

# **Teaching and Examination Regulations**

**Faculty of Social Science**

**Master's programme in Political Science**

**Academic year 2023-2024**

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## Section A: Faculty section

### 1. General provisions

#### Article 1.1 Applicability of the Regulations

1. These Regulations apply to anyone enrolled in the programme, irrespective of the academic year in which the student was first enrolled in the programme.
2. These Regulations enter into force on 1 September 2023.
3. An amendment to the Teaching and Examination Regulations is only permitted to concern an academic year already in progress if this does not demonstrably damage the interests of students.

#### Article 1.2 Definitions

The following definitions are used in these Regulations (*in alphabetical order*):

- |                           |   |
|---------------------------|---|
| a. academic year:         | the period beginning on 1 September and ending on 31 August of the following calendar year;   |
| b. CvB                    | the Executive Board of Vrije Universiteit Amsterdam;  |
| c. EC (European Credit):  | a course credit with a workload of 28 hours of study;   |
| d. examination:           | an assessment of the student's knowledge, understanding and skills relating to a unit of education. The assessment is expressed in terms of a final mark. An examination may consist of one or more partial examinations. A resit always covers the same material as the original examination. An examination may be written, oral or conducted by other means;   |
| e. FGV:                   | faculty joint assembly – assembly of the faculty student council and faculty staff council;   |
| f. final examination:     | A master's programme consists of a master's examination;  |
| g. OLC:                   | programme committee;  |
| h. period:                | a part of a semester;   |
| i. practical exercise:    | the participation in a practical training activity or other educational learning activity, aimed at acquiring certain (academic) skills. Examples of practical exercises are: <ul style="list-style-type: none"> <li>○ researching and writing a thesis or dissertation</li> <li>○ carrying out a research assignment</li> <li>○ taking part in fieldwork or an excursion</li> <li>○ taking part in another educational learning activity aimed at acquiring specific skills, or</li> <li>○ participating in and completing an internship;</li> </ul> |
| j. pre-Master's enrollee: | person enrolled in a pre-Master's programme who is not a student from a legal perspective;  |
| k. programme:             | the totality and cohesion of the units of education, teaching activities/methods, contact hours, testing and examination methods and recommended literature;  |
| l. SAP/SLM:               | the student information system ( <i>Student Lifecycle Management</i> );   |
| m. semester:              | the first (September - January) or second (February - August) half of an academic year;   |
| n. specialisation:        | optional route of study within a degree programme indicating a deepening of the context of the programme (e.g. interdisciplinary or multidisciplinary);   |
| o. student statute:       | sets out the rights and responsibilities of students on the one hand, and of Vrije Universiteit Amsterdam on the other hand, including those derived  |

	from the law and those derived from university regulations. The Executive Board (CvB) officially confirms the student statute once its completeness has been approved by the University Student Council (USC);
p. study guide:	the guide for the study programme that provides further details of the courses, provisions and other information specific to that programme. The study guide is available online at <a href="https://www.vu.nl/studiegids">https://www.vu.nl/studiegids</a> ;
q. study monitor:	dashboard for students and academic advisers with data of the student that also provides insight into the student's study progress;
r. subject:	see 'unit of education';
s. thesis:	a unit comprising research into the literature and/or contributing to scientific research, always resulting in a written report;
t. track:	a study pathway within a broader Bachelor's or Master's degree programme, such as a fully English-language study pathway within a Dutch-language Bachelor's or Master's programme;
u. unit of education:	a unit of study of the programme within the meaning of the WHW
v. university:	Vrije Universiteit Amsterdam;
w. WHW:	the Dutch Higher Education and Research Act (Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek);
x. workload:	the workload of the unit of education to which an examination applies, expressed in terms of credits = EC credits (ECTS = European Credit and Transfer Accumulation System). The workload for 1 year (1,680 hours) is 60 EC credits.

The other terms have the meanings ascribed to them by the WHW.

