Teaching and Examination Regulations

Master History
Programme History of Society

2017-2018

Erasmus School of History, Culture and Communication
Erasmus University, Rotterdam

September 2017
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Section 1 – General Provisions

Article 1.1 – Applicability of the regulations
These regulations apply to the tuition and examination of the master’s degree programme History of Society. The programme includes a Dutch language specialisation and an English language specialisation. The programme is offered within the Erasmus School of History, Culture and Communication (ESHCC) of the Erasmus University Rotterdam, hereafter referred to as: the school. The programme falls under the provisions of The Higher Education and Academic Research Act (WHW).

The website of the master’s programme History of Society is an integral part of the system when it comes to the reference and development of subjects.

Article 1.2 – Definitions
This regulation includes the following definition of terms:

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<th>Term</th>
<th>Definition</th>
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<tr>
<td>Academic year</td>
<td>the period runs from 1st September up to 31st August;</td>
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<td>The Act</td>
<td>The Higher Education and Academic Research Act; WHW (Statute book 1992, 593); later revised;</td>
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<td>Admissions committee</td>
<td>a committee mandated by the examination board which assesses whether a prospective student can be admitted to the programme</td>
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<td>Credits</td>
<td>a unit for study load; one credit is the equivalent of 28 hours study load (according to the European Credit Transfer System);</td>
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<td>Course guide</td>
<td>a written or digital document in a standard format, containing information on the objectives of a subject, the organisational methods, the manner of testing, the obligatory literature and the teacher’s contact information;</td>
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<tr>
<td>Department head</td>
<td>the person responsible for the management of tuition within a department;</td>
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<tr>
<td>Decision</td>
<td>a decision of the Examination Board or examiner concerning an objection or request by a student on the grounds of these Teaching and Examination Regulations or the Rules and Guidelines;</td>
</tr>
<tr>
<td>Director of Education</td>
<td>the person responsible for the general management of education within the school;</td>
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<tr>
<td>Exam</td>
<td>a written, oral or other type of test on a subject (including practicals) or a combination of tests, on the understanding, knowledge and skills of a student, for which credits will be awarded on achievement of a satisfactory result;</td>
</tr>
<tr>
<td>Examination</td>
<td>the total of successfully passed examinations by the student that entitles the student to a master’s degree;</td>
</tr>
<tr>
<td>Examination Board</td>
<td>a board appointed by the dean of the faculty and as referred to in Art. 7.12 of the law, for the purpose of guaranteeing that all requirements for a degree are met before graduation.</td>
</tr>
<tr>
<td>Examiner</td>
<td>a teacher, linked to the school, or an external teacher appointed for that purpose by the Examination Board, authorised to administer examinations and/or exams;</td>
</tr>
<tr>
<td>Honours Degree</td>
<td>a more difficult, optional curriculum in addition to the master;</td>
</tr>
<tr>
<td>Intermediate test</td>
<td>the examination taken during the lecturing term of a course, the assessment of which is taken into consideration for establishing the result of this course. For an intermediate test no separate redo possibility exists.</td>
</tr>
<tr>
<td>Master’s course</td>
<td>the master’s degree course History, as defined in Article 1, that is completed after passing the master’s examination;</td>
</tr>
<tr>
<td>Master programme</td>
<td>the programme History of Society;</td>
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<tr>
<td>Practical</td>
<td>a practical exercise, as defined in Article 7.13 of the WHW, in one of the following forms</td>
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<tr>
<td></td>
<td>☐ writing a paper, report or thesis</td>
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</table>
taking a seminar, tutorial or research workshop
- carrying out an assignment or giving a lecture
- completing a research internship
- participating in another educational activity, aimed at acquiring particular skills

**Re-sit**
the possibility to improve the final grade;

**Rules and regulations**
the Examination Board regulations which includes rules and guidelines for exams and examinations as defined in the WHW Article 7.12 par 4;

**Specialisation**
a number of courses which relate to each other in content and together with a sufficient result gives the right to take the final examination;

**Student**
the person enrolled at the university to follow a course and/or take the master exams and master examinations;

**Course manual**
This document contains important information about the framework, the contents, the services offered and the regulations of a specific programme;

