

Pre-master's regulations

Faculty of Religion and Theology

Academic year 2020-2021

Section A: University-wide section

Section B: Faculty section

Section C: Programme-specific section

Section D: General

CONTENTS

Section A: University-wide provisions.....	3
Artikel 1. Definition of terms	3
Artikel 2. Registration for a pre-master's programme.....	3
Artikel 3. Admission to a pre-master's programme.....	3
Artikel 4. Registration for a pre-master's programme.....	3
Artikel 5. Fees pre-master's programme	4
Artikel 6. Admission to the desired master's programme	4
Artikel 7. Other provisions that apply to pre-master's students	4
Section B: Faculty section.....	5
Artikel 8. Assessment and examination.....	5
Artikel 9. Academic counselling and academic progress	6
Section C: Per pre-master's programme.....	8
Artikel 10. Entry requirements for the pre-master's programme	8
Artikel 11. Scope and Content.....	8
Artikel 12. Participation in practicals and seminars.....	9
Section D: General.....	10
Artikel 13. Hardship clause.....	10
Artikel 14. Publication	10
Artikel 15. Entry into force	10

SECTION A: UNIVERSITY-WIDE PROVISIONS

These regulations elaborate on article 7.57i of the Higher Education and Research Act and govern the manner in which pre-master's programmes offer support to bachelor's graduates, helping them advance to a master's programme at VU Amsterdam.

ARTIKEL 1. DEFINITION OF TERMS

1. Pre-master's student: a student registered for a pre-master's programme at VU Amsterdam. The law does not class these types of students as actual students.
2. Pre-master's programme: a course taken by a pre-master's student in order to prepare them for the master's programme at VU Amsterdam.
3. Faculty Board: the faculty providing the master's programme that the prospective student wishes to pursue.

ARTIKEL 2. REGISTRATION FOR A PRE-MASTER'S PROGRAMME

1. Students must register for pre-master's programmes via Studielink before 31 May. This does not apply to:
 - a Pre-master's programmes at the School of Business and Economics, which start on 1 February. Final registration date is 31 January.
 - b Students can register for the pre-master's programme VUmc Zigma up to 15 January via the programme's website. A few select students will be able to access Studielink in a period that has yet to be determined.
 - c Students can register for the VUmc lateral entry programme Medical Sciences for Dentists up to 1 January via this programme's website. A few select students will be able to access Studielink in a period that has yet to be determined.

ARTIKEL 3. ADMISSION TO A PRE-MASTER'S PROGRAMME

1. Students who have an HBO bachelor's degree or a university bachelor's degree, but do not meet the requirements specified in the OER for the master's programme they wish to pursue, may request admission to that programme's bridging course or pre-master's programme.
2. Admission will only be possible if the student is registering for this pre-master's programme for the first time.
3. The Faculty Board will inform the prospective student in good time of the admission entry requirements for the pre-master's programme. These requirements are based on the entry requirements for the desired master's programme. Prospective students can access the entry requirements by consulting article 10 of these regulations or by consulting the website of the master's programme they wish to pursue after the pre-master's programme.
4. The Faculty Board will decide whether the candidate meets the entry requirements of the pre-master's programme.
5. If the prospective student is required to undergo an assessment as part of the admission procedure and if a fee is charged for this, the prospective student will be informed of these fees before registering for the assessment.
6. The prospective student will be required to pay all fees in advance if the assessment is conducted by VU Amsterdam. Refunds are not possible.

ARTIKEL 4. REGISTRATION FOR A PRE-MASTER'S PROGRAMME

1. Registration for the pre-master's programme can only occur for the academic year that follows on from the academic year in which the letter of acceptance was issued.
2. Students must register for the pre-master's programme via Studielink and must have completed this

procedure by 31 August at the latest. They cannot register with retroactive effect.

