

# **Teaching and Examination Regulations**

## **MASTER's Degree Programmes in Political Science**

Academic year 2014-2015

VU University Amsterdam

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## SECTION A: FACULTY SECTION

### 1 General provisions

#### Article 1.1 Applicability of the Regulations

1. These Regulations apply to the teaching and examinations for the Master's degree programmes:
  - a. Culture, Organization and Management
  - b. Political Science
  - c. Social and Cultural Anthropology  
(hereinafter referred to as: the degree programme) provided by the Faculty of Social Sciences (hereinafter referred to as: the faculty) of VU University Amsterdam.
2. These Regulations consist of a faculty section (A) and a programme-specific section (B). Section A contains general provisions and applies to the teaching and examinations of the Master's degree programmes of the Faculty of Social Sciences. Section B contains programme-specific provisions. Together, Sections A and B form the Teaching and Examination Regulations for the programme.
3. The Regulations can be declared to apply mutatis mutandis to the joint degree programmes and units of study, pursuant to Section 7.3c of the WHW, also provided by the faculty.
4. These Regulations apply to anyone enrolled in the programme, irrespective of the academic year in which the student was first enrolled in the programme.
5. Section B of these Teaching and Examination Regulations may contain additional general provisions for the relevant degree programme.

#### Article 1.2 Definitions

The following definitions are used in these Regulations:

- |                          |  |
|--------------------------|--|
| a. EC (European Credit)  | a credit with a workload of 28 hours of study;   |
| b. examination:          | the final examination of the Master's programme;   |
| c. fraud and plagiarism: | the student's acts or failures to act which make it wholly or partially impossible to accurately judge his/her knowledge, understanding and skills;  |
| d. component:            | a unit of study of the programme within the meaning of the WHW;  |
| e. period:               | a part of a semester;  |
| f. practical:            | the participation in a practical training or other educational learning activity, aimed at acquiring certain (academic) skills. Examples of practical exercises are: <ul style="list-style-type: none"><li>• carrying out a research assignment</li><li>• taking part in fieldwork or an excursion</li><li>• taking part in another educational learning activity aimed at acquiring specific skills or</li><li>• participating in and completing a work placement</li></ul> |
| g. programme:            | the totality and cohesion of the course components, teaching activities/methods, contact hours, testing and examination methods and recommended literature;  |
| h. thesis:               | a component comprising literature research and/or a contribution to scientific research, always resulting in a written report;   |
| i. SAP/SLcM:             | the Student Information System;  |

- j course catalogue: the guide for the degree programme that provides further details of the provisions and other information specific to that programme. The course catalogue is available electronically at *www.studiegids.vu.nl*;
- k workload: the workload of the unit of study to which an interim examination applies, expressed in terms of credits = EC. (The workload for 1 year (1680 hours) is 60 EC);
- l academic year: the period beginning on 1 September and ending on 31 August of the following calendar year;
- m examination an assessment of the student's knowledge, understanding and skills relating to a course component. The assessment is expressed in terms of a final mark. An examination may consist of one or more partial examinations. A resit always covers the same material as the original interim examination;
- n Admissions Board the committee that assesses, on behalf of the faculty board, whether a candidate meets the requirements for admission to the Master's degree programme of his/her choice.
- o University: VU University Amsterdam
- p WHW: the Dutch Higher Education and Research Act (Wet op het hoger onderwijs en wetenschappelijk onderzoek, WHW);

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

## 2 Previous education and admission

### Article 2.1 Previous education

1. In order to qualify for enrolment in a Master's degree programme, a Bachelor's degree obtained in academic higher education (WO) is required. The requirements that the Bachelor's degree must meet are specified in Section B.
2. In the event that a candidate does not have a Bachelor's degree as referred to in paragraph 1, the Admissions Board of the degree programme will assess suitability for admission to the programme on the basis of the requirements stipulated in Section B.
3. In order to qualify for enrolment in a Master's degree programme for teaching in pre-university education, the individual concerned must have been awarded the Master's degree in the relevant subject area, pursuant to Section 7.10a of the WHW.

