

Teaching and Examination Regulations

Master of Public Health/ International Course on Health and Development and Master in International Health

A. General section

Academic year 2017-2018



KIT Royal
Tropical
Institute



Faculty of
Earth and
Life Sciences

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Section A: General 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 in:
 - Public Health
 - International Health

(hereinafter referred to as: the degree programme) provided by the Royal Tropical Institute, Amsterdam (hereinafter referred to as: KIT). The degree Master of Public Health and Master in International Health is issued by the VU University Amsterdam, Academic of Earth and Life Sciences (herein referred to as: the degree programme) who has delegated the responsibility of the running of the programme to the Royal Tropical Institute.
2. These Regulations consist of a general 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 KIT. 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 (the Higher Education and Research Act), also provided by the academic.
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:

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|-------------------------|---|
| a. academic year: | the period beginning on 18 September and ending on 17 September of the following calendar year; |
| b. Admissions Board: | the committee that assesses, on behalf of the Academic 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 Examination Board (within the meaning of Section 7.12 of the WHW) functions as Admissions Board; |
| c. COBEX | Examination Appeals Board (Dutch: College van Beroep voor de Examens) |
| d. component: | a unit of study of the programme within the meaning of the WHW; |
| e. course handbook: | the guide for the degree programme that provides further details of the provisions and other information specific to that programme. The course handbook is available electronically at: www.virtualgrounds.kit.nl |
| f. EC (European Credit) | a credit with a workload of 28 hours of study; |
| g. 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 interim examinations. A re-sit always covers the same material as the original examination. |

- h. examiner: the person appointed by the Examination Board for the purpose of holding examinations and determining their results, within the meaning of Section 7.12c of the WHW.
- i. Examination Board: the Examination Board of one or more study programmes of the KIT, within the meaning of Section 7.12 of the WHW
- j. Executive Board: "College van Bestuur" VU Amsterdam together with Board of Directors Royal Tropical Institute
- k. final examination: the final examination of the Master's programme;
- l. interim examination examination which covers a part of the content of a component
- m. fraud and plagiarism: the student's acts or failures to act which make it wholly or partially impossible to accurately judge his/her knowledge, understanding and skills;
- n. master's thesis (a) components consist(s) of literature research and/ or a contribution to scientific research, always resulting in a written report, a part of a semester
- o. 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 degree programme (a degree programme, a major or a specific curriculum within a degree programme) for which the collaborating institutions are jointly responsible;
- p. period: a part of a semester;
- q. practical exercise: the participation in a practical training or other educational learning activity, aimed at acquiring certain (academic) skills. Examples of practical exercises are:
- o researching and writing a thesis or literature review;
 - o carrying out a research assignment;
 - o taking part in fieldwork or an excursion;
 - o taking part in another educational learning activity aimed at acquiring specific skills or participating in and completing a work placement;
 - o participating in and completing a work placement (internship) or research project;
 - o preparing an assignment, paper, project or prototype;
 - o conducting a design or research assignment;
 - o conducting a literature review;
 - o conducting assignments independently;
 - o carry out practical work;
 - o conducting tests and experiments.
- r. programme: the totality and cohesion of the course components, teaching activities/methods, contact hours, testing and examination methods and recommended literature;
- s. programme charter: the part of the Student Charter specific to the programme in accordance with Section 7.59 of the WHW.
- t. semester the first (September-January) or second (February-August) half of an academic year
- u. SIS the Student Information System of the VU;
- v. thesis: a component comprising literature research and/or a contribution to scientific research, always resulting in a written report;
- w. university: the Vrije Universiteit Amsterdam

- x. WHW: the Dutch Higher Education and Research Act (*Wet op het hoger onderwijs en wetenschappelijk onderzoek*, WHW);
- y. 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);

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 15 September or, if applicable, before 1 March.

Article 2.3 Academic Admissions Board

The Academic Board will establish one or more Admissions Boards. The Academic 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 (COBEX).

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

1. Based on the provisions of Section 7.42a of the WHW, the Academic Board or the Examination 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 Examination Board or the Academic Board will institute an inquiry, of which the student will be informed immediately. The Examination Board or the Academic 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.

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. The programme is made up of fixed 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 section B.
4. 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 Examination Board.
5. The compulsory attendance of a component of an educational programme is laid down in the course handbook. Compulsory components may be stipulated in section B.

