

# **Teaching and Examination Regulations**

## **Master's programme in Heritage Studies Faculty of Humanities**

**Academic year 2021-2022**

- A. Faculty Section
- B1. Programme specific section - general provisions
- B2. Programme specific section – content of programme

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## Section A: Faculty section

### 1. General provisions

#### Article 1.1 Applicability of the Regulations

1. These Regulations apply to anyone enrolled in the programme, irrespective of the academic year in which the student was first enrolled in the programme.	Advice OLC, approval FGV (9.38 sub b)
2. These Regulations enter into force on 1 September 2021.	Advice OLC, approval FGV (9.38 sub b)
3. An amendment to the Teaching and Examination Regulations is only permitted to concern an academic year already in progress if this does not demonstrably damage the interests of students.	Advice OLC, approval FGV (9.38 sub b)

#### Article 1.2 Definitions

The following definitions are used in these Regulations (*in alphabetical order*) :

- a. academic year: the period beginning on 1 September and ending on 31 August of the following calendar year;
- b. CvB: the Executive Board of Vrije Universiteit Amsterdam.
- c. EC (European Credit): an EC credit with a workload of 28 hours of study;
- d. educational component: a unit of study of the programme within the meaning of the WHW;
- e. examination: the final examination of the Master's programme;
- f. FGV: Faculty joint assembly – assembly of the faculty student council and faculty staff council;
- g. interim examination: an assessment of the student's knowledge, understanding and skills relating to a course component. The assessment is expressed in terms of a final mark. An interim examination may consist of one or more partial examinations. A resit always covers the same material as the original interim examination;
- h. joint degree: a degree awarded by an institution together with one or more institutions in the Netherlands or abroad, after the student has completed a study programme (a degree programme, a major or a specific curriculum within a degree programme) for which the collaborating institutions are jointly responsible;
- i. OLC: programme committee;
- j. period: a part of a semester;
- k. practical exercise: the participation in a practical training or other educational learning activity, aimed at acquiring certain (academic) skills. Examples of practical exercises are:
- researching and writing a thesis or dissertation
  - carrying out a research assignment
  - taking part in fieldwork or an excursion
  - taking part in another educational learning activity aimed at acquiring specific skills, or
  - participating in and completing a work placement;

l. programme:	the totality and cohesion of the course components, teaching activities/methods, contact hours, testing and examination methods and recommended literature;
m. SAP/SLM:	the student information system ( <i>Student Lifecycle Management</i> );
n. semester:	the first (September - January) or second half (February - August) of an academic year;
o. specialization	optional route of study within a degree programme indicating a deepening of the (inter/multi) disciplinary context of the programme;
p. study guide:	the guide for the study programme that provides further details of the courses, provisions and other information specific to that programme. The Study Guide is available electronically at: <a href="https://www.vu.nl/en/study-guide/">https://www.vu.nl/en/study-guide/</a> ;
q. study monitor ( <i>studiemonitor</i> ):	dashboard for students and academic advisors with data of the student and that provides insight into the student's study progress;
r. subject	see 'educational component';
s. track	a study pathway within a broader Bachelor's or Master's degree programme, such as a fully English-language study pathway within a Dutch-language Bachelor's or Master's degree;
t. thesis:	a component comprising research into the literature and/or contributing to scientific research, always resulting in a written report;
u. university:	Vrije Universiteit Amsterdam;
v. WHW:	the Dutch Higher Education and Research Act ( <i>Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek</i> );
w. workload:	the workload of the unit of study to which an interim examination applies, expressed in terms of credits = EC credits (ECTS = European Credit and Transfer Accumulation System). The workload for 1 year (1,680 hours) is 60 EC credits.

The other terms have the meanings ascribed to them by the WHW.

## 2. Study programme structure

### Article 2.1 Structure of academic year and educational components

1. The study programme will be offered in a year divided into two semesters.	Ordinance CvB, see appendix 3
2. Every semester consists of three consecutive periods of eight, eight and four weeks	Ordinance CvB, see appendix 3
3. An educational component comprises 6 EC or a multiple thereof.	Ordinance CvB, see appendix 3
4. By way of exception to paragraph 3, the Executive Board may in special cases and on request of the Faculty Board, stipulate that a unit of study comprises 3 EC or a multiple thereof.	Ordinance CvB, see appendix 3

## 3. Assessment and Examination

### Article 3.1 Signing up for education and interim examinations

1. Every student must sign up to participate in the educational components of the programme, the examinations and resits. The procedure for signing up is described in	Ordinance CvB, see appendix 3
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an annex to the Student Charter.	
2. Signing up may only take place in the designated periods.	Ordinance CvB, see appendix 3

### Article 3.2 Type of examination

1. At the examiner's request, the Examination Board may permit a different form of interim examination than is stipulated in the study guide.	Advice OLC, Approval FGV (7.13 l)
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### Article 3.3 Oral interim examinations

1. An oral assessment is public unless the Examination Board in special cases determines otherwise.	Advice OLC; approval FGV (7.13 l and n)
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### Article 3.4 Determining and announcing results

