

**Rules and Guidelines for Examinations**  
**in the Joint Master's programmes in Entrepreneurship and in Business in**  
**Society**

Academic year 2016-2017

VU University Amsterdam  
Faculty of Economics and Business Administration  
and  
The University of Amsterdam  
Faculty of Economics and Business

## Rules and Guidelines for examinations in the Joint Master's programmes in Entrepreneurship and in Business in Society

### 1. Applicability

1. Rules and Guidelines as stipulated in Article 7.12b of the WHW, and adopted by the Examinations Board. These Rules and Guidelines apply to all examinations in the Joint Master's programmes in Entrepreneurship and in Business in Society and relate to the Teaching and Examination Regulations (OER) for this programme, to be adopted jointly by the board of the Faculty of Economics and Business Administration at VU University Amsterdam and the Dean of the Faculty of Economics and Business at the University of Amsterdam. These Rules and Guidelines for the Examinations Board are not part of but are supplementary to the OER. The Examinations Board has exclusive authority with regard to the content of these Rules and Guidelines. The Student Councils and Boards of Studies do not have advisory powers or powers of consent with regard to these provisions. These Rules and Guidelines apply to the staff involved in the programme and anyone taking the programme in this academic year, irrespective of when he or she began the programme.
2. The concepts described in the OER that apply to the programme in question also apply to these regulations. Other concepts are defined in accordance with legislation.
3. In the case that a provision in these regulations conflicts with a provision from the OER applying to the programme in question, the provision from the OER will prevail.

### 3. Composition of the Examinations Board

1. The Parties will establish the Examinations Board jointly. In appointing the members of the Examinations Board, they will ensure:
  - a. that at least one member is associated as a lecturer with the relevant programme or one of the other programmes in the same group;
  - b. that members of the board of the institution or anyone with any other kind of financial responsibility for the cooperating partners are not appointed;
  - c. that there is a guarantee that the Examinations Board can operate in an independent and expert manner;
  - d. that an external member will be included.
2. The Examinations Board will designate a chairperson and a secretary from among its members. The secretary is responsible for the day-to-day affairs of the Examinations Board. If necessary, he or she will designate another member to deputise in his or her absence.
3. Before the appointment of a member, the Examinations Board will be given an opportunity to present its views on the intended appointment.
4. The Parties may also decide to add an official secretary (*ambtelijk secretaris*) to the Examinations Board.

### 4 Duties of the Examinations Board

The duties of the Examinations Board are set out in Article 7.12 of the WHW. These include determining the rules for the execution of duties and powers and taking measures with regard to:

- a. determining objectively and professionally whether a student satisfies the requirements laid down in the OER with regard to the knowledge, understanding and skills that are required for obtaining a degree;
- b. ensuring the quality of all examinations;
- c. establishing guidelines and instructions within the framework of the OER in order to assess and determine the results of all examinations;
- d. granting exemptions from taking one or more examinations;
- e. taking measures in the event of fraud;
- f. appointing examiners to conduct examinations and determine their results;
- g. issuing the degree certificate, with the diploma supplement appended to it, as proof that the final examination has been successfully taken;
- h. granting a student permission to follow a flexible curriculum, the final examination for which will lead to the obtaining of a degree;
- i. awarding the degree certificate and associated documentation in the event that a final examination has been successfully taken;
- j. issuing a certificate for passing examinations to a student who has successfully taken more than one examination, but to whom a degree certificate cannot be issued;
- k. producing an annual report on its activities.

### 5. Working method applied by the Examinations Board

4. As a rule, the Examinations Board will meet six times annually or whenever its chairperson deems such to be necessary.
5. In the event of a request or complaint involving a member of the Examinations Board, this will be handled in the absence of the member concerned.
6. Any request or complaint will only be processed if the reasons for the request or a description of the complaint are included, as well as the date and the name and student ID number of the student submitting it.
7. 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.
8. The Examinations Board will take a decision within six weeks of receiving a written request, unless the contents of the request demand or justify an earlier decision.

