

Academic and Examination Regulations (OER)

**Master's degree Programme in Cardiovascular
Research**

Master's degree programme in Oncology

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Academic year 2014-2015

VUmc School of Medical Sciences

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A. FACULTY SECTION

1. General provisions

Article 1.1 Scope of application

1. These regulations apply to the educational activities and examinations of the Master's degree programme in Cardiovascular Research and the Master's degree programme in Oncology, (hereinafter referred to on occasion as 'the degree programme') provided by the School of Medical Sciences (hereinafter referred to on occasion 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 educational activities and examinations of the Master's programmes of the School of Medical Sciences Section B contains programme-specific provisions. Together, Section A and Section B constitute the Academic and Examination Regulations of the programme, as referred to in Section B.
3. These regulations may be regarded as applying mutatis mutandis to the joint programmes and educational units, as referred to in Article 7.3c of the Netherlands' Higher Education and Research Act (WHW), which are provided by the faculty in collaboration with others.
4. These regulations apply to anyone who has registered for the degree programme, or who is involved in the running of the programme.
5. The programme-specific section of the Academic and Examination Regulations may contain additional general provisions that relate to the programme in question.
6. Any provision in the programme-specific section of the Academic and Examination Regulations, or any regulation or decision by the Examination Board, an examiner or the Admissions Board which is in conflict with the law or with this faculty section of the OER shall be invalid.

Article 1.2 Definition of terms

These regulations use the following definitions:

- a. The Act: the Netherlands' Higher Education and Research Act (WHW)
- b. Specialization: a coherent section of a programme that has its own clearly defined final qualifications
- c. Credit: a credit within the European Credit Transfer System (ECTS), as stated in Article 7.4, paragraph 1 of the Netherlands' Higher Education and Research Act (WHW); one credit equals 28 hours of study for an average student.
- d. Disability: a temporary or permanent condition which affects the student's ability to take part in the degree programme, to sit examinations or to complete practicals
- e. Language of instruction: the language of tuition in the degree programme
- f. Programme-specific section: the part of the Academic and Examination Regulations relating only to the relevant programme
- g. Practical: a practical educational exercise as defined in Article 7.13, paragraph 2d of the Act, for example in one of the following forms: student placement, fieldwork, excursion, test, experiment or participation in other educational activities with the aim of developing specific skills
- h. Examination: an investigation into the knowledge, insight and/or skills of the student relating to a particular part of the degree programme
- i. Constituent examination: see definition of 'examination', only applied to a separate part of the educational unit
- j. Examiner: lecturer authorized by the Examination Board to assess an examination, constituent examination or practical
- k. Admissions Board: body that acts on behalf of the Executive Board to assess whether an applicant may be admitted to the programme
- l. Working day: Monday to Friday, except for public holidays or days designated as holidays by VU University Amsterdam

- m. Regular Master's programme: Master's programme which does not apply its own selection procedure, in particular the follow-up Master's referred to in Article 7.30a of the Act
- n. Selective Master's programme: a Master's programme which, in the programme-specific section of the OER, stipulates specific admission requirements regarding the nature and the level of the requisite knowledge, understanding and skills, and determines selection procedures, methods and criteria to this end (also stated in the OER).
- o. Examination board: The examination board is organized in accordance with Article 7.12 of the Act;
- p. Executive board: The management of the institution as referred to article 1.1 and 10.8 of the Act;
- q. Admission board: the board responsible for admission of students according the admission criteria as mentioned in session 2 article 6
- r. Course coordinator: individual responsible for the organization execution and quality of a programme component
- s. Programme committee: committee as referred to in article 10.3c of the Act.

The definition of all other terms used is in accordance with the definition used in the Act.

Article 1.3 General aims of the degree programme

1. The Master's programme has a final attainment level corresponding to the Dublin Descriptors (the Framework of Qualifications for the European Higher Education Area) and the Higher Education Qualifications Framework in the Netherlands. In the programme-specific section, this is expressed in final attainment objectives.
2. The degree programme aims to:
 - a. educate students by giving them the knowledge, understanding and skills described each in the programme-specific section;
 - b. guide students in scientific practice;
 - c. prepare students for professional practice in the relevant field;
 - d. foster independent, academic thinking and practice as well as communication at an academic level in the language or languages of instruction;
 - e. foster the independent application of specialist academic knowledge in a wider philosophical and social context.
3. The degree programme focuses on the student's personal development and also promotes his or her awareness of social responsibility and develops the students' language skills in the language or languages of instruction.

Article 1.4 Structure of the academic year

1. In each degree programme, the academic year is divided into two semesters.
2. Each semester comprises three periods of eight, eight and four weeks respectively.

Article 1.5 Language

1. The language of instruction is Dutch and the examinations are administered in Dutch, unless the programme-specific section determines otherwise based on the nature or the objectives of the programme of the educational unit. Notwithstanding the stipulations of the preceding sentence, literature and course material in another language may be prescribed and recommended.
2. If Dutch is not the language of instruction, then the faculty will act in accordance with the Foreign Language Code of Conduct and Article 7.2 of the Act, and the programme-specific section will indicate the language of instruction for each educational unit or a part thereof. Another language of instruction may be used:
 - in the case of a degree programme relating to the language in question;
 - in the case of a guest lecture by a lecturer whose mother tongue does not correspond to the language of instruction.
3. Master's programmes which target international students and whose objectives include preparing students for professions on the international job market are taught in English.
4. A student may ask the Examination Board for permission to sit one or more examinations in a language other than the language of instruction.

2. Educational requirements and admission requirements

Article 2.1 Faculty Admissions Board

The Executive Board, will establish an Admissions Board for Master's programmes and will appoint members to this board after consultation with the Board of Studies and the Examination Board of the relevant programmes. This Admissions Board will consist of five members at most.

Article 2.2 Educational background

1. Anyone who wishes to register for a Master's programme must hold a university Bachelor's degree.
2. The equivalence of a qualification other than that defined in paragraph 1 will be assessed by the programme's Admissions Board.
3. The programme-specific section determines whether the Master's programme is a follow-up programme as referred to in Article 7.30a of the Act, and if so, with regard to which Bachelor's programme or Bachelor's specialization at VU University Amsterdam.
4. Anyone who wishes to register for a Master's in Teaching for pre-higher education levels is required to hold a Master's degree in the relevant discipline, as stated in Article 7.10a of the Act.

Article 2.3 General admission requirements; pre-Master's programme

1. The admission requirements in the programme-specific section are formulated in terms of knowledge, understanding and skills in the field and are derived from the programme's final attainment levels.
2. The admission requirements referred to in paragraph 1 correspond with the final attainment levels of the Bachelor's programmes in the field concerned, taking into account the scope of optional components.
3. Areas in which the applicant fails to meet the admission requirements can be addressed to the satisfaction of the competent Examination Board if the applicant passes assessments in the relevant subjects.
4. Notwithstanding the provisions of Article 2.2 and paragraphs 1 and 2 of this article, the programme-specific section states whether, and if so, which Bachelor's programmes at universities of applied sciences provide access to the pre-Master's programme. The programme-specific section also sets the scope of the pre-Master's programme at 30 credits.
5. A candidate may only register for a Master's programme if he or she has a letter of acceptance from the relevant Admissions Board as referred to in Article 2.1.
6. The Admissions Board as referred to in Article 2.1 will not issue an individual with a letter of acceptance to the pre-Master's programme, unless it is reasonable to expect that he or she will be able to meet the admission requirements for the Master's programme within a reasonable amount of time.
7. On behalf of the university, the Admissions Board as referred to in Article 2.1 issues letters of acceptance to candidates who meet the requirements stated in the Academic and Examination Regulations and candidates whom the Board deems suitable after a subsequent investigation designed to assess their suitability. If applicable, such decisions will take into account the maximum number of students that the programme can accommodate.
8. A certificate stating that the candidate has successfully completed the pre-Master's programme, serves as a letter of acceptance to the stated Master's programme.
9. The letter of acceptance relates exclusively to the academic year following the academic year in which the application for the letter of acceptance was submitted, unless the Executive Board or the Admission Board of the Programme decides otherwise.