## 2. Study programme structure

### Article 2.1 Structure of academic year and units of education

1. The study programme will be offered in a year divided into two semesters.
2. Every semester consists of three consecutive periods. The first two periods each consist of eight weeks, and the final period consists of four weeks.
3. A unit of education comprises 6 EC or a multiple thereof.
4. By way of exception to paragraph 3, the Executive Board may in special cases and on request of the Faculty Board, stipulate that a unit of education comprises 3 EC or a multiple thereof.

## 3. Assessment and examination

### Article 3.1 Signing up for education and examinations

1. Every student must sign up to participate in the units of education of the programme, the examinations and resits. The procedure for signing up is described in an annex to the student statute.
2. Signing up may only take place in the designated periods.

### Article 3.2 Type of examination

1. At the examiner's request, the Examination Board may permit a different form of examination than is stipulated in the study guide.

### Article 3.3 Oral examinations

1. An oral examination is public unless the Examination Board determines otherwise. 'Public' in this context refers to the four eyes principle which states that an oral examination must always be done with two

examiners. For further rules and regulations concerning oral examinations, see the Rules and Guidelines of the Examination Board FSS, article 11 'Oral examination'.

#### Article 3.4 Determining and announcing results

1. The examiner determines the result of a written examination within ten working days. The marking deadline for the first submission opportunity for theses is also ten working days. The marking deadline for the second submission opportunity for theses is no longer than twenty working days. The examiner will then immediately ensure that the marks are registered and also ensures that the student is immediately notified of the mark, taking due account of the applicable confidentiality standards.
2. The examiner determines the result (i.e. mark) of an oral examination as soon as possible, but at the latest within two working days after the examination has finished and informs the student accordingly. The fourth clause of the first paragraph applies.
3. In the case of assessments other than oral or written examinations, the Examination Board determines in advance how and by what deadline the student will be informed of the results.

#### Article 3.5 Examination opportunities

1. a. Per academic year, two opportunities to take examinations will be offered for each unit of education.  
b. By way of exception to a., the options for retaking practical exercises, internships and theses are detailed in the faculty regulations masterthesis or relevant internship course manual or teaching regulations.
2. The most recent mark will apply in the event of a resit. A resit is allowed for both passed and failed units of education. The master's thesis, internship and practical exercise are excluded from the arrangement that a resit is allowed for passed units of study because the process of the thesis, internship and practicum itself includes feedback opportunities.
3. The resit for a (partial) examination must not take place within ten working days of the announcement of the result of the (partial) examination being resat.
4. The student who has passed all but one of the examinations necessary to meet the degree requirements and who is unable to sit that examination in the next six months, may submit a motivated request to the Examination Board asking for the opportunity to take this examination at an earlier date; the examiner can decide that this extra examination is a different assessment type than the regular examination opportunity. The student must have successfully participated in all the examination opportunities offered in the current academic year for the subject in question, unless participation was not possible for compelling reasons.
5. If a unit of education is no longer offered in the following academic year following, at least one additional opportunity will be provided to sit the examination(s) or parts thereof and a transitional arrangement will be included in Section B.

#### Article 3.6 Marks

1. Partial marks are given on a scale from 1 to 10 with no more than one figure after the decimal point.
2. A final mark between 5 and 6 will be rounded to the nearest whole number: final marks below 5.50, rounded down; final marks of 5.50 or higher, rounded up. All other final marks will be expressed in whole or half marks.
3. To pass a given course or unit, a final mark of 6 or higher is required.
4. The Examination Board can allow the use of symbols rather than numbers, for example: s(atisfactory), g(ood), u(n)s(at)is(factory), etc.

#### Article 3.7 Exemption

1. At the written request of the student, the Examination Board may exempt the student from taking one or more examination components, if they:

- a. have either passed a unit of education at a university or university of applied sciences (HBO) or a research university (WO) that is equivalent in terms of content and level;
  - b. or have demonstrated through their work and/or professional experience that they have sufficient knowledge and skills with regard to the relevant unit of education.
2. The Master's thesis is excluded from this exemption possibility.

