

TEACHING AND EXAMINATION REGULATIONS

MA programme in Military Strategic Studies (MSS)



Faculty of Military Sciences Netherlands Defence Academy

Academic year 2023-2024

Version 1.27

Confirmed by the Dean of the Faculty of Military Sciences of the NLDA

on

CHANGES

Version	Date	Changes incorporated
Base	25-9-2017	
1.1	1-9-2018	<p>Chapter 2, Art 5 articulates the role and responsibility of the BoE in the admission process</p> <p>Chapter 5, Art 12 reflects the registration procedure to attend examinations through OSIRIS</p> <p>Chapter 5, Art 14 now reflects the consequences for missing a deadline for digital uploads.</p> <p>Chapter 10, art 23 articulates the appeal options for students</p> <p>Chapter 10, art 24 details the options for appeal with the Board of Appeal for Examinations</p> <p>Chapter 11, Art 26 now reflects the Higher Education Act addressing consent requirements for the Board of Examiners, the Programme Committee and the Programme Board</p> <p>Chapter 11, Art 27 now addresses how students of previous classes will have to take the examinations of a course in accordance with the course guide and course description of that academic year.</p> <p>Appendix 1, Art 4 modified to address failure to submit assignments</p> <p>Appendix 1, Art 7 modified to address items not allowed during examinations</p> <p>Appendix 1, Art 8 modified to explicitly address plagiarism</p> <p>Appendix 1, Art 10 specifies more clearly what is to be taken into the word-length of an assignment</p> <p>Appendix 1, art 10 to address consequences after exceeding word limit in written assignments</p> <p>Appendix 1, art 12 modified to incorporate the requirements to retain exams for seven years</p> <p>Appendix 1, art 17 modified to better explain the grading process of the thesis</p> <p>Various minor changes to delete outdated rules and exemptions</p>
1.2	1-9-2019	<p>Art 7.1. Modified to provide clarity on the language for graded elements of the programme</p> <p>Art 7.3. Modified to provide the BoE the opportunity to deviate from the language requirements for students</p>

		<p>Art 7.4. Added, former Art 7.3.</p> <p>Appendix 1, Art 8. Reworded and re-ordered to clarify the procedure after suspected cheating (including collusion and plagiarism)</p> <p>Appendix 1, Art 10.4.b modified to explain the penalty for over-length written assignments</p> <p>Appendix 1, Art 10.5 modified to reflect that only the main text in written assignments is to be counted for the word limit.</p> <p>Appendix 1, Art 12 modified to describe retention periods for examinations to be identical to other programmes offered by the Faculty of Military Sciences</p> <p>Appendix 1, Art 16 modified to allow individual timelines to conclude the thesis</p> <p>Appendix 1, Art 17, 10, a. Added to describe the moment all grades must be available to participate in the current year's diploma ceremony</p>
1.21	1-9-2019	Appendix 2, Chapter 1, art 5.2; Examination of Strategising and Organising changed to a paper.
1.22	1-12-2019	<p>Appendix 1, art 17.6; textual correction to resolve ambiguity on word-limit and type of annotation format</p> <p>Appendix 2, Chapter 1, art 5.1, graded elements of the course War and Warfare in the Post Modern World corrected</p> <p>Appendix 2, Chapter 1, art 5.4, graded elements of the course Methods and Analytic Concepts in Intelligence corrected</p>
1.23	10-4-2020	<p>Temporary Corona measures:</p> <p>Chapter 5 Examination, art. 10(2): deadline is temporarily extended with one week to D10+16 (5 July 2020 close of day)</p> <p>Appendix 2, art. 5(4); examination of Intelligence Organizations and their Cultures changed to "Written (take home) Exam"</p>
1.24	1-9-2020	<p>Chapter 1 General,</p> <ul style="list-style-type: none"> • art. 6(3) updated (old 6(4) and 6(5) incorporated in 6(3)e-f • art 6(4) streamlining requirement for military and civilian MoD personnel • art. 6(5) change in foreign degree policies (NUFIC) and deleting de GPA requirement • art. 6(6): change of wording in civilian Ba/MA deficiency option <p>Chapter 1 General, art 7 language requirements supplemented with current new standards</p>

		<p>Chapter 1 General, art 11(2): registration for exams (1st opportunity): change of opt-in to opt-out (unregister in order to safeguard first opportunity examination).</p> <p>Chapter 5 Examination,</p> <ul style="list-style-type: none"> • Art. 10(2): pre-Corona deadline re-installed to D10+9. • Art. 12(1) participation registration by course faculty only. <p>Appendix 1, art. 10: title changed to Examination</p> <p>Appendix 1, art. 17: amendment of master thesis assessment criteria</p> <p>Appendix 1, art. 25 updating subsidiary program rules and subordinating the examination rules to the bachelor programmes.</p> <p>Appendix 2, Chapter 4, art. 10 clarifying responsibilities for the BoE (MSS) and the bachelor programme board & BoE (KW-MBW)</p> <p>Appendix 2, Chapter 4, art. 10(2) deleted (as it is the responsibility of the Ba programme board/BoE KW-MBW)</p> <p>Appendix 5, Master thesis assessment criteria & rubrics</p>
1.25	1-9-2021	<p>Chapter 3 Admissibility to the Programme</p> <p>Art 6 (7). Specification of accessibility to the subsidiary programme.</p> <p>Chapter 5 Examination:</p> <ul style="list-style-type: none"> • Art. 12(2) and 12(3) clarifying the rules on withdrawal through active deregistration after being registered (automatically) for examinations. • Art. 12(4) 'no show' rule ('naught') <p>Appendix 2, Chapter 1, Article 5 (MA MSS Courses) Intelligence and Security (I&S) track one of the four compulsory courses (MACI) has been renamed (DATI).</p> <p>Appendix 3, Admissibility and Deficiency table. A specification of relevant studies has been added in Category 'HBO' remarks column</p>
1.26	1-09-2022	<p>Chapter 3 Admissibility to the Programme</p> <ul style="list-style-type: none"> • Art 7 – Language (5) Exclusion from examinations when mandatory (language) certificate is not timely issued

		<p>Chapter 5 Examination</p> <ul style="list-style-type: none"> • Art 12 – Taking part in course examinations <ol style="list-style-type: none"> (3) Reference where students can find the deregistration procedure <p>Appendix 2 (Implementation regulations), Chapter 1 (Compiling the study programme),</p> <ul style="list-style-type: none"> • Art 5 – MA MSS Courses <ol style="list-style-type: none"> (1) War, Defence & Society Examination type changed from ‘take-home’ to ‘essay’. (3) The compulsory course ‘Insurgency and Counter-Insurgency’ has been renamed into ‘Irregular Warfare’. (3) The compulsory course ‘Peacekeeping & Statebuilding’ has been renamed into ‘From Peacekeeping to Statebuilding’ <p>Appendix 2 (Implementation regulations), Chapter 3 (The types of examinations)</p> <ul style="list-style-type: none"> • Art 8 – Examinations <ol style="list-style-type: none"> (2) Reference to the study guides added concerning the necessity to mention form and the way resists of written assessments take place.
--	--	---

1.27	1-09-2023	<p>Chapter 3 Admissibility to the Programme</p> <ul style="list-style-type: none"> • Art 7 – Language (2b) Acceptance of certificates from a relevant (Bachelor or Master) programme taught entirely in English in non-native English speaking countries. <p>Chapter 5 Examination</p> <ul style="list-style-type: none"> • Art 12 – Registration in OSIRIS closes two days before the resit. • Art 16 – Determining and announcing the results In exceptional cases the Board of Examiners may demand another examiner to examine the written work within an additional 10 working days at most. <p>Appendix 1, Rules and Guidelines of the Board of Examiners</p> <ul style="list-style-type: none"> • Art 8.1 <ul style="list-style-type: none"> a. (<i>added</i>) Unless expressly permitted, the use of artificial intelligence programs / large language models (e.g. ChatGPT) to write (parts of) text for any assignment, including written exams, papers, essays, reports, and the final thesis, is also considered cheating, or fraud. <p>Appendix 2, Implementation Regulations</p> <ul style="list-style-type: none"> • Ch1, Art 5 MSS Courses <ul style="list-style-type: none"> 3. War Studies (WS) track / compulsory courses The former elective course ‘The Future of Warfare’ is introduced as compulsory course and replaces the course ‘From Peacekeeping to Statebuilding’ which is now an elective

TABLE OF CONTENT

Changes.....	3
Chapter 1 General	11
Article 1 – Areas to which the regulations apply	11
Article 2 – Definitions of terms used	11
Article 3 – The programme’s objective	12
Article 4 – The programme’s final attainment levels	12
Chapter 2 The Board of Examiners.....	13
Article 5 – The Board of Examiners	13
Chapter 3 Admissibility to the Programme	13
Article 6 – Admissibility to the programme	13
Article 7 – Language	14
Chapter 4 Composition of the Programme	15
Article 8 – Taking the programme on a full-time or part-time basis	15
Article 9 – Composition of the programme and the degree audit	15
Chapter 5 Examination	15
Article 10 – Number, times and frequency of examinations	15
Article 11 – Sequence of examinations.....	16
Article 12 – Taking part in course examinations.....	16
Article 13 – Validity of examinations.....	16
Article 14 – The form of examination and method of assessment	16
Article 15 – Oral examinations	17
Article 16 – Determining and announcing the results	17
Article 17 – The right to inspect the results.....	17
Article 18 – Discussing the examination results	18
Chapter 6 Studying with a Disability.....	18
Article 19 – Adaptations to help students with a disability	18
Chapter 7 Exemptions	18
Article 20 – Exemption from examinations or practicals	18
Chapter 8 Degree Audit	19
Article 21 – The times and frequency of the degree audit	19
Chapter 9 Study Progress Checks	19
Article 22 – Study progress checks.....	19
Chapter 10 Appeal.....	19
Article 23 – Appeal	19
Article 24 – Board of Appeal for Examinations.....	20