4. Examinations

Article 4.1 Signing up for programme components and examinations

1. Every student must sign up to participate in the Master's programme, and if registration is required for participation, every student must sign up for examination and re-sit. Signing up may only take place in the designated periods. The procedure for signing up is described in the course handbook. Participation in the examination may be refused if the student does not sign up.
2. By way of exception to the provisions of paragraph 1, any student who has correctly signed up for participation in the instruction/classes for a particular course and has been admitted will also be signed up for the subsequent examination, unless the degree programme stipulates a different approach.
3. If a student does not pass the examination and the re-sit of a component, he/she is obliged to take the whole component again.
4. in addition to paragraph 3: this provision does not apply for a number of degree programmes in which certain marks remain valid (which implies that certain educational components need not to be followed again). For which exams this applies is described in section B of the degree programme.
5. If a student decides to quit the course, the student must withdraw for the component via: www.virtualgrounds.kit.nl.
6. Every student has the right to participate in all programme(s) provided by the university where he/she is registered, on condition that he/she meets the requirements for previous education, exit qualification(s) for a component concerned, and there is no limited programme capacity for the component concerned.

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 motivated request or at the examiner request with approval of the student, the Examination Board may permit a different form of examination than that stipulated in the course handbook. If applicable more detailed regulations on this are included in the Rules and Regulations for the Examination Board.

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 Examination Board or examiner determines otherwise in an exceptional case. A student may submit a reasoned request to the Examination Board to depart from the public nature of the oral examination. The Examination Board will balance the interests of the student against the interests of a public examination.
3. Unless otherwise specified by the Examination 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 fifteen 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 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 (=mark) of an interim examination in any event not later than fifteen working days after the interim examination has been held.
3. The examiners determines the result of an interim examination no later than five working days before the next interim examination will be held.
4. In case of conflict paragraph 3 prevails over paragraph 2.
5. The examiner determines the result (= mark) of an oral examination within a day the examination has finished and informs the student accordingly. The third sentence of the first paragraph applies.
6. In the case of alternative forms of oral or written examinations, the Examination Board determines in advance how and by what deadline the student will be informed of the results provided within twenty working days.
7. 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 Examination Appeals Board (Cobex).
8. 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. A request for review can also be submitted to the examiner. A request for reassessment does not suspend the term of the appeal

Article 4.5 Re-sits

1. An opportunity will be offered to re-sit examinations in the degree programme once in each academic year.
2. Paragraph 1 does not apply in the case of a fail for a practical exercise, a work placement (internship), a research project, or a thesis. The options for retaking work placements, a practical exercise and theses are detailed in the relevant work placement manual, course handbook, thesis regulations or in section B.
3. The most recent mark will apply in the event of a re-sit.
4. The re-sit for an examination have to take place more than ten working days after the announcement of the result of the examination being re-sat, unless this is otherwise regulated for specific components in section B.

Article 4.6 Marks

1. Marks are given on a scale from 1 to 10. (Partial) Marks are given with a maximum of one decimal after the point.
2. For final marks only decimals 0 or 5 can be given.
3. The final marks between 5 and 6 (5.5) cannot be given.
4. Any final mark of 6.0 or higher counts as passed.
5. In cases where the examination of a components consists of two or more parts, each of which are graded separately, the (weighted) mean of these marks (meaning: the final mark) must be round off using the following table:

From	Up to	Mark
1.00	1.25	1
1.25	1.75	1.5
1.75	2.25	2.0
2.25	2.75	2.5
2.75	3.25	3.0
3.25	3.75	3.5
3.75	4.25	4.0
4.25	4.75	4.5
4.75	5.50	5.0
5.50	6.25	6.0
6.25	6.75	6.5
6.75	7.25	7.0
7.25	7.75	7.5
7.75	8.25	8.0
8.25	8.75	8.5
8.75	9.25	9.0
9.25	9.75	9.5
9.75	10.0	10

6. The mark of an interim examination needs to be at least 5.0.
7. Contrary to the provisions or paragraph 4 of this Article, a component may be concluded the "pass" designation. The name of the relevant components can be found in section B of these regulations if applicable.
8. When a student does not take part in any (interim) examination, the examiner will register the mark "no show" (n.s.).

Article 4.7 Exemption

1. At the written request of the student, the Examination Board may exempt the student from taking one or more examination components, if the student:
 - a) has passed a course component 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. This exemption does not apply to the Master's thesis, the final work placement (internship) or final research project (in case of programmes where the research project results in the final paper).
3. The Examination Board will make a decision within twenty working days of receiving the written request.