#### Article 3.8 Validity period for results

1. The validity period of examinations passed and exemption from examinations is unlimited, unless otherwise specified in Section B1.
2. The validity period of a partial examination is limited to the academic year in which it was sat or until the end of the unit of education concerned, as stipulated for the relevant unit of education in Section B1. In exceptional circumstances, an examiner may deviate from this; this must be stated on Canvas at the start of the unit of education.

#### Article 3.9 Right of inspection and post-examination discussion

1. Within twenty working days after the announcement of the results of a written examination, but ten working days before the resit opportunity for that examination, the student can submit a request to inspect their assessed work, the questions and assignments set in it, as well as the standards applied for marking. The place and time where students can inspect their work will be announced at the time of the interim examination or on Canvas. See appendix II for more information about making online multiple-choice examinations available for inspection.
2. If a collective post-examination discussion has been organised, individual post-examination discussions will be held only if the student has attended the collective discussion or if the student was unable to attend the collective discussion through no fault of their own.
3. Students who meet the requirements stipulated in paragraph 2 can submit a request for an individual post-examination discussion to the relevant examiner. The discussion shall take place at a time and location to be determined by the examiner within the regular timetable, on campus or online.

## 4. Academic student counselling and study progress

#### Article 4.1 Administration of study progress and academic student counselling

1. The faculty board is responsible for the correct registration of the students' study results. After the assessment of a unit of education has been registered, every student has the right to inspect the result for that component and also has a list of the results achieved at their disposal in VU.nl Dashboard.
2. Enrolled students are eligible for academic student counselling.

Academic student counselling is in any case provided by

- a. the Student Counsellor;
- b. student psychologists;
- c. faculty academic advisers.

#### Article 4.2 Facilities for students with a disability

1. A student with a disability can submit a request via VU.nl Dashboard to qualify for one or more special facilities with regard to teaching, practical exercises and examinations. These facilities will accommodate the student's individual disability as much as possible, but may not alter the quality or degree of difficulty of a unit of education or an examination. In all cases, the student must fulfil the exit qualifications for the study programme.
2. The request referred to in the first paragraph must be accompanied by a statement from a doctor or psychologist. If possible, an estimate should be given of the potential impact on the student's study progress. In case of a chronic disability a single (one time) request suffices.

3. Students who have been diagnosed with dyslexia must provide a statement from a BIG-, NIP- or NVO-registered professional who is qualified to conduct a psychological evaluation.
4. The faculty board, or the person acting on behalf of the faculty board, decides on teaching facilities and facilities regarding logistics. The Examination Board will decide on requests for facilities with regard to examinations.
5. In the event of a positive decision in response to a request as referred to in paragraph 1, the student can make an appointment with the academic adviser to discuss the details of the provisions.
6. A request for one or more facilities can be refused if it would place a disproportionate burden on the organisation or the resources of the faculty or university were it upheld. Any such refusal will be substantiated.
7. If the disability justifies an extension of the examination time, the responsible person on behalf of the Examination Board will register in SAP this entitlement to an extension. If a disability justifies other measures to be taken, the academic adviser can take the necessary measures. The student can consult the study monitor to check which facilities have been granted to them.
8. The decision as referred to in paragraph 5 may specify a limited validity of the facilities granted.

## 5. Hardship clause

### Article 5.1 Hardship clause

1. In instances not regulated by the Teaching and Examination Regulations or in the event of demonstrable extreme unreasonableness or unfairness, the faculty board responsible for the study programme will decide, unless the matter concerned is the responsibility of the Examination Board.

## **Section B1: Programme specific – general provisions**

### **6. General programme information and characteristics**

#### **Article 6.1 Study programme information**

1. The programme Political Science, CROHO number 60203, is offered on a full-time basis.

#### **Article 6.2 Teaching formats used and modes of assessment**

1. The degree programme uses predominantly the following teaching formats:
  - lectures;
  - tutorials;
  - seminars;
  - individual supervision;
  - formative online assessments.
2. The degree programme uses predominantly the following modes of assessment:
  - (individual or group) assignments;
  - presentations;
  - participation;
  - thesis.

### **7. Further admission requirements**

#### **Article 7.1 Intake date(s)**

The programme starts on 1 September.