Chapter 11 Contravention, Changes and Implementation	20
Article 25 – Contravening the regulations	20
Article 26 – Changes to the regulations	20
Article 27– Transitional regulations	20
Article 28– Publication of the regulations	21
Article 29 – Entry into force	21
APPENDIX 1	22
RULES AND GUIDELINES of the BOARD OF EXAMINERS.....	22
Article 1 – Area of application and definition of terms	23
Article 2 – The Board of Examiners’ standard procedures	23
Article 3 – The establishing of subcommittees, their composition and powers.....	23
Article 4 – No show	23
Article 5 – Language	23
Article 6 – The sitting of written or oral examinations.....	24
Article 7 – Order during examinations	24
Article 8 – Cheating	25
Article 9 – Questions and assignments	25
Article 10 – Examination	26
Article 11 – Credits in admission requirement	26
Article 12 – The retaining of written examination papers and examination results	27
Article 13 – Passing on and publicizing the results of exams and practicals.....	27
Article 14 – The compulsory core, the elective and track-linked courses	27
Article 15 – The Graduation Work.....	27
Article 16 – The Research Seminar and the individual research proposal	28
Article 17 – The Master thesis	28
Article 18 – Public nature of the thesis	30
Article 19 – *annulled*	30
Article 20 – Exemption.....	30
Article 21 – Courses followed elsewhere, additional courses	30
Article 22 – The exemption request procedure	31
Article 23 – The appointment of external experts as examiners.....	31
Article 24 – Pass and fail ruling.....	31
Article 25 – The pre-master’s (subsidiary programme) pass and fail ruling	31
Article 26 – The bestowing of the designation ‘cum laude’.	32
Article 27 – The degree, the grade list and the diploma supplement.....	32
Article 28 – The Special Certificate.....	32

Article 29– Statement of results.....	32
Article 30 – Amendments to the Rules and Guidelines	33
Article 31 – Unforeseen circumstances	33
Article 32 – Coming into force	33
APPENDIX 2	34
IMPLEMENTATION REGULATIONS.....	34
Chapter 1 – Compiling the study programme	35
Article 1 – The study load	35
Article 2 – Tracks	35
Article 3 – The Composition of the programme.....	35
Article 4 – Registering the tracks and compiling the examination programme	35
Article 5 – MA MSS courses	36
Article 6 – Access to the graduation work	38
Chapter 2 – Course teachings, practicals and/or exercises	38
Article 7 – Course teachings, practicals and exercises	38
Chapter 3– The types of examinations.....	38
Article 8 – Examinations.....	38
Article 9 – The frequencies, times and sequences of the exams	38
Chapter 4 – Subsidiary programme.....	39
Article 10 – Subsidiary programme	39
Article 11 – Access to the pre-graduation thesis.....	39
Article 12 – supervision of the pre-graduation thesis	40
APPENDIX 3	40
ADMISSIBILITY AND DEFICIENCY TABLE	40
APPENDIX 4	43
EXEMPTION REQUEST	43
APPENDIX 5	46
Master thesis assessment rubrics.....	46

CHAPTER 1 GENERAL

ARTICLE 1 – AREAS TO WHICH THE REGULATIONS APPLY

- 1) These regulations apply to the teaching and the examinations related to the Master's degree programme in Military Strategic Studies, hereafter to be referred to as the programme.
- 2) The teaching and organization of the programme is the responsibility of the Faculty of Military Sciences at the Netherlands Defence Academy, hereafter to be referred to as the Faculty.
- 3) The programme is governed by Implementation Regulations (Appendix 2) which constitute part of these Teaching and Examination Regulations.

ARTICLE 2 – DEFINITIONS OF TERMS USED

- 1) The terms used in these regulations should be interpreted as meaning the same as in the Higher Education and Scientific Research Act, insofar as they are defined in that Act.
- 2) The following terms are to be defined thus:
 - a) Act: the Higher Education and Scientific Research Act (in Dutch, the WHW), in the Dutch Bulletin of Acts, Orders and Decrees, number 593 and as amended since;
 - b) Programme: the Master's degree programme as denoted in Article 7.3a paragraph 1, subparagraph b of the said Act. For its composition see Appendix 2, Article 3;
 - c) Board of Appeal for Examinations (*Dutch*: College van Beroep voor de Examens NLDA/FMW): the authority with which to lodge appeals against decisions by the Executive Board, the dean of the Faculty and the Board of Examiners of the programme;
 - d) Executive Board: the *Stichting Wetenschappelijk Onderwijs en Onderzoek NLDA (SWOON)*, the body that in accordance with the Act sees to the execution of the primary tasks of the Faculty of Military Sciences of the NLDA, i.e. teaching and research. The Executive Board formally admits students to the programme;
 - e) Programme Board: the body consisting of at least three professors working with the Faculty of Military Sciences and a student enrolled in the programme that is charged with the day-to-day administration and co-ordination of the programme;
 - f) Board of Examiners: the programme's Board of Examiners, which has been installed in accordance with Article 7.12 of the Act;
 - g) Examiner: the individual who, in line with Article 7.12, paragraph 3 of the Act, has been appointed to set the examinations;
 - h) Programme coordinator: a member of the Faculty who is appointed as the central point of contact and who on behalf of the Programme Board sees to the day-to-day administration and co-ordination of the programme;
 - i) Applicant: anyone wishing to enrol as a student of the Master's programme in Military Strategic Studies;
 - j) Student: anyone enrolled at the Faculty as a student of the Master's programme in Military Strategic Studies or parts of it;
 - k) Cohort: the group of students who have enrolled in the programme in a given academic year;
 - l) Teaching period: half a semester, consisting of a maximum of 10 class meetings and an examination;
 - m) Course: a teaching unit within the program as intended in Article 7.3, paragraphs 2 and 3 of the Act;
 - n) Practical: a practical exercise as intended in Article 7.13, paragraph 2, subparagraph d of the Act, taking one of the following forms: writing a thesis; conducting a project; completing a research assignment;

conducting a literature review; participating in fieldwork or an excursion; conducting tests; participating in other educational activities aimed at enabling participants to attain certain skills.

- o) Examination: an assessment of the knowledge, insight and skills of a student in relation to a subject in a given course or part of it, as well as the marking of that assessment by at least one examiner, appointed for that purpose by the Board of Examiners;
- p) Component examination: an assessment of the knowledge, insight and skills of a student in relation to a component within a course, as well as the marking of that assessment by at least one examiner, appointed for that purpose by the Board of Examiners;
- q) Degree audit: an assessment by which the Board of Examiners, in accordance with Article 7.10 of the Act, establishes whether all examinations in the various subjects that constitute the programme have been successfully completed;
- r) Credit: a credit awarded in line with the European Credit Transfer System (ECTS); one credit denotes a study load of 28 hours;
- s) Working day(s): Monday to Friday with the exception of recognized Dutch national public holidays;
- t) Study guide: a guide to the programme containing specific information pertaining to the various subjects;
- u) Course guide: a guide to a specific course within the programme containing detailed information on work load, assignments and attainment levels for that course;
- v) Moodle: the electronic system designed for the exchanging of teaching information;
- w) Disability: all conditions which are (at least for the period in question) chronic or lasting in nature and which form a structural limitation for the student in receiving education and/or sitting examinations or taking part in practicals.

ARTICLE 3 – THE PROGRAMME’S OBJECTIVE

The programme aims to educate students to become a Master of Arts in Military Strategic Studies, whereby the final attainment levels described in Article 4 must be achieved.

ARTICLE 4 – THE PROGRAMME’S FINAL ATTAINMENT LEVELS

The exit qualifications for the programme are:

- 1) MSS graduates are able to:
 - a) Understand and explain the evolution of contemporary Western security policy and the perspectives of Western (European) societies concerning the use of force;
 - b) Understand and explain dominant trends and characteristics of contemporary conflicts and modes of warfare;
 - c) Understand and explain the role of strategy at the interface between political and military activity in general and in various types of conflict in particular;
 - d) Understand, analyse, and reflect on contemporary strategic challenges Western (European) states and military organisations are confronted with, using relevant insights derived from a multidisciplinary body of knowledge;
 - e) Relate the outcomes of analysis and reflection (in)to problem solving strategies that are relevant to the military interventions and the management of defence organisations;
 - f) Communicate ideas, perspectives, and results in an international context in constructive dialogue, in oral presentations and in cooperative workgroups;
 - g) (independently)conduct research to develop the capacity to contribute to the body of knowledge in the MSS domain.

- 2) More detailed information on the attainment levels and exit qualifications can be found in the study guide.

CHAPTER 2 THE BOARD OF EXAMINERS

ARTICLE 5 – THE BOARD OF EXAMINERS

- 1) The Board of Examiners consists of three members of which at least one is a lecturer and at least one is an external member of the Master's degree programme in Military Strategic Studies. It is appointed by the Executive Board for a three-year period. Members may be reappointed for a second consecutive term once.
- 2) In conformity with Article 6 below the Board of Examiners will judge the admissibility of applicants to the programme. In case of deficiencies it may likewise refer applicants to the FMS's subsidiary (pre-master) programme.
- 3) In line with the Act the Board of Examiners' key role is in ensuring the quality of the programme. The Programme Board will heed advice given by the Board of Examiners. The Board of Examiners may initiate student evaluations. The Board may also engage in inquiries of its own.
- 4) The Board of Examiners will advise the Programme Board on the composition of its subsidiary programme.

CHAPTER 3 ADMISSIBILITY TO THE PROGRAMME

ARTICLE 6 – ADMISSIBILITY TO THE PROGRAMME

- 1) Admission to the programme is granted by the Programme Board. The Board of Examiners ascertains whether an applicant meets the requirements set below in paragraphs 2, 3 and 4. It then informs the Programme Board that in turn asks the Executive Board to admit the selected individuals.
- 2) All applicants possessing a certificate proving that they have successfully completed one of the NVAO recognized Bachelor of Science or Bachelor of Arts studies at the Faculty of Military Sciences will be admissible.
- 3) Applicants who do not possess one of the degrees mentioned in paragraph 2, but are in the possession of a comparable or higher degree, are required to obtain proof of admission to the program from the Programme Board. Such a comparable or higher degree inter alia comprises:
 - a) a certificate proving that they have successfully completed the CICS program at the Faculty of Military Sciences or CiT&M bachelor's study at the University of Twente/NLDA;
 - b) a certificate proving that they have successfully completed the pilots of today's accredited FMS bachelor programs in MBW or MS&T;
 - c) a certificate proving that they have successfully completed the KIM or KMA "*oude stijl*" long officer course. Successful applicants will have to have written a thesis and have obtained their certificate without significant exemptions granted on the basis of earlier non-military education.¹
 - d) a certificate proving that they have successfully completed the HDV EMSD or any of its precursors (HKS, etcetera);

¹ The PAS-MB degree does not qualify as an officer course that ensures admissibility to the programme. Admissibility will be established on the basis of their earlier civilian education as outlined in article 6. This stipulation likewise applies to any of the informal forerunners of the PASMB.

