal**

- A. Applicants who do not agree with decisions based on this regulation or the time taken to reach the decision can appeal within six weeks after receipt of the decision. The appeal must be in writing and directed at the Examination Appeals Board. The appeal has to be sent to the Student Legal Protection Desk (legalprotection.students@wur.nl).
- B. Before an appeal is taken into consideration, the Examination Appeals Board sends a notice of appeal to the Admission Board, inviting the Board to contact the appellant in order to determine whether or not an amicable settlement of the dispute is possible. The Admission Board will advise the Executive Board WU and Dean of the Faculty of Architecture about the consideration regarding an amicable settlement. Appellants can supply additional documents to support their application.
- C. Within three weeks the Admission Board, on behalf of the Executive Board WU and Dean of the Faculty of Architecture, shall report to the Board of Appeals whether or not an amicable settlement has been found. If this is not the case, the Examination Appeals Board shall start the appeal procedure.

## **6. Target group**

The master MADE will be particularly interesting for three different groups of bachelor students:

- A. Students with a bachelor degree from Delft of Wageningen University, who want to continue with a master focussing on Metropolitan issues. This includes the following BSc-graduates:
  - a. BSc Environmental Sciences
  - b. BSc Landscape Architecture and Spatial Planning
  - c. BSc International Land and Water Management
  - d. BSc Soil, Water, Atmosphere
  - e. BSc Nutrition and Health
  - f. BSc Food Technology
  - g. BSc Architecture, Urbanism, and the Built Environment
  - h. BSc Civil Engineering
  - i. BSc Systems Engineering, Policy Analysis & Management
  - j. BSc Life Science and Technology
  - k. BSc Industrial Design Engineering
- B. Students with a bachelor degree from other relevant or (inter)nationally equivalent programmes in the technical or life and social sciences seeking an interdisciplinary study on metropolitan issues. In The Netherlands, this explicitly includes:
  - a. BA/BSc Built Environment (NHTV, HU, HvA, Avans)
  - b. BA/BSc Civil Engineering (Avans, Windesheim, HZ, Hogeschool Rotterdam, HAN)
  - c. BA/BSc Landscape and Environment Management (Inholland)
  - d. BA/BSc Environmental sciences (Avans, VHL, HAS Den Bosch, Saxion)
  - e. BA/BSc Urban & Rural Development (HAS Den Bosch)
  - f. BA/BSc Logistics (NHTV, HZ, Stenden)

- g. BSc Architecture, Urbanism and Building Sciences (TU/e)
  - h. BSc Civil Engineering (UT)
  - i. BSc Technology and Liberal Arts & Sciences (UT)
  - j. BSc Technical Planning (RUG)
  - k. BSc Geography, Planning and Environment (RU)
  - l. BSc Environmental Sciences (UU)
- C. Students with a bachelor degree with competencies related to metropolitan, urban or environmental issues, yet with some deficiencies in the technical or life and social sciences. Some examples of degrees as such in The Netherlands are:
- a. BSc Social Geography and Planning (UU, UvA, RUG)
  - b. BSc Earth and Economy (VU)
  - c. BSc Future Planet Studies (UvA)
  - d. BSc Social and Behavioural Sciences (EUR)



## **Addendum Education and Examination Regulations master's programme Metropolitan Analysis Design and Engineering (joint degree) 2019-2020**

In order to take the required measures related to the COVID-19 pandemic, it is necessary to make some temporary changes to the Education and Examination Regulations master's programme Metropolitan Analysis Design and Engineering (joint degree) 2019-2020 (EER).

### **Article 1 Temporary deviation from the admission requirements of the Master's programme due to COVID-19**

By way of derogation from Chapter 2, the following apply to students who are enrolling as of 1 September 2020:

1. In special cases, as a result of the coronavirus pandemic, the Master's Admission Board may, at the student's request, admit provisionally a student who is preparing for the final exam of a Bachelor's programme/pre-master programme in the 2019-2020 academic year to the programme, if:
  - a. the study delay was incurred in the period March-August 2020;
  - b. the study delay was caused by the COVID-19-related measures;
  - c. the study delay is not more than 15 ECTS;
  - d. the student will create a study plan outlining how they can combine both degree programmes;
  - e. the study adviser of the Master's programme approves the plan.
2. Candidates who are not directly admissible to the Master's programme (because their Bachelor's is not related) require provisional admission from the Admission Board.
3. After passing the final exam of a Bachelor's programme/pre-master programme, the provisional admission for the remaining months is converted into a definitive admission and the student can re-enrol for academic year 2021-2022.
4. If the student has not passed the final examination of the Bachelor's programme by 31 August 2021, the student may not re-enrol at WU for the Master's programme until the admission requirements have been met.

