

Academic and Examination Regulations (AER)

Master's Programme in Political Science

A. Model for faculty section

B. Model for programme-specific section

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 programmes (hereinafter referred to on occasion as 'the degree programme') provided by the Faculty of Social 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 Faculty of Social 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 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 AER shall be invalid.

Article 1.2 Definition of terms

These regulations use the following definitions:

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|--------------------------------|--|
| 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 an applicant may be admitted to the programme |
| j. working day: | 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 AER, 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 AER).

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

The language of instruction is English and the examinations are administered in English.

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 (possibly with subcommittees for each Master's programme) and will appoint members to this board.

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.

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 candidate has successfully completed the pre-Master's programme, unless the Executive Board decides otherwise.

[Article 2.4 Additional admission requirements for Master's programmes with specific selection criteria](#)
inapplicable

[Article 2.5 Admission requirements for Dutch language skills](#)
inapplicable

[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, meeting or surpassing the score threshold in the relevant tests¹:
 - a. Academic IELTS test: 6.5
 - b. TOEFL paper-based test: 580
 - c. TOEFL computer-based test: 237
 - d. TOEFL internet-based test: 92-93
 - e. Cambridge Certificate in Advanced English (CAE): A, B&C
 - f. 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:
 - i. 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;
 - ii. 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;
 - iii. 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

¹ See the Guideline for the Master's programmes.

in this article during their studies and obtain the required score.

Article 2.7 Application

The application deadline for registration is stated in the Application and Registration Regulations.

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. Further information about these educational units can be found in the study guide.
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.
4. The programme consists of a compulsory section and an individual Master's thesis 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.
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 and in the study guide..

Article 3.3 Free 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 'free 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 free 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 exemption can be granted for a thesis.

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. An annual timetable is published detailing when written examinations may be taken. The examination date, time and room (if applicable) are finalized four weeks prior to the examination. The provisional examination timetable for periods 1,2 and 3 is available from 1 July, and for periods 4,5 and 6 from 15 December. The examination timetable is available at www.rooster.vu.nl. Examinations can be scheduled either during the day or in the evening.
3. The entire final week of teaching periods 1, 2, 4 and 5 is reserved for examinations. In the week prior to the final week of a teaching period, no new material will be covered, making this a good opportunity for review lectures, responsive lectures, discussion of assignments, question time, etc.
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.
4. Before the commencement of an oral examination, the examiner will ask the student for valid proof of enrolment.

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 an examination as soon as possible, but at the latest within ten working days of the date of the examination. The examiner will provide the faculty Education Office with the relevant information. The faculty Education Office will ensure that the results of the examinations are recorded immediately after having received the relevant information, with due regard for the student's privacy.
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 Faculty Board, stating reasons. The Faculty Board will then take action and will 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 second and third sentence of paragraph 1 apply.
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.
2. The validity of the results of a constituent examination is limited to the academic year in which it took place.
3. Notwithstanding the provisions of the first paragraph, the Examination Board may require an additional or replacement examination before the student is admitted to the examination if a passing grade was earned more than six years ago.

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 (in practice: the examiner) 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/or on 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 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. The deadline for tests other than written examinations is the final day of the relevant resit period.
3. Paragraph 1 does not apply to practicals. Practical exams are assessed once annually.
4. If the student has achieved a pass, then a resit is not possible.
5. The student who has passed all but one of the examinations necessary to meet the degree requirements and who is unable to sit that examination in the next semester, may submit a reasoned request to the Examination Board asking for the opportunity to take this examination at an earlier date; the examiner can decide for alternate means.

Article 4.11 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 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 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

The Faculty Board is responsible for student guidance of students registered for a programme that is taught under the responsibility of the faculty.

Student guidance is a common task for all those involved in the master's programme and an exclusive task for the study advisors who are active in the faculty Education Office. The study advisors are primarily responsible for the general (cross curricular) student counselling. In addition, staff members of the International office and the thesis coordinators play a role in the general student guidance. The faculty's teachers are primarily responsible for the professional guidance / supervision of students.

The Board has established Study Advice Regulations that are available through VUnet.

Article 5.3 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.

B PROGRAMME-SPECIFIC SECTION

Article 1 Programme information

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

Article 2 Programme objective and final attainment levels

1. The programme's objectives are as follows

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

2. The final attainment levels for the programme are as follows:

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

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

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

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

Article 3 Additional general provisions

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

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 :

Knowledge of and skills in the field of social and political research methods and knowledge of and insight into political theory.

Article 5 Selection procedure and method

Applicants wishing to gain admission to the Master's programme in Political Science should submit an information pack containing the following.

- a. A completed application form.
- b. A photocopy of the page(s) of the applicant's passport bearing name, date and place of birth and expiry date of the passport.
- c. A certified copy of any degree certificate held, with a summary and an official English translation of subjects taken and results obtained.
- d. A letter in English in which the applicant explains his or her reasons for applying for this programme.

- e. Two letters of reference by individuals who are in a position to comment on the intellectual skills and the motivation of the applicant.
- f. A detailed curriculum vitae (or résumé) in English.
- g. A sample of academic writing in English, preferably a marked academic paper.
- h. If required, proof of English proficiency as detailed in Article 6a.

Evaluation of this information pack is binding.

The admissions procedure may include a personal interview.

Article 6 Pre-Master's programme

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

Article 6a 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:

- The minimum requirements for students' English language proficiency for Admission to PS are:
- IELTS: 7
- TOEFL paper based test: 600
- TOEFL computer based test: 250
- TOEFL internet based test: 100
- Cambridge Certificate of Proficiency in English (CPE); the Cambridge Certificate of Advanced English (CAE): score of A

Article 7 Programme composition

The programme consists of the following units:

a. Compulsory educational units

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

b. Specializations

The following specializations are offered in the degree programme:

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

b1. Educational units for specialization Comparative European Politics

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

b2. Educational units for specialization International Relations and Transnational Governance

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

b3. Educational units for specialization Global Environmental Governance

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

b4. Educational units for specialization Policy and Politics

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

Article 8 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, or has participated in the components specified:

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

Article 9 Final Master's degree assessment and declaration

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 10 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 11 Transitional provisions

1. If a subject in the compulsory degree programme is discontinued, a further opportunity will be offered after the final class to sit the examination in the subject.
2. Notwithstanding the current Academic and Examination Regulations, the following rules apply to students who started the programme before 1 September 2009: subjects remain valid for 10 years.

Article 12 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 13 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 VUnet.

Article 14 Entry into force

These regulations take effect on 1 September 2013.

Adopted by the Board of the Faculty of Social Sciences on July 15, 2013

Programme Committee Recommendation, dated May 21, 2013

Endorsement by Joint Meeting, dated July 8, 2013

Appendix I: 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. 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 VUnet.
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 the publishing of the results in VUnet, until two months after the examination date.
3. The Faculty Board's permission for late registration takes the form of registration 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 fill out the fee refund form on VUnet. 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.