1. The examiner determines the result of a written interim examination as soon as possible, but at the latest within ten working days. By way of departure from that stipulated in the first clause, the marking deadline for theses and final assignments (NB: this does not include tests, such as written assignments or papers, at the end of regular educational components) is no longer than twenty working days. The examiner will then immediately ensure that the marks are registered and also ensures that the student is immediately notified of the mark, taking due account of the applicable confidentiality standards.	Ordinance CvB, see appendix 3
2. The examiner determines the result (i.e. mark) of an oral examination as soon as possible, but at the latest within two working days after the examination has finished and informs the student accordingly. The third clause of the first paragraph applies.	Advice OLC; approval FGV (7.13 o)
3. In the case of assessments other than oral or written examinations, the Examination Board determines in advance how and by what deadline the student will be informed of the results.	Advice OLC; approval FGV (7.13 o)

### Article 3.5 Examination opportunities

1. a. Per academic year, two opportunities to take examinations per educational component will be offered. b. By way of exception to a., the options for retaking practical components, work placements and theses are detailed in the relevant work placement manual, teaching regulations or graduation regulations.	Ordinance CvB, see appendix 3
2. The most recent mark will apply in the event of a resit. A retake is allowed for both passed and failed units of study. A retake is not allowed for essays passed by the student.	Ordinance CvB, see appendix 3
3. The resit for a (partial) interim examination must not take place within ten working days of the announcement of the result of the (partial) examination being resat.	Advice OLC; approval FGV (7.13 j)
4. The Examination Board may allow a student an extra opportunity to sit an examination if that student: a) is lacking only those credits to qualify for their degree; and b) has failed the examination during all the previously offered attempts unless participation in an examination was not possible for compelling reasons.	Ordinance CvB, see appendix 3

<p>The extra opportunity can only be offered if it concerns a written examination, a paper or a take home examination. This provision excludes the practical assignments and the Master's thesis. Requests for an additional examination opportunity must be submitted to the Examination Board no later than 1 July. If necessary, the method of examination may deviate from the provisions in the study guide.</p>	
<p>5. If an educational component is no longer offered in the academic year following its termination, at least one opportunity will be provided to sit the interim examination(s) or parts thereof and a transitional arrangement will be included in the programme-specific section for the subsequent period.</p>	<p>Advice OLC, approval FGV (7.13 j)</p>

#### Article 3.6 Marks

<p>1. Marks are given on a scale from 1 to 10 with no more than one figure after the decimal point.</p>	<p>Ordinance CvB, see appendix 3</p>
<p>2. A final mark between 5 and 6 will be rounded to the nearest whole number: up to 5.50, rounded down; 5.50 or higher, rounded up. All other final marks will be expressed in whole or half marks.</p>	<p>Ordinance CvB, see appendix 3</p>
<p>3. To pass a given course or unit, a final mark of 6 or higher is required.</p>	<p>Ordinance CvB, see appendix 3</p>
<p>4. The Examination Board can allow to use symbols rather than numbers, for example V(voldaan = pass), G(goed=good), NVD(niet voldaan=fail), etc.</p>	<p>Ordinance CvB, see appendix 3</p>

#### Article 3.7 Exemption

<p>1. At the written request of the student, the Examination Board may exempt the student from taking one or more examination components, if the student:</p> <ul style="list-style-type: none"> <li>a) has passed a course component of a university or higher professional education programme that is equivalent in terms of content and level;</li> <li>b) has demonstrated through their work and/or professional experience that they have sufficient knowledge and skills with regard to the relevant course component.</li> </ul>	<p>Advice OLC; approval FGV (7.13 r)</p>
<p>2. The Master's thesis is excluded from this exemption possibility.</p>	<p>Advice OLC; approval FGV (9.38 sub b)</p>

#### Article 3.8 Validity period for results

<p>1. The validity period of interim examinations passed and exemption from interim examinations is unlimited, unless otherwise specified in Section B.</p>	<p>Legal provision</p>
<p>2. The validity period of a partial examination is limited to the academic year in which it was sat or until the end of the unit of study concerned, as stipulated for the relevant unit of study in Section B.</p>	<p>Advice OLC; approval FGV (9.38 sub b)</p>

#### Article 3.9 Right of inspection and post-examination discussion

<p>1. Within twenty working days after the announcement of the results of a written interim examination, but at least ten working days before the resit opportunity, the students can, on request, inspect their assessed work, the questions and assignments set in it, as well as the standards applied for marking.</p> <p>The place and time referred to in the previous clause will be announced on VUweb or Canvas in all cases.</p>	<p>Advice OLC; approval FGV (7.13 p en q)</p>
<p>2. If a collective post-examination discussion has been organized, individual post-examination discussions will be held only if the student has attended the collective</p>	<p>Advice OLC; approval FGV (7.13 q)</p>

discussion or if the student was unable to attend the collective discussion through no fault of their own.	
3. Students who meet the requirements stipulated in paragraph 2 can submit a request for an individual post-examination discussion to the relevant examiner. The discussion shall take place at a time and location to be determined by the examiner.	Advice OLC; approval FGV (7.13 p en q)

#### 4. Academic student counselling and study progress

##### Article 4.1 Administration of study progress and academic student counselling

1. The faculty board is responsible for the correct registration of the students' study results. After the assessment of an educational component has been registered, every student has the right to inspect the result for that component and also has a list of the results achieved at their disposal in VUweb.	Advice OLC; approval FGV (7.13 u)
2. Enrolled students are eligible for academic student counselling. Academic student counselling is in any case provided by <ol style="list-style-type: none"> <li>The Student General Counselling Service</li> <li>Student psychologists</li> <li>Faculty academic advisors</li> </ol>	Advice OLC; approval FGV (7.13 u)