Article 2.4 Additional admission requirements for Master's programmes with specific selection criteria

1. Notwithstanding the provisions of Articles 2.2 and 2.3, admission to a Master's programme with specific selection criteria can only take place after selection by the Admissions Board as referred to in Article 2.1.
2. The Board referred to in paragraph 1 will in all cases base its judgement on the following:
 - a) talent and motivation;
 - b) the ability to work and think at an academic level;
 - c) level of knowledge;
 - d) command of methods and techniques;

- e) command of the language of instruction.
3. The programme-specific section contains additional specific admission and selection requirements.

Article 2.5 Admission requirements for Dutch language skills

1. Successful completion of one of the following examinations is regarded as proof that the requirement stated in paragraph 1 of Article 2.3 relating to proficiency in the Dutch language has been met:
 - the proficiency examination for Dutch as a Second Language (NT2 II);
 - the Dutch Universities' Dutch Admission Test (ITN);
 - CNaVT (Dutch as a Foreign Language Certificate), PAT and PTHO exams;
 - foreign exams including Dutch and sanctioned by VU University Amsterdam.
2. Those taking a programme with a language of instruction other than Dutch will be exempted from the Dutch exam requirement.

Article 2.6 Admission requirements for English language skills

1. The student seeking admission to a Master's programme in which English is the language of instruction or one of the languages of instruction must prove that he or she is sufficiently proficient in English as referred to in paragraph 2e of Article 2.4, meeting or surpassing the score threshold in the relevant tests¹:
 - Academic IELTS test: 6.5
 - TOEFL paper-based test: 580
 - TOEFL computer-based test: 237
 - TOEFL internet-based test: 92-93
 - Cambridge Certificate in Advanced English (CAE): A, B&C
 - Cambridge Certificate of Proficiency in English (CPE): A&B
2. The following will be deemed to have met the language requirement stated in paragraph 1:
 - anyone who has passed all the distinct components of a test referred to in paragraph 1 no longer than two years before commencement of the programme;
 - anyone who has met the requirements of the VU University Amsterdam English-language proficiency test, TOEFL ITP, meeting or surpassing the score threshold as stated in paragraph 1;
 - anyone who has obtained a Bachelor's degree in an English-speaking country as specified on the relevant pages of VU University Amsterdam's website.
3. If necessary for successful completion of the programme, the programme-specific section may specify a higher standard for admission to the programme or for participation in a particular educational unit than that specified in paragraph 1. This standard will be determined by the Faculty Board.
4. Candidates for whom the programme is a follow-up Master's as referred to in Article 7.30a of the Act, are exempt from the requirements of this article. The programme-specific section may determine that the students referred to in the preceding sentence must complete one of the language tests mentioned in this article during their studies and obtain the required score.

Article 2.7 Application

1. The application deadline for registration is stated in the Application and Registration Regulations.
2. It is possible to depart from the date referred to in paragraph 1 in the student's favour if the maximum number of places on the programme have not been filled, but no later than 31 August.

Article 2.8 Refusal or termination of registration

1. In certain cases, the Executive Board may refuse admission to the programme or terminate the student's registration on the recommendation of the Examination Board and the Faculty Board responsible for the programme in question and after careful consideration of the interests involved. These measures will be taken if the student's conduct or statements demonstrate his/her unsuitability to work in the relevant field or discipline, or to take part in the practical training component of this programme. This concerns conduct or statements that may be construed as a threat to others. In such a case, the Executive Board will issue a written decision and state the grounds for its decision. Registration or re-registration for the same programme or a related programme may also be denied on the same grounds.

¹ See the Guideline for the Master's programmes.

2. If the board of another institution of higher education decides to refuse or to terminate an individual's registration on the grounds stated in paragraph 1, the Executive Board may decide to adopt that decision. Paragraphs 3 and 4 will apply mutatis mutandis.
3. Before the Executive Board takes a decision as referred to in paragraph 1, it will give the individual concerned the opportunity to be heard. At this hearing, the individual concerned has the right to be accompanied by counsel.
4. The individual will be informed immediately of the termination or refusal of registration.

3. Structure of the programme

Article 3.1 Structure of the programme

1. The programme contains the educational units included in the programme-specific section of the Academic and Examination Regulations.
2. The size of the programme, expressed in credits, is defined in the programme-specific section.
3. An educational unit comprises 3 credits or a multiple thereof. In the programme-specific section each educational unit is given a number to indicate its level: specialized (400), scientifically oriented (500) and highly specialized (600).
4. The programme consists of a compulsory section and an individual Master's thesis or an academic student placement and, if applicable, an optional subject-specific section, as specified in the programme-specific section.
5. Prior permission from the Examination Board is required if the student opts for an educational unit other than the those listed in the programme-specific section as his or her optional component.
6. If registration is required to obtain a place on a unit, it may only take place in the designated periods.

Article 3.2 Description of educational unit in Master's programme

Each educational unit is described in the programme-specific section.

Article 3.3 flexible degree programme

Instead of taking the standard programme, a student may ask the relevant Examination Board for permission to take a programme which he or she has composed from educational units taught at VU University Amsterdam or at another institution of higher education. This 'flexible degree programme' must satisfy the requirements of a Master's degree programme and lead to a final degree assessment. This programme must equal or surpass the scope, range and depth of a standard Master's programme and it requires prior permission from the Examination Board. A flexible degree programme does not give the student the legal status required by the legal profession or judiciary.

4. Exemption, examinations and final degree assessment

Article 4.1 Exemptions

1. After consulting the examiner of the relevant educational unit, the Examination Board may grant an exemption from an examination or practical based on the following:
 - a) a successfully completed examination or practical in higher education in the Netherlands or elsewhere, which in terms of content, level and study load is at least equivalent to the requirements of the component from which exemption is sought, or
 - b) knowledge, understanding and skills acquired outside of higher education, which in terms of content, level and study load are at least equivalent to the requirements of the component from which exemption is sought.
2. If a student wishes to meet the requirements of a specific examination by studying at a different faculty or university, prior approval from the Examination Board is required.
3. No exemptions can be granted for master thesis or final assignment.

Article 4.2 Examination procedures

1. The Examination Board appoints the examiners.

2. The manner and form in which an educational unit is brought to a close are defined in the programme-specific part of the Academic and Examination regulations.
3. On the basis of a well-argued request by the student or the examiner, the Examination Board may decide that it is permissible to deviate from the manner and form referred to in paragraph 2.
4. Before the commencement of an examination, the examiner will ask the student for valid proof of enrolment and identification.

