

# **Teaching and Examination Regulations**

## **Master programme**

## **International Crimes and Criminology**

A. Faculty section

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Academic year 2014-2015

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## Section A: Faculty section

### 1. General provisions

#### Article 1.1 Applicability of the Regulations

1. These Regulations apply to the teaching and examinations for the Master's degree programmes provided by the Faculty of Law (hereinafter referred to as: the faculty or Law) 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 teaching and examinations of the Master's degree programmes of the Faculty of Law. Section B contains programme-specific provisions. Together, Sections A and B form the Teaching and Examination Regulations for the programme.
3. The Regulations can be declared to apply *mutatis mutandis* to the joint degree programmes and units of study, pursuant to Section 7.3c of the WHW, also provided by the faculty.
4. These Regulations apply to anyone enrolled in the programme, irrespective of the academic year in which the student was first enrolled in the programme.
5. Section B of these Teaching and Examination Regulations may contain additional general provisions for the relevant degree programme.

#### Article 1.2 Definitions

The following definitions are used in these Regulations:

- |                         |   |
|-------------------------|---|
| a. EC (European Credit) | a credit with a workload of 28 hours of study;  |
| b examination:          | the final examination of the Master's programme;  |
| c. component:           | a unit of study of the programme within the meaning of the WHW;   |
| d. period:              | a part of a semester;   |
| e. programme:           | the totality and cohesion of the course components, teaching activities/methods, contact hours, testing and examination methods and recommended literature;   |
| f. thesis:              | a component comprising literature research and/or a contribution to scientific research, always resulting in a written report;  |
| g. VUnet:               | the Student Information System;   |
| h. course catalogue:    | the guide for the degree programme that provides further details of the provisions and other information specific to that programme. The course catalogue is available electronically at <a href="http://www.vu.nl/en/study-guide">www.vu.nl/en/study-guide</a> ;   |
| i. workload:            | the workload of the unit of study to which an interim examination applies, expressed in terms of credits = EC. (The workload for 1 year (1,680 hours) is 60 EC credits);  |
| j. academic year:       | the period beginning on 1 September and ending on 31 August of the following calendar year;   |
| k. 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 examination may consist of one or more partial examinations. A resit always covers the same material as the original interim examination;   |
| l. Admissions Board     | the committee that assesses, on behalf of the faculty board, whether a candidate meets the requirements for admission to the Master's degree programme of his/her choice. If there is no Admissions Board appointed for the degree programme, the Examinations Board (within the meaning of Section 7.12 of the WHW) functions as Admissions Board; |
| m. University:          | the VU University Amsterdam   |
| n. WHW:                 | the Dutch Higher Education and Research Act ( <i>Wet op het hoger onderwijs en wetenschappelijk onderzoek</i> , WHW);   |
| o. disability:          | a temporary or permanent condition which affects the student's ability to take a degree programme, to sit examinations or to complete practicals.   |

- p. examiner: lecturer authorized by the Examination Board to assess an examination, constituent examination or practical
- q. working day: Monday to Friday, except for public holidays or days designated as holidays by VU University Amsterdam
- r. Blackboard: electronic system intended for the sharing of educational information.

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

## **2. Previous education and admission**

### **Article 2.1 Previous education**

1. In order to qualify for enrolment in a Master's degree programme, a Bachelor's degree obtained in academic higher education (WO) is required. The requirements that the Bachelor's degree must meet are specified in Section B.
2. In the event that a candidate does not have a Bachelor's degree as referred to in paragraph 1, the Admissions Board of the degree programme will assess suitability for admission to the programme on the basis of the requirements stipulated in Section B.

### **Article 2.2 Registration and enrolment**

1. The deadline for registering for the Master's programme is stipulated in Article 3.4 (Section B).
2. After registering on time, the student must enrol before 1 September.

### **Article 2.3 Faculty Admissions Board**

The faculty board will establish one or more Admissions Boards. The faculty board will appoint its members after consultation with the programme directors and examinations boards of the relevant degree programmes.

