

# Rules and Guidelines Examination Board FBMS 2023-2024

## Contents

1. Scope of application .....	2
2. General.....	2
3. Composition of the Examination Board .....	2
4. Duties of the Examination Board .....	2
5. Working method of the Examination Board .....	3
6. Questions and assignments, examination content, and duration of examinations .....	4
7. Language of examinations .....	4
8. Completing examinations in other ways.....	4
9. Oral examinations .....	5
10. Inspection and reflective discussion .....	5
11. Quality assurance .....	5
12. A) Procedure for written examinations .....	5
B) Invigilation of written examinations .....	6
C) Procedure for practicals .....	6
13. Graduation .....	6
14. Free programme .....	7
15. Judicia.....	7
16. Degree certificate and statement .....	8
17. Exemption or substitution.....	8
18. Assessment of examinations.....	9
19. Academic misconduct and plagiarism.....	9
20. Procedures and penalties for (suspected) academic misconduct .....	10
21. Irregularities .....	11
22. Retention periods.....	12
23. Annual report.....	12
24. Amendments to these Rules and Guidelines .....	12
25. Unforeseen circumstances/hardship clause .....	12
26. Date of commencement .....	12
Appendix 1 – Internal Rules Examination Board FBMS.....	13
Appendix 2 – VU Amsterdam – Examination Regulations .....	16

## 1. Scope of application

The Rules and Guidelines as referred to in Article 7.12b, third paragraph, of the Higher Education and Research Act (*Wet op het hoger onderwijs en wetenschappelijk onderzoek: WHW*) are adopted by the Examination Board and further clarified as the Rules and Guidelines of the Examination Board FBMS.

These Rules and Guidelines apply to the (interim) examinations and the final degree assessments of the degree education clusters<sup>1</sup> of Human Movement Sciences, Pedagogical Sciences, and Psychology of the Faculty of Behavioural and Movement Sciences (FBMS). These Rules and Guidelines apply to anyone following a degree programme in the current academic year, irrespective of when they started the degree programme.

## 2. General

1. The terms described in the Teaching and Examination Regulations (TER) for the degree programmes also apply to these Guidelines. The remaining terms are defined by the Higher Education and Research Act.
2. In the event that any provision in these Guidelines conflicts with a provision in the Teaching and Examination Regulations, that applies to the relevant degree programme, the provisions of the Teaching and Examination Regulations (TER) takes precedence.

## 3. Composition of the Examination Board

1. The composition of the Examination Board FBMS and a detailed categorization of duties within the Board is laid down in the Internal Rules of the Examination Board FBMS (Appendix 1).  
An overview of the current members of the Examination Board FBMS can be found at [Examination Board - Vrije Universiteit Amsterdam \(vu.nl\)](https://www.vu.nl/examination-board).
2. The members of the Examination Board are appointed by the Faculty Board (FB).
3. Before a member is appointed, the Faculty Board (FB) discusses the proposed appointment with the Examination Board.
4. A member of the Examination Board is appointed for a period of three years and can be reappointed with a maximum of one additional three-year term.
5. If necessary, a chair will appoint another member, not being an external member, to represent them during their absence.
6. The Faculty Board (FB) is responsible for guaranteeing that the Examination Board operates in a manner that is independent and expert.

## 4. Duties of the Examination Board

The duties of the Examination Board are regulated by law (see the Higher Education and Scientific Research Act; *WHW*). These include, but are not limited to, establishing rules for the execution of duties and responsibilities and taking measures with regard to:

- maintaining and assuring the quality of all the examinations and final degree assessments;
- determining in an objective and expert manner whether or not a student meets the conditions set in the Teaching and Examination Regulations (TER) relating to the knowledge, insight, and skills necessary to be awarded a degree;
- granting a degree certificate, including a diploma supplement, as proof that the student has successfully completed their final degree assessment;
- granting permission to students to complete a free study programme with an examination that leads to the award of a degree;
- granting exemptions for one or more examinations;
- extending the limited period of validity of an examination or exemption if a student submits a reasoned request to that effect. The Examination Board can decide to permit an extension of validity provided that the individual has successfully completed a supplementary examination on the relevant subject matter; if necessary, the Board can

---

<sup>1</sup> Ba BW, Ba PSY, Ba PW, Ba PA2, pmc HMS, pmc PW, Ma HMS, Ma MPS, Ma PSY, Ma PW, RM HMS, RM CDP, RM CNP, RM GBH, RM SP.

impose additional subjects in order to meet the current exit requirements of the programme concerned;

- deciding in exceptional circumstances to divert from the defined form of examination;
- issuing a statement of result(s) attained to people who have successfully completed one or more examination(s) but are not eligible for a degree certificate;
- launching an investigation upon notification of suspicion of fraud committed by a student and determining the sanction to be applied if fraud is established;
- determining guidelines and instructions within the framework of the Teaching and Examination Regulations (TER) to assess and determine the results of the examinations and final degree assessments;
- appointing examiners to conduct (interim) examinations and determine the results;
- preparing an annual report of its activities.

