

Format Teaching and Examination Regulations

Master programme in Musculoskeletal Physiotherapy Sciences Faculty of Behavioural and Movement Sciences

Academic year 2019-2020

A. faculty section

B1. programme specific section - general provisions

B2. programme specific section – content of programme

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Section A: Faculty section

1. General provisions

Article 1.1 Applicability of the Regulations

1. These Regulations apply to anyone enrolled for the programme, irrespective of the academic year in which the student was first enrolled for the programme.
2. These Regulations enter into force with effect from 1 September 2019
3. An amendment to the Teaching and Examination Regulations is only permitted to concern an academic year already in progress if this does not demonstrably damage the interests of students.

Article 1.2 Definitions

The following definitions are used in these Regulations (*in alphabetical order*) :

- a. academic year: the period beginning on 1 September and ending on 31 August of the following calendar year;
- b. CvB: the Executive Board of Vrije Universiteit Amsterdam.
- c. EC (European Credit): an EC credit with a workload of 28 hours of study;
- d. educational component: a unit of study of the programme within the meaning of the WHW;
- e. examination: the final examination of the Master's programme;
- f. FGV: Faculty joint assembly – assembly of the faculty student council and faculty staff council;
- g. interim 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 interim examination may consist of one or more partial examinations. A resit always covers the same material as the original interim examination;
- h. joint degree: a degree awarded by an institution together with one or more institutions in the Netherlands or abroad, after the student has completed a study programme (a degree programme, a major or a specific curriculum within a degree programme) for which the collaborating institutions are jointly responsible;
- i. OLC: programme committee;
- j. period: a part of a semester;
- k. practical exercise: the participation in a practical training or other educational learning activity, aimed at acquiring certain (academic) skills. Examples of practical exercises are:
- researching and writing a thesis or dissertation
 - carrying out a research assignment
 - taking part in fieldwork or an excursion
 - taking part in another educational learning activity aimed at acquiring specific skills, or
 - participating in and completing a work placement;
- l. programme: the totality and cohesion of the course components, teaching activities/methods, contact hours, testing and examination methods and recommended literature;
- m. SAP/SLM: the student information system (*Student Lifecycle Management*);
- n. semester: the first (September - January) or second half (February - August) of an academic year;

- o. study guide: the guide for the study programme that provides further details of the courses, provisions and other information specific to that programme. The Study Guide (or course catalogue) is available electronically at: <https://www.vu.nl/en/study-guide/>;
- p. subject see 'educational component';
- q. thesis/master research project: a component comprising research into the literature and/or contributing to scientific research, always resulting in a written report;
- r. university: Vrije Universiteit Amsterdam;
- s. WHW: the Dutch Higher Education and Research Act (*Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek*);
- t. workload: the workload of the unit of study to which an interim examination applies, expressed in terms of credits = EC credits (ECTS = European Credit and Transfer Accumulation System). The workload for 1 year (1,680 hours) is 60 EC credits.

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

2. Study programme structure

Article 2.1 Structure of academic year and educational components

1. The study 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
3. An educational component 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 or a multiple thereof. The Executive Board has to give permission for this.

3. Assessment and Examination

Article 3.1 Signing up for education and interim examinations

1. Every student must sign up to participate in the educational components of the programme, the interim examinations and resits separately. The procedure for signing up is described in an annex to the Student Charter.
2. Signing up may only take place in the designated periods.

Article 3.2 Type of examination

1. At the student's request, the Examinations Board may permit a different form of interim 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.
2. In case an educational component is no longer offered in the academic year following its termination, at least one opportunity will be provided to sit the interim examination(s) or parts thereof and a transitional arrangement will be included in the programme-specific section for the subsequent period.