3. Registration for the pre-master's programmes at the School of Business and Economics forms an exception to article 4.2 and must be completed by 31 January.
4. The prospective student will be admitted to the programme provided:
 - a the university has received their digital application on time via Studielink; and
 - b the Faculty Board, or a body acting on behalf of the Faculty board, has confirmed the entry requirements and other admission criteria specified in article 10 have been satisfied; and
 - c the pre-master's fees have been paid before the first day of the month in which the pre-master's programme starts, either by means of a paper or digital authorization for payment in instalments or by issuing an official receipt for payment of tuition fees (BBC).
5. The prospective student must, where applicable, have satisfied the following criteria, or one of the following criteria, before proceeding with their registration:
 - a the tuition or examination fees owed for previous academic years must have been paid for in full;
 - b the prospective student who is over the age of 18 and not a national of an EEA country, will have to prove that they will be lawfully residing in the Netherlands on the 1st of September of the academic year in which they wish to be registered for the pre-master's programme

ARTIKEL 5. FEES PRE-MASTER'S PROGRAMME

1. Pre-master's students will be required to pay a fee that does not exceed the pro-rata portion of the statutory tuition fees – up to a maximum of the statutory tuition fees. The rate set for 2020-2021 is €35.70 per credit and €1071.50 for a programme of 30 credits.
2. The pre-master's student will be obliged to pay the fees for their programme once registration has occurred. Refunds are not possible.

ARTIKEL 6. ADMISSION TO THE DESIRED MASTER'S PROGRAMME

1. Pre-master's students will be admitted to the master's programme for which they have been preparing once they have successfully completed the relevant pre-master's programme. They will start the master's programme in the following academic year.

ARTIKEL 7. OTHER PROVISIONS THAT APPLY TO PRE-MASTER'S STUDENTS

1. Pre-master's students will be subject to the Rules of Conduct specified in the Student Charter and the Rules and Guidelines specified by the Examination Board.

SECTION B: FACULTY SECTION

ARTIKEL 8. ASSESSMENT AND EXAMINATION

8.1 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 an annex to the Student Charter.	Ordinance CvB
2. Signing up may only take place in the designated periods.	Ordinance CvB

8.2 Type of examination

1. At the examiner's and/or student's, the Examinations 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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8.3 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 other final projects 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
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 forms of examination other than oral or written examinations, the Examinations Board determines in advance how and by what deadline the student will be informed of the results.	Advice OLC; approval FGV (7.13 o)

8.4 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
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. If the student passes the thesis, other final projects or essay exams, a retake is not allowed.	Ordinance CvB
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)

8.5 Marks

1. Marks are given on a scale from 1 to 10 with no more than one decimal point.	Ordinance CvB
2. The final marks are given in whole or half points.	Ordinance CvB
3. In deviation from paragraph 2, final marks between 5 and 6 will be rounded off to whole marks: up to 5.50 rounded down; from 5.50 rounded up. To pass a course, a 6 or higher is required.	Ordinance CvB
4. The Examination Board can allow to use symbols rather than numbers, for example; v(oldaan) (i.e. passed), g(oed) (i.e. good), n(iet)v(ol)d(aan) (i.e. not passed), etc.	Ordinance CvB

8.6 Right of inspection and post-examination discussion

1. Within twenty working days after the announcement of the results of a written interim examination, the student can, on request, inspect their assessed work, the questions and assignments set in it, as well as the standards applied for marking. The place and time referred to in the previous clause will be announced at the time of the interim examination or on VUnet or Canvas.	Advice OLC; approval FGV (7.13 p en q)
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 discussion or if the student was unable to attend the collective discussion through no fault of their own.	Advice OLC; approval FGV (7.13 q)
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)

ARTIKEL 9. ACADEMIC COUNSELLING AND ACADEMIC PROGRESS

9.1 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 VUnet.	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"> The Student General Counselling Service Student psychologists Faculty academic advisors 	Advice OLC; approval FGV (7.13 u)

9.2 Facilities for students with a disability

1. A student with a disability can, at the moment of registration via VUnet, 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	Advice OLC; approval FGV (7.13 m)
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cases, the student must fulfil the exit qualifications for the study programme.	
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 Examinations Board will rule 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 academic advisor 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.	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 Examinations Board will register in SAP this entitlement to an extension. If a disability justifies other measures to be taken, the academic advisor 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)