##### Article 4.2 Facilities for students with a disability

1. A student with a disability can, at the moment of registration to VUweb, or at a later instance, submit a request to qualify for one or more special facilities with regard to teaching, practical training and interim examinations. These facilities will accommodate the student's individual disability as much as possible, but may not alter the quality or degree of difficulty of a unit of study or an examination. In all cases, the student must fulfil the exit qualifications for the study programme.	Advice OLC; approval FGV (7.13 m)
2. The request referred to in the first paragraph must be accompanied by a statement from a doctor or psychologist. If possible, an estimate should be given of the potential impact on the student's study progress. In case of a chronic disability a single (one time) request suffices.	Advice OLC; approval FGV (7.13 m)
3. Students who have been diagnosed with dyslexia must provide a statement from a BIG, NIP or NVO registered professional who is qualified to conduct psychological evaluation.	Advice OLC; approval FGV (7.13 m)
4. The faculty board, or the responsible person on behalf of the faculty board, decides on teaching facilities and facilities regarding logistics. The Examination Board will decide on requests for facilities with regard to examinations.	Advice OLC; approval FGV (7.13 m)
5. In the event of a positive decision in response to a request as referred to in paragraph 1, the student can make an appointment with the study adviser to discuss the details of the provisions.	Advice OLC; approval FGV (7.13 m)
6. A request for one or more facilities can be refused if it would place a disproportionate burden on the organization or the resources of the faculty or university were it upheld. Any such refusal will be substantiated.	Advice OLC; approval FGV (7.13 m)
7. If the disability justifies an extension of the interim examination time, the responsible person on behalf of the Examination Board will register in SAP this entitlement to an extension. If a disability justifies other measures to be taken, the academic adviser can take the necessary measures. The student can consult the study monitor to check which facilities have been granted to them.	Advice OLC; approval FGV (7.13 m)



8. The decision as referred to in paragraph 5 may specify a limited validity of the facilities granted.	Advice OLC; approval FGV (7.13 m)
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## 5. Hardship clause

### Article 5.1 Hardship clause

In instances not regulated by the Teaching and Examination Regulations or in the event of demonstrable extreme unreasonableness and unfairness, the faculty board responsible for the study programme will decide, unless the matter concerned is the responsibility of the Examination Board.	Advice OLC; approval FGV (9.38 sub b)
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## Appendix I

### Overview of articles that must be included in the OER

Based on Article 7.13, paragraph 2, of the WHW and other Articles of the Act.

#### Section A: Faculty section

<b>2. Study programme structure</b>	
Article 2.1 Structure of academic year and educational components	7.13 paragraph 2 sub e
<b>3. Assessment and Examination</b>	
Article 3.2 Type of examination	7.13 paragraph 2 sub h, l, j
Article 3.3 Oral interim examinations	7.13 paragraph 2 sub l, n
Article 3.4 Determining and announcing results	7.13 paragraph 2 sub o
Article 3.5 Examination opportunities	7.13 paragraph 2 sub h, j
Article 3.7 Exemption	7.13 paragraph 2 sub r
Article 3.8 Validity period for results	7.13 paragraph 2 sub k
Article 3.9 Right of inspection and post-examination discussion	7.13 paragraph 2 sub p, q
<b>4. Academic student counselling and study progress</b>	
Article 4.1 Administration of study progress and academic student counselling	7.13 paragraph 2 sub u
Article 4.2 Facilities for students with a disability	7.13 paragraph 2 sub m

#### Section B1: Programme specific – general provisions

<b>6. General programme information and characteristics</b>	
Article 6.1 Study programme information	7.13 paragraph 2 sub i, r
Article 6.2 Teaching formats used and modes of assessment	7.13 paragraph 2 sub l, x
[option:] Article 6.3 Academic student counselling	7.13 paragraph 2 sub u
<b>7. Further admission requirements</b>	
Article 7.2 Admission requirements	7.30b paragraph 1
Article 7.3 Selection criteria	7.30b paragraph 2, 5
<b>8. Interim examinations and results</b>	
Article 8.1 Sequence of interim examinations	7.13 paragraph 2 sub h, s, t
[option 1:] Article 8.2 Validity period for results	7.13 paragraph 2 sub k
[option 2:] Article 8.2 Validity period for results	7.13 paragraph 2 sub k

#### Section B2: Programme specific – content of programme

<b>9. Programme objectives, tracks/specializations, exit qualifications and language</b>	
Article 9.1 Workload	7.13 paragraph 2 sub g
Article 9.2 Tracks and/or specializations	7.13 paragraph 2 sub a
Article 9.3 Programme objective	7.13 paragraph 2 sub a
Article 9.4 Exit qualifications	7.13 paragraph 2 sub b, c
Article 9.5 Language of instruction	9.18 ( <i>implementation expected in 2020</i> )
<b>10. Curriculum structure</b>	
Article 10.1 Composition of the programme	7.13 paragraph 2 sub a
Article 10.2 Compulsory educational components	7.13 paragraph 2 sub a
[Optional] Article 10.3 Elective educational components	7.13 paragraph 2 sub a
[Optional] Article 10.4 Practical exercise	7.13 paragraph 2 sub d
Article 10.5 Participation in practical training and tutorials	7.13 paragraph 2 sub d
<b>11. Evaluation and transitional provisions</b>	
Article 11.1 Evaluation of the education	7.13 paragraph 2 sub a1
Article 11.2 Transitional provisions	7.13 paragraph 2 sub a

