

Regulations and Guidelines regarding examinations FEWEB

*English version*¹

Academic year 2016 – 2017

VU University Amsterdam
Faculty of Economics and Business Administration

¹ These Regulations and Guidelines are also available in Dutch - Deze Regels en richtlijnen zijn ook beschikbaar in het Nederlands

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1. Scope of application

Rules and Guidelines as stipulated in Article 7.12, b of the Higher Education and Research Act (*Wet op het hoger onderwijs en wetenschappelijk onderzoek*, WHW).

These Rules and Guidelines apply to the examinations and final examinations in the faculty's Bachelor's programmes Bedrijfskunde, Econometrie en operationele research, Economie en Bedrijfseconomie and International Business Administration and the premaster programmes Business Administration, Entrepreneurship, Finance and Marketing and the master's programmes Accounting and Control, Business Administration, Econometrics and Operations Research, (Spatial, Transport and Environmental) Economics, Finance and Marketing and are related to the Academic and Examination Regulations (OER) that apply to these programmes, to be adopted by the Faculty 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 Academic and Examination Regulations (OER) 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 OER applying to the programme in question, the provision of the OER 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. **Academic and Examination Regulation:** the Academic and Examination Regulations (OER) for the Bachelor's programmes Bedrijfskunde, Econometrie en operationele research, Economie en Bedrijfseconomie and International Business Administration and the premaster programmes Accounting and Control, Business Administration, Finance and Marketing and the master's programmes Accounting and Control, Business Administration, Econometrics and Operations Research, (Spatial, Transport and Environmental) Economics, (Quantitative) Finance and Marketing, as adopted by the Faculty Board.
3. **Examination Board:** the Examination Board for the Bachelor's programmes Bedrijfskunde, Econometrie en operationele research, Economie en Bedrijfseconomie and International Business Administration and the master's programmes Accounting and Control, Business Administration, Econometrics and Operations Research, (Spatial, Transport and Environmental) Economics, (Quantitative) Finance and Marketing.
4. **Final examination:** the collection of successfully completed examinations in the components included in the programme, possibly also supplemented by an assessment by examiners designated by the Examination Board of the student's knowledge, understanding and skills.
5. **Examination:** an investigation of the knowledge, insight, attitude and/or skills of the examination candidate, as well as the evaluation of the results of that investigation;
6. **Examiner:** the individual designated by the Examination Board to conduct examinations and determine the result, in accordance with Article 7.12, c of the Act.
7. **Blackboard:** electronic system intended for the sharing of educational information.
8. **VUnet:** 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.
9. **Working day:** Monday to Friday, except for public holidays or days designated as holidays by VU University Amsterdam.
10. **Admissions committee:** body that acts on behalf of the Executive Board or Faculty Board to assess whether an applicant may be admitted to the programme.
11. **Assessment committee:** A subcommittee of the joint examination boards involved in the control on the quality of tests and assessments conform the formulated assessment policy (handbook quality assurance) The assessment committee reports to the examination board

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 Faculty Board. In the appointment of the members of the Examination Board, the Faculty Board ensures that:

- a. At least one member teaches on the degree programme (or one of the programmes for which these Rules and Guidelines are intended);
 - b. Members of the faculty management or persons who otherwise hold financial responsibility within the faculty are not appointed.
3. The Faculty 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 Faculty 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 Faculty Board is responsible for guaranteeing that the Examination Board operates in a manner that is independent and expert.

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.
2. The Faculty 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 e-mail at the latest one week before the date of the meeting. 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. Registration for examinations

1. The signing up for examination opportunities is done via VUnet. This is done in accordance with the central guidelines as published on the university website. The Examination Board may issue specific, additional guidelines.
2. Students can only participate in components and exams if they are registered using the signing up module in VUnet
3. In case a student is not signed up for a component within the specified time this student is excluded from participation. Only in case of very special circumstances an exception can be made by the faculty.
4. By signing up for a component one is also signed up for the regular exam. For participation in the resit students need to sign up separately.
5. Deregistration for an exam opportunity is possible until 23.59 of the day before the exam.

7. Working language for interim or final examination

The interim or 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 a 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 primarily 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 Study Manual or Course Manual.
2. The provisions of the first paragraph are applicable mutatis mutandis to an 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 interim and final examinations. It draws up guidelines

for the examiners relating to the production of interim and final exams.

5. In the event of a resit examination in a different year of study, the student will be examined on the material set for the examination in that year, unless the Examination Board decides otherwise in the light of a request from the examiner and/or the student.
6. A written interim exam 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 derogate from this.
7. A written interim exam 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 an interim or a sub-interim exam for students with a visual and/or physical handicap or those with prior education in another language and designate such students a separate interim exam area.
9. Each examination will have such length as to ensure that students 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 first 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 second reader of the interim exam.
 - f. the number of pages of the questions-and-assignments form;
 - g. the number of questions and assignments;
 - h. the type of question;
 - i. instructions for completion;
 - j. the rules applicable and the attributes allowed during the exam, to the extent that these derogate from those recorded in the present regulations;
 - k. the points awarded for each question, provisionally or otherwise;
 - l. the marking standard;
 - m. the date on which the paper must have been corrected, barring exceptional circumstances;
 - n. the rules for inspecting the marked paper and the date on which this can be done.
12. The examiner must submit the assignments for a written interim exam to the Programme Office at the latest seven days before the exam date, and these must be in such a way that the assignments can be reproduced immediately.
13. Where, for reasons of urgency, examiners cannot meet the time limit as stated in paragraph 12, they should contact the head of the Programme Office as soon as possible. In case the exams can no longer be reproduced centrally, the exams must be reproduced by the examiner itself or the department secretariat and be delivered at the Programme Office in a timely manner as instigated by the head Programme Office.

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 and in compliance with the 'Handreiking voor Examencommissies'.
2. In order to ensure the quality of the examinations, the Examination Board applies the 'Kader toetsbeleid'.
3. The duration of each examination will provide the students with a reasonable amount of time to answer the questions.

10. Procedure for the completion of written final examination components

1. To examinations that take place in common examination rooms, such as RAI and TenT, the 'Beheerregeling bij het afnemen van 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 (student card) and a valid document of identification with signature and photo. Paper copies, nor digital copies on phones or other communication devices will be accepted as valid ID.
3. Students are to sit at the table indicated by the invigilator or at the table which carries their name tag.

4. Unless this is expressly permitted, it is forbidden to take books, notes, portable telephones or other items that may serve as assistance into the examination room. Violation of this rule will be considered academic misconduct.
5. Students need to be present 15 minutes before the start of the examination. Students who arrive after the starting time are not allowed to enter the examination room earlier than 30 minutes after the official starting time. In that case, the students have to wait outside the exam room 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
6. It is not permitted to leave the examination room within thirty minutes after the officially scheduled starting time.
7. No sooner than 90 minutes after the start of the exam a student can request to use the toilet. Toilet visit is made one at a time under the supervision of one of the invigilators.
8. When students leave the examination room, all work to be marked must be handed in.
9. Any student who fails to abide by the provisions of this article may be excluded from further participation in the relevant examination by the examiner, or the examination will be declared invalid by the Examination Board.

11. Invigilation of examinations

1. Wherever reference is made in the present interim exam code to "examiner" this will also be deemed to be the "chief examiner" if appropriate.
2. The examiner responsible for the interim exam must be available at the faculty for the entire duration of the interim exam.
3. The invigilators will be instructed on their tasks and the procedures by or on behalf of the Examination Board.
4. The invigilator must report to the programme's Programme Office at the latest 30 minutes before the interim exam commences.
5. The invigilators will bring the assignments to the interim exam room in twos, and will also take the work to be marked to the programme secretariat in twos after the end of the interim exam.
6. The invigilators must also collect the labelled answer sheets to confirm which students are not present.
7. The invigilators must ensure that the interim exam commences on time, that it proceeds smoothly with due observance of all the rules laid down in this code and that the exam ends at the agreed time.
8. The invigilator may perform no duties during the interim exam other than those directly connected with the interim exam.
9. The invigilator must keep an official record. The invigilator must submit this official record to the Programme Office (together with any annexes) after the end of the interim exam. The Programme Office will submit a copy of this official record to the examiner and if necessary to the Examination Board.
10. In case of problems the invigilator should contact the Programme Office. The Programme Office 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. The assessment of examinations

1. If possible, interim exams will be marked on the basis of pre-agreed guidelines which had been recorded in writing in advance, and, if necessary, on the basis of amended standards.
2. Marking and assessment will be so transparent that the student will be able to check how the results of his interim exam were arrived at.

3. If non-examiners are called in to mark and assess written interim exams, this will be done under the full responsibility of the examiner concerned.
4. The subjects on the examination syllabus will be assessed with marks. In derogation of the provisions of 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 liberty to fix the maximum number of points possible per interim exam and/or the maximum number of points per section of an interim exam. The rules for converting the number of points in fact awarded into a mark must be announced to students upon the commencement of the interim exam.
6. The mark for an interim exam in a certain subject will be a figure on a scale of 1 to 10, and may be expressed with one decimal point.
7. In derogation of paragraph 6 it is stipulated that:
 - a. the mark 0 (zero) cannot be awarded; this is reserved for special cases.
 - b. marks between 5,0 and 6,0 will not be awarded. Marks from 5,1 to 5,4 will be rounded to 5; marks from 5,5 to 5,9 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 reference is 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 exam are such that the examiner needs to intervene in the assessment, then he or she should inform the Examination Board on beforehand

14. Recording of the result

1. Examination results are recorded by the faculty's Programme Office.
2. Results are only considered official after they have been recorded in VUnet and formally published.
3. Students can access details of the assessment via the student portal 'VUnet.'
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. The results of a written interim exam taken as a group, a practical or a tutorial will be filled in on the list of exam candidates to be provided by the Programme Office.
6. If a student included on a list of exam candidates has no results, the list of results will be marked as 'no show.'
7. If there is no list of exam candidates for a tutorial and/or a practical, the examiner will draw up a signed list setting out the results, the students' names and registration numbers.
8. The results of the other exams is to be submitted at the Programme Office by means of a digital results note. In the case of an assessment of a bachelor or master 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. As soon as the student has met all the obligations of the degree programme, the Examination Board will determine the result and the date of graduation.
2. The certificate will be issued with the date on which the Examination Board determined the result.

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. The Dean and the student also sign the certificate.
2. In the diploma supplement details will be given of the components included in the final examination and their study load along with the results achieved. In addition, the certificate will include reference to components that are not included in the final examination but in which the student was examined at his or her request before the result of the final examination was determined, providing that these components have been passed.
3. The Examination Board will append a diploma supplement to the certificate outlining the nature and content of the degree programme.
4. The results recorded in the diploma supplement are rounded to whole and half marks. The following rules apply for results expressed on a decimal scale: 0,2 or lower will be rounded downwards, between 0,3 and 0,7 will be rounded to 0,5 and 0,8 and higher will be rounded upwards. The words Exemption (vrs), Insufficient (ov), Sufficient (v) and Good (g) as well as Completed (vld) and Not completed (nvld) are written in full.

19. Citations

1. When confirming the results of an examination, the Examination Board will award the citation 'cum laude' to students who have demonstrated exceptional ability.
2. The citation will be fixed on the basis of the weighted averaged results of all the subjects in the examination syllabus, insofar that these could be marked with a figure. The average is calculated using the rounded grades. Extracurricular courses will not be included in this calculation.
3. In order to qualify for the citation 'cum laude' all constituent exams results need to be obtained using one single exam opportunity. Resits, compensation for insufficient grades or any note concerning academic misconduct in the file will disqualify for the citation.
4. 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 average mark 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.
5. 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 average mark on the basis of first results is at least 8.0;
 - c. also first results that are not assessed with a figure are to be sufficient;
 - d. No mark for any study component is lower than 7.0
 - e. The mark for the master's thesis is at least 8.0. and
 - f. The study is completed within a maximum of 14 months, the part time study is completed within a maximum of 28 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. effectiveness requirements, expressed in part in an attempt as far as possible to prevent any unnecessary wasted time for students in preparing for an interim or final examination;
3. leniency with regard to students if their studies have been 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 substantiated decision within six weeks of receipt of the request (or if this period is completely or partly during a period when there are no academic classes, within one

month of the end of this period). This term can be extended, if the required information has not been received in time. The person making the request will be informed of this postponement.

3. The person making the request will be informed of the decision via VU email.

22. Departures from regular programmes

1. Any request to depart from the curriculum must be submitted to the Examination Board in writing and with reasons. The Examination Committee 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 education at the other university commences. 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.

b. Academic misconduct in preparing assignments

1. An assignment is understood to mean any written, audiovisual or digital product submitted by the student in order to be awarded an assessment as part of the curriculum.
2. Without prejudice to the stipulated in the Act, 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 audiovisual 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 (also referred to as plagiarism).

c. Academic misconduct during written examinations

If academic misconduct is identified or suspected during 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.

d. Academic misconduct identified after completion of the examination

1. If academic misconduct is identified or suspected after a written examination has been completed, the examiner will report this immediately to the Examination Board and will submit evidence.
2. The Examination Board will instigate an enquiry into the alleged academic misconduct based on the evidence submitted by the examiner.

e. 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 fraud 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 relevant examination.
5. In the event of repeated or serious types of academic misconduct, the Examination Board may exclude the student(s) from participation in one or more interim or final examinations at VU University Amsterdam that it may designate for a maximum of one year.
6. If a serious form of academic misconduct is identified, the Examination Board can, through intervention

of the Faculty 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 rules and guidelines, the Examination Board will make a decision with due regard to the principles of an appropriate procedure.

24. Irregularities

If the Examination Board concludes that a part of an interim examination or a whole interim exam was not taken in accordance with the regulations or that a part or the whole interim 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 (partial) mark 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 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.

27. Amendments to these Rules 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 Rules and Guidelines, the Examination Board will decide.

29. Entry into force

These Rules and Guidelines come into force on 27 September 2016

Adopted by the Examination Board on 27 September 2015

Appendix A

Examination Code

(belonging to Regulations and Guidelines regarding examinations FEWEB 2016-2017)

article 1 General

1. Students must follow up all the instructions issued by the examiner and/or the invigilators promptly and in full.
2. If a student fails to abide by any instructions issued by the above, the Examination Board may decide that there is question of fraud or may decide that the interim exam is not valid

article 2 Identification

1. Students must bring a proof of registration (student card) and a valid identification to the interim exam; these will be deemed to be a passport, driving licence or identity card, provided that this has not elapsed. Paper copies, nor digital copies on phones or other communication devices will be accepted as valid ID.
2. The student must position the proof of registration and valid identification so that the invigilator can consult it at any time during an interim exam. Students who have no valid ID at the start of the exam are not allowed to identify themselves afterwards.
3. During an interim exam, the student must sign the list of exam candidates and the answer form in the presence of the invigilator.
4. The Examination Board declares the results of an interim exam null and void in case a student has no valid means of identification during the interim exam.

article 3 The venue

1. The student must take the place designated to him by the invigilator or the place indicated by means of a labelled answer sheet.
2. 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.

article 4 Resources

1. Pencils, pens, erasers, pencil sharpeners, and rulers are the only resources which can be taken into an interim exam. A simple, normal calculator is usually allowed, unless explicitly forbidden. Sometimes other resources such as a graphic calculator are allowed. However, this has then been indicated in advance. All resources allowed are described on the front page of the exam.
2. Any other item than mentioned in paragraph 1, such as pencil cases, coats, bags, books, notes, sound carriers, mobile phones or other communication equipment (Smart Watches etc) may be taken into an interim exam, but must be stored during the whole exam and are not allowed to be within reach. Not just the use of these instruments is prohibited but the possibility that it could be used.
3. The invigilator is authorised to remove prohibited items from the exam room or to arrange for this to be done.
4. No items may be exchanged between students during an interim exam, and only writing materials may be loaned out to another student, with the permission of the invigilator and after having been checked.

article 5 Official record

1. The invigilator will keep an official record during the interim exam, recording all exceptional occurrences during the interim exam.

article 6 Begin and end of an interim exam

1. A student must be present fifteen minutes before the examination starts.
2. A student has to be seated on the place designated to him when the interim exam starts.
3. Students who arrive after the starting time, will be allowed to enter the exam room after 30 minutes by one of the invigilators. In anticipation of late admission students must respect and not disrupt the exam. Disruption of the exam order may lead to the exclusion of participation.
4. Upon the commencement of the interim exam, the invigilator will state when the exam will end.
5. If a student leaves the interim exam room for any reason whatsoever, without an invigilator, no further students may be admitted to that room.
6. A student may not leave the interim exam room within 30 minutes of the commencement of the interim exam.

7. In order to prevent too much disruption at the end of the exam, students may leave the exam room only in the period up to thirty minutes before the end of an interim exam.
8. The student must stop writing as soon as the invigilator states that the interim exam has ended. Going on writing after the call of the invigilator can be seen as academic misconduct.
9. After the end of the interim exam, a student must remain seated until the invigilator has collected all the interim exams.

article 7 Submitting course work

1. The student is required to hand work to be marked to the invigilator before definitively leaving the exam room.
2. 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 interim exam on the student's record as null and void or to mark this as a case of academic misconduct.

article 8 General code of conduct

1. All exam candidates must remain silent during the interim exam.
2. A student is not permitted to leave the exam room without the invigilator's permission.
3. Toilet visit during the exam is only permitted under the supervision of an invigilator not earlier than after ninety minutes after the start of the exam. During the toilet visit, it is forbidden to have in possession a telephone or other means of communication.
4. The Examination Board can declare the interim exam null and void in case a student does not comply with these rules of conduct.

article 9 Fraud and plagiarism

1. The following and others will be deemed to be fraud:
 - a. spoken contact with another student in the course of the interim exam;
 - 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 exam;
being represented by someone else during the exam;
 - d. having items other than those permitted in the exam room;
 - e. if items other than those described in article 4 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 interim exam or sending information in the course of the interim exam;
 - h. submitting the work of another student for marking;
 - i. deliberately not taking the designated seat.
2. 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).
3. If fraud is confirmed during the interim exam or if there is a suspicion of fraud, the invigilator will immediately make a note of that fact in the official record. The invigilator must also make a note on the work which the student submits for marking. The student is entitled to complete the interim exam. The invigilator may request the student to make documentary evidence available. Any refusal to do so will be recorded in the official record.
4. The student will be given the opportunity to include written comments to the official record.
5. The Examination Board will decide whether there is question of fraud and which sanction is appropriate.

article 10 Examiners and invigilators

1. Wherever reference is made in the present interim exam code to "examiner" this will also be deemed to be the "chief examiner" if appropriate.
2. The examiner responsible for the interim exam must be available at the faculty for the entire duration of the interim exam.
3. The examiner, or some examiners of the interim exam, are in any case present in the examination room during the first half hour of the interim exam if the exam is taken in a common exam room, such as for example the TenT.
4. The invigilators will be instructed on their tasks and the procedures by or on behalf of the Examination Board.
5. The invigilator must report to the programme's Programme Office at the latest 30 minutes before the interim exam commences.
6. The invigilators will bring the assignments to the interim exam room in twos, and will also take the work to be marked to the in twos after the end of the interim exam.
7. The invigilators must also collect the labelled answer sheets to confirm which students are not present.
8. The invigilators must ensure that the interim exam commences on time, that it proceeds smoothly with due observance of all the rules laid down in this code and that the exam ends at the agreed time.
9. The invigilator may perform no duties during the interim exam other than those directly connected with the interim exam.
10. The invigilator must keep an official record. The invigilator must submit this official record to the Programme Office (together with any annexes) after the end of the interim exam. The Programme Office 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 Office. The Programme Office may contact the examiner.

Appendix B

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 an Academic and Examination Regulation (OER) that applies to a specific programme, but do not form part of that.

Article 3

WHW: references to articles from the WHW, allude to the WHW 2010 (which includes Governance Reinforcement (*Versterking Besturing*))

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 faculty management or persons who otherwise hold financial responsibility within the institution are not appointed.

The Faculty 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 OER. 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 17

In accordance with the new WHW, the certificate is no longer issued at the request of the student. The Examination Board assesses whether the student has met all of his or her obligations. If this is the case, the student will be issued with his or her certificate. Practice will show which method is most effective.

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 exams - especially the law programmes - does not apply to an exam of an assembled curriculum.

Article 23 e 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.

Article 25

In accordance with Article 7.3, paragraph 5, the retention period of final assignments [and if applicable the in that order submitted work] is set on at least seven years

Article 26

The issuing of an annual report has been made compulsory in the WHW 2010,

Appendix C

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 OER (teaching and examination regulations) with regard to knowledge, insight and skills needed to obtain a degree;
- to safeguard the quality of the interim and final examinations;
- to set the guidelines and instructions for the results of interim and final examinations to be determined within the framework of the OER;
- to award exemptions from interim and final exams;
- 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 exam will lead to a degree;
- to issue a statement to students who passed more than one interim examination but to whom an official certificate cannot be issued;
- publishes an annual report on its activities.

If the Faculty Board so requests, the Examination Board will take on the responsibilities of the Bachelor's degree programme admissions committee with regard to the *colloquium doctum* or an additional assessment of the more detailed requirements for previous education, and the tasks of the assessment committee with regard to the assessment stipulated in Article 7:30 a and b WHW.

The admissions committee advises the Executive Board through the intermediary of the Faculty Board as to whether a candidate can be admitted to the degree programme. The assessment committee advises the Examination Board on the quality of the tests and exams.