Article 4.3 Examinations and resits

1. An educational unit may consist of a number of components. Each component is completed with a constituent examination. The final grade for the educational unit is determined on the basis of the predetermined weight of the constituent examinations.
2. Prior to the start of the semester, a timetable is issued detailing when written examinations and constituent examinations may be taken. This timetable covers all educational units taught in that semester and is published no later than the beginning of the semester.
3. The Examination Board may determine whether compensation between educational units is possible. Any such compensation is stated in the programme-specific section.
4. If an educational unit is no longer taught, then there will be at least one opportunity to sit the examination in the academic year following the end of that unit, and in the subsequent period transitional arrangements will be incorporated into the programme-specific section.
5. The programme-specific section may stipulate that students are not permitted to sit an examination or constituent examination until they have passed another examination or constituent examination.
6. In addition to or instead of, classes in the form of lectures, the elements of the Master's examination programme often include a practical component. The prospectus contains information on the types of classes used in each part of the programme. Attendance during the practical components is mandatory. In addition, active participation in the practical components and/or completion of the assignments handed out during the practical components can influence the final mark.
7. In exceptional circumstances, the Examination Board may decide to deviate from the sequence referred to in paragraph 5.

Article 4.4 Oral examinations

1. Oral examinations will involve no more than one candidate at a time, unless the programme-specific section for the relevant educational unit states otherwise.
2. Oral examinations will be public unless decided otherwise by the Examination Board or the examiner in exceptional cases. Students may submit a corroborated objection against the examination being held in public to the Examination Board. The Examination Board will weigh the student's interest against the interests of holding a public examination.
3. Unless otherwise specified by the Examination Board, a second examiner will be present during an oral examination.

Article 4.5 Assessment

1. Examinations are assessed on the basis of written assessment criteria that are published in advance. Subject to the approval of the Examination Board, the examiners may revise the assessment standards applied based on the work submitted.
2. Students are deemed to have passed the examination if they meet the prescribed standards as determined by the examiner.
3. Assessment will take place in such a way that the students can see how their examination results were established.
4. If an examination consists of several constituent examinations, the final grade is determined after all constituent exams have been taken.
5. The assessment of a student placement or an external research assignment will be issued by the examiner after consultation with the relevant supervisor at the company or research institute where the student has completed the placement or assignment. When assessing a student placement, the opinion of the organization where the placement took place serves as a recommendation to the examiner.

Article 4.6 Determining and publishing study results

1. The examiner will determine the results of a written examination as soon as possible, but at the latest

- within ten working days of the date of the examination. The assessment period for theses is determined after consultation between the assessors and the student, but may not exceed twenty working days.
2. If, as a result of exceptional circumstances, the examiner is likely to exceed the deadline stated in paragraph 1, he or she must inform the Examination Board, stating reasons. The Examination Board will then take action and make any measures known to the students who have taken the examination.
 3. The examiner will determine the result of an oral examination immediately after the examination in question and will give the student a written explanation of this decision upon request. The second sentence of paragraph 1 applies.
 4. The examiner provides the Education Office of the programme with the necessary information and the Education Office then registers the results of the assessment within 5 working days. The Education Office also ensures that the student is promptly notified of the assessment, taking into account the applicable standards of confidentiality.
 5. With regard to examinations that are neither written nor oral, the Examination Board will decide in advance how the student will be informed of the results and how long that will take.
 6. When notified of the result for an examination, the student will also be informed of the right of inspection and reflective discussion as referred to in Articles 4.8 and 4.9, as well as the option of appealing to the Examination Appeals Board.

Article 4.7 Period of validity for results

1. The validity of examination results and exemptions from examinations is unlimited,. In departure from this provision, the board of examiners may impose an additional or substitute test in respect of a component which was passed more than three years ago.
2. The validity of the results of a constituent examination is limited to the academic year in which it took place, unless the programme-specific section for the relevant educational unit states otherwise.
3. The Examination Board may extend the limited validity of an examination or exemption if a student submits a request stating reasons to this effect. The Examination Board may decide to extend the validity only after the student making the request has passed an additional examination in the relevant subject matter.

Article 4.8 Right to inspection

1. For a period of at least twenty working days following publication of the results of a written examination, the student will be given the opportunity to inspect his or her assessed work on request, including the questions and assignments set, the model answers and the standards used for assessment.
2. The Examination Board may decide that the inspection referred to in paragraph 1 will take place at a particular place and at a particular time. The place and time referred to in the previous sentence will be announced at the examination and on the Faculty's website (VUnet).
3. If the student can demonstrate that he or she was unable to attend at the place and time referred to in paragraph 2, he or she will be granted another opportunity to do so.
4. If a student intends to appeal against the way in which his or her work has been assessed, he or she will be issued with a copy of the assessed work.

Article 4.9 Reflective discussion

1. As soon as possible after the results of an examination have been announced, a reflective discussion will be held between the examiner and the student(s) at the request of the student(s) or on the initiative of the examiner. In this discussion, the examiner will provide a justification for the assessment given.
2. For a period of twenty days after the publication of the results of a written examination, the student may request a reflective discussion with the relevant examiner. The reflective discussion will take place within 15 working days at a time and location determined by the examiner.
3. If a reflective discussion is organized collectively (i.e. with a group of students), an individual discussion will take place only if the student was present at the collective discussion or if the student was unable to attend the collective discussion through no fault of his or her own.

Article 4.10 Resits

1. There are two opportunities to take examinations in the degree programme in each academic year:
 - a. the first time immediately following the teaching period in which the educational unit is offered
 - b. the second time during the resit period.

The Examination Board may depart from this provision for the benefit of students who have submitted a request to this effect, stating reasons.

2. Paragraph 1 does not apply to a second opportunity if a student has received an unsatisfactory grade for a student placement or a thesis. The opportunities for resits are stated in the relevant student placement guidelines or graduation regulations.
3. If the student has achieved a pass, then a resit is not possible unless the programme-specific section for the relevant educational unit states otherwise.
4. 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 period, may submit a reasoned request to the Examination Board asking for the opportunity to take this examination at an earlier date and, if necessary, by alternate means.

Article 4.11 Final Master's degree assessment and declaration

1. If the examinations for the educational units relating to the degree programme have been completed successfully, taking exemptions into account, then the requirements of the degree programme have been met, unless the programme-specific section determines otherwise.
2. As proof that the student has met all of the degree requirements, the Examination Board awards a degree certificate in accordance with the procedure prescribed by law. The model for the degree certificate is determined by the Executive Board. The Examination Board will append a diploma supplement to the degree certificate outlining the nature and content of the degree programme. The diploma supplement is drawn up in Dutch or in English and meets the requirements of the European format.
3. Those who have passed more than one examination but who are not entitled to a certificate as referred to in paragraph 2 may, on request, receive a statement issued by the relevant Examination Board which at the very least states the examinations passed, and is accompanied by a specification as to which educational units are concerned, the number of credits thus obtained and when the examination results were achieved.

5. Study guidance

Article 5.1 Records of study progress

The Faculty Board is responsible for the proper registration of students' degree programme results in VUnet. Once an examination that counts towards the final degree has been assessed, the student may inspect the results of that examination on VUnet, where the student will also find a summary of the results achieved.

Article 5.2 Study guidance

1. The Faculty Board is responsible for student guidance and for monitoring the study progress of students registered for a programme that is taught under the responsibility of the faculty, and it also draws up regulations to this end.
2. The forms of student guidance are listed in the programme-specific section.