#### **Article 7.2 Admission requirements**

1. Admission to the Master's programme is possible for an applicant who has obtained a Bachelor's degree obtained at an institution of academic higher education, which demonstrates the following knowledge, understanding and skills:
  - a. knowledge of and skills in the field of quantitative and qualitative methods and techniques of social scientific research (at least 12 EC);
  - b. knowledge of and understanding of the field of political science (at least 12 EC).
2. Applicants with a Bachelor's degree obtained at an institution outside the Netherlands may be asked for additional methods to prove that they meet the admission requirements.
3. An applicant should demonstrate that he or she has sufficient level of proficiency in English by meeting at least one of the following standards, no more than two (2) years before the start of the programme at the VU:
  - IELTS score with a minimum of 7.0;
  - TOEFL paper based test: 600;
  - TOEFL computer based test: 250;
  - TOEFL internet based test: 100;
  - VU TOEFL-ITP: 600 (only valid at the VU).
4. Exemptions from the requirements in section 3 apply to candidates who:
  - completed an English-taught secondary or higher education degree in Canada, the United States, the United Kingdom, Ireland, New Zealand or Australia or
  - have earned a Bachelor's or Master's degree in an English-taught programme accredited by NVAO in the Netherlands, or
  - have earned a Bachelor's or Master's degree in an accredited English-taught programme in another member state of the European Union
  - have obtained a Cambridge Certificate of Proficiency in English (CPE): A, B or C or a Cambridge Certificate of Advanced English (CAE): A or B.
  - have earned a VWO diploma or equivalent diploma in which English of a comparable level is required;



- are enrolled in the pre-Master's programme Political Science and have thus passed the pre-Master's assessment in advance.

#### Article 7.3 Selection criteria

Not applicable.

#### Article 7.3a Capacity restriction

Not applicable

#### Article 7.4 Pre-Master's programme

1. Applicants with a Bachelor's degree from a university of applied sciences (HBO) or a Bachelor's degree from a research university (WO) who wish to enter the programme but do not fulfil the admission requirements as stipulated in Article 7.2 can request admission to the pre-Master's programme. Article 2 of these regulations does not apply to admission to a bridging or pre-Master's programme. The provisions of sections A and B only apply to the extent that they are described in Article 7.4. Information about the programme from part B2 applies, insofar as it concerns the units of education from the pre-Master's programme.
2. To be admitted to the pre-Master's programme, applicants have to pass the pre-Master's assessment of which the sections English language skills and Numerical & Mathematical skills are compulsory. The minimum scores to be achieved are 5 for English and 2.5 for Numerical & Mathematical Skills.
3. A candidate must demonstrate that they meet the language requirements, as specified in Article 7.2.
4. The pre-Master's programme has 30 credits and consists of the following units:
  - a. PM State, Power and Conflict (6 EC);
  - b. PM Social Research Methodology (6 EC);
  - c. PM Tutorial Academic Writing PS (3 EC);
  - d. PM Descriptive and Inferential Statistics (6 EC);
  - e. PM Political Science Research (9 EC).

The following terms also apply:

- a. If the pre-Master's enrollee is completing an individualized pre-Master's programme, this is to be communicated to the enrollee in writing.
  - b. The Examination Board can, if the pre-Master's enrollee submits a written request, exempt the enrollee from one or more examinations.
  - c. Article 3.5.4 does not apply to pre-Master's enrollees.
5. Successful completion of the pre-Master's programme will entitle the enrollee to admission to the relevant Master's programme in the following academic year.

