

2013/2014 Education and Examination Regulations for the Master's degree programmes of Wageningen University, General part (EER MSc)

The Education and Examination Regulations are required by law (Article 7.13 WHW). They are intended to provide students with sufficient and clear information about the degree programme they are following. The EER stipulates the applicable procedures, rights and obligations concerning education, interim examinations and final evaluations. The EER is divided into two parts: for each degree programme, the Study Handbook gives a description of the content of these programmes and related examinations. This general part of the EER stipulates the procedures, rights and obligations for a category of degree programmes (in this case the Master's degree programmes mentioned in Article 8) concerning interim examinations and examinations.

The EER is enacted by the Executive Board (Article 7.13.1 WHW) following approval by the Student Council.

In addition, in accordance with Article 7.12b WHW, the Examining Boards have drawn up a document with rules and guidelines regarding fraud and conduct during examinations, as well as duties and competencies of the Examining Boards.

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Chapter 1 General provisions

Article 1 Sphere of application of the regulations

These regulations apply to the education and the examinations of the Master's degree programmes listed in Chapter 2 and to all students following those degree programmes during the 2013/2014 academic year. The degree programmes are offered within the Faculty of Agricultural and Environmental Sciences, hereinafter referred to as the Faculty. These regulations are published in Dutch and in English. In case of differences in interpretation, the Dutch version will prevail.

Article 2 Definitions

For the purposes of these Regulations, the following terms are defined as shown:

- a. The Act: the Higher Education and Research Act.
- b. Student: the individual who, in accordance with the Act, has a right to educational and/or examination facilities. External students are included in this definition.
- c. Student with a functional limitation: a student with a chronic (possibly temporary) or permanent disorder which structurally hampers the student in participating in education and/or taking examinations.
- d. Course: an educational component of the Master's degree programme, as defined by the Act.
- e. Interim examination: a test of the knowledge, insight and skills of a student concerning a specific course. An interim examination may come in the form of a written or oral examination, a practical or written assignment. An interim computer examination is classified as a written examination.
- f. Final evaluation: the final evaluation of student's academic achievements in the Master's degree programme as referred to in Art. 7.3.3 WHW.
- g. Educational period: a period during which education is provided, including individual study and interim examination.
Interim examination period: part of the educational period in which students have the opportunity to take interim examinations of the courses presented during the corresponding educational period.
Re-sit periods: periods 3 and 6 are followed by a re-sit period of 2 weeks during which students can take interim examinations in all courses offered during that academic year. A student may not take resit examinations in period 3 which correspond to courses followed during the same period. The re-sit period in August ends at the latest two weeks before the end of the academic year.
- h. Practical: practical training as referred to in Art. 7.13.2 under t. of the Act, in one of the following forms:
 - participation in fieldwork or a field trip,
 - completion of an internship, or
 - participation in another form of education with the aim of acquiring specific skills.
- i. Credit: unit used to indicate a course's study load. A credit comprises 28 hours of participating in education, taking interim examinations and studying. According to the *European Credit Transfer and Accumulation System (ECTS)*, an academic year comprises 60 credits.

Article 3 Aim of the degree programme

The aim of the degree programme is to impart scientific knowledge, academic skills and attitude in such a way that the graduate Master is capable of working autonomously as a professional or is able to follow the PhD degree programme as a scientific researcher or designer. For every programme, the relevant learning outcomes are formulated and published in the Study Guide. These learning outcomes are explanations of what a student is expected to know, understand and/or be able to demonstrate after successful completion of the degree programme.

Article 4 Variants of the degree programme

Wageningen University has only full-time Master's degree programmes.

Article 5 Educational frameworks

With respect to the Master's degree programmes defined in Article 7, the educational frameworks 2013/2014 apply. These frameworks have been enacted by the Executive Board with agreement of the Student Council.

Article 6 Examining Boards of the degree programmes

The Executive Board, based on Art. 7.12a.1 WHW, has appointed four Examining Boards for each of the four groups of degree programmes. These Examining Boards are responsible for the interim examinations and final evaluations in the corresponding degree programmes. In their decisions, the Examining Boards take the general principles of good administration into account.

Article 7 Examining Boards Rules and Guidelines

The Examining Boards have drawn up a document with rules and guidelines concerning enrolment, disenrolment, evaluation and procedures concerning examinations, interim examinations and final evaluations, including rules regarding fraud and misconduct. The student must familiarise him/herself with these rules and guidelines.