Article 5.3 Adaptations for students with disabilities

1. Students with a disability may qualify for special adaptations to the teaching provided, examinations and practicals, based on a written request submitted for that purpose to the study advisor. These adaptations will be tailored as far as possible to the individual disability of the student, but are not permitted to affect the quality or level of difficulty of a subject or examination.
2. The request referred to in paragraph 1 must be accompanied by a recommendation from a student counsellor. This recommendation should be no more than twelve weeks old and partly based on a recent statement from a doctor or psychologist. In the case of dyslexia, no recommendation from a student counsellor is required and a recent statement from a BIG, NIP or NVO accredited testing centre will suffice. Where possible, the statement referred to in this paragraph should include an estimation of the extent to which study progress will be hindered.

3. With regard to requests for adaptations to the educational programme and logistical arrangements, decisions will be made by the Faculty Board or the Director of Education or Director of Studies acting on the Board's behalf. The Examination Board will decide on any requests for adaptations relating to the process of examination.
4. If a positive decision is made in response to a request as referred to in paragraph 1, the student will make an appointment with the study advisor to discuss how the necessary adaptations can be facilitated.
5. A request for adaptation may be declined if granting it would constitute a disproportionately large drain on the organizational resources of the faculty or university.
6. If the student's disability constitutes grounds for an extension of examination time, the Examination Board will issue a statement detailing the entitlement to an extension. If a student's disability constitutes grounds for other additional facilities, the study advisor can assign a VIB (*Voorzieningen Inzake Beperkingen*) pass, which clearly shows which facilities the holder is entitled to.
7. The validity of the declaration and pass referred to in paragraph 6 may not exceed one year. This period of validity may be extended at the recommendation of a student counsellor.

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[Article 1 Programme information](#)

1. The programme Cardiovascular Research CROHO number 66586 is available in full-time form, and taught in English.
 - a) The full-time programme has an official duration of 2 years.
 - b) The successful completion of all of the requirements of the programme leads to the degree of Master of Science.
 - c) An educational unit comprises 3 credits or a multiple thereof.

[Article 2 Programme objective and final attainment levels](#)

1. The programme's objectives are as follows:
 1. The degree programme aims to achieve the following:
 - a) To prepare the student to practice as an independent professional within the field of Cardiovascular Research.
 - b) To teach the student specialized knowledge, skills and understanding in the field of Cardiovascular Research and to be a suitable candidate for a subsequent course of study leading to a career in research.
 - c) To prepare the student for academic work in the field of Cardiovascular Research.
 2. The degree programme also promotes the academic education of the student, in particular with reference to:
 - a) awareness of the ethical aspects of medical research;
 - b) independent academic thought processes and performance;
 - c) communicating at an academic level in the student's own language or/and English;
 - d) applying specialist academic knowledge in a wider and/or philosophical and social context.
 3. The degree programme focuses attention on the student's personal development, promotes his or her awareness of social responsibility and develops students' skills of expression in the English language.
2. The final attainment levels for the programme are described in are as follows:
 - 1) Has knowledge of the principal cardiovascular concepts, techniques, theories and research questions
 - 2) Is familiar with the general scientific as well as general clinical and cardiovascular journals and other sources of scientific information
 - 3) Has insight in the position of cardiovascular research within medicine, biomedical and natural

- sciences and has insight in the (sub)disciplines, relevant to cardiovascular research
- 4) Has insight in the scientific and social relevance of cardiovascular diseases
 - 5) Is familiar with the rules of Good Laboratory Practice
 - 6) Is proficient in the use of computer software relevant to cardiovascular research
 - 7) Can combine knowledge from multiple disciplines and apply it to translational medicine
 - 8) Can define a research plan in which study design, materials and methods, and analysis of the results are described
 - 9) Can design and conduct biomedical experiments, and cardiovascular experiments in particular
 - 10) Can apply medical and scientific knowledge to questions of societal relevance
 - 11) Can select, interpret and summarise information. Can distinguish between the principal and minor issues and define their relationships
 - 12) Can evaluate his/her own scientific research independently and critically with respect to design, methods used and results obtained
 - 13) Can integrate societal and ethical aspects of research, or the application thereof, in decision making
 - 14) Can collaborate and communicate with researchers from the same and other disciplines
 - 15) Can present research in English, both orally and in writing
 - 16) Can contribute conceptually to planning, discussion of scientific data and scientific debate
 - 17) Can acquire general medical information, as well as cardiovascular information, and is able to critically analyse and evaluate this information
 - 18) Can reflect on knowledge and skills acquired
 - 19) Can formulate personal study aims, independently and in collaboration with others
 - 20) Can independently acquire novel knowledge and skills, is aware of the benefits of life-long education and is able to put this in practice

Article 3 General admission requirements

1. Students will be admitted to the degree programme if they hold a certificate of admission, issued by or on behalf of the School of Medical Sciences because they have demonstrated that they meet the knowledge, understanding and skills requirements reflecting the final level of attainment in an academic Bachelor's degree programme, i.e.:
 - a) Knowledge: In anatomy, physiology, biochemistry and immunology of heart and circulation at the level of Bachelor of Science degree.
 - b) Skills: Tangible laboratory experience.
2. Average grades during the Bachelor should be 7,5 or higher in the dutch grading system, or a foreign equivalent. Bachelor thesis or internship should at least be graded with an 8.0. Preferentially, the candidates completed their degree at a University College, did a double degree or an honours programme, or have other proof of having completed a bachelor's programme geared toward excellence. Non-EU diplomas will be assessed by the VU desk for International Relations;
3. Students with a bachelor degree from an institution of higher education (HBO) must have completed a programme geared toward excellence and may be admitted to the programme on the basis of a decision to that effect taken by the admission board of the Master's programme. The admission board may make additional demands of the student before granting admission to the Master's programme.
4. In all cases other than those specified in Paragraphs 1 to 3, the final decision rests with the admission board.

Article 4 Selection procedure and method

1. The following selection procedure and method apply to programme admissions:
 - a) An assessment is part of the admission procedure. The assessment consists of two parts, firstly a test of knowledge obtained in the bachelor programme and secondly, the academic level of knowledge and skills will be tested. In this assessment students must critically interpret and summarize a scientific paper on a cardiovascular subject. Details about the assessment can be found on the website of the school of medical sciences (www.med.vu.nl).
 - b) The student needs to provide the Admission Board with a reference letter, a motivation letter and a curriculum vitae which are part of the selection procedure.
2. At the latest two months before the deadline for applications, specified in the Application and Registration Regulations, the School of Medical Sciences can submit a proposal to the Executive Board specifying the maximum number of students to be admitted to the degree programme.
3. If a restriction on numbers applies, the Admission Board will determine a series of criteria to be used to rank the applications submitted. These criteria are public and will be announced before the first of June on the website of the school of medical sciences: <http://www.med.vu.nl>
4. The Admission Board will then offer admission to the candidates in the order of ranking.
5. The responsibility for admitting students to the degree programme, including the distinct programmes, is delegated to the Admission Board of the degree programme by the School of Medical Sciences.
6. The School of Medical Sciences is responsible for drawing up the Admissions Regulations.

Article 5 Pre-Master's programme

A Pre-master programme does not apply.

Article 6 Programme composition

The programme consists of the following units:

1. Compulsory educational units
 - a) Pathophysiology of heart and circulation (level 400)
 - b) Clinical aspects of cardiovascular diseases (level 400)
 - c) Vascular function and metabolic diseases (level 400)
 - d) Remodelling of the circulatory system (level 400)
 - e) Biostatistics (level 500)
 - f) Writing Scientific English (level 500)
 - g) Academic core (level 500)

2. optional educational units

Optional subjects need to be approved by the examination board. The student needs to have prior permission before starting the optional subject.