## 8. Interim examinations and results

#### Article 8.1 Sequence of interim examinations

1. The following educational units cannot be participated in until the following sequential requirements are met:
  - Master's Thesis in Political Science: Democracy, Power and Inequality only after passing the subjects of period 1, participation Selected Issues: Democracy, Populism and the State in Europe and participation Workshop Democracy, Power and Inequality;
  - Master's Thesis in Political Science: International Relations, Security and Global Order only after passing the subjects of period 1, participation in Selected Issues: Global Political Economy and Geopolitics OR participation in Selected Issues: International Security Studies and participation in Workshop International Relations, Security and Global Order;
  - Master's Thesis in Political Science: Global Environmental Governance, Sustainability and Climate Change only after passing the subjects of period 1, Selected Issues: Global Environmental

Governance and participation Workshop Global Environmental Governance, Sustainability and Climate Change;

- Workshop in Democracy, Power and Inequality only after participation in Selected Issues: Democracy, Populism and the State in Europe;
- Workshop in International Relations, Security and Global Order only after participation in Selected Issues: Global Political Economy and Geopolitics or Selected Issues: International Security Studies;
- Workshop in Global Environmental Governance, Sustainability and Climate Change only after participation in Selected Issues: Global Environmental Governance.

2. Language proficiency may be taken into account in the assessment of (interim) examinations.

## **Section B2: Programme specific – content of programme**

### **9. Programme objectives, specializations, exit qualifications and language**

#### **Article 9.1 Workload**

1. The programme has a workload of 60 EC.

#### **Article 9.2 Tracks and/or specializations**

The programme has the following specializations:

- Democracy, Power and Inequality;
- International Relations, Security and Global Order;
- Global Environmental Governance, Sustainability and Climate Change.

#### **Article 9.3 Programme objective**

The Master's programme in Political Science aims at enabling students to critically examine political issues at a high level of conceptual abstraction and to carry out in-depth academic theoretical and empirical research on a political topic in a globalizing context. For this purpose, the programme familiarizes them with a broad range of theories and approaches that serve both explanatory and critical aims. After completion of the programme, students are equipped to successfully carry out independent research work. While the programme has a strong academic orientation, it also prepares graduates to solve complex political questions within various professional fields, in government and public policy, and in profit and non-profit private organizations.

#### **Article 9.4 Exit qualifications**

1. Exit qualifications

A graduate of the study programme will

A. Have advanced knowledge and understanding of:

1. the core debates in modern political science, especially those in general and comparative politics, international relations (including international security and global political economy), normative political theory and global environmental governance; and,
2. social science methodology and its application in political science research.

A1. With regard to the field that is covered by their respective specialization, a graduate of the specialization will:

3. have a thorough knowledge of the key issues, approaches and main theories;
4. have an advanced understanding of a number of selected topics; and,
5. have a thorough understanding of how the field is affected by the deepening interaction between national and international politics in the context of globalization.

B. Have mastered the following skills:

6. to critically examine political issues at a high level of conceptual abstraction as well as translate them into terms understandable by a wider public;
7. to apply qualitative and/or quantitative methods in political science research;
8. to summarize, evaluate, and synthesize research results from political science and related fields and assess the policy relevance of these results;
9. to carry out in-depth academic theoretical and empirical research on a topic within the areas of the student's chosen specialization,
10. to produce a research-based thesis that shows intellectual rigor and proficiency in the field; and,
11. to learn, collaborate and communicate in an intercultural context.

C. Have developed the following attitudes:

12. intellectual integrity and a willingness to self-assess and take responsibility for their own learning process;
  13. a critical attitude towards advanced political science literature, in particular pertaining to the literature of the respective specialization;
  14. an open, reflexive and independent attitude towards prevailing views on politics and their societal context.
2. Language proficiency may be taken into account in the assessment of (interim) examinations.

#### Article 9.5 Language of instruction

1. The language of instruction is English.
2. The 'Gedragscode vreemde taal' (code of conduct foreign languages) applies.

## 10. Curriculum structure

#### Article 10.1 Composition of the programme

1. The programme comprises at least of a package of compulsory components and an individual research project and Master's thesis.
2. Educational components are categorized as specialized (400), research oriented (500) and highly specialized (600) level.

#### Article 10.2 Compulsory units of education

A detailed description per educational component can be found in the Study Guide.