Article 3.3 Oral interim examinations

1. An oral assessment is public unless the Examinations Board on request determines otherwise.
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Article 3.4 Determining and announcing results

1. The examiner determines the result of a written interim examination as soon as possible, but at the latest within ten working days. By way of departure from that stipulated in the first clause, the marking deadline for papers and examinations with at least 50% open questions in no longer than 15 working days, and the marking deadline for theses [and final assignments] is no longer than twenty working days. The examiner will then immediately ensure that the marks are registered and also ensures that the student is immediately notified of the mark, taking due account of the applicable confidentiality standards.
2. The examiner determines the result (i.e. mark) of an oral examination as soon as possible, but at least within five working days after the examination has finished and informs the student accordingly. The third clause 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. A student can submit a request for reassessment to the examiner. A request for reassessment does not affect the time period for lodging an appeal.
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 3.5 Interim examination opportunities

1. a. Per academic year, two opportunities to take examinations per educational component will be offered. b. The options for retaking practical components, work placements and theses are detailed in the relevant work placement manual, teaching regulations or graduation regulations.
2. The most recent mark will apply in the event of a resit. A retake is allowed for both passed and failed units of study.
3. The resit for a (partial) interim examination must not take place within ten working days of the announcement of the result of the (partial) examination being resat.
4. The Examination Board may allow a student an extra opportunity to sit an examination if that student: a) is lacking only those credits to qualify for his or her degree; b) has failed the examination during all the previously offered attempts unless participation in an examination was not possible for compelling reasons. The extra opportunity can only be offered if it concerns a written examination, a paper or a take home examination. This provision excludes the practical assignments and the Master's thesis/research projects. Requests for an additional examination opportunity must be submitted to the Examination Board no later than 1 July. If necessary, the method of examination may deviate from the provisions in the study guide.

Article 3.6 Marks

1. Marks are given on a scale from 1 to 10 with no more than one decimal point.
2. The final marks are given in whole or half points.
3. Final marks between 5 and 6 will be rounded off to whole marks: up to 5.5 rounded down; from (and including) 5.5 rounded up. To pass a course, a 6 or higher is required.
4. The Examination Board can allow to use symbols rather than numbers, for example; Good (G), Sufficient (V), or Insufficient (OV), or Completed (VD), not completed (NVD)

Article 3.7 Exemption

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| 1. At the written request of the student, the Examination Board may exempt the student from taking one or more examination components, if the student:
a) has passed a course component that is at least equivalent in terms of content and level;
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. The Master's thesis/the research project are excluded from this exemption possibility |

Article 3.8 Validity period for results

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| 1. The validity period of interim examinations passed and exemption from interim examinations is unlimited, unless otherwise specified in Section B. |
| 2. The validity period of a partial examination is limited to the academic year in which it was unless otherwise specified in Section B. |

Article 3.9 Right of inspection and post-examination discussion

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| 1. For twenty working days after the announcement of the results of a written interim examination, the student can, on request, inspect his or her assessed work, the questions and assignments set in it, as well as the standards applied for marking.
The place and time referred to in the previous clause will be announced at the time of the interim examination and/or on Canvas. |
| 2. If a collective post-examination discussion has been organized, individual post-examination discussions will be held only if the student has attended the collective discussion or if the student was unable to attend the collective discussion through no fault of his or her own. The discussion shall take place at a time and location to be determined by the examiner. |

4. Academic student counselling and study progress

Article 4.1 Administration of study progress and academic student counselling

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| 1. The faculty board is responsible for the correct registration of the students' study results. After the assessment of an educational component has been registered, every student has the right to inspect the result for that component and also has a list of the results achieved at his or her disposal in VUnet. |
| 2. Enrolled students are eligible for academic student counselling. Academic student counselling is in any case provided by
a. The Student General Counselling Service
b. Student psychologists
c. Faculty academic advisors |

Article 4.2 Adaptations for students with a disability

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| 1. A student with a disability can, at the moment of submission to VUnet, or at a later instance, submit a request 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 unit of study or an examination. In all cases, the student must fulfil the exit qualifications for the study programme. |
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2. The request referred to in the first paragraph must be accompanied by a recent statement from a physician or psychologist. If possible, an estimate should be given of the potential impact on the student's study progress. In case of a chronic disability a single (one time) request suffices.
3. Students with a disability that can be assessed by a psycho-diagnostic evaluation (e.g. dyslexia, attention-deficit disorder) must provide a statement from a BIG, NIP or NVO registered professional who is qualified to conduct such a psycho-diagnostic evaluation.
4. The faculty board, or the responsible person on behalf of 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.
5. In the event of a positive decision (possibly with a limited validity) 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.
6. A request for adaptations will be refused if it would place a disproportionate burden on the organization or the resources of the faculty or university were it upheld.
7. If the disability justifies an extension of the interim examination time, the Examinations Board will issue a statement testifying to this entitlement to an extension. If a disability justifies other measures to be taken, the academic adviser can take the necessary measures.

