

EDUCATION AND EXAMINATION REGULATIONS

of the Master's Degrees in

Biological Sciences

Biomedical Sciences

Chemical Sciences

Health Sciences

Neuroscience and Cognition

Science and Business

Pharmaceutical Sciences

**at the Graduate School of Life Sciences,
Utrecht University**

2016 - 2017

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These Education and Examination Regulations contain the programme-specific rights and obligations of students, on the one hand, and Utrecht University, on the other. The general University Students' Charter contains the rights and duties that apply to all students. For the Master's degree in Health Sciences a different Charter applies. These regulations are duly adopted by the dean on July 1st 2016 with consent from the Faculty Councils.

SECTION 1 – GENERAL PROVISIONS

1.1 – Applicability of the Regulations

These regulations apply to the education, tests and the examination of the Master's programmes in the Life Sciences, of the Master's degrees in the Biological Sciences, Biomedical Sciences, Chemical Sciences¹, Health Sciences, Science and Business, Neuroscience and Cognition, and Pharmaceutical Sciences (hereinafter referred to as 'the Master's degrees') and to all students who are registered for the Master's degrees in the academic year 2016-2017 and to all candidates who request to be admitted to a Master's programme of the GS-LS.

The Master's degrees are provided by the Utrecht Graduate School of Life Sciences within the Faculties of Medicine, Veterinary Medicine, and Science, hereinafter referred to as 'the School' and 'the Faculties'.

1.2 – Definition of terms

In these regulations, the terms below are defined as follows:

- a. the Act: the Dutch Higher Education and Research Act (*Wet op het hoger onderwijs en wetenschappelijk onderzoek*);
- b. student: anyone who is registered at the university to take courses and/or to sit interim examinations and the examinations of the Master's degree;
- c. credit: unit expressed in ECTS, whereby one credit is equal to 28 hours of study;
- d. language code of conduct: the rules of conduct relating to academic programmes and examinations in languages other than Dutch, determined by the Executive Board on the basis of Section 7(2)(c) of the Higher Education and Research Act (*Wet op het hoger onderwijs en wetenschappelijk onderzoek*);
- e. degree: the Master's degree referred to in section 1.1 of these regulations. A Master's degree can consist of several Master's programmes.
- f. Master's programme: a coherent whole of components of study, within a Master's degree, as described in article 3.6 of these regulations;
- g. study component: a unit of study (e.g. a course or research project) of the study programme, included in the university course catalogue;
- h. test: interim examination as referred to in section 7.10 of the Act;
- i. examination: the final Master's examination of the study programme that is passed if all obligations of the entire Master's Degree Programme have been fulfilled;
- j. University Course Catalogue: register of courses provided by Utrecht university, under responsibility of the Executive board (College van bestuur).
- k. Educational Facilities Contract: the contract concluded by the education director (or another officer on behalf of the study programme) and the disabled student, which lays down the necessary and reasonable facilities to which the student is entitled;
- l. International Diploma Supplement: the appendix to the Bachelor's degree certificate, which includes an explanation of the nature and contents of the study programme (partly in an international context);
- m. dean: the deans of the faculties;
- n. Board of Studies: the directors of the School;
- o. Board of Admissions: the committee which is responsible for the admission of applicants to the Master's degrees;
- p. programme committee: the members of the academic staff teaching in a Master's programme and responsible for the Master's programme;
- q. programme coordinator: the member of the programme committee who is the liaison between the programme committee and the student;
- r. Board of Examiners: the examiners for all Master's programmes of the School;
- s. study guide: study guide for all Master's programme's within the School.

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

¹ Programmes Molecular and Cellular Life Sciences and Drug Innovation only

SECTION 2 – ADMISSION

This section applies to admissions for the academic year 2016-2017.

2.1 – Requirements for admission to a Master's degree programme

1. The holder of a Dutch or foreign degree who demonstrates knowledge, insight and skills in the field of life sciences at the level of a University Bachelor's degree in is eligible for admission to the Master's degree.
2. In addition to the provisions of article 2.1, paragraph 1, the following requirements apply for admission to the Master's programmes specified (the level of required knowledge must be equivalent to the advanced level of the Bachelor of Science degree of Utrecht University):
 - Bio Inspired Innovation: the student must have knowledge in the field of life and/or natural sciences and have a strong interest in sustainable development, design and innovation;
 - Biofabrication²: the student must have knowledge and skills in biomedical techniques and/or technologies and a broad interest in approaches from technical innovation (e.g. biomaterials and bioreactors);
 - Biology of Disease: the student must have knowledge of the pathology and (patho)physiology of organs and organ systems;
 - Cancer and Stem Cell Biology: the student must have thorough basic knowledge of molecular biology, cell biology, metabolism and signal transduction;
 - Drug Innovation: the student must have knowledge of pharmacology, (patho)physiology, biochemistry, and analytical and organic chemistry;
 - Environmental Biology: the student must have knowledge of ecological, physiological, or molecular aspects of plant biology, marine biology, microbiology and/or behavioural biology;
 - Epidemiology: the student must have knowledge of basic medical terminology, explicit interest in (applied) biomedical research and affinity with one of the domains of specialisation and must also have a minimum international B-level for quantitative courses in their pre-education (mathematics, statistics, epidemiology);
 - Epidemiology Postgraduate: the student must have knowledge of basic medical terminology, explicit interest in (applied) biomedical research and affinity with one of the domains of specialisation, and must have high grades (minimum international B-level) for quantitative courses in their pre-education (mathematics, statistics, epidemiology);
 - Infection and Immunity: the student must have knowledge of immunology and microbiology;
 - Molecular and Cellular Life Sciences; the student must have knowledge of structural and/or molecular biology and/or systems biology, the main life processes (such as development, metabolism, reproduction) and a broad interest in advances from genetics, theoretical biology and computer science.
 - Neuroscience and Cognition: the student must have knowledge of neuroscience and/or cognition;
 - Regenerative Medicine and Technology³: the student must have knowledge and skills in biomedical techniques and/or technologies and a broad interest in approaches from technical innovation (e.g. biomaterials and bioreactors);
 - Science and Business Management: the student must have knowledge in the field of life and/or natural sciences and have a strong interest in business management
 - Toxicology and Environmental Health: the student must have knowledge of toxicology and epidemiology.
3. Students will be selected on the basis of an assessment of the following core competencies of all concerned:
 - a. motivation and talent (also based on GPA and study progress);
 - b. level of required knowledge and the mastery of methods and techniques used in the subject area;⁴
 - c. general high level of professional and intellectual ability;
 - d. command of the language(s) used in the programme.