### Article 2.2 Registration and enrolment

1. The deadline for registering for the Master's programme is stipulated in Article 3.4 (Section B).
2. After registering on time, the student must enrol before 1 September.

### Article 2.3 Faculty Admissions Board

The faculty board will establish one or more Admissions Boards. The faculty board will appoint its members after consultation with the programme directors and examinations boards of the relevant degree programmes.

### Article 2.4 Admissions procedure

1. The Admissions Board is responsible for admission to the programme.
2. With a view to admission to the programme, the Admissions Board assesses the candidate's knowledge, understanding and skills. The Board may request experts within or outside the University to test certain types of knowledge, understanding and skills, in order to supplement

written evidence of the programme/programmes the student has already completed. In its assessment, the Board includes knowledge of the language in which the programme will be taught.

3. Candidates receive either confirmation of admission or a negative decision. An appeal against a negative decision can be lodged with the Examination Appeals Board within six weeks.

### Article 2.5 Refusal or termination of enrolment (*iudicium abeundi*)

1. Based on the provisions of Section 7.42a of the WHW, the faculty board or the Examinations Board may, in exceptional cases, ask the Executive Board to terminate or refuse a student's enrolment in a programme, if that student's actions or remarks show that he/she is unsuitable either for practising one or more of the professions for which the programme in question is preparing the student or for the practical preparation for professional practice.
2. If a student is suspected of being unsuitable as described in paragraph 1, the Examinations Board or the faculty board will institute an inquiry, of which the student will be informed immediately. The Examinations Board or the faculty board will not issue any recommendation without carefully considering the interests involved and giving the student the opportunity to be heard.

## 3 Degree programme structure

### Article 3.1 Structure of academic year

1. Every degree programme will be offered in a year divided into two semesters.
2. Every semester consists of three consecutive periods of eight, eight and four weeks.

### Article 3.2 Organisation of the programme

1. The programme comprises the units of study included in Section B.
2. The size of the degree programme in EC is stipulated in Section B.
3. A unit of study comprises 6 EC or a multiple thereof.
4. By way of exception to paragraph 3, Section B may stipulate that a unit of study comprises 3 EC.
5. The programme is made up of a compulsory part and an individual Master's thesis or academic work placement and, if applicable, a subject-specific optional component as specified in more detail in the programme-specific section.
6. If the student wishes to choose a different unit of study than those stipulated in Section B as part of his/her electives, prior permission is required from the Examinations Board.
7. It is obligatory to sign up for participation in a unit of study; this will only be possible in the periods designated for that purpose.

## 4 Examinations

### Article 4.1 Signing up for examinations

1. Every student must sign up for every examination opportunity. The procedure for signing up is described on VUnet. Participation in the examination may be refused if the student does not sign up or fails to do so in time.
2. By way of exception to the provisions of paragraph 1, any student who has correctly signed up for participation in the instruction/classes for a particular course and has been admitted will also be signed up for the subsequent examination, unless the degree programme stipulates a different approach.

#### Article 4.2 Type of examination

1. The course catalogue stipulates the way in which a unit of study is concluded and the form any examination will take.
2. At the student's request, the Examinations Board may permit a different form of examination than that stipulated in the course catalogue. If applicable, more detailed regulations on this are included in the Rules and Guidelines for the Examinations Board.
3. In the case of a unit of study that is no longer offered, in the academic year following its termination, at least one opportunity will be provided to sit the examination(s) or parts thereof and a transitional arrangement will be included in the programme-specific section for the subsequent period.

#### Article 4.3 Oral examinations

1. Unless otherwise specified for the relevant unit of study in Section B, no more than one student will be examined orally at the same time.
2. An oral examination is public unless the Examinations Board or examiner determines otherwise in an exceptional case. A student may submit a reasoned request to the Examinations Board to depart from the public nature of the oral examination. The Examinations Board will balance the interests of the student against the interests of a public examination.
3. Unless otherwise specified by the Examinations Board, an oral examination will be taken in the presence of a second examiner.