Chapter 2 The Master's degree programmes of Wageningen University to which these Education and Examination Regulations apply

Article 8 The degree programmes

These Education and Examination Regulations apply to the following Master's degree programmes offered by Wageningen University, all of which have a two-year education programme:

- Animal Sciences	CROHO code 66849
- Applied Communication Science	CROHO code 66652
- Aquaculture and Marine Resource Management	CROHO code 60804
- Biosystems Engineering	CROHO code 66831
- Bioinformatics	CROHO code 60106
- Biology	CROHO code 66860
- Biotechnology	CROHO code 66841
- Climate Studies	CROHO code 60107
- Development and Rural Innovation	CROHO code 60103
- Environmental Sciences	CROHO code 60810
- Earth and Environment	CROHO code 60100
- Food Quality Management	CROHO code 60109
- Food Safety	CROHO code 60112
- Food Technology	CROHO code 66973
- Forest and Nature Conservation	CROHO code 66219
- Geo-Information Science	CROHO code 60108
- Hydrology and Water Quality	CROHO code 60101
- International Development Studies	CROHO code 66837

-	International Land and Water Management	CROHO code 60104
-	Landscape Architecture and Planning	CROHO code 66848
-	Leisure, Tourism and Environment	CROHO code 60111
-	Management, Economics and Consumer Studies	CROHO code 66836
-	Meteorology and Air Quality	CROHO code 60102
-	Molecular Life Sciences	CROHO code 60303
-	Nutrition and Health	CROHO code 66868
-	Organic Agriculture	CROHO code 69300
-	Plant Biotechnology	CROHO code 60105
-	Plant Sciences	CROHO code 66835
-	Soil Science	CROHO code 60100
-	Urban Environmental Management	CROHO code 60110

Chapter 3 Admission

Article 9 Admission to the Master's degree programme

1. For admission to a consecutive Master's degree programme, the student must possess the required Bachelor's diploma. The supplements to the EER of the Bachelor's degree programmes WU and the EER of the Master's degree programmes WU contain the list of Bachelor's diplomas that provide admission to one or more consecutive Master's programmes.
2. For admission to a non-consecutive Master's degree programme, students must have proof of admission to the relevant Master's programme. This proof of admission is provided by the Executive Board.
3. The proof of admission to the non-consecutive Master's degree programmes is provided if the admission requirements are satisfied.

Article 10 'Sharp Distinction', hardship clause

As of 1 September 2013, students may start a Master's degree programme only after they have completed their BSc. A hardship clause applies to students who have incurred a study delay due to exceptional circumstances or other which have resulted in unfair situations (illness, functional disability, family circumstances or activities like membership on boards or committees, etc.) and who were unable to prevent this delay through good planning in consultation with the study advisor.

Chapter 4 Education and examination regulations for the degree programmes

Section 1 Final evaluations, general aspects

Article 11 The final evaluation in the degree programme

The degree programmes defined in Article 8 are completed through a final Master's evaluation.

Article 12 The degree ensuing from the final Master's evaluation

In accordance with Art. 7.10a.1 of the Act, the university administration awards the degree of Master of Science to those who have passed the final Master's evaluation; the degree includes the name of the completed degree programme. The degree and the degree programme are shown on the diploma.

Section 2 *Final Master's evaluation and result*

Article 13 *Compilation and study load of examination programme/flexible Master's programme*

1. The final Master's evaluation comprises the components listed in the examination programme of the degree programme, as approved by the Executive Board and published in the Study Handbook. The programme in the Study Handbook is part of the EER. Every interim examination is one component of the final Master's evaluation regardless of whether it is compulsory, free choice or restricted choice. The total study load of the final Master's evaluation is 120 credits.
2. Every student has the right to compile a flexible Master's programme. The composition of a flexible Master's programme requires the permission of the relevant Examining Board. Concerning the application of the Act and these regulations, when granting permission, the Examining Board indicates which degree programme offered by the institution is most in accordance with the flexible programme compiled by the student. The diploma states that a flexible Master's programme has been completed and lists the name of a regular Master's degree programme.

Article 14 *Approval of interim examinations to be taken at other institutions*

1. The same courses cannot appear in both the Bachelor's degree programme of WU and in the examination programme of an individual Master's degree student. If there is overlap, the study adviser, in consultation with the student, will modify the examination programme in the MSc study contract.
2. a. In order to take interim examinations of free-choice courses at other universities in the Netherlands or abroad, the student must first obtain permission from the Examining Board. The request to the Examining Board must be supported by a recommendation from the study adviser. When granting permission, the Examining Board evaluates the relevant interim examination regarding whether its magnitude and level are compatible with the Master's examination programme. The relevant interim examination and the number of credits assigned are listed on the diploma supplement under the appropriate name.
b. If students want to take interim examinations at a university abroad and want these examinations to count for specific courses from the programme described above, then they must request the corresponding WU examiner to take responsibility for the interim examinations that are taken abroad. The students must obtain permission from the Examining Board in accordance with the procedure in clause 2a.