² The Master's programme Biofabrication is a collaboration with Queensland University of Technology (Australia), the University of Wollongong (Australia) and Wuerzburg University (Germany).

³ The Master's programme Regenerative Medicine and Technology is a collaboration with Eindhoven University of Technology.

⁴ If there is a deficiency, the student may be required to use (part of) the elective component to correct the deficiency (see also art. 3.6.3).

2.2 – English language

1. Registration is possible only after fulfilling the requirement of sufficient command of the English language.
2. Candidates have sufficient command of the English language if they:
 - hold a Bachelor degree from a Dutch university
 - hold a Bachelor degree from an English programme
 - are a native English speaker
 - hold a Dutch HBO diploma
3. If a candidate does not meet the requirements referred to in clause 2, this can be made up before the start of the study programme by sitting one of the following tests:
 - IELTS (International English Language Testing System). The minimum required IELTS score (overall band) must be: 6.5, with at least 6.0 for the 'writing' component.
 - TOEFL (Test of English as a Foreign Language). The minimum required TOEFL score is 93 for the internet test:
 - Cambridge EFL (English as a Foreign Language) examinations, with one of the following certificates:
 - Cambridge Certificate in Advanced English; minimum score: B;
 - Cambridge Certificate of Proficiency in English; minimum score: C.

2.3 – Admission procedure

1. Admission to a Master's degree and Master's programme is bestowed by the Board of Admissions. Admission decisions are made by the Board of Admissions, after consulting the programme committee.
2. In order to determine eligibility for admission to a Master's programme, the Board of Admissions will carefully consider and evaluate the level of knowledge, insight and skills of the applicant. The committee may ask experts within or outside the university to assess the applicant's knowledge, insight and skills in particular areas, in addition to reviewing written documents of qualifications gained.
3. In order to determine eligibility for admission to a Master's programme, the Board of Admissions will check whether the applicant meets the requirements referred to in articles 2.1, clause 1 and 2, or will have fulfilled them by the deadline date. In its evaluation the committee will consider the competences mentioned in art 2.1, clause 3, as well as the applicant's command of the English language. Based on this, the admissions committee will assess whether the candidate is able to achieve the Master's degree qualification within the prescribed period when demonstrating sufficient commitment.
4. The admission test is administered once or twice a year (see art. 3.5.2).
5. Applications for admission to a Master's programme should be submitted to the Board of Admissions before 1 April (for Master's programmes starting on 1 September) or before 1 September (for Master's programmes starting on 1 February) for students holding a foreign degree. Later deadlines may apply to holders of Dutch degrees.
6. The Board of Admissions will make a decision within a period of 30 business days from the date of receipt of the complete file. For programmes with a fixed capacity, this is within a period of 30 business days after the deadline (see appendix under 2). Admission will be granted on the condition that by the starting date of the Master's programme, the applicant will have satisfied the knowledge and skills requirements referred to in 2.1, as evidenced by qualifications obtained.
7. The admissions committee may decide to admit an applicant, who is preparing for the final examination of the bachelor's degree programme provided by Utrecht University, into a programme for two weeks at that applicant's request, provided that:
 - the students already received a conditional letter of acceptance
 - the aforementioned examination only depends on the test results of those units which are still being assessed by the relevant examiner(s);
 - there are grounds to expect that a pass will be obtained for the aforementioned examination

Once a pass is obtained for the aforementioned examination, the admission will become final. If the student does not pass the final examination for the bachelor's degree programme within two weeks, he/she will be excluded from further participation in the master's degree programme until the aforementioned examination has been passed.

8. The applicant will receive written notification that he/she has been admitted to the degree and to a particular Master's programme. The possibility to appeal to the Examinations Appeals Board is pointed out in this notification.

2.4 – Pre-Master track

1. Those who do not fulfil the admission requirements referred to in article 2.1 can satisfy them by successfully passing pre-master courses. Exception to this rule is Health Sciences, which does not provide pre-master courses.
2. The pre-master courses have a communal maximum number of 30 credits.
3. On application, the Board of Admissions decides if a student needs to follow pre-master courses and determines its credit load and content.
4. The pre-master courses have to be finalised successfully within 12 months. After the expiry of this term or upon qualitative or quantitative insufficient performance, the Board of Studies of the Graduate School can exclude the student from further participation in the pre-master.

