

# Education and Examination Regulations master's programme Metropolitan Analysis Design and Engineering (joint degree) 2024-2025

## Introduction

The Education and Examination Regulations (EER) are a legally required set of regulations (Article 7.13 Higher Education and Scientific Research Act; hereinafter referred to as WHW) that provide students with information holding procedures and the student's rights and obligations concerning the education and the examinations of their programme at the Amsterdam Institute for Advanced Metropolitan Solutions ("AMS"), as provided by both Wageningen University (WU) and Delft University of Technology (TUD). The [Study Handbook](#) (WU) will provide information about the programme, describing the learning outcomes, the programme structure and planning and provides detailed information on all courses and the corresponding interim examinations. The Study Guide of TUD will refer to the WU Study Handbook and may not conflict with the WU Study Handbook. The Study Handbook of WU may not conflict with the EER. The EER is included in the [Student Charter](#), which contains a number of other regulations applicable to students.

In addition to the EER, the Examining Board has adopted Rules and Regulations in which the procedures regarding interim examinations and the tasks and authorities of the Examining Boards and examiners are specified. The most important topics relate to registration and withdrawal for interim examinations, assessment and standards for interim examinations, various approval procedures, exemption procedures, rules for graduating 'cum laude', maintaining order during interim examinations and measures in case of fraud.

## Contents

<b>CONTENTS</b> .....	<b>2</b>
<b>CHAPTER 1. INTRODUCTORY PROVISIONS</b> .....	<b>3</b>
<b>CHAPTER 2. ADMISSION</b> .....	<b>4</b>
<b>CHAPTER 3. CONTENT, STRUCTURE AND STUDY LOAD OF THE PROGRAMME</b> .....	<b>6</b>
SECTION 1. GENERAL .....	6
SECTION 2. GENERAL STRUCTURE AND STUDY LOAD OF THE PROGRAMME .....	6
SECTION 3. COMPOSITION OF THE INDIVIDUAL EXAMINATION PROGRAMME .....	6
<b>CHAPTER 4. COURSES</b> .....	<b>7</b>
<b>CHAPTER 5. INTERIM-EXAMINATIONS, TESTS AND RESITS</b> .....	<b>7</b>
SECTION 1. REGISTRATION .....	7
SECTION 2. EXAMINATION MATERIAL .....	8
SECTION 3. TYPE OF EXAMINATION AND SCHEDULING .....	8
SECTION 4. ASSESSING, DETERMINING AND ANNOUNCING RESULTS .....	9
SECTION 5. REVIEW AND DISCUSSION .....	9
SECTION 6. VALIDITY PERIOD FOR RESULTS OF INTERIM EXAMINATIONS AND PARTIAL INTERIM EXAMINATIONS .....	10
<b>CHAPTER 6. EXEMPTIONS</b> .....	<b>10</b>
<b>CHAPTER 7. FINAL EXAMINATIONS, DIPLOMA</b> .....	<b>10</b>
<b>CHAPTER 8. OTHER PROVISIONS</b> .....	<b>11</b>
<b>CHAPTER 9. FINAL PROVISIONS AND IMPLEMENTATION PROVISIONS</b> .....	<b>12</b>
<b>APPENDIX 1 ADMISSION TO THE MASTER’S PROGRAMME MMD</b> .....	<b>14</b>
<b>APPENDIX 2 TEMPORARY MEASURES EER IN CASE OF AN OUTBREAK OF A PANDEMIC OR SIMILAR CIRCUMSTANCES</b> .....	<b>19</b>

## Chapter 1. Introductory provisions

### Article 1. Scope of the regulations

- a. These regulations apply to the education and examinations of the joint degree MSc Metropolitan Analysis Design and Engineering (MMD) of Wageningen University and Delft University of Technology as included in the Institutions and Programmes Register (RIO nr.65021). The programme is provided within the Collaboration Agreement closed between the named two universities.
- b. These regulations apply to all current students or extraneï enrolled in the programme mentioned in sub a for the academic year 2024-2025. Chapter 2 'Admission' with related appendix apply to prospective students.
- c. These regulations are available in English only.

### Article 2. Definitions

The following definitions apply:

- a. *Academic staff member*: staff member with a PhD degree or an equivalent research profile, working under the responsibility of a chair holder. The equivalency of the research profile is at the discretion of the examiner of the course under consideration.
- b. *Admission Board MMD*: the board established by the Executive Board of Wageningen University and the Dean of the Faculty of Architecture of Delft University of Technology (TUD) to advise on the admission of students to the programme in accordance with the admission regulations provided by law and by these Regulations.
- c. *Course*: a study unit from which a programme is built, as referred to in Article 7.3 section 2 of the WHW.
- d. *Course guide*: document provided by the examiner, or content in the online learning environment of a course giving information on content, learning outcomes, the way the student can acquire the learning outcomes, the way the learning outcomes will be assessed and the way on which review is organised. The information in the course guide is an elaboration from the Study Handbook. In case of inconsistency between the course guide and the Study Handbook, the Study Handbook shall prevail.
- e. *Credits*: the unit used to indicate the study load of a programme and study unit as provided by the European Credit Transfer and Accumulation System (ECTS). One credit represents 28 hours of tuition, interim examinations and study hours and is equal to a study point as referred to in Article 7.4 sub 1 of the WHW.
- f. *Disability or chronic illness*: illness or differently abled which is currently considered to be chronic or permanent and which is a structural impediment to the student's participation in education or interim exams.
- g. *Education period*: the period in which tuition is given, which includes self-study and examinations.
- h. *Examiner*: responsible person for administering an interim examination and for determining the result of it. The requirements for examiners are determined by the Examining Board and described in their Rules and Regulations.
- i. *Examining Board*: the board established by the Executive Board of Wageningen University and the Dean of the faculty of Architecture of Delft University of Technology, as referred to in Article 7.12 of the WHW, which is responsible for issues regarding interim examinations and final examinations of the programme.
- j. *Extraneus*: examination student. This student may take interim examinations and exams, without being entitled to education or supervision.
- k. *Final examination (Dutch: examen)*: the final master's examination for the master's programme, as referred to in Article 7.3 section 3 of the WHW.
- l. *Interim examination (Dutch: tentamen)*: the whole of summative assessment relating to a course, which after satisfactory completion leads to completion of the course and the award of