Article 15 *Approval of the Master's examination programme*

1. At the beginning of the Master's study, the student and his or her study adviser compile a tentative individual Master's examination programme based on the described programme. This tentative programme, which may include a reasoned request for exemptions from interim examinations, must be sent for approval to the Examining Board by the end of the second semester*
2. The secretary of the corresponding Examining Board receives this proposal via SPA (degree programme Approval). The Examining Board decides whether or not to approve the Master's examination programme. The approved examination programme becomes part of the MSc study contract.
3. The decision of the Examining Board is based on a qualitative and quantitative assessment of the individual Master's examination programme. The assessment of the free-choice (elective) component is limited to safeguarding the level of the individual interim examinations in relation to their mutual coherence.
4. Before the relevant Examining Board makes a well-reasoned decision to deny approval, the student is provided with an opportunity to explain his or her standpoint.

5. The corresponding Examining Board decides within six weeks after receiving the request, or if this term expires during an academic holiday, within 14 days after the holiday. The Examining Board can postpone the decision for no more than 14 days. The student must be informed of the postponement before the expiration of the first (six-week) term cited above.
6. The student will be informed of the decision within eight weeks. If the relevant Examining Board has not decided before this deadline, or if the student has not been informed about the decision, the individual examination programme is assumed to be approved.
7. If students want to change an already approved Master's programme, this request must be submitted promptly. This means: at least 6 weeks before the intended date of the Master's final evaluation. Clauses 3 through 6 shall apply to this request accordingly.

(*) Students are strongly advised to submit their examination programme for approval before they take interim examinations in free-choice components. If free-choice components (electives) that have already been passed are not approved, this is entirely at the risk of the student.

Article 16 Prerequisite courses for the MSc thesis

Before students can begin their MSc thesis, the prerequisite courses for the thesis, which are listed in the Study Handbook, must be passed. The Examining Board can decide to deviate from this provision, if requested to do so.

Article 17 Additional conditions for starting the MSc thesis and MSc internship

The Study Handbook can stipulate that students cannot begin work on their MSc thesis or MSc internship unless specified study progress has been made.

Article 18 The final Master's evaluation

1. Students have passed the final Master's evaluation of the degree programmes if all interim examinations that are part of their examination programme have been passed.
2. After all interim examinations have been taken, the result of the final Master's evaluation is determined by the relevant Examining Board.
3. The date of graduation is the date on which the final component of the Master's examination programme is passed.
4. If the Master's examination programme has been changed at the request of the student and if the date of approval of this change falls after the date on which the final component of the Master's examination programme has been passed, then the date of approval of the Master's examination programme becomes the date of graduation.

Article 19 Graduation with two or more final Master's examinations

1. It is possible to graduate with two or more final Master's examinations if the following conditions are satisfied:
 - a. Enrolment in the degree programmes in which the final evaluations will be made.
 - b. The MSc theses for the various degree programmes in which the student will graduate and the preparatory courses for these theses must be completed at different chair groups,
 - c. Students who want to graduate in two or more Master's degree programmes must complete a unique component of at least 60 credits in each of the programmes. If one of the two Master's degree programmes is a one-year Master's programme at another university, then the overlap between the programmes must not be more than 30 credits.

The Examining Board decides whether the student who has enrolled for a second (or later) degree programme must do a Master's internship or write second Master's thesis. The Examining Board decides whether or not exemption is justified on the basis of the level of relatedness between the degree programmes.

2. For each degree programme that is chosen, the relevant Examining Board awards a diploma for each successfully completed final Master's evaluation.

Article 20 The diploma and supplement

1. As proof that the candidate has passed the final evaluation, the Examining Board awards a diploma to the student. The diploma is signed in any case by two members of the Examining Board who are appointed to do so.
2. The diploma lists the degree programme, the degree and the specialisation. The diploma supplement must at least list the interim examinations that are part of the examination programme, with the corresponding marks and credits earned. In addition, the diploma lists the interim examinations that are not part of the final evaluation if the student has requested that these be included before the final evaluation is completed, but only if these examinations have been passed.
3. If the candidate has shown exceptional prowess during the final evaluation, this can be indicated on the diploma with the designation "with distinction". The Examining Board does this in accordance with the provisions in the document 'Rules and regulations of the Examining Board'.

