

# **Teaching and Examination Regulations**

## **Research Master programme in Human Movement Sciences: Sport, Exercise & Health 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

- o. study guide: an academic year;  
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

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| 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

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| 1. Every student must sign up to participate in the educational components of the programme, the 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

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| 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

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| 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

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| 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 is no longer than fifteen 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

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| 1. a. Per academic year, two opportunities to take examinations per educational component will be offered.<br>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:<br>a) is lacking only those credits to qualify for his or her degree;<br>b) has failed the examination during all the previously offered attempts unless participation in an examination was not possible for compelling reasons.<br><br>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

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| 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: <ol style="list-style-type: none"> <li>has passed a course component that is at least equivalent in terms of content and level;</li> <li>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.</li> </ol> |
| 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.<br>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 <ol style="list-style-type: none"> <li>The Student General Counselling Service</li> <li>Student psychologists</li> <li>Faculty academic advisors</li> </ol>                                  |

### 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. |
| 2. The request referred to in the first paragraph must be accompanied by a recent statement from a physician or mental health professional. 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

1.	The programme Human Movement Sciences: Sport, Exercise & Health (Research) , CROHO number 60812 is offered on a full-time basis.
1b	The language of instruction and examination is English

#### Article 6.2 Teaching formats used and modes of assessment

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)

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

1.	Admission to the Research Master's programme is possible for an individual who can demonstrate that he/she has the following knowledge, understanding and skills at the Bachelor's degree level, obtained at an institution of academic higher education: <ol style="list-style-type: none"> <li>a. knowledge of the anatomical nomenclature, knowledge and understanding of the conceptual aspects of the structure and function of muscles, knowledge and understanding of form and function of joints;</li> <li>b. knowledge and understanding of the cardiovascular and respiratory system and the human energy systems and basic knowledge of, and skills in, the measurement of energy expenditure;</li> <li>c. knowledge and understanding of muscle physiology: understanding of the anatomy of skeletal muscle, cross-bridge kinetics, excitation contraction coupling, the basic metabolic changes during exercise (changes in ATP and PCr, glycolysis, oxidative phosphorylation, pH), sarcomere function, twitch, tetanus, length-force, force- and power-velocity, and stimulation frequency-force relations, the size principle of motor unit recruitment, rate coding, fibre type related differences in contractile properties, EMG, electrical stimulation;</li> <li>d. basic knowledge and understanding of human psychology (principles on learning, perception, memory and emotion);</li> <li>e. basic knowledge and understanding of the neurophysiology of brain processes and neuromuscular control concerning membrane potential, ion channels, ion pumps, between neuron communication, spinal cord circuits and motor units, function of different brain structures, movement control;</li> <li>f. knowledge and understanding of mathematics (differential, integral and vector calculus, matrix calculations);</li> <li>g. basic knowledge and understanding of biomechanics (translation, rotation, free body diagrams, kinetic energy, work done by forces and moments, power).</li> <li>h. basic understanding of, and skills in, statistics (correlation, regression analysis, Student's t-tests, ANOVA);</li> <li>i. understanding of, and skills in, processing digital signals in MATLAB or comparable tool/programming language;</li> <li>j. knowledge and understanding of, and skills in, common measurement and data processing techniques in human movement sciences (direct and indirect</li> </ol>
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measurement techniques of movement analysis, measuring velocity, acceleration and kinematics, measuring force from force plates and other force transducers, measuring and analysing electromyography).
2. The Admissions Board will investigate whether the applicant meets the admission requirements.
3. Eligible are students with a Bachelor's degree or an equivalent degree from a relevant field of study, such as movement sciences, medicine, dentistry, health sciences, medical biology, or biomedical technology
4 In addition to the requirements referred to in the first paragraph, the Board will also assess requests for admission in terms of the following criteria: <ol style="list-style-type: none"> <li>a. talent and motivation;</li> <li>b. interest in and ability to perform research.</li> <li>c. a GPA of 7.5 or more for the Bachelor's programme and if applicable an 8 or higher for the research project of the Bachelor's. If applicable, a GPA of 7.5 or more for the premaster's programme.</li> </ol>

### Article 7.3 Pre-Master's programme

1. Students with a Bachelor's degree in a field that corresponds to a sufficient extent with the subject area covered by the Master's programme can request admission to the pre-Master's programme.
2. The pre-Master's programme comprises 30 EC and is made up of the following units of study: <ol style="list-style-type: none"> <li>a. Wiskunde</li> <li>b. Biomechanica</li> <li>c. Verwerken van digitale signalen</li> <li>d. Measuring Movement</li> <li>e. Statistiek</li> </ol>
3. A successfully completed pre-Master's programme serves as requirement for admission to the specified Master's programme in the subsequent academic year.

