



MODEL RULES AND GUIDELINES FOR THE EXAMINATIONS BOARD

Adopted by decision no. 2015cb0178 of the Executive Board het College dated 1 June 2015

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[] indicates a choice the Examinations Board can make

1. Scope of application

Rules and Guidelines as stipulated in Article 7.12b, third paragraph of the Higher Education and Research Act (WHW), and adopted by the Examinations Board.

These Rules and Guidelines apply to examinations in the Bachelor's and Master's study programmes [and] of the faculty and exist in conjunction with the Teaching and Examination Regulations of these programmes, to be adopted by the dean.

These Rules and Guidelines apply to everyone taking this study programme in this academic year, irrespective of when he or she began the programme.

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 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.

<p><i>Disclaimer:</i> This translation is provided for information purposes only. In the event of a difference of interpretation, the original Dutch version of this document is binding.</p>

3. Composition of the Examinations Board

1. The Examinations Board shall consist of [three] members, all of them experts in the area covered by the study programme. At least one member shall be part of the teaching staff of the programme concerned or one of the programmes for which these Rules and Guidelines are intended. At least one member shall not be associated with the programme. Members of the Executive Board or any person who has any type of financial responsibility in the institution shall not form part of the Examinations Board.
2. The members of the Examinations Board shall be appointed by the dean on the basis of their expertise in the fields covered by the programme.
3. [The Examinations Board shall nominate one of its members, but not the external member, as its chairman. The chairman shall be responsible for the day-to-day affairs of the Examinations Board. If necessary, he shall designate another member to deputise in his absence.]
4. Before the appointment of a member, the dean shall give a hearing to the Examinations Board on the proposed appointment.
5. Members of the Examinations Board shall be appointed for [three] years and may be reappointed.
6. The dean shall ensure that the Examinations Board is able to operate independently and professionally.

4. Duties of the Examinations Board

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

- 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 as the basis for marking and awarding results in interim and final 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 degree certificates, with the diploma supplements appended to them, as proof that the study programme has been successfully completed;
- granting students permission to follow a flexible curriculum, the successful completion of which will lead to the obtaining of a degree;
- issuing certificates for successfully completed examinations to students who have successfully taken more than one examination, but to whom a degree certificate cannot be issued;
- drawing up an annual report on its activities.

5. Work method used by the Examinations Board

1. As a rule, the Examinations Board shall meet [once a month] or whenever the chairman deems such to be necessary. The schedule of meetings will be published in good time. The meetings are not held in public.
2. The dean may add an official secretary to the Examinations Board in order to provide assistance 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 make a decision no later than six weeks of receiving a written petition.

6. Signing up for examination retakes*[adapt to practice at each faculty, supplement to Article 4.1 of the OER]*

Signing up for written examination retakes is in accordance with the prevailing rules.

7. Tests / examinations

1. The questions and assignments included in examinations shall not relate to areas outside the examination subject matter announced in advance. The examination subject matter shall be announced in broad outline before the start of the course that leads up to the examination. The exact extent of the areas covered by the examination shall be published no later than [one month] before the examination in question is held.
2. In the event of an examination retake in a subsequent academic year, the student shall take the examination in relation to the subjects covered in that subsequent academic year, unless the Examinations Board determines otherwise following a request to that effect by the examiner.
3. The Examinations Board shall oversee the quality of all examinations.
4. The duration of examinations shall be such that students can be reasonably expected to have sufficient time to answer the questions.

8. Evaluation

1. Each examination, including oral examinations, shall involve a testing of students' knowledge, understanding and skills by the examiner and an assessment of the results of this test.
2. Written exams shall be assessed according to predetermined standards, which are set down in writing and which may be modified based on 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.
4. The method of assessment shall be such that students are able to verify how the results of their exams have been arrived at.
5. If practical exercises involve several students making a contribution to a single joint assignment, the Examinations Board will apply the following guidelines:
[to be completed]

9. Quality assurance

1. In assuring the quality of all examinations, the Examinations Board shall apply the Assessment Policy Framework [and any faculty assessment policies].

10. Procedure during written examination components

1. When taking an examination, students must show valid proof of enrolment (student card) and a valid identity document with a signature and a photograph bearing a clear resemblance to the holder.
2. The examiner shall ensure that a sufficient number of invigilators are appointed to oversee written examinations and make sure that examinations proceed in an orderly fashion.
3. Students must follow the instructions given by the invigilators.

11. Classifications *[adapt according to faculty practice]*

12. Exemptions*(supplementary to Article 4.7 of the OER) and other requests*

1. Requests for exemptions from sitting an examination must be submitted to the [secretary to the] Examinations Board [using the form intended for that purpose on the faculty/degree programme website] [no later than [six] weeks] before the start of the relevant component.
2. After having sought the advice of the relevant examiner, the Examinations Board may grant an exemption from taking an examination or practical course on the grounds of:
 - a. a successfully completed examination or practical course at higher education level in the Netherlands or elsewhere, the content, level and study load of which correspond to the component for which an exemption is being requested, [or

- b. knowledge and/or skills of similar content, level and scope, acquired outside the field of higher education.]
3. Any student wishing to meet the requirements of any particular examination by studying at another faculty or university, in the Netherlands or elsewhere, must first obtain the approval of the Examinations Board.
 4. Students may ask the Examinations Board for an exemption from taking part in practical work. Such exemptions may be granted to students who have moral objections, for example. The Examinations Board shall decide, in consultation with the examiner, what additional requirements students in this category should meet.

