

Education and Examination Regulations for the Tilburg University Language Centre Open Courses

Section 1: General Provisions

Article 1.1. Applicability of the Regulations

These regulations apply to language courses and programmes offered by the Language Centre at Tilburg University as “open course selection.” Open courses are those courses provided by the Language Centre that are not part of a specific faculty curriculum. Those courses that are a mandatory part of a faculty curriculum are governed by the rules as set by the faculties in their Education and Examination Regulations.

Article 1.2. Definitions

In these regulations, the following definitions apply:

- A. Course Participant: an individual enrolled in one or more of the courses offered as an “Open Course” by the Tilburg University Language Centre.
- B. Student: an individual registered at Tilburg University to take classes or participate in examinations as part of a defined university curriculum.
- C. Member of Staff/Employee: an individual employed by Tilburg University or one of the institutes affiliated with the university.
- D. External: an individual who is neither a student nor a staff member/employee of Tilburg University.
- E. Course: a unit of studies as defined by the Higher Education and Research Act, and offered as a component of the Tilburg University Language Centre open course selection.
- F. Open Course Selection: a set of courses, aimed at improving language proficiency, and published by the Language Centre in the Electronic Guide and posted on the Language Centre website.
- G. Specific entrance requirement (prerequisites): the formal conditions that must be met in order for an individual to be enrolled as a participant in a course.
- H. ECTS credit points: university credit points awarded to students according to the European Credit Transfer System.
- I. Examining Board: committee consisting of the Head of the Language Centre and the coordinators of the departments of the Language Centre.
- J. Examination: the assessment of the knowledge and/or proficiency of an examinee with respect to a course given as part of the Language Centre open course selection programme.
- K. Coordinator: coordinators at the Language Centre are appointed for the departments of Dutch, English, and Other Languages.
- L. Examiner: the individual administering an examination.
- M. Examinee: the individual taking an examination.
- N. Seminar: educational activities and programmes aimed at achieving a predetermined level of proficiency.

Section 2: Organization of the Language Centre Open Course Selection Programme

Article 2.1. Workload and Course Weights

1. The course weight of a given course is expressed in ECTS credit points.
2. All Language Centre courses are three (3) ECTS points or multiples thereof.

Section 3: Examinations

Article 3.1. Examination Periods and Frequency of Examinations

1. Students are given two opportunities to participate in examinations for the courses defined in Article 1.2, subsection f of these regulations.
2. If a course participant has failed to pass the examination for a course after the second round of examinations offered, then the participant is obliged to reregister for the course should that individual wish to be given further opportunity to achieve a passing grade for the course.
3. A course participant who has earned a passing grade for a course but wishes to attempt to improve this grade can participate in the second round of examinations for the course. The highest grade achieved counts as the final grade for the course.
4. Examinations are administered at the time and date determined at the commencement of the course, and following consultation with the course participants.
5. The examination times and dates of a given course are to always be set well in advance of the commencement of a possible follow-up course.
6. The time and date as defined in subsection 4 of this article may only be changed for reasons of force majeure or upon request of all parties involved.
7. If course participants are unable to attend an examination as scheduled according to subsection 4 or 6 for reasons beyond their control, then it is required that the examiner be notified prior to the start of the examination. The course participant can subsequently request a new opportunity to take the examination. Such requests must be made within fifteen (15) working days following the original date of the examination. The notification requirement is waived for those participants who cannot provide notification due to those reasons beyond their control that caused their absence from the examination.

Article 3.2. Forms of Examination

1. The examinations as defined in Article 1.2 subsection f can be written and/or oral examinations.

2. Admission to the final examination of a course can be contingent on conditions set for the course. All courses given by the Language Centre and defined as seminars require of examinees that they have attended at least eighty (80) percent of the classes given.
3. The manner in which the material in a course is to be examined, as well as any conditions set pursuant to admission to the examination are to be published separately for each course in the open course descriptions provided by the Language Centre, or provided to the course participants no later than the first week of the course.
4. The questions and exercises set in an examination must be based on the material dealt with in the course and/or the literature set for the course as a requirement.
5. Examinations are to be administered in Dutch or the language most logically relevant given the nature of the course.
6. The length of an examination is to be such that it can reasonably be assumed that a candidate can complete the examination within the time allotted.
7. Course participants with a predetermined functional disorder are to be given the opportunity to take the examination in conditions adapted to their condition to the degree that this can reasonably be demanded of the Language Centre. Should it be necessary, the Examining Board can seek external professional advice prior to rendering a decision in this regard.

