



rijksuniversiteit groningen

Faculty of Arts

Teaching and Examination Regulations (OER)

**Part A: General information for all Master's degree programmes
for academic year 2018-2019**

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Section 1 General provisions

Article 1.1 – Applicability

1. These Teaching and Examination Regulations for academic year 2018-2019 apply to the teaching, examinations and final assessment of all Master's degree programmes offered by the Faculty of Arts, hereinafter each referred to as **the degree programme**, and to all students enrolled in these degree programmes.
2. The degree programme is provided by the Faculty of Arts of the University of Groningen, hereinafter referred to as **the Faculty**.
3. These Teaching and Examination Regulations also apply to students of other degree programmes, faculties or institutes of higher education, insofar as they follow course units in the degree programme.
4. Course units that students of the degree programme as referred to in Article 1.1.1 follow in other degree programmes or at other faculties or institutes of higher education are subject to the Teaching and Examination Regulations of that programme, faculty or institute.
5. These Regulations also apply to the admission of students to the Pre-Master's programmes referred to in Article 2.2 with an eye to following the degree programme.
6. In these Regulations the term 'the degree programme' refers to the Master's degree programme in which the student is enrolled. Each of the degree programmes listed below has an individual Part B, with provisions that only apply to that degree programme.

Overview of Master's degree programmes

Some of the degree programmes listed below have a (p) behind their name, to indicate that they are offered in part-time as well as full-time mode.

Master's label with CROHO code
Literary Studies (p) – (60813)
Literary Studies – Research Master's programme – (60814)
Linguistics – (60815)
Linguistics – Research Master's programme – (60817)
Archaeology – (60805)
Archaeology – Research Master's programme – (60133)
History (p) – (66034)
History – Research Master's programme – (60139)
International Relations (60 ECTS) – (60734)
International Relations (120 ECTS) – (60819)
International Relations – Research Master's programme – (60820)
Classics & Ancient Civilizations – (60821)
Classics & Ancient Civilizations – Research Master's programme – (60039)
Arts & Culture – (60087)
Arts & Culture – Research Master's programme – (60829)
Media Studies – (60831)
Communication & Information Studies – (66826)
Middle Eastern Studies – (60842)
North American Studies – (60845)
European Studies – (60847)
Dutch Studies – (60849)

Article 1.2 – Definitions

The following definitions apply to these Regulations:

- a. **The Act**: the Higher Education and Research Act (WHW: Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek)
- b. **Student**: a person registered at the University for the purpose of taking course units and/or examinations and a final assessment leading to the conferral of a university degree

- c. Degree programme: the Master's degree programme referred to in Article 1.1 of these Regulations, comprising a coherent set of course units
- d. Course unit: a syllabus unit or other part of the degree programme within the meaning of Article 7.3 of the Act, included in OCASYS
- e. OCASYS: the University of Groningen's online course catalogue
- f. ECTS credit point: a credit point within the meaning of the Act. The student workload of each course unit is expressed in ECTS credit points, whereby 1 ECTS is equivalent to a student workload of 28 hours
- g. Pre-Master's programme: a programme intended to remedy deficiencies for admission to the degree programme
- h. Examination or test: an assessment of the knowledge, understanding and skills of students
- i. Syllabus: a document based on the Faculty syllabus model, comprising information about the form, content and organization of an individual course unit
- j. Final assessment: the final assessment for the Master's degree, which is considered to be passed once all the requirements of the entire Master's degree programme have been satisfied
- k. Academic year: the period of time that starts on 1 September and ends on 31 August of the following year
- l. Semester: part of the academic year, either starting on 1 September and ending on a date to be determined by the Board of the University, or starting on a date to be determined by the Board of the University and ending on 31 August
- m. Practical exercise: a teaching or learning activity as referred to in Article 7.13 of the Act, in one of the following forms:
 - a thesis
 - participation in a seminar
 - a written assignment, paper or draft
 - a research assignment
 - participation in fieldwork or an excursion
 - completion of a placement
 - participation in another educational activity designed to teach certain skills
- n. Board of Examiners: an independent body with the duties and powers as stated in Articles 7.11, 7.12, 7.12b and 7.12c of the Act, including assessing whether the requirements of the final assessment have been met
- o. Examiner: a person appointed by the Board of Examiners to set examinations and determine their results
- p. Admissions Board: the board that has decision-making powers in matters concerning admission to the degree programme on behalf of the Faculty Board.
- q. Programme Committee: the consultative and advisory body that fulfils the duties referred to in Articles 9.18 and 9.38c of the Act
- r. N-A registration: *Niet Afgerond / Niet Aanwezig / Not Attended / Not Assessed*. Registration for students who are registered for a course unit but have not received a final assessment for it
- s. Regular student: a student who is not a part-time, Minor or non-degree exchange student.