#### 5. Working method of the Examination Board

1. The working methods of the Examination Board FBMS are provided in the Internal Rules for the Examination Board FBMS (Appendix 1).
2. The Faculty Board (FB) has added an official secretary to the Examination Board. The official secretary is not a member of the Examination Board. The Official Secretariat is part of the Education Office.
3. Students must submit a written request or complaint in accordance with the procedure described on [vu.nl](http://vu.nl) ([Examination Board - Vrije Universiteit Amsterdam \(vu.nl\)](http://vu.nl)) / [Complaint, appeal and objection - Vrije Universiteit Amsterdam \(vu.nl\)](http://vu.nl)).  
A request or complaint must in any case include a justification of the request or a description of the complaint. A request or complaint must be submitted no later than five working days before the meeting.
4. In case a request or complaint involves a member of the Examination Board, it shall be dealt with in the absence of the member concerned.
5. The Examination Board will make a decision within thirty working days after receiving the request or complaint. The Examination Board may postpone this decision and will inform the interested parties of this in writing.
6. Students who take a course with another programme within the framework of their degree programme and who wish to request for an exemption or an extra examination for that course must submit their request with the Examination Board of the degree programme to which that course belongs.
7. The Examination Board of the programme to which the course belongs that is taken by a student of another degree programme will investigate the suspicion of fraud by the student. The Examination Board of the degree programme that the student is following will be informed of the findings. This Board decides whether and what measure/sanction will be imposed on the student if they have committed fraud.
8. If the concerning Examination Boards are both competent with regard to the subjects referred to in paragraphs 6 and 7, the Examination Boards determine in joint consultation which measures will be taken.
9. To reach its decision, the Examination Board uses the following criteria and weighs the interest of one criterion against the other in case of conflict:
  - a. maintaining and assuring the quality of all the examinations and final degree assessments;
  - b. efficiency requirements: the Board aims to prevent serious time loss for students as well as (too much) extra workload for lecturers and/or the degree programme. The assessment takes into account that the student must have made sufficient effort and that the efforts of the degree programme are not disproportionate;
  - c. leniency: the Board considers leniency towards students who have experienced delays in their studies due to exceptional personal circumstances through no fault of their own.

10. A student can appeal a decision of the Examination Board with the Examination Appeals Board (*College van Beroep voor de Examens: COBEX*) within six weeks after being notified of the decision.
6. Questions and assignments, examination content, and duration of examinations
    1. None of the individual questions and assignments in an examination will relate to anything other than the previously announced examination material. The main points of the examination material will be announced prior to the start of the programme component that prepares students to sit the examination in question. Students will be notified of the exact scope of the examination material no later than one month before the date of the examination in question.
    2. In the event of a resit in a subsequent academic year, the student will sit an examination based on the examination material set for that subsequent academic year, unless the Examination Board decides otherwise at the request of the examiner.
    3. The length of each examination is such that the student can reasonably be expected to answer the questions in the time given. Written examinations usually last 2 hours and 15 minutes. For students with a functional impairment, the examination duration can be extended. They should contact the Academic Advisor.
    4. The examiner provides students with the opportunity to acquaint themselves with a written sample examination and the model answer sheet with the marking standards used to assess the examination.
    5. For written, scheduled examinations students are entitled to resit satisfactory (sub)results. The procedure is described in the course manual for the subject in question.
    6. Regarding research reports, internship reports, final papers and theses, the options to redo them or to improve on them are listed in the respective manuals. The options to retake or improve on other assignments or papers are indicated in the course manual of the subject in question.
    7. The Examination Board monitors the quality of examinations and final degree assessments.
  7. Language of examinations
    1. The (interim) examinations will be administered in the language of tuition, unless the lecturer has indicated otherwise at the start of the course. Exception: the substantive subjects of the Bachelor's programme in Psychology (Dutch variant) are partly taught in English, but their examination is held in Dutch.
    2. Students of the Dutch-language Bachelor's programmes whose mother tongue is not Dutch are allowed to use a dictionary during written exams in their first year of enrolment. A request for this use must be submitted to the Examination Board in good time.
    3. The literature set for a particular unit of study may be worded in a different language than the language of tuition.
    4. At an examiner's request, the Examination Board may permit exemption from section 1.
    5. At the student's request, the Examination Board may decide that - contrary to section 1 - for a specific examination another language that both the examiner and the student(s) have mastered to a sufficient extent may be used in the preparation of the examination questions and assignments and/or in answering and making the examination questions and assignments. This request is made by the student when enrolling for the relevant course at the latest.
  8. Completing examinations in other ways
    1. The manner and form, in which a course is examined, is stipulated in the online study guide on [studiegids.vu.nl](http://studiegids.vu.nl).
    2. At an examiner's request, the Examination Board may permit a different form of (interim) examination than stipulated in the study guide.
    3. At the student's request, the Examination Board may permit a different form of interim examination than stipulated in the study guide. Student also shows that, due to the

special circumstances, taking the examination in a regular manner is a disproportionate burden. The assessment shall take into account that the efforts of the organization are not disproportionate. The board decides on any other form of test after consulting the examiner of the course.

4. For of a unit of study that is no longer offered, at least one opportunity to sit the (interim) examination(s) will be provided and a transitional arrangement will be included in the Teaching and Examination Regulations in the academic year following its termination.

#### 9. Oral examinations

1. Students must identify themselves to the examiner at the start of an oral examination.
2. Unless otherwise specified by the course manual for the relevant educational unit, no more than one student will be examined orally at the same time.
3. The Examination Board may decide that one or more people are present during an oral examination at the invitation of the examiner or the student.
4. An oral examination will be taken in the presence of a second examiner, unless the Examination Board decided otherwise.
5. If an oral (re)examination takes place via Zoom or online in any other way, the presence of a second examiner is not necessary, but an audio recording of the (re)examination will suffice. The audio recording must be kept for at least two months and destroyed within six months at the latest.

#### 10. Inspection and reflective discussion

1. The examiner shall arrange for an inspection and reflective discussion so that the student can take note of his assessed work.
2. If the student was unable to inspect his/her marked work at the designated place and time through no fault of his/her own, an alternative option will be offered.
3. Students who have attended a collective reflective discussion, or who were unable to attend through no fault of their own, can submit a request for an individual reflective discussion to the relevant examiner. The reflective discussion will take place at a time and location to be determined by the examiner.
4. If a student has filed an appeal against the mark they received for their work, they can be issued with a copy of their marked work at their request. The copy of the examination scripts is provided on the basis of a duty of confidentiality. If the student violates the duty of confidentiality, this is considered fraud.