## 6. Examiner

1. The Examinations Board will appoint examiners to conduct examinations and to determine their results. Examiners from other UvA or VU degree programmes who conduct examinations for the courses included in the Joint Master's programme in Entrepreneurship are also authorised to serve as examiners. The Examinations Board is entitled to appoint experts from outside the institution as examiners.
2. In addition to signing examination lists and slips, examiners are also authorised to sign exemption notices and notices regarding course components obtained at another university in the Netherlands or abroad.
3. The examiner is primarily responsible for the testing method and the content and quality of the test. The examiner must ensure that the educational objectives and the testing method for a course are communicated in advance. The examiner must clearly communicate to students which pass marks and benchmarks will apply.
4. The examiner is responsible for ensuring that the examination runs smoothly. If requested, the examiner will provide information to the Examinations Board concerning the examination process.

## 7. Examinations

1. Written examinations will be conducted on dates and times that will be determined under the responsibility of the Examinations Board at least 30 days before the commencement of the teaching concerned and announced via [www.rooster.vu.nl](http://www.rooster.vu.nl).
2. Oral or individual written examinations will be conducted at a date and time to be determined by the examiner(s), where possible following consultation with the student.
3. In determining the dates and times of examinations, every effort will be made to prevent examinations coinciding.
4. The fixed dates and times may only be modified in the event of force majeure.

## 8. Working language for examinations

The examinations (including the final examination) will be conducted in the language of instruction. At the student's request, the Examinations Board can decide that another language, in which both the examiner and the student has adequate proficiency, may be used.

## 9. Questions and assignments, subject matter and duration of examinations

1. The questions and assignments included in examinations will not relate to areas outside the examination subject matter announced in advance. The examination subject matter will be announced in broad outline before the start of the teaching that leads up to the examination. At the start of the teaching period, the exact scope of the subject matter will be definitively announced via the course manual or equivalent.
2. That stipulated in the first paragraph will apply *mutatis mutandis* to an examination insofar as the Examinations Board wishes to proceed to assess the student's knowledge independently.
3. The Examinations Board or the examiner concerned will give the students an opportunity to acquaint themselves with a written example examination, together with model answers and the standards that will apply for assessment.
4. In the event of a resit in a different academic year, the student will take an examination on the subject matter determined for that examination in that specific academic year, unless the Examinations Board determines otherwise at the request of the examiner and/or the student.
5. Written examinations will have a maximum duration of three hours.
6. The Examinations Board can extend the maximum duration of an examination or part thereof for students with a sensory and/or physical disability or those with prior education in another language, as well as designating a separate examination area for the students concerned.
7. The questions and assignments in a written examination will be such that the students have, in all reasonableness, sufficient time in which to answer the questions.
8. If possible, the phrasing of the questions will indicate the level of detail required in the student's answer.
9. The cover sheet for the questions and assignments will at least include the following, where applicable:
  - a. the name of the degree programme;
  - b. the course name;
  - c. the duration of the examination;
  - d. the name of the examiner responsible;
  - e. the name of the co-reader for the final examination;
  - f. the number of pages comprising the set of questions and assignments;
  - g. the number of questions and assignments;
  - h. the type of questions included;
  - i. instructions on completion;
  - j. the applicable rules and accessories permitted during the examination, if these differ from that stipulated in these Rules and Guidelines;
  - k. the number of points to be awarded for each question (this figure may be provisional);
  - l. the marking standards to be applied (possibly provisional);
  - m. the date by which the marks will be available, barring unforeseen circumstances;
  - n. the regulations governing the inspection of examination papers and the date when papers can be inspected.
10. The assignments for a written examination will be delivered by the examiner at the latest seven days before the examination date. The assignments must be delivered in such a way that multiple copies can be prepared.
11. If an examination is conducted digitally, appropriate alternative provisions must be in place to ensure that, in the event of a technical or other disruption, the examination in question can still be conducted on the same day.