### Article 7.4 Limited Programme capacity

The following selection procedure and method apply to programme admissions:

1. Admission is limited to a maximum of 30 students per annum.
2. Applicants who meet the above quantitative criteria will be invited for a selection interview with the Faculty's board of admission for the Research Master programme. Independent of the quantitative criteria the Admission Board can also admit a student based upon qualitative criteria. During the selection interview the board will assess the candidate's motivation for participation in the Research Master and evaluate the match between the contents and level of previous education, including previously obtained study results, and the requirements for the Research Master. The results of the interview will play a role in the final selection of candidates.
3. If more than 30 candidates are found suitable, then the following additional selection criteria will be applied:
  - a. GPA BSc grade;
  - b. mark(s) for previously completed research project(s);
  - c. type of degree;
  - d. cultural background and nationality;
  - e. the results of the interview with the board of admission.

5 Places will be reserved for students with a different background than Human Movement Sciences who meet the criteria, mentioned under 1 and 2, and 5 places will be reserved for foreign students or students with a non-western immigrant background. When less than 5 foreign students or students with a non-western immigrant background or less than 5 students with a different background than Human Movement Sciences apply for the Research Master, these places are available for other students.

In case a student does meet the entry requirements and is admitted but lacks certain skills that are deemed essential for successful completion of the programme, the student is obliged to mitigate these insufficiencies.

## 8. Interim examinations and results

### Article 8.1 Sequence of interim examinations

Not applicable

### Article 8.2 Validity period for results

The Examination Board may impose a supplementary or replacement examination for a course for which an examination was passed more than 6 years ago in case the examined knowledge or skills are demonstrably outdated.

## 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 120 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"> <li>1. The objective of the programme is that, after successful completion, the student:           <ol style="list-style-type: none"> <li>a. shows independent, academic skills and performance;</li> <li>b. has advanced knowledge of specific subjects within Human Movement Sciences</li> <li>c. has an independent work attitude to do research;</li> <li>d. is able to tackle multidisciplinary and interdisciplinary questions in human movement sciences and in applied settings;</li> <li>e. is able to conduct translational research, translating fundamental insights into clinical and/ or sports related applications and vice versa;</li> </ol> </li> <li>2. The degree programme promotes the academic education of the student, in particular with reference to:           <ol style="list-style-type: none"> <li>a. independent, academic skills and performance and to do research independently;</li> <li>b. communicating at an academic level in the English language;</li> <li>c. applying specialist academic knowledge in a wider and/or philosophical and societal context.</li> </ol> </li> <li>3. The degree programme focuses on the student's personal development, promotes his or her awareness of social responsibility and scientific integrity and develops students' skills of expression in the English language.</li> </ol> |
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#### Article 9.4 Exit qualifications

The final 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 Research Project.  |
| 2. Additionally the programme offers electives for 27 EC, consisting of: <ul style="list-style-type: none"> <li>- Electives inside the programme (min. 18 EC)</li> <li>- Electives outside the programme (max. 9 EC)</li> </ul> |
| 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.

Year 1:

Name of unit of study	EC	Course code	Level
Exercise and Clinical Immunology	6	B_EXCLNIM	500

Neurosciences	6	B_NEUROSC	500
Treating Locomotor Disease	6	B_LOCMOTOR	500
Molecular Cell Biology	3	B_MOLECULBIO	500
Advanced Methodology	6	B_ADVANMETH	500
Tissue Engineering and Mechanobiology	3	B_TISSUEENG	400
Scientific Communication	3	B_SCCOMMUN	500

**Year 2:**

Name of unit of study	EC	Course code	Level
Research Project RM or Minor and Major projects	60 24 36	B_RIRM B_INTERNMIN B_INTERNMAJ	600 600 600
Seminar Research Master	*	B_SEMINARRM	500

\* Students have to attend at least 5 colloquia and 5 -seminars organized at the faculty per academic year, with the one in August being mandatory in which students present their Research Project. Students can start attending the seminars during the last Bachelor year or the Premaster's programme of the Faculty of Behavioural and Movement Sciences.