5. Hardship clause

Article 5.1 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 study programme will decide, unless the matter concerned is the responsibility of the Examinations Board.

Section B1: Programme specific – general provisions

6. General programme information and characteristics

Article 6.1 Study programme information

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| 1. The programme Musculoskeletal Physiotherapy Sciences, CROHO number 69317 is offered on a full-time basis. |
| 2. The language of instruction is English |

Article 6.2 Teaching formats used and modes of assessment

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| 1. The programme uses the teaching formats as specified in the study guide. |
| 2. The modes of assessment used per educational component are specified in the study guide. |

7. Further admission requirements

Article 7.1 Intake date(s)

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| The programme starts on September 1. |
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Article 7.2 Admission requirements

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| 1. Admission to the Master's programme is possible for an individual with a Bachelor degree in the field of physiotherapy, occupational or exercise therapy (Cesar Mensendieck) or medicine, and comparable studies with clinical experience. A Bachelor degree in Human Movement Sciences does not give access to this master programme
In addition sufficient knowledge on basic mathematics and basic academic skills are necessary in order to successfully complete the Master's programme. In order to test this knowledge and skills students need to make a GMAT test. A score of at least 450 is expected. |
| 2 The Admissions Board will investigate whether the applicant meets the admission requirements. |

Article 7.3 Pre-Master's programme

Not applicable

8. Interim examinations and results

Article 8.1 Sequence of interim examinations

Students may only participate in the practical exercises of the Master Research Project after having completed courses for at least 12 EC in the programme.

Article 8.2 Validity period for results

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| 1. If the exam shows that a student's knowledge is insufficient or outdated, or if the student's skills evaluated in the exam are demonstrably outdated, the Examination Board may impose a supplementary or replacement examination for a course for which an examination was passed more than 6 years ago. |
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Article 8.3 Maximum Exemption

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| 1. A maximum of 12 EC can be exempted from the programme |
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Section B2: Programme specific – content of programme

9. Programme objectives, specializations and exit qualifications

Article 9.1 Workload

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| 1. The programme has a workload of 60 EC |
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Article 9.2 Specializations

Not applicable

Article 9.3 Programme objective

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| <ol style="list-style-type: none">1. The programme aims to achieve the following:<ol style="list-style-type: none">a) to teach the student specialized knowledge, skills and understanding in the field of clinical experimental research in musculoskeletal physiotherapy; andb) to prepare the student to practice professionally in the field of clinical experimental research in musculoskeletal physiotherapy;c) to prepare the student for academic work in the fields of translational research in musculoskeletal physiotherapy.2. The degree programme also promotes the academic education of the student, in particular with reference to:<ol style="list-style-type: none">a. independent, academic thought processes and performance;b. communicating at an academic level in the English language;c. applying specialist academic knowledge in a wider and/or philosophical and societal context.3. The degree programme focuses attention on the student's personal development, promotes his or her awareness of social responsibility and develops student's skills of expression in the English language. |
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Article 9.4 Exit qualifications

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| 1. The exit qualifications for the programme are described in appendix I |
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10. Curriculum structure

Article 10.1 Composition of the programme

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| 1. The programme comprises at least a package of compulsory components and an individual Master's thesis or academic internship. |
| 2. Additionally the programme offers:
- Electives |
| 3. Educational components are categorized as specialized (400), research oriented (500) and highly specialized (600) level. |

Article 10.2 Compulsory educational components

A detailed description per educational component can be found in the Study Guide.