#### Article 4.4 Determining and announcing results

1. The examiner determines the result (= mark) of a written examination as soon as possible, but at the latest within ten working days. Contrary to the provisions of the first sentence, the marking deadline for theses is no longer than twenty working days. The examiner submits the necessary information to the faculty Education Office and the Education Office will then immediately ensure that the marks are registered. The Education Office also ensures that the student is immediately notified of the mark, taking due account of the applicable confidentiality standards.
2. The examiner determines the result (= mark) of an oral examination as soon as the examination has finished and informs the student accordingly. The third sentence of the first paragraph applies.
3. In the case of alternative forms of oral or written examinations, the Examinations Board determines in advance how and by what deadline the student will be informed of the results.
4. Together with the result of an examination, the student's attention will also be drawn to their right to inspect the assessed work and have a post-examination discussion as stipulated in Articles 4.8 and 4.9, as well as his/her option to appeal to the Examinations Appeals Board (Cobex).
5. A student may lodge an appeal against the way in which the result was reached with the Examination Appeals Board within six weeks of the announcement of the result.

#### Article 4.5 Resits

1. There are two opportunities to take examinations in the degree programme in each academic year.
2. Paragraph 1 does not apply to practicals. Practical exams are assessed once annually.
3. The most recent mark will apply in the event of a resit, with the exception of a No Show indication; in that case the prior mark will apply.

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4. The resit for an examination must not take place within ten working days of the announcement of the result of the examination being resat.
5. The student who has passed all but one of the examinations necessary to meet the degree requirements and who is unable to sit that examination in the next semester, may submit a reasoned request to the Examination Board asking for the opportunity to take this examination at an earlier date; the examiner can decide for alternate means.

### Article 4.6 Marks

1. Marks are given on a scale from 1 to 10, with a maximum of one decimal after the point.
2. The result in final marks will be expressed in whole or half grades, except when the grade is between 5 and 6. If the final result is between 5 and 6, it will be determined in whole grades.

### Article 4.7 Exemption

1. At the written request of the student, the Examinations Board may exempt the student from taking one or more examination components, if the student:
  - a. has passed a course component of a university or higher professional education programme that is equivalent in both content and level; or
  - b. has demonstrated through his/her work and/or professional experience that he/she has sufficient knowledge and skills with regard to the relevant course component.
2. This exemption does not apply to the Master's thesis.
3. The Examinations Board will make a decision within twenty working days of receiving the written request.

### Article 4.8 Validity period for results

1. The validity period of examinations passed and examination exemptions is limited to four years.
2. The validity period of a an interim examination is limited to the academic year in which it was sat.
3. The Examinations Board can extend the limited validity period of an (interim) examination or exemption if a student submits a reasoned request to that effect. The Examinations Board can decide to permit the extension of the validity only after the individual making the request has successfully completed a supplementary examination on the relevant subject matter.

### Article 4.9 Right of inspection

1. For at least twenty working days after the announcement of the results of a written examination, the student can, on request, inspect his/her assessed work, the questions and assignments set, as well as the standards applied for marking.
2. The Examinations Board (in practice: the examiner) can determine that the inspection or post-examination discussion referred to in paragraph 1 take place exclusively at a specified place and at a specified time. The place and time referred to in the previous clause will be announced at the time of the examination and on the faculty website.
3. If the student was unable to attend at the place and time referred to in paragraph 2 through no fault of his/her own, an alternative option will be offered.
4. If a student intends to appeal against the way in which his/her mark was assessed, he/she can be issued with a copy of the marked work at his/her request.



#### Article 4.10 Post-examination discussion

1. If a collective post-examination discussion has been organised, individual post-examination discussions will be held only if the student has attended the collective discussion or if he/she was unable to attend the collective discussion through no fault of his/her own.
2. Students who meet the requirements stipulated in the first paragraph can submit a request for an individual post-examination discussion to the relevant examiner. The discussion will take place at a time and location to be determined by the examiner.