3. Minor internship (level 400)
Major internship (level 500)
4. Literature study (level 500)

The responsible Examination Board is the examination board of the school of medical sciences. When performing the practical components students must adhere to the faculty's safety regulations

Article 7 The 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:

- Minor internship only after obtaining 18 EC of the compulsory courses
- Major internship only after passing minor internship
- Literature study only after passing minor internship.

Article 8 Final Master's degree assessment and declaration

1. Students who have successfully met the requirements of the degree programme and all other legal requirements will have the title of 'Master' conferred upon them by the Executive Board. The predicate Science will be added to this title, which can then be abbreviated to MSc. Details of the degree awarded will be recorded on the degree certificate in question. The Examination Board will issue the student with the degree certificate and the degree supplement as referred to in Article 7.11 of the Act, once the Executive Board has declared that all of the relevant procedural requirements have been met. The student may ask the Examination Board not to proceed with issuing the certificate, unless he or she has already submitted a request for the certificate to be issued.

Transitional and final provisions

Article 9 Amendment and periodic review

1. An amendment to the Academic and Examination Regulations will be adopted by the Faculty Board on the recommendation of the relevant Programme Committee. A copy of this recommendation will be sent to the faculty's Joint Meeting.
2. An amendment to the Academic and Examination Regulations requires the endorsement of the faculty's Joint Meeting for those sections which do not relate to the subjects of Article 7.13 paragraphs 2 a to g, and paragraph 3 of the Act.
3. An amendment to the Academic and Examination Regulations may only relate to an academic year already in progress if the interests of the students are not demonstrably harmed.
4. If changes are made to the form, structure, content or composition of a programme, then the programme-specific section will contain transitional arrangements in cases where registered students cannot reasonably be required to alter their study schedules. In any case, these transitional arrangements will include a regulation relating to exemptions that may be awarded on the basis of examinations already passed and will state the duration of the transitional arrangements.
5. In cases where no consensus can be reached on the competent body to implement the Academic and Examination Regulations, the Executive Board will appoint such a body.
6. The Faculty Board is responsible for carrying out a regular review of the Academic and Examination Regulations. In the process, it will give due consideration to the recommendations of the relevant programme committees. Other bodies may also be asked to provide recommendations.

Article 10 Transitional provisions

1. If a subject in the compulsory degree programme is discontinued, a further two opportunities will be offered after the final class to sit the examination in the subject.

Article 11 Hardship clause

In cases where the Academic and Examination Regulations do not provide and where there is disproportionate disadvantage or significant unfairness, the relevant Programme Board will decide, having consulted the Examination Board, taking into account the scope of the Academic and Examination Regulations and the due exercise of administrative diligence, reasonableness and fairness.

Article 12 Publication

1. The Faculty Board will ensure that these regulations are published in an appropriate manner. This also applies to the Rules and Guidelines drawn up by the Examination Board, and to any amendments to these documents.
2. The Academic and Examination Regulations will be posted on the faculty's website.

[Article 13 Entry into force](#)

These regulations take effect on 1 September 2014.

Adopted by the Board of the Faculty of ... on ...20 ...

Programme Committee Recommendation, dated

..., dated

..., dated

..., dated

Endorsement by Joint Meeting, dated

Adopted by the Board of the Faculty of ... on ... 20...

Appendix I Information to be provided for each subject (programme component)

The degree programme has a research profile ('R' profile) and no specializations. The curriculum consists of the programme components stated below.

Components of the programme	Total EC
a. compulsory courses	33 EC
b. optional courses	15 EC
c. 2 research projects including the Master's Thesis	63 EC
d. literature survey	9 EC

During the first semester the compulsory courses of the degree programme will be taught. The second, third and fourth semester can be filled in according to the student's own study programme which comprises of 18 EC of optional courses, 63 EC research projects divided over two internships and 9 EC of literature survey. Additional information can be found in the text underneath, detailed information about the courses can be found in the study guide.

a) Compulsory courses

Name	EC	level	code
Pathophysiology of heart and circulation	6	400	M_CPATHO09
Clinical aspects of cardiovascular diseases and imaging	6	400	M_CLINBIO09
Vascular function and metabolic diseases	6	400	M_CVASCFU09
Remodelling of the circulatory system	6	400	M_CREMODE09
Biostatistics	3	500	M_CBIOSTA09
Scientific writing in English	3	500	M_FWSE09
Academic core	3	500	To be announced

b) Optional courses

The optional courses are aimed at theoretical, practical, ethical and social and medical aspects of Cardiovascular Research. Students may take selected subjects and courses from other Master's Programmes or from other university programmes. In all cases these options have to be submitted to the examination board that decides whether these optional components effectively meet the requirements of the degree programme.

Name	EC	Level	code
Biobusiness course	3	500	M_OBIOBUS10
Proteomics in biomedical sciences	3	500	M_CPROTBIO09
Life cell imaging	3	500	M_CLIFECE09
Research ethics	3	500	M_CETHICA09
Advanced cardiacdiagnostics	3	500	M_CCARDDIA09
Academic teaching and presenting	3	500	M_CACTP09

c) Research projects

1. The degree programme includes two research-based placements. The Master's thesis is linked to one of these placements. The placements are worth a total of 63 EC: these consist of a longer (more than 36 EC; major) and a shorter one (more than 21 EC; minor). The major must be focussed on a cardiovascular research subject.

The placements must comply with the following conditions:

- Both placements must be carried out in a research laboratory which is recognized by the Programme.
- One of the placements must be completed within the recognized institutions of the Rembrandt institute for cardiovascular research.

- The major must deal with a purely cardiovascular topic while the minor can be in a field that is related to cardiovascular research.
- The choice of placements has to be submitted to the Examination Board for approval.

Both placements must contain the following elements:

- Theoretical deepening of understanding in the cardiovascular field in question Elaboration,
- performance and analysis of the research assignment formulation of conclusions and recommendations Production of a written report in English Presentation of an oral report in English

Assessment of the internship

2. The assessment of a placement will be issued by the examiner after consultation with the relevant supervisor on site.

3. Rules for grading reports of placements are the following:

- a) The examiner determines the result of the report within 30 days after submission The examiner will present to the VUmc Cardiovascular research master secretariat, the information required for the official document concerning the student's results.
- b) In case the examiner determines the content of the report as insufficient, he or she returns the report along with written comments to the student within the period of 30 or 60 days. Within 30 days the student should hand in the corrected report for final assessment.
- c) In case the content of the report is still insufficient after this second round of correction article the component needs to be retaken.

Mark internship

The final mark awarded for the placements is based on the quality of the practical work (50%), the report (25 %) and the oral presentation (25 %). The examination board can, to a limited extent of 6 ECTS credits, grant the student permission to extend a period of placement. The student must request this before the end of the research project. Approval for the extension of a placement is given once-only. The extension is at the expense of optional courses. The mark for the extension is equal to the mark for the placement and is registered as a separate component. The Master's thesis includes the results of a cardiovascular research project obtained during the major, integrated with and from the perspective of the knowledge acquired in the cursory education. The format of the cover of the Master's thesis will be provided the Master. The Master's thesis will be defended in public.

d) Literature survey

The literature survey is worth 9 EC and must be composed either in the format of a review paper or in the format of a research proposal. The literature survey must comply with the following conditions: Although it is supervised by a member of the teaching staff, the literature survey must be carried out largely independently. Working within the limitations governing this section of the programme, the student must be able to efficiently absorb and critically evaluate the literature in a given sub-field. Taking this study as a basis, the student will be able to clearly indicate the current state of affairs in the sub-field in question. In addition, the student will be able to point out limitations and problems, formulate recommendations for future research and indicate problem solving strategies, dependent on the context of the research. The subject of the literature survey must be approved by the Examination Board. The final mark awarded for the literature study is based on the quality of the report (75 %) and the oral presentation (25 %).