<i>Educational component</i>	<i>course code</i>	<i>nr of EC</i>	<i>level</i>
Core Debates in Political Science	S_CDPS	6	400
Applying Core Debates in Political Science	S_ACDPS	6	400
Political Research: Philosophy, Design and Practice	S_PRDP	6	500
Applying Qualitative and Quantitative Methods in Political Science	S_AQQMPS	6	600
<i>Specialization Democracy, Power and Inequality</i>			
Selected Issues: Democracy, Populism and the State in Europe	S_SIDPSE	6	500
<i>One of the following:</i> - Selected Issues: Global Political Economy and Geopolitics OR	S_SIGPEG	6	500
- Selected Issues: Global Environmental Governance OR	S_SIGEG	6	500
- Selected Issues: International Security Studies	S_SIIS	6	500
Workshop in Democracy, Power and Inequality	S_WDPI	6	600

Master's Thesis in Political Science: Democracy, Power and Inequality	S_MTPSD	18	600
<i>Specialization International Relations, Security and Global Order</i>			
One of the following: - Selected Issues: Global Political Economy and Geopolitics OR - Selected Issues: International Security Studies	S_SIGPEG S_SIIS	6	500
<i>One of the following:</i> - Selected Issues: Democracy, Populism and the State in Europe OR - Selected Issues: Global Environmental Governance OR - Selected Issues: International Security Studies OR - Selected Issues: Global Political Economy and Geopolitics	S_SIDPSE S_SIGEG S_SIIS S_SIGPEG	6 6 6 6	500 500 500 500
Workshop in International Relations, Security and Global Order	S_WIR	6	600
Master's Thesis in Political Science: International Relations, Security and Global Order	S_MTPSI	18	600
<i>Specialization Global Environmental Governance, Sustainability and Climate Change</i>			
Selected Issues: Global Environmental Governance	S_SIGEG	6	500
One of the following: - Selected Issues: Democracy, Populism and the State in Europe OR - Selected Issues: Global Political Economy and Geopolitics OR - Selected Issues: International Security Studies	S_SIDPSE S_SIGPEG S_SIIS	6 6 6	500 500 500
Workshop in Global Environmental Governance, Sustainability and Climate Change	S_WGEGS	6	600
Master's Thesis in Political Science: Global Environmental Governance, Sustainability and Climate Change	S_MTPSG	18	600

#### Article 10.3 Participation in practical training and tutorials

1. In the case of a practical training course, or tutorials, attendance is compulsory unless a different guideline is given in the study guide.

### 11. Evaluation and transitional provisions

#### Article 11.1 Evaluation of the education

1. The education provided in this programme is evaluated in accordance with the evaluation plan in Appendix I. The faculty evaluation plan offers the framework.

#### Article 11.2 Transitional provisions

1. By way of departure from the Teaching and Examination Regulations currently in force, the transitional provisions in Appendix II apply for students who started the programme under a previous set of Teaching and Examination Regulations.

Advice and approval by the Programme Committee, on 3 March 2023.

Approved by the Faculty Joint Assembly, on 15 June 2023.

Adopted by the board of the Faculty of Social Sciences on 27 June 2023

## Appendix I Evaluation Plan Master Political Science

### What does the programme evaluate?

A. Courses. B. Lecturers. C. Curriculum (whole/part). D. Connection to the labour market and mentoring. E. Integration of international students

#### A. Courses

**Methods:** (1). Student evaluation via questionnaire; (2). Discussion between lecturers about specific subjects via organised consultation; (3). Informal student evaluation in the meantime; (4). Conversation OLC; (5). Office hours/walk-in consultancy.

**When** (1). After completion of course, (2). After completion of relevant courses (3). During course; (4). After completion of course; (5). Weekly;

**Who:** (1). SOZ, (2). Lecturers of relevant courses/OPC, (3). Lecturer/OPD, (4). OPD, (5). OPD/OPC.

**Follow-up:** (1) to (3). Lecturer records improvements in course file and provides feedback on Canvas. (4) and (5). OPD sets out points for improvement in team of teachers and monitors implementation with OPC.

#### B. Lecturers

**Methods:** (1). Course evaluation (questions about the lecturer), (2). Annual evaluation, (3). Consultation with lecturers of specific courses, (4). Individual teacher meetings.