#### Article 4.11 Master's final examination

1. The Examinations Board determines the final examination result and the date on which the student obtains his/her degree after it has been established that the student has passed all the units of study belonging to the programme.
2. A diploma can only be awarded after the Executive Board has declared that the student has satisfied all the procedural requirements, including the payment of tuition fees.

#### Article 4.12 Diplomas and transcripts

1. The Examinations Board grants a diploma as proof that the student has passed his/her final examination. The Executive Board sets the model for the diploma. The Examinations Board adds a diploma supplement to the diploma providing information on the nature and content of the degree programme completed. The diploma supplement is drawn up in English and complies with the European format.
2. Individuals who have successfully completed more than one or more components of the programme and who cannot be awarded a diploma as stipulated in paragraph 1 will, on request, receive a statement to be issued by the relevant Examinations Board stating at least the components that have been successfully completed together with the units of study they involved, the number of EC obtained and the way in which the examinations were taken.
3. The student can, without needing to provide reasons, request that the Examinations Board not proceed to award a diploma, unless the student him-/herself submitted the request for its issue.

#### Article 4.13 Fraud and plagiarism

1. The provisions of the Rules and Guidelines for the Examinations Board apply in full.
2. Electronic detection software programs may be used to detect plagiarism in texts. In submitting a text, the student implicitly consents to the text being entered into the database of the detection program concerned.

## 5 Study supervision and study progress

#### Article 5.1 Administration of study progress and academic student counselling

1. The faculty board is responsible for the correct registration of the students' study results in VUnet. After the assessment of an examination component has been registered, every student has the right to inspect the result for that component via VUnet and also has a list of the results achieved at his/her disposal in VUnet.
2. The Faculty Board is responsible for student guidance of students registered for a programme that is taught under the responsibility of the faculty. Student guidance is a common task for all those involved in the master's programme and an exclusive task for the study advisors who are active in the faculty Education Office. The study advisors are primarily responsible for the general (cross curricular) student counselling. In addition, thesis coordinators play a role in the general student guidance. The faculty's teachers are primarily responsible for the professional

guidance / supervision of students. The Board has established Study Advice Regulations that are available through VUnet.

### Article 5.2 Adaptations for students with a disability

1. A student with a disability can submit a written request to the study adviser to qualify for special adaptations with regard to teaching, practical training and interim examinations. These adaptations will accommodate the student's individual disability as much as possible, but may not alter the quality or degree of difficulty of a course or an examination. In all cases, the student must fulfil the exit qualifications for the degree programme.
2. The request referred to in the first paragraph must be accompanied by a recent statement from a physician or psychologist.
3. The faculty board decides on the adaptations concerning the teaching facilities and logistics. The Examinations Board will rule on requests for adaptations with regard to examinations.
4. In the event of a positive decision in response to a request as referred to in paragraph 1, the student will make an appointment with the study adviser to discuss the details of the provisions.
5. A request for adaptations will be refused if it would place a disproportionate burden on the organisation or the resources of the faculty or university were it to be upheld.
6. If the disability justifies an extension to the time in which the examination may be sat, the Examinations Board will issue a statement testifying to this entitlement to an extension. If a disability justifies other measures being taken, the study adviser can initiate the necessary measures.

## 6 Hardship clause

### Article 6.1 Hardship clause

In instances not regulated by the Teaching and Examination Regulations or in the event of demonstrable extreme unreasonableness and unfairness, the faculty board responsible for the degree programme will decide, unless the matter concerned is the responsibility of the Examinations Board.

## 7 Transitional and final provisions

### Article 7.1 Amendments and periodic review

1. Any amendment to the Teaching and Examination Regulations will be adopted by the faculty board after taking advice from the relevant Board of Studies. A copy of the advice will be sent to the authorised representative advisory body.
2. An amendment to the Teaching and Examination Regulations requires the approval of the authorised representative advisory body if it concerns components not related to the subjects of Section 7.13, paragraph 2 sub a to g and v, as well as paragraph 4 of the WHW and the requirements for admission to the Master's programme.
3. An amendment to the Teaching and Examination Regulations can only pertain to an academic year that is already in progress if this does not demonstrably damage the interests of students.