SECTION 3 – CONTENTS AND STRUCTURE OF THE STUDY PROGRAMMES

3.1 – Aim of the Master's degree

1. The Master's degrees aim to:
 - provide specialised knowledge, skills and insight in (parts of) the life sciences, and enable achievement of the exit qualifications referred to in the second clause below;
 - prepare the student for a career in research, regulation, management and/or communication in the life sciences.
2. The successful Life Sciences' graduate:
 - Knowledge and insights*
 - will be able, with the knowledge of at least one of the specialised subjects of Life Sciences, to make a substantial contribution to the development and/or application of scientific concepts and methods, often in a research context;
 - will be able to overview the important, recent developments within the Life Sciences and to point out the implications of these developments on the Life Sciences field and society;
 - will be able to adequately use and interpret specialist literature in at least one of the subjects of Life Sciences.
 - Apply knowledge and insights*
 - will be able to translate a Life Sciences problem into a relevant research question, suitable for research development or product design;
 - will be able to design a suitable research plan to test the formulated research questions, according to methodological and scientific standards;
 - will be able to independently perform research, with the required accuracy. Graduates are able to handle, analyse, interpret and evaluate the empirically derived data in a correct manner;
 - Judgement*
 - will be able to discuss the outcomes of empirical research and to link them with scientific theories;
 - will be able to indicate the importance of research activities for solving a biomedical question or problem, if applicable from a social perspective;
 - will be able to critically reflect on their own research work in Life Sciences, from a social perspective;
 - Communication*
 - will be able to comprehensibly report research results verbally and in writing, to specialised and non-specialised audiences in an international context;
 - will function effectively in a multidisciplinary research team
 - Learning skills*
 - will have the skills to reflect on their own development and study career, and, if necessary, to motivate themselves and make any necessary adjustments;
 - will have the skills to function independently and result-oriented in a competitive labour market;
 - will have the qualification to be eligible for a PhD position or a position in another sector of the labour market.

3.2 – Attendance mode

The Master's degrees are full-time programmes.

3.3 – Language of the programme

1. The Master's programmes are taught in English. This is governed by the Utrecht University Language Code of Conduct.
2. The communication/education profile (see art. 3.6.5) and the course *Loopbaanoriëntatie en professionalisering* are offered in Dutch.

3.4 – Credit load

The credit load for the Master's degrees in Biological Sciences, Biomedical Sciences, Chemical Sciences, Pharmaceutical Sciences, Science and Business and Neuroscience and Cognition is 120 credits. The credit load for the Master's degree in Health Sciences is 90 credits.

3.5 – Master's programmes; starting times

1. The School provides the following Master's programmes with the abbreviations as used in the University registration system *OSIRIS*:

- Bio Inspired Innovation	BINN (a.k.a BII)
- Biofabrication	BIFM
- Biology of Disease	BIDM
- Biomedical Image Sciences	BISM
- Cancer, Stem Cells and Developmental Biology	CSDB
- Drug Innovation	DINN
- Environmental Biology	PLBI (a.k.a. ENVB)
- Epidemiology	EPIM
- Epidemiology Postgraduate	EPMM
- Infection and Immunity	IMIF
- Molecular and Cellular Life Sciences	BMOL (a.k.a. MCLS)
- Neuroscience and Cognition	NSCN
- Regenerative Medicine and Technology	RMTM
- Science and Business Management	SPMM (a.k.a. SBM)
- Toxicology and Environmental Health	TXEH
2. Master's programmes can be offered by more than one Master's degree although students will be registered under only one Master's degree. The Master's degree is subject to the approval of the Board of Admissions. The Master's degrees of the School encompass the following Master's programmes and starting times:

Master	Start	Master's degree in						
		Biomedical Sciences	Biological Sciences	Chemical Sciences	Pharmaceutical Sciences	Health Sciences	Science & Business	Neuroscience & Cognition
BINN	Sept / Feb		X					
BIDM	Sept / Feb	x						
BIFM	Sept	x						
BISM	Sept / Feb	x						
CSDB	Sept / Feb	x						
DINN	Sept / Feb			x	x			
PLBI	Sept / Feb		x					
EPIM	Sept	x						
EPMM	Sept / Feb					x		
IMIF	Sept / Feb	x						
BMOL	Sept / Feb		x	x				
NSCN	Sept							x
RMTM	Sept	x						

SPMM	Sept / Feb						x	
TXEH	Sept / Feb	x						

- Bio Inspired Innovation prepares the student for a career in a R&D, design- or innovation-related environment.
 - Biofabrication prepares the student for a career in multidisciplinary research on the interface of biofabrication, 3D printing techniques, material sciences and clinical applications.
 - Biology of Disease prepares the student for a career in research in a clinical or biomedical setting to gain insight into mechanisms and processes of disease.
 - Biomedical Image Sciences prepares the student for a career in multidisciplinary research in the field of medical imaging.
 - Cancer and Stem Cell Biology prepares the student for a career in research in the field of developmental biology, molecular oncology, signal transduction, stem cell technology and molecular genetics.
 - Drug Innovation prepares the student for a career in interdisciplinary research in the field of innovation of drugs, vaccines, monoclonal antibodies, diagnostics and gene therapeutics.
 - Environmental Biology prepares the student for a career in molecular and/or ecological research on plants, plant communities, micro-organisms, animals and/or (marine) ecosystems.
 - Epidemiology or Epidemiology Postgraduate prepares the student for a career in research in the field of quantitative analysis of the distribution of health and morbidity in populations (human or veterinary) and their determinants.
 - Infection and Immunity prepares the student for a career in research in the field of fundamental and clinical immunology, prevention, diagnosis and treatment of infectious diseases and disorders of immunity.
 - Molecular and Cellular Life Sciences prepares the student for a career in interdisciplinary research in the field of structural biology, molecular biology and systems biology.
 - Neuroscience and Cognition prepares the student for a career in interdisciplinary research in the fields of physiology and pathophysiology of the nervous system and cognition in humans and experimental animals.
 - Regenerative Medicine and Technology prepares the student for a career in multidisciplinary research on the interface of regenerative medicine, technology and clinical applications.
 - Science and Business Management prepares the student for a career in a research-related business environment
 - Toxicology and Environmental Health prepares the student for a career in research in the field of risk assessment of chemical, physical and biological agents on humans, animals and the environment.
3. The Master's programmes start once or twice a year: always in September and usually also in February. The Master's programme Biomedical Image Sciences has discontinued. See table, under clause 2.

