

FACULTY OF LAW EXAMINATIONS REGULATIONS (Faculty of Law Rules and Guidelines for the Examinations Board) 2014-2015

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1. General

Article 1.1 - Applicability of the Regulations

These regulations apply to all examinations of the Bachelor's and Master's study programmes of the Faculty of Law of the University of Amsterdam, hereinafter referred to as: the programmes.

Article 1.2 - General

1. The terms defined in the Teaching and Examination Regulations (OER) for the relevant study programme also apply to these regulations. The remaining terms have the meanings as ascribed to them by law.
2. In the event that a provision in these Rules and Guidelines conflicts with a provision in the OER for the relevant study programme, the provision in the OER shall prevail.

2. The Examinations Board

Article 2.1 - Composition of the Examinations Board

The Examinations Board shall consist of at least a chairperson and a minimum of two members. The chairperson shall be responsible for handling the day-to-day affairs of the Examinations Board.

Article 2.2 - Duties of the Examinations Board

The duties of the Examinations Board are set out by law. They include:

- 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;
- ensuring the quality of all examinations;
- establishing guidelines and instructions within the framework of the OER in order to assess and determine the results of all examinations;
- granting exemptions from taking one or more examinations;
- taking measures in the event of fraud;
- appointing examiners to conduct examinations and determine their results;
- issuing the degree certificate, with the diploma supplement appended to it, as proof that the final examination has been successfully taken;
- granting a student permission to follow a flexible curriculum, the final examination for which will lead to the obtaining of a degree;
- issuing a certificate for passed examinations to a student who has successfully taken more than one examination, but to whom a degree certificate cannot be issued;
- drawing up an annual report on its activities.

Article 2.3 - Working method of the Examinations Board

1. As a rule, the Examinations Board shall meet at least four times in each academic year or whenever its chairperson deems such to be necessary. The meeting is not held in public.
2. The Dean may also decide to add a Secretary to the Examinations Board.
3. In the event of a request or complaint involving a member of the Examinations Board, this

- shall be handled in the absence of the member concerned.
4. The request or complaint must always include the reasons for the request or a description of the complaint.
 5. The Examinations Board shall take a decision at the latest within eight weeks of receiving the written petition.

3. Examiners

Article 3.1 - Appointment of examiners

1. The Examinations Board shall appoint examiners to conduct examinations and to determine their results.
2. The Examinations Board is entitled to appoint experts from outside the institution as examiners.
3. Instead of an examiner already appointed, the Examinations Board can appoint another examiner, from within or outside the Faculty, if
 - a. the appointed examiner or examiners is or are reluctant to administer an examination;
 - b. the relationship between the examiner or examiners and the student is disturbed to such an extent that it can no longer reasonably be required that the latter takes the examination with that examiner or examiners;
 - c. there are other extremely compelling circumstances.
4. If the examiner does not act on a decision by the Examinations Appeals Board, to the effect that the results of an examination have to be reconsidered, or if the examiner is of the opinion that he is not capable of making that decision, the Examinations Board can decide to appoint another examiner, within or outside the Faculty, to make that decision.

Article 3.2 - Information

The examiners shall provide the Examinations Board with the requested information.

4. Examinations

Article 4.1 - Dates and times of examinations

1. Written examinations shall be conducted on dates and at locations and times determined at the start of the programme concerned and announced via the UvA timetable website.
2. Oral or individual written examinations shall be conducted at dates and times to be determined by the examiner(s), where possible following consultation with the student.
3. The dates and times of examinations shall be determined in such a way as to prevent clashes between examinations for compulsory courses for nominal students.

Article 4.2 - Quality assurance

1. The Examinations Board shall supervise the quality of all examinations.
2. In assuring the quality of all examinations, the Examinations Board shall apply the Assessment Policy Framework. See: <http://www.uva.nl/over-de-uva/uva-profiel/identiteit-en-missie/universitaire-beleidsnotities/kader-toetsbeleid/kader-toetsbeleid.html> .

Article 4.3 - Order during examinations

1. The examiner shall ensure that invigilators are appointed to oversee the written examination, who ensure that the examination proceeds in accordance with the rules and guidelines determined by the examiner.
2. A person who is not an examiner is authorised to participate in the invigilation, provided that at least one examiner is present at the location of the examination or can be contacted by telephone.
3. At the request of the examiner, students must present proof of identity in the form of a valid proof of enrolment (student ID card) with a photograph bearing close resemblance as well as a valid driving licence or valid passport, or other document by which the identity of the student can be determined.
4. If the student cannot present a valid proof of identity or if the invigilator feels there is doubt concerning his or her identity, he or she shall place his or her signature next to his or her name on the list of participants or another designated document in the presence of the invigilator. As soon as possible thereafter, the student must report with valid proof of identity to the examiner or a person designated by the examiner.

5. Assessment of the examination shall only take place if the identity of the student has been determined.
6. The student must have a print-out of the examination registration with him/her at the examination and must show it on request.
7. The student must have the following: blue or black writing pen, pencil (HB) and an eraser.
8. When taking his or her seat, the student must follow the instructions of the invigilator.
9. Students must obey any instructions given by the Examinations Board and/or the examiner or invigilator before the start of the examination, as well as any instructions given while taking the examination section and immediately after the examination, subject to the examination concerned being declared void.
10. Students must be present at the start of the examination. Examiners may decide to admit students arriving late to an examination up to a maximum of 30 minutes after the start of the examination.
11. Students are not allowed to leave the room in which the examination is being held within the first 30 minutes of the start of the examination.
12. No students arriving late may be admitted to the examination after participants have left the room.
13. The student must follow the instructions of the invigilator with regard to toilet visits.
14. Only materials that have been expressly permitted by the examiner may be used during the examination.
15. In lawbooks, only the following are permitted:
 - references to articles in the lawbook
 - markings and underlining
 - tabs: blank or with interpretation of the articles in the lawbook
 This may be checked prior to and during the examination.
16. Students who have a mobile telephone or other electronic device to hand during the examination, fall under the UvA regulations governing fraud and plagiarism. See: <http://student.uva.nl/rechten/az/item/plagiaat-en-fraude.html>.
17. In the event that any particular circumstances occur before, during or after the examination, the invigilators shall draw up a report after the examination has ended, providing a description of the incident.
18. Invigilators shall behave in such a way as not to disturb the students unnecessarily during the examination.