### Article 7.2 Transitional provisions

Notwithstanding the current Teaching and Examination Regulations, the following transitional provisions apply for students who started the programme under a previous set of Teaching and Examination Regulations:

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1. Notwithstanding the current Academic and Examination Regulations, the following rules apply to students who started the programme before 1 September 2009: subjects remain valid for 10 years.
2. In deviation from Article 4.8 paragraph 1 applies to students who have enrolled the master programme of the 2010-2011 academic year to the 2013-2014 academic year, an unlimited validity for earned units, but the Examinations Board may impose an additional or substitute examination after six years.

### Article 7.3 Publication

1. The faculty board will ensure the appropriate publication of these Regulations and any amendments to them.
2. The Teaching and Examination Regulations will be posted on VUnet.

### Article 7.4 Effective date

These Regulations enter into force with effect from 1 September 2014.

Advice from Board of Studies, dated May, 2014

Approved by authorised representative advisory body on July, 21, 2014

Adopted by the faculty board on July, 21, 2014

## SECTION B: PROGRAMME-SPECIFIC SECTION PS

### 1 General provisions

#### Article 1.1 Definitions

Definitions, see article 1.2 of the faculty section.

#### Article 1.2 Degree programme information

1. The programme Political Science CROHO number 60203 is available in full-time form, and taught in English.
2. The successful completion of all of the requirements of the programme leads to the degree of Master's of Science.

#### Article 1.3 Intake dates

The programme is offered starting in the first semester of the academic year (1 September). The intake date mentioned in this paragraph ensures that a programme can be completed within the nominal study duration set for the programme.

### 2 Programme objective and exit qualifications

#### Article 2.1 Programme objective

The key objectives of the Master's programme in Political Science are to enable students to critically examine political issues at a high level of conceptual abstraction and to carry out in-depth academic theoretical and empirical research on a political topic in a globalising context. For this purpose, the programme familiarizes them with a broad range of theories and approaches that serve both explanatory and critical aims. After completion of the Master's programme, students are equipped to carry out successful independent research work. While the programme has a strong academic orientation, it also prepares graduates to solve complex political questions within various professional fields, in government and public policy, and in profit and non-profit private organisations.

#### Article 2.2 Exit qualifications

After completing the Master's programme in Political Science, students will be able to:

- critically examine political issues at a high level of conceptual abstraction as well as translate them into terms understandable by a wider public;
- summarise, evaluate, and synthesise research results from political science and related fields and assess the policy relevance of these results;
- carry out in-depth academic theoretical and empirical research on a topic within the areas of political systems, public policies or international relations.

In addition, with regard to the field that is covered by their respective specialisation track (International Relations & Transnational Governance, Comparative European politics. Policy and Politics or Global Environmental Governance), students will:

- have a thorough knowledge of the key issues and main theories;
- have an advanced understanding of a number of selected topics;
- have a thorough understanding of how the field is affected by the process of transnationalisation;
- produce a research-based thesis that shows intellectual rigor and proficiency in the field.

### 3 Further admission requirement

#### Article 3.1 Admission requirements

1. Admission to this selective Master's programme is possible for an individual who can demonstrate that he/she has the following knowledge, understanding and skills at the Bachelor's degree level, obtained at an institution of academic higher education: Knowledge of and skills in the field of social and political research methods and knowledge of and insight into political theory.
2. The Admissions Board will investigate whether the interested person meets the admission requirements. For more information, see appendix.
3. In addition to the requirements referred to in the first paragraph, the Board will also assess requests for admission in terms of the following criteria:
  - a. Academic record, based on GPA or an overall grade average. The minimal requirement is a B or 7.0 as an overall average or a GPA of 3, or better;
  - b. Aptitude for social scientific theory and methods, as demonstrated by: thesis/writing sample, results on individual courses and/or academic references;
  - c. Likelihood to benefit ('growth potential') from the international and academic environment of the MSc Political Science, based on CV and motivation letter;
  - d. English Language proficiency, see article 3.5.
4. Any individual who has obtained a Bachelor's degree in academic higher education in the degree programme Political Science at VU University Amsterdam meets the requirements referred to in paragraph 1.
5. If the intended Master's programme includes different programmes, a successfully completed specialisation or minor in the Bachelor's programme may be required for admission to each of the different programmes.
6. When the programme commences, the candidate must have fully completed the Bachelor's programme or pre-Master's programme allowing admission to this Master's programme.