3.6 – Composition of the Master's programmes

1. The Master's programmes consist of the following compulsory components, with the specified credit load:
 - a. theoretical components⁵ with a credit load of at least 22.5 credits (15 credits courses and 7,5 credits writing assignment), with the exception of Biomedical Image Sciences, Epidemiology, Epidemiology Postgraduate and Science and Business Management (see appendix under 1);
 - b. a major research project with a credit load of at least 51 credits;
 - c. a minor research project or internship with a credit load of at least 33 credits (with the exception of Biomedical Image Sciences, Epidemiology, Epidemiology Postgraduate, and Science and Business Management, see appendix under 1).

An exception to clause b is possible for students of Neuroscience and Cognition, Drug Innovation, and Science and Business Management in which a major of 42 credits is conducted and 9 credits in extra theoretical courses, subject to the approval of the programme coordinator.

⁵ Specific theoretical components may be made obligatory to students of a Master's programme by the programme committee. This will be stated on the website of the Master's programme.

The credit loads of the components of each specific Master's programme are given in the appendix under 1.

2. Subject to approval by the Board of Examiners, the student will be required to select one or more elective components. Students may choose elective components from additional components of their Master's programme and/or components of other Master's programmes. The credit loads of the elective components of the specific Master's programmes are given in the appendix under 1.
3. If a student has a learning gap in a Master's programme, art. 3.6 clause 2 does not apply and he/she can be required to use all or part of the electives to remedy the gap. It can be remedied with Bachelor's courses (advanced level) or self-study, whose content and nature will be determined by the board of admissions.
4. Study components which are already a part of another degree certificate cannot be used for components mentioned in art 3.6 clause 1.
5. The study load of minor research project, can also be used for a management, communication/education, or drug regulatory sciences profile. The elective component can be used to extend this profile. Within the Master's programmes for Biomedical Image Sciences, Epidemiology, Epidemiology Postgraduate, and Science and Business Management a profile is not an option.
6. In the University Course Catalogue, the learning outcomes, content and type of courses of the components of the different programmes are described in more detail, stating the previous education required to pass the relevant component.

3.7 – Components taken elsewhere

1. A condition for gaining the degree awarded after passing the Master's examination of the study programme is that at least 60 credits of the study programme are gained in components provided by Utrecht University, UMC Utrecht and/or the Hubrecht institute. The exception is Health Sciences, which requires 56 credits.
2. Components passed elsewhere during the study programme can only be incorporated in the student's examination programme with prior permission from the Board of Examiners.
3. Exemption can be granted for components passed at another institute of higher education prior to the start of the Master's programme only on the basis of art. 5.13.

3.8 – Honours Programme

1. The study programme has two Honours Programmes, which are both open to all students:
 - Utrecht Selective Life Sciences ExtraCurricular Track (U/Select)
 - Quantitative Biology & Computational Life Sciences (QBio)
2. U/Select is a two-year extracurricular programme that consists of the following components:
 - monthly meetings (*master classes*);
 - writing of a research project proposal;
 - a minor research project abroad;
 - presentation of the research project during a mini-symposium.

Each year, a committee will select several students for participation in the U/Select. Selection will be based on the following criteria:

- motivation of the student;
- extracurricular activities;
- past performance study results;
- recommendation of the programme coordinator or research project supervisor.

The selection procedure will be published on the [School's website](#).

The Board of Studies may decide to terminate participation in U/Select:

- a student has not shown active participation in the master classes of U/Select;
- a student has not earned a satisfactory mark for the research proposal;
- a student has not studied within the official time period;
- the Board of Examiners has taken any decision that fraud/plagiarism was committed.

3. The Honours Programme QBio consists of a QBio course, a journal club, a research project and a research proposal. Every year, a number of students are selected for participation in the Honours Programme by the coordinators. Criteria are:
 - motivation of the student;
 - recommendation of the supervisors of the current Master's programme
 - grades and relevant courses in the bachelor's programme;
 - grades and direction during high school.

Based on this, students are selected for the QBio introductory course. The second selection will take place after the course. The coordinators select up to 12 students each year who attend the entire programme. This selection is based on abovementioned criteria and:

- general performance during the QBio introductory course;
 - competence to perform interdisciplinary quantitative biology research;
 - contribution during lab rotations and discussions of papers.
- The selection procedure will be published on the [QBio website](#).
4. The applicant will receive a decision of admission or rejection for the Honours Programme, which will also inform the applicant of the opportunity to appeal to the Executive Board.

3.9 – Actual teaching structure

1. The number of contact hours for the academic programme (number of scheduled contact hours for the research projects and the writing assignment) comes to an average of two hours (5% of study load) a week. For courses the number of contact hours varies from 8 up to 40 hours (20-100%) a week (on the basis of a fulltime course).
2. Before the start of the course, the student has the following information:
 - a. scheduling of the educational activities;
 - b. timetables and scheduling of the hourly periods;
 - c. scheduled contact time per course;
 - d. when and where the exam(s) of the course will take place.