### **Article 2.4 Admissions procedure**

1. The Admissions Board is responsible for admission to the programme.
2. With a view to admission to the programme, the Admissions Board assesses the candidate's knowledge, understanding and skills. The Board may request experts within or outside the University to test certain types of knowledge, understanding and skills, in order to supplement written evidence of the programme/programmes the student has already completed. In its assessment, the Board includes knowledge of the language in which the programme will be taught.
3. Candidates receive either confirmation of admission or a negative decision. An appeal against a negative decision can be lodged with the Examination Appeals Board within six weeks.

### **Article 2.5 Refusal or termination of enrolment (*judicium abeundi*)**

1. Based on the provisions of Section 7.42a of the WHW, the faculty board or the Examinations Board may, in exceptional cases, ask the Executive Board to terminate or refuse a student's enrolment in a programme, if that student's actions or remarks show that he/she is unsuitable either for practising one or more of the professions for which the programme in question is preparing the student or for the practical preparation for professional practice.
2. If a student is suspected of being unsuitable as described in paragraph 1, the Examinations Board or the faculty board will institute an inquiry, of which the student will be informed immediately. The Examinations Board or the faculty board will not issue any recommendation without carefully considering the interests involved and giving the student the opportunity to be heard.

## **3. Degree programme structure**

### **Article 3.1 Structure of academic year**

1. Every degree 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.

#### Article 3.2 Organisation of the programme

1. The programme comprises the units of study included in Section B.
2. The size of the degree programme in EC is stipulated in Section B.
3. A unit of study 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.
5. The programme is made up of compulsory part and an individual Master's thesis or academic work placement and, if applicable, a subject-specific optional component as specified in more detail in the programme-specific section.
6. If the student wishes to choose a different unit of study than those stipulated in Section B as part of his/her electives, prior permission is required from the Examinations Board.
7. If students must sign up for participation in a unit of study, this will only be possible in the periods designated for that purpose.

## 4. Examinations

#### Article 4.1 Signing up for examinations

Every student must sign up for every examination opportunity. **The procedure for signing up is described in appendix II.**

#### Article 4.2 Type of examination

1. Section B stipulates the way in which a unit of study is concluded and the form any examination will take.
2. At the student's request, the Examinations Board may permit a different form of 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.
3. In the case of a unit of study that is no longer offered, in the academic year following its termination, at least one opportunity will be provided to sit the examination(s) or parts thereof and a transitional arrangement will be included in the programme-specific section for the subsequent period.

#### Article 4.3 Oral examinations

1. Unless otherwise specified for the relevant unit of study in Section B, no more than one student will be examined orally at the same time.
2. An oral examination is public unless the Examinations Board or examiner determines otherwise in an exceptional case. A student may submit a reasoned request to the Examinations Board to depart from the public nature of the oral examination. The Examinations Board will balance the interests of the student against the interests of a public examination.
3. Unless otherwise specified by the Examinations Board, an oral examination will be taken in the presence of a second examiner.

#### Article 4.4 Determining and announcing results

1. The examiner determines the result (= mark) of a written examination as soon as possible, but at the latest within ten working days. Contrary to the provisions of the first sentence, the marking deadline for theses and final assignments is no longer than twenty working days. The examiner will register the marks or submits the necessary information to the Education Office (SSD) and the Education Office will then immediately ensure that the marks are registered. The examiner or Education Office 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 (= mark) of an oral examination as soon as the examination has finished and informs the student accordingly. The third sentence 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. Together with the result of an examination, the student's attention will also be drawn to their right to inspect the assessed work and have a post-examination discussion as stipulated in Articles 4.8 and 4.9, as well as his/her option to appeal to the Examinations Appeals Board (Cobex).
5. A student may lodge an appeal against the result of an examination with the Examination Appeals Board within six weeks of the announcement of the result.