- e) a certificate dated before 21 December 2011 proving that they have successfully completed the pilots of today's FMS bachelor programme in KW, under the condition of fulfilling the requirements of the pre-master subsidiary programme.
 - f) a certificate proving that they successfully completed a bachelor's or master's degree in an academic field relevant to Military Strategic Studies;
- 4) The military or civilian MoD applicants must also meet or, as the case may be, possess: the general relevant criteria set by the Executive Board. These include:
- a) a demonstrable knowledge of the English language at a sufficient level (see article 7 TER);
 - b) a demonstrable post-graduate job (military) experience;
 - c) signed permission from his defence unit (OPCO or DO);
 - d) proof that the military applicant is in active service.
- 5) Applicants holding a foreign degree that is not compatible with the European (Bologna) bachelor/master standards, can only be admitted to the programme after the Board of Examiners has received an adequate NUFIC advice on the matter.
- 6) In order to meet the stipulations outlined in #paragraph 3(f) above, knowledge may be lacking in various subjects as long as this deficiency does not exceed the level of 20 credits
- 7) On its assessment, the Board of Examiners may impose a subsidiary programme on applicants as meant in Appendix 2, Chapter 4 in accordance with Appendix 3 (Admissibility and Deficiency Table). The subsidiary programme is accessible solely for military and civilian employees of the Netherlands Ministry of Defence with a permanent employment.

ARTICLE 7 – LANGUAGE

- 1) Classes are taught and all examinations, to include all graded elements of the programme, and degree audits take place in English.
- 2) Applicants are required to have a sufficient command of the English language in order to be able to participate successfully in the programme. These requirements are met by applicants possessing either of the following certificates:
- a) Foreign certificates from a (Bachelor or Master) programme taught entirely in English in the United Kingdom, Ireland, the United States, Canada, Australia and New Zealand;
 - b) Certificates from a relevant (Bachelor or Master) programme taught entirely in English in non-native English speaking countries;
 - c) Test of English as a Foreign Language
 - i) – Internet Based (TOEFL iBT), (including Special Home Edition) scoring at least 88 points;
 - ii) – computer Based (TOEFL CBT), scoring at least 232 points;
 - iii) – paper Based (TOEFL PBT), scoring at least 575 points;
 - d) International English Language Testing System (IELTS) Academic, scoring at least 6.5;
 - e) a Cambridge Certificate of either Advanced English, scoring at least 58/grade C
 - f) a Cambridge Certificate of Proficiency in English, scoring at least 45/ below grade C.
 - g) Cambridge English Qualifications, C1 Advanced or higher.
- 3) In exceptional cases the BoE may deviate from the requirements laid down in Article 7.2

- 4) Notwithstanding the provisions of paragraph 1, the Dean can give permission for classes to be taught in Dutch if the particular nature of the subject, the organization, the quality of the education or the origin of the students gives cause for this.
- 5) The failure to issue a valid (language) certificate as mentioned in Article 7.2 prior to the final week of the first module will automatically lead to a student's exclusion from examinations.

CHAPTER 4 COMPOSITION OF THE PROGRAMME

ARTICLE 8 – TAKING THE PROGRAMME ON A FULL-TIME OR PART-TIME BASIS

This programme is taught on a part-time basis only.

ARTICLE 9 – COMPOSITION OF THE PROGRAMME AND THE DEGREE AUDIT

- 1) The composition of the programme is laid down in the Implementation Regulations (Appendix 2).
- 2) The programme has a total study load of 60 credits.

CHAPTER 5 EXAMINATION

ARTICLE 10 – NUMBER, TIMES AND FREQUENCY OF EXAMINATIONS

- 1) There are two opportunities in each academic year for sitting examinations:
 - a) the first opportunity is immediately after the teaching period for the subject to which the exams in question relate, i.e. examination takes place in November, February, and June.
 - b) resits for the November examinations will be scheduled during the Spring resit period. For the February and June examinations these will be held during the Summer resit period. Should a student fail to pass either exam in a given academic year, the next opportunity will be at the end of the teaching period in which the course is scheduled.
- 2) In the case of written assignments (papers and the like) the deadline – to be set in Moodle - is taken to be D10+9 at 23:59, that is, nine days after the last Friday of a ten-week course, at one minute to midnight. This stipulation does not apply in case of a resit.
- 3) The frequency of examinations is laid down in the Implementation Regulations (Appendix 2). A timetable of all the opportunities for sitting written examinations is drawn up on an annual basis and distributed before the start of the academic year.
- 4) Notwithstanding the provisions of paragraph 1, there will be at least one chance in a year to sit examinations relating to subjects not taught in a given academic year.
- 5) In exceptional cases, the Board of Examiners may permit a deviation from the standard number of times that certain examinations can be taken.

ARTICLE 11 – SEQUENCE OF EXAMINATIONS

- 1) The sequence in which students are required to sit examinations and participate in practicals is laid down in the Implementation Regulations (Appendix 2).
- 2) In cases where students may not be able to sit examinations and participate in practicals in a given academic year as part of a given cohort (e.g. due to prolonged illness or job-related obligations), on their return they will be added to a new cohort ("Class"). They will be subjected to the Teaching and Examination Regulations and Appendices of the then-current academic year and will have to follow the curriculum and the regulations pertaining to the graduation work as described in that TER.

ARTICLE 12 – TAKING PART IN COURSE EXAMINATIONS

- 1) Students who failed to attend more than 80 per cent of the classes will have to obtain consent from the Board of Examiners to take part in the examination. Participation will be recorded by the course faculty.
- 2) Taking into account paragraph 1 above, students are automatically registered to take part in the examination of a course.
- 3) Withdrawing from the examination requires active deregistration of the student (e.g. in order to safeguard the (first) opportunity for sitting examinations (see Article 10(1)(a))). Students deregister from an examination via 'Osiris student' (instructions on the electronic learning environment MSS main page 'FMW' / 'FMW MSS' / '*Algemene Informatie MSS*'). Deregistration is only possible up until 24 hours in advance of the examination date:
 - a) in case of a written (take home) exam scheduled on D10: not later than D10-1, Thursday 09.00 hour;
 - b) in case of a written assignment with a deadline of D10+9: not later than D10+8, Saturday 23.59 hour.
- 4) Students who are registered to take part in the examination and who do not show up at the time of the examination, or do not hand in their examination, will be given a naught.
- 5) In special cases the Board of Examiners may deviate from these rules in the interest of the student.
- 6) Students who did not pass the initial exam or who want a resit anyway are required to register at Osiris for a resit. Registration in OSIRIS closes two days before the resit.

ARTICLE 13 – VALIDITY OF EXAMINATIONS

The result of an examination is valid for an unlimited period. However, in cases where the examination result dates from over six years ago, the Board of Examiners may impose an additional or substitute examination.

ARTICLE 14 – THE FORM OF EXAMINATION AND METHOD OF ASSESSMENT

- 1) Examinations are set as described in the Implementation Regulations (Appendix 2) or the study guide.
- 2) The Board of Examiners may, if it so wishes, deviate from the provisions of paragraph 1, in favour of the student.
- 3) Well in advance of a written examination the examiner will allow the students to familiarize themselves with a sample exam and will also provide model answers together with an indication of the assessment norms. These will be made available through Moodle.

- 4) All other assessments (e.g. papers, essays, and take home exams) must be uploaded at Moodle within the correct period (with deadline) and with the plagiarism scanning engine on as default. For a resit a separate upload opportunity has to be created. This counts for the master thesis as well.
- 5) Students who fail to upload their assignment to Moodle, or fail to mail their lecturer in case of a Moodle failure, prior the deadline, will be given a naught.

ARTICLE 15 – ORAL EXAMINATIONS

- 1) In exceptional cases, the Board of Examiners may grant an oral examination. This will be done upon written request only. Students are required to state the reasons behind their request.
- 2) Only one student at a time will sit an oral examination.
- 3) A second examiner will be present during oral examinations.
- 4) An oral examination is not to be confused with a presentation during class.

ARTICLE 16 – DETERMINING AND ANNOUNCING THE RESULTS

- 1) The examiner is required to determine the result of an oral examination as soon as possible, with a maximum of five working days, and to supply the student with a written statement of the result.
- 2) In the case of written examinations, the examiner is required to determine the result as soon as possible after the examination but within 15 working days at most. The examiner forwards the necessary details to the student administration. Taking due account of the student's right to privacy, the student administration then ensures that the results are registered and published within 20 working days of the examination date.
- 3) If due to exceptional circumstances the examiner is not able to meet the aforementioned correction period requirements he or she must inform the Board of Examiners, explaining the reasons for the delay. The student administration will then pass this information on to the students. In exceptional cases the Board of Examiners may demand another examiner to examine the written work within an additional 10 working days at most. The BoE will inform the Programme Committee (PC) accordingly.
- 4) Grades must be given as a number on a scale from 1 to 10 with one decimal.

ARTICLE 17 – THE RIGHT TO INSPECT THE RESULTS

- 1) For a period of at least 20 working days after notification of the results of any written examination, the student has, on request, the right to inspect his or her marked work. If a student intends to lodge an appeal regarding the marking of his or her work, he or she will be supplied with a copy of the marked work.
- 2) The Board of Examiners may determine that the right to inspection or perusal referred to in paragraph 1 will take place at a location specified beforehand. If the student can prove that he/she is or was unable to be present at the location at the set time due to circumstances beyond his or her control, then another opportunity will be provided, if possible within the period stated in paragraph 1. The location and times mentioned in the first sentence will be announced well in advance.

ARTICLE 18 – DISCUSSING THE EXAMINATION RESULTS

- 1) For a period of 20 working days after the results have been announced, students who have taken a written examination may submit a request by e-mail to discuss the results with the relevant examiner. The discussion will take place within a reasonable time span and at a place and time determined by the examiner.
- 2) In cases where a collective discussion is organized by or on the instructions of the Board of Examiners, a student may only submit a request, as described in the preceding paragraph, if he/she was present at the collective discussion and if he/she provides a good reason for the request or if, due to circumstances beyond his/her control, he/she was unable to attend the collective discussion.
- 3) The provisions of paragraph 2 are similarly applicable if either the Board of Examiners or the examiner first gives the student the opportunity to compare his/her answers with model answers.
- 4) The Board of Examiners may permit departures from the provisions of paragraphs 1 and 2.

