

Teaching and Examination Regulations 2016

Master in History, Programme History of Society

Erasmus School of History, Culture and Communication

Erasmus University, Rotterdam

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Table of Contents	Page
Section 1 – General Provisions	2
Article 1.1 – Applicability of the regulations	
Article 1.2 – Definitions	
Article 1.3 – Intended Learning Outcomes of the programme History of Society	
Article 1.4 – Full-time / part-time	
Article 1.5 – Student workload	
Article 1.6 – Admissions	
Article 1.7 – Examinations and exams	
Article 1.8 – Participation in programme related activities	
Article 1.9 – Language of Instruction and Assessment	
Section 2 – Previous Education	5
Article 2.1 – Admission to the programme	
Article 2.2 – Admissions Committee	
Article 2.3 – Bachelor’s-before-Master’s-Rule	
Section 3 – Master’s Programme	5
Article 3.1 – Specialisations	
Article 3.2 – Composition of the master specialisations	
Article 3.3 – Honours Degree programme	
Article 3.4 – Practicals	
Article 3.5 – Attendance and Participation Requirements	
Section 4 – Assessment	6
Article 4.1 – General	
Article 4.2 – Content of Exams	
Article 4.3 – Period and Frequency of Exams	
Article 4.4 – Exams	
Article 4.5 – Oral exams	
Section 5 – Exam results	7
Article 5.1 – Establishing and announcing exam results	
Article 5.2 – Term of validity	
Article 5.3 – Right of inspection	
Section 6 – Exemptions	8
Article 6.1 – Substitution of courses	
Section 7 – Master’s examination	8
Article 7.1 – Master’s Examination	
Article 7.2 – Judicium cum laude	
Article 7.3 – Degree	
Article 7.4 – Master’s Degree Certificate	
Section 8 – Student counseling	9
Article 8.1 – Study Progress	
Article 8.2 – Student counseling	
Section 9 – Hardship clause	9
Article 9.1 – Hardship clause	
Section 10 – Right of appeal	10
Article 10.1 - Right of appeal	
Section 11 – Final provisions and implementation	10
Article 11.1 – Amendment	
Article 11.2 – Publication	
Article 11.3 – Adoption and Implementation	
APPENDIX 1	11

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 of the master's programme History. 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:

<i>Academic year The Act</i>	the period runs from 1st September up to 31st August; The Higher Education and Academic Research Act; WHW (Statute book 1992, 593); later revised;
<i>Admissions committee</i>	a committee mandated by the examination board which assesses whether a prospective student can be admitted to the programme
<i>Credits</i>	a unit for study load; one credit is the equivalent of 28 hours study load (according to the European Credit Transfer System);
<i>Course guide</i>	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;
<i>Department head</i>	the person responsible for the management of tuition within a department;
<i>Decision</i>	a decision of the Examination Board or examiner concerning an objection or request by a student on the grounds of this Examination Regulation or the Rules and Guidelines;
<i>Director of Education</i>	the person responsible for the general management of education within the school;
<i>Exam</i>	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;
<i>Examination</i>	the total of successfully passed examinations by the student that entitles the student to a master's degree;
<i>Examination Board</i>	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.
<i>Examiner</i>	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;
<i>Honours Degree Intermediate test</i>	a more difficult, optional curriculum in addition to the master; 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.
<i>Master's course</i>	the master's degree course History, as defined in Article 1, that is completed after passing the master's examination;
<i>Master programme Practical</i>	the programme History of Society; a practical exercise, as defined in Article 7.13 of the WHW, in one of the following forms

	<ul style="list-style-type: none"> • writing a paper, report or thesis • 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
<i>Resit</i>	the possibility to improve the final grade;
<i>Rules and regulations</i>	the Examination Board regulations which includes rules and guidelines for exams and examinations as defined in the WHW Article 7.12 par 4;
<i>Specialisation</i>	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;
<i>Student</i>	the person enrolled at the university to follow a course and/or take the master exams and master examinations;
<i>Course manual</i>	This document contains important information about the framework, the contents, the services offered and the regulations of a specific programme;
<i>Subject</i>	a unit of study of the master programme, within the meaning of the act, which is awarded credits;
<i>Website</i>	the webpage with all the educational information about the Master History of Society

Article 1.3 – Intended Learning Outcomes of the programme History of Society

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 from a multidisciplinary perspective;

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 unruly 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 laypersons on the basis of secondary literature and original studies of sources;
- can write a report that complies with to 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 and unruly 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 publish the historical knowledge and 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 the English language programme

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 of the English language. This requirement is deemed to be met if:
 - 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 less than two years old at the time of application.