Educational component	course code	EC	level
Movement Analysis	B_MOVANA	6	400
Pain, Body & Mind	B_PBM	6	400
Research Methodology MPS	B_REMMP	6	500
Challenges in Musculoskeletal Health	B_MUSHEA	6	500
Translational Research	B_TRANSRES	3	500
Clinical Exercise Physiology	B_CLINEXERC	3	500
Master Research Project MPS	B_MRP	24	600
Seminar MPS*	B_SEMMPS		

*Students have to attend at least 12 research meetings; this can be either seminars in which students present their Research Project, or Capita Selecta in which experts in the field of physiotherapy research present their work. Only after fulfilling this obligation the grade for the Master Research Project will be booked. If a student fails to attend 12 research meetings, an additional assignment will be given by the coordinator of the seminars

Article 10.3 Elective educational components

Students can choose optional courses up to 6 EC from these courses	Course code	EC	Level
Electromyography	B_ELECTROMYO	3	400
Imaging	B_IMAGING	3	500
Short Literature Review	B_SLR	6	600
Docentenopleiding HBO	B_DOCENTHBO	6 (30)	
Entrepreneurship in HMS	B_ENTREPREN	6	400
Perception for Action	B_PERCACTION	3	500
Sport and Performance Dietetics	B_SPPDIET	3	400

Other electives are possible after consultation with the examination board:

Electives outside the programme:
 The student can also choose as electives master units of study from other programmes as long as they widen or deepen the students program/ at least have the scope, breadth and depth of a regular Master's program.
 Approval by the Examination Board will be required for the proposed study components. This approval can only be obtained through the submission of an Approval Form, available on VUnet, at least 2 months before the student wishes to enter the final examination. In the case of a request being filed at a later date, the Examination Board can decide that the final examination should be taken at a later date.

11. Evaluation and transitional provisions**Article 11.1 Evaluation of the education**

1. The education provided in this programme is evaluated in accordance with the (attached) evaluation plan.

[Article 11.2 Transitional provisions](#)

By way of departure from the Teaching and Examination Regulations currently in force, the following transitional provisions apply for students who started the programme under a previous set of Teaching and Examination Regulations:
Courses that are no longer being taught will have two opportunities to be completed in the following year.

Advice and approval by the Programme Committee Master Musculoskeletal Physiotherapy Sciences, on 1 April 2019

Approved by the Faculty Joint Assembly, on 8 July 2019

Adopted by the board of the Faculty of Behavioural and Movement Sciences on 15 July 2019

Appendix I Intended learning outcomes

Dublin-descriptor Knowledge and understanding MSc Programme:	
Provides a basis or opportunity for originality in developing or applying ideas often in a research* context	<ol style="list-style-type: none"> 1. Knowledge of and insight into current research with regard to causes, prevention, diagnosis, treatment (especially physiotherapy management) and prognosis of movement and musculoskeletal disorders 2. Knowledge of advanced research methods and techniques relevant to musculoskeletal physiotherapy research
Dublin-descriptor: Applying knowledge and understanding MSc Programme:	
[through] problem solving abilities [applied] in new or unfamiliar environments within broader (or multidisciplinary) contexts	<ol style="list-style-type: none"> 3. The ability to apply advanced research techniques and methods used to investigate the musculoskeletal system 4. The ability to formulate (clinically) relevant research questions and to design plans, methods, procedures and analyses to answer these questions and implement the results in a clinical or community setting 5. The ability to collect, analyse and interpret scientific data concerning causes, prevention, diagnosis, treatment (especially physiotherapeutic management) and prognosis of movement and musculoskeletal disorders 6. The ability to apply theories and models from human movement, physiotherapy and related sciences to formulate and answer clinical research questions relevant to this field of study 7. The ability to integrate information originating from several fields of research and clinical physiotherapy practice
Dublin-descriptor: Making judgements MSc Programme:	
[demonstrates] the ability to integrate knowledge and handle complexity, formulate judgements with incomplete data	<ol style="list-style-type: none"> 8. The ability to think along interdisciplinary lines and to have insight in relevant disciplines involved in movement and musculoskeletal disorders 9. The ability to critically evaluate methods and results of research 10. Insight in the scientific, clinical and social relevance of current research in the field of movement and musculoskeletal disorders 11. The ability to reflect on social and ethical issues related to research, and to promote responsible conduct in research and academia (research integrity)
Dublin-descriptor: Communication MSc Programme:	
[of] their conclusions and the underpinning knowledge and rationale (restricted scope) to specialist and non-specialist audiences (monologue)	<ol style="list-style-type: none"> 12. The ability to contribute to scientific discussions about research in the field of musculoskeletal physiotherapy 13. The ability to comprehensively present research in a professional manner to a scientific, clinical, and lay audience 14. The ability to present research in writing at the level of a scientific and professional journal 15. The ability to communicate with experts from different disciplines and to build exchange and collaboration within and between disciplines
Dublin-descriptor: Learning skills MSc Programme	