CHAPTER 6 STUDYING WITH A DISABILITY

ARTICLE 19 – ADAPTATIONS TO HELP STUDENTS WITH A DISABILITY

- 1) Students who have a physical or sensory disability are entitled to adaptations in teaching, examinations and practicals, on written request to the Board of Examiners. These changes will be geared as much as possible to a student's individual needs, but they must not affect the quality or the degree of difficulty of a subject or an examination program. The facilities provided to this end may involve adapting the form or duration of examinations and/or practicals to the student's individual situation or making practical aids available.
- 2) The request referred to in paragraph 1 should be accompanied by a recent medical certificate from a doctor or a psychologist. If there is evidence of dyslexia, the request should be accompanied by a document issued by a recognized dyslexia-testing bureau (i.e. registered with BIG, NIB, or NVO). If possible, this certificate should also estimate the extent to which the disability forms an obstacle to study progress.
- 3) Requests for the adaptation of teaching facilities will be decided upon by the Dean of the Faculty or by the Programme Board acting on the Dean's behalf.
- 4) The Board of Examiners will decide on requests for adaptations to examinations.

CHAPTER 7 EXEMPTIONS

ARTICLE 20 – EXEMPTION FROM EXAMINATIONS OR PRACTICALS

- 1) After having been advised by the relevant examiner, the Board of Examiners may decide to exempt students from an examination or practical - the compulsory courses excepted - on the grounds of an examination, degree audit or practical completed within the Dutch higher education system or elsewhere which, as regards content and study load, corresponds with the subject for which exemption is sought.
- 2) Requests for exemptions are to be directed to the Board of Examiners.

CHAPTER 8 DEGREE AUDIT

ARTICLE 21 – THE TIMES AND FREQUENCY OF THE DEGREE AUDIT

At least once a year there is an opportunity to undergo the Master's degree audit. The date(s) set by the Board of Examiners are published before the start of the academic year. In order to receive a diploma in the current year, the final grades need to be available at the student administration not later than four weeks prior the scheduled diploma ceremony.

CHAPTER 9 STUDY PROGRESS CHECKS

ARTICLE 22 – STUDY PROGRESS CHECKS

The Faculty's student administration is responsible for ensuring that each student is able to see and check his/her own results.

CHAPTER 10 APPEAL

ARTICLE 23 – APPEAL

- 1) Students may appeal by e-mail with the Board of Examiners against the organization of the examination as well as against the assessment of a student's performance in an exam.
- 2) An appeal can only be lodged by that student that is directly affected.
- 3) The appeal has to be lodged within 20 working days after the publication of results of the relevant examination(s).
- 4) The Board of Examiners may review a decision if it is satisfied that one or both of the following grounds are met:
 - a) Where there is evidence that the student's examination may have been adversely affected by mitigating circumstances which the student was unable, or for valid reasons unwilling, to divulge to the Board of Examiners before its decision was reached.
 - b) Where there is clear evidence that the student's examination may have been adversely affected by a significant administrative error on the part of the Faculty of Military Science or in the conduct of the examination
- 5) An appellant should send the appeal (stating the reasons for the appeal) to the secretary of the Board of Examiners by letter as well as by e-mail.
- 6) The Board of Examiners will discuss the appeals within 10 working days.

ARTICLE 24 – BOARD OF APPEAL FOR EXAMINATIONS

- 1) The Netherlands Defence Academy has a Student Complaint Procedure for situations occurring in the following areas which have allegedly had an adverse effect on the student:
 - a) Exams and assessments;
 - b) Evaluation of exams and assessments;
- 2) An appeal against a decision by the Board of Examiners can be lodged, in writing, with the Board of Appeal for Examinations (*College van Beroep voor de Examens NLDA/FMW*).
- 3) An appeal can only be lodged by that student that is directly affected. If an appeal as intended in paragraph 1 is lodged the appellant should lodge a formal appeal (stating the reasons for the appeal) within four weeks of the decision. This appeal should be sent to the secretary of the Board of Appeal for Examinations by letter as well as by e-mail.
- 4) The Board of Appeal for Examinations will communicate a decision within ten weeks after it has received the appeal.
- 5) Rulings of the Board of Appeal for Examinations will be taken in accordance with the Higher Education Act and other applicable Dutch law. If the Board considers the appeal to be justified, it annuls the decision that evoked the appeal either completely or partially. The Board is not entitled to take a new decision. Instead it refers the matter back to the body whose earlier decision has been annulled. This body will reach a new decision taking into account the ruling of the Board of Appeal for Examinations. The Board of Appeal may impose a maximum term for this.

CHAPTER 11 CONTRAVENTION, CHANGES AND IMPLEMENTATION

ARTICLE 25 – CONTRAVENING THE REGULATIONS

Should the study guide and/or any other regulations relating to the programme, its courses and/or the examination prove to contravene these Teaching and Examination Regulations and the accompanying Implementation Regulations (Appendix 2), precedence will be given to the provisions of these Teaching and Examination Regulations in combination with the Implementation Regulations (Appendix 2).

ARTICLE 26 – CHANGES TO THE REGULATIONS

- 1) Any changes made to these regulations will be made by special resolution of the Dean.
- 2) Changes made will not affect the current academic year unless it is reasonable to suppose that the interests of students will not be adversely affected.

ARTICLE 27 – TRANSITIONAL REGULATIONS

- 1) If the composition of the programme undergoes changes or if these regulations are amended, the executive board will draw up transitional regulations that will be incorporated into the Implementation Regulations (Appendix 2).

- 2) Such transitional regulations are required to include:
 - a) a provision concerning the exemptions that can be given on the basis of the examinations already passed;
 - b) a provision specifying the period of validity of the transitional regulations.
- 3) If a course is removed from the programme, four opportunities to sit an examination in this subject will be granted after the last classes have been taught: an examination following on from the classes, a resit in the same academic year, and two resits in the subsequent academic year.
- 4) If the material to be studied for an examination has changed, the new material of that course must be studied.
- 5) If the way a course is examined has changed, a student who has failed to pass that course in a regular examination period or the regular resit period, will be subjected to the examinations valid for that academic year.

ARTICLE 28– PUBLICATION OF THE REGULATIONS

- 1) The programme board is responsible for publishing these regulations and the relevant Implementation Regulations (Appendix 2), as well as any changes to these.
- 2) The Teaching and Examination Regulations, together with the accompanying Implementation Regulations, will always be published on the programme’s website.

ARTICLE 29 – ENTRY INTO FORCE

This ruling will come into effect on 1 September 2022.

APPENDIX 1

RULES AND GUIDELINES OF THE BOARD OF EXAMINERS

(under Article 7.13 of the Higher Education Act (WHW))

MA Programme in Military Strategic Studies

Faculty of Military Sciences Netherlands Defence Academy

RULES AND GUIDELINES of the BOARD OF EXAMINERS

ARTICLE 1 – AREA OF APPLICATION AND DEFINITION OF TERMS

- 1) These Rules and Guidelines are applicable to the master's degree programme Military Strategic Studies (MSS) offered by the Faculty of Military Sciences at the Netherlands Defence Academy, hereafter termed the programme.
- 2) The terms as laid down in Article 1.1 of the Higher Education Act and Article 2 of the Teaching and Examination Regulations (TER) for the MSS master's degree course, hereafter termed the MA TER, are applicable.

ARTICLE 2 – THE BOARD OF EXAMINERS' STANDARD PROCEDURES

- 1) In principle, the Board of Examiners meets once every month.
- 2) The meetings are not public.
- 3) All relevant discussions are recorded in the meeting minutes.

ARTICLE 3 – THE ESTABLISHING OF SUBCOMMITTEES, THEIR COMPOSITION AND POWERS

- 1) The Board of Examiners is responsible for deciding on the programme's final degree audit.
- 2) The Board of Examiners may, if it so wishes, establish permanent subcommittees and subcommittees in an ad hoc fashion.
- 3) The permanent subcommittees decide on a majority vote basis.
- 4) Paragraphs 2 and 3 of Article 2 of these Rules and Guidelines are similarly applicable to the permanent subcommittee.

ARTICLE 4 – NO SHOW

Failure to show up for examination without a satisfactory explanation will automatically result in a naught. This is also applicable for a failure to upload an assignment to Moodle, or failure to e-mail the assignment to the appropriate lecturer in case of outage of the Moodle system, prior the deadline.

ARTICLE 5 – LANGUAGE

- 1) Any student who lodges a request with the Board of Examiners of the Teaching and Examination Regulations (TER) of the programme, to do one or more parts of the exam in a different language must justify this request.
- 2) Before making a decision on such a request the Board of Examiners will first seek the advice of the relevant course coordinator/examiner.

ARTICLE 6 – THE SITTING OF WRITTEN OR ORAL EXAMINATIONS

- 1) All exams constitute a search by or on behalf of the Board of Examiners for evidence of knowledge, insight or skills on the part of the student as well as the assessments of the results of such a search.
- 2) In cases where, simultaneously or not, the same examination is taken by more than one examiner and likewise the results are assessed by one or more examiners, such assessing will be based on predetermined and similar norms.

ARTICLE 7 – ORDER DURING EXAMINATIONS

- 1) The appointed examiner is responsible for ensuring that invigilators are present during written examinations who, on behalf of the Board of Examiners, are responsible for seeing to it that the exam proceeds in an orderly fashion.
- 2) Upon request, students are obliged to produce identification and proof of registration.
- 3) Students are expected to follow any instructions given by the Board of Examiners, the examiner or the invigilator that have been circulated before the examination begins, together with any instructions given during the examination or immediately afterwards.
- 4) Attaché cases, bags, and electronic devices not required for the examination, as indicated by the examiner, are to be stored in an allocated area of the examination room.
- 5) Any student who does not abide by the stipulations laid down in or ensuing from paragraphs 2, 3 or 4 may be excluded from further participating in the exam by the Board of Examiners or the examiner. The result given will be a naught.
- 6) In written examinations, the questions and assignments may not afterwards be taken away by the students unless the examiner specifically allows this.
- 7) Students are responsible for producing their own writing, calculating and drawing materials. Calculation paper and rough paper however will be supplied.
- 8) If it is acceptable to use a calculator then the student may use one of the kind allowed at secondary school unless stated otherwise in the study guide.
- 9) Examination calculations may not be written in pencil unless the examiner has expressly given permission for this beforehand.
- 10) During the examination no books, readers, excerpts or such like may be consulted unless the examiner has given specific permission for that to be done.
- 11) Students are not allowed to leave the examination room within half an hour of the official start of the examination. In urgent cases they may be given permission to leave the examination room after half an hour has elapsed if accompanied by an invigilator. No more than one student may be out of the room at any one time.
- 12) Before definitely leaving the examination room (no earlier than half an hour after the examination has begun) the student must make sure to submit the exam paper together with his or her name and student/PeopleSoft number, to the examiner or invigilator.