#### **10. Procedure during written examination components**

1. When participating in an examination, the student must show valid proof of identity. Copies will not be accepted as valid proof of identity. This also applies to copies on mobile telephones and other communication equipment. Any students unable to identify themselves can be refused access to the examination.
2. Students must take the seat allocated to them by the invigilator or indicated by means of a name label.
3. Unless explicitly permitted, it is prohibited to take books, lecture notes, mobile telephones, communication equipment or anything else that can serve as an aid into the examination room. Failure to abide by this rule will be designated as fraud.
4. The use of graphic and/or programmable calculators is not permitted during an examination, unless explicitly specified otherwise on the examination cover sheet.
5. Students must arrive 15 minutes before the start of the examination. Students arriving late will be allowed to enter the examination once only 30 minutes after the commencement of the examination.
6. It is not permitted to leave the examination room within 30 minutes of the official starting time. The examiner may also decide that students are not permitted to leave the examination room during the final 15 minutes of the examination.
7. During the examination visiting the toilet is not permitted unless the chief of the invigilators gives permission. In that case, the student must follow the instructions of the chief invigilator. When visiting the toilet, no talking is allowed and the student must not be in the possession of any unauthorised aids.
8. When students leave the examination room, they must hand in their examination scripts.
9. The student's name and student ID card number must be stated on each answer sheet handed in.
10. Every student issued with an examination paper by the (chief) invigilator is obliged to hand in the completed work on the answer sheet.
11. Any student who fails to abide by the provisions of this article can be excluded from further participation in the examination concerned by the examiner, or the Examinations Board can declare the examination to be invalid retrospectively.

#### **11. Examination invigilation**

1. The use of the term "examiner" should also be read as "chief examiner" where appropriate.
2. The examiner responsible for the examination must be available to the programme during the entire duration of the examination.
3. The invigilators will receive instructions on their duties and the procedures to be followed by or on behalf of the Examinations Board.
4. The invigilator must arrive at least 30 minutes before the start of the examination.
5. In order to verify the number of students present, the invigilators will collect the answer sheets of all students who are absent.
6. The invigilators must ensure that the examination starts on time, that it proceeds in an orderly manner, taking account of the rules determined in this code, and that the examination ends on time.
7. During the examination, the invigilator is not permitted to do any other work than that directly related to the examination.
8. The invigilator will keep an official record. After the examination, the invigilator must hand the official record (and any appendices) to the examiner and, if necessary, also submit a copy to the Examinations Board.
9. In the case of any problems, the invigilator must contact the examiner responsible for the examination.

#### **12. Additional examination time for students with a disability**

1. Students with dyslexia or another psychological or physical disability may be eligible for additional examination time; this additional period is 30 minutes. This additional examination time will not be granted for more than three examinations in each study period, unless the study adviser judges that an exception may be made.
2. Students with a disability enrolled for the Master's programme must submit a letter from the FEB Student Counsellor concerning the recognised disability to the FEB study advisers before 15 September. This must state that the student is entitled to additional examination time and/or an alternative examination room because of dyslexia or another psychological or physical disability.

#### **13. Championship Sports Regulations**

Special regulations have been adopted concerning examination dates for students who engage in championship sport. The study advisers are responsible for implementing the Championships Sport Regulations on behalf of the Examinations Board.

#### **14. Examination assessment**

1. In each examination, the examiner will test the candidate's knowledge, understanding and skills and assess the results of that test.
2. Examinations are as far as possible assessed according to predetermined standards, which are set down in writing and which may be modified as a result of the marking process.
3. The assessment method will be sufficiently transparent to ensure that students and the Examinations Board can verify how the examination results were determined.
4. If more than one member of teaching staff is involved in the marking of an examination, the examiner will ensure that all teaching staff apply the same standards in their marking.
5. If non-examiners are involved in the assessment and marking of examinations, this will occur under the full responsibility of the examiner concerned.
6. Marks are awarded as part of the assessment of the examination programme. By way of exception to that stipulated in the previous sentence, the Examinations Board may determine that certain components are assessed by means of the qualification "pass/voldoende" or "fail/onvoldoende" rather than by the awarding of marks.