Article 3.3. Registering for Examinations

Registration for examinations is to take place no later than two (2) weeks prior to the date set for the examination.

Article 3.4. Determination and Notification of Examinations Results, and the Right to Review

1. The examiner is required to determine the results of an examination within fifteen (15) working days of the administration of the final component of the examination. The results are to be posted on the Tilburg University website.
2. Course participants are granted a six (6) week period following the announcement of results to inspect their examination papers, and should there be a need be provided with an explanation of the grading of their work.
3. Written examinations are to be archived for no less than one (1) year after the announcement of the results.
4. Course participants are to be properly notified of the right of examination, as stipulated in subsection 2 of this article, as well as of their right to appeal decisions regarding grades to the Examination Appeals Board given that the course in question can be defined as a free elective within the student's curriculum.

Article 3.5. Period of Validity

1. The length of time for which the results of courses are considered valid is in principle indefinite.

2. The length of time for which exemptions from specific entrance requirements are granted is in principle indefinite.

Article 3.6. Invigilation of Examinations

1. In principle, course instructors invigilate the examinations for their courses.
2. The examiner, in first instance, or the departmental coordinator can assign invigilators other than the course instructor. In those cases that course instructors are unable to perform their duties as invigilators, it is their responsibility to provide for qualified and suitable replacements.
3. In examinations with fifty (50) or more participants, it is required that there be at least two (2) invigilators. Examinations with one hundred (100) or more participants require three (3) invigilators.

Article 3.7. Order and Rules of Conduct during Examinations

1. Examinees are required to provide proof of identification, such as a university identification card, passport, or a driver's licence, to the examiner upon request.
2. Examinees are not permitted to leave the examination room sooner than thirty (30) minutes after the examination has commenced.
3. Examinees arriving for the examination after the examination has commenced are not permitted to participate in the examination if any of the participants have at that time handed in their work and left the examination room. Examinees arriving late for the examination have no right to any time to complete the examination beyond the regularly designated end time for the examination.
4. Examinees are not permitted to use any materials to complete an examination other than writing materials, and the materials provided by the examiner, unless otherwise stipulated by the examiner.
5. Examinees are required to use only their own capacities and any literature or other aids stipulated by the examiner in completing the examination. It is not permitted to act in a fashion that would lead to contravening this stipulation, such as reading the answers from a fellow student's answer sheet, soliciting other examinees or fellow students to provide the answers, or to provide answers to fellow examinees. The stipulations as set down in this subsection are likewise applicable to individual papers and essays, and to take-home examinations.
6. Examinees are required to follow the instructions given by the examiner, both as provided prior to the examination, as well as those given during and immediately following the examination. Examiners and invigilators are authorized to give instructions and to perform checks in order to ensure that the examination is proceeding according to the rules. Invigilators are authorized to provide examinees with the materials stipulated in subsection 4 of this article if so requested.
7. Under no circumstances are examinees permitted to commit plagiarism. Plagiarism is defined in the context of these rules and regulations as:
 - Copying ad verbatim from the work of others without specific mention of source.

- Paraphrasing the work of others without clearly stating that this is the opinion or thought of a different individual, and without the proper mention of a source.
- Presenting the ideas or inventions as developed by others as one's own.

With an eye to screening for possible plagiarism, the examiner can request of examinees that written work also be submitted in electronic form.

Article 3.8. Sanctions

1. Examinees who fail to meet the conditions as set in Article 3.7, subsection 1 are to be informed that no grade will be issued for their examination until the Examining Board has satisfactorily determined their identity.
2. Examinees who fail to conform with the stipulations given in Article 3.7 subsections 4, 5, or 6 are to be cited by the invigilator that what has taken place will be written up in a formal report. The examiner or invigilator is responsible for writing up this report and submitting it to the Examining Board. A copy of this report must be sent to the examinee by registered mail.
3. Examinees must be informed that no grade will be issued for the course in question until the Examining Board has rendered a decision, with respect to that which has been reported.
4. If there is a reasonable suspicion the stipulations as set in Article 3.7, subsections 5 or 7, have been transgressed even if such suspicions arise only after the examination has been completed, the case is to be submitted to the Examining Board, in the fashion stipulated in this article.
5. In those cases in which there is a reasonable suspicion that a paper has been submitted that does not meet the demands as set in Article 3.7, subsection 5, a grade will be withheld until it has been determined that the paper in question is not significantly derived from the work of published authors or other students. The course participant can be requested to provide an oral explanation of, or a written supplement to, the work submitted in order to determine its originality.
6. Should examinees act contrary to the stipulations given in Article 3.7, the Examining Board can, in principle, decide that no grade be issued for the course and that furthermore the course participant in question be banned from participation in one or more of the courses offered as part of the Tilburg University Language Centre Open Course selection.
7. Before rendering a decision, the Examining Board is to hear both the invigilator and the examinee.
8. The Examining Board is to issue all decisions in writing and with the provision of the grounds for their decision to both the examiner and the examinee, even if none of the measures as described in subsections 5 or 6 is taken. Examinees are to be notified that they have the right to appeal decisions rendered by the Examining Board to the Examination Appeals Board within thirty (30) days of the decision being rendered, in those cases that the course can be defined as a free elective course in the student's curriculum.