## Appendix II Overview of advisory and approval rights of Programme Committees (OLC) and Faculty Joint Assembly (FGV)

(English underneath)

Onderwerpen Onderwijs – en Examenregeling (OER) 7.13 lid 2 WHW	FGV		OLC	
	I	A	I	A
a. de inhoud van de opleiding en van de daaraan verbonden examens				
a1. de wijze waarop het onderwijs in de desbetreffende opleiding wordt geëvalueerd				
b. de inhoud van de afstudeerrichtingen binnen een opleiding				
c. de kwaliteiten op het gebied van kennis, inzicht en vaardigheden die een student zich bij beëindiging van de opleiding moet hebben verworven				
d. waar nodig, de inrichting van praktische oefeningen				
e. de studielast van de opleiding en van elk van de daarvan deel uitmakende onderwijseenheden				
f. de nadere regels, bedoeld in de artikelen 7.8b, zesde lid, en 7.9, vijfde lid (BSA)				
g. ten aanzien van welke masteropleidingen toepassing is gegeven aan artikel 7.4a, achtste lid ( <i>verhoogde studielast</i> )				
h. het aantal en de volgtijdelijkheid van de tentamens alsmede de momenten waarop deze afgelegd kunnen worden				
i. de voltijdse, deeltijdse of duale inrichting van de opleiding				
j. waar nodig, de volgorde waarin, de tijdvakken waarbinnen en het aantal malen per studiejaar dat de gelegenheid wordt geboden tot het afleggen van de tentamens en examens				
k. waar nodig, de geldigheidsduur van met goed gevolg afgelegde tentamens, behoudens de bevoegdheid van de examencommissie die geldigheidsduur te verlengen				
l. of de tentamens mondeling, schriftelijk of op een andere wijze worden afgelegd, behoudens de bevoegdheid van de examencommissie in bijzondere gevallen anders te bepalen				
m. de wijze waarop studenten met een handicap of chronische ziekte redelijkerwijs in de gelegenheid worden gesteld de tentamens af te leggen				
n. de openbaarheid van mondeling af te nemen tentamens, behoudens de bevoegdheid van de examencommissie in bijzondere gevallen anders te bepalen				
o. de termijn waarbinnen de uitslag van een tentamen bekend wordt gemaakt alsmede of en op welke wijze van deze termijn kan worden afgeweken				
p. de wijze waarop en de termijn gedurende welke degene die een schriftelijk tentamen heeft afgelegd, inzage verkrijgt in zijn beoordeelde werk				
q. de wijze waarop en de termijn gedurende welke kennis genomen kan worden van vragen en opdrachten, gesteld of gegeven in het kader van een schriftelijk afgenomen tentamen en van de normen aan de hand waarvan de beoordeling heeft plaatsgevonden				
r. de gronden waarop de examencommissie voor eerder met goed gevolg afgelegde tentamens of examens in het hoger onderwijs, dan wel voor buiten het hoger onderwijs opgedane kennis of vaardigheden, vrijstelling kan verlenen van het afleggen van een of meer tentamens				
s. waar nodig, dat het met goed gevolg afgelegd hebben van tentamens voorwaarde is voor de toelating tot het afleggen van andere tentamens				
t. waar nodig, de verplichting tot het deelnemen aan praktische oefeningen met het oog op de toelating tot het afleggen van het desbetreffende tentamen, behoudens de bevoegdheid van de examencommissie vrijstelling van die verplichting te verlenen, al dan niet onder oplegging van vervangende eisen				
u. de bewaking van studievoortgang en de individuele studiebegeleiding				
v. indien van toepassing: de wijze waarop de selectie van studenten voor een speciaal traject binnen een opleiding, bedoeld in artikel 7.9b, plaatsvindt ( <i>excellentietraject binnen een opleiding</i> )				
x. de feitelijke vormgeving van het onderwijs				
<i>alle overige onderwerpen die in de OER zijn geregeld maar die niet als zodanig zijn genoemd in art. 7.13 WHW onder a t/m x.</i>				

De lettering komt overeen met de lettering van artikel 7.13 lid 2 WHW

### Afkortingen:

FGV:	Facultaire Gezamenlijke Vergadering
OplC:	Opleidingscommissie
I:	Instemmingsrecht
A:	Adviesrecht

## Appendix II (English) Overview of advisory and approval rights of Programme Committees (OLC) and Faculty Joint Assembly (FGV)

*Disclaimer: this is a translation which only serves as an aid. No rights may be derived from it. The Dutch document prevails.*