SECTION 4 – EDUCATION

4.1 – Study components

All study components which can make up part of the study are published on the School's website(<http://studyguidelifesciences.nl>).

4.2 – Required sequence of components

1. The programme coordinator determines the order in which compulsory components of a Master's programme must be completed.
2. Course-specific entry requirements are given in the University Course Catalogue.

4.3 – Registration for courses

Participation in a course is possible only if the student has registered for it in good time. The programme coordinator determines how and when registration takes places. The information about course registration are published in the University Course Catalogue.

4.4 – Attendance obligation and obligation to perform to the best of one's ability

1. Each student is expected to participate actively during each study component for which he or she is registered.
2. Besides the general requirement for the student to participate actively in the study component, the additional requirements for each component are listed in the University Course Catalogue.
3. In the event of qualitatively or quantitatively inadequate participation, the coordinator may exclude the student from further participation in the study component or from part of it.

SECTION 5 – TESTING

5.1 – General

1. During the study component, the student will be tested for the extent to which the student has sufficiently achieved the learning goals, in order to achieve the learning outcomes of the School. The testing of the student will be concluded at the end of the study component.
2. The University Course Catalogue describes what the student must achieve in order to pass the course and the criteria on which the student is assessed.
3. The testing procedure is described in the Rules and Regulations of the Board of Examiners (<http://studyguidelifesciences.nl>).

5.2 – Board of Examiners

1. The dean will set up a Board of Examiners for the Graduate School of Life Sciences and will put in place sufficient guarantees that this Board will work in an independent and expert manner.

2. The dean will appoint the chair and the members of the Board of Examiners for a period of three years on the basis of their expertise in the field of the programme(s) in question or the field of examining whereby:
 - at least one member comes from outside the group of Master's programmes concerned, and
 - at least one member is a lecturer on the group of Master's programmes concerned.Re-appointment is possible. Before making this appointment, the dean will consult the members of the Board of Examiners concerned.
3. Persons holding a management position with financial responsibility or (partial) management responsibility for a programme of study may not be appointed as a member or chair of the Board of Examiners. This will in any event include: the dean, vice-dean; the director/head/manager of a department; the director/head/manager of a department; a member of a departmental management/administrative team; a member/chair of the Board of Studies of the Graduate School or the Undergraduate School and the director of education.
4. Membership of the Board of Examiners will terminate upon expiry of the period of appointment. In addition, the dean will discharge the chair and the members from their duties at their request. The chair and the members will also be dismissed by the dean in the event that they no longer fulfil the requirements stated in paragraphs 2 or 3 of this article. In addition, the dean may dismiss the chair and the members in the event that they fail to perform their statutory duties inadequately.
5. The dean will make the composition of the Board of Examiners known to the students and teaching staff.

5.3 – Assessment: research project, internship, or writing assignment

1. A (theoretical) course is assessed by the examiner (a staff member of Utrecht University or University Medical Center Utrecht).
2. An internship, writing assignment or research project is assessed by the examiner (a staff member of Utrecht University or University Medical Center Utrecht) and one or more other internal and/or external experts.

5.4 – Marks

1. Marks are awarded on a scale of 1 to 10. A mark of 5.5 (not rounded off) or higher is satisfactory, and lower is unsatisfactory. The examiner determines the final grade expressed with one decimal figure, which will be rounded off mathematically. Marks will be rounded off as follows: If the second decimal is a 5 or higher, the first decimal will be rounded up. If the second decimal is a 4 or lower, the first decimal will be rounded down. This does **not** apply to grades between 5.45 and 5.50 and between 3.95 and 4.00: these will be round off to 5.4 and 3.9, respectively. In Osiris final grades between 5.0 and 5.5 will be rounded down to 5.0, grades from 5.5 to 5.9 will be rounded up to 6.0. Other grades will not be rounded off in Osiris.
2. Partial marks of the research projects and business internships should each be satisfactory.
3. Alphanumeric results are awarded in the following cases
 - a student who is registered for a course and has not participated in any of the test modules will be given an ND (Niet Deelgenomen – Not Participated);
 - a student who is registered for a course and has not participated in all the test modules will be given an NVD (Niet VolDaan – Incomplete);
 - if the student has complied with a module, but has not received a mark for it, he/she may be given a V (Voldoende – Satisfactory) as the result;
 - if the student has not completed a module and does not receive a mark for it, the student can be given an ONV (ONVoloende - Unsatisfactory) as the result;
 - a student who has been granted exemption by the Board of Examiners will be given a VR (VRijstelling – Exemption);
 - if the Board of Examiners establishes fraud, the student will be given an FR (FRAude – Fraud) as the result.

5.5 – Making-up: additional or substitute test

1. If the student has fulfilled all the obligations to perform to the best of his or her ability during the course, and the final mark is at least a four (not rounded off), he or she will be given a once-only possibility to sit an additional or substitute test or an additional assignment.
2. Satisfactory tests are not eligible for substitute testing or re-examination unless the programme committee has decided that each partial mark has to be satisfactory and this obligation has not been fulfilled. Rules under clause 1 apply for making up in such a case.

3. If a calamity occurs during a digital test, there will be handled in accordance with the Emergency plan Digital Testing. The examiner decides on the most appropriate solution that offers a replacing test in the case of the cancellation of the digital test within two weeks after the original test date.