**When:** (1). After completion of course, (2). 1 x per year, (3). Incidentally, (4). 1 x per period, in the event of a poor assessment or a signal from the OLC.

**Who:** (1). SOZ, (2). Management (3). Lecturers among themselves; (4). OPD.

**Follow-up:** (1) and (2). Lecturer includes points of improvement in course file, (3). Minutes lecturer meeting, (4) Report OPD - lecturer with points for improvement remains bilateral.

#### C. Curriculum

**Methods:** (1). Speak your mind sessions with students, (2). Discussion with teaching team on curriculum and learning lines, (3). Annual report (figures), (4) OLC.

**When:** (1). Annually per cohort 1 session, (2). 1 x per period, (3). 1 x per year, (4). 1 x per year, (5). Regularly

**Who:** (1). OPD/OPC, (2). OPD/OPC, (3). OPD/OPC, (4). OPC/STOK, (5). OLC.

**Follow-up:** (1). (2) In the autumn lecturer team meeting, assessment plan will be revised and curriculum improvements implemented, (3). Action points following the annual consultation with the faculty board, (4). Feedback OLC to OPD about curriculum revisions.

#### D. Connection to the labour market and mentoring

**Methods:** AB. (1). Involving professional field in programme (by means of guest speakers, field advisory board, Amsterdam Political Science Alumni Network, APSAN). M. Students reflect on their own development and how it relates to the labour market.

**When:** Field Advisory Board (annually)

**Who:** D1. OPD, D2. Mentoring coordinator with programme management

**Follow-up:** D1: Minutes, D2. Feedback mentors (part of teacher consultation)

#### E. Integration of international students

**Methods:** (1). Extra-curricular activities, (2). Encourage lecturers to be attentive to this in class

**When:** (1). Frequently throughout the year, (2). Frequently throughout the year

**Who:** (1.). OPD/OPC with student assistants, (2). Lecturers and programme management, (3).

**Follow-up:** (1). Annual evaluation of activities, (2). Lecturers inform student advisors and OPD/OPC

## Appendix II Making online multiple-choice examinations available for inspection

The Teaching and Examination Regulations (Part A, Article 3.9, paragraph 1) make the following provisions on the student's right to inspect their written examination after assessment: 'Within twenty working days after the announcement of the results of a written examination, but at least ten working days before the resit opportunity, the student can, on request, inspect their assessed work, the questions and assignments set, and the standards applied for marking. The time and location of this inspection is announced at the examination or on Canvas.'

Teachers who use multiple-choice questions in written examinations seek ways to provide an opportunity for inspection (and for discussion of the examination afterwards) without the risk of multiple-choice questions being distributed as screenshots or by similar means. The distribution of questions in this way means that new multiple-choice questions have to be formulated each time. This not only increases the lecturer's workload but also adversely affects the quality of the questions, as constantly varying the questions entails an increasing level of detail.

Online proctoring (or other technologies) do not offer watertight safeguards when written online examinations with multiple choice questions are made available for inspection. Yet there is a pressing need for watertight safeguards: if a single student is able to copy multiple-choice questions, there is nothing to stop them becoming available to everyone.

To prevent written online multiple-choice examinations being made public against the wishes of the examiner, the Faculty Board – in consultation with the Faculty Student Council and the Subcommittee – has drawn up a number of guidelines for making such examinations available for inspection. The Examination Board subscribes to these guidelines, which entail the following:

- In the case of online inspection of multiple-choice examinations, access to the assessed work and the questions set should be limited, and the lecturer should suggest alternative ways to give students feedback on their exam result as effectively as possible without sharing the questions.
- Lecturers should look for alternative ways to give students the best possible feedback, for example by providing insight into marks per theme instead of per question or – where necessary or at a student's request – by giving examples of questions that were answered incorrectly on an individual basis.
- If a lecturer wishes to provide more detailed feedback to several students at once, this can be done in a closed Zoom session for which students have to register.
- The above restrictions do not apply to open questions. For open questions, students retain the right to inspection as regulated in Article 12, paragraphs 2 to 4 of the current Rules and Guidelines of the Examination Board.