Article 7.13, paragraph 2, of the Higher Education and Research Act	FGV		OLC	
	I	A	I	A
a. content of the programme and associated examinations				
a1. the manner in which teaching and education in the relevant programme are evaluated				
b. the content of the specializations offered as part of the programme				
c. the programme's final attainment levels with regard to the knowledge, understanding and skills				
d. where applicable, the design of practical exercises				
e. the study load of the programme and of each of its constituent educational units				
f. the detailed rules referred to in Article 7.8b, sixth paragraph, and Article 7.9, fifth paragraph (recommendation on continuation of studies)				
g. the Master's programmes to which Article 7.4a, eighth paragraph, applies (elevated study load)				
h. the number and sequence of examinations and the times at which these can be taken				
i. the full-time, part-time or work-study structure of the programme				
j. where necessary, the order, and the periods in which and the number of times per academic year that the opportunity to sit examinations and final degree assessments is given				
k. where necessary, the period of validity for pass grades awarded for examinations, notwithstanding the authority of the Examination Board to extend this period of validity				
l. whether examinations are administered in oral, written or another form, notwithstanding the authority of the Examination Board to decide otherwise				
m. the way in which students with a disability or chronic health condition are given a reasonable opportunity to take the examinations				
n. the public nature of oral examinations, subject to the right of the Examination Board to determine otherwise in special cases				
o. the period within which the results of an examination must be announced, together with details of whether this period can be altered and if so in what way				
p. the way in which and the period within which students who have taken an examination are given the opportunity to inspect their marked work				
q. the way in which and the period within which information can be provided about the questions asked and exercises given in the framework of a written examination and about the standards used for assessment				
r. the grounds on which the Examination Board could grant exemption from the taking of one or more examinations to students who have previously passed examinations in higher education or have acquired knowledge or skills outside higher education				
s. where necessary, the stipulation that students must pass certain examinations as a condition for admission to other examinations				
t. where necessary, the obligation to take part in certain practical exercises with a view to admission to the examination in question, subject to the authority of the Examination Board to grant exemption from this obligation, with or without the imposition of alternative requirements				
u. the monitoring of academic progress and individual student support and guidance;				
v. where applicable, the manner in which students are selected for a special track within a programme as referred to in Article 7.9b (excellence track within a programme)				
x. the actual design of the education provided.				
<i>All other matters that are regulated in the Academic and Examination Regulations but which are not mentioned as such in Article 7.13 of the Higher Education and Research Act under points a to x.</i>				

### Abbreviations used:

- FGV: Faculty Joint Assembly  
 OLC: Programme Committee  
 I: right of approval  
 A: right of advice

**Appendix III Ordinances VU CvB and Binding Guidelines (richtlijn)**

<b>Section A, article:</b>	<b>Concerns:</b>	<b>CvB ordinance / guideline</b>
2.1.1, 2.1.2	Year planning two semesters 8-8-4 (uniforme jaarkalender VU-UvA)	29-9-2008 (period 2009-2015) 22-05-2014 (periode 2016-2025)
2.1.3, 2.1.4	Educational components	Richtlijn Bachelor en Masteronderwijs, revised on 6 June 2017
3.1	Signing up for education and interim examinations	CvB ordinance 30-09-2010, prior consent USR.
3.4.1	Determination and publication of the results (1) Grading deadline exams 10 workdays (2) Theses 20 workdays	(1) Richtlijn Bachelor en Masteronderwijs, revised on 6 June 2017 (2) Quality demand 11 from the VU assessment policy, CvB ordinance 15-05-2012
3.5.1	Two possibilities to take examinations per year	Richtlijn Bachelor en Masteronderwijs, revised on 6 June 2017
3.5.2	Retake: most recent grade is valid. A pass can be retaken	Taken from the UvA guidelines, as part of the harmonization, CvB ordinance 24-02-2014
3.5.4	Extra retake last year	Included in (prior) model OER 16-17 following a request from committee O&O and adopted by CvB op 27-10-2015
3.6	Grades	CvB ordinance 30-09-2010, with University council's consent. As a result of harmonization UvA, the guideline: 5.5 is a pass, has been added. CvB ordinance 24-02-2014.
<b>Section B1, article:</b>	<b>Concerns:</b>	<b>CvB ordinance / guideline</b>
7.2	Admission criteria; at least WO Bachelor's degree	Richtlijn Bachelor en Masteronderwijs, revised on 6 June 2017
7.3	Selection criteria; type of criteria	Richtlijn Bachelor en Masteronderwijs, revised on 6 June 2017
<b>Section B1, article:</b>	<b>Concerns:</b>	<b>CvB ordinance / guideline</b>
10.1	Composition programme	Richtlijn Bachelor en Masteronderwijs, revised on 6 June 2017
10.2	Categorization of components	Richtlijn Bachelor en Masteronderwijs, revised on 6 June 2017

Appendix IV Article 2.1 of the Higher Education and Research (Implementation) Act (*Uitvoeringsbesluit*)  
(English underneath)

1 De persoonlijke omstandigheden bedoeld in de artikelen 7.8b, derde lid, en 7.9, derde lid, van de wet, zijn uitsluitend:

- a. ziekte van betrokkene,
- b. lichamelijke, zintuiglijke of andere functiestoornis van betrokkene,
- c. zwangerschap van betrokkene,
- d. bijzondere familie-omstandigheden,
- e. het lidmaatschap, daaronder begrepen het voorzitterschap, van:
  1. bij universiteiten: de universiteitsraad, faculteitsraad, het orgaan dat is ingesteld op grond van de medezeggenschapsregeling, bedoeld in artikel 9.30, derde lid, onderscheidenlijk artikel 9.51, tweede lid, van de wet, het bestuur van een opleiding of de opleidingscommissie, alsmede het lidmaatschap van het bestuur van een stichting die blijkens haar statuten tot doel heeft de exploitatie van voorzieningen, behorende tot de studentenvoorzieningen, dan wel van een daarmee naar het oordeel van het instellingsbestuur gelet op de taak gelijk te stellen orgaan,
  2. bij hogescholen: de medezeggenschapsraad, deelraad, studentencommissie of opleidingscommissie.
- f. andere in de regelingen, bedoeld in de artikelen 7.8b, zesde lid, en 7.9, vijfde lid, van de wet door het instellingsbestuur aan te geven omstandigheden waarin betrokkene activiteiten ontplooit in het kader van de organisatie en het bestuur van de zaken van de instelling,
- g. het lidmaatschap van het bestuur van een studentenorganisatie van enige omvang met volledige rechtsbevoegdheid, dan wel van een vergelijkbare organisatie van enige omvang, bij wie de behartiging van het algemeen maatschappelijk belang op de voorgrond staat en die daartoe daadwerkelijk activiteiten ontplooit.
- h. andere in de onderwijs- en examenregeling, bedoeld in artikel 7.13 van de wet, op grond van artikel 7.13, tweede lid, onderdeel f, van de wet, vast te leggen persoonlijke omstandigheden,
- i. andere dan in de onderdelen a tot en met h bedoelde persoonlijke omstandigheden die, indien zij door het instellingsbestuur niet in de beoordeling zouden worden betrokken, zouden leiden tot een onbillijkheid van overwegende aard.