Assessment of the literature study

1. The assessment of a literature study will be issued by the examiner after consultation with the relevant supervisor on site.

2. Rules for grading reports of literature surveys are the following:

- a) The examiner determines the result of the report within 30 days after submission The examiner will present to the VUmc Cardiovascular research master secretariat, the information required for the official document concerning the student's results.
- b) In case the examiner determines the content of the report as insufficient, he or she returns the report along with written comments to the student within the period of 30. Within 30 days the student should hand in the corrected report for final assessment.

- c) In case the content of the report is still insufficient after this second round of correction article the component needs to be retaken.

Study advice/guidance

The School of Medical Sciences will ensure that students enrolled for the degree programme are provided with study advice/guidance this will always include:

- a) the services offered by the student advisor
- b) the services offered by the study coordinator

Appendix II Registration and post-registration for courses and exams

Article 1: Registration procedure

1. Students are required to register for subjects and examinations on VUnet by fixed deadlines. Results can only be processed for students who are registered for courses and examinations. These deadlines correspond with the structure of the academic year and are published annually on VUnet.
2. Students use VUnet to register for courses and examinations in the programmes on which they are enrolled. A separate procedure applies for students who wish to take courses outside of their programme(s). Information on this procedure is provided on VUnet, www.vu.nl and/or faculty websites. The registration procedure for modules such as student placements, the thesis or practicals may differ. If this is the case, the relevant information can be found on the faculty websites.
3. Students who have registered for courses or examinations and who have decided not to proceed are required to cancel their registration. Students can cancel their registration on VUnet during the set registration periods.

Article 2: Late registration procedure

1. Registering for courses and examinations after the deadline is only possible with the permission of the Faculty Board, and after paying the administration charge of €25 for each course or exam. If a student registers for several courses or exams at the same time after the deadline, the maximum charge is €50. In order to obtain the permission of the Faculty Board and complete late registration, the student should contact the programme secretariat prior to the start of the educational activity in question. Provided that the Faculty Board agrees, late registration is possible up to the end of the first week of the teaching period in which the subject starts.
If participation in the first session is required for a particular subject, then it will not be possible to register once the course has started. If this is the case, it will be indicated for the relevant subject in the study guide.
2. Students cannot register late for an examination in the period after the expiry of the deadline and before the examination takes place. If the student is allowed to participate in the examination without registering, then he or she may pay a fee to register retroactively after sitting the examination.
3. The Faculty Board's permission for late registration takes the form of the lifting of the registration restriction in VUnet.
4. If registration during the designated period fails due to a technical failure involving VUnet or a defect that is attributable to VU University Amsterdam, then the student should contact the programme secretariat with a request to register. In that case, the student will not have to pay an administration fee.
5. A student who registers after the deadline may submit a written request to the Faculty Board within three weeks of the date on which he or she registered, asking for a refund of the administration fee, provided that he or she can produce sufficient evidence to prove that the cause of the late registration was outside of his or her control. The refund request does not negate the student's initial obligation to pay the fee.
6. A student who believes that he or she has paid the administration fee without due cause can obtain a fee refund form from the programme secretariat. The form is not required for requesting a fee refund, however.
7. The Faculty Board will assess the student's refund request within six weeks. The Faculty Board will offer the student the opportunity to be heard. The student is not required to make use of this offer.
8. The student may ask the Executive Board to evaluate the Faculty Board's decision regarding the refund request. The Executive Board will offer the student the opportunity to be heard. The student is not required to make use of this offer.

Appendix III Examination schedule

courses	retake	Sap code	Date
Pathophysiology of heart and circulation		M_CPATHO09	tba
Clinical and biophysical aspects of heart and circulation		M_CCLINBIO09	tba
Vascular function and metabolic diseases		M_CVASCFU09	tba
Remodelling of the circulatory system		M_CREMODE09	tba
Biostatistics		M_CBIOSTA09	tba
Pathophysiology of heart and circulation	x	M_CPATHO09	tba
Clinical and biophysical aspects of heart and circulation	x	M_CCLINBIO09	tba
Vascular function and metabolic diseases	x	M_CVASCFU09	tba
Remodelling of the circulatory system	x	M_CREMODE09	tba
Biostatistics	x	M_CBIOSTA09	tba

B PROGRAMME-SPECIFIC SECTION Programme Master Oncology

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[Article 1 Programme information](#)

1. The programme Master Oncology CROHO number 60811 is available in full-time form, and taught in English.
 - d) The full-time programme has an official duration of 2 years.
 - e) The successful completion of all of the requirements of the programme leads to the degree of Master of Science.
 - f) An educational unit comprises 3 credits or a multiple thereof.

[Article 2 Programme objective and final attainment levels](#)

1. The programme's objectives are as follows:
 1. The programme aims to achieve the following:
 - a) To prepare the student to practice as an independent professional within the field of Oncology research.
 - b) To teach the student specialized knowledge, skills and understanding in the field of Oncology research and to be a suitable candidate for a subsequent course of study leading to a career in research.
 - c) To prepare the student for academic work in the field of Oncology research.
 2. The programme also promotes the academic education of the student, in particular with reference to:
 - a) awareness of the ethical aspects of medical and oncological research;
 - b) independent academic thought processes and performance;
 - c) communicating at an academic level in the student's own language and/or English;
 - d) applying specialist academic knowledge in a wider and/or philosophical and social context.
 3. The degree programme focuses attention on the student's personal development, promotes his or her awareness of social responsibility and develops students' skills of expression in the English language.
2. The final attainment levels for the programme are described as follows:
 1. Is knowledgeable in oncological terms, subject matter and has insight in important oncological research questions
 2. Has insight in the position of oncology within medicine and (biomedical) sciences and has an understanding of (sub) disciplines important in oncology
 3. Is proficient in the use of general scientific journals as well as general clinical, biomedical and oncological journals

4. Has insight in the scientific basis of oncology research and in the current achievements of oncology research
5. Has insight in ethical factors and the societal relevance of oncology research
6. Is knowledgeable in current oncological theories and is insightful in current research questions in oncology
7. Is proficient in the use of advanced statistical and epidemiological methods and is able to understand statistical analyses
8. Is skilled in oncology-related computer programs
9. Has acquired the skills for designing and executing a scientific investigation, in particular in the field of oncology
10. Is capable of designing and executing medical, biological and oncological experiments based on a research plan
11. Is capable of making translational connections between clinical and basic oncological questions
12. Is capable of thinking and acting in a multidisciplinary fashion
13. Can independently analyse medical-biological and in particular oncological information and evaluate it critically
14. Can use scientific knowledge in oncology for a societal debate
15. Can work independently in the research laboratory setting according to quality regulations
16. Is able to consider ethical problems of research or its applications in research decision-making
17. Is capable of analysing own research independently and critically with regard to design, execution and results
18. Can co-operate and communicate with researchers from his/her own discipline as well as other disciplines
19. Is capable of presenting scientific results in a verbal and written manner, to specialists as well as non-specialists in the English language
20. Can contribute to scientific discussions, in planning execution of research and discussing scientific results
21. Is capable of presenting scientific results in English writing according to international peer-reviewed journal standards
22. Is capable of demonstrating knowledge during discussions and can involve others' arguments
23. Can independently write a research proposal
24. Shows capability to reflect on acquired knowledge and skills
25. Is capable of evaluating his/her own functioning and of defining learning goals through self-reflection and through conversations with others
26. Knows his/her own strengths and weaknesses in regards to functioning within the research practice
27. Has the ability to independently acquire new knowledge and skills in the framework of life-long education in research practice