5.6 – Type of test

1. Testing within a study component is done in the manner described in the University Course Catalogue.
2. At the student's request, the Board of Examiners may allow a test to be administered otherwise than as stipulated in the first clause.

5.7 – Oral testing

1. Unless the Board of Examiners decides otherwise, only one person at a time may be tested orally.
2. Oral tests will be administered in public, unless the Board of Examiners or the examiner concerned decides otherwise, or if the student objects to this. During the oral test, the presence of a second staff member is required.
3. The assessment (including argumentation) of the test is documented and communicated to those concerned.

5.8 – Provision for testing in special cases

1. The Board of Examiners may decide to grant an individual testing possibility if not providing such a possibility would result in a 'special case of manifest unfairness'.
2. Requests for a special possibility to take a test must be submitted to the Board of Examiners as soon as possible, with supporting evidence.
3. Article 5.5 is applicable by analogy to the individual testing possibility referred to in the first and second paragraph. This means that the student who:
 - has missed the regular final examination of the course due to circumstances beyond his or her control, and
 - sits the test after all by way of an individual testing possibility,will be given the opportunity to sit a supplementary or alternative test if he or she has been given an unsatisfactory final mark of at least a four.

5.9 – Time limit for marking tests

1. The examiner will determine the mark immediately, or within 24 hours, after administering an oral test, and will provide the student with written proof of the outcome.
2. The examiner will record the assessment of a test, whether written or taken in another manner, within 10 working days of the day on which this test was taken, and will supply the School's administration with the data required for it to issue the student with the written or electronic proof of this assessment.
3. The written proof of the outcome shall inform the student of the right of inspection referred to in article 5.11 and of the possibility to appeal to the Examinations Appeals Board.

5.10 – Period of validity

1. A pass remains valid for a period of five years. In deviation from this rule the board of examiners may extend this period of validity under special circumstances and on request of the student. The Board of Examiners may impose an additional or substitute test for a test taken more than five years ago. Partial tests and assignments which were passed within a course which was not passed in full will lose their validity after the academic year in which they were passed.

5.11 – Right of inspection

1. Upon request, the student will be allowed to inspect his/her marked work for at least thirty days after the result of a written test has been announced. At his or her request, a copy of that work will be provided to him/her at cost.
2. During this thirty-day period, the student may inspect the questions and assignments of the test concerned, and the standards on which the mark was based.

5.12 – Storage time of test papers

1. The assignments, their completion and the work assessed in the written tests will be kept (in paper or digital form) for a period of two years following the assessment.
2. The reports of minor and major research projects and the writing assignment as well as the assessment forms will be kept (in paper or digital form) for a period of seven years following the assessment.

5.13 – Exemption

1. At the student's request, the Board of Examiners may, after consulting the examiner concerned, grant the student exemption of (part of) the electives from a programme if he/she:
 - a. has completed an equivalent component of a university Master's programme prior to the start of this Master's programme; or
 - b. has demonstrated through work or professional experience that he/she has sufficient knowledge and skills in relation to that component.
2. Exempt components need to be part of the electives and have a maximum credit load of 12 credits.
3. Credit transfer 1: At the request of a student, and after advise of the programme coordinator, the board of examiners may allow a component passed elsewhere at an institution for higher education while registered for the programme, for example, during an exchange semester, to count towards the programme's examination requirements. These components may not be used for a diploma of another degree. The board of examiners will decide on the transcript of the mark and the workload involved.
4. Credit transfer 2: At the request of a student the Board of Examiners may allow components, taken at an institute for higher education and complying with clause 1 of this article, and that were not used for other degree certificates, to contribute to the requirements of final examination.

5.14 – Fraud and plagiarism

1. Fraud and plagiarism are defined as an action or failure to act on the part of a student, whereby a correct assessment of his or her knowledge, insight and skills is made impossible, in full or in part.
Fraud includes:
 - cheating during examinations. The person offering the opportunity to cheat is an accessory to fraud;
 - possession of tools and resources during examinations (i.e. carry with them), such as preprogrammed calculators, mobile phones, books, smart watches, smart glasses, course readers, notes, etc., consultation of which is not explicitly permitted;
 - having others carry out all or part of an assignment and posing as own work;
 - gaining access to questions or answers of an examination prior to the date or time that the examination takes place;
 - making up survey or interview answers or research data;
 - signing attendance forms, assessment forms i.e., in the name of someone else.Plagiarism is defined as including data or sections of text from others in a writing assignment or other paper without quoting the source. Plagiarism includes the following:
 - cutting and pasting text from digital sources such as encyclopedias or digital publications without using quotation marks and referring to the source;
 - cutting and pasting text from the internet without using quotation marks and referring to the source;
 - using excerpts from printed material such as books, magazines or other publications or encyclopedias without using quotation marks and referring to the source;
 - using a translation of the abovementioned texts without using quotation marks and referring to the source;
 - paraphrasing the abovementioned sources without referring to the (sound) source: paraphrasing should be marked in such a way that it does not suggest the text is the students range of thought;
 - using visual, audio or test material from others without referring to the source and presenting this as own work;
 - resubmission of the student's own earlier work without source references, and allowing this to pass for work originally produced for the purpose of the course, unless this is expressly permitted in the course or by the lecturer.
 - using the work of other students and passing this off as own work. If this happens with the permission of the other student, the latter is also guilty of plagiarism;