SECTION C: PER PRE-MASTER'S PROGRAMME

ARTIKEL 10. ENTRY REQUIREMENTS FOR THE PRE-MASTER'S PROGRAMME

1. To be admitted to the pre-master's programme, students will need to hold an HBO bachelor's degree or university bachelor's degree as specified in article 3.1 and will need to meet the following entry requirements: not applicable.
2. Prospective students of the premaster's programme Theology and Religious Studies who would like to do the track Spiritual Care in the Master's programme Theology and Religious Studies (1 year), will need to prove their level of Dutch is such that the desired programme can be successfully pursued. Students can prove their Dutch is proficient by successfully completing:
 - a the second proficiency examination for Dutch as a Second Language (NT2 II) or
 - b the Dutch Universities' Dutch Admission Test (ITN) or
 - c the CNaVT (Certificate in Dutch as a Foreign Language) examinations: Educatief Startbekwaam (Language Proficiency for Higher Education, formerly known as PTHO), language level B2 or
 - d Educatief Professioneel (Language Proficiency for Education or Business, formerly known as PAT), language level C1 or
 - e foreign exams sanctioned by VU Amsterdam that include Dutch, or a Dutch-language preparatory course at HAVO (higher general secondary education) level or higher
3. Prospective students of the premaster's programme Theology and Religious Studies (with the exception of students who would like to do the track Spiritual Care in the Master's programme Theology and Religious Studies (1 year)) or the premaster's programme Orthodox Christianity will need to prove their English is sufficient by satisfying at least one of the following criteria, no more than two years before the start of the degree programme:
 - a (academic) IELTS: 6.5
 - b TOEFL paper-based test: 580
 - c TOEFL internet-based test: 92
4. Prospective students will be exempted from the requirements specified in article 10.3 if:
 - a they have completed their secondary or tertiary education in English in Canada, the United States, the United Kingdom, Ireland, New Zealand or Australia.
 - b they hold an English-language degree from a bachelor's or master's programme in the Netherlands that has been accredited by the Accreditation Organisation of the Netherlands and Flanders (NVAO).
 - c they hold a bachelor's or master's degree from an accredited English-language degree programme in an EU country.
 - d they have passed the Cambridge Certificate of Proficiency in English (CPE) or the Cambridge Certificate of Advanced English (CAE) and have achieved a score of A, B or C.

ARTIKEL 11. SCOPE AND CONTENT

1. The modules specified in 11.2 are included in the pre-master's programme, unless a pre-master's student requires a modified programme to help eliminate their educational shortcomings with respect to the entry requirements of the intended master's programme.
2.
 - a. The premaster's programme Orthodox Christianity consists of the educational components mentioned in appendix 1.
 - b. The premaster's programme Theology and Religious Studies consists of the educational components mentioned in appendix 2.
3. If a modified pre-master's programme has been drawn up for a student, this will be communicated to the student in writing before the start of the academic year.
4. The Examination Board may, at the written request of the pre-master's student, grant the pre-

master's student exemption from one or more examinations, provided the pre-master's student has passed a module that is equivalent in terms of subject area, level and study load to what is required for the unit of study, as part of a university or higher professional education programme;

5. Registration with a pre-master's programme does not entitle a pre-master's student to additional educational activities at VU Amsterdam.

ARTIKEL 12. PARTICIPATION IN PRACTICALS AND SEMINARS

As far as practicals and seminars are concerned, the pre-master's student must attend at least 80% of the sessions. If the pre-master's student attends less than 80% of the sessions, they will be required to repeat the practical or seminar, or complete an additional assignment issued by the Examination Board.

SECTION D: GENERAL

ARTIKEL 13. HARDSHIP CLAUSE

The Faculty Board of the relevant degree programme will be given decision-making powers in cases not covered by these regulations, or in the event of demonstrable extreme unreasonableness and unfairness – unless the matter concerned falls under the responsibility of the Examination Board.

ARTIKEL 14. PUBLICATION

The Faculty Board will ensure these regulations are published in such a manner that the target audience can access them.

ARTIKEL 15. ENTRY INTO FORCE

These regulations will come into force on 1 September 2020.