PSTS – Guide on Regulations for Students
(In addition to the PSTS Programme Guide)

Exams: frequency, periods, registration and withdrawing from registration

- Each academic year, two opportunities are offered to take a written or oral exam for a specific course.
  a. There is always one opportunity to sit an <u>exam at the end of the period</u> in which the applicable course has been taught.
  b. A second opportunity to sit an exam is offered <u>in the subsequent period</u> (*for Q4/ block 2B courses this is during summer*).
- The aforementioned also applies to courses that are evaluated with an assignment: there are again two opportunities to submit an assignment; the first opportunity at the end of the period in which the course study has been taught; the second opportunity at the end of the subsequent period.
- The deadline for submitting an assignment is generally the last day (Friday) of the (second week's) exam period.
- This implies that also assignments/papers have strict (timely announced in the course's Canvas environment) deadlines.
- If a student fails to submit an assignment / a paper timely, then the teacher will grade it with '<u>Insufficient</u>', which will be registered in Osiris.
- A student can only take part in a course if he/she has timely enrolled in the course before the start of the course via OSIRIS (and - via Osiris - in Canvas).
- Registration for the course implies also registration for the <u>1st exam + the retake</u> opportunity.
- In case a student passes the course with the 1st exam, the enrollment for the retake will automatically disappear in Osiris.
- If an exam has been completed successfully (final grade 5.5 or more) then this grade is final. If a student (due to exceptional circumstances) would like to improve the grade, he/she has to send a motivated written request to the Examination Board.
- Only the Examination Board can make exceptions regarding the number of times that a student can take an exam and the mode in which exams can be taken.
- Only the Examination Board can grant a student, at his/her request, an <u>exemption</u> from an exam or practical exercise. If applicable, the involved teacher/examiner will be consulted first.

Exam formats and information about the exams

- Before the start of a course or at the first meeting of the teaching period of a course, the responsible teacher/examiner will publish the following information about the exam in Canvas:
  a. the exam requirements (i.e. which material will be examined?)
  b. further information about the mode of examination
  c. the aspects and criteria that will play a role in the assessment/grading of an exam and/or assignment (a **rubric** is required!)
  d. in case of a series of tests or a combination of exam formats, the weight to be attributed to each of the constituent elements in determining the exam's final result.
- The student has the right to view model exam questions, trial exams or representative past exams, including the corresponding model answers and norm criteria for the evaluation.

Confirmation and publication of the exam results

- The teacher will grade a written exam/assignment and will have registered the grades in Osiris within 15 working days.
- The result of an <u>oral exam</u> is made known to the student within one working day.
- Should the teacher/examiner not be able to meet the term due to extraordinary circumstances, he/she reports this with reasons to the Examination Board and the students.
- If a course has been passed (i.e. graded 6 or more) then this grade is final.
- If a student wants to improve a sufficient grade then he/she must have a written confirmation of the Examination Board. [This confirmation can be obtained from the Examination Board by submitting a written, motivated request to the Examination Board]
- If the quality of an exam or assignment is not sufficient (in Osiris: 'NVD'= in Dutch: *Niet Voldaan*) this grade counts as a first attempt. Such an insufficient first attempt will also be registered in Osiris if a student does not hand in the paper/assignment at due date.
- <u>Cum Laude</u>: As an exception to the generic Regulations of the Examination Board of the Faculty of Behavioural Science, which states that to qualify for Cum Laude no graded work must be re-done, the Examination Board may grant a student a re-sit for an exam or resubmit an assignment <u>once</u> (upon approval from the Examination Board) when having obtained a 6 for that course at the first attempt

Right of inspection and justification

- Since the examiner has to justify the results of an exam/assignment in writing or orally, the student may (<u>if no plenary discussion is held</u>), submit a request for a post-hoc individual discussion to the examiner within ten working days of publication of the exam results. An individual or plenary discussion must be held within five weeks of publication of the exam results. After this term of five weeks the student will no longer have the right to a post-hoc discussion of his/her exam work and the justification of the assessment by the examiner.
- During inspection of the exam the student is not allowed to copy or reproduce any of the examination materials, in any possible way.