credits. The interim examination of a course can consist of one or more partial interim examinations such as an assignment, participation in practicals and/or an oral or written test.

- m. Partial interim examination: a component of an interim examination, that factors into the final result of the interim examination of the course.
- n. *Practical assignment*: practical assignment as referred to in Article 7.13 sub 2t WHW, e.g. in one of the following forms:
  - Participation in practical's (lab work, etc.),
  - Participation in fieldwork or excursions, or
  - Participation in another teaching activity which is directed at achieving certain skills.
- o. *Resit (Dutch: herkansing)*: an summative test relating to the completion of a course which students take after having failed to pass a previous test or having received a grade code that shows the course has not been passed yet.
- p. *Resit period*: the period in the academic year, outside the education period, in which students have the opportunity to take a test and/or resit.
- q. *Rules and Regulations*: the Rules and Regulations adopted by the Examining Board, as referred to in Article 7.12b section 3 of the WHW, in which the procedures concerning interim examinations, final exams and the tasks and competences of the Examining Board and examiners are specified. The Rules and Regulations can be found in the Student Charter.
- r. *Student*: the person entitled to education and/or examination facilities by virtue of the law and the enrolment of the student.
- s. *Study Handbook (TU: Study Guide)*: document that contains the elaboration of the programmes and is available on [internet](#).
- t. *Test (Dutch: toets)*: a written or oral partial interim examination, not being an assignment or participation in practicals. The terms 'in writing' or "written" in these Regulations also include a digital test taken via a computer of the university or a laptop (or another suitable computer) of the student in a university room, from home or elsewhere.

### **Article 3. The way of evaluation of the education within the programme**

Every educational period all courses will in principle be evaluated by means of a (standard) questionnaire. Immediately after graduation, each graduate will receive a questionnaire about the programme. Information about the outcomes of these evaluations can be found on the internet.

## **Chapter 2. Admission**

### **Article 4. Admission Board**

- a. The members of the Admission Board are appointed by the Executive Board of Wageningen University, on behalf of the two participating universities for a period of four years. The members are eligible for re-appointment.
- b. The Admission Board is mandated by the Executive Boards of Wageningen University (WU) and Delft University of Technology (TUD) within the framework of the law, the adopted policy of the university and these regulations, to decide on the admissibility of prospective Master's students.

### **Article 5 Admissibility: criteria**

Admission to Master's degree programme is subject to the following three admission criteria, which are set out in more detail in Articles 6 - 9:

- a. Level of prior education;
- b. Level of English proficiency;
- c. Sufficient prior knowledge.

### **Article 6 Admissibility: level of prior education**

Prospective Master's students meet the admission criterion referred to in Article 5 sub a if they comply with one of the following admission methods:

- a. a Bachelor's degree gained at a Dutch university;
- b. a Bachelor's degree gained at a Dutch university of applied sciences; or,
- c. a Bachelor's degree gained at a university abroad, at a level similar to that of a Dutch Bachelor's degree.

The Bachelor's degree (or an equivalent award at ISCED level 5A) should be related to metropolitan, urban or environmental issues, in a field of science relevant to the selected programme:

- in the technical design and engineering sciences, or
- in the life or social sciences with additionally acquired technical competences (30 ECTS) and which degrees relate to metropolitan, urban or environmental issues. In any case the programmes specified under the heading "Target Group" (see Appendix 1) are considered relevant.

#### **Article 7 Admissibility: level of English proficiency**

1. Prospective Master's students meet the admission criterion referred to in Article 5 sub b, if they comply with one of the following admission methods:
  - a. have gained a Bachelor's degree, based on which their English proficiency level can be assumed to be sufficient;
  - b. show an English proficiency equivalent to native speakers;
  - c. have successfully completed a subsidiary programme or participated in an exchange programme organised by Wageningen University (WU) and Delft University of Technology (TUD);
  - d. have earned the minimum final mark for English defined in Appendix 1; or,
  - e. have gained an English language certificate defined in Appendix 1.
2. The methods listed in section 1 are explained in more detail in 1.B of Appendix 1.