- 13) Students wishing to enter the examination room half an hour after the exam commencement time will not be allowed in.

ARTICLE 8 – CHEATING

- 1) Cheating is any deliberate activity or omission on the part of a student that makes it difficult or impossible for a correct assessment to be made of the knowledge, insight and skills possessed by this student or another.
 - a) Unless expressly permitted, the use of artificial intelligence programs / large language models (e.g. ChatGPT) to write (parts of) text for any assignment, including written exams, papers, essays, reports, and the final thesis, is also considered cheating, or fraud.
- 2) All allegations of cheating will be investigated by the Board of Examiners only and may result in action taken under this regulation.
- 3) If an invigilator or examiner suspects or detects that there has been cheating during the exam this must be recorded in writing as soon as possible. The invigilator can ask the student to produce the possible evidence and if he/she refuses, this too will be recorded. The report and possible evidence will be handed over to the Board of Examiners at the shortest notice.
- 4) In the case of cheating taking place during the exam the examiner may, on behalf of the Board of Examiners, decide to further exclude the student from exams. Such exclusion will mean that none of the exam work will be assessed.
- 5) Plagiarism is a form of cheating, and a serious offense. The examiner suspecting plagiarism will inform the Board of Examiners as soon as possible through e-mail. The e-mail should contain all evidence collected by the examiner.
- 6) Collusion, the unacknowledged use of material prepared by several persons working together, is another form of cheating.
- 7) The Board of Examiners will ask the student to add written comments to the invigilator's report.
- 8) All written assignments that are uploaded in Moodle, are subject to a scan on plagiarism.
- 9) The Board of Examiners will not take the decision mentioned in paragraph 6 and 7 until the student in question has been given the chance to tell his or her side of the story.
- 10) In the event of cheating, collusion, or plagiarism, the Board of Examiners has the right to conditionally or unconditionally bar the student from sitting one or more subject or final exams for a maximum period of one year.

ARTICLE 9 – QUESTIONS AND ASSIGNMENTS

- 1) None of the questions and assignments included in an exam must deal with subjects external to the sources which have been detailed beforehand as examinable. Furthermore, these sources must be made known prior to the commencement of the course leading up to the exam in question. To this end, a course guide will be made available through Moodle no later than three weeks prior the start of the applicable course
- 2) The questions and assignments in the exam must constitute a balanced representation of the material studied.

- 3) As regards content and form, the exam must represent the appropriate educational goals as formulated in the course guide.
- 4) The questions and assignments must be clear and unambiguous. The instructions pertaining to the evaluation of the questions and assignments must also be clear and unambiguous and formulated in such a way that it is obvious to the student just how extensive and detailed the answers must be.
- 5) Well in advance of a written examination the examiner will allow the students to familiarize themselves with a sample exam and will also provide model answers together with an indication of the assessment norms.

ARTICLE 10 – EXAMINATION

- 1) The duration of the examination must be such that students will, by all reasonable standards, have sufficient time to answer the questions.
- 2) In line with TER Article 14, paragraph 3 the assessment of written examinations must be based upon model answers and norms that have been laid down beforehand but which have possibly been amended in conjunction with the correcting process (see also the course dossier).
- 3) The assessment method must be transparent enough for the student to comprehend how the examination result has been arrived at.
- 4) The result will be given by means of a numeric grade, or by the letters p (for: pass), e (for: exemption) or f(for: fail).
 - a) Essays and theses must not exceed the maximum word-length stipulated in the course-description. Only the main text should be counted toward the word limit. Exempted are the title, footnotes/endnotes, all the information required by the faculty (name student number, disclaimers, summary etc), and the bibliography, tables and/or appendices that are taken verbatim from other sources..
 - b) Over length work regulations:
 - i) Up to 10% over length: a deduction of 0.5 from the mark awarded will be made .
 - ii) More than 10%, but less than 20% over length: a deduction 1.0 awarded will be made.
 - iii) More than 20% over length: a grade of 4.0 will be awarded
- 5) Examination marks:
 - a) Marks will be registered by the teaching staff and faculty administration in one decimals.
 - b) If an examination consists of several components, every component must be scored at least 5.0.
 - c) The final examination mark is the weighted average of the constituent components and must be at least 5.5 for passing.
 - d) Weighted averages ranging from 5.45-5.49 will count as 5.4.
- 6) In case a student has obtained more than one result for one subject, the highest result will count in the final degree audit.

ARTICLE 11 – CREDITS IN ADMISSION REQUIREMENT

When assessing whether a student has achieved the number of credits stipulated as an admission requirement for the Graduation Work, only credits from components that have been completed with a final mark will be taken into account.

ARTICLE 12 – THE RETAINING OF WRITTEN EXAMINATION PAPERS AND EXAMINATION RESULTS

- 1) In conjunction with possible appeal procedures all written work must be kept for at least seven years after the result has been made known.
- 2) Examiners are obliged to keep all exam results for at least ten years.

ARTICLE 13 – PASSING ON AND PUBLICIZING THE RESULTS OF EXAMS AND PRACTICALS

- 1) Article 16 of the MA TER stipulates just how examination results must be made known.
- 2) Examiners pass on the results of examinations to the student administration together with notification of the date when the written or oral examination took place.
- 3) If it has been agreed that the practicals are to constitute separate components then the examiners will note down the date when the practical took place when passing on the relevant results to the student administration.
- 4) The examiner may lay down further rulings relating to the final date when a report has to be submitted or when a practical has to be completed. Such a ruling has to be mentioned in the course guide.
- 5) The examiner must check that the student has given the correct submission date at the top of the report. The date taken as the assessment date will be the date when it was submitted.
- 6) The examiner has to determine the result of a report within 15 working days as mentioned in MA TER Article 16.

ARTICLE 14 – THE COMPULSORY CORE, THE ELECTIVE AND TRACK-LINKED COURSES

- 1) As intended in Article 3 of the Implementation Regulations (Appendix 2) four compulsory courses (War and Warfare in the (post) modern World; Contemporary Security and Strategy; War, Defence & Society, and Research Methods) precede the track-linked courses.
- 2) As intended in Article 3 and Article 4 Implementation Regulations (Appendix 2), the student registers his/her preferred elective and track with the programme coordinator. The subject matter of electives will be made known well in advance, in any case before the summer break.

ARTICLE 15 – THE GRADUATION WORK

- 1) Before embarking on the Graduation Work, as intended in Article 3 of the Implementation Regulations (Appendix 2), the student must have been awarded 30 credits from the compulsory courses, track linked courses and the elective course. From the 30 credits 5 credits must be awarded by a successful completion of the compulsory course 'Research Methods'.
- 2) The student must actually be registered as such at the time when he or she hands in his or her final thesis report.

ARTICLE 16 – THE RESEARCH SEMINAR AND THE INDIVIDUAL RESEARCH PROPOSAL

- 1) The Research Seminar is compulsory for all students. It focuses on the research methods and skills necessary to conduct independent research underpinning the master thesis. It is considered the necessary first step in the Graduation Work process. Based on the Research Seminar students will draw up an *individual research proposal* which at least describes: the subject, its relevance to the military field and/or Defence related institutions, the approach to the research, including the research strategy, methods of data collection and data analysis, an overview of the literature to be studied as well as an indication of the duration, and which provides a general outline of the content of the thesis.
- 2) The Research Seminar is concluded successfully upon approval of the *individual research proposal*. To this effect, the student forwards the IRP to the intended internal supervisor of the thesis. The work on the thesis may not be started until the IRP has been approved by either the course director or the course faculty, and the immediate (internal) supervisor.
- 3) The general process of drafting the Individual Research Plan and the final thesis is as follows:
 - a) Before the process of working on the Individual Research Plan faculty staff will present a theme (one per person) that they propose for 3-5 students, who circle-wise will be working on their IRP and thesis in the context of this common theme;
 - b) The circle of students will work on their IRPs under the supervision of the circle teacher (one staff member), which will be done in a fixed set of meetings in a fixed period of time; peer comments during the circle meetings will be stimulated;
 - c) Upon finishing the IRP there will be a meeting in which the student presents his/her IRP to the circle teacher and one other circle teacher who will act as the second examiner;
- 4) Upon approval of the IRP (if not, the student is requested to redo the work), the students work on their thesis under the supervision of the circle teacher, in a fixed set of meetings and a fixed period of time; peer comments during the circle meetings will be stimulated.
- 5) The Programme Board can allow students to deviate from the IRP and thesis-timeline to complete their thesis.

ARTICLE 17 – THE MASTER THESIS

- 1) The Master degree in the MSS program will be granted upon completion of all course requirements and the delivery of the Master thesis.
- 2) The Master thesis is 15 EC, and can be commenced after the so-called Individual Research Proposal (IRP) has been approved by the supervisor and the second examiner (for the requirements with respect to the IRP see article 16 supra).
- 3) The Master thesis is a monograph written in the English language by one individual student on a subject belonging to the domain of Military Strategic Studies, more specifically War Studies, Intelligence & Security and Managing and Organising in the Military.
- 4) The monograph will produce new information and insights, preferably but not necessarily through the use of empirical data collection and analysis (archival documents, existing data-bases, interviews, surveys, experiments, etc.). In as far as the thesis does not rely on new(ly used) empirical data and is based on existing literature only, it needs to demonstrate an innovative contribution to the literature, such as theory development or a systemized comprehensive review of the relevant literature. All generally accepted research

methodologies as taught during the various courses, particularly in the course on research methods, can be used.