2 Het instellingsbestuur kan voor de toepassing van het eerste lid, onderdeel g, nadere regels vaststellen omtrent het aantal bestuursleden dat ten hoogste per organisatie per studiejaar in aanmerking komt, zomede omtrent welke bestuursfuncties in aanmerking komen.

#### Appendix IV (English) Article 2.1 of the Higher Education and Research (Implementation) Act

*Disclaimer: This is a translation which only serves as an aid. No rights may be derived from it. The Dutch document prevails.*

1. The extenuating personal circumstances referred to in Article 7.8b, paragraph 3 and 7.9, paragraph 3 of the Act (WHW) are limited to:

- a. illness of the person concerned,
- b. physical, sensory or other impairment of the person concerned,
- c. pregnancy of the woman concerned,
- d. extenuating family circumstances,
- e. membership, including the chairmanship of:

1. universities: the university council, faculty council, the body established under the participation regulation referred to in Article 9.30, paragraph 3 or Article 9.51, paragraph 2 of the Act, the programme management or the Programme Committee, or membership on the board of a foundation whose bylaws allow for the exploitation of facilities belonging to the student services, or an equivalent body with regard to its activities in the opinion of the board of the institution,
2. universities of applied sciences: the participation council, district council, student committee or Programme Committee.

- f. other circumstances to be designated by the board of the institution in the regulation as referred to in Article 7.8b, paragraph 6 and Article 7.9, paragraph 5 of the Act in which the person concerned engages in activities within the framework of the organization and the administration of the affairs of the institution,
- g. membership on the board of a student organization of a certain size with full legal capacity, or a similar organization of a certain size, whose primary task regards general societal interest and which actually develops activities for this purpose.
- h. other personal circumstances set out in the Teaching and Examination Regulations as referred to in Article 7.13 of the Act, pursuant to Article 7.13, paragraph 2, clause f of the Act,
- i. personal circumstances other than those referred to in a – h above which, if overlooked by the governing bodies of the institution, would lead to an obviously unfair outcome.

2. The institutional board may, for the purposes of the first paragraph, part g, establish specific rules regarding the maximum number of eligible board members per organization per academic year, as well as the eligible administrative offices.





## Appendix V Pre-master's regulations

See [Pre-Master's regulations - More about - Vrije Universiteit Amsterdam \(vu.nl\)](#)

## Section B1: Programme specific – general provisions

### 6. General programme information and characteristics

#### Article 6.1 Study programme information

1. The programme Heritage Studies CROHO number 60808 is offered on a full-time basis.	Advice OLC; approval FGV (7.13 i)
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#### Article 6.2 Teaching formats used and modes of assessment

1. The degree programme uses the following teaching formats: <ul style="list-style-type: none"> <li>• Lecture</li> <li>• Seminar</li> <li>• Excursion</li> <li>• Practicum</li> <li>• Tutorial</li> <li>• Internship / work placement</li> <li>• Fieldwork.</li> </ul>	Advice OLC; approval FGV (7.13 x)
2. The degree programme uses the modes of assessment listed below, as written in the Study Guide. The modes of assessment that the students actually encounter can depend on the specialization they choose. <ul style="list-style-type: none"> <li>• Written Exam</li> <li>• Oral exam</li> <li>• Take-home exam</li> <li>• (Written) assignment/paper</li> <li>• Participation</li> <li>• Presentation</li> <li>• Internship / work placement report</li> <li>• Thesis.</li> </ul>	Advice OLC; approval FGV (7.13 l)

#### Article 6.3 Academic student counselling

1. The programme offers the following counselling in addition to the student counselling mentioned in Section A: mentorship.	Advice OLC; approval FGV (7.13 u)
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### 7. Further admission requirements

#### Article 7.1 Intake date(s)

The programme starts on 1 September.	Advice OLC; approval FGV (9.38 sub b)
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#### Article 7.2 Admission requirements