Section 3 *Taking and evaluating interim examinations*

Article 21 Interim examinations, general aspects

1. The Study Handbook indicates in which form or forms each interim examination can be taken.
2. Students with a functional limitation are offered a reasonable opportunity to take interim examinations in a fashion which is adapted to their limitation as much as possible. If necessary, the Examining Board acquires expert advice before deciding on this matter.
3. The duration of the interim examination is such that the student, according to reasonable standards, has sufficient time to answer the questions.
4. If requested by a student, the Examining Board can decide that the interim examination can be taken in a different form.
5. Once a student has passed an interim examination, that examination may not be taken again.

Article 22 Opportunity to take written interim examinations

1.
 - a. Students can take written interim examinations during the examination period at the end of an educational period (periods 1, 2 and 5), or during an educational period (periods 3, 4 and 6).
 - b. In addition, twice each academic year (i.e. in February and August) there is a two-week period for students to take written examinations for courses followed during that academic year. In the re-sit period of February this means a second change for the courses of period 1 and 2 and a third change for courses from period 3 until 6 of the last academic year. In the re-sit period of August this means a second change for the courses of period 3 until 6 and a third change of the courses of period 1 and 2. In practice this means that a student may not take a resit in February of the courses the student is taking during period 3. Student who did not pass an interim examination of period 3 are allowed to do a re-sit during the re-sit period of February. With the possibility of doing re-sits during the period a course is

given this means that a student can take a total of three interim examinations per thirteen-month period.

- c. Although interim examinations (first three opportunities) for standard degree programmes are scheduled to not overlap as much as possible, it may occur that interim examinations for elected courses overlap with others.
 - d. Interim examination and re-sits can be scheduled in the evening.
2. Students who – as an exception to the provisions in clauses 1 a-c – wish to take written interim examinations at a different time must obtain permission from the relevant Examining Board.

Article 23 Opportunity to take oral interim examinations

- a. Oral interim examinations take place at a public venue unless the Examining Board or the examiner decides otherwise in a special case, or if the student objects to a public examination. For reasons of public order, or at the request of the student, the examiner may decide to discontinue the oral examination in public.
- b. Oral interim examinations are scheduled at a time determined by the examiner(s) in consultation with the student.
- c. Oral interim examinations will not be given to more than one individual at a time, unless the Examining Board or the examiner decides otherwise.

Article 24 The questions and problems, changing the material tested by interim examinations

1. The questions and problems on the interim examination do not go beyond the previously announced examination material. This material is described in broad terms before the beginning of the course that leads to the examination. The exact amount of the material to be tested on the examination is announced definitively at least one month before the examination is held.
2. If the examination material and/or the method of evaluation of an interim examination has been altered significantly, then the interim examination or the components of which the interim examination exists will still be offered in its old form during one academic year - the year in which the course is offered in the new form for the first time. However, this applies only to students who have not passed the examination or one of its components in the old form and students who took the course and registered for the interim examination, but cancelled their registration promptly.
3. When a course expires, concerning both the course code and course contents, the interim examination for this course or its components will still be held during one academic year: the year in which the course is no longer offered for the first time. However, this applies only to students who have not passed the examination or one of its components in the old form and students who took the course and registered for the interim examination, but cancelled their registration promptly.

Article 25 Determining and announcing the results

1. Immediately after the oral interim examination is completed, the examiner determines the result and gives a written declaration to the student.
2. The examiner determines the results of a written interim examination within 10 working days after the day on which it is taken. The results are published online.
3. Regarding forms of interim examinations other than oral and written examinations, such as a paper, the Examining Board decides in advance how and when the student will receive a written statement of the results and will inform the student accordingly.
4. The examiner informs the Student Service Centre about the result.

Article 26 Right to view the interim examination

1. During a period of at least 10 working days following the publication of the results of an interim examination, students will be given the opportunity, at their request, to view their work.
2. During the above period, students will be able to view the questions and assignments on the relevant interim examination, as well as the norms used for evaluating the answers.
3. For this purpose, the examiner can schedule at least two time periods during which the above viewing is possible. If the student concerned can prove that he or she was prevented from attending one of the scheduled viewings due to circumstances beyond his or her control, then he or she will be offered other options (possibly online), if possible within the period referred to in clause 1.

Article 27 The follow-up discussion

1. During a period of 10 working days beginning on the day after the announcement of the results, the student who has taken a written interim examination can request the relevant examiner for a follow-up discussion. The follow-up discussion takes place within a reasonable length of time at a location and time determined by the Examining Board/examiner.
2. If a collective follow-up discussion has been organised by or on behalf of the examiner, the examinee can request an individual follow-up discussion (as referred to in the previous clause) only if he/she is present at the collective discussion and explains the relevant request or if he/she was absent from the collective discussion for a valid reason.
3. The provisions in the previous clause apply accordingly if the examiner offers the examinee the opportunity to compare his or her examination results with model answers.
4. The examiner can deviate from the provisions in the first and second clauses if the examinee, within the term cited in clause 1, submits a request to this effect.

