

**Students' Charter
of the Master's Degree in
Health Sciences**

Rules & Regulations

2015-2016

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SECTION 1 – GENERAL PROVISIONS

art. 1.1 – applicability

This document contains a description of the **rights and obligations** of students on the one hand and the Master's programmes of the Master's degree Health Sciences at Graduate School of Life Sciences on the other.

This document applies to the students who are registered for the Masters degree in Health Sciences, programme MSc Epidemiology Postgraduate 2015-2016.

art. 1.2 – publication

The Program Director provides (prospective) students with this document and provides for the publication of this document, as well as each amendment, on internet.

art. 1.3 – amendments

Amendments to this document will be laid down by the Program Director in a separate resolution. An amendment to these rules is not to be applied to the current academic year, unless it is reasonable to assume that it will not harm the interests of the students. Nor may an amendment have an adverse effect for students on any other decision taken pursuant to these rules by the board of examiners with respect to a student.

art. 1.4 – safety-net scheme

In cases for which these Rules & Regulations do not provide, do not clearly provide, or lead to obviously unreasonable outcomes, a decision will be taken by the Program Director, after having heard the board of examiners.

SECTION 2 – ENROLMENT AND TUITION FEES

art. 2.1 – enrolment

A prospective student can register for the programme provided he/she has met the requirements mentioned in section 2 of the Education and Examination Regulations of the Master's Degree in (a.o.) Health Sciences at Graduate School of Life Sciences.

art. 2.2 – tuition fees

1. Registration for the programme only takes place if the student has met the financial obligations relating to admission to the programme.
2. If you register as a student, you will owe Utrecht University tuition fees. The following fee applies to 2015-2016: €28,275 for the total programme
3. Should a student, during the study period, not meet his/her financial requirements, either fully or partially, the Program Director may decide to exclude the student concerned from lectures/teaching and/or exams until such time as the student has fulfilled his/her obligations.

art. 2.3 – Termination of enrolment and refund of tuition fees

1. Students can withdraw their enrolment in the case of illness or special circumstances. The Program Director determines whether, and to what extent, the student has a right to partial reimbursement of the tuition fees.
2. The enrolment legally ends after the established duration of the program has expired.
3. The Program Director may terminate the enrolment in cases where students do not meet their obligations.
4. In all cases of termination of enrolment, the student receives word to that effect.
5. In cases where termination of enrolment takes place after the commencement of study, results and grades gained up to that point will, as far as is possible, be issued.
6. In cases of termination of enrolment, all rights pertaining to the student will be annulled.

SECTION 3 – GENERAL RIGHTS AND OBLIGATIONS OF STUDENTS

art. 3.1 – rights

Enrolment as a student will in any case confer the following rights:

- participation in courses within the study programme and, in principle, within the entire institution, if the entry requirements are met, except in cases where a quota has been established on the basis of limited capacity;
- sitting final and interim examinations within the study programme; having knowledge of the result of a test within 10 working days (after sitting the test);
- use of the educational facilities, such as library, laboratories and suchlike, with due observance of the conditions for use of these facilities;
- use of student facilities (see Section 6);
- student counselling (see also Education and Examination Regulations, section 7);
- protection of your personal data by Utrecht University. You have a right to inspect your data, a right to improve them, a right to notification of disclosure of your data to a third party and a right to object to the processing of your data;

art. 3.2 – obligations

Enrolment as a student will in any case impose the following obligations:

- commitment: active participation in the education and sufficient effort in the courses (at least 17.5 hours a week per course); complying with the obligations to perform to the best of one's ability and obligation, if any, to attend courses;
- in principle, being available full-time for students' obligations if you are enrolled as a full-time student (no account can be taken of students' work obligations in scheduling courses);
- timely registration for courses and interim examinations;
- good conduct in accordance with the rules of conduct included in Section 4;
- familiarity with the rules and instructions from this document; compliance with the obligations ensuing from them for students;
- familiarity with the information which you receive at your student's e-mail address and which is provided through other sources of information;
- timely reporting to the student advisor if your studies will be delayed by special circumstances.

SECTION 4 – RULES OF CONDUCT

art. 4.1 – general rules of conduct

Students must adhere to the customary general standards and rules of decency in dealing with other members of the university community and using the university's facilities. Each student is expected to participate in the education in a way that shows respect for fellow students, lecturers and other employees. Students must follow instructions and rules of their lecturers and the staff charged with the management and care of university facilities and buildings. Smoking is not allowed in any building of Utrecht University. The prohibition applies to the public areas as well as the rooms of employees.

The Utrecht University [Code of conduct](#) (Dutch) describes the following values to direct people working and studying at the university: inspiration, ambition, independence and involvement. Students at Utrecht University:

- behave honestly and respectful towards each other and to employees
- get the best out of themselves by active participation in the study and extracurricular activities
- treat each others properties and university facilities with respect
- Facilitate teachers and students to teach and learn under optimal conditions.

art. 4.2 – specific codes of conduct

In addition to the general rules of conduct, the university has specific codes of conduct:

- Utrecht University [Users' Regulations for IT Resources and Facilities](#): these regulations regulate the responsible use of IT resources (e-mail, internet etc.) made available by Utrecht University, and also strive to prevent nuisance from undesired use of these facilities.
In addition, there is a university policy relating to RSI in students: this is aimed at prevention. In this context, students are informed in a variety of ways about the risks of RSI. You are responsible for proper use of a PC at home.
- The university has a [Code of Conduct for the prevention of unacceptable behaviour](#) (Dutch). This applies to all employees and students of the university in their conduct towards other employees, students and visitors of the university. Unacceptable behavior means:

- sexual harassment and intimidation
- aggression and violence
- discrimination

There is also a special [Complaints procedure concerning intimidation, aggression, violence and discrimination](#). You can direct a complaint in this area to the [confidential \(female\) counsellor](#).

art. 4.3 – measures

In the case of behavior which is unbecoming or irresponsible, the Program Director may take its own measures, but without countermanding those of the public prosecutor or judge. The measures referred to in the second paragraph can - in the case of students - entail:

- a. a warning;
- b. a reprimand;
- c. a fine;
- d. denial of access to the buildings and grounds at Utrecht University for a set period of time;
- e. compensation for damage caused;
- f. expulsion.

SECTION 5 – EDUCATION

art. 5.1 – courses

All courses which can be part of the study are included in the Study Programme at www.epidemiology-education.nl.

art. 5.2 – entry requirements of courses

Participation in components of the programme is possible only after other courses have been passed. These entry requirements can be found in the course descriptions at the learning environment which can be found on www.epidemiology-education.nl.

art. 5.3 – registration for courses

Participation in a course is possible only if the student has registered for it in good time through the learning environment at www.epidemiology-education.nl.

art. 5.4 – attendance obligation and obligation to perform to the best of one's ability

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

art. 5.5 – Education and Examination Regulations

The Education and Examination Regulations of the Master's Degree in (a.o.) Health Sciences at Graduate School of Life Sciences contain everything about the education and testing of your study programme. You can find information in them about:

- contents and structure of the study programme
- testing method
- right of inspection
- resit possibilities
- period within which the work has to be checked
- period of validity of interim examinations
- sanctions in case of fraud/ plagiarism
- examination
- student counseling
- etc.

You can find the Education and Examination Regulations of your study programme at www.uu.nl/lifesciences and at www.epidemiology-education.nl.

SECTION 6 – STUDENT FACILITIES

art. 6.1 – faculty student facilities

For matters specific to your studies, you can consult their faculty student desk: see the web sites student desks faculties and departments. On these sites, you can be referred to the student counsellor. The Education and Examination Regulations contain the further student counselling facilities available at your faculty.

Students with a functional disorder will be offered the possibility to take courses and sit examinations in the manner as laid down in the Education Facilities Contract. Requests to conclude a study contract must be submitted to the student counsellor.

art. 6.2 – university student facilities

There are also general student facilities where you can go for matters that are not study-related.

- [The Academic Affairs' Office](#) gives information and advice on matters such as admission and enrolment, registration and tuition fees, money matters, student financing, university financial schemes, complaints procedures, housing and activities of student organizations. The student dean can act as an intermediary for facilities for [students with a disability or chronic illness](#) and facilities for [student top-class sportsmen/women](#). The [International Office](#) of the Academic Affairs' Office gives advice on a stay abroad to students of Utrecht University and assists foreign exchange students who come to study at Utrecht University. [Centrum Studiekeuze](#) advises about (re)selecting a programme of studies. [The Academic Affairs' Offices' Studieloopbaan](#) (career services) provide(s) information and advice about career development and graduate studies. [Student psychologists](#) of the Academic Affairs' Office offer individual interviews, training courses and workshops in case of study problems or personal problems that hinder studies. [IVLOS/study skills](#) offers supplementary study support to students in addition to the facilities the faculties themselves have for the counselling of their students.
- [James Boswell Institute \(JBI\)](#) provides, for example, language training and courses to support your studies (e.g. mathematics). For students with a non-Dutch background or upbringing, there is the Dutch as a Second Language course.
- [University Library](#)
- [Bureau Studium Generale](#): lectures and debating programmes
- [Sportcentrum Olympos](#): sports at a reduced rate
- [Parnassos Cultural Centre](#): music, dance, theatre and creative courses.
- [Student organizations](#)