<p>study in a manner that may be largely self-directed or autonomous</p>	<ol style="list-style-type: none">16. The ability to evaluate and reflect critically on his/her own functioning according to the guidelines of good clinical practice17. The ability to work in an interdisciplinary (research) environment18. The ability to largely autonomously collect scientific information and to analyse and evaluate this information critically
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Appendix II Evaluation plan FGB

Aim

The evaluation of courses and/or groups of courses (minors, learning continuity pathway) is part of the PDCA cycle at the level of the course as formulated in the 'VU toetskader'. Curriculum evaluations are carried out at programme level.

The evaluation of education aims to gain insight into the quality of the education provided and/or the coherence between courses. This insight is used at various levels within FGB to maintain the quality of education and, where necessary, to improve it and to communicate about this to students.

Course evaluations

The courses of the FGB programmes are evaluated annually via the digital evaluation form in VUnet Digitaal Evalueren (DE). Below is described which actors are involved in the evaluation of courses and which tasks these actors have in the process of evaluation.

Student

- Fills in the digital course evaluation form after the course has ended

Course coordinator

- Encourages students to complete the evaluation form
- Makes the evaluation form suitable for his/her course, and includes questions on the exam(s) used in the course
- Responds to students via VUnet on the results of the evaluation and indicates whether and, if so, which changes will be made to the course

Evaluation coordinator

- Monitors whether all courses appear in VUnet DE
- Is available for questions of lecturers regarding the adjustment of evaluation forms
- Saves the evaluation reports
- Processes the evaluation results in an overview sheet
- After each teaching period, makes the overview sheets and the evaluation reports available for programme directors, programme committees and the examination committee

Programme directors

- Inspects the overview sheet and, where necessary, the evaluation reports
- Discusses, where necessary, the course evaluation with the course coordinator, the programme committee and/or examination committee and may take action based on these discussions
- Discusses the course evaluations in general and any taken actions during the annual interview with the portfolio holder for education and the director of education
- Inserts the results of the course evaluations in midterm reviews and critical self-reflections
- Provides, on request, supervisors with input on education for the annual interview with the lecturer

Programme committee

- Discusses the evaluation reports after each teaching period
- Invites, if desired, course coordinators to the meeting of the programme committee to discuss the results
- Provides the programme director with solicited and unsolicited advice on the quality of the courses
- Discusses the course evaluations and any actions taken in the annual report
- Indicates in the annual plan whether there will be special attention for a course or group of courses

Examination committee

- Inspects the overview sheets and, if desired, the evaluation reports
- If necessary, takes action based upon the results of a course evaluation and discusses the action taken with the programme director and course coordinator
- Discusses the course evaluations and any actions taken in the annual report
- Indicates in the annual plan whether there will be special attention for a course or group of courses

Supervisors of lecturers

- Supervisors may ask the programme director of the programme in which the lecturer participates to provide input for the annual interview, in which the interpretation of the programme director forms an important part of the information the supervisor receives

Portfolio holder for education /Director of education

- Discusses course evaluations in a general sense with programme directors during the annual interview
- Discusses the quality of education in the annual education report

Evaluations of groups of courses

Evaluation of groups of courses like minors, learning continuity pathways or methodology pathways, are carried out at the initiative of the programme director, programme committee or examination committee. There are no formats for these kinds of evaluations; a questionnaire must be created by the parties involved and distributed among students. Results of the evaluations are discussed in consultation between the programme director and the programme committee and/or the examination committee and noted in annual reports. Where possible, planned evaluations of groups of courses are included in the annual plan of, for example the programme committee or examination committee.

Evaluation of (parts of) the curriculum

The evaluation of (parts of) the curriculum takes place automatically via VUnet DE. The results are sent by the evaluation coordinator to the programme directors and programme committees and are discussed in consultation between the programme committee and programme director.