- 5) The study on which the thesis relies will be conducted under the supervision of one staff member of the Faculty of Military Studies of the Netherlands Defence Academy. Next to the supervisor a second faculty staff member will be appointed as a second examiner. The second examiner's role is limited to a GO for the Individual Research Plan, feedback on the thesis itself as scheduled in the course guide, and the final grading. Both supervisor and second examiner are appointed by the Board of Examiners, are (assistant or associate) professors, hold a doctorate and are active in the Master program. In exceptional cases, as defined by the Board of Examiners, associate professors without a doctorate degree can be appointed as supervisor and/or second examiner. During the nominal period planned to conduct the study and write the thesis, monthly meetings supervised by other staff will be organized to assess general progress and discuss emerging difficulties (according to the students' wishes).
- 6) The thesis should have at least 10,000 but no more than 15,000 words. Only the main text should be counted toward the word limit as defined in Article 10 Appendix 1 above. The system of referencing is either Chicago- or APA-style.
- 7) The first page needs to contain the following elements: title (main and subtitle), author, supervisor, the second examiner and year and month of delivery. In the beginning the following phrase needs to be added: 'Thesis submitted to the Faculty of Military Science on the Netherlands Defence Academy, as partial fulfilment of the requirements of MA in Military Strategic Studies'. On the first page of the thesis, the student is required to insert and sign the following declaration: 'This thesis is the sole work of the author, and has not been accepted in any previous application for a degree; all quotations and source information have been acknowledged'.
- 8) The thesis will be approved by the supervisor and the second examiner. If both – supervisor and second examiner - score each of the elements and the total of all separate elements (see paragraph 11) at least Acceptable (at least 5.5), the thesis is approved, which will be conveyed by the supervisor to the chair of the Board of Examiners. If the thesis has been graded as insufficient, it will be returned to the student for further elaboration. All staff members who act as circle teachers and second examiners will hold a doctorate and will be active in the programme.
- 9) As to the grading of the thesis, a list of grading aspects and the rules to come to a final decision can be found in paragraph 11 below. The final grading will be based on the supervisor(s)' and second examiner's examination. If both examiners grade the thesis with a difference larger than 1.0 grade point and if no agreement can be reached, the judgement of a third assessor is binding. The third assessor will be assigned by the Board of Examiners
- 10) vacant
- 11) The following elements of the thesis will be assessed separately :
 - a) Clarity (and originality) of research puzzle (20% of total score)?
 - b) Theoretical Framework (20%)
 - c) Research Strategy/Method(s), Analysis & Synthesis (30%)
 - d) Conclusions & Reflections (20%)
 - e) Overall Quality of writing (10%)
- 12) The supervisor must keep a record of how long the student has worked on the master thesis. If it has not been completed within a year then the immediate (internal) supervisor will ask the student why that is so. If the student does not subsequently progress fast enough he will notify the Board of Examiners accordingly.

- 13) If the Board of Examiners is involved in the graduation process in the way sketched in paragraph 12, it will ask both the examination committee and the student to elucidate matters in writing and to further detail how the graduation process can be completed. The Board of Examiners subsequently has the right to decide that the existing material will be viewed as the final thesis. The possibility that the student in question will thus fail to successfully complete his or her studies will arise. In such cases students are required to find a new thesis topic and repeat the graduation process.

ARTICLE 18 – PUBLIC NATURE OF THE THESIS

- 1) A thesis serves not simply as proof that a student has met the programme's attainment levels; it is primarily intended as a contribution to scholarship and therefore needs to be based on verifiable sources so that it may be reproduced. Additionally, the thesis serves as an indication of the overall quality of the programme.
- 2) In view of the considerations as outlined in art 18, paragraph 1, the thesis will be entirely public. It may however, be based in part on insights obtained from anonymous sources such as interviewees.
- 3) By the same token, the examination committee will not grade a thesis that is based exclusively on information that cannot be verified by the examiners due to its classified nature.

ARTICLE 19 – *ANNULLED*

ARTICLE 20 – EXEMPTION

- 1) No exemption will be given for any of the alternatives detailed in Article 3, paragraph 1, clause a of the Implementation Regulations (Appendix 2) pertaining to the compulsory core courses and Article 3, paragraph 1, clause d of the Implementation Regulations (Appendix 2) pertaining to the Graduation Work.
- 2) The total number of credits allocated for the components for which exemption is given and for courses followed that are external to the degree course programme in question may not, together, amount to more than 15 credits.

ARTICLE 21 – COURSES FOLLOWED ELSEWHERE, ADDITIONAL COURSES

- 1) In cases where students desire to follow courses outside their own specific degree course area (either abroad or at another Dutch university) permission from the Board of Examiners is required.
- 2) Students that have been granted such permission are themselves responsible for obtaining valid declarations from the relevant authorities. Such declarations should state the course title in full and, where relevant, the course code, the alternative study load norm hours recognized for that course (credits), the result date and the date when the declaration was drawn up.
- 3) In case such a course is followed abroad, the Board of Examiners is entitled to convert the work load into credits, as well transfer the grade(s) obtained to their Dutch equivalent(s).

ARTICLE 22 – THE EXEMPTION REQUEST PROCEDURE

- 1) Requests for exemption from parts of the degree course must be submitted to the Board of Examiners in writing and backed up with a reasoned argument. See Exemption Request in Appendix 4. The student also adds the written advice from the relevant examiner (course coordinator).
- 2) Regarding the dating of the exemption permission, the date taken as valid will be the date on which the Board of Examiners gave exemption.

ARTICLE 23 – THE APPOINTMENT OF EXTERNAL EXPERTS AS EXAMINERS

- 1) In accordance with Article 7.12, paragraph 3 of the Higher Education Act (WHW) the Board of Examiners has the power to appoint examiners from outside its own institution.
- 2) On behalf of the Board of Examiners the graduation coordinator will appoint the external expert as an examiner.
- 3) An appointment as intended in the first paragraph holds for the period of two years.

ARTICLE 24 – PASS AND FAIL RULING

- 1) Students may be said to have gained their master's degree when they have met the following requirements:
 - a) the student in question has been admitted to the programme;
 - b) the marks list is complete, that is to say, a mark has been given for each graded course and for the graduation work. If applicable it also indicated when the student has been exempted;
 - c) the components compulsory core courses (20 EC) and the track-linked courses, including the electives, have been completed with a mark no lower than 5.5;
 - d) the thesis has been completed with a mark no lower than 5.5.
- 2) It must be clear to the student how the examiners arrived at the examination result.
- 3) In special cases the Board of Examiners may accept deviations from the points mentioned in paragraph 1. If necessary, alternative arrangements may even be laid down.

ARTICLE 25 – THE PRE-MASTER'S (SUBSIDIARY PROGRAMME) PASS AND FAIL RULING

Students may be said to have passed the pre-master's (subsidiary) programme as laid out in Appendix 2, Chapter 4, when they have met the following requirements:

- a) the student in question has been admitted to the subsidiary programme imposed on him/her, by the Board of Examiners based on article 6(7) TER ,
- b) the marks list is complete, that is to say, all marks have been graded as a pass IAW the respective TERs (*Opleidings and Examenreglement*, OER) of the Bachelor Programmes

ARTICLE 26 – THE BESTOWING OF THE DESIGNATION ‘CUM LAUDE’.

- 1) If there is evidence of exceptional capability on the part of the student, the Board of Examiners may decide that he or she can be awarded the master’s degree ‘cum laude’ provided that all the following conditions have been complied with:
 - a) the weighted average of all the marks given, except for the master thesis, is at least 8.0 discounting all passes (p) and exemptions (e);
 - b) the credits of courses for which a pass (p) is obtained or an exemption (e) is granted may together not be more than one quarter of the total number of credits;
 - c) the master thesis is completed with a mark of at least 8.0; there can be no marks below 7.0;
 - d) all marks will have to be obtained without resits. Results may however be obtained during a resit period.

ARTICLE 27 – THE DEGREE, THE GRADE LIST AND THE DIPLOMA SUPPLEMENT

- 1) In order to prove that the master’s degree has been successfully obtained, the Board of Examiners awards what is known as a diploma signed by the chairman.
- 2) At the time of the awarding of the diploma a document known as the diploma supplement will also be handed over which at least gives details of the results achieved. Grades will be expressed in half points on a ten-point scale.
- 3) In order to prove that the subsidiary programme has been successfully completed, the Board of Examiners awards a certificate signed by the chairman and accompanied by a grade list.

ARTICLE 28 – THE SPECIAL CERTIFICATE

- 1) Alongside of the statutory degree programme comprising 60 credits it is also possible to do extra components. A special certificate may be issued for supplementary components amounting to at least 5 credits provided that the supplementary components followed do, in their entirety, display cohesion and represent sufficient depth and high standard.
- 2) Requests for the approval of supplementary components put forward for a special certificate must be submitted in writing by the student to the Board of Examiners and should be supported by two of the examiners involved in the programme, one of whom must be a full professor.
- 3) Paragraph 2 similarly applies to requests for amendments to already approved supplementary components for which a special certificate was requested.
- 4) If the components of a programme approved for a special certificate have been completed successfully and the student was entitled to complete those components, then a special certificate will be presented by the Board of Examiners.

ARTICLE 29 – STATEMENT OF RESULTS

- 1) Students who have successfully completed one or more course examinations but who, upon leaving the Faculty, have not been awarded a degree as intended in Article 27 may, upon request, receive a statement from the Board of Examiners giving the student’s personal details, the course codes, the course names, the number of credits, the results and the dates when the results were obtained.

- 2) Any request for a declaration of the type mentioned in paragraph 1 must be directed to the student administration of the Faculty.

ARTICLE 30 – AMENDMENTS TO THE RULES AND GUIDELINES

Any amendments made to these Rules and Guidelines by the Board of Examiners that are applicable to the current study year may only be adopted if they do not truly in any way damage the interests of students

ARTICLE 31 – UNFORESEEN CIRCUMSTANCES

If situations arise that have not been foreseen in these Rules and Regulations then the decisions taken by the Board of Examiners will, as far as possible, be in line with the present stipulations.

ARTICLE 32 – COMING INTO FORCE

These Rules and Guidelines will come into effect on 1 September 2023.

APPENDIX 2

IMPLEMENTATION REGULATIONS

MA Programme in Military Strategic Studies (MSS)

Faculty of Military Sciences Netherlands Defence Academy

CHAPTER 1 – COMPILING THE STUDY PROGRAMME

ARTICLE 1 – THE STUDY LOAD

The study load for the part-time Master's degree programme in Military Strategic Studies is 60 credits. The programme can be completed successfully within two years. None of the components of the programme may have formed part of any of the Bachelor's degree programmes offered at the Faculty of Military Science.

ARTICLE 2 – TRACKS

- 1) The programme comprises the following tracks:
 - a) Managing & Organising in the Military (MOM);
 - b) War Studies (WS);
 - c) Intelligence and Security (I&S).

ARTICLE 3 – THE COMPOSITION OF THE PROGRAMME

- 1) The programme is compiled in the following way:
 - a) Joint compulsory core courses (20 credits);
 - b) Track-linked courses belonging to the appropriate tracks (20 credits per track)
 - c) One elective course (5 credits);
 - i) The subject of the electives will be made in advance. They may or may not be track-linked, depending on capacity by the faculty and student's preferences
 - d) The graduation work (15 credits);
 - i) The graduation work consists of a thesis, and the preparatory Individual Research Plan.