Article 4.4 - Oral examinations

1. Oral examinations are administered in the presence of a second lecturer, unless the Examinations Board determines otherwise.
2. No more than one student will undergo an oral examination at the same time, unless the examiner and the students agree otherwise.
3. A brief report shall be made of the examination held.

Article 4.5 - Assessment

1. Examination is taken to mean any examination per course component of the knowledge, insight and skills of the student, which results in an assessment.
2. Written examinations are marked according to predetermined standards that are set down in writing, which may be modified in light of the correction process.
3. If more than one examiner is involved in the assessment of an examination, the Examinations Board shall ensure that all examiners apply the same standards when assessing the examination. If necessary, the Examinations Board will appoint an examiner who is primarily responsible for the administration of the examinations.
4. The method of assessment shall be such that the student is able to verify how the results of his or her exam have been arrived at.
5. If practical exercises involve several students making a contribution to a single joint assignment, the Examinations Board shall apply the following guidelines:
 - a. Arrangements for the distribution of tasks of the activities to be carried out by the students shall be determined in writing by the examiner or examiners before the activities commence. The distribution of tasks is such that the individual activities of a student can be identified;
 - b. Students will be assessed individually on the basis of the activities that they have carried out.

6. The assessment of the Bachelor's essay shall take place in accordance with the provisions of the Bachelor's Essay Guidelines.
7. The assessment of the Master's thesis shall take place in accordance with the provisions in the Master's Thesis Guidelines.
8. An examination can be taken again. The most recent result applies.

5. Cum Laude

Article 5.1 - Bachelor's Cum Laude

1. The classification 'cum laude' is granted to a final Bachelor's examination that has been obtained, if the weighted or unweighted average of the marks is 8.00 or higher. Components for which no results in figures have been determined and components that were not taken at the Faculty of Law of the University of Amsterdam will not be taken into account.
2. In awarding the classification 'cum laude', exemptions will not be taken into account. No cum laude classification can be awarded if the study programme consists of more than 42 ECTS of exemptions.
3. In the assessment referred to in paragraph 1, only the components of the examination programme will be taken into account.

Article 5.2 - Master's Cum Laude

1. The classification 'cum laude' is granted to a final Master's examination that has been obtained, if the weighted or unweighted average of the marks is 8.50 or higher and no mark lower than 7 was obtained for any of the components. Components for which no results in figures have been determined will not be considered, on the understanding that the joint study load of the components that count towards the cum laude calculation contribute at least 48 ECTS.
2. In the assessment referred to in paragraph 1, only the components of the examination programme will be taken into account.

6. Exemptions

Article 6 - Exemptions

1. A request for exemption from sitting for an examination shall be submitted to the Examinations Board using the form intended for that purpose on the faculty website no later than eight weeks before teaching begins for the relevant component.
2. The request shall be accompanied by authenticated proof of the component obtained elsewhere and a description of it from the Course Catalogue of the year in which the component was obtained. The Examinations Board may request additional information.

7. Retention periods

Article 7 - Retention periods

1. Examination papers and students' answers, including any essays and other written materials for which a (partial) mark has been awarded, shall be retained for at least two years after the result of the examination has been determined.
2. Bachelor's theses or final assignments and Master's theses shall be retained for at least seven years.
3. Lists of marks and diploma supplements, provided with a signature of the chairperson of the Examinations Board, shall be permanently retained.
4. For examination papers and students' answers, including any essays and other written materials for which a (partial) mark has been awarded and examination results, a retention period applies as determined in the DIV (Department of Records and Information Services) matrix for retention periods for qualification documents, see:
<http://medewerker.uva.nl/bestuursstaf-gde/az/a-z/a-z/content/folder/documentaire-informatievoorziening-div/bewaartermijnen/bewaartermijnen.html>.

8. Annual report

Article 8 - Annual report

The Examinations Board shall compile a report of its activities in the previous academic year by 1

December. The Examinations Board shall send copies of the annual report to the Dean. The annual report is a public document.

9. Hardship clause

Article 9 - Hardship clause

The Examinations Board may make exceptions in cases in which the provisions of these Rules and Guidelines have unreasonable or unacceptable repercussions for the student.

10. Appeal procedure

Article 10 - Appeals procedure

If a student does not agree with a decision by an examiner or the Examinations Board, he or she has the option of lodging an appeal against the decision with the Examination Appeals Board within six weeks of that decision. Details of the appeal procedure can be found at <http://student.uva.nl/rechten/az/item/klachten-bezwaar-en-beroep.html>.

11. Amendment

It is only possible to amend these regulations in the course of the ongoing academic year if this does not, in all reasonableness, result in damage to the students' interests.

These regulations take effect on 1 September 2014.

Thus drawn up by the Examinations Board for the Bachelor's and Master's study programmes of the Faculty of Law of the University of Amsterdam on 31 August 2014.

In the event that multiple interpretations of an article are possible as a result of language differences, the Dutch interpretation prevails.