#### Article 3.2 Pre-Master's programme

1. Applicants who have a non-university Bachelor's degree in a field that sufficiently corresponds to the field of the Master's programme may request admission to the pre-Master's programme.
2. The pre-Master's programme is worth 30 credits and consists of the following educational units:
  - a. Introductiebijeenkomsten premaster Political Science (0 EC)
  - b. Bestuur, politiek en samenleving
  - c. Comparative Political Research
  - d. International Relations and Global Governance
  - e. Beschrijvende en inferentiële statistiek
  - f. Pre Master's Research Paper in Political Science
3. Successful completion of the pre-Master's programme secures admission to the Master's programme in the following academic year.

#### Article 3.3 Limited capacity

Not applicable.

#### Article 3.4 Final deadline for registration

A candidate must submit a request to be admitted to the programme through Studielink before 1 June in the case of Dutch or EU students and before 1 April in the case of non-EU students. Under exceptional circumstances, the Admissions Board may consider a request submitted after this closing date.

### Article 3.5 English language requirements for English-language Master's programmes

1. The proficiency requirement in English as the language of instruction can be met by the successful completion of one of the following examinations or an equivalent:
  - a. IELTS: 7
  - b. TOEFL paper based test: 600
  - c. TOEFL internet based test: 100
  - d. Cambridge Advanced English: A.
2. Exemption is granted from the examination in English referred to in the first paragraph to students who, within two years of the start of the programme:
  - a. met the requirements of the VU test in English language proficiency TOEFL ITP, with at least the scores specified in paragraph 1, or
  - b. had previous education in secondary or tertiary education in an English-speaking country as listed on the VU website, or
  - c. have an English-language 'international baccalaureate' diploma.

## 4 Curriculum structure

### Article 4.1 Composition of programme

The programme consists of compulsory units of study and electives.

### Article 4.2 Compulsory units of study

The compulsory units of study are:

- Theories and Approaches in Comparative European Politics
- Political and Policy Research: Philosophy and Design
- Master's Thesis in Political Science (18 EC)

See the Studyguide for course code, teaching method, form of tuition etc.

### Article 4.3 Practical practice

Not Applicable.

### Article 4.4 Electives

The following specializations are offered in the degree programme:

1. Comparative European Politics
2. International Relations and Transnational Governance
3. Global Environmental Governance
4. Policy and Politics

#### *ad1. Educational units for specialization Comparative European Politics*

- Selected Issues: Comparative Political Institutions and Behaviour
- Selected Issues: Transnational Political Economy *OR* Selected Issues: Global Environmental Governance *OR* Selected Issues: EU Politics and Multilevel Governance *OR* Selected Issues: International Security
- Theories and Approaches in International Relations
- Workshop in Comparative Policy and Politics (12 EC)

#### *ad2. Educational units for specialization International Relations and Transnational Governance*

- Selected Issues: Comparative Political Institutions and Behaviour *OR* Selected Issues: Global Environmental Governance *OR* Selected Issues: EU Politics and Multilevel Governance *OR* Selected Issues: International Security
- Selected Issues: Transnational Political Economy

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- Theories and Approaches in International Relations
- Workshop in International Relations (12 EC)

### *ad3. Educational units for specialization Global Environmental Governance*

- Selected Issues: Selected Issues: Global Environmental Governance
- Selected Issues: Transnational Political Economy *OR* Comparative Political Institutions and Behaviour *OR* Selected Issues: EU Politics and Multilevel Governance *OR* Selected Issues: International Security
- Theories and Approaches in International Relations
- Workshop in Global Environmental Governance (12 EC)