Article 3.9. The Assessment of Examinations

1. Examinees are considered to have passed an examination if their final grade is at least a six (6) and they have met all other course requirements.
2. The final grade for an examination is determined on the basis of the grades received for all of the graded tests given in the course, according to a formula to be determined by the examiners in question, and in compliance with the stipulations as given in subsection 3. The method used to calculate the final grade is to be published in the Open Course Selection course descriptions, or made available to course participants in the first week of the course.
3. The grade given for a test, midterm test, or assignment is expressed in decimals.
4. In the case of a resit examination, the highest grade counts as the final grade.
5. The grade for a course examination is expressed in whole numbers and halves, between one (1) and ten (10), with 10 being the highest possible grade. It is not possible to give a 5.5 as a final grade.
6. A 5.5 is rounded off to a six (6), though only if the true final average achieved is at least a 5.5. If the grade for an examination is based on more than one score, the calculation of the final score is to be based on a weighted and/or averaged formula, and applied for the final grading in the following fashion:
7. A final score of less than a 5.5 will be considered a 5, a grade of a 5.5 will be rounded off to a 6. For all other grades, a 0.25 grade point will be rounded down to the nearest lower whole number, between 0.25 and 0.75 grade points will be rounded off to the half point, and anything more than a 0.75 grade point will be rounded off to the nearest higher whole number.
8. In determining the definition of the grades the following terms apply:
 - 10: Excellent
 - 9: Very good
 - 8: Good
 - 7: Better than average
 - 6: Satisfactory
 - 5: Unsatisfactory
 - 4: Very Unsatisfactory
 - 3: Poor
 - 2: Very Poor
 - 1: Extremely Poor
9. The manner of assessment must be such that the examinee can ascertain how the grade for a specific examination was decided.

Section 4: Admission to Courses and Exemption from Specific Entrance Prerequisites

Article 4.1. Admission

Admission to courses offered as part of the Open Course Selection programme is open to all students and employees of Tilburg University or external candidates who have met the conditions stipulated in "Language Vouchers: Explanations and Conditions," which is available on demand. This document contains the rules pertaining to the right to and use of vouchers and payment for courses at the Language Centre and is published on the Language Centre website.

Article 4.2. Exemption from Specific Entrance Prerequisites

1. Coordinators or instructors delegated by the coordinator can exempt course applicants from specific course entrance prerequisites, if the student does so request.
2. Coordinators or instructors designated by the coordinator are to base their decisions on written evidence provided by the course applicants and/or an evaluation test.
3. All decisions to refuse an applicant's request for an exemption must be justified and explained.

Section 5: The Registration and Administration of Results

Article 5.1. Student Progress Administration

1. The Central Student Administration registers the individual course results achieved by students.
2. The Language Centre registers the results of all other course participants who are not students at Tilburg University and issues certificates to these course participants.

Section 6: Final Provisions

Article 6.1. Amendments

1. Amendments to these regulations can be ratified by the Director of the Office of Student Affairs, subsequent to review by the Head of the Language Centre.
2. No amendments made to these regulations will be enforced in the academic year in which the amendment was ratified unless it can reasonably be assumed that this will not be detrimental to the interests of the students.
3. No amendment can be made to these regulations and thus enforced that can be detrimental to other decisions rendered under the provisions of these rules with respect to an individual student.

Article 6.2. Publication of These Regulations

1. It is the responsibility of the Language Centre to arrange for a proper and effective means of publishing these regulations, and any amendments made to these regulations.
2. These regulations are to be posted on the SSC website
3. All interested parties are to be provided with copies of the documentation as defined in subsection 1 upon request.

Article 6.3. Enactment

These regulations enter into effect as of the 1st of August 2007.

Adopted by the Director of the Office of Student Affairs, on behalf of the Executive Board of
Tilburg University

W.A.A.M. Meuwissen

June 2007