ARTICLE 4 – REGISTERING THE TRACKS AND COMPILING THE EXAMINATION PROGRAMME

- 1) On applying for admission to the programme the applicant must indicate his/her preference for a track. As a general rule this preference will be honoured upon admittance. The programme board may deviate from preferences in the interest of a balanced class composition.
- 2) If and when feasible, students may change track. To this end they are required to send a written request stating their motivation to the Programme Board. The Board will seek the advice of the course faculty.
- 3) The track-linked courses of his/her examination programme will be determined by the Programme Board.
- 4) Any amendments made to the approved examination programme or to the approved graduation commission should be presented to the Board of Examiners for approval.

ARTICLE 5 – MA MSS COURSES

1) The compulsory core consists of four courses:

Courses	EC	Examination	Weight
War and Warfare in the (post)modern world	5 EC	Exam with essay questions	90%
		Point paper presentation	10%
Contemporary Security and Strategy	5 EC	Take-home exam: Essay 1 (Security)	50%
		Take-home exam: Essay 2 (Strategy)	50%
War, Defence & Society	5 EC	Exam with essay questions	100%
Research Methods in Military Studies	5 EC	Short paper and presentation	30%
		Research Methods Review Essay	70%

2) The Managing & Organising in the Military (MOM) track consists of four compulsory courses. Students who have opted for this track must complete the following courses adding up to 20 credits:

Courses	EC	Examination	Weight
Defence Economics & Performance Management	5 EC	Presentation	20%
		Paper	40%
		Take-home exam	40%
Strategizing and Organizing	5 EC	Paper	100%
Technology Management and the Military	5 EC	Essay	100%
		Presentation	Pass/fail
		Presentation	Pass/fail
		Buddy review	Pass/fail
Leadership and Ethics	5 EC	Presentation	Pass/fail
		Paper	100%

- 3) The War Studies (WS) track consists of four compulsory courses. Students who have opted for this track must complete the following courses adding up to 20 credits:

Courses	EC	Examination	Weight
Deterrence & Coercive Diplomacy	5 EC	Pointpapers	20%
		Research paper	80%
The Future of Warfare	5 EC	Presentation	100%
		Foresight report	
Irregular Warfare	5 EC	Research paper	70%
		An accompanying problem statement	10%
		Presentation	20%
International Law of Military Operations	5 EC	Take-home exam: Essay 1	30%
		Take-home exam: Essay 2	70%

- 4) The Intelligence and Security (I&S) track consists of four compulsory courses. Students who have opted for this track must complete the following courses adding up to 20 credits:

Courses	EC	Examinations	Weight
Intelligence Organizations and their Cultures	5 EC	Take-home exam	80%
		Presentation	20%
Intelligence and its Environment	5 EC	Research paper	70%
		Short thesis 1	15%
		Short thesis 2	15%
International Intelligence Cooperation	5 EC	Academic paper	80%
		Presentation	20%
Data and Technology in Intelligence	5 EC	participatory forum discussion during the course and group exercise participation	20%
		Paper	80%

- 5) Electives. The Programme Board will ensure that each year at least three 5 EC-electives are on offer. The Board of Examiners may however decide to cancel an elective that attracts fewer than 8 students. It may also ignore a student's preference in the interest of a balanced class composition. Examination of the electives: see Study Guide.

- 6) Graduation Work consists of a Research Seminar and a Thesis (15 EC).

ARTICLE 6 – ACCESS TO THE GRADUATION WORK

Students may embark on the Graduation Work when the conditions described in Appendix 1, Article 15 have been met..

CHAPTER 2 – COURSE TEACHINGS, PRACTICALS AND/OR EXERCISES

ARTICLE 7 – COURSE TEACHINGS, PRACTICALS AND EXERCISES

- 1) The course teachings take the form of lectures and/or practicals and/or exercises. In general, during an annual period of ten months course teachings take place every week on Friday.

- 2) Practical and/or exercises must be completed before students participate in the examination unless otherwise indicated in the study guide pertaining to that particular course.

CHAPTER 3– THE TYPES OF EXAMINATIONS

ARTICLE 8 – EXAMINATIONS

- 1) The examinations linked to the different courses are to be completed in the way laid down in the study guide pertaining to the course in question.

- 2) Details of the form and the way in which written assessments (e.g. papers, essays) resits take place are set out in the concerning study guides.

ARTICLE 9 – THE FREQUENCIES, TIMES AND SEQUENCES OF THE EXAMS

- 1) Written and oral examinations are to be completed at the end of the semester or term in which the course was taught.

- 2) The resit periods for any of the written exams referred to in paragraph 1 are in Spring and/or Summer. A timetable of all the opportunities for sitting written examinations is drawn up on an annual basis and distributed before the start of the academic year.

- 3) Practical and/or exercises are to be completed in the way laid down in the relevant timetables.

CHAPTER 4 – SUBSIDIARY PROGRAMME

ARTICLE 10 – SUBSIDIARY PROGRAMME

- 1) The Board of Examiners exclusively will define the scope and content of the subsidiary programme IAW Appendix 3 and paragraph 2 below. Once defined by the BoE, no exemptions to the subsidiary programme will be given.
- 2) The subsidiary programme **may** consist one of more of the following elements:

Track	Subsidiary programme in:	Credits
MOM	Defence Economics and Logistics	20 EC
WS or I&S	War Studies	20 EC
	Research methods and Individual Research Proposal	6 EC
	Pre-Graduation Thesis	10 EC

- 3) This programme will be provided under auspices of the Programme Board of the Bachelor programmes of the FMS.
- 4) In such cases as intended in paragraph 1, applicants will be referred to the programme coordinator who will inform them of the contents of the subsidiary programme.
- 5) This programme will be examined under auspices of the Board of Examiners of the Bachelor programmes of the FMS
- 6) Applicants with diplomas as outlined in TER article 6, paragraph 6, upon whom a subsidiary programme has been imposed by the Board of Examiners IAW TER article 6, paragraph 7, will only be admitted to the Master's programme after completing that subsidiary (pre-master) programme IAW Appendix 1 Article 25, the requirements of which prepare for a specific track of the Master's programme.
- 7) The successful conclusion of the subsidiary programme is a prerequisite for the 'proof of admission' as mentioned in Article 6, paragraph 3 of the TER. It does not, however, give *automatic* access to the Master's programme.
- 8) The subsidiary programmes are defined by the Executive Board of the Bachelor programmes of the Faculty..
- 9) The Board of Examiners will define a so called 'admissibility and deficiency table' (Appendix 3).

ARTICLE 11 – ACCESS TO THE PRE-GRADUATION THESIS

In case of a subsidiary programme outlined in Article 10, students of this programme may not embark on the pre-graduation thesis until they have passed the selected Minor courses (20 credits) and the Research Methods & Individual Research Proposal (6 credits).

ARTICLE 12 – SUPERVISION OF THE PRE-GRADUATION THESIS

Students who are writing a pre-graduation thesis are entitled to twenty hours of supervision and advise from their thesis supervisor.

APPENDIX 3

ADMISSIBILITY AND DEFICIENCY TABLE
MA Programme in Military Strategic Studies (MSS)

Faculty of Military Sciences
Netherlands Defence Academy

	Category	Qualification	Deficiency	Subsidiary programme	Admissibility TER	Remarks
NLDA Ba (official)	Bachelor NLDA (official)	Ba KW Ba MBW Ba MBT Ba MS&T	No	No	Art. 6(2) TER	
Non NLDA Ba (official)	NLDA	Ba CIT&M NLDA/UT ² CICS	No	No	Art. 6(3a) TER	
	KIM KMA (MWO HBO+)	KIM-KMA old ('lang')	No	No	Art. 6(3c) TER	Including KMA I-II <i>Excluding PAS-MB</i> (see under HBO or WO)
	NLDA pre bachelor, post 2005 (MWO)	Ba KW	Yes	Research 6 EC Pre-Graduation work 10 EC**	Art. 6(3e) jo 6(7) TER	** Option is to have the original Ba-thesis reviewed by the Board of Examiners.
		Ba MBW Ba MS&T	No	No	Art. 6(3b) TER	
	WO	Ba & Ma	≤ 20 EC	No	Art. 6(3f) jo 6(6) TER	i.a. History, Political sciences, Conflict studies, Business administration, Technical Management, Law, Economics, Social Behavioural Sciences, Engineering,
		Ma	> 20 EC	20 EC Minor in KW or DEL	Art. 6(3f) jo 6(7) TER	
	WO	Ba	>20 EC ≤36 EC	20 EC Minor in KW or DEL 6 EC Research skills	Art. 6(3f) jo 6(7) TER	
		Ba	>36 EC	None available	Applicant cannot be admitted	
HBO	Ba	≤ 36 EC	20 EC Minor in KW or DEL; 6 EC Research skills; Pre-Graduation work 10 EC	Art. 6(3f) jo 6(7) TER	i.a. History, Political sciences, Conflict studies, Business administration, Technical Management, Law,	

² Bachelor programme of the University Twente. The bachelor was set up as a NLDA WO track and will be treated as such for the purposes of establishing admissibility.

³ Executive Master of Security and Defence (= HDV)

					Economics, Social Behavioural Sciences, Engineering, ...
	Ba	>36 EC	<i>None available</i>	<i>Applicant cannot be admitted</i>	
	EMSD ³	no	no	Art. 6(3d)	Incl. HKV, HKS, HSV, HJV, HMV, HDV.
	MA	≤ 36 EC	20 EC Minor in KW or DEL; 6 EC Research skills; Pre- Graduation work 10 EC (unless thesis ≥7.5)	Art. 6(3f) jo 6(7) TER	

APPENDIX 4

EXEMPTION REQUEST

MA Programme in Military Strategic Studies

Faculty of Military Sciences

Netherlands Defence Academy

Master Military Strategic Studies Exemption Request



Surname			
First name		Date	
Number Telephone		e-mail	
Class		Track	

I hereby request the Board of Examiners to exempt from attending and fulfilling in the curriculum of the master MSS the course:

.....

Starting:

Please name your study, and the specific course(s) to state your request.

Study:

Course(s):

Attached to this request send all relevant information (e.g. description from study and course guide, literature list, copy of certificate, final score).

Routing of this form and attachments:

1 Board of Examiners	A GRANTED FAILED B After applying for information by the Course Director: GRANTED FAILED Reason of failure:		
	Name of Chair	Sign	Date
2	Send a copy of this document to	A The student involved B The master coordinator C The Course Director involved	
3	Send the original to head of Education Administration for processing and append to the personal file.		