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

Section 2 Admission

Article 2.1 – Entry requirements

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

Article 2.2 – Pre-Master’s programme

1. Holders of a degree other than that stated in Article 2.1 of Part B of these Regulations must submit a request for admission to the Admissions Board of the degree programme. The Admissions Board may decide that the student must complete a Pre-Master’s programme, to be designed on an individual basis, in order to gain admission to the degree programme. Such a Pre-Master’s programme may have a student workload of no more than 60 ECTS.
2. A maximum term of four consecutive semesters will apply to the successful completion of the Pre-Master’s programme.
3. Students who are required to follow a Pre-Master’s programme in order to gain admission to an English-taught Master’s degree programme or track must satisfy the language requirement set out in Section 2 of Part B of the Teaching and Examination Regulations of the relevant Master’s degree for students with foreign qualifications.
4. The stipulations concerning Pre-Master’s programmes in the University of Groningen Regulations for Registration and Tuition Fees 2018-2019 apply.

Article 2.3 – Admissions Board

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

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

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

Article 2.5 – Entrance examination: times

1. Entrance examinations for the degree programme are held twice a year; once for students starting in the first semester and once for students starting in the second semester. However, degree programmes that only have one annual starting date, in September, only have one entrance examination per year.
2. The deadline for submitting admission applications to the Admissions Board of the desired degree programme is published on the relevant degree programme’s web page.
3. Only in exceptional cases will the Admissions Board consider an application submitted after the date stated in Article 2.5.2.
4. Admission is granted on condition that on the starting date concerned, the candidate satisfies the requirements of Article 2.1 of Part B of these Teaching and Examination Regulations regarding knowledge and skills, as evident from documentary proof of the programmes followed. The written admission decision will include information for the student about the possibility of an appeal to the Board of Appeal for Examinations.

Article 2.6 – Entrance examination: hardship clause

The Board of Examiners may deviate from the stipulations of Article 2.1 in situations where refusal to admit a student would demonstrably lead to a situation of unfairness of an overriding nature. Whether or not such a situation applies will be determined on a case-by-case basis.

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

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

SECTION 3 CONTENT AND STRUCTURE OF THE DEGREE PROGRAMME

Article 3.1 – Aims and learning outcomes of the degree programme

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

Article 3.2 – Type of degree programme

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

Article 3.3 – Student workload

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

Article 3.4 – Conditions for awarding a University of Groningen degree

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

Article 3.5 – Participation in course units

1. All registered students must specify the course units they wish to follow in ProgRESS WWW before the academic year begins. The periods during which students can register are set annually by the Faculty. In principle, students can register for up to 30 ECTS credit points per semester. The Director of Studies may grant students exemption from this rule on the recommendation of the study advisor of the relevant degree programme.
2. Students who register for a course unit are automatically registered for all examinations and tests for that course unit.

3. Admission to course units is arranged according to predefined and published admission criteria and priority regulations. Students who are registered for the degree programme will be given priority for the compulsory course units in their Major. If a seminar course unit is oversubscribed, students will be admitted based on the order of registration, bearing in mind the entry requirements for the course unit and the phase the student is in.

Article 3.6 – Attendance requirement for seminars

1. An 80% attendance requirement applies to course units that include practical exercises (i.e. seminars). The exact conditions for successfully passing a seminar course unit are included in the syllabus for the course unit in question.
2. In the event of absence of up to 20%, the lecturer may stipulate replacement assignments. Absence of more than 20% will result in the student being barred from further participation in the course unit and from the examination, and an N-A registration. Notification of absence from a seminar must always be supported by reasons. Anyone who misses the first two seminars without reason will lose the right to participate.
3. Students who satisfy the 80% attendance requirement but not the other requirements referred to in Article 3.6.1 in principle need only retake the test or examination in the next academic year and do not have to satisfy the 80% attendance requirement again. However, if the content of the seminar course unit for the following year is significantly different, students must retake the course unit. Decisions in such cases are taken by the Board of Examiners.

Article 3.7 – Honours programme

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

Article 3.8 – Study progress administration

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

Article 3.9 – Study progress supervision

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

Article 3.10 – Open Degree Programme

Students may choose to follow a degree programme's Open Degree Programme, which deviates from the regular specialization(s) of the degree programme. An Open Degree Programme must always be approved in advance by the Board of Examiners of the degree programme in which the student is registered. Any further conditions with regard to the Open Degree Programme will be set out in Part B of these Regulations.