#### Article 4.5 Resits

1. An opportunity will be offered to resit examinations in the degree programme once in each academic year.
2. Paragraph 1 does not apply in the case of a fail for a work placement or a thesis. The options for retaking work placements and theses are detailed in the relevant work placement manual or thesis regulations.
3. The most recent mark will apply in the event of a resit.
4. The resit for an examination must not take place within ten working days of the announcement of the result of the examination being resat.
5. The student who has passed all but one of the examinations necessary to meet the degree requirements 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.

Herewith the following requirements will be attached :

- the relevant education unit to achieve the last part of the master's degree and
- the next regular examination opportunity is disproportionately long for the student to wait for or, the student must re- register to be able to make the regular examination and
- the student must have taken part on at least one occasions in the regular examination relating to year of study.

This scheme does not include the skills components (incl. thesis) and the written assignment parts, these are education units without a scheduled final test. Due to the construction of these units of study it is not possible re-sit these examinations on an alternative date.

#### Article 4.6 Marks

Marks are given on a scale from 1 to 10. Part marks are given with a maximum of one decimal after the point. Final marks are rounded to whole and half numbers except the 5.5.

#### Article 4.7 Exemption

1. At the written request of the student, the Examinations Board may exempt the student from taking one or more examination components, if the student:
  - a) has passed a course component of a university or higher professional education programme that is equivalent in both content and level; or
  - b) has demonstrated through his/her work and/or professional experience that he/she has sufficient knowledge and skills with regard to the relevant course component.
2. The Examinations Board will make a decision within twenty working days of receiving the written request.
3. This exemption does not apply to the Master's thesis.
4. 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.
5. Further requirements for obtaining an exemption are defined in the programme-specific part of the Academic and Examination regulations.

#### Article 4.8 Validity period for results

1. The validity period of examinations passed and examination exemptions is specified in Section B.
2. The Examinations Board can extend the limited validity period of an examination or exemption if a student submits a reasoned request to that effect. The Examinations Board can decide to permit the extension of the validity only after the individual making the request has successfully completed a supplementary examination on the relevant subject matter.

#### Article 4.9 Post-examination discussion and inspection

1. Within twenty working days after the announcement of the results of a written examination there will be an post-examination discussion. Place, date and specified time will be announced at least 10 working days before the post-examination discussion.
2. The post-examination discussion is collective, unless otherwise decided by the examiner. The examiner can decide that the individual post-examination discussion will be done by email. If a student is unable to attend the collective discussion due to compelling personal circumstances, the examiner will allow an individual post-examination discussion on request.
3. The student can inspect his/her assessed work as well as the standards applied for marking, if available. On request the examiner will explain the marking.
4. The student can be issued with a copy of the marked work at his/her request after the post-examination discussion date, regardless whether the student were at the post examination discussion.

#### Article 4.10 Master's final examination

1. The Examinations Board determines the final examination result and the date on which the student obtains his/her degree after it has been established that the student has passed all the units of study belonging to the programme.
2. A diploma can only be awarded after the Executive Board has declared that the student has satisfied all the procedural requirements, including the payment of tuition fees.

#### Article 4.11 Diplomas and transcripts

1. The Examinations Board grants a diploma as proof that the student has passed his/her final examination. The Executive Board sets the model for the diploma. The Examinations Board adds a diploma supplement to the diploma providing information on the nature and content of the degree programme completed. The diploma supplement is drawn up in Dutch or English and complies with the European format.
2. Individuals who have successfully completed more than one or more components of the programme and who cannot be awarded a diploma as stipulated in paragraph 1 will, on request, receive a statement to be issued by the relevant Examinations Board stating at least the components that have been successfully completed together with the units of study they involved, the number of EC obtained and the way in which the examinations were taken.
3. The student can, without needing to provide reasons, request that the Examinations Board not proceed to award a diploma, unless the student him-/herself submitted the request for its issue.
4. On the certificate, the classification 'cum laude' can be mentioned. In the Examination Regulations, the Examination Board sets rules concerning the requirements that must be met to obtain the classification 'cum laude'.