**Subject**
a unit of study of the master programme, within the meaning of the Act, which is awarded credits;

**Website**
the [webpage](#) with all the educational information about the Master programme History of Society

**Course**
An educational (examination) component, within the sense of the Act, of the bachelor’s degree programme for which credits are awarded;

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**Article 1.3 – Intended learning outcomes of the programme**

**Knowledge and understanding**
The graduate:
- possesses thorough knowledge of global historical development with respect to local and regional perspectives;
- is able to compare and analyse historic phenomena and processes in time and space with each other;
- is able to examine the past using theories and perspectives from the social sciences and the humanities;

**Applying knowledge and understanding**
The graduate:
- can apply research results to academic debates, particularly those of the science of history;
- can interpret current debates and developments in the world in a historical manner, evaluate them and take a well-argued stand on them;

**Judgment**
The graduate:
- masters academic and critical ways of thinking
- is able to formulate academically sound conclusions on the basis of historical sources;
- is capable of formulating his/her own point of view on important historical debates within academia, as well as on debates within the philosophy of history, particularly in the area of the master’s thesis;

**Communication**
The graduate:
- can report on academic conclusions both orally and in writing, to experts and laypeople on the basis of secondary literature and original studies of sources;
can write a report that complies with historical academic prerequisites:
- formulates researchable research questions with possible hypotheses,
- situates the topic in historiographical debates,
- applies theoretical ideas while taking into account the historical context,
- provides clear composition of the thesis,
- provides adequate argumentation when answering the questions with the help of historical data,
- accounts for the historical data in a verifiable manner
- writes in proficient Dutch or English;

Learning skills
The graduate:
- can independently investigate primary source material, using qualitative and/or quantitative research methods;
- can independently and creatively apply academic understanding and skills in academic and professional contexts;
- Possesses the oral and written skills to communicate historical knowledge and the results of (own) historical research in a distinct and committed way to both colleagues and the wider public.

Article 1.4 – Full-time / part-time
The programme is a day programme and can be followed both full-time and part-time. The programme takes one year full-time and two years part-time.

Article 1.5 – Student workload
- The programme has a study load of 60 credits.
- The Honours Degree programme consists of 20 credits.

Article 1.6 – Admissions
The programme has one admissions moment: at the start of the academic year (September).

Article 1.7 – Examinations and exams
1. The parts of the curriculum that are part of the Master’s examination shall be determined by the Dean of the Faculty.
2. The Master’s examination consists of the exam units as mentioned in Appendix 1.

Article 1.8 – Participation in programme related activities
Students are expected to participate in every educational activity that the programme offers irrespective whether the activities are compulsory or not. This not only concerns lectures and study visits but also the completion of course evaluations.

Article 1.9 – Language of instruction and assessment in Dutch language specialisation
Within the specialisation programme Geschiedenis van Nederland in een Mondiale Context:
1. In compliance with the Code of Conduct adopted by the Executive Board of Erasmus University Rotterdam, this specialisation programme is taught in Dutch, unless stipulated differently in the course manual.
2. Exams and assignments are completed in the language in which the respective courses are taught.
3. To participate in the programme and assessments sufficient mastery of the Dutch language is required. This requirement is met if either:
   a. the student holds a Dutch pre-university education (vwo) diploma and the subject Dutch was part of the exam to obtain that diploma;
   b. the student has completed the “Dutch as second language, level two” (NT-2, Examen II) assessment with good result.
4. To participate in the English language components of the programme sufficient mastery of the English language is required. This requirement is met if either:
   a. the student holds a Dutch pre-university education (vwo) diploma and the subject English was part of the exam to obtain that diploma;
   b. the student holds a diploma of secondary education obtained at an English-language institution for secondary education in or outside of the Netherlands;
   c. the student has taken and passed one of the tests below:
      - internet-based TOEFL with a score of 90 (sub scores 20) or higher
      - IELTS with a score of 6.5 (sub scores with a minimum of 6.0) or higher.

3. English test results must be no more than two years old at the time of application.

Article 1.10 – Language of instruction and assessment in the English language specialisation
Within the specialisation programme Global History and International Relations:
1. In compliance with the Code of Conduct adopted by the Executive Board of Erasmus University Rotterdam, the education and testing in English programmes is in English.
2. Participation in the specialisation programme and its exams requires sufficient proficiency in the English language. This requirement is deemed to be met if either:
   a. The student is a native speaker of the English language
   b. The student has previously completed a bachelor’s or master’s programme in the English language
   c. Those who do not fulfill to the abovementioned requirements have to demonstrate proof of proficiency in English through any of the following tests:
      - TOEFL (internet based) with a score of 100 (sub scores with a minimum of 23) or higher
      - IELTS with a score of 7.0 (sub scores with a minimum of 6.5) or higher
      - CAE: grade B or A
      - CPE: grade C, B or A
3. English language tests must be no more than two years old at the time of application.

Article 1.11 – Evaluation of education
1. The Director of Education will ensure the evaluation of education.
2. The Director of Education will inform the Faculty Council and Programme Committee of the method and frequency with which curriculum components are to be evaluated.
3. The Director of Education will inform the Faculty Council and Programme Committee of the outcomes of the evaluation, the amendments made as a result of this and the effect of the actual amendments.
4. The Programme Committee will advice the Director of Education on the methods of evaluation and curriculum assessment, and will initiate or suggest possible improvements in the evaluation of education.

Section 2 – Previous Education and Admission

Article 2.1 – Admission to the programme
Admission to the programme is based on the following criteria:
- An academic bachelor’s degree in History or a bachelor’s or master's degree in the humanities or social sciences, providing the programmes in question focussed substantially on ‘history’, the social sciences and social science research methods – to the judgement of the admission commission.
A further selection is made according to the following criteria:
- The relevance of the previous studies to the History of Society programme;
- Academic writing
- The GPA
- Analytical skills;
- Motivation

- A completed pre-master’s programme Maatschappijgeschiedenis
- Students have to meet the language requirements mentioned in article 1.9 or 1.10.

The admissions procedure is stated on the website of the degree programme.

Article 2.2 – Admissions committee
1. The admissions committee is authorised to decide on conditions for admission of students with a Dutch degree.
2. The admissions committee assesses on the grounds of statutory provisions, if, and under which conditions, a student with a foreign degree may be admitted to the programme.

Article 2.3 – Bachelor’s-before-master’s-rule
Having a bachelor’s degree as defined in Article 7.30a first section of the WHW is a prerequisite for admission to the master’s programme.

Section 3 – Master’s Programme

Article 3.1 – Specialisations
The programme History of Society has two specialisations and the student chooses one of these:
1. Geschiedenis van Nederland in een Mondiale Context
2. Global History and International Relations

Article 3.2 – Composition of the master specialisations
1. Both master specialisations consist of:
   - Three thematic seminars (20 credits)
   - One research workshop (10 credits)
   - Two electives or one elective and a research internship (10 credits)
   - Master’s Thesis (20 credits)

Article 3.3 – Honours Degree programme
The Honours Degree programme comprises an extension of the programme with 20 ECTS.
1. The honours degree programme consists of:
   a. One, two or three extra seminars or summer schools (totalling 15 credits) in the field of the specialisation, chosen from master programmes at a Dutch or foreign university or an activity that is equal to a seminar, leading to a separately identifiable and verifiable product. Products resulting from “activities that are equal to a seminar” (e.g. a publishable article or a PhD research proposal) will be graded by the thesis supervisor and the Master coordinator (technical reader).
   b. An extension of the master’s thesis with at least 5 credits, in the form of a separately identifiable and verifiable product.
2. Only students who have obtained 20 ECTS after term 2 and received a minimum mark of “8” for their research proposal can be admitted to the Honours Degree programme.

Article 3.4 – Practicals
The courses of the master specialisations mentioned in Article 3.2 include practicals.

Article 3.5 – Attendance and participation requirements
1. The student is expected to actively participate in every subject.
2. There is an attendance requirement for the practicals. This means that passing an exam for a course as mentioned in article 3.2 is only achieved when the appropriate practicals have been satisfactorily followed.
3. In addition to the general requirement that the student is present and participates actively, additional requirements are described in the course manual on this subject.
4. When a student cannot attend the practical, the student must inform the lecturer prior to the session.
5. A student who is absent from one practical still meets the attendance requirement if the student is present in all other practicals.
6. A student who is absent from two practicals receives an extra assignment from the lecturer. This extra assignment is an individual assignment and offers the student the possibility to still meet the attendance requirement.
7. The extra assignment needs to be handed in digitally within ten working days after the missed meeting at the latest. If the extra assignment is evaluated as passable, the student still meets the attendance requirements.
8. A student who does not comply with the attendance requirements of the practicals has no right to be awarded a final grade to the specific course in that academic year.

Section 4 – Assessment

Article 4.1 – General
1. During the programme, the student’s academic development is tested and it is assessed whether the student has attained the learning goals to a satisfactory degree.
2. The course manual lists which requirements must be satisfied in order to successfully pass the course and which criteria will be used to assess the student’s work.
3. The student is responsible for a correct and timely registration for tests. Students who enrol for a course, are automatically enrolled for the test. Students have to register separately for the re-sit 35 to 7 days prior to the date of the re-sit.
4. If the Examination Board provides the ability to register for a test outside of the regular registration period, an administration fee with a maximum of €20.00 per exam will be charged.
5. The Rules and Regulations of the Examination Board describe the procedures concerning assessments.

Article 4.2 – Content of exams
1. An exam always covers the material of the most recent academic year.
2. For courses that have been terminated, the Examiner or the Examination Board can make an individual agreement up to 1 year after the academic year in which this course was last given.

Article 4.3 – Periods and frequency of exams
1. An opportunity to take an exam and receive a grade for a subject is provided twice in the academic year: by means of a regular exam and a re-sit:
   a. The regular exam can be taken right after the completion of the lecture cycle. The re-sit for written exams is offered after term 4. The course manual and exam timetable document this.
   b. Departing from the previous section, an interim exam can only be offered once a year and no re-sit can thus be provided for an interim exam.
2. For exams in the form of a final paper that has been awarded an insufficient grade, the possibility to re-sit the paper is offered once in the same academic year. The student has 15 working days, starting from when they receive feedback on the paper, to submit a re-sit paper. Students can obtain a maximum grade of 6.0 for a re-sit of a paper.
3. Papers/theses that are submitted after the deadline will not be marked.
4. It is not possible to re-sit papers that have been awarded a pass mark (5.5 or higher).
5. The submission and assessment of the master’s thesis is subject to the timetables, guidelines and procedures as stipulated in the course manual of the Research Workshop and on the degree programme’s website.

Article 4.4 – Exams
1. Course exams can be written, oral or otherwise. Assessment occurs in the manner indicated in the course manual and on the website.
2. On the student’s request, the Examination Board can allow the exam to be taken in another format than indicated in the course manual and website.
3. On the lecturer’s request, the Examination Board can allow the examination to be taken in another format than indicated in the course manual and website. The decision must be disclosed on the course channel and via email at least five weeks prior to the exam in question.
4. The master’s thesis is the product of independent research carried out by an individual student and will be assessed on an individual basis.
5. The school is responsible for the proper administration of examinations and takes all measures necessary to ensure this. The Examination Board may delegate this authority to the most appropriate body or person.

Article 4.5 – Oral exams
1. Oral exams are always taken individually.
2. Oral exams are public unless the student objects.

Section 5 – Exam Results

Article 5.1 – Establishing and announcing exam results
1. The examiner shall, following the oral examination, immediately determine the result and register the grade in Osiris.
2. The examiner shall determine the result of a written examination and record the result in Osiris, the university student administration system, within 15 working days after the examination date. In special cases the Examination Board may allow the period to be waived.
3. The examiner shall determine the interim results as soon as possible and ensures that these results will be announced at least before the start of the final written examination of the course.
4. The Examination Board verifies whether the period to determine results as defined in section 1 and 2 is complied with and, if necessary, takes steps to avoid exceeding the grading period.
5. The Examinations ESHCC section of the Student Administration Office is responsible for awarding the degree, registering the master examination and for making the degree certificate.

Article 5.2 – Term of validity
1. The validity period of passed examination components - including components taken elsewhere that are approved as part of the examination programme - and granted exemptions is unlimited. The Examination Board can restrict the validity period following the Programme Director’s proposal if, in its opinion, the knowledge, insight and skills assessed by the exam component in question are obsolete.
2. Regarding an examination component of which the validity period has expired, the Examination Board can indicate a replacement examination component or require a student to take an additional or replacement examination before allowing the student to sit the examination.
3. If an examination component is tested using more than one test, the validity period of the interim tests for which no study points are awarded is restricted to one academic year unless otherwise determined pursuant to these regulations.

**Article 5.3 – Right of inspection**

1. The student may request to review the assessed work within 20 working days after the publication of the results of a written exam or assignment and if so desired, discuss it with the examiner.
2. During the term, mentioned in sec. 1, any student may review the questions or assignments of the particular exam and the criteria by which it was assessed.
3. The Examination Board or the examiner may decide that the review or discussion takes place at a set time and place. If the concerned party can prove that he is prevented, through no fault of his own, from appearing at the time and place set, then another opportunity will be given at short notice.
4. The Examination Board may accept deviations from the provisions in the first, second and third sections.

**Article 5.4 – Grading**

All exams are graded either on a scale from 0 to 10 points (with 0 being the lowest possible result, a 5.5 or higher a passing grade, and 10 as the highest possible grade), or on a pass/fail basis. Numerical grades may have one decimal.

**Section 6 – Exemptions**

**Article 6.1 – Substitution of courses**

☐ No exemption is granted for courses in the master. However, at the request of a student, and substantiated with relevant arguments, the Examination Board, in consultation with the responsible teacher, may grant permission to substitute a subject or course within the master’s with another subject (possibly of another master programme) that fits the examination programme.

☐ A request for the substitution of a course needs to be submitted to the Examination Board at least eight weeks before the start of the tuition unit under discussion.

**Section 7 – Master’s examination**

**Article 7.1 – Master’s examination**

1. The Examination Board assesses the result of the exam and hands out the degree certificate as mentioned in article 7.4 as soon as the student has fulfilled all requirements of the programme
2. Before assessing the outcome of the exam, the Examination Board itself may inquire into the knowledge of the student regarding one or more elements of the programme if, and to the extent that, the results of the tests concerned give the board reason to do so.
3. The exam date is the day on which the examination board determines that the student has passed the exam
4. For passing the exam and issuing the degree certificate, it is additionally required that the student was enrolled in the programme at the time the tests were taken.

**Article 7.2 – Judicium cum laude**

The judicium ‘cum laude’ is conferred to the master’s examination if the weighted average of all the results achieved in the Degree programme is at least 8.25.

1. The weighted average grade for the master programme is based on the results for all courses for which a final grade is established and the grade for the master thesis.
2. All results are weighted according to their assigned credits.
3. Courses and course elements which are assessed on a pass/fail basis do not count towards the weighted average.

**Article 7.3 – Degree**
Those who have successfully completed the master’s examination are granted the title Master of Arts (MA).

**Article 7.4 – Master’s degree certificate**
1. The Examination Board shall award a Degree certificate as proof that the final examination has been successfully completed. One degree certificate shall be awarded, even if the student completes more specialisations within a programme.
2. The Examination Board shall include a transcript of records and the diploma supplement with this degree certificate, to provide insight into the nature and content of the degree programme completed.
3. The transcript of records includes the notation Honours Degree if:
   - The student has completed the Honours programme within four months as specified in art. 3.3 or within the period agreed with the master coordinator, and:
   - The student has obtained at least the grade 8 for the thesis.

**Section 8 – Premaster’s Programme**

**Article 8.1 – Premaster’s programme**
1. As proposed by the Examination Board, the dean has determined a collective premaster’s programme for students with a diploma from related university and higher vocational school programmes.
2. A premaster’s programme is a curriculum of subjects that is imposed by the Examination Board to eliminate deficiencies before admission to a master’s programme. A premaster’s programme normally consists of 50 to 60 credits. On completion of a premaster’s programme the student acquires a certificate of admission to the relevant master’s programme, but not a bachelor’s degree.
3. The content of the premaster’s programmes in preparation for the master’s programme History of Society is noted in appendix 2.
4. The Teaching and Examination Regulations of the Degree programme apply as much as possible to the premaster’s programmes.
5. The student can only start with writing his or premaster’s thesis after having passed the premaster’s thesis class.

**Section 9 – Student Counselling**

**Article 9.1 – Study progress**
1. The school records the individual study results and makes these available through Osiris-student.
2. A certified study progress file can be obtained from the Department for Exam Registration.

**Article 9.2 – Student counselling**
1. The programme takes care of the introduction and tutoring of enrolled students, partly for the purpose of guiding their orientation towards possible study tracks in- and outside the programme.
2. The student counselling consists of:
   - An introduction in the first week of the academic year;
   - Advice offered individually or in groups on potential study tracks, both in- and outside the programme considering, among other things, students’ professional options after graduation;
   - Advice offered individually or in groups regarding study skills, study planning and choice of follow-up trajectories;
   - Helping or referring students who experience difficulties during their study.

Article 9.3 - Studying with a functional impairment

1. Students with a disability or a chronic illness are offered the opportunity to adapt their study, as far as is reasonably possible, to the restrictions determined by the disability or chronic illness. These adaptations will be aligned as far as possible to the student’s individual functional impairment, but may not affect the course or the examination programme’s quality or degree of difficulty.
2. Students should submit a request to the Examination Board, if possible accompanied by a statement from an authorised agency.

Section 10 – Hardship Clause

Article 10.1 – Hardship clause
In individual circumstances where application of one or more provisions from these Teaching and Examination Regulations would result in evidently unreasonable and/or unfair situations for a student, the Examination Board can deviate from said provision(s) in favour of the student.

Section 11 – Right of Appeal

Article 11.1 - Right of appeal
Decisions from Examination Boards and examiners can be appealed against to the Examinations Appeals Board.

Article 11.2 – Complaint procedure
In case of complaints, students are requested to follow the standing complaint procedure, which is published on the programme website.

Section 12 – Final provisions and Implementation

Article 12.1 – Amendment
1. Amendments to these regulations will be drawn up by the dean, in a separate resolution, after approval of the School Council, where the WHW so requires.
2. No amendments pertaining to the current academic year will take place, unless the interests of the students remain reasonably unharmed.
3. Moreover, amendments may not disadvantage students or influence any other decision regarding a student taken by the Examination Board under these regulations.
4. On the recommendation of the Examination Board, in case of major amendments to the programme curriculum, the dean will adopt a transitional regulation before 1st September of the related academic year. These regulations will be included in an outline in the Teaching and Examination Regulations and elaborated in the Rules and Regulations.
Article 12.2 – Publication
1. The dean is responsible for an appropriate publication of these regulations and the Rules and Regulations adopted by the Examination Board, as well as any amendments to these documents.
2. Any interested party may access the TER and the Rules and Regulations via the website or view a copy of these documents at the Education Office.

Article 12.3 – Adoption and implementation
These regulations are adopted by the dean after receiving the approval of the Faculty Council, where such approval is required by law, and enter into effect on 1 September 2017.
## APPENDIX 1

### Master’s programme History of Society 2017-2018

**Specialisatie Geschiedenis van Nederland in een Mondiale Context**

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<thead>
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<th>Thematic Seminars</th>
<th>20 credits</th>
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<tr>
<td>Publieke opinie in de Nederlanden 1600-heden</td>
<td>10 credits</td>
</tr>
<tr>
<td>Historical Culture in a Globalizing World</td>
<td>5 credits</td>
</tr>
<tr>
<td>Diversity in Dutch History</td>
<td>5 credits</td>
</tr>
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**Research Workshop Geschiedenis van Nederland**

<table>
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<tr>
<td>Reizigers in tijd en ruimte: egodocumenten 1600-1940</td>
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<tr>
<td>History, Memory and National Identity</td>
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<td>Maritime History and Port Cities</td>
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<td>Text and Context: From Source to Science</td>
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<tr>
<td>Traveling Things: the making of Heritage in Different Educational Contexts</td>
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<tr>
<td>Keuzevak bij een ander masterprogramma</td>
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**Master’s Thesis**

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**Totaal**

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### Specialization Global History and International Relations

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<tr>
<td>Mapping Global Order</td>
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<td>Historical Culture in a Globalizing World</td>
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**Research Workshop**

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<td>The Rise and Fall of the American Empire</td>
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<td>History of Cultural Difference</td>
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**Electives**

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<td>Globalizing and the making of Europe, 1850-present</td>
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**Master’s Thesis**

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**Total**

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### Programme Premaster History of Society 2017-2018

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