**Article 10.3 Elective educational components****Optional courses for all students**

Name of unit of study	EC	Course code	Level
Animal Experiments for HMS	6	B_ANIMEXP	500
Concepts in HMS	6	B_CONCEPTS	500
Energy Flow Models	3	B_ENERFLOW	500
Maximal Neuromuscular Performance	3	B_MAXNEUR	400
Topics in Rehabilitation	6	B_TOPICS	500
Coordination Dynamics: Principles and Application	6	B_CLINCORDYN	400
Perceptual Motor-Learning	6	B_PERCML	500
Training, Aging and Disuse	6	B_TRAD	400
Applied Biomechanics	6	B_APPLBIOMECH	500
Clinical Exercise Physiology	3	B_CLINEXERC	500
3D-kinematics	3	B_3DKIN	500
Perception for action	3	B_PERCACTION	500
Sport and Performance Dietetics	3	B_SPPDIET	400
Electromyography	3	B_ELECTROMYO	400
Special topics in Sports Engineering	3	B_SPTOPICS	500
Neuromechanics	3	B_NEUROMECH	500
Entrepreneurship in HMS	6	B_ENTREPREN	400
Imaging*	3	B_IMAGING	500
Mechanical and Adaptive Myology	3	B_MECHADMYO	500
Time Series Analysis	6	B_TIMESERANA	500
Advanced Statistics (Beta faculty)**	6		500
Writing research grant proposal (Beta faculty)	6		600

\* only in case capacity allows it

\*\* unit of study should be followed during the second year

Approval by the Examination Board is required beforehand for all free choice components which are not listed in the table Electives. The maximum for free choice components which are not listed in the table Electives is 9 EC. By means of an Approval form available on VUnet the student should file a request for approval of components other than those listed above.

## 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. The faculty evaluation plan offers the framework.

### 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:

In case a component is dropped from the obligatory study programme, two more opportunities are offered to complete the exam for this component in the next academic year.

Advice and approval by the Programme Committee, on 16 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 Final Qualifications

Intended learning outcomes of the Research Master
1. Knowledge of and insight into current research questions with regard to biological, biomechanical, (neuro)physiological and psychological aspects of healthy and pathological human movement, including their historical background
2. The ability to formulate plans, including set-ups, methods, procedures and analyses, for tackling research questions
3. The ability to perform complex analyses of kinetic, kinematic and physiological data derived from human movement
4. The ability to apply and to write or customize computer programs to collect, order and analyse human movement data
5. Knowledge of advanced research techniques and methods used in the study of human movement
6. The ability to integrate knowledge from different disciplines (e.g., biology, biomechanics, functional morphology, physiology, neuroscience and psychology) relevant to human movement sciences
7. The ability to apply knowledge of human movement sciences to frame and answer research questions relevant to this field of study
8. The ability to design and conduct experimental research in the field of human movement sciences
9. The ability to evaluate the methods used and the results obtained in studies on human movement
10. Insight into the scientific relevance and societal value of research achievements in the field of study
11. The ability to reflect on social and ethical issues pertaining to the dissemination and application of research results
12. The ability to comprehensively and appealingly present results and interpretations thereof to a specialist and non-specialist audience
13. The ability to write a scientific report in the form of a scientific (peer-reviewed) paper
14. The ability to contribute to scientific discussions about research plans and results
15. The ability to communicate with experts from different disciplines and to form links between disciplines
16. The ability to work in an interdisciplinary and intercultural research environment
17. The ability to reflect on one's own learning skills and abilities
18. The ability to evaluate one's functioning, and to formulate one's own personal aims
19. Working experience in a research environment and awareness of one's own scientific weaknesses and strengths
20. The ability to autonomously collect scientific information and to analyse and evaluate this information critically
21. The ability to acquire new skills and knowledge

## 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.