#### 11. Quality assurance

1. Quality is assured in accordance with the provisions of the Guide for Examination Boards (*Handreiking Examencommissies*).
2. The Examination Board applies the Assessment Policy Framework (*Toetsbeleid*) to ensure the quality of examinations and final degree assessments.

#### 12. A) Procedure for written examinations

1. The Regulation for Shared Examination rooms applies to all exams (Appendix 2).
2. In the case of a physical (re)examination, the student is obliged to follow the instructions of the examiner and the invigilator(s). Refusal to follow the instructions or otherwise disruptive behaviour may result in the examiner excluding the student from further participation in the (re)examination.
3. In the case of an online (re)examination, the student is obliged to comply with the instructions that the examiner has published on Canvas prior to the examination or has made known to students in some other way, the instructions given by the examiner during the examination, and - if online proctoring is involved - the general instructions on the VU website regarding this form of online supervision.
4. If the student has not sufficiently followed the instructions mentioned above, the

Examination Board may decide to declare the (re)examination invalid and possibly impose an additional sanction.

#### B) Invigilation of written examinations

1. In-person examinations are subject to Article 7 of the VU Examination Regulations contained in Appendix 2. The aforementioned article applies to the invigilation of examinations both in shared examination rooms (i.e., rooms utilized by one faculty at a time) and examination rooms which are not shared (i.e., rooms utilized by more than one faculty at a time).
2. The following guidelines apply to the number of invigilators per in-person (interim) examination in an examination room that is not shared:
  - a. if the examination takes place in a single room, at least one invigilator (e.g., from an agency) will be present along with the examiner from the course in question;
  - b. regardless of the number of rooms in which the examination takes place, at least one invigilator will be available per 50 students (i.e., a total of 51 students requires a minimum of two external invigilators, 101 requires a minimum of three, 151 requires a minimum of four, and so on).
3. In the case of in-person (re)examinations, the examiner is subject to the following conditions:
  - a. the examiner of the course will be present half an hour before the start of the exam to offer instructions to the attending invigilator(s);
  - b. preferably, the examiner will be present during the entire exam, but at least during the first and last half an hour of the exam. The examiner is not required to be present for the last half an hour of electronic exams, because there are no exam papers or exam question papers to be handed in. In the meantime, the examiner will be available by phone for the invigilator(s). If the examiner is unable to be present at the exam due to force majeure, they will arrange for substitution by a colleague (examiner, lecturer, PhD candidate). In no event may the substitute be a student assistant;
  - c. the examiner may be substituted by a colleague only if the (re)examination has been drafted in such a way that it does not require any substantive explanation during the conduct of the examination or if there are compelling circumstances.
4. In the case of online examinations or resits, the examiner – or their designated replacement – are required to make themselves available for contact with the TestVision support team by telephone and email. They should be available from 15 minutes before the start of the (re)examination until 15 minutes after it has finished.

#### C) Procedure for practicals

1. The practical supervisor, under the responsibility of the examiner, ensures that for the practical experiments assistants are appointed where necessary to monitor the proper running of the practical or research activity.
2. At the request of the examiner or the Examination Board, students are obliged to produce identification by means of a valid proof of registration.
3. Students are obliged to immediately follow the instructions of the practical supervisor given before or during the practical.
4. Any student who fails to comply with the provisions laid down by or pursuant to paragraphs 2 or 3 may be excluded from further participation in the practical by or on behalf of the Examination Board. Exclusion means that no result will be determined. Before the Examination Board decides on exclusion, the student in question will be given the opportunity to be heard.

### 13. Graduation

1. The Examination Board shall set the results of the examination if it has established that the student has successfully completed all the components that are part of the

programme of study. The examination is passed on the date on which the last examination was passed.

2. A degree certificate will only be issued once the Executive Board (*College van Bestuur: CvB*) has certified that the student has met all procedural requirements, including payment of tuition fees.
3. The student may request the Examination Board to postpone the graduation procedure and therefore the presentation of their certificate. The request needs to be submitted within 10 working days after the student has been notified of the intended graduation date or has met the requirements for graduation. The Examination Board allows postponement of graduation provided that the graduation date falls within the nominal study duration increased by one year. The Examination Board may decide otherwise in special cases.

#### 14. Free programme

1. Subject to certain conditions, the student has the option of compiling a study programme of their own choosing that deviates from the study programmes prescribed by the degree programmes.
2. The composition of such a programme requires the prior approval of the Examination Board that has the greatest jurisdiction over the programme components.
3. The free programme is compiled by the student from educational units offered at Vrije Universiteit Amsterdam or another institution of higher education and must at least have the same scope, breadth and depth as a regular Bachelor's programme. The student must ensure that the proposed study programme enables them to proceed to at least one Master's programme. In doing so, they are not obliged to take the relevant Master's programme.