- in the event that, in a joint paper, one of the authors commits plagiarism, the other authors are also guilty of plagiarism, if they could or should have known that the other was committing plagiarism;
 - submitting papers obtained from a commercial institution (such as an internet site offering excerpts or papers) or having such written by someone else in return for payment.
2. a. In all cases in which fraud or plagiarism is found or suspected, the examiner will inform the student and the Board of Examiners of this in writing.
 - b. The Board of Examiners will give the student a possibility to:
 - respond to that in writing;
 - to be heard.
 3. The Board of Examiners will determine whether fraud or plagiarism has occurred and will inform the student of its decision in writing and of the sanctions in accordance with the stipulations of the fourth paragraph, stating the possibility of appeal to the Examinations Appeals Board.
 4. Fraud and plagiarism will be punished by the Board of Examiners as follows:
 - a. In any event:
 - invalidation of the paper or examination submitted;
 - a reprimand, a note of which will be made in OSIRIS.
 - b. In addition – depending on the nature and scale of the fraud or plagiarism, and on the student's phase of study – one or more of the following sanctions:
 - removal from the study component;
 - no longer being eligible for a positive degree classification (cum laude) as referred to in art. 6.2;
 - exclusion from participation in examinations or other forms of testing belonging to the educational component concerned for the current academic year, or for a period of 12 months;
 - complete exclusion from participation in all examinations or other forms of testing for a period of 12 months;
 - exclusion from participation in the U/Select Honours Programme as referred to in art. 3.8.
 - c. In the event that the student has already received a reprimand:
 - complete exclusion from participation in all examinations or other forms of testing for a period of 12 months.
 - d. In the case of extremely serious and/or repeated fraud, the Board of Examiners may recommend that the Executive Board to permanently terminate the concerned student's registration for the programme.
 5. If the Board of Examiners determines that there has been widespread or organised fraud, on a scale which would affect the examination results in their entirety, the Board of Examiners will decide without delay that the examination concerned is invalid and that all the participants must resit the whole examination at short notice. The Board of Examiners will set the date on which the examination must be retaken. This date will be no later than two weeks after the fraud was established, so that the participants can still benefit from their preparatory work for the examination.

SECTION 6 – EXAMINATIONS

6.1 – Examination

1. After the student has fulfilled the requirements of the examinations programme, the Board of Examiners will determine the result of the examination and award a degree certificate as referred to in art. 6.5 of this regulation.
2. Prior to determining the examination result, the Board of Examiners may examine the student's knowledge of one or more components or aspects of the study programme, if and in so far as the results of the relevant tests give them reason to do so.
3. Assessment of the examinations file constitutes part of the final examination. The date of examination will be the last working day of the month in which the Board of Examiners has determined that the student has fulfilled the requirements of the examinations programme.
4. The examination will be passed on condition that all components have been passed.
5. A further condition for passing the examination and receiving the certificate is that the student was registered for the course during the period in which the tests were taken. If the student does not fulfil this condition, the Executive Board may issue a statement of no objection in

relation to the passing of the examination and the issue of the certificate, after the student has paid the tuition fees and administration charges owing for the 'missing' periods.

6. A student who has passed an examination and is therefore entitled to be awarded a certificate, may request that the Board of Examiners delay the granting of the certificate and the date of the examination. Such a request must be submitted within two weeks after the student has been informed of the examination results, stating the date on which the student wishes to receive the certificate. The Board of Examiners will in any case grant the request in the academic year 2016-2017 if the student:
 - plans to fulfil a management position for which Utrecht University has provided a board activities grant.
 - will do an internship or component abroad

The Board of Examiners may also grant the request if refusal would result in an exceptional case of extreme unfairness on account of the circumstance that the student concerned could not have taken automatic graduation into account when he or she was planning his or her study.

6.2 – Cum laude classification

1. The '*cum laude*' classification will be awarded to the Master's student if each of the following conditions has been met:
 - a. a mark of at least 8.5 has been earned for the major research project;
 - b. a mark of at least 8.5 has been earned for the minor research project or profile;
 - c. a mark of at least 8.5 has been earned for the writing assignment;
 - d. a weighted (to credits) average mark of at least 8.0 has been earned for the other components of the programme, and no grades below 7.0;
 - e. no re-examinations or substitute or replacement tests were taken;
 - f. exemptions that do not count have been obtained for no more than 12 credits;
 - g. the Board of Examiners has not taken any decision (as referred to in article 5.14, clause 4 under b) that fraud/plagiarism was committed;
 - h. the final examination of the Master's Degree Programme was passed within three years.
2. For Biomedical Image Sciences and Epidemiology condition b of clause 1 is not applicable.
3. For Epidemiology Postgraduate conditions b and c of clause 1 are not applicable.
4. For Science and Business Management clause b is applicable for the *business internship* and clause c is not applicable.

6.3 – Degree

1. The Master of Science (MSc) degree will be awarded to students who pass the examination.
2. The degree awarded will be stated on the examination certificate.
3. The examination certificate will also state the Master's degree and the specific Master's programme followed.

6.4 – Honours

If the Honours programme as referred to in art. 3.8 has been passed, a separate certificate will be awarded on which this is stated.

6.5 – Degree certificate

1. The Board of Examiners will award a certificate as proof that the examination was passed. One certificate will be issued for each Graduate School degree, even if a student completes several programmes within that degree.
2. The Board of Examiners will add the International Diploma Supplement to this certificate, which provides (international) insight into the nature and contents of the completed study programme.