### **Article 2 Temporary deviation from the scheduling of review and discussion due to COVID-19**

By way of derogation from Article 30 b and c, the examiner may organise the review and discussion online. Students are not allowed to make recordings or reproduce documents during or after the review or discussion.

### **Article 3 Hardship clause**

Within the limits of the law, the Executive Board may, in very exceptional cases, exclude the provisions of the EER or deviate from them in favour of the student in so far as its application, will result in a considerable lack of fairness.

### **Article 4 Effective date**

- a. These regulations enter into force on 6 July 2020<sup>1</sup>.

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<sup>1</sup> These regulations have been drawn up in accordance with the "Servicedocument HO - aanpak Coronavirus COVID-19" in anticipation of the "Spoedwet voorwaardelijke toelating in verband met studievertraging door Corona" (emergency act on conditional admission in relation to study delay caused by the coronavirus). This act is expected to enter into force on 1 August 2020.

- b. Following the recommendation of the Board of Education, these regulations have been adopted by the Executive Board with the consent of the Student Council and with the advice of the Programme Committees.
- c. These regulations will expire on 31 August 2020.

## Information

### **Article 1      Temporary deviation from the admission requirements of the Master's programme due to COVID-19**

Article 2 on provisionally admission to the Master's programme with effect from 1 September 2020 has been added to the EER 2019-2020. Master's admission without a Bachelor's certificate is no longer possible after 1 September 2020. The student can then enrol for February 2021. The article will be added to the EER 2019-2020 of the Master's programme to which students can be admitted for the academic year 2020-2021 without a Bachelor's certificate. This provision applies to Dutch and EEA students participating in a Bachelor's or pre-master programme in 2019-2020. Based on this, it is possible to deviate from the admission requirement that a Bachelor's programme must be completed prior to participation in a Master's programme. The aim of the Master's admission without a Bachelor's certificate is to prevent students from being unable to start their Master's programme in September 2020 because the coronavirus pandemic prohibited them from completing their programme before 1 September 2020 as they were unable to complete one or more courses. The study delay must have occurred in the period after 12 March, and it can be assumed that the delay is related to the government measures in connection with COVID-19, as a result of which the student was unable to meet the admission requirements as planned.

This regulation applies to the following groups of students:

- Master's candidates in the final phase of their Bachelor's at Wageningen University;
- Master's candidates in the final phase of their Bachelor's at a Dutch institute for higher professional education (hbo) or university institution, or an EEA institute for higher education;
- Pre-Master's students who participated in a Pre-Master's course at Wageningen University in 2019-2020, who want to start their Master's programme in September 2020.

The student has submitted an application form for Master's admission without Bachelor's certificate (Application form Zachte knip) to the study adviser and has accurately highlighted which Bachelor's components are missing as well as how they plan to complete their Bachelor's programme in the 2020/2021 academic year in addition to taking part in Master's courses (in scope and time planning). The Master's courses they want to take meet the requirements of a feasible Master's programme. On the basis of this explanation, the study adviser will determine if the student is eligible for Master's admission without Bachelor's certificate.

Candidates who are not directly admissible to a Master's programme (because their Bachelor's is not related) require provisional admission from the admission board.

The third and fourth paragraphs stipulate that students must complete their Bachelor's programme by 31 August 2021. In the case of successful completion of the Bachelor's programme by 31 August 2021, the conditional admission in the

Master's programme is converted into definitive admission and the student is given the opportunity to re-enrol for the academic year 2021-2022 (paragraph 3). If the student does not complete the final examination of the Bachelor's or pre-master programme by 31 August 2021, they will be excluded from participating in the Master's programme until the Bachelor's examination or pre-master programme has been completed (paragraph 4).

In this case, the obtained results remain valid. The results obtained in the Master's programme can be included in the WO Bachelor's certificate. After the student has re-enrolled in the Master's programme, they can submit a request to the Examining Board for exemption eligibility from the courses already completed from the compulsory curriculum of the Master's programme.

**Article 2            Temporary deviation from the scheduling of review and discussion due to COVID-19**

By way of derogation Article 47 b and c, the examiner may organise the review and discussion online. Students are not allowed to make recordings or reproduce documents during or after the review or discussion.