Article 3 General admission requirements

1. Students will be admitted to the programme if they hold a certificate of admission, issued by or on behalf of the School of Medical Sciences because they have demonstrated that they meet the knowledge, understanding and skills requirements reflecting the final level of attainment in an academic Bachelor's degree programme, i.e.:
 - a. Knowledge: Oncology and immunology at the level of a Bachelor of Science degree.
 - b. Skills: Tangible laboratory experience.
2. Only when severe mental or health problems interfered with completing the final bachelor year, VU university students not yet in the possession of an eligible Bachelor's degree, but conditionally admitted after completing the assessment, can be admissible as an exception to that stipulated in paragraph 1 of this article. The Examination Board needs to be provided with a written declaration of the bachelor's student councilor stating their right of exemption. In this case, no more than 6 EC of the total of 180 EC may be omitted. The missing credits must have been secured at the latest by the end of the academic year in which the master's programme was started. The master's programme cannot be completed before the bachelor degree has been awarded.

Article 4 Selection procedure and method

1. The following selection procedure and method apply to programme admissions:
 - c) An assessment is part of the admission procedure. The assessment consists of two parts, firstly a test of knowledge obtained in the bachelor programme and secondly, the academic level of knowledge and skills will be tested. In this assessment students must critically interpret and summarize a scientific paper on an oncology subject. Details about the assessment can be found on the website of the School of Medical Sciences (www.med.vu.nl).
 - d) The student needs to provide the admission board with two reference letters, a motivation letter and a curriculum vitae, which is part of the selection procedure.
 - e) The certificate of admission relates exclusively to the academic year following the academic year in which the application for the certificate was submitted, unless the Admission Board decides otherwise.
2. At the latest two months before the deadline for applications, specified in the Application and Registration Regulations, the School of Medical Sciences can submit a proposal to the Executive Board specifying the maximum number of students to be admitted to the degree programme.
3. If a restriction on number applies, the Admission Board will determine a series of criteria to be used to rank the applications submitted. These criteria are public and will be announced before the 1st of June on the website of the school of medical sciences (www.med.vu.nl)
4. The Admission Board will then offer admission to the candidates in the order of ranking.
5. Responsibility for admitting students to the degree programme, including the distinct programmes, is dedicated to the Admission Board of the degree programme by the School of Medical Sciences.
6. The School of Medical Sciences is responsible for composing the Admissions Regulations.

Article 5 Pre-Master's programme

1. Pre-master programme does not apply.

Article 6 Programme composition

The programme consists of the following units:

5. Compulsory educational units
6. Optional educational units
7. Internships
8. Literature study
 - a) *Compulsory educational units*
 1. Oncogenesis (level 400)
 2. Tumor Immunology (level 400)
 3. Tumor Biology and Clinical Behavior (level 400)
 4. Innovative Tumor Therapies (level 400)
 5. Biostatistics (level 500)
 6. Writing Scientific English (level 500)
 7. Academic core (500 level)

The responsible Examination Board is the examination board of the School of Medical Sciences. When performing the practical components students must adhere to the faculty's safety regulations

b) *Optional subjects*

Optional subjects need to be approved by the Examination Board. The student needs to have prior permission before starting the optional subject.

c) Internships

Minor internship (level 400)

Major internship (level 500)

d) *Literature study (level 500)*

The responsible Examination Board is the examination board of the School of Medical Sciences.

When performing the practical components students must adhere to the faculty's safety regulations

Article 7 The 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:

- Minor internship only after obtaining at least 18 EC of the compulsory courses 1-4 mentioned in article 6.
- Major internship only after passing the minor internship
- Literature study only after passing the minor internship

Article 8 Final Master's degree assessment and declaration

1. Students who have successfully met the requirements of the Master's programme and all other legal requirements will have the title of 'Master' conferred upon them by the Executive Board. The predicate 'of Science' will be added to this title, which can then be abbreviated to MSc. Details of the degree awarded will be recorded on the degree certificate in question. The Examination Board will issue the student with the degree certificate and the degree supplement as referred to in Article 7.11 of the Act, once the Executive Board has declared that all of the relevant procedural requirements have been met. The student may ask the Examination Board not to proceed with issuing the certificate, unless he or she has already submitted a request for the certificate to be issued.

Transitional and final provisions

Article 9 Amendment and periodic review

1. An amendment to the Academic and Examination Regulations will be adopted by the Faculty Board on the recommendation of the relevant Programme Committee. A copy of this recommendation will be sent to the faculty's Joint Meeting.
2. An amendment to the Academic and Examination Regulations requires the endorsement of the faculty's Joint Meeting for those sections which do not relate to the subjects of Article 7.13 paragraphs 2.a to 2.g, and paragraph 3 of the Act.
3. An amendment to the Academic and Examination Regulations may only relate to an academic year already in progress if the interests of the students are not demonstrably harmed.
4. If changes are made to the form, structure, content or composition of a programme, then the programme-specific section will contain transitional arrangements in cases where registered students cannot reasonably be required to alter their study schedules. In any case, these transitional arrangements will include a regulation relating to exemptions that may be awarded on the basis of examinations already passed and will state the duration of the transitional arrangements.
5. In cases where no consensus can be reached on the competent body to implement the Academic and Examination Regulations, the Executive Board will appoint such a body.
6. The Faculty Board is responsible for carrying out a regular review of the Academic and Examination Regulations. In the process, it will give due consideration to the recommendations of the relevant programme committees. Other bodies may also be asked to provide recommendations.

Article 10 Transitional provisions

2. If a subject in the compulsory degree programme is discontinued, a further two opportunities will be offered after the final class to (re)sit the examination on that subject.

Article 11 Hardship clause

In cases where the Academic and Examination Regulations do not provide and where there is disproportionate disadvantage or significant unfairness, the relevant Programme Board, having consulted the Examination Board, will decide, taking into account the scope of the Academic and Examination Regulations and the due exercise of administrative diligence, reasonableness and fairness.

Article 12 Publication

1. The Faculty Board will ensure that these regulations are published in an appropriate manner. This also

applies to the Rules and Guidelines drawn up by the Examination Board, and to any amendments to these documents.

2. The Academic and Examination Regulations will be posted on the faculty's website (www.med.vu.nl).

Article 13 Entry into force

These regulations take effect on 1 September 2014.

Adopted by the Board of the Faculty of ... on ...20 ...

Programme Committee Recommendation, dated

..., dated

..., dated

..., dated

Endorsement by Joint Meeting, dated

Adopted by the Board of the Faculty of ... on ... 20...

Appendix I: Information to be provided for each subject (programme component)

The Master's programme has a research profile ('R' profile) and no specializations. The curriculum consists of the programme components stated below.

Components of the programme	Total EC
a. compulsory courses	33 EC
b. optional courses	12 EC
c. 2 research projects including the Master's Thesis	66 EC
d. literature survey	9 EC

a) Compulsory courses

During the first semester the compulsory courses of the degree programme will be taught. The second, third and fourth semester can be filled in according to the student's own study programme which comprises of 12 EC of optional courses, 66 EC research projects divided over two internships and 9 EC of literature survey. Additional information can be found in the text underneath, detailed information about the courses can be found in the programme's study guide.