#### 15. Judicia

1. A student who has finished their degree programme to excellent standards may be awarded the designation 'cum laude'.
2. Cum laude Bachelor's programme  
The classification 'cum laude' is awarded if all of the following conditions are met:
  - a. the unrounded weighted average of all exam sections excluding the Bachelor research project (Ba BW), the Bachelor thesis (Ba PSY/Ba PW) must be at least 8.0; marks achieved for extracurricular courses and exemptions are not included in calculating the weighted average.
  - b. the rounded final mark for the Bachelor research project (Ba BW), the Bachelor thesis (Ba PSY/Ba PW) is at least 8.0.
  - c. no more than two components were passed with a rounded final mark lower than 7.0.
  - d. all (sub)marks were obtained without resitting an exam.
  - e. all marks were obtained within a period equal to the nominal length of studies of the degree programme plus one year.
  - f. exemptions do not exceed 20% of the nominal credits to be obtained.
  - g. no sanctions for academic misconduct or plagiarism were imposed on the student during the degree programme.
3. Cum laude Master's programme  
For Master's students, the requirements of paragraph 2d-g apply, supplemented by:
  - a. the unrounded weighted average of all exam sections excluding the Master Research Project (Ma HMS/Ma MPS), the Master thesis and Master internship (Ma PSY/Ma PW) the Research Project RM or the Minor and Major projects (RM HMS), Master's thesis (RM CDP, RM CNP), Research Project II + III (RM SP), Internship II – Master thesis (RM GBH) must be at least 8.0; marks obtained for extracurricular subjects and exemptions are not included in calculating the weighted average.



- b. the rounded final mark for the Master Research Project (Ma HMS/Ma MPS), the Master thesis and Master internship (Ma PSY/Ma PW) the Research Project RM or the Minor and Major projects (RM HMS), Master's thesis (RM CDP, RM CNP), Research Project II + III (RM SP), Internship II – Master thesis (RM GBH) must be at least 8.0.
- c. no components were passed with a rounded final mark lower than 7.0.

#### 16. Degree certificate and statement

1. The Examination Board grants a degree certificate as proof that the student has passed their final degree assessment. The Examination Board adds a diploma supplement to the degree certificate that provides information on the nature and content of the completed degree programme. The diploma supplement is drawn up in Dutch or English and complies with the European format.
2. In addition, the diploma supplement lists components that are not included in the final (Bachelor's/Master's) degree assessment but in which the student was examined at their request before the result of the final assessment was determined, provided that they passed these components. On a diploma supplement of a (research) master's programme, no bachelor subjects are mentioned.
3. Those who have passed one or more examination(s) but who are not entitled to a degree certificate as referred to in paragraph 1 may, upon request, receive a statement issued by the relevant Examination Board which lists the examinations passed, specifying the educational units concerned, the number of credits thus obtained and when the examination results were achieved.

#### 17. Exemption or substitution

1. A request for an exemption from an examination or a request to substitute an examination must be submitted no later than six weeks before the start of the relevant component using the form designated for this purpose on [vu.nl](http://vu.nl) ([Examination Board - Vrije Universiteit Amsterdam \(vu.nl\)](http://vu.nl)).
2. After consulting the relevant examiner, the Examination Board can grant exemption from an examination or practical based on the following:
  - a. a successfully completed examination or practical exercise in higher education in the Netherlands or elsewhere that corresponds in terms of content, level, and study load with the component from which an exemption is being requested.
  - b. knowledge and/or skills of similar content, level, and scope gained outside of higher education.
3. If the Examination Board grants exemption from an examination belonging to a component that consists of more than one examination, the exemption can only be registered after all other examinations of the component have successfully been completed. The exemption will then be registered as the mark for the entire component.
4. An exemption cannot be granted based on an examination that was completed at another faculty or university during a period in which the student was excluded from taking part in examinations due to fraud.
5. Students wishing to meet the requirements of certain exams by studying at another faculty or university, in the Netherlands or abroad, must request permission from the Examination Board beforehand. A satisfactory result obtained at a university abroad is registered as 'voldaan'/'pass'.
6. In exceptional circumstances, the Examination Board can, following a motivated request from the student, grant the student a(n) (partial) exemption from participating in practical work (practical) or tutorial. The Examination Board determines how the student can demonstrate to possess the intended skills.
7. Students can submit a request with the Examination Board for a replacement assignment to substitute for practical work. A request will in any event be rejected if the replacement assignment is not at least equal in level and study load to the to be



substituted practical work. The Examination Board will determine, in consultation with the examiner, which substitute requirements the student must meet. At all times, the student must comply with the final attainment targets of the programme.

8. The facilities regulation (among which is the regulation for top-performing students), as recorded in the Student Charter, may justify allowing deviations from the regular programme.

#### 18. Assessment of examinations

1. Each programme component is concluded with an examination for which the student receives a final mark or an abbreviation (pass/fail, good/sufficient/insufficient, or a another type of qualification).
2. If a programme component is assessed by means of partial examinations or assignments, the examiner must announce in the course manual before the start of the component how the partial marks will be weighted in order to arrive at the final mark.
3. Partial marks are given on a scale from 1 to 10 with no more than one decimal point.
4. Final marks are given in whole or half points.
5. Final marks between 5 and 6 will be rounded off to whole marks: between 0.1 - 0.4 rounded down; between 0.5 - 0.9 rounded up. To pass a course, a 6 or higher is required.
6. Final marks, potentially composed of multiple sub-marks, with a rough score higher or equal to 4.75 and lower than 5.50 will be rounded up or down to 5.0. Final marks with a rough score higher than or equal to 5.50 and lower than 6.25 will be rounded up or down to 6.0.
7. For assessment, marks denote the following meaning:
  - 10 Excellent
  - 9 Very Good
  - 8 Good
  - 7 Satisfactory
  - 6 Sufficient
  - 5 Below sufficient
  - 4 Insufficient
  - 3 Very Insufficient
  - 2 Poor
  - 1 Very Poor
8. Students will be assessed as having passed an examination if they are awarded a final mark of six or above.
9. Symbols may be used rather than numbers, e.g., Pass–Fail (VD, NVD) or, in case of an exemption, the symbol VRS.
10. The mark of “0” will only be awarded in cases where academic misconduct has taken place.
11. In case of an educational unit where the examination takes the form of one single exam/resit, a “no-show” (NS) will be recorded if the student has registered for the exam/resit but did not attend. For an educational unit where the examination takes the form of multiple partial exams and/or partial assignments, a NS will be recorded if a student did enroll for an exam/resit but did not take part in any of the partial exams.
12. Not fulfilled (in Dutch: *niet voldaan*, abbreviated: NVD) is recorded when an educational unit consists of multiple partial examinations and a student has not fully met all the requirements for the completion of one or more of those partial examinations.
13. Examinations will be assessed in such a way that students can determine how their examination results were reached.

#### 19. Academic misconduct and plagiarism

1. Academic misconduct is defined as any act or omission by a student that partially or entirely obstructs an accurate assessment of their knowledge, understanding, and skills,

- or those of another student, as well as wrongful participation in an examination.
2. Academic misconduct includes, but is not limited to:
    - a. Using resources (pre-programmed calculator, mobile phone, smart watch, smart glasses books, syllabi, notes, etc.) during the examination that have not explicitly been permitted;
    - b. Copying from or exchanging information with another student during the examination; any person offering the opportunity for others to copy is complicit in academic misconduct;
    - c. Assuming someone else's identity during the examination;
    - d. Allowing someone else to assume your identity during the examination;
    - e. Obtaining questions of the examination before the date or time at which that examination is scheduled to take place;
    - f. Changing, extending, or amending a section of the examination after it has been submitted for final assessment;
    - g. Continuing to work on the examination after the examination time has ended; this does not apply to students who have been given written permission for extra examination time;
    - h. Submitting work as one's own that is not one's own;
    - i. Plagiarism.
  3. Plagiarism, using or copying other people's texts, data or ideas without a complete and correct acknowledgment of sources, includes, but is not limited to:
    - a. Not showing clearly in the text, for example through the use of quotation marks or a particular layout, that text is being cited directly from another author, even where correct referencing has been included;
    - b. Paraphrasing or translating someone else's texts without proper reference;
    - c. Copying another student's work and trying to pass it off as original work;
    - d. Including illustrations, digital files, or audio-visual files (whether edited or not) without citing the author and file location or, if no author can be identified, without citing the file location.
  4. Recycling original work
    - a. Submitting (parts of) (similar) texts that have previously been submitted by the student for assignments of other examination components constitutes plagiarism, unless this is explicitly permitted in the course manual or by the examiner;
    - b. Copying or partly copying from previous original work without proper reference is prohibited;
    - c. Not showing clearly in the text, for example through the use of quotation marks or a particular layout, that text is being cited directly from previous original work, even where correct referencing has been included, is prohibited.
  5. Academic misconduct in preparing assignments
    - a. An assignment is understood to mean any written, audio-visual, or digital product submitted by the student for assessment in order to complete a component of the programme of study;
    - b. Submitting assignments acquired from commercial institutions or written by someone else, whether or not in exchange for payment;
    - c. If one of the authors of a joint assignment commits plagiarism, the co-authors are complicit to the plagiarism.
  6. Electronic detection software programmes may be used to detect academic misconduct in texts. When submitting a text, the student implicitly consents to the text being entered into the database of the detection programme concerned.

## 20. Procedures and penalties for (suspected) academic misconduct

1. If the examiner suspects (complicity in) academic misconduct, whether or not through intervention of an invigilator, their suspicion is immediately reported in writing to the Examination Board. The examiner also informs the student(s) about their report to the

Examination Board.

2. For (online proctoring) examinations, the Examination Board receives the official report of the (video) surveillance or the examiner after the examination. The official report contains observations of the (video) surveillance staff and is, to a significant degree, authoritative for the Examination Board when deciding on possible sanctions. In case suspicion of fraud or irregularities is/are noted in the official report, the student will be asked for an explanation before the Examination Board decides whether or not to declare the examination invalid and/or impose additional sanctions. In case of online proctoring examinations, the Official Secretariat will inform the student(s) by e-mail.
3. The Examination Board may use recordings that have been made of a student suspected of academic misconduct during an online proctoring examination. The recordings will be provided directly to the Examination Board per her request.
4. If possible within two weeks after receiving the report, The Examination Board invites the student to respond in writing and/or to be heard orally about the alleged plagiarism or other form of academic misconduct and renders a decision based on the documentary evidence, among which may be the recordings of the online proctoring examination, and, if possible, the information provided by the student during the hearing. The hearing may take place online. Additional information may be required from the examiner.
5. If academic misconduct is suspected in an assignment, the Examination Board may decide to examine assignments previously submitted by the same student on academic misconduct. This investigation may result in previously awarded assessments or sub-assessments being declared invalid retroactively.
6. If the Examination Board has not been able to reach a decision based on the submitted documents and suspicions of fraud or irregularities persist, the Board may impose an additional oral examination.
7. If the Examination Board is convinced that academic misconduct has been committed, a sanction will be imposed. Should the regular resit take place before the Examination Board has reached a decision, the student may take part in this resit at the risk of this resit being declared invalid afterwards.
8. With due regard to the principles of legal fairness and proportionality, the Examination Board can issue an official warning, declare the (interim) examination or assignment to which the academic misconduct relates to be invalid (the grade 0 is awarded) and also exclude the student from the next examination opportunity of the study unit in question or from the (entire) study component for the current academic year or longer. Furthermore, the student is excluded from the classification 'cum laude' and an official reprimand is included in the student's file. Finally, the student is obliged to demonstrate that they are aware of the rules regarding plagiarism. The student can demonstrate this by obtaining or re-obtaining a certificate for Master's students through the website:  
<https://plagiarism.iu.edu/certificationTests/index.html>.
9. In the event of serious or repeated academic misconduct, the Examination Board may exclude the student from participating in one or more examinations for a maximum of one year.
10. If serious academic misconduct has been identified, the Examination Board can advise the Executive Board (through the Faculty Board) that the student's registration should be terminated permanently.
11. In urgent cases relating to academic misconduct that are not covered by these Rules and Guidelines, the Examination Board will make a decision with due regard to the principles of an appropriate procedure.

## 21. Irregularities

If the Examination Board concludes that one or more examination components, or an entire examination, were not completed in the prescribed manner or that an examination

component or examination was not held in the proper manner, the Board can declare the examination, or the relevant part thereof, invalid.

## 22. Retention periods

1. Bachelor Research project reports (Ba BW), Bachelor theses (Ba PSY/Ba PW), Master Research projects reports (Ma HMS/Ma MPS), Master thesis and -internship (Ma PSY/Ma PW), the Research Project RM or the Minor and Major projects (RM HMS), Master's thesis (RM CDP, RM CNP), Research Projects II + III (RM SP), Internship II (RM GBH) are retained (digitally) for at least seven years.
2. Examination assignments are retained (digitally) for at least seven years, starting at the end of the academic year in which the examination was conducted. Answers to examination questions, including assignments and other written materials for which a full or partial examination mark has been awarded, are retained (digitally) for a period of at least two years, starting at the end of the academic year in which the answers were submitted. For the purpose of re-accreditation of the degree programmes, a random selection of the answers will be kept for seven years. The Board otherwise follows what is stipulated in the VU retention periods.

## 23. Annual report

By 1 December, the Examination Board will compile a report on its activities during the previous academic year. The Examination Board will send the Annual Report to the Faculty Board. On request, the Annual Report or parts of it can be made available to interested parties.

## 24. Amendments to these Rules and Guidelines

No amendments are made that apply to the current academic year, unless there is a reasonable expectation that this will not infringe the interests of the students.

## 25. Unforeseen circumstances/hardship clause

1. In any circumstances not covered by these Rules and Guidelines, or in circumstances where the provisions in this regulation are unreasonable or unfair to the student, the decisions of the Examination Board will be final.

## 26. Date of commencement

These Rules and Guidelines take effect as of 1 September 2023.

Adopted by the Examination Board FBMS 31 Augustus 2023.

1. Relevant (sub)boards and officials

The Examination Board FBMS (Faculty of Behavioural and Movement Sciences; Dutch: *Faculteit der Gedrags- en Bewegingswetenschappen: FGB*) is structured as follows:

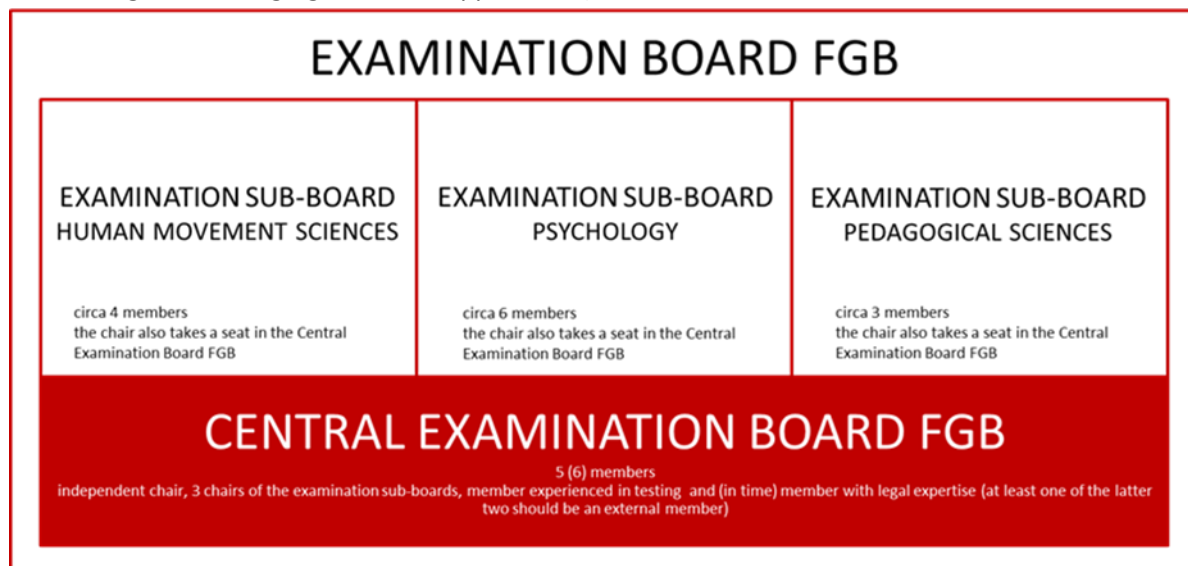


Figure 1: Graph representing the structure of the Examination Board FBMS (Dutch: *FGB*)

Within the Examination Board FBMS, you can distinguish between four different bodies, namely the Central Examination Board FBMS and the three discipline-specific Examination Sub-boards Human Movement Sciences, Pedagogical Sciences, and Psychology.

The Examination Board FBMS is supported by the Official Secretariat.

The Central Examination Board FBMS consists of an independent chair, the three chairs of the examination sub-boards, one member experienced in assessments, and eventually one member with legal expertise. At least one of the latter two members should be external to the faculty.

The three disciplines of the faculty (Human Movement Sciences, Pedagogical Sciences and Psychology) all have their own examination sub-board. The examination sub-boards consist of lecturers of the various degree programmes. In the examination sub-board, each degree programme must be represented by at least one employee. Members of the Executive Board or people otherwise bearing financial responsibilities within the institute may not take a seat on the Examination Board.

The Official Secretariat comprises of the Official Secretary and two Student Affairs employees.

2. Duties and responsibilities

The Central Examination Board FBMS is concerned with faculty-wide policy matters. In addition to its independent policy responsibility, the Central Examination Board FBMS provides the Faculty Board with solicited and unsolicited advice regarding educational matters.

The Central Examination Board is responsible for guaranteeing the test quality and advises the Faculty Board with regard to the faculty's test policy. In addition, it draws up faculty guidelines for the purpose of handling the requests of the students of the faculty.

The Central Examination Board is not involved in decisions regarding individual requests and complaints of students.

The operational tasks of the Central Examination Board are divided among cluster-specific examination sub-boards. These operational tasks include the processing of individual requests of students that cannot be dealt with by the Official Secretariat, appointing examiners, handling reports regarding suspected fraud, determining results, and awarding and signing the graduation certificate.

How the (operational) tasks are executed is documented in the Rules and Guidelines Examination Board FBMS, which is drawn up by the Central Examination Board. (available on [vu.nl](http://vu.nl)).

Both the Central Examination Board and the sub-boards are supported by the Official Secretariat.

### 3. Formal Powers

All decisions, also those applying to individual requests and complaints of student, are formally made by the Examination Board FBMS. It does not matter which body of the Central Examination Board actually decides. If, for example, the Examination Sub-board Psychology makes a decision regarding the request of a student applying for a special examination facility, the decision concerning the request is made formally by the Examination Board FBMS. The examination sub-board reviews the request on behalf of the Central Examination Board. Therefore, all decisions are signed by the Examination Board FBMS.

### 4. Division of tasks between the (sub-)boards and the Official Secretariat

The task of the Central Examination Board is to develop a universal, faculty-wide policy.

In any event, this board shall meet four times a year.

The chair is also responsible for the external representation of the Examination Board FBMS.

Furthermore, the chair is also responsible for writing the annual report regarding the activities of the Examination Board FBMS.

The tasks of the examination sub-boards are on an operational level. The range of tasks of these cluster-specific examination sub-boards cover multiple elements. Firstly, they handle the individual requests of students which cannot be dealt with by the employees of the Official Secretariat. Secondly, they deal with cases of suspected fraud and appeals concerning their degree programmes and represent the Examination Board during hearings of the Examinations Appeals Board of the VU. Thirdly, all chairs of the examination sub-boards sign the graduation certificates and the diploma supplements that belong to their cluster of programmes. Fourthly, the sub-boards have the important task to maintain the quality within the programmes which they monitor and can, to an extent, adjust the policy of those programmes. On request of the Central Examination Board, the sub-boards formulate policies regarding subjects that are department specific to such a degree that they cannot be formulated on a faculty-wide level.

The sub-boards meet once every month, or when the chair deems it necessary.

The meeting schedule will be published in a timely fashion.

The meetings of the examination boards are not open to the public.

The tasks of the Official Secretariat are mainly: (a) supporting the Central Examination Board and the sub-boards, (b) preparing the meetings of said boards, and (c) reporting on those meetings. The Official Secretariat makes sure that the various boards receive the relevant requests, complaints, appeals, cases of suspected fraud, and/or other information that the board should make a decision about.

In addition, the Official Secretariat individually deals with a part of the requests of the students.

When doing so, the Official Secretariat applies the formal rules as well as the jurisprudence that has

been developed by the Examination Board. The Official Secretary is present during the meetings of the boards on an advisory and supportive level. The Official Secretariat makes sure that the decisions that have been made by various bodies of the Examination Board are registered and communicated to the parties involved, which are primarily students.

5. Registration and routing of individual student requests and complaints

The registration and routing of individual requests and complaints is done online. After being submitted to VUnet, all individual requests and complaints from students arrive at the Official Secretariat's Topdesk. The requests and complaints that cannot be dealt with on an individual level by the Official Secretariat are discussed during the meeting of the Examination Sub-boards.

If possible, student requests will be answered within 30 work days.

A student may appeal directly to the Examination Appeals Board against a (written) decision of the Examination Board.

Adopted by the Examination Board FBMS on 31 August 2023.



*These examination regulations apply to both centrally supported examination rooms (supported by IT and Corporate Real Estate and Facilities) and faculty supported examination rooms. In the interests of clarity and for the practical implementation of these examination regulations by invigilators, examiners and students, the decision was made to draw up one set of regulations for both types of rooms. As regards centrally supported examination rooms, Examination Boards are not free to deviate from the provisions outlined below as these are the Executive Board’s conditions for the use of these examination rooms. As regards faculty supported examination rooms, Examination Boards are free to make any adjustments to their own faculty’s provisions as they deem necessary in such cases, on the condition that the Examination Board in question clearly indicates these deviations and communicates any deviations to the invigilators, examiners, students and other stakeholders within the faculty. VU Amsterdam strongly advises avoiding or limiting deviations as much as possible and adhering to the provisions outlined below.*

*Adopted by the Executive Board on 13 December 2022.*

*Appendix to the Rules and Guidelines of the Examination Board.*

In force as of 13 December 2022.

### 1. Rooms, support and time slots

- a. Vrije Universiteit Amsterdam has a range of both centrally supported examination rooms and faculty supported examination rooms. Corporate Real Estate and Facilities (FCO) and the Information Technology service department (IT) provide support for examinations held in the centrally supported examination rooms.
- b. Examinations that take place in the faculty examination rooms are supported by faculty Education Offices.
- c. Examinations will be scheduled in the following time slots:

	Standard examination time	Extra examination time	Total duration of examination
Block 1 (long – 2 hrs 45 min)	08:30 to 11:15	11:15 to 11:45	2 hrs 45 min - plus 30 min extra time
Block 2 (short – 2 hrs 15 min)	12:15 to 14:30	14:30 to 15:00	2 hrs 15 min - plus 30 min extra time
Block 3 (short – 2 hrs 15 min)	15:30 to 17:45	17:45 to 18:15	2 hrs 15 min - plus 30 min extra time
Block 4 (long – 2 hrs 45 min)	18:45 to 21:30	21:30 to 22:00	2 hrs 45 min - plus 30 min extra time

- d. When multiple examinations with different start and end times are scheduled in centrally supported examination rooms at the same time, Corporate Real Estate and Facilities will ensure that the different groups of students disturb each other as little as possible when arriving and leaving.
- e. Students who have proof of having been granted extra examination time are allowed to sit their exams, including the extra time, in the regular examination

room.

## 2. Student ID

- a. In order to participate in an examination, students must show the invigilator a valid ID.
- b. Students taking part in a digital examination should use their personal VUnetID and password. Students are responsible for memorising both codes.
- c. Invigilators will check students' IDs and use the attendance sheet to verify that each student is registered for that particular exam.

## 3. Study aids

- a. Students must leave all personal belongings – especially books, notes, smartphones, smartwatches or anything else that could serve as a study aid – outside the examination room or put them in a place in the examination room designated by the invigilator. The aisles between the tables must be kept free at all times.
- b. In derogation to paragraph a, students may use study aids during an examination if they have been approved as such in advance by the examiner or the Examination Board. Permitted study aids are also listed on the front page of the examination paper or the official report of the exam.
- c. Any student who has a study aid, that is not permitted, within reach during an examination or on a visit to the toilet during the examination, shall be guilty of academic misconduct.

## 4. Time constraints

- a. The examination room will be accessible to students fifteen minutes prior to the start of the examination.
- b. Once an examination has started, no one is permitted to enter the examination room.
- c. In derogation to paragraph b, the following applies to students who arrive late:
  - for the centrally supported examination rooms, students must stay in the waiting room; thirty minutes after the start of the examination in question, they will all be admitted to the examination room together.
  - [for faculty supported examination rooms, students will be admitted up to thirty minutes after the start of the examination in question.]
- d. Students are not permitted to leave the examination room during the first thirty minutes of an examination.
- e. Students are not permitted to leave the examination room during
  - the last thirty minutes of the examination in centrally supported examination rooms.
  - [the last thirty minutes of the examination in faculty supported examination rooms.]
- f. Students who continue to work after the official examination time has ended will be guilty of academic misconduct, with the exception of those who have been awarded extra time.
- g. In the case of an emergency or technical problem that hinders a student or group of students from writing an examination for any period of time, the examiner may deviate from the final time of the examination, as long as the new end time falls

within the maximum time slot.

## **5. Visits to the toilet**

- a. Visits to the toilet are permitted no earlier than 90 minutes after the start time of the examination. [In faculty supported examination rooms, no earlier than 90 minutes after the start of the examination.]
- b. Any student who has submitted a medical note to the academic advisor before an examination stating that they should be allowed to visit the toilet within the initial 90-minute period may visit the toilet during the examination within the time period referred to in the first paragraph.
- c. For each group sitting a given examination in the same examination room, only one student at a time may use the toilet.
- d. Any student wishing to go to the toilet must show the invigilator that they are not carrying any study aids. The invigilator will also ensure that students who visit the toilet during the examination do not have contact with any other students and are not able to use any kind of study aid.
- e. When students leave their seats to visit the toilet, they will ensure that the chances of another student looking at their exam are minimal or nil, while leaving all examination materials behind where they were writing the exam.

## **6. Food and drink**

- a. Students are not permitted to eat in the examination room, unless they have been granted permission in connection with a disability or medical condition.
- b. It is only permitted to bring drinks into the examination room in a covered cup, mug or bottle. The invigilator or examiner may check to see whether the covered cup, mug or bottle has been tampered with by the student.

## **7. Invigilation**

- a. Examiners are responsible for the content of examinations.
- b. Invigilation is carried out under the responsibility and authority of the examiner. Invigilators are required to follow the examiner's instructions.
- c. The examiner will inform invigilators in writing or otherwise prior to the start of the examination of any study aids students are permitted to use, and other relevant details about the examination.
- d. For 50 or more students, at least two invigilators are required to be present. There should be one extra invigilator for every additional 50 students. At least one chief invigilator is present for each exam. The procedure for conducting interim examinations and the number of students taking the examination may result in a deviating number of invigilators.
- e. Invigilators will ensure that the exam question papers are handed out to students at the same time as much as possible, or that students start digital examinations at the same time.
- f. Students are obliged to follow the instructions of the examiner and the invigilator(s).
- g. To prevent academic misconduct, examiners and invigilators are allowed to check items students are using or are permitted to use during their exams.
- h. If academic misconduct is suspected based on irregularities noted by the examiner or invigilator, then the examiner or the invigilator on the examiner's behalf must notify the student in question of this suspicion. Any materials or resources used in

the suspected academic misconduct will be confiscated with proof of receipt. The suspected student may complete the exam. In the official report of the exam, the invigilator will state the student's name, the time it occurred and the alleged misconduct. In the event of suspected academic misconduct, the examiner will decide whether there is cause to report it to the Examination Board in accordance with the applicable rules and guidelines.

- i. The examiner will be present in the examination room during the exam or can be reached directly by the invigilator in case of irregularities during an exam.

### **8. Seat allocation**

The Examination Board may allocate students a specific seat in the examination room. The Examination Board shall inform invigilators of this in a timely fashion.