Section 2 – Previous Education

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

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 specialisation Global History and International Relations

- 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 will 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 Requirement

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 needs to 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 sufficient, the student still meets the attendance requirements.
8. A student who did 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 he or she receives feedback on the paper, to submit his or her 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. By the student's request, the Examination Board can allow the exam to be taken in another form than indicated in the course manual and website.
3. By the teacher's request, the Examination Board can allow the examination to be taken in another form 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 conduct of examinations and takes all measures necessary to ensure this. The Examination Board may delegate this authority to the most appropriate body or person.
6. Disabled students are given the opportunity to take examinations in a manner best suited to their particular disability within the facilities offered by Erasmus University. The Examination Board hears expert advice when necessary before deciding on this matter. The adjustments should not influence the quality or difficulty of an examination.

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 provide the student with a written statement (exam slip).
2. The examiner shall determine the result of a written examination and shall 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 term of validity of completed courses is two years (for full-time education and part-time education) after the date of registration.
2. If the deadline under 5.2.1 has expired, the Examination Board may, if it determines that the knowledge, understanding and skills of the subject concerned have become out-dated, require a supplementary or alternative exam to be taken, before admitting the student to sit the relevant final examination.
3. The student may, after the term of validity of the exam has expired, submit a request to the Examination Board to extend the term of validity.
4. The results of interim examinations and assignment expire by the end of the academic year in which they are awarded.

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.

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) close to the examination programme.
- A request for the substitution of a course needs to be submitted to the Examination Office 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 date of the exam 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 granted to the master exam if the weighted average of all results obtained within the master programme equals 8.25 or higher.

Article 7.3 – Degree

Those who have successfully completed the master's examination are granted the title Master of Arts (MA) in Arts and Culture

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 per specialisation 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 (international) 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 programme within four months specified in art.3.3 or within the period agreed with the department head.
 - The student at least has obtained the grade 8 for the thesis.

Section 8 – Student counselling

Article 8.1 – Study progress

1. The faculty records the individual study results and makes these available through Osiris-student.
2. A certified study progress file can be obtained from the examination administration.

Article 8.2 – Student counseling

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 tutoring 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.

Section 9 – Hardship clause

Article 9.1 – 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 10 – Right of appeal

Article 10.1 - Right of appeal

Decisions from Examination Boards and examiners can be appealed against to the Examinations Appeals Board.

Section 11 – Final provisions and implementation

Article 11.1 – 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 Regulation and elaborated in the Rules and Regulations.

Article 11.2 – 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 11.3 – Adoption and Implementation

These regulations are adopted by the dean after receiving the approval of the School council, where such approval is required by law, and enter into effect on 1 September 2016.

APPENDIX 1

Master's programme History of Society 2016-2017

Specialisatie Geschiedenis van Nederland in een Mondiale Context

Thematische Seminars		20 credits
• Publieke opinie in de Nederlanden 1600-heden	10 credits	
• Historical Culture in a Globalizing World	5 credits	
• Diversity in Dutch History	5 credits	
Research Workshop Geschiedenis van Nederland		10 credits
Keuze uit:		
• Reizigers in tijd en ruimte: egodocumenten 1600-1940		
• Vensters op de Wereld		
• History, Memory and National Identity		
• Maritime History and Port Cities		
Keuzevakken		10 credits
• Globalization and the Making of Europe, 1850-present		
• Text and Context: From Source to Science		
• Traveling Things: the making of Heritage in Different Educational Contexts		
• Keuzevak, bijvoorbeeld bij FSW of ISS		
• Onderzoeksstage		
Master's Thesis		20 credits
Totaal		60 credits

Specialization Global History and International Relations

Thematic Seminars		25 credits
• Mapping Global Order	10 credits	
• Historical Culture in a Globalizing World	5 credits	
• International Relations Theories	5 credits	
Research Workshop		10 credits
Options:		
• The Rise and Fall of the American Empire		
• History of Cultural Difference		
• History, Memory and National Identity		
• Maritime History and Port Cities		
• War and Peace		
Electives		10 credits
Options:		
• Text and Context: from Source to Science		
• Globalizing and the making of Europe, 1850-present		
• Traveling Things: the making of Heritage in Different Educational Contexts		
• Electives, for example at FSW or ISS		
• Research Internship		
Master's Thesis		20 credits
Total		60 credits