#### Article 4.12 Fraud and plagiarism

1. The provisions of the Examination Regulations apply in full.
2. Electronic detection software programs may be used to detect plagiarism in texts. In submitting a text, the student implicitly consents to the text being entered into the database of the detection program concerned.

## 5. Study supervision and study progress

#### Article 5.1 Administration of study progress and academic student counselling

1. The faculty board is responsible for the correct registration of the students' study results in VUnet. After the assessment of an examination component has been registered, every student has the right to inspect the result for that component via VUnet and also has a list of the results achieved at his/her disposal in VUnet.
2. Enrolled students are eligible for academic student counselling. The types of academic student

counselling available are listed in Section B.

#### Article 5.2 Adaptations for students with a disability

1. A student with a disability can submit a written request to the study adviser 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 course or an examination. In all cases, the student must fulfil the exit qualifications for the degree programme.
2. The request referred to in the first paragraph must be accompanied by a recommendation from a student counsellor. The recommendation must be no more than twelve weeks old and must in part be based on a recent statement from a physician or psychologist.
3. The faculty board or, on its behalf, the College/Graduate School director or the programme director decides on the adaptations concerning the teaching facilities and logistics. The Examinations Board will rule on requests for adaptations with regard to examinations.
4. In the event of a positive decision 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.
5. A request for adaptations will be refused if it would place a disproportionate burden on the organisation or the resources of the faculty or university were it to be upheld.
6. If the disability justifies an extension to the time in which the examination may be sat, the Examinations Board will issue a statement testifying to this entitlement to an extension. If a disability justifies other measures being taken, the study adviser can initiate the necessary measures/issue a Disability Provisions Pass. The pass will indicate the provisions to which the individual involved is entitled.
7. The statement referred to in paragraph 6 is valid for a maximum period of one year. The period of validity can be extended on the recommendation of a student counsellor.

## 6. Hardship clause

#### Article 6.1 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 degree programme will decide, unless the matter concerned is the responsibility of the Examinations Board.

## 7. Transitional and final provisions

#### Article 7.1 Amendments and periodic review

1. Any amendment to the Teaching and Examination Regulations section A will be adopted by the faculty board after taking advice from the relevant Board of Studies. A copy of the advice will be sent to the authorised representative advisory body.
2. An amendment to the Teaching and Examination Regulations requires the approval of the authorised representative advisory body if it concerns components not related to the subjects of Section 7.13, paragraph 2 sub a to g and v, as well as paragraph 4 of the WHW and the requirements for admission to the Master's programme.
3. An amendment to the Teaching and Examination Regulations can only pertain to an academic year that is already in progress if this does not demonstrably damage the interests of students.



## **Section B: Programme-specific section**

### **1. General provisions**

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## 1. General provisions

### Article 1.1 Degree programme information

1. The programme International Crimes and Criminology, CROHO number 66724 is offered on a full-time basis and the language of instruction is English.
2. The programme has a workload of 60 EC (nominal 1 year).
3. A unit of study comprises 3 EC or a multiple thereof.

### Article 1.2 Intake dates

The programme is offered starting in the first semester of the academic year only (1 September). The intake date mentioned in this paragraph ensure(s) that a programme can be completed within the nominal study duration set for the programme.

## 2. Programme objectives and exit qualifications

### Article 2.1 Programme objective

1. The programme's objectives are as follows:
  - to prepare the student to practice professionally as analyst, researchers and experts in the field of international crimes and international criminal justice
  - to teach the student specialized knowledge, skills and understanding in the field of international crimes and other gross human rights violations and
  - to prepare the student for academic work in the field of international crimes and international criminal justice.
2. The final attainment levels for the programme are described in appendix I