#### **Article 8 Admissibility: sufficient prior knowledge**

1. Prospective Master's students meet the admission criterion as referred to in Article 5 sub c if they comply with one of the following admission methods:
  - a. hold a degree of a Bachelor's programme that is:
    - i. listed in the table under 1.C of Appendix 1;
    - ii. offered by a Dutch university or a university that is funded by and located in an EEA country and the Admission Board has determined that the prior knowledge of graduates of this programme is sufficient for admission to the Master's degree programme.
  - b. hold a degree of a Bachelor's programme that does not fully comply with the required prior knowledge for admission, but allows compensation for deficiencies according to the Admission Board. This is possible if:
    - i. the student obtained an average final mark of 7 in the Bachelor's degree, which in conjunction with the content of the Bachelor's degree program leads, in the opinion of the Admission Board, to the determination of sufficient prior knowledge; or:
    - ii. the deficient knowledge and skills have been acquired through work experience or courses completed in the elective space of Bachelor's programme or elsewhere.
2. The methods listed in section 1 are explained in more detail in 1.C of Appendix 1.

#### **Article 9 Individual pre-Master programme**

Prospective Master's students who satisfy the admission criteria described in article 5 sub a and b, but who lack prior knowledge to such an extent that this cannot be compensated by the methods mentioned in Article 8.1 sub b, are eligible for admission if:

- a. the student obtained an average final mark of 7 in the Bachelor's degree; and,
- b. the student completed a tailored pre-master's programme within one study year. This pre-master programme consists of at least 6 and a maximum of 30 credits and is determined by the Programme Director of the Master's programme.

## **Chapter 3. Content, structure and study load of the programme**

### **Section 1. General**

#### **Article 10. Types of programme**

The master Metropolitan Analysis, Design and Engineering is offered as a full-time programme.

#### **Article 11. Aims and learning outcomes of the programme**

The Study Handbook (WU) / Study Guide (TUD) formulates the aims and the intended learning outcomes of the programme. The learning outcomes describe the knowledge, understanding and skills which the student should possess after successfully completing the programme.

#### **Article 12. Curriculum of programmes**

The schedule and contents of the programme can be found in the Study Handbook (WU). The Study Guide (TUD) refers via a link to the Study Handbook (WU).

### **Section 2. General structure and study load of the programme**

#### **Article 13. General structure and study load**

- a. The MMD programme represents a total study load of 120 credits.
- b. The MMD programme consists of an academic core, with 102 credits compulsory courses, including a thesis (30 credits) and a living lab project (24 credits), and 18 credits electives.

### **Section 3. Composition of the individual examination programme**

#### **Article 14. The individual examination programme**

- a. Each student compiles an individual examination programme. The individual programme consists of the compulsory courses of the programme and the electives.
- b. The electives and the deviation of the study programme described must be approved by the Examining Board. This procedure is outlined in the Rules and Regulations.
- c. The individual examination programme may cover more credits than the legally required study load of the programme.

#### **Article 15. Courses from outside Wageningen University or the Delft University of Technology in the individual examination programme**

- a. Courses provided by other institutes of higher education, either in the Netherlands or abroad, can only be included in the individual examination programme with the prior permission of the Examining Board.
- b. Conversion of credits obtained is carried out in line with European guidelines. Should a system deviate from European guidelines, the Examining Board will decide on the conversion of the number of credits obtained, based on the information available to them. The procedure is described in the conversion document and can be found at the [website of the Examining Boards](#). For more information, students can contact the relevant examining board before they go abroad.

**Article 16. Extra courses**

A student may enrol for extra courses and interim examinations beside the individual examination programme. These courses do not influence the result of the final examination. Extra courses will not be stated on the diploma supplement. Through the Student Service Centre, the student can obtain a print-out of all completed WUR courses. For courses from other institutions, the student can request a transcript of records from the institution concerned.

**Chapter 4. Courses****Article 17. Types of courses**

The programme MMD offers various types of courses which are described in the Study Handbook.

**Article 18. Requirements with regard to study progress**

For the Metropolitan Solutions course and the master's thesis the prescribed study progress in credits will be mentioned in the Study Handbook (WU) (reference to the Study Handbook in the Study Guide TUD).

**Article 19. Registering for courses**

The student must register for each course organized by the Wageningen University through the student information system before the deadline set by the University of Wageningen has passed (see [Agenda and calendar Academic year](#)). For courses organized by Delft University of Technology detailed information about registration can be found on the website of the organizing faculty.

**Article 20. Scheduling**

The courses and corresponding tests and resits of the prescribed component of each programme are feasibly scheduled. However, for the courses chosen by students for the electives of the programme it cannot be guaranteed they will be feasibly scheduled.

**Chapter 5. Interim-examinations, tests and resits**

In section 1, 2, 3, 4, 5 and 6 of this Chapter 5, the situation is described for the compulsory MMD courses that are offered at the AMS Institute in Amsterdam. For the compulsory MMD courses the rules on interim examinations and resits apply of Wageningen University as specified in the WU EER 2024-2025. For the electives the rules on interim examinations and resits apply of the EER of the programme where the courses are being followed.

**Section 1. Registration****Article 21. Registration for interim examinations**

- a. The student is obliged to register for an interim examination before the deadline set by the university. Late registration for an interim examination means that the student cannot participate in the test or its resit.
- b. If students register for a MMD course, they will be registered for the corresponding interim examination as well without additional action.
- c. Until the deadline set by the University has passed, the student can withdraw their registration for an interim examination.