6.6 – Grade point average (GPA)

1. For students who commenced the first year of their studies in September 2007 or later, the final grade point average (GPA) will be stated on the International Diploma Supplement, and represents the academic performance of the student concerned.
2. The final GPA is the average figure from all results (with a numeral grade) achieved within the examinations programme (and if applicable also extra components), weighted by the credits and expressed on a scale of 1 to 4, with two decimals.
3. The calculation of the final GPA is made as follows:
 - all applicable examinations achieved of the Master's degree are converted into quality points;

- quality points are the applicable final examination result x the number of course credits (ECTS) for the section in question;
- the total number of quality points achieved divided by the total number of course credits obtained (ECTS) gives the average examination result;
- the average examination result is converted into the final GPA (see [website](#)).

SECTION 7 – STUDENT COUNSELLING

7.1 – Students’ progress records

1. The School records individual student’s results and makes them available through *Osiris-student* (the university student administration system).
2. A certified student progress file can be obtained from the School’s administration.

7.2 – Student counselling

1. The School will ensure adequate study support for those students registered for a Master’s degree.
2. Student support encompasses:
 - appointment of a study supervisor who is responsible for:
 - o encouraging students to feel part of the community;
 - o supervising programme choices;
 - o assisting a student to get his or her bearings on the job market.
 - referring and assisting students who encounter difficulties during their studies;

7.3 – Disability

Students with a disability will be given the opportunity to do course work and take tests in an adapted manner as laid down in his/her Education Facilities Contract. Requests to draw up such a study contract must be submitted to the academic counsellor.

SECTION 8 – TRANSITIONAL AND FINAL PROVISIONS

8.1 – Safety-net scheme

In cases for which these Education and Examination Regulations make no (clear) provision or lead to obviously unreasonable outcomes, the decision of the Board of Studies (on behalf of the Dean), after consulting the Board of Examiners, will be final. If, on the basis of the law, the decision falls within the competence of the Board of Examiners, the dean will send the request to the Board of Examiners for it to handle. In case of differences (of interpretation) between the Dutch and English version of these Education and Examination Regulations, the Dutch version prevails.

8.2 – Amendments

1. Amendments to these regulations will be adopted by the Dean in a separate resolution after consulting the Board of Studies and after the approval of the faculty councils for Science, Medicine and Veterinary Medicine.
2. Amendments to these regulations shall not apply to the current academic year, unless it is reasonable to assume that they will not harm the interests of the students.
3. Furthermore, amendments may not have an adverse effect on students as regards any decision taken in relation to a student pursuant to these regulations.

8.3 – Publication

The Dean shall ensure proper publication of these regulations, and of the rules and guidelines adopted by the Board of Examiners, and of any amendment to these documents, on the School’s website (www.uu.nl/lifesciences/studyguide).

8.4 – Effective date

These Education and Examination Regulations come into force on September 1st 2016, and replace the Education and Examination Regulations of all previous academic years.

APPENDICES

1. Maximum number of admissions each academic year (art. 2.3 clause 6)

<u>Master's programme:</u>	<u>Max. capacity</u>
Bio Inspired Innovation	no maximum
Biofabrication	no maximum
Biology of Disease	40
Cancer and Stem Cell Biology	35
Drug Innovation	48
Environmental Biology	no maximum
Epidemiology en Epidemiology Postgraduate	no maximum
Infection and Immunity	30
Molecular and Cellular Life Sciences	no maximum
Neuroscience and Cognition	55
Regenerative Medicine and Technology	30 [§]
Science and Business Management	no maximum
Toxicology and Environmental Health	no maximum

[§] Total number of admissions of Utrecht University and Eindhoven University of Technology together.

2. Composition of the Master's programmes (ad. art. 3.6)

1a. Programmes:

- **Bio Inspired Innovation**
- **Biofabrication**
- **Biology of Disease**
- **Cancer and Stem Cell Biology**
- **Drug Innovation**
- **Environmental Biology**
- **Infection and Immunity**
- **Molecular and Cellular Life Sciences**
- **Neuroscience and Cognition**
- **Regenerative Medicine and technology**
- **Toxicology and Environmental Health**

<u>Component:</u>	<u>credits</u>
Major research project	51 ⁶
Minor research project	33
Theoretical Master's courses	15
Elective components	12
Writing assignment ⁷	7.5
Introduction course + Life Sciences seminars (10)	1.5

1b. Biomedical Image Sciences

<u>Component:</u>	<u>credits</u>
Research project	54
Theoretical Master's courses	45
Elective components	12
Writing assignment ⁷	7.5
Introduction course + Life Sciences seminars (10)	1.5

⁶ Students in the programmes Neuroscience and Cognition, and Drug Innovation, may perform a major research project of 42 credits and include 9 additional credits for theoretical courses (see art. 3.6, clause 1), subject to approval of the programme coordinator.

⁷ Formerly named 'Master's thesis'.

1c. Epidemiology

<u>Component:</u>	<u>credits</u>
Research project	65
Theoretical Master's courses	34
Elective components	12
Writing assignment ⁷	7.5
Introduction course + Life Sciences seminars (10)	1.5

1d. Epidemiology Postgraduate

<u>Component:</u>	<u>credits</u>
Research project	56
Theoretical Master's courses	34

1e. Science and Business Management

<u>Component:</u>	<u>credits</u>
Research project	51 ⁸
Business Internship	30
Compulsory management courses	30
Theoretical course	5
SBM Master's course	2,5
Introduction course + LS seminars ⁹ (5) + Business seminars (5)	1,5

⁸ Students in the programme Science and Business Management may perform a major research project of 42 credits and include 9 additional credits for elective components (see art. 3.6, clause 1 and 2), subject to approval of the programme coordinator.

⁹ Life Sciences seminars