Name	EC	level	code
Oncogenesis	6	400	M_OONC03
Tumor Immunology	6	400	M_OTUMIM10
Tumor Biology and Clinical Behavior	6	400	M_OTBCB03
Innovative Tumor Therapies	6	400	M_OITT03
Biostatistics	3	500	M_CBIOSTA09
Scientific writing in English	3	500	M_FWSE09
Academic core	3	500	To be announced
<i>Total amount of compulsory credits:</i>	33	-	-

b) Optional courses

The optional courses are aimed at theoretical-, practical-, ethical and social aspects of Oncology Research. Students may take selected subjects and courses from other VU University Master Programmes or from programmes at other universities. In all cases these options have to be submitted to the examination board, which decides whether these optional components effectively meet the requirements of the Master Oncology programme.

Name	EC	Level	code
Biobusiness course	3	500	M_OBIOBUS10
Proteomics in biomedical research	3	500	M_CPROTBIO09
Life cell imaging	3	500	M_CLIFECE09
Research ethics	3	500	M_CETHICA09
Clinical Oncology	6	500	M_OCLINON04
Academic teaching and presenting	3	500	M_CACTP09
Symbolic and cultural meaning of cancer	3	500	M_OSYMBOL04
In the Footsteps of Van Leeuwenhoek	3	500	M_OANTONI03
Radiation Protection Course	3	500	M_ORADPRO04
Viral Oncogenesis	3	500	M_OVIRONC03

c) Research projects

1. The degree programme includes two research-based placements. The Master's thesis is linked to the last and major internship. Together, the placements are worth a total of 66 EC: this consists of a longer (33-39 EC; major) and a shorter placement (27- 33EC; minor). When performing the practical components, students must adhere to the faculty's safety regulations.

The placements must comply with the following conditions: Both placements must be carried out in a research laboratory which is recognized by the Programme. The minor placements must be completed within one of the laboratories of the OOA graduate school. The major placement must deal with a purely oncology topic while the minor placement can be in a field that is related to oncology research. The choice of placements has to be submitted to the Examination Board for approval, which will assess the suitability of the chosen research field and hosting institution.

Both placements must contain the following elements: Theoretical deepening of understanding in the Oncology field in: question elaboration, performance and analysis of the research assignment, formulation of conclusions and recommendations, production of a written report in English and the oral presentation of the report in English.

The final mark awarded for the placements is based on the quality of the practical work (50%), the report (25%) and the oral presentation (25%). The examination board can, to a limited extent of 6 EC credits, grant the student permission to extend a period of placement once during the entire master programme.

The student must request this before the end of the research project. Approval for the extension of a placement is given once-only. The extension is at the expense of optional courses.

The mark for the extension is equal to the average mark for the placement and is registered as a separate component. The Master's thesis includes the results of an Oncology research project obtained during the major placement, integrated with and from the perspective of the knowledge acquired in the compulsory education. The format for the cover of the Master thesis will be provided by the Programme. The Master thesis will be defended in public at the department where the internship took place and during the graduation ceremony of the Programme.

d) Literature survey

The literature survey is worth 9 EC and must be composed either in the format of a review paper. The literature survey must comply with the following conditions: although it is supervised by a member of the teaching staff, the literature survey must be carried out largely independently. Working within the limitations governing this section of the programme, the student must be able to efficiently absorb and critically evaluate the literature in a given sub-field. Taking this study as a basis, he or she will be able to clearly indicate the current state of affairs in the sub-field in question. In addition, the student will be able to point out current limitations and problems, formulate recommendations for future research and indicate problem-solving strategies, dependent on the context of the research. The subject of the literature survey must be approved by the Examination Board. The final mark awarded for the literature study is based on the survey outline (10%), quality of the report (70 %) and the oral presentation (20 %).

e) Study advice/guidance

The School of Medical Sciences will ensure that students enrolled for the degree programme are provided with study advice/guidance. This will always include:

- a) The services offered by the student advisor
- b) The services offered by the study coordinator of the Master's Programme

Appendix II: Registration and post-registration for courses and exams

Article 1: Registration procedure

4. Students are required to register for subjects and examinations on VUnet before fixed registration deadlines. These deadlines correspond with the structure of the academic year and are published annually on VUnet. Results can only be processed for students who are registered for courses and examinations.
5. Students use VUnet to register for courses and examinations of the programmes in which they are enrolled. A separate procedure applies for students who wish to take courses outside of their programme(s). Information on this procedure is provided on VUnet, www.vu.nl and/or faculty websites (e.g. www.med.vu.nl). The registration procedure for modules such as student placements, the thesis or practicals may differ. If this is the case, the relevant information can be found on the faculty websites.
6. Students who have registered for courses or examinations and who have decided not to proceed are required to cancel their registration. Students can cancel their registration on VUnet during the set registration periods.

Article 2: Late registration procedure

9. Registering for courses and examinations after the deadline is only possible with the permission of the Faculty Board, and after paying the administration charge of €25 for each course or exam. If a student registers for several courses or exams at the same time after the deadline, the maximum charge is €50. In order to obtain the permission of the Faculty Board and complete late registration, the student should contact the programme secretariat prior to the start of the educational activity in question. Provided that the Faculty Board agrees, late registration is possible up to the end of the first week of the teaching period in which the subject starts.
If participation in the first session is required for a particular subject, then it will not be possible to register once the course has started. If this is the case, it will be indicated for the relevant subject in the study guide.
10. Students cannot register for an examination in the period after the expiry of the deadline and before the examination takes place. If the student is allowed to participate in the examination without registering, then he or she may pay a fee to register retroactively after sitting the examination.
11. The Faculty Board's permission for late registration takes the form of lifting the registration restriction in VUnet.
12. If registration during the designated period fails due to a technical failure involving VUnet or a defect that is attributable to the VU University Amsterdam, then the student should contact the programme secretariat with a request to register. In that case, the student will not have to pay any additional administration fees.
13. A student who registers after the deadline may submit a written request to the Faculty Board within three weeks of the date on which he or she registered, asking for a refund of the administration fee, provided that he or she can produce sufficient evidence to prove that the cause of the late registration was outside of his or her control. The refund request does not negate the student's initial obligation to pay the fee.
14. A student who believes that he or she has paid the administration fee without due cause can obtain a fee refund form from the programme secretariat. The form is not required for requesting a fee refund, however.
15. The Faculty Board will assess the student's refund request within six weeks. The Faculty Board will offer the student the opportunity to be heard. The student is not required to make use of this offer.
16. The student may ask the Executive Board to evaluate the Faculty Board's decision regarding the refund request. The Executive Board will offer the student the opportunity to be heard. The student is not obliged to make use of this offer.

Appendix III: Examination schedule compulsory courses 2014-2015

Courses	Resit	Sap code	Date
Oncogenesis		M_OONC03	tba
Tumor Immunology		M_OTUMIM10	tba
Tumor Biology and Clinical Behavior		M_OTBCB03	tba
Innovative Tumor Therapies		M_OITT03	tba
Biostatistics		M_CBIOSTA09	tba
Oncogenesis	x	M_OONC03	tba
Tumor Immunology	x	M_OTUMIM10	tba
Tumor Biology and Clinical Behavior	x	M_OTBCB03	tba
Innovative Tumor Therapies	x	M_OITT03	tba
Biostatistics	x	M_CBIOSTA09	tba