### *ad4. Educational units for specialization Policy and Politics*

- International Governance *OR* Governance of Security and Policing
- Selected Issues: Comparative Political Institutions and Behaviour *OR* Selected Issues: EU Politics and Multilevel Governance
- Theories of Public Administration
- Workshop in Comparative Policy and Politics (12 EC)

## Article 4.5 Sequence of examinations

A student cannot take part in the examinations for the components referred to below until he/she has passed the examinations of the components specified, or has participated in the components specified:

- Master's Thesis in Political Science only after passing the subjects of period 1 and 2
- Workshop in Global Environmental Governance only after participation in Selected Issues: Global Environmental Governance.

## Article 4.6 Participation in practical exercise and tutorials

1. In the case of practical training or tutorials, the rules about obligatory attendance will be announced in the study guide for that subject on Black Board prior to the start of the teaching period for that subject.
2. In exceptional circumstances, the Examinations Board may, at the request of the student, permit an exemption from this requirement if, in the opinion of the Board, the assessment of the intended skills is also possible with a lesser percentage of participation, with or without the imposition of supplementary requirements.

## Article 4.7 Maximum exemption

A maximum of 30 EC of the curriculum can be accumulated through granted exemptions.

## Article 4.8 Validity period for results

The validity period of examinations and exemptions from examinations is limited as follows: 4 years.

## Article 4.9 Degree

Students who have successfully completed their Master's final examination are awarded a Master of Science degree. The degree awarded is stated on the diploma.

## 5 Transitional and final provisions

### Article 5.1 Amendment and periodic review

1. Any amendment to the Teaching and Examination Regulations will be adopted by the Faculty Board after taking advice from the relevant Board of Studies. A copy of the advice will be sent to the authorised representative advisory body.
2. An amendment to the Teaching and Examination Regulations requires the approval of the authorised representative advisory body if it concerns components not related to the subjects of Article 7.13 paragraphs 2 a to g and v, as well as paragraph 4 of the WHW and the requirements for admission to the Master's programme.
3. An amendment to the Teaching and Examination Regulations can only pertain to an academic year already in progress if this does not demonstrably damage the interests of students.

### Article 5.2 Transitional provisions

Not Applicable

### Article 5.3 Publication

1. The Faculty Board will ensure the appropriate publication of these regulations and any amendments to them.
2. The Teaching and Examination Regulations will be posted on VUnet.

### Article 5.4 Effective date

These regulations enter into force with effect from 1 September 2014.

Programme Committee Recommendation dated May 2014.

Endorsement by Joint Meeting, dated July, 21, 2014

Adopted by the Board of the Faculty of Social Sciences dated on July, 21, 2014



## Appendix

### Admission requirements and application

The Master's degree programme in Political Science is open to students from around the world. This master's programme is selective: to gain admission, a candidate must hold a Bachelor's degree in Political Science, International Relations or a closely related discipline from an accredited research university, and he/she should have obtained excellent results. He/she is expected to be familiar with basic social science research methodology and also needs to demonstrate an excellent working command of English. On the basis of the documents submitted, the Admission Board will make a merit based selection of students.

List of documents a candidate has to submit:

- A certified copy of the original Bachelor's degree certificate. If the candidate has yet to obtain his/her degree, he/she can provide an official statement to the effect that he/she is certain to graduate before 1 September 2015.
- A certified transcript of the marks obtained in the Bachelor's programme.
- Letter of motivation (no more than 2 pages in length) stating candidate's reasons for applying to the programme.
- A curriculum vitae, including candidate's personal details, and listing his/her previous education and relevant work experience.
- A Bachelor or Master thesis (in English). If the candidate has not yet finished his/her thesis, a sample of an academic writing in English (about five pages in length).
- Two letters of recommendation written by members of the academic staff at the educational institute where candidate studied (or is still studying).
- The results of an English language test, see art. 3.5