### Article 2.2 Exit qualifications

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

## 3. Further admission requirements

### Article 3.1 Admission requirements

1. The programme is a follow-up programme, as referred to in Article 7.30a of the Act, a relevant Bachelor's programme, for instance:
  - a. Criminology
  - b. Law
  - c. Social Sciences
  - d. Political Sciences
  - e. or any related subject
2. Holders of a Bachelor's degree as stipulated in article 3.1 paragraph 1. have to show a special interest in political violence, international crimes and/or international criminal justice.
3. The Admissions Board will investigate whether the interested person meets the admission requirements.
4. The ICC admission board will take the following additional selection criteria into account:
  - a. The student's past grades; ideally students should have a B or 7.3 as an overall average or a GPA of at least 3
  - b. the student's level of interdisciplinarity
  - c. the student's level of English language
  - d. Relevant experience (internship and (volunteer) work)General impression of the candidate such as shown interest in international crimes, letter of motivation, letter of recommendation
5. In addition to the requirements referred to in the first and fourth paragraph, the Board will also assess requests for admission in terms of the following criteria:

- a. talent and motivation;
  - b. proficiency in methods and techniques;
  - c. letters of reference
6. When the programme commences, the candidate must have fully completed the Bachelor's programme allowing admission to this Master's programme.
  7. The certificate of admission relates exclusively to the academic year following the academic year in which the application for the certificate was submitted, unless the Executive Board decides otherwise.

#### Article 3.2 Final deadline for registration

A candidate must submit a request to be admitted to the programme through Studielink before 1 April for non-European students and European students with an non-European degree. 1 June for European students with a European degree and students from VU University Amsterdam.

#### Article 3.3 English language requirement for English-language Master's programmes

1. The proficiency requirement in English as the language of instruction should be met by the successful completion of one of the following examinations or an equivalent:
  - IELTS: 6.5
  - TOEFL paper based test: 580
  - TOEFL internet based test: 92-93
  - Cambridge Advanced English: A, B or C.
2. Exemption is granted from the examination in English referred to in the first paragraph to students who, within two years of the start of the programme:
  - met the requirements of the VU test in English language proficiency TOEFL ITP, with at least the scores specified in paragraph 1, or
  - had previous education in secondary or tertiary education in an English-speaking country as listed on the VU website, or
  - have an English-language 'international baccalaureate' diploma.

#### Article 3.4 Free curriculum

1. Subject to certain conditions, the student has the option of compiling a curriculum of his/her own choice which deviates from the curricula prescribed by the programme.
2. The concrete details of such a curriculum must be approved beforehand by the most appropriate Examinations Board.
3. The free curriculum is put together by the student from the units of study offered by VU University Amsterdam and must at least have the size, breadth and depth of a regular Master's programme.

## 4. Curriculum structure

#### Article 4.1 Composition of programme

1. The programme consists of the following components:
  - a. compulsory subjects of study
  - b. optional subjects

#### Article 4.2 Compulsory units of study

The compulsory units of study are:

Name of course component	Course code	Number of credits	Period	Level
Expert Course	R_ExpCo	3	2	600
International Crimes	R_Int.Cri-9	9	1	400
International Criminal Courts and Tribunals	R_Int.cr.c.t	6	2	500
Perpetrators and Bystanders	R_Perp.bysta	6	4	500

Research Methodology for International Crimes	R_Res.meth.c	6	2,3	600
Master Thesis	R_Scriptiegr	18	All year	600
<b>Optional subjects (12 EC), see article 4.3</b>				

The teaching method and type of test are captured in the Study guide.

#### Article 4.3 Optional subjects

The student can take the following optional subjects:

Name of course component	Course code	Number of credits	Period	Level
Corporations and International Crimes	R_CorIC	6	4	500
International Humanitarian Law	R_Int.hum.l	6	2,3	500
International Law Clinic	R_IntLClin	6	1 to 5	600
Public International Law	R_Pub.int.l	6	1	400
Research Seminar*	R_ResSem	3 or 6	3 or 5	600
The Politics of International Law		6		500
Center for International Criminal Justice Research Lab	R_CICJ	3	1 to 5	600
Seminar Human Rights	R_SHR	6	5	500
The Politics of International Criminal Justice	R_TpolCJ	6	4	500

\* During the Academic Year 1-2 Research Seminars on different topics will be offered

- In addition to the compulsory components in the degree programme, students need to choose two or more optional components with a minimum study load of 12 EC.
- The optional components which can be selected are listed above.
- There is a maximum of 2 optional courses with a study load of 3 EC each which students can choose in order to fulfill the optional study load in the degree programme.