13. Retention periods

The paper versions of Bachelor's theses or final assignments and Master's theses shall be retained for at least seven years. Digital versions shall be retained indefinitely.

For examination papers and model answers, including any essays and other written materials for which a (partial) mark has been awarded and examination results, a retention period shall apply as determined in the DIV (Department of Records and Information Services) matrix for retention periods for qualification documents (Annex 1).

14. 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 a copy of the annual report to the dean. The annual report is a public document.

15. 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.

16. Hardship clause

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

17. Entry into force

These Rules and Guidelines shall enter into force on 1 September 20.....

Adopted by the Examinations Board on

Explanatory notes

General

In accordance with Section 7.12b, paragraph 3, of the Dutch Higher Education and Research Act (WHW), the Examinations Board shall establish rules for the execution of the duties and powers of the Examinations Board, as referred to in Section 7.12b, paragraph 1, of the WHW. These Model Rules and Guidelines for the Examinations Board shall serve as a guide for the Examination Boards in drawing up these rules. For the sake of transparency and clarity at the university, it is recommended that the numbering of the articles in these Model Rules and Guidelines be maintained as far as possible and that any additional articles be placed at the end of the relevant chapter. The Rules and Guidelines must be seen in conjunction with the OER for the relevant study programme, but they are not a part of the OER.

Article 1

WHW: references to articles in the WHW refer to the WHW, including the Strengthening of Quality Safeguards in Higher Education Act.

Article 3

Each study programme or group of study programmes has its own Examinations Board. It is possible for one Examinations Board to be set up for a Bachelor's and Master's study programme. It is also possible to set up one Examinations Board for Bachelor's or Master's study programmes in one domain. The WHW states that, from 1 September 2015, one expert from outside the study programme must be appointed as a member. The 'external' expert may be employed at the same institution. Members of the board of the institution or those with financial responsibilities at the institution may no longer be appointed as members.

The dean shall give a hearing to the members of the current Examinations Board before a new member is appointed.

When appointing members of the Examinations Board, the dean may also nominate a chairman.

Article 5

An administrative secretary shall not be a member of the Examinations Board.

Article 10

For proceedings during the examinations, reference is made to the Examination Room Regulations.

Article 11

An example of a classification scheme is included below.

1. If a student has performed outstandingly or with merit, a 'cum laude' or 'with merit' classification may be awarded.
2. Bachelor's
 - a. To have performed outstandingly (cum laude), a Bachelor's student must have met the following conditions:
 - a mark of at least [7] for every component;
 - a mark of at least [8] for the Bachelor's thesis;
 - the weighted average of all the components, excluding the thesis, must be at least [8].
 - [any other conditions:]

No cum laude classification shall be awarded to any student who has taken more than one examination for [one/two/three] or more components or who has not completed the study programme in the nominal period [plus six months in the case of full-time programmes, [+ one] year in the case of part-time programmes].

In awarding the 'cum laude' classification, exemptions will not be taken into account. No 'cum laude' classification shall be awarded if the study programme consists of more than 60 ECTS of exemptions.

- b. To have performed ‘with merit’, a Bachelor’s student must have met the following conditions:
- a mark of at least [7.5] for the Bachelor’s thesis;
 - the weighted average of all the components, excluding the thesis, must be at least [7].

No ‘with merit’ classification shall be awarded to any student who has taken more than one examination for [one/two/three] or more components or who has not completed the study programme in the nominal period [plus six months in the case of full-time programmes, [+ one] year in the case of part-time programmes].

In awarding the classification ‘with merit’, exemptions shall not be taken into account. No ‘with merit’ classification can be awarded if the study programme consists of more than [60 ECTS] of exemptions.

3. Master’s

- a. To have performed outstandingly (cum laude), a Master’s student must have met the following conditions:

- a mark of at least [7] for every component;
- a mark of at least [8] for the Master’s thesis;
- the weighted average of all the components, excluding the thesis, must be at least [8].

[any other conditions:]

No cum laude classification shall be awarded to any student who has taken more than one examination for [one/two/three] or more components or who has not completed the study programme in the nominal period [plus six months in the case of full-time programmes, [+ one] year in the case of part-time programmes].

In awarding the ‘cum laude’ classification, exemptions will not be taken into account. No ‘cum laude’ classification can be awarded if more than one-third of the study programme consists of exemptions.

- b. To have performed ‘with merit’, a Master’s student must have met the following conditions:

- a mark of at least [7.5] for the Master’s thesis;
- the weighted average of all the components, excluding the thesis, must be at least [7].

No ‘with merit’ classification shall be awarded to any student who has taken more than one examination for [one/two/three] or more components or who has not completed the study programme in the nominal period [plus six months in the case of full-time programmes, [+ one] year in the case of part-time programmes].

In awarding the classification ‘with merit’, exemptions shall not be taken into account. No ‘with merit’ classification can be awarded if more than one-third of the study programme consists of exemptions.

Article 13

Pursuant to Article 7.3, fifth paragraph of the WHW NIEUW (new version), the retention period for examination papers and assignments made in preparation for the examinations shall be at least seven years.

Article 14

The publication of an annual report has been made compulsory pursuant to Article 7.12 b, fifth paragraph, of the WHW.