7. Examiners are at liberty to determine the maximum number of points that can be obtained in each examination and/or part thereof. The conversion of the number of points actually obtained into the mark must have been determined in advance and announced to students at the start of the examination.
8. The mark for the examination in any component will be determined in figures on a scale from 1 to 10 and may be expressed up to a maximum of one decimal place.
9. Results issued can include one decimal place. After being recorded, these marks will be rounded off to half or full figures. The following rounding rules apply to this: 0.2 or lower is rounded down, between 0.3 and 0.7 rounded off to 0.5, and 0.8 and higher is rounded up. A mark of 5.5 is the exception to this rule. A final mark between 5.0 and 6.0 will not be awarded. However, marks between 5 and 6 can be submitted. These will then be rounded off in the registration system to 5 (5.1 – 5.4) or 6 (5.5 – 5.9).
10. By way of exception to paragraph 8, the following applies: the mark 0 (zero) cannot be awarded since this is reserved for special cases.
11. The marks awarded have the following meanings:
 

10 excellent	5 almost satisfactory
9 very good	4 unsatisfactory
8 good	3 very unsatisfactory
7 very satisfactory	2 poor
6 satisfactory	1 very poor
12. Any references in these Rules and Guidelines to “fails” (“*onvoldoendes*”) refers to marks of 5 or lower.
13. If the results of an examination are such that the examiner feels the need to intervene in the assessment, he or she should notify the Examinations Board of this in advance.
14. The most recent result determines the final mark.
15. The method of assessing Master’s theses is laid down in the Regulations Governing Master’s Theses. The programme uses an assessment form.

#### 15. Recording of examination result

1. The examination results are recorded by the examiner or the Education Office (*onderwijsbureau*).
2. Students can consult the marks in VUnet.
3. Results are only considered official after they have been recorded in VUnet and formally published.
4. Students can appeal against the way in which the assessment was reached. For details, see the Students’ Charter.
5. The result of a written examination and seminar taken collectively will be completed on a candidates list.
6. If no result is determined for a student whose name appears on the candidates list, this will be noted on the results list as a ‘no show’.
7. If no candidates list is available for a seminar and/or practical training, the examiner will submit a signed list which includes details of the student’s name and enrolment number together with the result.
8. The results of the other examinations will be submitted to the Education Office in the form of a digital results form.
9. If a student wishes to have a separate declaration for an examination for compelling reasons, this will be provided.

#### 16. Fraud in examinations

##### a. Fraud

Fraud is interpreted as any action or failure to act on the part of a student with the intention of making it completely or partly impossible to form an accurate assessment of his or her knowledge, understanding and skills.

##### b. Fraud during written examinations

If fraud 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 of the fraud that has been identified or suspected. In this, the examiner or invigilator is authorised to seize as evidence the materials or equipment used for the fraud and to keep these insofar as and for as long as is necessary for verification.

##### c. Fraud in preparing essays

1. In this context, essay is understood to mean any written, audiovisual or digital production submitted by the student to complete a curriculum component with an assessment.
2. Notwithstanding that stipulated in the Act, it is not permitted to include in an essay a file, edited or otherwise, such as a text, an illustration, a digital and audiovisual file without acknowledging the author and the location where the file was found or, if no author can be identified, without acknowledging the original location of the file (also termed ‘plagiarism’).

##### d. Fraud identified after completion of the examination

1. If fraud is identified or suspected after the completion of a written examination, this is reported to the Examinations Board immediately by the examiner, together with documentary evidence.
2. The Examinations Board will instigate an investigation of the alleged fraud based on the documents submitted by the examiner.

##### e. Procedure and sanctions

1. If the examiner determines or has good reason to suspect that fraud has taken place, he or she will immediately report this to the Examinations Board in writing. The Examinations Board will issue the student with written notification of this report.