Article 28 Term of validity of interim examinations

Passed examinations remain valid for six years. As an exception to this provision, the Examining Board can extend this term for passed examinations that are at risk of becoming void.

Article 29 Evaluation of internships

An internship is evaluated with a mark. Agreements about the internship must be in writing and must be recorded in an internship contract.

Section 4 Exemptions

Article 30 Exemption from interim examinations

1. At the written request of the student and after hearing from the relevant examiner, the Examining Board can grant exemptions from examinations.
2. Before an Examining Board deviates from the recommendation of the relevant examiner, the examiner will be given the opportunity to explain his or her standpoint.
3. The Examining Board can, at the request of the Board of the Education Institute, establish a collective exemption procedure.
4. The Examining Board is authorised to specify grounds for exemption in a supplement to these Regulations. The agreements between Wageningen University and universities abroad include a description of the knowledge or skills acquired outside Dutch higher education that can be used by the relevant Examining Board to grant exemptions. These grounds are included in the supplement referred to above.

Section 5 Rules concerning interim examinations and final evaluations

Article 31 Taking the interim examination or final evaluation

1. Each interim examination comprises a test (to be given by the examiner or examiners) of the knowledge, insight and/or skills of the student; it also includes the assessment of the results of that test.
2. The decision about whether a student has met the conditions to be allowed to take an interim examination or participate in the final evaluation is made by the relevant examiner or Examining Board, respectively.

Article 32 The language in which the interim examination is taken

1. In principle, the language in which the course is taught is also the language in which the exams are given. If permitted by the examiner, exam questions can be answered in a different language.

Article 33 The language in which the thesis and the internship report must be written
In principle, the thesis and internship report are written in English. In consultation with the examiner it is possible to write a thesis in a different language.

Article 34 Compulsory practical exercises and exemption from these exercises

1. Practical exercises that are compulsory before the candidate is allowed to take certain interim examinations are listed in the Study Handbook.
2. The relevant Examining Board can grant an exemption from compulsory participation in practical exercises. This exemption can be granted on the basis of conscientious objection. In that case, the relevant Examining Board can decide that the practical exercise will be conducted in a different fashion, as indicated by the Board.
3. A request for exemption from compulsory participation in practical exercises, including an explanation of this request, must be submitted by the student to the Examining Board at least two months before the practical exercise begins.
4. The term of two months, referred to in the third clause, does not apply to practical exercises scheduled during the first and second periods of the first year of enrolment in the Master's degree programme (MSc-1). In this case, the request must take place before the practical exercise begins.

Section 6 Study supervision

Article 35 Study progress and study advisers

The Executive Board is responsible for registering the study results in such a way that a list of the examination results can be provided for each student on the internet. The Executive Board is responsible for the study advisers of the students who are enrolled in the degree programme, partly to benefit their orientation towards possible study pathways inside and outside the degree programme

Section 7 Right of appeal

Article 36 Right of appeal

The examinee has the right to make an appeal within six weeks to the Examination Appeals Board (CBE) against his or her treatment while taking the interim examination or final evaluation and against decisions of the Examining Board or examiner. See Student Charter > Legal Protection of students.

Chapter 5 Conclusion and provisions concerning amendments to these regulations

Article 37 Amendments

1. Amendments to these regulations are made by the Executive Board in separate resolutions following approval of the Student Council.
2. No amendments can be made that apply to the current academic year unless it can be reasonably determined that this does not damage the interests of the students.
3. Moreover, amendments cannot be disadvantageous to students regarding the approval that is obtained pursuant to Articles 14 or 15 or any other decision that is made pursuant to these regulations by the Examining Board with respect to a student.

Article 38 Publication

The Executive Board is responsible for publishing these regulations in an appropriate fashion as well as the amendments to these regulations.

Article 39 Date of enactment

These regulations go into effect on 1 September 2013.

These regulations were enacted by the Executive Board after taking into account the recommendations of the Board of the Education Institute and programme committees and following the approval of the Student Council.

Supplement to the 2013/2014 EER for the MSc degree programmes of Wageningen University

For a summary of admission requirements for the Wageningen MSc degree programmes 2013/2014 in terms of Bachelor's diplomas from WU and other institutions, see the STUDY HANDBOOK 2013/2014.