1. Admission to the Master's programme is possible for an applicant who has obtained a Bachelor's degree obtained at an institution of academic higher education, which demonstrates the following knowledge, understanding and skills: <ol style="list-style-type: none"> <li>a) knowledge in at least one of the following fields on the level of at least three years of BA education (university level): <ul style="list-style-type: none"> <li>• history of media</li> </ul> </li> </ol>	Partly legal provision & ordinance CvB, see appendix 3. Admission requirements excepted from
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<ul style="list-style-type: none"> <li>• art</li> <li>• design</li> <li>• architecture</li> <li>• archaeology/ancient studies (with at least 60 ECTS archaeology courses)</li> <li>• social geography (with knowledge of historical geography)</li> <li>• history (with some specialization in environmental or city-country relations)</li> <li>• spatial planning (preferably with a focus on the history of the built environment or the history of the discipline)</li> <li>• architecture</li> <li>• landscape architecture</li> </ul> <p>b) understanding of the basic methods, theories and developments needed to study at least one of the above mentioned fields</p> <p>c) academic research, writing and presentation skills on graduate entry level, achieved i.e. through successfully following at least three years of BA education on university level.</p> <p>Admission to the Master's programme is also possible for students with a Bachelor's degree of a university of applied science (hbo) who have successfully completed the minor Erfgoed en Ruimte and who also meet the following requirements:</p> <ul style="list-style-type: none"> <li>• portfolio of written final assignments from the courses of the minor must have been approved by the coordinator of the programme</li> <li>• student must have successfully completed the modules Onderzoeksseminar Architectuurgeschiedenis and Academic English</li> </ul>	<p>participation in WHW</p>
<p>2. Applicants with a Bachelor's degree obtained at an institution outside the Netherlands may be asked for additional methods to prove that they meet the admission requirements.</p>	<p>Advice OLC; approval FGV (9.38 sub b)</p>
<p>3. An applicant should demonstrate that he or she has sufficient level of proficiency in English by meeting at least one of the following standards, no more than two (2) years before the start of the programme at the VU:</p> <ul style="list-style-type: none"> <li>- (academic) IELTS: 7.0, with a minimum of 6.5 on each item;</li> <li>- TOEFL paper based test: 600, with a minimum of 55 on each component and 4.0 in TWE;</li> <li>- TOEFL internet based test: 100, with a minimum of 20-23 on each component.</li> </ul>	<p>Advice OLC; approval FGV (9.38 sub b)</p>
<p>4. Applicants who:</p> <ul style="list-style-type: none"> <li>- completed an English-taught secondary or higher education degree in Canada, the United States, the United Kingdom, Ireland, New Zealand or Australia, or</li> <li>- have earned a Bachelor's or Master's degree in an English-taught programme accredited by NVAO in the Netherlands, or</li> <li>- have earned a Bachelor's or Master's degree in an accredited English-taught programme in another member state of the European Union, or</li> <li>- have a Dutch VWO diploma, or</li> <li>- have obtained a Cambridge Certificate of Proficiency in English (CPE) or a Cambridge Certificate of Advanced English (CAE) with a score of A, B or C</li> </ul> <p>are exempted from the requirements referred to in paragraph 3.</p>	<p>Advice OLC; approval FGV (9.38 sub b)</p>

**Article 7.3 Selection criteria**

No additional selection criteria apply.

**Article 7.3a Capacity restriction**

Not applicable.

**Article 7.4 Pre-Master's programme**

1. Applicants with a Bachelor's degree of a university of applied science (HBO) or a Bachelor's degree from an institution of academic higher education who wish to enter the programme but do not fulfil the admission requirements as stipulated in Article 7.2 can request admission to the pre-Master's programme.	Advice OLC; approval FGV (9.38 ub b)
2. Further conditions and the procedure are set out in the relevant Pre-Master regulation of the faculty (see Appendix V of the A-section).	Advice OLC; approval FGV (9.38 sub b)

**8. Interim examinations and results****Article 8.1 Sequence of interim examinations**

1. Students may participate in interim examinations or practical exercises of the component below only if they have passed the interim examination or examinations for the components mentioned hereinafter:	Advice OLC; approval FGV (7.13 h, s & t)
MA-Thesis Heritage Studies (L_BAMAERFSCR) after passing Historical Landscape and Archaeological Heritage (L_AAMAERF001) or Architectural and Town Planning Heritage (L_KBMAERF004).	

**Article 8.2 Validity period for results**

1. If the student's knowledge assessed is demonstrably outdated, or if the student's skills assessed are demonstrably outdated, the Examination Board may impose a supplementary or replacement examination for a course for which an examination was passed more than 6 years ago.	Advice OLC; approval FGV (7.13 k)
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**Section B2: Programme specific – content of programme****9. Programme objectives, tracks/specializations, exit qualifications and language****Article 9.1 Workload**

1. The programme has a workload of 60 EC.	Advice OLC; (7.13 a)
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**Article 9.2 Tracks and/or specializations**

Not applicable

**Article 9.3 Programme objective**

See appendix 2.	Advice OLC; (7.13 a)
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**Article 9.4 Exit qualifications**

1. See appendix 2.	Approval OLC (7.13 c)
2. Language proficiency may be taken into account in the assessment of (interim) examinations.	Approval OLC (7.13 b)

**Article 9.5 Language of instruction**

1. The language of instruction is English.	Approval OLC (9.18)
2. The 'Gedragcode vreemde taal' (code of conduct foreign languages) applies.	Ordinance CvB

**10. Curriculum structure****Article 10.1 Composition of the programme**

1. The programme comprises at least a package of compulsory components and an individual Master's thesis.	Ordinance CvB
2. Additionally the programme can offer: - Practical exercises - Electives.	Advice OLC; (7.13 a)
3. Educational components are categorized as specialized (400), research oriented (500) and highly specialized (600) level.	Ordinance CvB

**Article 10.2 Compulsory educational components**

See appendix 3. A detailed description per educational component can be found in the Study Guide.	Advice OLC; (7.13 a)
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**Article 10.3 Elective educational components**