Other facilities: there are many organizations within Utrecht University as well as outside it, which can be important for students, but which are not directly connected with the study or study problems: see [Utrecht Stadiestad](#)

SECTION 7 – COMPLAINTS, OBJECTION AND APPEAL

art. 7.1 – complaints about the study

Students with complaints about the study can turn to the Program Director, if it is not possible to solve a problem with the people involved and reach a satisfactory solution together.

art. 7.2 – complaints about central university services

1. With complaints about central university services, students can address their complaints in writing to the [university complaints coordinator](#). This is possible if the complaint relates to a central department of the university, such as the central management services and service centres, the University Library, Sportcentrum Olympos.
2. The issue to which the complaint relates may not have occurred more than a year ago. If it was longer ago, the complaint will not be handled.
3. The complaints coordinator will subsequently present the complaint to the supervisor of the person who caused it. If the parties involved so desire, the complaints coordinator can also play a mediating role. If the mediation of the complaints coordinator does not have results, the student can ask her to present the complaint to the Executive Board.
4. The Executive Board will inform the student in writing within 6 weeks of the result of the investigation of the complaint. During that investigation, the student and the person to whom the complaint relates will be heard

art. 7.3 – lodging an appeal against a written decision

1. Utrecht University has an Examination Appeals Board for the benefit of students who wish to lodge an appeal against:
 - written decisions of the Program Director or the (Board of) Examiners,
 - that rest on the Rules and Regulations,
 - addressed to the student personally.Students can lodge an appeal against a decision that was taken in violation of the Rules & Regulations or the general principles of justice. It is not possible to lodge an appeal against a general ruling.
2. The Examination Appeals Board has the authority to decide that a decision against which an appeal has been lodged has been taken either justifiably or wrongly, or that a milder judgment is reasonable, while at the same time referring back to the original decision-maker in order to come to a revised decision.
3. Students must lodge their appeal within 6 weeks of the day on which the decision was announced. The appeal is to be send to the Examination Appeals Board Utrecht University, P.O. Box 80125, 3508 TC Utrecht
4. The appeal should include:
 - name and address of the student.
 - the names of the examiner, the Board of Examiners or the Program Director responsible for taking the decision.
 - a clear description of the decision you are appealing against. A copy of the decision should be enclosed. If your appeal concerns a refusal to take a decision, describe the situation and indicate what decision you think should be taken.
 - the grounds for appeal (your reasons and arguments for lodging the appeal).
 - the date and your signature.
5. Before considering the appeal, the Examination Appeals Board sends the written appeal to the Board of Examiners or the Program Director against whom the appeal has been lodged, with the request that for an investigation into the possibility of an amicable settlement being arranged with the party or parties concerned.
The Board of Examiners or the Program Director concerned will inform the Examination Appeals Board of the result of this attempt within 3 weeks of the relevant documents being submitted. Should an amicable settlement not be reached, the Examination Appeals Board will then take the appeal into consideration.
6. The chairperson of the Examination Appeals Board can make an immediate decision should he/she be of the opinion that the Examination Appeals Board is apparently not competent to

make a judgment, or if the appeal is clearly non-admissible, or if he/she regards further proceedings as unnecessary because

- the appeal is obviously unfounded;
- the decision against which the appeal is lodged, can apparently not be upheld, or
- the decision against which the appeal is being made has been retracted or altered by the responsible body, and the body concerned has apparently complied with the complaints of the appellant. He/she will base his/her decision on documents pertaining to the case.

7. In cases where the interests of the appellant require an expeditious settlement, the appellant can make a request to the chairperson of the Examination Appeals Board for a provisional settlement, pending the decision on the principal issue. Such a request should be made in writing and state the reasons for the request.

After the request has been received, the chairperson of the Examination Appeals Board will decide, as expeditiously as possible, when and where the appeal proceedings will take place. The parties will then be notified in writing. The chairperson of the Examination Appeals Board decides on the request for a provisional settlement.

8. The Examination Appeals Board consists of three members, among whom are the chairperson and two acting members. The chairperson does not belong to Utrecht University. One of the members comes from the student community of Utrecht University. A secretary supports the Examination Appeals.
9. The Examination Appeals Board formulates regulations relevant to its proceedings and constitution.
10. The Program Director and (Board of) Examiners will provide the Examination Appeals Board with the information which the Examination Appeals Board deems necessary to carry out its tasks.

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