Only in exceptional circumstances a student can meet the requirements of passing the optional components by taking (an) other component(s) relevant to the overall degree programme at the faculty of law or a different faculty or university (Dutch or foreign). Prior approval is required from the Programme Board and Examination Board.

#### Article 4.4 Maximum exemption

Students are only eligible to obtain the ICC master diploma if they have acquired 60 EC in the Master Program proper. In case a student has already obtained EC for one or more of the obligatory or optional courses (or similar courses at other institutions), (s)he has to take extra optional courses in the ICC master programme until (s)he meets the 60 EC criterion.

#### Article 4.5 Validity period for results

The validity period of examinations and exemptions from examinations is limited, as follows:

1. A successful result for the completion of an examination component is valid for a period of two years.
2. If it has been over two years since the student successfully completed the interim examination in a given component, the Examination Board may decide that he or she is required to sit an additional or replacement interim examination in that component before being permitted to sit the final examination.

3. Unless the Study Guide or transitional arrangements states otherwise, the constituent examination is valid until the resit of the course in the same academic year the constituent examination is taken.

#### Article 4.6 Degree

Students who have successfully completed their Master's final examination are awarded a Master of Science degree. The degree awarded is stated on the diploma.

### 5. Transitional and final provisions

#### Article 5.1 Amendments and periodic review

1. Any amendment to the Academic and Examination Regulations will be adopted by the faculty board after taking advice from the relevant Board of Studies. A copy of the advice will be sent to the authorised representative advisory body.
2. An amendment to the Teaching and Examination Regulations requires the approval of the authorised representative advisory body if it concerns components not related to the subjects of Section 7.13, paragraph 2 sub a to g and v, as well as paragraph 4 of the WHW and the requirements for admission to the Master's programme.
3. An amendment to the Teaching and Examination Regulations can only pertain to an academic year that is already in progress if this does not demonstrably damage the interests of students.

#### Article 5.2 Publication

1. The faculty board will ensure the appropriate publication of these Regulations and any amendments to them.
2. The Teaching and Examination Regulations will be posted on the faculty website and deemed to be included in the course catalogue.

#### Article 5.3 Effective date

These Regulations enter into force with effect from 1 September 2014.

Thus drawn up by the faculty board of the faculty of law on 1<sup>st</sup> of July 2014

Advice from Programme Committee, dated 30 April 2014

Adopted by Joint Meeting, dated 1 July 2014

## Appendix I Degree programme objectives

### A. Objective of the programme

The general objective of the master's programme is to impart to the student the knowledge, skills, insight and attitude required to operate as an independent academic professional within the field of international criminal justice and transitional justice, to cooperate with others and to conduct academic research.

### B. Final Attainment Levels

Knowledge of and insight into:

Recent approaches, theories, methods and insights from various disciplines in relation to international criminal justice and transitional justice;

Knowledge and insight into quantitative and qualitative research methodology in relation to international criminal justice and transitional justice;

Legal issues concerning international crimes.

### C. Being capable of:

1. Identifying and applying theoretical approaches from various disciplines;

2. Applying research methods and interpret results;

3. Independently setting up, carrying out and reporting the results of an interdisciplinary research project;

4. Critical reflection on research results and reflection on the theoretical debates within the selected domain.

### D. Show evidence of:

1. An independent, critical attitude with regard to existing theories and knowledge;

2. An investigative, original and creative attitude with regard to existing issues and solutions in relation to international criminal justice and transitional justice;

3. Critical, analytical and normative reflection on academic research and on research results.

## Appendix II Signing up for examinations

Will be published shortly