1. The student can take one or more of the following electives without prior consent from the Examination Board:				Advice OLC; (7.13 a)
Name of educational component	course code	nr of EC	level	
Master Work Placement Heritage Studies	L_BAMAERFSTA	12	400	
Trending Topics Arts and Culture	L_KAMAKGS025	3	400	
Terrorscapes in Postwar Europe	L_AAMAERF005	6	400	
Archaeology, Museums and the Public	L_AAMAARC011	6	400	
Individuele masterverdieping in de architectuurgeschiedenis A	L_KBMAKGS009	9	400	
Individuele masterverdieping in de architectuurgeschiedenis B	L_KBMAKGS010	6	400	
Seminar Architecture	L_KBMAKGS013	9	400	
Knowing by Sensing	L_GAMAGES034	6	400	
Werkcollege Master Beeldende Kunst	L_KAMAKGS014	9	400	
Architectuurkritiek	L_KBMAKGS011	6	400	
Humanity and Climate change	AM_1057	6	500	
Imaging and Assessing Landscapes	AM_1183	6	400	
Master Seminar Sound Heritage	L_KBMAERF005	6	400	

2. If the student wishes to take a different educational component than listed, advance permission must be obtained in writing from the Examination Board.	Advice OLC; (7.13 a)
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#### Article 10.4 Practical exercise

The following components can be considered as practical exercises:				Approval OLC (7.13 d)
Name of educational component	course code	nr of EC	level	
Master Thesis Heritage Studies	L_BAMAERFSCR	18	400	
Master Work Placement Heritage Studies	L_BAMAERFSTA	12	400	

#### Article 10.5 Participation in practical exercises and seminars

1. In the case of a practical exercise, the student must attend at least 80 % of the practical sessions. Should the student attend less than 80 %, they must repeat the practical sessions, or the Examination Board may have one or more supplementary assignments issued.	Approval OLC (7.13 d)
2. In the case of a seminar, the student must attend at least 80 % of the practical sessions. Should the student attend less than 80 %, they must repeat the practical sessions, or the Examination Board may have one or more supplementary assignments issued.	Approval OLC (7.13 d)

## 11. Evaluation and transitional provisions

#### Article 11.1 Evaluation of the education

1. The education provided in this programme is evaluated in accordance with appendix 1. The faculty evaluation plan offers the framework.	Approval OLC (7.13 a1)
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#### Article 11.2 Transitional provisions

Not applicable.	Advice OLC (7.13 a)
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Advice and approval by the Programme Committee on 23 April 2021

Approved by the Faculty Joint Assembly on 16 June 2021

Adopted by the board of the Faculty on 22 June 2021

#### Appendices

- [Evaluation of the education in the Faculty](#)
- Programme objective and exit qualifications
- [Programme overview](#)
- [Addendum pertaining to the TER 2021-2022](#)

## Appendix 2

### Programme objective and exit qualifications

1. The Master's degree programme trains students to be professionals who can use their insights, knowledge and skills both in a practical and a theoretical sense and who are capable of critical reflection on the changing perceptions of heritage in modern society and in politics;
2. The Heritage Studies programme aims to educate students on the tension between the desire to cherish heritage while also ensuring that it can be combined with the modernization processes that are part of contemporary spatial planning and the design of our living environment. The objective is therefore to prepare students for a career in the professional field, working with the designers, civil servants and politicians who are involved in decision-making and change processes that relate to heritage.

The Heritage Studies programme has formulated the following exit qualifications with respect to the Dublin descriptors:

Students...

#### I. Knowledge and understanding

1. ... have knowledge of the long-term history of the cultural landscape and the urban environment at both the national and international level, and have insight into their visual and spatial aspects;
2. ... have extensive knowledge of international and interdisciplinary theories, academic research questions, research methods and the techniques that are applied in heritage research and heritage policy;
3. ... have an understanding of the interdisciplinary aspects of studying and examining archaeological, architectural, landscape and urban heritage from an international perspective;
4. ... have an understanding of the tensions between the interests of existing heritage on the one hand and the processes of change that are part of the spatial modernization, design and redesign of our living environment on the other hand;

#### II. Application of knowledge and understanding

5. ... are able to use their knowledge, insights and skills both in a practical and a theoretical sense when analysing and interpreting objects of research, always adopting a spatial perspective;
6. ... are able to set up, prepare and carry out academic research with some supervision, making use of primary and/or secondary sources and current research methods;
7. ... are able to place cultural-historical values and insights within the context of contemporary debates and issues regarding spatial planning, design and transformations in the urban environment and the cultural landscape;

#### III. Making judgements

8. ... are capable of critical reflection on the changing perceptions of heritage in modern society and in politics;
9. ... are able to take into account the interests of a range of parties when it comes to the use of space around heritage;
10. ... can adopt a critical attitude with respect to national and international discussions and developments in the field of spatial heritage;

#### IV. Communication

11. ... are able to report on the results of heritage research both orally and in writing, and are able to communicate their findings to non-specialists;
12. ... are able to participate in academic discussions constructively and critically, both orally and in writing, including in English, and to adopt and defend positions, including those other than their own, by scrutinizing and revising arguments;

#### V. Learning skills

13. ... are able to complete content-related tasks independently in a research setting and in the professional field working with the designers, civil servants and politicians who are involved in decision-making and change processes that relate to heritage.

14. ... have the required qualifications to enter a post-Master's programme or PhD programme that consists largely of independent study.