**Article 22. Monitoring preconditions for taking partial interim examinations**

If there are preconditions for taking a partial interim examination, the examiner determines in advance whether all preconditions have been fulfilled.

**Article 23. No resit after passing interim examination**

If the student has passed a partial interim examination, the student is not allowed to resit that partial interim examination.

## **Section 2. Examination material**

### **Article 24. Examination material – general**

The questions and assignments contained in a written or oral test shall not exceed the examination material previously published in the Study Handbook and or course guide (WU).

### **Article 25. Examination material for an altered or cancelled course**

If the examination material or the type of examination for a particular course are significantly altered (regardless of whether or not the same course code is used) or if the course is cancelled, then the interim examination shall additionally be given in the previous form in the first year for the altered course, or the first year after the course has been cancelled.

## **Section 3. Type of examination and scheduling**

### **Article 26. Type of examination**

The interim examination of a course may consist of one or different partial interim examinations, such as an assignment, participation in practicals or an oral or written test. Partial grades can be obtained for these. The partial interim examinations are described in the Study Handbook.

### **Article 27. Tests**

- a. The student can take a test or a resit for a MMD course in the MMD-education period (as specified in the Course Guide) in which the particular course is given.
- b. Resits outside the regular education periods can be agreed on after discussion with the course coordinator.
- c. In addition to the foregoing, students can take tests of the MMD courses and the electives followed at WU. In that case the EER of Wageningen University applies. For specialisation and electives that are offered by Delft University of Technology, the rules and regulations on examination of Delft University of Technology apply.
- d. Tests and resits can be scheduled in the evening (6:30-9:30 p.m.). In general, scheduling of tests in the evening hours will be kept to a minimum.
- e. In one day no more than two tests of courses from the prescribed component of the programme (compulsory and restricted optional courses) shall be scheduled.
- f. For online courses that are not scheduled in a specific education period, tests are scheduled twice in every academic year. Tests of online courses can be scheduled at timeslots that differ from the moments in which the regular tests are scheduled.
- g. Online tests should always be organized in such a way that the identity of the student can be ascertained and circumstances under which the examinations are taken can be verified. In the Rules and Regulations procedural rules are outlined, including on online proctoring.

### **Article 28. Taking oral tests**

- a. A test will be taken orally if such is determined in the Study Handbook for the particular course or if so determined by the Examining Board.
- b. The oral test will be taken by two academic staff members.
- c. The examiner can decide that the test will be taken by only one academic staff member, in which situation the oral test will be recorded. This can only be decided after approval of the Examining Board for this, and the student does not object to the recording.
- d. Oral test are open to the public, unless the Examining Board decides otherwise. Only special circumstances can be a reason to do so.
- e. An online oral test that consists of an online conversation, must be recorded and filed by the examiner or the examining board in conformity with the retention period prescribed for written tests.



**Article 29. Living lab and thesis**

- a. In the Study Handbook the way living lab and thesis will be assessed will be specified. The assessment will be executed by at least two academic staff members. One of the staff members is the examiner.
- b. All master thesis reports that are positively assessed (grade 6 or higher) will be published online in accordance with the current 'Policy WUR Open Access Master Theses'. They will also be published on the openresearch.amsterdam platform and in the repository of Delft University of Technology. If confidentiality is agreed with the student, the criteria for confidentiality must be met. The criteria for confidentiality can be found in the aforementioned Policy.

**Article 30. Request for another type or time of partial interim examination**

In exceptional circumstances and by request of the student, the Examining Board can decide to deviate from the partial interim examination type and/or the time of examination.

**Section 4. Assessing, determining and announcing results****Article 31. Assessment of interim examinations**

- a. Interim examinations are assessed by numerical grades on a scale from 1 to 10. Grades lower than 6 are rounded off to whole grades, grades of 6 and higher are rounded off to half grades. In order to pass an interim examination students must achieve a grade of 6 or higher after rounding off.
- b. In the case of a partial interim examination, the examiner may award a pass/fail assessment instead of a numeric grade. A final pass/fail assessment for a course is allowed only with consent of the Examining Board. This is outlined per course in the Study Handbook. A pass/fail assessment is not permitted for thesis and living lab.
- c. Satisfactory results for courses taken at a foreign institution of higher education are included in the individual examination program as 'sufficient' after approval by the Examining Board. The foreign university determines the cut-off point for a satisfactory result ('sufficient') and records the results on the transcript of records in accordance with the grading system applicable there.
- d. The Rules and Regulations provide further information on the assessment methods and standards for interim examinations.

**Article 32. Results and announcement of results of partial interim examination and interim examinations**

- a. The examiner determines the result of a test of the core mandatory courses in MMD within ten working days after the day on which the examination is taken.
- b. The examiner determines the result of an oral test immediately after the examination is taken and provides the student with the result in writing.
- c. In the case of a non-cursory course (such as Living Lab or thesis), the examiner determines the result within ten days after the submission deadline, as determined by the examiner, on condition that the student has submitted on time.
- d. Within the time limits referred to in this Article, the examiner ensures that the result of an interim examination is announced by entering the result in the student information system. If an interim examination consists of partial interim examinations, the examiner enters the weighted results of these components, unless a minimum grade has been set for one of the components and this minimum grade has not been achieved. The student can also take note of this through this system.

**Section 5. Review and discussion****Article 33. Scheduling of review and discussion**

- a. Within twenty working days after the last day of the education or resit period, the examiner provides the student with an opportunity to review the assessed work.

- b. The examiner can organize the review at a determined place and time where the examiner arranges a collective discussion or hands out model answers.
- c. During the review, the student has access to own work, to the questions and assignments of the particular interim examination and to information regarding the standards used for the assessment. Also an examiner or lecturer will be available to give the student an explication.
- d. If the student is prevented from attending the review and discussions due to circumstances beyond their control, the student can still request review within fifteen working days after the results have been announced. The examiner decides on the place, time and manner in which the student shall inspect and discuss own work.
- e. Contrary to the provisions stated in subsection b, the examiner of an online course can decide that the review and discussion will be organized online within the time frame mentioned in subsection a, or at a determined place after the mentioned term has expired.

## **Section 6. Validity period for results of interim examinations and partial interim examinations**

### **Article 34. Validity period for results of interim examinations and partial interim examinations**

- a. The period of validity of the results of an examination is indefinite. The Executive Board of Wageningen University and the Dean of the faculty of Architecture of Delft University of Technology can restrict the period of validity of a successfully completed examination only if the knowledge or insight that was examined has become outdated or if the skills that were examined have become outdated.
- b. In cases involving a limited period of validity based on the first section, the period of validity shall be extended at least by the duration of the acknowledged delay in studies, based on the Wageningen University or Delft University of Technology Profiling Fund Scheme.
- c. In individual cases involving special circumstances, the Examining Board can extend periods of validity that have been limited based on the subsection a or further extend periods of validity that have been extended based on the subsection b.
- d. Results of partial interim examinations are valid until the end of the academic year following the academic year in which the result was attained, unless a longer validity period has been described in the Study Handbook. In individual cases involving special circumstances as mentioned in sub c, the Examining Board can extend the validity period of partial interim examinations or other parts of an interim examination by the duration as determined in subsection b.

## **Chapter 6. Exemptions**

### **Article 35. Exemptions from interim examinations and or practical assignments**

- 1. At the written request of the student, the Examining Board can grant an exemption from an interim examination. The Examining Board seeks advice from the relevant examiner.
- 2. Section 1 does not apply to the integrative courses Metropolitan Challenges, Metropolitan Innovators, Metropolitan Solutions, Professional Profile and Living Lab.

## **Chapter 7. Final examinations, diploma**

### **Article 36. The final examination of the programme**

Students pass the final examination if they have passed all courses in their individual examination programme.

**Article 37. The degree attributed to the final examination of the master's programme  
Metropolitan Analysis, Design and Engineering**

Based on Articles 7.3c and 7.10a.1 of the WHW, the joint Executive Boards award a joint Master of Science degree, Metropolitan Analysis, Design and Engineering, to the student who has successfully completed the master's programme.

**Article 38. The final examination results and the date of the final examination**

- a. The Examining Board determines the final examination results after all interim examinations of the individual examination programme have been passed.
- b. The final examination date is the date that is mentioned in the student information system of Wageningen University with the last obtained pass grade, or, when later: the date of approval of the (altered) individual examination programme.
- c. Up until the day before the last interim examination of the individual examination programme is taken or the thesis result is announced, the student can apply to the Examining Board for a postponement of the final examination date, so that additional courses can be added to the individual examination programme. The relevant procedure is outlined in the Rules and Regulations.
- d. After the final examination date, students can remain enrolled until the end of that academic year and take courses. They shall receive a certificate for such courses that are passed.

**Article 39. The diploma and the diploma supplement**

- a. The Examining Board issues the student with a diploma and a diploma supplement, as proof of successful completion of the final examination.
- b. The diploma states at least the following: the name of the joint programme, the joint degree, the final examination date, the names and logos of the partaking institutions and, if applicable: the specialisation and the cum laude designation.
- c. The diploma supplement contains at least the names of the partaking institutions and the name, the content, the study load of the programme and, if applicable, the minor. The diploma supplement is drawn up in English and in accordance with the standard European format.

**Article 40. Cum laude**

If the final examination shows that the student has demonstrated exceptional proficiency, the Examining Board can award the designation 'cum laude'. To this end, the Examining Board follows the corresponding procedure in the Rules and Regulations.

## **Chapter 8. Other provisions**

**Article 41. Language used for education and interim examinations**

The programme is taught and examined in English.

**Article 42. Studying with a functional disability or chronic illness**

- a. The student with a functional disability or chronic illness can apply for adaptations to the education, the interim examinations, living lab and practical assignments. As far as possible, such adaptations will be tailored to the needs of the individual student. The adaptations shall not be made to the detriment of the learning outcomes and the assessment of the outcomes, of the course or of the programme. The procedures and facilities are outlined in the regulations 'Studying with a functional disability' and can be found in the WU Student Charter.
- b. After seeking advice from the Study Counselling Services of Wageningen University, the Examining Board decides on behalf of the joint Executive Boards on adaptations to educational facilities and interim examinations.
- c. A student with a right to facilities during education and/or interim examinations is only entitled to these facilities if the student indicates before the application deadline for the course and/or

interim examination in OSIRIS that he wants to make use of the facilities during that course and/or interim examination. In case the student cannot reasonably have the request as referred to in section a. assessed before the application deadline, exceptions could be discussed with a dean for students.

**Article 43. Study progress and study counselling in general**

- a. The joint Executive Boards ensure the registration of study results so that all students have an overview of their course results via the Student Information System.
- b. The joint Executive Boards provide adequate study counselling and facilities in order to ensure sufficient study progress.

**Article 44. Commitment to safety regulations and infection prevention**

- a. Participating in courses with fieldwork, thesis and living lab, rules and regulations regarding safety requirements are determined, such as a vaccination requirement. These requirements arise from legislation and regulations ('arbo') and from the policy of Wageningen University and are as much as possible included in the Study Handbook or the Course Guide. In some cases completion of safety modules can be conditional for participation in (components of) a course. More information regarding safety instructions and the policy on infection prevention can be found on the internet.
- b. The course coordinator ensures that the student is informed of possible risks of participation in the education and of the measures taken so the student can work safely. The student is required to follow the safety regulations.
- c. The course coordinator ensures -as far as reasonably possible- that will be verified that students comply with the safety rules. If the student does not comply with the rules, the course coordinator must refuse (temporarily or at all) to allow the student to perform specific activities that involve high risk or that create risk. The temporariness depends on the circumstances.

**Article 45. Hardship clause**

Within the framework of the law, in very exceptional cases, the Executive Board may choose not to apply the stipulations of the EER or to deviate from them to the benefit of students in the event that application of the EER would lead to a situation of unfairness of an overriding nature.

**Article 46. Procedure complaint or appeal**

A student can file a complaint to the Student Legal Protection Desk of Wageningen University ([legalprotection.students@wur.nl](mailto:legalprotection.students@wur.nl)). An appeal must be lodged with the Examination Appeals Board (EAB). The procedures for submitting a complaint or lodging an appeal are outlined in the Student Charter Wageningen University under: Legal protection.

## **Chapter 9. Final provisions and implementation provisions**

**Article 47. Implementation**

- a. These Regulations enter into force on 1 September 2024.
- b. These Regulations have been adopted by the Executive Board WU and the Dean of the Faculty of Architecture of TUD, with approval or advice, if applicable, of the WU Student Council and the Student Council of the Faculty of Architecture TUD and where applicable, approval or advice of the Programme Committee.

**Article 48. Amendments to the EER**

- a. These Regulations can be amended only by decision of the Executive Board WU and the Dean of the Faculty of Architecture of TUD after approval from the student councils and approval or advice of the Programme Board.

- b. Amendments do not apply in the current academic year, unless the interests of the students are not harmed or if necessary because of a statutory obligation.
- c. Amendments shall not negatively impact decisions taken by the Examining Boards on the grounds of these Regulations before the amendment.

**Article 49. Publication**

The Executive Board WU and the Dean of the Faculty of Architecture TUD shall ensure the suitable publication of these Regulations and any amendments.

## **Appendix 1 Admission to the master's programme MMD**

### **VALID for prospective students starting in academic year 2025-2026<sup>1</sup>**

#### **Admission regulations for MSc MMD and selection procedure**

The MSc admission regulations for the MSc MMD are an appendix to the Education and Examination Regulations (EER). The Executive Board of WU and the Dean of the Faculty of Architecture of TUD will jointly decide on the basis of the advice of the Admission Board MMD on the admission of prospective students to the Master's programme MMD. Both the advice of the Admission Board and the decision of the Executive Board WU and Dean of the Faculty of Architecture of TUD are based on the EER and these Admission regulations.

The articles in the EER concerning admission to the Master's programme have been formulated in accordance with the VSNU conceptual framework for admission. This framework distinguishes between Criterion, Norm, Method and Score.

- Article 5 of the EER discusses the three admission criteria applied by Wageningen University: level of prior education, English proficiency and required prior knowledge;
- The norm to determine whether prospective Master's students satisfies the criteria is determined by estimating whether students will be able to successfully complete the programme within the specified period;
- For each criterion there are several methods for prospective students to demonstrate that they satisfy the norm. These methods are discussed in detail in Articles 6, 7 and 8 of the EER;
- Criteria b and c set out in Article 5 of the EER (English proficiency and required prior knowledge) have been further fleshed out for the various methods, for example in minimum scores. These are set out in Sections 2 and 3 of this Appendix.

### **1. Admission criteria**

#### **a. Details on the admission requirement set out in Article 5 sub a and Article 6 sub c: Level of prior education at a university abroad**

An overview of relevant foreign universities can be found in the [International Credentials Guide](#), which is annually approved by the Admission Policy Committee of Wageningen University.

#### **b. Details on the admission requirement set out in Article 5 sub b and Article 7: English proficiency level**

The methods according to which prospective Master's students can satisfy the admission criterion of English proficiency, as set out in Article 7.1 sub a-e, are discussed in more detail below.

##### *1. Bachelor's with sufficient English proficiency*

Prospective Master's students are deemed to have a sufficient level of English proficiency as referred to in Article 7.1 sub a if they can present one of the following pieces of documentary evidence:

- a Bachelor's degree certificate gained in a Dutch academic Bachelor's programme;
- a statement signed by a Dutch university of applied sciences that confirms that the Bachelor's programme completed by students were taught mainly in English.

##### *2. English at native-speaker level*

Prospective Master's students who have completed their Bachelor's or Master's programme in one of the

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<sup>1</sup> The admission regulations for prospective students starting in academic year 2024-2025, are laid down in the EER 2023-2024.

following countries will be assumed to speak English at native-speaker level as referred to in Article 7.1, sub b:

- Australia
- Ireland
- Canada (excluding universities in Quebec, but including McGill University in Montreal)
- New Zealand
- United Kingdom
- United States of America
- Singapore
- South Africa

3. *WU / TUD **exchange** or subsidiary programme*

Prospective Master’s students who have participated in a Wageningen University or Delft University of Technology exchange or subsidiary programme as referred to in Article 7.1, sub c, and have earned at least 24 credits from English taught courses in this programme, are deemed to satisfy the admission criterion of English proficiency.

4. **Final mark for English**

Depending on the required level of English proficiency set by specific Master’s programmes, prospective Master’s students are deemed to satisfy the English proficiency requirement if they have earned the following marks in the final examinations in English of their prior education as referred to in Article 7.1 sub d.

Name diploma	Country	CEF B2/C1
Havo	Nederland	Minimum final grade for English is 8
Vwo	Nederland	Minimum final grade for English is 7

5. *Recognised English language certificate*

Prospective Master’s students can satisfy the English proficiency requirement by presenting one of following language certificates and scores, as referred to in Article 7.1, sub e. Any language certificates that are not in this list will not be recognised as valid proof of proficiency.

Prospective Master’s students can satisfy the English proficiency requirement by presenting one of following language certificates and scores, as referred to in Article 7.1, sub e. Any language certificates that are not in this list will not be recognised as valid proof of proficiency.

Name certificate	Required score
IELTS*	Overall grade 6.5 (with a minimum sub- score of 6.0 for speaking)
TOEFL*	internet-based 92 (with a minimum sub- score of 23 for speaking)
Cambridge Advanced English (CAE/C1)	score between 176-210
Cambridge Proficiency English (CPE/C2)	score between 180-230
RATER (only applicable to EU/EEA/EFTA applicants)	Listening pass, Reading pass, Writing pass, Speaking pass

\*IELTS and TOEFL certificates remain valid until two years of the date of issue.

**c. Details on the admission requirement set out in Article 5 sub c and**

## Article 8: prior knowledge

### 1. Overview accompanying Article 8.1 sub b and c, both under i of the EER

The minimum score of 7 will be calculated in different ways for different educational systems.

Dutch Bachelor's programmes	Unweighted average mark of at least 7
Non-Dutch Bachelor's Programmes	The international equivalent to a final mark of 7 (ISCED 2011 level 6) has been worked out in detail for countries worldwide in the International credentials evaluation guideline, which is annually approved by the Admission Policy Committee.

If a candidate's score is only just below the required score, the Master's Admissions Board may decide to request the candidate to submit additional information to demonstrate the presence of compensating factors according to which the candidate does satisfy the admission criterion of a sufficient level of prior education.

Additional information may concern one or more of the following:

- a) Thesis result
- b) Scores for the courses that are of particular relevance to the MSc programme applied for
- c) Indisputable upward trend of course grades
- d) A declaration of the educational institute of the applicant on a deviating GPA policy
- e) Achievements in postgraduate education
- f) Multiple studies
- g) Scores for WU/TUD courses (by exchange students or students taking a minor)
- h) Reference letters
- i) Quality of the degree awarding institution
- j) Relevant working experience

### 2. Pre-master programme regulations

- a) Applicants who do not meet the MSc admission requirements, but who would meet the MSc admission requirements after completing preparatory courses at a value of 30 credit points at the most, can be admitted to the MSc programme under condition of completion of those preparatory courses (pre-master programme).
- b) The composition of the pre-master programme is determined by the Executive Board WU and Dean of the Faculty of Architecture of TUD on the basis of the advice of the Admission Board of the MSc MMD and will be laid down in the admission decision.

### 3. Target group

The master MMD will be particularly interesting for three different groups of bachelor students:

- A. Students with a bachelor degree from Delft University of Technology or Wageningen University, who want to continue with a master focussing on Metropolitan issues. This includes the following BSc-graduates:
  - a. BSc Environmental Sciences
  - b. BSc Landscape Architecture and Spatial Planning
  - c. BSc International Land and Water Management
  - d. BSc Soil, Water, Atmosphere
  - e. BSc Nutrition and Health
  - f. BSc Food Technology
  - g. BSc Architecture, Urbanism, and the Built Environment
  - h. BSc Civil Engineering
  - i. BSc Systems Engineering, Policy Analysis & Management
  - j. BSc Life Science and Technology
  - k. BSc Industrial Design Engineering



- B. Students with a bachelor degree from other relevant or (inter)nationally equivalent programmes in the technical or life and social sciences seeking an interdisciplinary study on metropolitan issues. In The Netherlands, this explicitly includes:
  - a. BA/BSc Built Environment (BUAs, HU, HvA, Avans)
  - b. BA/BSc Civil Engineering (Avans, Windesheim, HZ, Hogeschool Rotterdam, HAN)
  - c. BA/BSc Landscape and Environment Management (Inholland)
  - d. BA/BSc Environmental sciences (Avans, VHL, HAS Den Bosch, Saxion)
  - e. BA/BSc Urban & Rural Development (HAS Den Bosch)
  - f. BA/BSc Logistics (BUAs, HZ, Stenden)
  - g. BSc Architecture, Urbanism and Building Sciences (TU/e)
  - h. BSc Civil Engineering (UT)
  - i. BSc Technology and Liberal Arts & Sciences (UT)
  - j. BSc Technical Planning (RUG)
  - k. BSc Geography, Planning and Environment (RU)
  - l. BSc Environmental Sciences (UU)
  - m. BSc Global Sustainability Sciences (UU)
  
- C. Students with a bachelor degree with competencies related to metropolitan, urban or environmental issues, yet with some deficiencies in the technical or life and social sciences. Some examples of degrees as such in The Netherlands are:
  - a. BSc Social Geography and Planning (UU, UvA, RUG)
  - b. BSc Earth and Economy (VU)
  - c. BSc Future Planet Studies (UvA)
  - d. BSc Social and Behavioural Sciences (EUR)
  - e. BSc Beta-Gamma Studies (UvA)

## **2. Admission requirements and regulations for MSc programmes**

### **a. Application procedure**

- A. Prospective Master's students who are seeking admission to the MSc MMD are required to submit an application via the website [www.studielink.nl](http://www.studielink.nl).
  
- B. The application, including all required documents, should be submitted before the application-deadline that is mentioned on the WU website. Only complete applications will be taken into consideration.
  
- C. A complete application includes all required documents. These are:
  - 1) Bachelor's diploma;
  - 2) academic transcripts of relevant pre-education;
  - 3) (if relevant) proof of English proficiency as referred to in Article 12 of the EER;
  - 4) statement of purpose/motivation;
  - 5) curriculum vitae;
  - 6) Statement of Accomplishment or Verified Certificate of the MOOC: Sustainable Urban Development: Discover Advanced Metropolitan Solutions
  
- D. With regard to Article 1.C under 2) and 3), if the prospective Master's student is unable to submit these documents because the diploma has not yet been obtained, the application of the prospective Master's student will be conditionally processed (see also Article 4.C).

### **b. Admission decision**

1. The Admission Board will annually select students. The Programme Director and one representative of WUR and one of TUD, under a mandate of the dean, will form the Admission Board, that advises the Executive Board WU and the Dean of the Faculty of Architecture of TUD in individual cases with regard to the admission of students to the MSc MMD.
2. Applicants receive a decision ultimately one month after the complete application was submitted.
3. Prospective students who have not yet obtained their bachelor's degree certificate may be provisionally admitted to the Master's programme. Provisional admission will be converted into definitive admission on presentation of a Bachelor's degree certificate, no later than at the start of the academic year.
4. The admission decision is valid for the next academic year. From then on, the applicant needs to submit a new application.

### **c. Appeal**

1. Applicants who do not agree with decisions based on these regulations can appeal within six weeks after receipt of the decision. The appeal must be in writing and directed at the Examination Appeals Board. The appeal has to be sent to the Student Legal Protection Desk ([legalprotection.students@wur.nl](mailto:legalprotection.students@wur.nl)).
2. Before an appeal is taken into consideration, the Examination Appeals Board sends a notice of appeal to the Admission Board, inviting the Board to contact the appellant in order to determine whether or not an amicable settlement of the dispute is possible. The Admission Board will advise the Executive Board WU and Dean of the Faculty of Architecture of TUD about the consideration regarding an amicable settlement. Appellants can supply additional documents to support their application.

Within three weeks the Admission Board, on behalf of the Executive Board WU and Dean of the Faculty of Architecture of TUD, shall report to the Board of Appeals whether or not an amicable settlement has been reached. If no amicable settlement has been reached, the Examination Appeals Board will process the appeal as set out in more detail in Article 46 or the EER.

## **Appendix 2          Temporary measures EER in case of an outbreak of a pandemic or similar circumstances**

In order to take the required measures related to an outbreak of a pandemic or similar circumstances (“extenuating circumstances”), it may be necessary to make some temporary changes to the Education and Examination Regulations master’s programme Metropolitan Analysis Design and Engineering (joint degree) as described below. These provisions will be applied in consultation with the Student Council.

### **Article 1          Temporary priority course guide on the Study Handbook due to extenuating circumstances**

By way of derogation from what is stated on page 1 of the EER and in article 2c, the course guide shall prevail if there is inconsistency between the course guide and the Study Handbook.

### **Article 2          Temporary deviation from the scheduling of review and discussion due to extenuating circumstances**

By way of derogation from Article 31 b and c, the examiner may organise the review and discussion online. Students are not allowed to make recordings or reproduce documents during or after the review or discussion.

## **Information**

### **Article 1          Temporary priority course guide on the Study Handbook due to extenuating circumstances**

If the education format has to be adapted as a result of measures imposed by the government or other authorities, the most up-to-date information can be found in the course guide. In this case, the course guide deviates from the information in the Study Handbook. Therefore in the case of inconsistency between the course and the Study Handbook, the course guide shall prevail.

### **Article 2          Temporary deviation from the scheduling of review and discussion due to extenuating circumstances**

Some measures as listed in article 1 may make it impossible to organise review and discussion on campus. In such cases courses not taught online can organise review and discussion online.