APPENDIX 5

MASTER THESIS ASSESSMENT RUBRICS

MA Programme in Military Strategic Studies

Faculty of Military Sciences

Netherlands Defence Academy

	Insufficient (4.0-5.4)	Acceptable (5.5-6.4)	Satisfactory (6.5-7.4)	Good (7.5-8.4)	Excellent (8.5-10)
A. Clarity (and Originality) of Research Puzzle 20%	<p>The research puzzle is not clear, contains an insufficient definition of the main objective/ aims; there is no proper explanation of their relevance in relation to the domain of MSS.</p> <p>The research question(s) is not mentioned, is/are not clearly stated, or there may be substantial omissions in their formulation.</p> <p>The research question(s) does (do) not indicate the type of research: theory-testing, theory-building, or policy-oriented/problem-solving</p>	<p>The research puzzle contains a limited description of the main objective/aims; there are difficulties explaining their relevance in relation to the domain of MSS.</p> <p>The research question(s) is/are formulated at an elementary level but need(s) improvement.</p> <p>The research question gives an indication of the type of research: theory-testing, theory-building, or policy-oriented/problem-solving</p>	<p>The research puzzle shows an adequate description of the main objective/aims; it includes an appropriate formulation of their relevance in relation to the domain of MSS.</p> <p>The research question(s) is/are clearly formulated; it (they) logically integrate(s) in the research puzzle.</p> <p>The research question indicates the type of research: theory-testing, theory-building, or policy-oriented/problem-solving</p> <p>The sub-questions structure the research.</p>	<p>There is a convenient justification for the main objective/aims; the research puzzle includes their relevance in relation to the domain of MSS. Main objectives/ aims and research question(s) are well-tuned as part of the research puzzle.</p> <p>The research question(s) is (are) in-depth and coherently formulated. It (they) aptly integrate(s) in the research puzzle</p> <p>The research question indicates clearly the type of research: theory-testing, theory-building, or policy-oriented/problem-solving</p> <p>The sub-questions are coherent and structure the research.</p>	<p>There is a profound and complete description of the main objective/aims; the research puzzle includes their relevance in relation to the domain of MSS. This section shows independent academic thinking and an original approach.</p> <p>The research question(s) is (are) clearly and coherently formulated, and innovative. It (they) logically integrate(s) in the research puzzle, and convincingly demonstrate(s) a knowledge gap in the current literature/ research area.</p> <p>The research question indicates in a new and original way the type of research: theory-testing, theory-building, or policy-oriented/problem-solving</p> <p>The sub-questions are coherent, structure the research, and demonstrate breadth and depth.</p>
	□	□	□	□	□

<i>Explanation</i>					
<p>B. Theoretical Framework</p> <p>20%</p>	<p>The main objective/aims and RQ are not or inadequately linked to a conceptual/ analytic framework.</p> <p>No or limited academic sources are used; the research demonstrates difficulties in connecting theory to the project; the position taken in the debate is absent or poorly formulated.</p>	<p>The main objective/ aims and RQ are minimally linked to a conceptual/analytic framework.</p> <p>Several relevant academic sources are used; the theory is sufficiently connected to the project; the position taken in the debate is briefly indicated.</p>	<p>The main objective/aims and RQ are reasonably well-linked to a conceptual/ analytic framework.</p> <p>Relevant academic sources are used; this involves a clearly noticeable and marked connection between theoretical debate(s) and the research project; the position taken in the debate is clear.</p>	<p>The main objective/aims and RQ are convincingly and very well-linked to a conceptual/ analytic framework.</p> <p>Several relevant and reliable sources from academic literature are used; the theoretical debate(s) is/are well-connected to the objective(s) and research question of the project; the position taken in the debate is well-founded</p>	<p>The main objective/aims and RQ are linked in a sound and original way to a conceptual/analytic framework.</p> <p>A detailed number of relevant and reliable sources from the academic literature is used; existing theories from different sources are integrated into a new research project; the used sources lead to an original position taken in the debate.</p>
	□	□	□	□	□
<i>Explanation</i>					

<p>C. Research Strategy/Method(s), Analysis & Synthesis</p> <p>30%</p>	<p>The research strategy/method(s) is/are not explained, inaccurately or incompletely, or methods have not been used correctly.</p> <p>Research quality indicators are not included, inaccurately and/or incompletely described: validity, reliability and generalizability are not explicitly or partially described.</p> <p>Data sources and data collection methods are not mentioned, erroneously and/or incompletely described</p> <p>Presentation of the data (tables, figures, charts) is not available, incoherent and/or poorly structured.</p> <p>Collected data are not analyzed or analyzed without using analytic tools.</p> <p>The research process <i>cannot</i> be verified.</p>	<p>The research strategy/method(s) is/are explained at an elementary level and basically explained.</p> <p>Research quality indicators are formulated at an elementary level: validity, reliability and generalizability are mentioned.</p> <p>Data sources and data collection methods are mentioned at an elemental level.</p> <p>Presentation of the data (tables, figures, charts) is basically structured.</p> <p>Collected data is analyzed at a limited level.</p> <p>The research process can be tracked, verified and repeated at an elemental level.</p>	<p>The research strategy/method(s) is/are adequately explained but need to be checked.</p> <p>Research quality indicators are formulated, supported by standard arguments: the meaning of validity, reliability and generalizability is linked to the research project in some detail.</p> <p>Data sources and data methods are sufficiently described.</p> <p>Presentation of the data (tables, figures, charts) is structured but can be improved.</p> <p>Collected data is adequately analyzed and the data analysis is explained</p> <p>The research process can be tracked, verified and repeated in a tolerable way</p>	<p>The research strategy/method(s) is/are comprehensively explained and well-founded.</p> <p>Research quality indicators are comprehensively formulated: the implications of validity, reliability and generalizability are linked to the research project and extensively formulated.</p> <p>Data sources and data methods are explicitly described.</p> <p>Presentation of the data (tables, figures, charts) is coherent, well-structured and accurate.</p> <p>Collected data is comprehensively analyzed and the data analysis is well-explained</p> <p>The research process can be tracked, verified and repeated and this is accurately explained.</p>	<p>The research strategy/method(s) is/are outstandingly explained and demonstrate(s) an independent, new and original approach.</p> <p>Research quality indicators are efficiently described: the meanings and effects of validity, reliability and generalizability are impressively well-linked to the research project.</p> <p>Data sources and data methods are meticulously described and the relationship between data collection, analysis and main theory is excellently explained.</p> <p>Presentation of the data (tables, figures, charts) is coherent, well-structured, accurate and exceptional.</p> <p>Collected data is meticulously analyzed and the data analysis is impressively explained</p> <p>The research process can be tracked, verified and repeated, and can be extrapolated to a wider context.</p>
<p>Explanation</p>	<p style="text-align: center;">□</p>	<p style="text-align: center;">□</p>	<p style="text-align: center;">□</p>	<p style="text-align: center;">□</p>	<p style="text-align: center;">□</p>
<p>D. Conclusions Reflection</p> <p>20%</p>	<p>The Conclusions are present but have no relation to the objectives/aims, RQ, method(s) and data analysis: they are not logical and incomplete.</p>	<p>The Conclusions are explicitly related to the objectives/aims, RQ, method(s) and data analysis, but elementary and inadequately substantiated.</p>	<p>The Conclusions present convincing inferences, expressly and logically related to the objectives/aims, RQ, method(s) and data analysis</p>	<p>The Conclusions offer clear inferences, expressly and logically related to the objectives/aims, RQ, method(s) and data analysis. The Conclusions demonstrate</p>	<p>The Conclusions offer expert inferences, expressly and logically related to the objectives/aims, RQ, method(s) and data analysis. The Conclusions are highly valuable and</p>

	The Reflection is not included or does not relate to the Conclusions. A critical view in the Reflection is missing.	The Reflection connects to the Conclusions and basically presents the contributions and limitations of the research project.	The Reflection connects to the Conclusions and demonstrates a critical attitude towards own results (contributions and limitations of the research project).	and justify a contribution to existing research in the area. The Reflection on the Conclusions demonstrates a critical and creative attitude towards own results (contributions and limitations of the research project) and comes up with new research (design) options and/or concepts	support others to proceed with research in this area. The Reflection on the Conclusions demonstrates a critical, creative and innovative attitude towards own results (contributions and limitations of the research project) and comes up with new, thoughtful and original research (design) options and/or concepts
	□	□	□	□	□
Explanation					
E. Overall quality of writing 10%	Language is of insufficient English level with frequent spelling and grammatical mistakes. Text is not well structured and difficult to read or understand. There is no abstract or it does not formulate the research objective/ aims, the research question, the design and method, and the way data will be collected and analyzed. There is no reference list or it is incomplete or does not comply	Language proficiency demonstrates a limited but correct vocabulary. The text contains some minor mistakes in grammar and/or spelling. Text is structured. The abstract formulates the research objective/ aims, research question, design and method, and the way data will be collected and analyzed at an elementary but sufficient level. Reference list fulfils basic requirements and complies with standards of international	Language proficiency is adequate with sufficient variation in vocabulary. The text hardly contains mistakes in grammar and/or spelling. Text is reasonably well-structured, facilitating the understanding of the reader. The abstract properly defines the research objective/ aims, research question, design and method, and the way data will be collected and analyzed. Reference list is complete and complies with standards of international journals.	Language proficiency is good; sentences are fluent and logical. The wording is varied, specific and appropriate, inviting further reading. Text is well-formulated, has a good structure and a nice flow, advancing the understanding of the reader. The abstract well explains the research objective/ aims, research question, design and method, and the way data will be collected and analyzed. Reference list is coherent, complete and complies with standards of international journals.	Language proficiency is excellent; sentences are fluent and logical. The wording is varied, specific and appropriate, inviting further reading. Text has an excellent logical structure combined with the right level of detail and a smooth flow, promoting the understanding of the reader. The abstract exceptionally well describes the research objective/ aims, research question, design and method, and the way data will be collected and analyzed. Reference list is <i>complete</i> and complies with standards of international journals.

Appendix 5 TER Master MSS Academic Year 2023-2024

	with common standards of international journals. It lacks academic articles.	journals. It contains a few academic articles.	It contains several academic articles.	It contains academic articles from different research fields.	It contains scientific articles from different research fields. This section includes publications relevant to the specific topic, research area and research methods.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explanation					

Result (1 -10) based on A-E : 5 =	<input style="width: 50px; height: 20px;" type="text"/>
	Additional remarks:
Details of the student:	<ul style="list-style-type: none"> ▪ Name: ▪ Student number
Title of the MSS-Thesis:	
Name Thesis Supervisor & Co-examiner: <ul style="list-style-type: none"> ▪ Name of thesis supervisor: ▪ Name of co-examiner: 	Name: Signature: Date: Name: Signature: Date: