

## **Regulations and Guidelines regarding examinations SBE**

*English version*<sup>1</sup>

Academic year 2022 - 2023

VU University Amsterdam  
School of Business and Economics

<sup>1</sup> These Regulations and Guidelines are also available in Dutch - Deze Regels en Richtlijnen zijn ook beschikbaar in het Nederlands

## **Contents**

1. Scope of application
2. General
3. Definitions
4. Composition of the Examination Board
5. Working method of the Examination Board
6. Registration for courses and examinations
7. Working language for examinations
8. Questions and assignments, subject matter and duration of examinations
9. Quality assurance
10. Procedure for the completion of written examinations
- 10a Oral exams
11. Invigilation of examinations
12. Procedure during practicals
13. Assessment of examinations
14. Recording of the result
15. Results certificate
16. Final examination
17. Determining the result of the final examination
18. Certificate, list of marks and diploma supplement
19. Citations
20. Standards
21. Exemption from an examination
22. Deviations from regular programmes
23. Academic misconduct in examinations
24. Irregularities
25. Retention periods
26. Annual Report
27. Amendments to these Regulations and Guidelines
28. Unforeseen circumstances
29. Entry into force

Appendix A: Explanation of several articles

Appendix B: Powers and responsibilities of the Examination Board

Appendix C: Requirements for examiners SBE

Appendix D: Temporary adjustment of the Citations regulation as a result of the Covid-19 crisis

Appendix E: Procedure for the completion of digital and online examinations

### 1. Scope of application

Regulations and Guidelines as stipulated in Article 7.12b of the Higher Education and Research Act (*Wet op het hoger onderwijs en wetenschappelijk onderzoek*, WHW). These Regulations and Guidelines apply to the examinations and final examinations in the School's Bachelor's programmes Bedrijfskunde, Econometrics and Operations Research, Economie en Bedrijfseconomie and International Business Administration, the premaster programmes Business Administration, Entrepreneurship, Finance, Marketing and Transport and Supply Chain Management and the master's programmes Accounting and Control, Business Administration, Digital Business and Innovation, Econometrics and Operations Research, (Spatial, Transport and Environmental) Economics, Finance, Marketing and Transport and Supply Chain Management and are related to the Teaching and Examination Regulations (TER) that apply to these programmes, to be adopted by the SBE Board. These regulations apply to anyone following the degree programme in this academic year, irrespective of when he or she started the degree programme.

### 2. General

1. The key terms described in the Teaching and Examination Regulations (TER) that apply to the programme in question also apply to these regulations. Other key terms are defined in accordance with legislation.
2. In the case that a provision in these regulations conflicts with a provision of the TER applying to the programme in question, the provision of the TER will prevail.

### 3. Definitions

Below is a list of key terms and their definitions within the context of this document:

1. **Act:** The Higher Education and Research Act (WHW)
2. **Teaching and Examination Regulations:** the Teaching and Examination Regulations (TER) for the Bachelor's programmes Bedrijfskunde, Econometrics and Operations Research, Economie en Bedrijfseconomie and International Business Administration, the Pre-Master's programmes Business Administration, Finance, Transport and Supply Chain Management, Entrepreneurship and Marketing and the master's programmes Accounting and Control, Business Administration, Digital Business and Innovation, Econometrics and Operations Research, (Spatial, Transport and Environmental) Economics, Finance, Marketing and Transport and Supply Chain Management, as adopted by the SBE Board.
3. **Examination Board:** the Examination Board for the Bachelor's programmes Bedrijfskunde, Econometrics and Operations Research, Economie en Bedrijfseconomie and International Business Administration, the Pre-Master's programmes Business Administration, Finance, Transport and Supply Chain Management, Entrepreneurship and Marketing and the master's programmes Accounting and Control, Business Administration, Digital Business and Innovation, Econometrics and Operations Research, (Spatial, Transport and Environmental) Economics, Finance, Marketing and Transport and Supply Chain Management.
4. **Final examination:** the completion of the Bachelor's or Master's programme.
5. **Examination:** a final assessment of the student's knowledge, understanding and skills relating to a component. The assessment is expressed in terms of a final mark. An examination may consist of one or more constituent examinations. A resit will always cover the same material as the initial exam. A re-examination is in any case offered when the result of the exam represents more than 20% of the final grade ;
6. **Examiner:** lecturer authorized by the Examination Board to assess an examination, constituent examination or practical.
7. **Co-reader:** lecturer who evaluates and comments on the (constituent) examination before it is taken by the examiner.
8. **Canvas:** electronic system intended for the sharing of educational information.
9. **VUweb:** a ICT application in which all information for VU-students is bundled, including grades, personal schedule with times and locations of courses and examinations for which the student is enrolled.
10. **Admissions committee:** body that acts on behalf of the Executive Board or SBE Board to assess whether an applicant may be admitted to the programme.

### 4. Composition of the Examination Board

1. The Examination Board comprises of at least three members, all of whom are experts in the subject matter of the degree programmes.
2. The members of the Examination Board are appointed by the SBE Board. In the appointment of the members of the Examination Board, the SBE Board ensures that:

- a. At least one member teaches on the degree programme (or one of the programmes for which these Regulations and Guidelines are intended);
  - b. Members of the SBE Board or persons who otherwise hold financial responsibility within the School will not be appointed.
3. The SBE Board appoints the chairperson amongst the members of the Examination Board. The Secretary is responsible for the day-to-day management of the Examination Board. If necessary, he or she will designate another member to deputize during his or her absence.
  4. Before any member is appointed, the SBE Board will conduct a hearing with the Examination Board about the proposed appointment.
  5. A member shall be appointed for three years and can be reappointed.
  6. The SBE Board is responsible for the independent and expert operation of the Examination Board.

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

1. In principle, the Examination Board meets once every month or as often as its chairperson deems to be necessary. The timetable of meetings will be published promptly. The meetings are not public
2. The SBE Board is entitled to allocate an official secretary to the Examination Board.
3. In the event of a request or complaint that involves a member of the Examination Board, this will be handled in the absence of the member involved.
4. Requests or complaints must be submitted via the applicable form on VUweb. The request or complaint must in all cases include the reasons for the request or a description of the complaint, the date, name and student number, the programme that is attended and the first year of registration for that programme.
5. Complaints must be submitted within six weeks after the day of the event to which the complaint refers. If a complaint is submitted late, it can only be accepted for processing if there are well-founded reasons for its late submission.
6. The powers and responsibilities of the Examination Board are listed in Appendix B.

#### **6. Registration for courses and examinations**

1. By registering for a subject, a student simultaneously registers for all first (constituent) examination opportunities for that subject.
2. Students only wishing to participate in an examination must duly register during the registration period for the subject.
3. Students who fail to achieve a pass grade at the first examination opportunity are automatically registered for the resit examination for the same academic year; they are not required to register for the resit themselves.
4. Registered students who do not participate in an examination will receive a no-show, and will not be automatically registered for the resit examination. These students must themselves register for the resit examination. In this situation, registration for the resit examination is possible up to one week before the resit.
5. Students who deregister for the first examination opportunity are not automatically registered for the resit examination. These students must themselves register for the resit examination. In this situation, registration for the resit examination is possible up to one week before the resit.
6. To be able to participate in an examination, the student must be duly registered.
7. A student who decides not to participate in an examination must deregister at the latest one week before the examination date.
8. Registered students who do not participate in an examination and do not deregister on time will receive a no-show.

#### **7. Working language for examinations**

The (final) examination will be completed in the language as indicated in the study guide. At the request of the student, the Examination Board may decide to permit another language, in which both the examiner and the student have sufficient proficiency, to be used. Bachelor's programmes that are taught in Dutch, can be examined in English. Students are allowed, however, to provide their answers in Dutch.

#### **8. Questions and assignments, subject matter and duration of examinations**

1. None of the individual questions or assignments in the examination will relate to anything other than the previously announced examination material. This material is essentially announced prior to the start

- of the period in which the teaching for this examination takes place. Full publication of all details of the materials will take place at the start of the teaching period in which the examination is held via the course manual on Canvas.
2. The provisions of the first paragraph are applicable mutatis mutandis to an final examination, if the Examination Board wishes to take the initiative to test the student's knowledge.
  3. The Examination Board or the relevant examiner will provide students with the opportunity to consult a written example of the examination, as well as model answers and the standards that will apply to assessment.
  4. The Examination Board supervises the quality of examinations. It draws up guidelines for the examiners relating to the production of examinations.
  5. In the event of a resit examination in a following year of study, the student will be examined on the material set for the examination in that following year, unless the Examination Board decides otherwise in the light of a request from the examiner and/or the student.
  6. A written examination in year 1 and 2 of the bachelor's programmes with a study load of 3 or 6 ECTS credits may not exceed two hours. The Examination Board may decide to deviate from this.
  7. A written examination in year 3 of the bachelor's programmes and the master's programmes may not exceed two hours and forty-five minutes.
  8. The Examination Board may extend the maximum time allowed for a (constituent) examination for students with a visual and/or physical impairment or those with prior education in another language and designate such students a separate examination hall.
  9. Each examination will have such length as to ensure that students to reasonable standards have enough time in order to answer the questions.
  10. If possible, the question will indicate the degree of detail necessary in the student's response.
  11. To the extent applicable, the cover page of the questions and assignments will at least indicate the following:
    - a. the programme;
    - b. the course;
    - c. the duration of the exam;
    - d. the name of the relevant examiner;
    - e. the name of the co-reader of the examination.
    - f. the number of pages of the questions-and-assignments form;
    - g. the number of questions and assignments;
    - h. the type of question;
    - i. answer instructions;
    - j. the rules applicable and the attributes allowed during the exam, to the extent that these deviate from those recorded in the present regulations;
    - k. the (provisional) scoring system;
    - l. the (provisional) marking standard;
    - m. the deadline for reviewing, barring exceptional circumstances;
    - n. the regulations for inspection of the completed examination and the date on which this can be done.
  12. In exceptional situations , the Examination Board may determine that an examination will be taken in a different form than that specified in the course manual .
  13. The examiner must submit the questions and assignments for a written examination to the programme administration no later than seven days before the examination date, and these must be delivered in such a way that they can be reproduced immediately.
  14. Where, for reasons of urgency, examiners cannot meet the time limit as stated in paragraph 12, they should contact the coordinator of the programme administration as soon as possible. In case the questions no longer can be reproduced centrally, the exams must be reproduced by the examiner or the department secretariat and be delivered at the programme administration in a timely manner as instigated by the coordinator of the programme administration.

### **9. Quality assurance**

1. The quality assurance by the Examination Board will take place as an inquiry into the quality of the examination in accordance with an annual plan. The inquiry will be in compliance with the 'Handreiking voor Examencmissies'.

2. In order to ensure the quality of the examinations, the Examination Board applies the 'Kader toetsbeleid'.

**10. Procedure for the completion of written examinations (see also Appendix E for digital and online examinations)**

1. To examinations that take place in common examination halls, the 'Beheerregeling bij het afnemen van tentamens in gemeenschappelijke tentamenruimtes' is applicable.
2. In order to participate in an examination, students must be able to show a proof of registration in the form of a student card or a valid document of identification with signature and photo. Neither paper copies, nor digital copies on phones or other communication devices will be accepted as valid ID. The student must position the proof of registration and valid identification so that the invigilator can consult it at any time during an examination. Students who have no valid ID at the start of the examination are not allowed to identify themselves afterwards.
3. During an exam, the student must sign the list of examination candidates and the answer form in the presence of the invigilator.
4. Students must follow up all the instructions issued by the examiner and/or the invigilators promptly and in full.
5. Students are to sit at the table indicated by the invigilator or at the table which carries their name tag or other indication. In case of ambiguity or in the event of defects in the furniture or other disruptive circumstances, the student is not at liberty to take another spot independently, but must consult the invigilator.
6. Pencils, pens, erasers, pencil sharpeners, and rulers are the only resources which can be taken into an examination. Unless this is explicitly permitted, all other items are prohibited. Violation of this rule will be considered academic misconduct. The invigilator is authorised to remove prohibited items from the examination hall or to arrange for this to be done.
7. No items may be exchanged between students during an examination, and only writing materials may be lent to another student, with the permission of the invigilator and after having been checked.
8. Students need to be present 15 minutes before the start of the examination and have to be seated on the place designated to them when the examination starts. Students who arrive after the starting time are not allowed to enter the examination hall earlier than 30 minutes after the official starting time. In that case, the students have to wait outside the examination hall until one of the invigilators will let them in. A delayed start does not constitute a right to prolong the examination after the closing time.
9. Upon the commencement of the exam, the invigilator will state when the examination will end. It is not permitted to leave the examination hall within thirty minutes after the officially scheduled starting time. If a student leaves the examination hall for any reason whatsoever, without an invigilator, no further students may be admitted to that hall. In order to prevent too much disruption at the end of the exam, students may leave the examination hall only in the period up to thirty minutes before the end of the examination.
10. All exam candidates must remain silent during the examination. A student is not permitted to leave the examination hall without the invigilator's permission.
11. No sooner than 90 minutes after the start of the examination a student can request to use the toilet. Toilet visits are made one at a time under the supervision of one of the invigilators.
12. The student must stop writing as soon as the invigilator states that the examination has ended. Going on writing after the call of the invigilator can be seen as academic misconduct. After the end of the examination, a student must remain seated until the invigilator has collected all the examinations.
13. When students leave the examination hall, all work to be marked must be handed in. If a student refuses to hand over work for marking, this fact will be recorded in the official record. The Examination Board decides either to register this examination on the student's record as null and void or to mark this as a case of academic misconduct.
14. Students who fail to abide by one or more provisions of this article may be excluded by the examiner or the invigilator from further participation in examination concerned, or their examination may be declared invalid by the Examination Board afterwards.

**10a Oral exams**

1. Unless otherwise specified by the Examination Board, an oral examination will be taken in the presence of a second examiner.

2. Before the commencement of an oral examination, the examiner will ask the student for a valid proof of identification and/or his or her student card. The proof shown must have a signature and a resembling passport photo.

#### **11. Invigilation of examinations**

1. Wherever reference is made to "examiner" this will also be deemed to be the "chief examiner" if appropriate.
2. The examiner responsible for the examination must be available at the School for the entire duration of the examination.
3. The examiner, or some examiners of the examination, are in any case present in the examination hall during the first half hour of the examination if it is taken in a common examination hall.
4. The invigilators will be instructed on their tasks and the procedures by or on behalf of the Examination Board.
5. In case the invigilator has to report to the SBE programme administration, he has to do so at the latest 30 minutes before the examination commences.
6. The invigilators will bring the assignments to the examination hall pairwise, and will take the work to be marked to the programme administration after the end of the examination pairwise as well.
7. The invigilators must also collect the labelled answer sheets to confirm which students are not present.
8. The invigilators must ensure that the examination commences on time, that it proceeds smoothly with due observance of all the rules laid down in these regulations and that the examination ends at the agreed time.
9. The invigilator is not allowed to perform any duties during the examination other than those directly connected with the examination.
10. The invigilator must keep an official record, recording all exceptional occurrences during the examination. In case the invigilator has to report to the SBE-programme administration he must submit this official record to that administration (together with any attachments / appendixes) after the end of the examination. The programme administration will submit a copy of this official record to the examiner and if necessary to the Examination Board.
11. In case of problems the invigilator should contact the programme administration. The Programme administration may contact the examiner.

#### **12. Procedure during practicals**

1. The manager of the practical, or the manager of the research group will, where necessary, ensure that assistants are designated for the practical tests in order to supervise the smooth running of the practical or experiment.
2. At the request of the Examination Board, or on its behalf, students are obliged to identify themselves by presenting a valid proof of registration.
3. Students are obliged to follow all the instructions of the practical manager, given before or during the practical.
4. Any student who fails to abide by the provisions included or intended in paragraphs 2 and 3 may be excluded from further participation in the relevant practical by or on behalf of the Examination Board. As a consequence of this exclusion, no result will be issued. Before the Examination Board reaches a decision, it will invite the student to present his or her case.

#### **13. Assessment of examinations**

1. If possible, examinations will be marked on the basis of pre-agreed standards, recorded in writing in advance.
2. Marking and assessment will be transparent to enable the student and the Examination Board to check how the results of the examination were reached.
3. If non-examiners are called in to mark and assess written examinations, this will be done under the full responsibility of the examiner concerned.
4. The constituents of the examination will be assessed with marks. Notwithstanding what is stipulated in the first sentence, the Examination Board can decide that certain subjects must be assessed with the qualification "satisfactory" or "unsatisfactory", and that no mark will be given.
5. Examiners are at free to determine the maximum number of points possible per examination and/or the maximum number of points per section of an examination. The rules for converting the number of points awarded into a mark must be determined prior to the examination and made known to the

students at the start of the examination.

6. The mark for an examination will be a figure on a scale of 1 to 10, and may be expressed with one decimal point.
7. notwithstanding what is stipulated in paragraph 6:
  - a. the mark 0 (zero) cannot be awarded; this is reserved in case the exam is declared invalid by the Examination Board.
  - b. marks between 5.0 and 6.0 will not be awarded. Marks from 5.0 till 5.5 will be rounded to 5; marks from 5.5 to 6.0 will be rounded to a 6.
8. The significance of the marks awarded is as follows:

10	excellent	5	almost satisfactory
9	very good	4	unsatisfactory
8	good	3	extremely unsatisfactory
7	more than satisfactory	2	poor
6	satisfactory	1	extremely poor
9. Wherever references are made in the present Regulations and Guidelines to "unsatisfactory" marks, this will be deemed to be marks of 5 or less.
10. If the results of an examination are such that the examiner needs to intervene in the assessment, he will need prior permission of the Examination Board.

#### **14. Recording of the result**

1. Examination results are recorded by the examiner or the programme administration.
2. Results are only considered official after they have been recorded in VUweb and formally published.
3. Students can access the assessment via the student portal 'VUweb.'
4. The student is entitled to appeal against the manner in which the assessment was reached. For details of this, please refer to the Student Charter.
5. If there is no result determined for a student on the list of examination candidates, a 'no-show' (NS) or a 'niet voldaan' (NVD) will be recorded.
6. In the case of an assessment of a Bachelor's or Master's thesis, both grade form, signed by two assessors, and the completed thesis assessment form and plagiarism score is to be submitted.

#### **15. Results certificate**

If the student has sound reasons for requesting a separate certificate for an examination, this will be provided.

#### **16. Final examination**

If the examinations for the programme components relating to the degree programme have been completed successfully, the final examination has been completed.

#### **17. Determining the result of the final examination**

1. The Examination Board will determine the result of the final degree assessment if it establishes that the student has passed all of the educational units in the programme. The final degree assessment takes place on the date on which the final examination has been successfully taken.
2. A degree certificate will only be issued once the Executive Board has certified that the student has met all procedural requirements, including payment of tuition fees.
3. The student may ask the Examination Board not to proceed with issuing the degree certificate. Any such request must be submitted within [ten working days] after the student is informed of the intended graduation date or meets the requirements for graduation. The Examination Board allows graduation to be postponed provided the postponed graduation date falls within the nominal duration of the programme plus one year. The Examination Board may decide differently in exceptional cases.
4. The certificate will be dated on the 15th or on the final day of the month in which the last result for the degree programme was obtained.

#### **18. Certificate, list of marks and diploma supplement**

1. The Examination Board grants a degree certificate as proof that the student has successfully passed his/her examination after the Executive Board has confirmed that the procedural requirements for issuing the certificate have been met. The certificate will be signed by the chair of the Examination Board and the student.



2. In the diploma supplement are mentioned all the components the final examination consists of, including the study load and the results achieved. In addition, the certificate will include components that are not part of the final examination but in which the student was examined at his or her request before the result of the final examination was determined, provided that these components have been passed.
3. The diploma supplement contains the nature and content of the degree programme.
4. The results recorded in the diploma supplement are rounded to whole and half marks. The words Exemption (VRS), Insufficient (OV), Sufficient (V) and Good (G) as well as Completed (VD) and Not completed (NVD) are abbreviated. The abbreviation NVD is used in cases where the student has not fulfilled all the requirements of the course, and as a result no mark, V or VD can be awarded.
5. The Grade Point Average (GPA) stated on the Diploma Supplement is calculated on the basis of the weighted average result for all components that form part of the examination program, insofar as these components have been graded with a mark. The average is determined on the basis of rounded figures.

**19. Citations (see Appendix D for temporary adjustment of the Citations regulation as a result of the Covid-19 crisis)**

1. When confirming the results of an examination, the Examination Board will award the citation 'cum laude' or 'summa cum laude' to students who have demonstrated exceptional ability.
2. The citation will be fixed on the basis of the unrounded GPA. Extracurricular courses will not be included in this calculation.
3. In order to qualify for the citation, all examination results need to be obtained using one single examination opportunity. Resits, compensation for insufficient grades, not complete (NVD) or any record concerning academic misconduct in the student's file will disqualify for the citation.
4. If an internship would make it impossible to graduate within the periods mentioned below, the candidate must first complete all courses of the program within the set period, request a postponement of graduation and graduate after the internship is completed.
5. For the **Bachelor's programme**, the citation 'cum laude' is awarded if the following conditions are met:
  - a. no more than 20% (36 EC) of the programme is exempted;
  - b. the unrounded GPA on the basis of first results is at least 8.0;
  - c. a maximum of two components are graded with a result between 6.0 and 7.0;
  - d. also first results that are not assessed with a figure are to be sufficient;
  - e. the mark for the bachelor's thesis is at least 8.0 and
  - f. the study is completed within a maximum of 42 months;
  - g. a period of board membership at Aureus or Kraket will not be taken into account for the calculation of the study duration.
6. For the **Master's programme**, the citation 'cum laude' is awarded if the following conditions are met:
  - a. no more than 20% (12 EC) of the programme is exempted;
  - b. the unrounded GPA on the basis of first results is at least 8.0;
  - c. no mark for any study component is lower than 7.0
  - d. also first results that are not assessed with a figure are to be sufficient;
  - e. the mark for the master's thesis is at least 8.0. and
  - f.
    1. the Master's programme of 60 EC is completed within a maximum of 14 months, or
    2. The Master's programme of more than 60 EC: a minimum of 60 EC is completed within a maximum of 14 months, or
    3. the part time Master's programme is completed within a maximum of 28 months, or
    4. two Master's programmes, mentioned in Article 1, are completed within a maximum of 24 months.
    5. a period of board membership at Aureus or Kraket will not be taken into account for the calculation of the study duration.
7. The citation 'summa cum laude' is awarded if the following conditions are met:
  - a. no more than 20% (expressed in EC) of the programme is exempted;
  - b. the unrounded GPA on the basis of first results is at least 9.0;
  - c. no mark for any study component is lower than 8.0
  - d. also first results that are not assessed with a figure are to be sufficient;
  - e. the mark for the master's thesis is at least 9.0. and
  - f. the programme is completed within a maximum of 42 months (Bachelor's) or 14 months (Master's of 60 EC; in case of a Master's programme of more than 60 EC: a minimum of 60 EC is completed

within a maximum of 14 months).

## **20. Standards**

In making decisions, the Examination Board and the examiner will apply the following standards as guidelines, and in the event of any conflict will weigh these standards against each other:

1. safeguarding the quality and selection requirements of a final examination or examination;
2. efficiency requirements, expressed for example in the attempt to prevent students wasting time when preparing for an examination;
3. leniency with regard to students who were delayed as a result of circumstances beyond their control.

## **21. Exemption from an examination**

1. A request for exemption from an examination must be submitted at least six weeks before the start of the relevant component to the Examination Board.
2. The Examination Board will take a motivated decision within six weeks after receiving the request. This period can be extended, if the required information was not provided in time. The applicant will be informed about this suspension.
3. In the first year of a bachelor's degree programme a maximum of 18 EC is granted in exemptions.
4. For exemptions within the minor, an exempt course from another program can only be introduced as such if the date on which the exam of that course was passed, is no longer than four years before the date on which all other courses of the minor(area) are fully completed.
5. Exemption is not possible in the pre-master's programmes.
6. In case of a combination of two Master's programs of the School, the sum of the exemptions for both Master's may not exceed 18 EC.
7. The person making the request will be informed of the decision via VU email.

## **22. Deviations from regular programmes**

1. Any request to deviate from the curriculum must be submitted to the Examination Board in writing and include a motivation. The Examination Board will make a decision within six weeks of receiving the request.
2. A negative decision will be issued with regard to the request in all cases in which no replacement component is followed that has at least the same level and size as the component it replaces.
3. Any request to complete a component of the degree programme at another university in the Netherlands or abroad must be approved by the Examination Board before the start of the course at the other university. If approval is granted, the results achieved at the other university will be incorporated in the student's personal study programme. Results obtained at a university abroad will not be translated to the Dutch 1-10 scale, but will be recorded as 'V' (sufficient).

## **23. Academic misconduct in examinations**

### *a. Academic misconduct*

The term 'academic misconduct' is understood to mean the actions a student takes or fails to take, which make it completely or partly impossible to properly assess his/her knowledge, understanding and/or skills or those of another student.

### *b. Academic misconduct in preparing assignments*

1. An assignment is understood to mean any written, audio-visual or digital product submitted by the student in order to be awarded an assessment as part of the curriculum.
2. Without prejudice to the provisions of the law, it is forbidden to include in an assignment any file, whether in processed or unprocessed form, such as a text, an illustration, a digital or audio-visual file, without acknowledging the author and the original location of the file, or, if it is impossible to identify an author, without acknowledging the original location of the file. This is also referred to as plagiarism.
3. Electronic detection software programs may be used to detect plagiarism in texts. In submitting a text, the student implicitly consents to the text being entered into the database of the detection program concerned.
4. The following among others will in any case be considered as plagiarism:
  - a. using or copying other people's texts, data or ideas without a complete and correct source reference;

- b. 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;
- c. paraphrasing the contents of other people's texts without sufficient referencing of sources;
- d. submitting texts that have previously been submitted for earlier assignments, or comparable texts, for separate examination components;
- e. copying work from other students and presenting this work as one's own;
- f. submitting papers that have been obtained from a commercial agency or that have been written by someone else (whether or not this was in exchange for payment).

*c. Academic misconduct in written examinations (see also Appendix E for digital and online examinations)*

1. If academic misconduct or fraud is identified or suspected during or after a written examination, the invigilator will indicate this immediately on the answer sheet in the presence of the student. After the examination, the invigilator will compile a written report on the academic misconduct that has been identified or suspected. In this, the examiner or invigilator is authorized to seize as evidence the materials or equipment used for the academic misconduct and to keep these for as long as is necessary to carry out investigations.
2. The following and others will be deemed to be fraud:
  - a. any contact with another student in the course of the examination;
  - b. looking at the work of another student, accidentally or on purpose, while the student's own work has not yet been submitted;
  - c. using an ID other than their own identification;  
using another name than their own during the examination;  
being represented by someone else during the examination;
  - d. having items other than those permitted in the examination hall;
  - e. if items other than those described in article 10 paragraph 6 are permitted: having notes which have been made on or in such resources;
  - f. lending or borrowing another student's resources without requesting the invigilator's permission;
  - g. using information which is despatched or received directly or via a network during the examination or sending information in the course of the examination;
  - h. submitting the work of another student for marking;
  - i. deliberately not taking the designated seat.

*d. Procedure and Sanctions*

1. If the examiner determines or has good reasons to suspect that academic misconduct has taken place, he or she must report this immediately in writing to the Examination Board. The Examination Board will inform the student(s) of this report in writing.
2. The Examination Board will invite the student(s) to present his, her or their case and will decide whether academic misconduct has been committed based on the evidence and as far as possible on the information provided by the student. Further information may be demanded from the examiner.
3. If the Examination Board is convinced that academic misconduct has been committed, a sanction will be imposed.
4. With due regard to the principles of legal fairness and proportionality, the Examination Board can declare the examination or the assignment to which the academic misconduct relates to be invalid or fraudulent, and also exclude the student(s) from the following examination for the relevant component.
5. In the event of repeated or serious type of academic misconduct, the Examination Board may exclude the student(s) from participation in one or more examinations at the School for a maximum of one year.
6. If a very serious form of academic misconduct is identified, the Examination Board can, through intervention of the SBE Board, propose to the Executive Board that the student's enrolment be terminated permanently.
7. The student can appeal directly to the Examination Appeals Board against the decision by the Examination Board.
8. In urgent cases relating to academic misconduct not covered by these Regulations and guidelines, the Examination Board will make a decision with due regard to the principles of an proper procedure.

**24. Irregularities**

If the Examination Board concludes that a part of an examination or a whole examination was not taken in accordance with the regulations or that a part or the whole examination was not administered in a proper manner, it will declare the part or the whole examination void.

**25. Retention periods**

Bachelor's theses or final assignments, Master's theses and examination questions and scripts will be retained for a period of at least seven years.

Written materials including essays and other assignments for which a (constituent) result was awarded as well as the results of examinations will be retained for a period of at least two years.

**26. Annual Report**

By 1 November, 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 SBE Board. On request, the annual report or parts of it can be made available to interested parties.

**27. Amendments to these Regulations and Guidelines**

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

**28. Unforeseen circumstances**

In any circumstances not covered by these Regulations and Guidelines, the Examination Board will decide.

**29. Entry into force**

These Rules and Guidelines come into force on 1 September 2022

Adopted by the Examination Board on 28 June 2022

## **Appendix A**

### **Explanation of several articles**

#### **General**

In accordance with Article 7.12b, paragraph 3 of the of the Higher Education and Research Act (*Wet op het hoger onderwijs en wetenschappelijk onderzoek*, WHW) the Examination Board will draw up rules with regard to the implementation of the duties and powers of the Examination Board, as referred to in Article 7.12b, paragraph 1 of the WHW. This model Regulations and Guidelines for the Examination Board will serve as a guideline for the Examination Boards establishing these rules. For the sake of transparency and clarity within the university, it is recommended to maintain the article numbering of the model as much as possible and to incorporate any additional article at the end of a chapter. The Regulations and Guidelines cannot be viewed separately from the Teaching and Examination Regulations (TER) that applies to a specific programme, but do not form part of that.

#### *Article 4*

Each degree programme or group of programmes has an Examination Board. It is therefore possible to instigate a single Examination Board for a Bachelor's degree programme and an associated Master's degree programme. It is also possible to instigate a single Examination Board for Bachelor's programmes within one domain. According to the WHW 2010, experts from outside the degree programme may be appointed as members. These experts may be employed within the institution. Members of the SBE Board or persons who otherwise hold financial responsibility within the School are not appointed.

The SBE Board/the Dean shall hear the members of the existing members of the Examination Board before appointing a new member.

An official secretary will not be a member of the Examination Board

#### *Article 13*

Deciding the standards to be applied in assessing examinations (i.e. any type of testing) is very much within the realm of the Examination Board's expertise. Only limited instructions on this are included in the TER. For the rest, the Examination Board is free to decide how assessment takes place. The text included here is intended to provide guidance on this.

#### *Article 22*

Students are allowed to assemble their own curriculum (the former 'vrij doctoraal'). The Examination Board will examine whether the proposed programme meets the standards in terms of weight, size and level. The civil effect associated with certain regular examinations - especially the law programmes - does not apply to an examination of an assembled curriculum.

#### *Article 23 d sub 6*

The WHW 2010 permits the termination of enrolment in the case of very serious academic misconduct. For this purpose, the Examination Board must submit a fully substantiated proposal to the Executive Board. In view of the scope of such a sanction, careful consideration of the interests of both the student and the university is essential.

## **Appendix B**

### **Powers and responsibilities of the Examination Board**

The duties of the Examination Board are governed by law. They include in any case the establishment of rules with regard to the duties and powers and taking measures concerning

- the establishment in an objective and professional manner, whether a student meets the requirements of the TER (Teaching and Examination Regulations) with regard to knowledge, insight and skills needed to obtain a degree;
- to safeguard the quality of the examinations;
- to set the guidelines and instructions for the results of examinations to be determined within the framework of the TER;
- to award exemptions from 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 only after the individual making the request has successfully completed a supplementary examination on the relevant subject matter;
- to take measures in cases of academic misconduct;
- the appointment of the examiners for the purpose of administering examinations and the establishment of the results;
- to award the certificate and its supplements attesting that a final examination has been successfully completed.
- to grant permission to students to follow a free education programme of which the examination will lead to a degree;
- to issue a statement to students who passed more than one examination but to whom an official certificate cannot be issued;
- publishes an annual report on its activities.

## Appendix C

### Requirements for examiners SBE

#### General

1. A thorough knowledge of the School's policy with respect to testing and assessment.
2. A good knowledge of the rules and procedures for preparing and administering tests.
3. A good knowledge of the criteria applicable to the assessment of written papers.

#### Course coordinator (A)

1. Thorough and broad knowledge of the study material to be tested.
2. Thorough knowledge of the curriculum and the course resulting from the curriculum learning objectives.
3. Experience with translating the study material into written and oral examination questions on different levels: reproduction, insight, application, analysis, synthesis and evaluation, both with regard to open-ended and closed-ended questions.
4. Experience with constructing examinations in such a way that students' knowledge is measured in a reliable and valid way.
5. Experience with assessing answers to exam questions.
6. Experience with translating the study material into topics for written papers and assessing them.
7. Knowledge regarding the quality analysis of examinations and the ability to (let) carry out that analysis.

#### Supervision and assessment of Bachelor's theses (B)<sup>1</sup>

1. Knowledge of the eligible thesis topics.
2. Some experience with conducting scientific research relevant to the field.
3. Experience with guiding students regarding skills and knowledge development when writing papers.
4. Experience with assessing and grading written papers.

#### Supervision and assessment of Master's theses (C)<sup>2</sup>

1. Thorough knowledge of the eligible thesis topics.
2. Broad experience with conducting scientific research relevant to the field.
3. Broad experience with guiding students regarding skills and knowledge development when writing papers.
4. Broad experience with assessing and grading written papers.

---

<sup>1</sup> In addition to lecturers with a tenure, PhD students / AiOs may also supervise bachelor theses under the following conditions:

1. The examiner is in the last three years of the PhD trajectory, or
2. If the examiner is in the first year of the PhD trajectory: there is a senior second supervisor who not only plays a role in the assessment of the final project, but also in the previous trajectory. This second supervisor also provides feedback on the thesis proposal, supervises the entire process and acts as a source of information for the examiner.

<sup>2</sup> In addition to lecturers with a tenure, PhD students / AiOs may also supervise Master's theses under the following conditions:

1. The examiner is in the last three years of the PhD trajectory, and,
2. There is a senior second supervisor who not only plays a role in the assessment of the final project, but also in the previous trajectory. This second supervisor also provides feedback on the thesis proposal, supervises the entire process and acts as a source of information for the examiner.

## **Appendix D**

### **Temporary adjustment of the Citations regulation (Cum Laude or Summa Cum Laude) as a result of the Covid-19 crisis (Article 19).**

The requirements for the Citation have been temporarily eased. The Examination Board gives the students two options in this regard.

The first option is to ease the requirement that all courses/exams must be passed on the first chance and the second is to extend the maximum period within which the program must be completed.

Students can only use one option; a combination of both does not lead to the Citation.

#### **Option 1**

Only if both the first examination opportunity and the resit of a course took place in the period from March 15, 2020 to August 31, 2020, a one-off participation in a resit does not prevent a Citation. All other courses must have been passed during a first examination opportunity.

#### **Option 2**

Students that started their bachelor's programme on 01-09-2017, 01-09-2018 or 01-09-2019 or their master's programme on 01-09-2019 or 01-02-2020, do not need to complete their degree program within 42 or 14 months respectively to be eligible for the Citation. These students can qualify for the Citation if they have completed the programme within a maximum of 48 or 20 months respectively.

If a student meets one of the two options and is therefore eligible for the Citation, this will automatically be applied by the administration upon graduation.



## **Appendix E**

### **Order during digital and online exams (supplement to the rules of article 10 and article 23)**

**Main rule: in general, behavior that is considered fraudulent in a written on-campus exam is also considered fraudulent in a digital or online exam.**

A distinction is made between fraud and violation of examination rules. Examination rules aim to rule out fraud as much as possible.

The consequence of violating examination rules is that the examination can be declared invalid. After all, fraud often cannot be ruled out if one or more rules are violated.

#### **Article I. When does a student violate the examination rules?**

- If there is no screen share and / or webcam images and / or sound recording at all or in part is present during the exam. The student can test this in advance with the test exam and check if the webcam is displayed during the exam.
- If a student uses other websites or another browser or a second screen, different from the one on which the exam is taken.
- If the photo and student number on the student card is not clearly visible.
- If the room in which the exam is taken contains insufficient light or too much (back) light to make the webcam images, student card and behavior clearly visible.
- If it is indicated in the test instructions that only a specific book may be used, it is the responsibility of the student to enable the video invigilator to judge this properly.
- When a student wears earphones. This applies to all types of earphones (construction worker headphones, loose earphones, noise canceling, etc.).
- As the presence of a mobile phone, tablet, smart glasses, smart watches or other electronic equipment is detected.
- If the student leaves the exam place during the exam.
- If another person is present in the exam room.

#### **Article II. When does a student in any case commit fraud?**

- When the use of a mobile phone, tablet, earphones, smart glasses, smart watches, a second screen or other unauthorized information sources is detected.
- If demonstrable use is made of technical means for online proctoring circumvent.
- When communicating with others.
- If a book or other information source is used, while this is not allowed during the exam.
- If the student logs in with a different name or shows a student pass / passport / ID of another student.

#### **Article III. Other**

- If a student repeatedly looks at specific places during the exam, the suspicion of fraud may arise. The proctor determines the limits and marks the situation as POSSIBLE fraud.
- This list for violation of examination rules and fraud is not exhaustive. Invigilators, examiners and examination boards may at all times decide otherwise, if there is a legitimate reason.