Class attendance

Students are obliged to attend all classes of courses that contain seminars and/or practicals. This applies to *all second year* PSTS courses and the first year courses *Technolab* and *Research Methods,* and to some other courses if this is indicated by the teacher.

Language:

The language of instruction in the master's programme is English.
- All study materials are in English.
- All classes (lectures, tutorials, seminars, practicals, and others) are taught in English.
- All written examinations and interim examinations are in English.
- All papers/assignments have to be submitted in English.
- All presentations (including the Final Presentation) are prepared in English.

Course evaluations

In order to inform the programme committee and the programme director fully and thus to ensure a reliable quality control, **students are obliged to complete the paper-based or online course evaluation forms.**
Upon having received the results of the course evaluations, the teachers have to respond to the results and to stipulate how they will anticipate to the results.

Mandatory colloquia

PSTS students have to attend colloquia at the departments of Philosophy and/or KiTeS, as well as PSTS graduation colloquia, as part of their academic training. This is compulsory throughout the whole programme. Students have to attend at least eight colloquia during their entire study. Attendance is monitored and registered. Students must sign the attendance form at the colloquium. In case there is no attendance list present, students must make their own list with all attendees (incl. date, name of the speaker and topic of the colloquium), and have this list signed by the coordinator of the colloquium.

Pre-requisites in Year #1	
PSTS Year #1 Course	**Pre-requisite**
M1 - 201400575 **TechnoLab** (2A)	• 201200063 Philosophy of Technology • 201200059 Philosophical Theories and Methods • 201200064 Science and Technology Studies
M1 - 202400551 **Research Methods** (2B)	• 201200063 Philosophy of Technology • 201200059 Philosophical Theories and Methods • 201200064 Science and Technology Studies • 201400575 TechnoLab
M1 - 202300264 **Ethics and Technology 2** (2B)	202300302 Ethics and Technology 1
M1 - 191622510 **Technology and Social Order** (2B)	• 201200064 Science and Technology Studies • 201400574 History of Science and Technology
***Advised* courses from Year #1 to Year #2**	
PSTS Year #2 Elective course	**PSTS Year #1 Advised course**
M2 – elective courses **in general**	Min. **40** EC of Year #1 courses completed **(general pre-requisite** to start Year #1 courses **)**
M2 - 201800146 **Transformation of knowledge in a digital age (**1A)	• 201200064 Science and technology studies • 201400573 Philosophy of science in practice • 201400574 History of science and technology •201400575 TechnoLab
M2 - 201800147 **Perspectives on governance of socio-technical change** (1A)	• 201200064 Science and technology studies • 191622510 Technology and social order
M2 - 201800148 **Good technology for users and society** (1A)	• 202300302 Ethics and technology 1 • 191612560 Society, politics and technology • 202300264 Ethics and technology 2
M2 - 01800149 **Anticipation and evaluation of emerging technologies** (1B)	• 202300302 Ethics and technology 1 • 201400575 TechnoLab • 202300264 Ethics and technology 2
M2 - 201800150 **Minds, bodies and technologies (**1B)	• 191612550 Philosophical anthropology and technology

M2 - 201800151 **Rethinking science-technology relations** (1B)	• 201200064 Science and technology studies • 201400573 Philosophy of science in practice • 201400574 History of science and technology • 201400575 TechnoLab
M2 – 202000254 **MasterLab**	• <u>Min</u>. **50** EC year #1 courses, including at least: • 201400575 TechnoLab • 202400551 Research Methods

M2 – 202000254 **MasterLab** *and* 201300088 **Master Thesis** *or* 201300090 **Internship** and 20130089 **Master Thesis** (2A+2B)	• <u>Min</u>. **80** EC year #1 + #2 courses, incl. at least: • 202000254 MasterLab • 201400575 TechnoLab • 202400551 Research Methods