

# **Academic and Examination Regulations (OER)**

## **Master's Programme Archaeology**

A. Faculty of Arts

B. Programme-specific section Archaeology

Academic year 2013-2014

VU University Amsterdam

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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 Archaeology (hereinafter referred to on occasion as 'the degree programme') provided by the Faculty of Arts (hereinafter referred to on occasion as 'the faculty') of VU University Amsterdam and the Faculty of Humanities of the University of 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 Faculty of Arts. 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, Wet op het Hoger onderwijs en Wetenschappelijk onderzoek), 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 any 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. specialization:             | a coherent section of a programme that has its own clearly defined final qualifications  |
| b. 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  |
| c. disability:                 | a temporary or permanent condition which affects the student's ability to take a degree programme, to sit examinations or to complete practicals   |
| d. language of instruction:    | the language of tuition in the degree programme  |
| e. programme-specific section: | the part of the Academic and Examination Regulations relating only to the relevant programme   |
| f. 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 |
| g. examination:                | an investigation into the knowledge, insight and/or skills of the student relating to a particular part of the degree programme  |
| h. constituent examination:    | see definition of 'examination', only applied to a separate part of the educational unit   |
| h. examiner:                   | lecturer authorized by the Examination Board to assess an examination, constituent examination or practical  |
| i. Admissions Board:           | body that acts on behalf of the Executive Board or Faculty Board to assess whether   |

- j. working day: an applicant may be admitted to the programme  
Monday to Friday, except for public holidays or days designated as holidays by VU University Amsterdam
- k. the Act: the Netherlands' Higher Education and Research Act (WHW)
- l. 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
- m. 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).

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 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 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. In any case, 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 Faculty Board, acting on behalf of 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 for 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 relevant letter of acceptance from the 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 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 2e of Article 2.4 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 tests:

- 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.

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 6 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 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.

### 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 a 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 1.

#### 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 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 examiners 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. Notwithstanding the provisions of the first sentence, the assessment period for theses [and final assignments] is determined after consultation between the assessors and the student, but may not exceed twenty working days. The examiner provides the Education Office of the programme with the necessary information and the Education Office then registers the assessment immediately. The Education Office also ensures that the student is promptly notified of the assessment, taking into account the applicable standards of confidentiality.
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. The third sentence of paragraph 1 applies.
4. 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.
5. 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, unless otherwise stated in the programme-specific section.
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 (VU.net).
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 may 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 at the request of the student 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 a reasonable period 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 Examination Board. 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.

## B PROGRAMME-SPECIFIC SECTION Programme Archaeology

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[Article 1 Programme information](#)

1. The programme Archaeology CROHO number 60805 is available in full-time and part-time form, and taught in English.

1a. The full-time programme has an official duration of 1 year.

1b. The part-time programme has an official duration of 2 years.

2. The successful completion of all of the requirements of the programme leads to the degree of Master of Arts.

3. An educational unit comprises 6 credits or a multiple thereof.

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

1. The programme's objectives are as follows: see appendix 1.

2. The final attainment levels for the programme are described in appendix 1.

[Article 3 Additional general provisions](#)

1. The programme is a follow-up programme, as referred to in Article 7.30a of the Act, to the following Bachelor's programmes:

a. Bachelor programme Archaeology

b. Bachelor programme Ancient Studies with major in Ancient History and Mediterranean Archaeology

[Article 4 General admission requirements](#)

The following general admission requirements apply to programme admissions, as derived from the final attainment levels of the Master's programme: see appendix 2

[Article 5 Pre-Master's programme](#)

1. Applicants who have a non-university Bachelor's degree in a field that sufficiently corresponds to the field of the Master's programme may request admission to the pre-Master's programme.

2. The pre-Master's programme is an individual programme of 30 credits.

3. The successful completion of the pre-Master's programme secures admission to the Master's programme in the following academic year.

[Article 5a English Proficiency](#)

If the Faculty Board has determined that a higher standard of English language proficiency is required than is

provided for in Article 2.6 paragraph 1 of the faculty section in order to successfully complete the programme, then it is entitled to set more stringent requirements. These are as follows:

IELTS score	7
TOEFL paper based	600
TOEFL computer based	250
TOEFL internet bases	100

#### Article 6 Programme composition

1. The programme consists of the following units:  
See appendix 3

#### 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 in appendix 3

#### Article 8 Final Master's degree assessment and declaration

1. Notwithstanding the stipulations in Article 4.11 of Section A, the Examination Board initiates an investigation into the knowledge, understanding and skills of the degree candidate.
  - 1 a. 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 'Arts' will be added to this title, which can then be abbreviated to MA. 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 (Facultaire Overleg Vergadering).
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

If a subject in the compulsory degree programme is discontinued, one further opportunity 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 and shall be included in the study guide.

#### Article 13 Entry into force

These regulations take effect on 1 September 2013.

Adopted by the Board of the Faculty of Arts on 11 June 2013

Programme Committee Recommendation, dated  
Classics, dated January 2013

Endorsement by Joint Meeting, dated 26 June 2013