Section 4 Tests and examinations of the degree programme

Article 4.1 – General

1. Every course unit has a test or examination.
2. The test or examination assesses students' academic development and mastery of the learning outcomes of the course unit.
3. Tests and examinations are marked on a scale of 1.0 to 10.0. The final result of a course unit is expressed in a mark to no more than 1 decimal point. A mark of 5.5 or higher is a pass, any mark lower than 5.5 is a fail. If the final mark is calculated on the basis of several tests, the partial marks used in the calculation must not be rounded off.
4. If the calculation results in a mark to two or more decimal points, mathematical rounding rules must be used to round off the mark to one decimal point. An exception to this rule applies to marks between 5.45 and 5.49, which are rounded down to 5.4.
5. All lawfully taken examinations are marked.
6. A thesis is considered to be passed if it is awarded a non-rounded-off mark of at least 6.0.
7. An N-A registration will be recorded for any test or examination that is not taken.
8. The Board of Examiners referred to in Section 4 is always the Board of Examiners for the degree programme that sets the tests and examinations.
9. The Board of Examiners for the degree programme setting the examinations as referred to in Article 4.1.8 is authorized to assess tests and examinations, deal with any complaints and decide upon requests for alternative exam regulations.

Article 4.2 – Board of Examiners

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

Article 4.3 – Exemptions

1. At a student's request, the Board of Examiners, having discussed the matter with the examiner in question, may grant exemption from an examination or part thereof, upon stating the grounds for such a decision and on condition that the student:
 - a. has completed part of a university or higher vocational degree in the Netherlands or abroad that is equivalent in content and level
 - b. can demonstrate by work experience that he/she has sufficient knowledge and skills with respect to the course unit in question.
2. The validity period of exemptions granted for course units or parts thereof is identical to that of examination results.

Article 4.4 – Examination frequency and periods

1. There will be at least two opportunities a year to sit examinations. For partial examinations, students can opt for one resit covering the material for the entire course unit.
2. The periods in which examinations or partial examinations are held are listed in the Assessment Plan and the syllabus.
3. The Board of Examiners will make a decision with regard to examinations for course units that are not taught in the relevant academic year.
4. Transitional provisions apply to examinations for course units that are no longer offered due to programme changes. These transitional provisions can be found in an Appendix to Part B of these Regulations.
5. The syllabus contains a resit regulation to explain which substitute or supplementary tests students can take if they have completed all elements of a course unit but have not succeeded in passing it.

Article 4.5 – Mode of assessment

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

Article 4.6 – Request for an additional resit

1. Students may submit a request for an additional resit to the Board of Examiners.
2. Such a request may be granted if the student in question failed the relevant exam due to extraordinary circumstances and if not granting the request for an additional resit would result in unacceptable study delay.
3. The following criteria apply to granting a request for an additional resit for the last course unit in the degree programme:
 - it must be the last examination result needed
 - not granting the request would result in study delay of at least one semester
 - the examinee must have taken the last two regular exam opportunities for the course unit in question and have gained at least a mark of 4.0.

Article 4.7 – Partial examinations

The weighting and determination of the marks of partial examinations is set out in the syllabus of the relevant course unit.

Article 4.8 – Examination provisions in special circumstances

1. Contrary to the provisions of Article 4.4, the Board of Examiners may decide to grant a student an individual examination provision in the event of an 'exceptional instance of unfairness of an overriding nature'.
2. Requests for individual examination provisions, including substantiation and documentary evidence, must be submitted to the Board of Examiners as soon as possible.

Article 4.9 – Examinations and functional impairments

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

Article 4.10 – Oral examinations

1. Unless the Board of Examiners decides otherwise, an oral examination may only be taken by one student at a time.

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

Article 4.11 – Assessment of placement or research assignment

Placements and research assignments will be assessed by the relevant placement supervisor from the degree programme, who will have been appointed as an examiner by the Board of Examiners, after consultation with the host institution supervisor and the original commissioner.