2. The Examinations Board will invite the student to respond to the alleged fraud and will decide on whether it is a case of fraud on the basis of the documentation and information provided by the student, where possible. The examiner may also be required to provide further information.
3. If the Examinations Board is convinced that fraud has been committed, a sanction will be imposed.
4. With due observance of the principles of legal fairness and proportionality, the Examinations Board may declare the examination or essay to which the fraud relates to be invalid or issue a judgement of fraud and in addition may also exclude the student from the subsequent relevant examination.
5. In the event of a repeat offence or a serious form of fraud, the Examinations Board can exclude the student from participation in one or more examinations or final examinations in the degree programme for a maximum period of one year.
6. If a highly serious form of fraud is identified, the Examinations Board can propose to the Executive Board that the student's enrolment be permanently terminated.
7. The student is entitled to appeal directly to the Examination Appeals Board against the Examinations Board's decision.
8. In urgent cases not covered by these Rules and Guidelines relating to fraud, the Examinations Board will decide, with due observance of the principles of a proper procedure.

#### **17. Exemption from an examination**

1. A request for exemption from taking an examination must be submitted to the Examinations Board at the latest six weeks before the start of the course component concerned.
2. Exemptions on the grounds of course components obtained at a foreign institution will be granted only if the student is able to provide a statement from Nuffic offering proof of an equivalent academic level of the programme within which the components were obtained.
3. With respect to exemptions requested based on courses that do not constitute part of a completed degree programme, the Examinations Board will apply the guideline that the examination results must not be more than three years old (for Master's courses), unless the course lecturer deems extension of these limits justified in terms of content. If the courses are part of a completed degree programme, the aforementioned limit may be extended.
4. The Examinations Board will make a substantiated decision on the request within six weeks of its receipt (or if this period is wholly or partly during the academic recess, within a month of the end of the recess). 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.
5. The person making the request will be notified of the decision by email.

#### **18. Departures from the regular programmes**

1. A request to depart from the curriculum must be submitted to the Examinations Board in writing, together with reasons. The Examinations Board will reach a decision within six weeks of receiving the written 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. A request to take part of the degree programme at another university in the Netherlands or abroad must be approved by the Examinations 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. For results obtained at a university abroad, a mark on the Dutch scale of 1 to 10 will not be awarded, but the qualification 'V' (satisfactory/pass) only.

#### **19. Final examination**

1. The Master's degree programme completed by the student must comply with the Teaching and Examination Regulations that apply in the academic year in which the study programme is submitted to the Examinations Board for assessment or in which the student meets the graduation requirements. If the examinations for the course units that make up the degree programme have been completed successfully, the final examination will have been completed.
2. If a student meets the graduation requirements, the Examinations Board will in principle automatically proceed to award the appropriate degree certificate for the Master's final examination, unless the student requests otherwise. A student may submit such a request no later than six weeks after the Examinations Board has informed the student of the degree certificate application. The degree certificate will be dated on the date on which the Examinations Board determined the result.
3. In the event that the Examinations Board cannot automatically determine whether the graduation requirements have been met, the Examinations Board shall periodically prompt students to request the Examinations Board to determine whether they are able to graduate. Once the graduation requirements have been met, the Examinations Board will proceed to award the appropriate degree certificate, unless the student requests otherwise.
4. If the student ascertains that he or she has met all of the graduation requirements for the Master's examination for which he or she is registered, he or she can apply for a degree certificate themselves. A degree certificate application requires:
  - a. a valid enrolment for the degree programme concerned;
  - b. all course components have been achieved and processed by the Programme Administration;
  - c. a request for the graduation requirements to be verified has been submitted to the Examinations Board.

#### **20. Extra-curricular courses**

1. The supplement to the Master's degree certificate can include reference to up to 30 ECTS credits for extra-curricular courses providing that the following requirements have been met:
  - a. the course is successfully completed at a Dutch or foreign university;
  - b. the course is successfully completed within the period that the student was enrolled for the degree programme;
  - c. the level at which the course is given must be equivalent to a Master's course;
  - d. the course must be related to the Master's programme;

- e. there must be no overlap with other courses in the student's Master's programme.
2. In order to be able to include courses as extra-curricular courses, a request must be submitted to the Examinations Board at least six weeks before the degree certificate application.