Article 4.8 Validity period for results

1. The Academic Board may decide to limit the period of validity of an examination and granted exemption, if knowledge, understanding and skills are evidently becoming obsolete.
2. In the programme-specific section (Part B) is laid down the period of validity of an examination and granted exemption.
3. Contrary to the rule referred to in paragraph 1, the Examination Board may extend the limited validity of an examination or exemption, if a student submits a substantiated request to this end.
4. The period of validity of an interim examination is limited to the academic year in which it was taken or until the conclusion of the component, unless stated otherwise in the programme-specific section (Part B).

Article 4.9 Right of inspection

1. For at least twenty working days after the announcement of the results of a written examination, the student can, on request, inspect his/her assessed work, the questions and assignments set, as well as the standards applied for marking. During this inspection the student may take a picture of his/her assessed work, provided that the underlying questions are not listed in the picture.
2. The examiner can determine that the inspection or post-examination discussion referred to in paragraph 1 take place exclusively at a specified place and at a specified time. The place and time referred to in the previous clause will be announced at the time of the examination and/or on the academic website.
3. If the student was unable to attend at the place and time referred to in paragraph 2 through no fault of his/her own, an alternative option will be offered.
4. If a student intends to appeal against the way in which his/her mark was assessed, he/she can be issued with a copy of the marked work at his/her request.

Article 4.10 Post-examination discussion

1. If a collective post-examination discussion has been organised, individual post-examination discussions will be held only if the student has attended the collective discussion or if he/she was unable to attend the collective discussion through no fault of his/her own.
2. Students who meet the requirements stipulated in the first paragraph can submit a request for an individual post-examination discussion to the relevant examiner. The discussion will take place at a time and location to be determined by the examiner in consultation with the student.

Article 4.11 Master's final examination

1. The Examination 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 Academic Board has declared that the student has satisfied all the procedural requirements, including the payment of tuition fees.

Article 4.12 Diplomas and transcripts

1. The Examination Board grants a diploma as proof that the student has passed his/her final examination. The guidelines for a degree classification (judicium) are listed in the Rules and Regulations of the Examination Board. The Executive Board sets the model for the diploma. The Examination 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 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 Examination Board stating at least the components that have been successfully completed together with the components 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 Examination Board not proceed to award a diploma, unless the student him-/herself submitted the request for its issue.

Article 4.13 Fraud and plagiarism

1. The provisions of the Rules and Guidelines for the Examination Board 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 Academic Board is responsible for the correct registration of the student's results which course participants have a right to consult on working days during working hours at the Course Administration Office.
2. Enrolled students are eligible for academic student counselling.

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 in part be based on a recent statement from a physician or psychologist. In case of dyslexia a (written) statement is required, provided by The Dutch Association of Psychologists (in Dutch: NIP), BIG-, and/or certified *Association of Educationalists-agency (in Dutch: NVO)*.
3. The Academic Board or, on its behalf, the programme director decides on the adaptations concerning the teaching facilities and logistics. The Examination 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 academic or university were it to be upheld.
6. If the disability justifies an extension to the exam time, and/or other facilities the Examination Board will issue a statement testifying to this entitlement to an extension and/or facility. If a disability justifies other measures being taken, the study adviser can initiate the necessary measures.
7. The statement referred to in paragraph 6 is valid for a maximum period of one year, with the exception for the chronic diseases and disabilities.

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 Academic Board responsible for the degree programme will decide, unless the matter concerned is the responsibility of the Examination Board.

7. Transitional and final provisions

Article 7.1 Amendments and periodic review

1. Any amendment to the Teaching and Examination Regulations will be adopted by the Academic Board after taking advice, and if necessary approval by the Programme Committee concerned. 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 as stated in the WHW.
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 7.2 Transitional provisions

In case there are transitional provisions for components they are listed in section B.

Article 7.3 Publication

1. The Academic Board will ensure the appropriate publication of these Regulations and any amendments to them.
2. The Teaching and Examination Regulations will be posted in the course handbook and on the academic website.

[Article 7.4](#) [Effective date](#)

These Regulations enter into force with effect from 14 September 2017.

Advice from Program Committee MPH/ICHD and Program Committee MIH, on August 29 and September 1, 2017.

Approved by Examination Board September 5, 2017

Adopted by the Academic Board on September 7, 2017