Article 4.12 – Thesis/final assignment

1. A thesis/final assignment can only be used for one degree programme. No exemptions are granted for a thesis/final assignment based on a thesis/final assignment written within a different degree programme.
2. Students' theses/final assignments must be individually assessed.
3. Part B of these Teaching and Examination Regulations sets out the language requirements for theses/final assignments.
4. Article 5.2.7 on the storage period for theses and final assignments applies.
5. Students will be given the opportunity to write their thesis/final assignment at least twice per academic year.
6. The period(s) during which students can write their thesis/final assignment will be published in the Student Handbook, the assessment plan and OCASYS.
7. The thesis/final assignment will be assessed by the supervisor and a second assessor. In the event that these two assessors are unable to come to a joint assessment, the Board of Examiners will appoint a third assessor and determine how the final assessment will be reached.
8. If by the end of the period referred to in Article 4.12.6 the assessor(s) is/are of the opinion that the thesis/final assignment cannot be awarded a pass mark, the student will be given one opportunity to remedy the work in order to be awarded a pass mark within a timeframe defined by the degree programme. If the revised work cannot be awarded a pass mark, the student will have to complete a new thesis/final assignment with a new topic and a different supervisor.
9. More detailed regulations on the design, content, timeframe and assessment of the thesis/final assignment can be found in the Master's Thesis Protocol, which is included as an Appendix to these Teaching and Examination Regulations. This Appendix forms an integral part of these Regulations.
10. The Board of Examiners is the only body that can deviate from the provisions of this Article at the written request of a student.

Article 4.13 – Cheating (incl. plagiarism)

1. Cheating is an intentional or unintentional act or omission by a student that partly or wholly hinders the forming of a correct assessment of his or her own or someone else's knowledge, understanding and skills.
2. Cheating also includes plagiarism, which means copying someone else's work without correct reference to the source. More specifically, the following constitute cases of plagiarism:
 - a. the use of the ideas and phrases of others without reference to the source
 - b. the inclusion in the argument of a translation or paraphrase of texts written by someone else without reference to the source
 - c. the submission of the same or similar written assignments for different course units.
3. In the event of cheating or plagiarism during an examination, the examiner may ban the examinee from further participation in the examination.
4. In the event of cheating or plagiarism in an examination or practical exercise, the examiner may exclude the examinee from participation in one or more examinations or final assessments to be determined by the Board of Examiners, for a period of time also to be determined by the Board of Examiners with a maximum of one year.

5. The Board of Examiners will make a decision concerning a ban based on the written report by the examiner about the cheating or plagiarism discovered by him/her, and after hearing the examinee's side of the story.
6. A ban means that no result will be awarded for the examination or practical exercise in question and an N-A registration will be recorded instead.

Article 4.14 – Invalid examination

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

Article 4.15 – Termination of registration (Iudicium Abeundi)

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

Article 4.16 – Marking of examinations and publication of marks

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

Article 4.17 – Validity

1. Completed course units remain valid **indefinitely**.
2. Contrary to the provisions of Article 4.17.1, the Board of Examiners may decide that the validity of a course unit is limited. The Board of Examiners can only decide that a course unit is no longer valid if a student's skills and knowledge are demonstrably outdated. In such cases the Board of Examiners may decide to require that student to take a supplementary or substitute examination before allowing him or her to progress to the final assessment.
3. The validity term can be extended in the event of extraordinary personal circumstances in accordance with the criteria applied by the Graduation Fund. For students who are receiving financial support from the Graduation Fund, the extended validity term will be the period during

which they receive support. The Board of Examiners will set the validity term for students who are not receiving financial support from the Graduation Fund.

4. The results of partial examinations and assignments passed within a course unit that has not been successfully completed will lapse at the end of the academic year in which they were passed.

Article 4.18 – Right of inspection

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

Article 4.19 – Assessment Plan

The Assessment Plan approved by the Faculty Board is part of the OER of each degree programme.

The Assessment Plan comprises the following:

1. the learning outcomes of the degree programme
2. the course units of the degree programme with their student workload in ETCS, and the learning outcomes of each course unit
3. the relationship between course units and learning outcomes
4. the mode of assessment used and the assessment moments for each course unit
5. the test design and assessment procedures and assessment criteria used
6. the right of inspection
7. a list of who is responsible for the implementation of the various components of the assessment policy
8. the manner of regular evaluation.

Article 4.20 – Examination procedure

1. The duration of the examination depends on the nature of the examination and will be set by the Board of Examiners.
2. The invigilator will provide all paper for the exam answers. No other paper may be used.
3. All required personal details must be filled in clearly and completely on the answer sheets.
4. Whether or not the exam papers and draft answer sheets may be taken home after the exam will be decided by the examiner or the invigilator on his/her behalf.
5. Students who are late will only be admitted to the examination hall up to half an hour after the examination starts. Students are not allowed to leave the examination room during this first half hour.
6. Students may not visit the toilet during the first or last half hour of the exam.
7. Students are not allowed to communicate with each other or to exchange paper or other materials during the exam.
8. All electronic communication devices must be switched off and may not be taken to the toilet.
9. Students sign in for the exam when handing in the exam papers to the invigilator.
10. Students must follow all the instructions of the invigilators before, during and immediately after the examination. If they do not, they may be excluded from further participation. Being excluded means that no result will be recorded for the examination and an N-A registration will be recorded instead.