### 21. Annotation

1. If in determining the result of a final examination, it appears that the student has shown evidence of exceptional competence, the Examinations Board can award the annotation *cum laude*.
2. The annotation will be determined on the basis of the unweighted average result for all components included in the examination programme insofar as these components are awarded a mark.
3. The annotation *cum laude* will be awarded if the following conditions have been met:
  - a. the result for each individual course component is 8 or higher; Contrary to this provision, a 7 or 7.5 may be awarded for one course only (with the exception of the Master's thesis);
  - b. the unweighted average result for all course components specified on the list of marks is 8 or higher;
  - c. the student did not re-sit an examination for any course;
  - d. initial results achieved that are not graded 1-10 must also have been awarded a pass;
  - e. exemption was granted for a maximum of 12 credits.
4. Extra-curricular course components will be excluded from the weighting process when determining a *cum laude* annotation.
5. The Examinations Board reserves the right to take other factors into account in its assessment.

### 22. Standards

1. In reaching decisions, the Examinations Board and/or the examiner will apply the following standards as guidelines and will, in the event of any conflict, weigh one standard against another:
  - a. safeguarding the quality and selection requirements for an examination;
  - b. efficiency requirements, expressed among other ways in an effort to prevent as far as possible any unnecessary wasted time for students in preparing for an examination;
  - c. leniency with regard to students whose study progress has been delayed by circumstances outside their control.
2. In any circumstances not covered by these Rules and Guidelines, the Examinations Board will decide.

### 23. Degree certificate, list of marks and diploma supplement

1. As proof that the final examination has been passed the Examinations Board will issue a degree certificate after the Executive Board of the institution has declared that the procedural requirements for its issue have been met. The degree certificate will be signed by the chairperson of the Examinations Board. The Dean and the student will also sign the degree certificate.
2. The diploma supplement will include reference to the components that make up the final examination, together with the workload and the results obtained. In addition, any components that are not part of the final examination in which the student was examined at his or her own request before the result of the final examination was determined will also be listed, provided that these have been successfully completed.
3. The diploma supplement will also describe the nature and content of the degree programme.
4. Marks included on the list of marks and in the diploma supplement will be rounded off to whole and half numbers. In this, the following rounding-off rule will apply to figures expressed to one decimal place: 0.2 or lower is rounded down, between 0.3 and 0.7 rounded off to 0.5, and 0.8 and higher is rounded up. The terms *Vrijstelling* (vrs/Exemption), *Onvoldoende* (ov/Fail/Unsatisfactory), *Voldoende* (v/Pass/Satisfactory) and *Goed* (g/Good) and *Voldaan* (vld/Met the requirements) and *Niet-voldaan* (nvld/Did not meet the requirements) will be written in full.

### 24. Retention periods

Examination questions and scripts, including essays and other written materials for which a (partial) mark is awarded as well as the results of examinations, including Bachelor's theses or final assignments and Master's theses, degree certificates and diploma supplements, will be retained for the periods referred to in the Archiving Guide for Programme Administrations.

### 25. Hardship clause

The Examinations Board may make exceptional arrangements in cases where the provisions of these Rules and Guidelines have unreasonable or unfair repercussions for the student.

### 26. Appeals procedure

If a student does not agree with a decision of an examiner or the Examinations Board, he or she has the option of lodging an appeal against this with the VU Examination Appeals Board within six weeks of that decision.

### 27. Annual report

The Examinations Board will compile a report of its activities in the previous academic year by 1 December. The Examinations Board will send copies of the annual report to the Parties. If requested, the annual report or parts thereof can be made available to other interested parties.

### 28. Amendments to these Rules and Guidelines

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

**29. Entry into force**

These Rules and Guidelines enter into force on 1 September 2016.

Adopted on 31 August 2016 by the Examinations Board for the degree programmes stated in Article 1.1 of these regulations.