Section 5 Final assessment of the degree programme

Article 5.1 – Degree certificate application

1. The degree programme is concluded with a final assessment.
2. Students who have passed all the examinations for the degree programme, or have satisfied the requirements for all parts of the programme approved by the Board of Examiners, will be declared 'passed' by the Board of Examiners two weeks after doing so. The examination date entered on the certificate by the Board of Examiners is the date on which the student is deemed by the Board to have satisfied the final assessment requirements.
3. A student who does not wish to be declared 'passed' yet must make this known within two weeks to the Board of Examiners via the Office of Student Affairs (bsz.let@rug.nl). The graduation date will become definite after these two weeks.

Article 5.2 – Result of the final assessment

1.
 - a. If the student's study programme has been approved, the Board of Examiners will determine the result of the final assessment as soon as the student has successfully completed all the required course units. The Board of Examiners may define terms to this end. By determining the result of the final assessment, the Board of Examiners confirms that the student has achieved the learning outcomes formulated in Article 3.1 of Part B of these Teaching and Examination Regulations.
 - b. If a student fails to meet the relevant deadlines for approval of the study programme, referred to under a, the Board of Examiners may postpone the graduation date. This date may then be in the academic year following the year in which the last examination was passed.
2. The Board of Examiners will determine the result of the final assessment as soon as the student has passed all the required examinations and has thus achieved the learning outcomes formulated in Article 3.2 of Part B of these Teaching and Examination Regulations.
3. Before the final assessment can be determined, the Board of Examiners may decide to test the student's knowledge of one or more course units or components of the degree programme, if and inasmuch as the marks for these course units provide a reason for doing so.
4. By determining the result of the final assessment, the Board of Examiners also commits itself to a speedy processing of the issuing of the certificate.
5. If a student wishes to postpone the date of graduation due to extra course units that still need to be completed, he or she must submit a request to this end to the Board of Examiners in good time.
6. The graduation date is the date on which the final assessment is passed, as determined by the Board of Examiners in accordance with the provisions of Article 5.2.2, and not the date on which the degree certificate is presented to the student.
7. The successfully passed final assessment as referred to in Article 5.2.1, and all assignments submitted within the framework of this assessment, will be kept on file by the Faculty Board for a period of at least 7 years.

Article 5.3 – Certificate

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

Article 5.4 – Degree

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

Article 5.5 – Honours ('Cum Laude'/'Summa Cum Laude')

1. The Board of Examiners will determine whether or not the Master's degree certificate will be awarded an honours predicate.
2. The following conditions apply:
 - a) The mark for the thesis must satisfy the following minimum conditions:
 - i. 'Cum laude': the mark for the thesis must be at least 8.0
 - ii. 'Summa cum laude': the mark for the thesis must be at least 9.0
 - b) The weighted average (not rounded off) for all course units, excluding the thesis, within the examination programme approved by the Board of Examiners must be
 - i. greater than or equal to 8.0 for 'Cum laude'
 - ii. greater than or equal to 9.0 for 'Summa cum laude'
3. No honours will be awarded if the student workload of the exemptions in ECTS credit points is more than half the total number of ECTS for the degree programme.
4. Honours may only be awarded if the examinations for the course units were only taken once (an N-A registration will not affect this).
5. Honours may only be awarded if no single course unit was awarded a mark less than 7.0.
6. No honours are awarded if a decision by the Board of Examiners has been taken to the effect that a student is no longer eligible for an honours predicate because cheating/plagiarism has been detected.
7. In certain circumstances, the Board of Examiners may depart from the provisions set out in Articles 10.4.2-6.

Section 6 Transitional and final provisions

Article 6.1 – Amendments

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

Article 6.2 – Publication

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

Article 6.3 – Evaluation

The Faculty Board will ensure that the stipulations in the OER are regularly evaluated, assessing at least – for the purpose of monitoring and if necessary adapting the student workload – the amount of time students need to complete their tasks as set out therein.

Article 6.3 – Date of commencement

These regulations will take effect on 1 September 2018.

These Regulations were decreed by the Board of the Faculty of Arts on 6 March 2018 upon the approval of the consultative bodies assigned in accordance with the WHW.