

Teaching and Examination Regulations for the Tilburg University Language Center Open Courses

Section 1: General Provisions

Article 1.1. Applicability of the Regulations

These regulations apply to language courses and programs offered by the Language Center at Tilburg University as “open course selection.” Open courses are those courses provided by the Language Center that are not part of a specific School curriculum. For those courses that are a mandatory part of a School curriculum, the provisions as set by the Schools in their Teaching and Examination Regulations apply.

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 Center.
- 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: 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 member of staff of Tilburg University.
- e. Course: one of the educational components offered by the Tilburg University Language Center in the “open course selection.”
- f. Open course selection: a set of courses aimed at improving language proficiency and published by the Language Center in the Electronic Guide and posted on the Language Center 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 Center and the coordinators of the departments of the Language Center.
- j. Examination: the assessment of the knowledge and/or proficiency of an examinee with respect to a course given as part of the Language Center open course selection program.
- k. Coordinator: coordinators for the sections of Dutch, English, and Foreign Languages at the Language Center.
- l. Examiner: the person administering an examination.
- m. Examinee: the person taking an examination.
- n. Seminar: educational activity aimed at achieving a predetermined level of proficiency.
- o. Intensive course Dutch as a Second Language (NT2): Each of the intensive courses Dutch as a Second Language (namely: Beginners, Intermediate, and Advanced) is aimed at obtaining the NT2 State Examination program II certificate and, as such, forms a part of the quality mark *Blik op Werk* (civic integration).

Section 2: Organization of the Language Center Open Course Selection Program

Article 2.1. Course Load

1. The course load of a given course is expressed in full ECTS credit points.
2. All Language Center courses are three (3) ECTS credit points or multiples thereof, with the exception of those courses that are offered in the summer.
3. The course load of the courses offered in the summer is 3 or 4 ECTS credit points or a multiple thereof.

Section 3: Examinations

Article 3.1. Periods and Frequency of Examinations

1. Students are given two opportunities to take 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 during the course, in consultation with the course participants.
5. The examination times and dates of a given course are always to 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 the Examining Board to be given 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 Center and defined as seminars require of examinees that they have attended at least eighty (80) percent of the classes given.

3. The exact manner of testing, as well as any conditions for admission to the examination are to be published separately for each course in the open course descriptions, or announced no later than in 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 the required literature set for at the beginning of the course and/or consist of a general level assessment of the given language.
5. Examinations are to be administered in Dutch or in English 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 functional disorder are to be given the opportunity to take the examination in conditions adapted to their condition as much as possible. 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

Course participants who have fulfilled the conditions set for participation of the examination are automatically registered for the examination, unless the lecturer decides differently.

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 digital learning environment and/or through an e-mail sent to the examinee's Tilburg University e-mail address.
2. At their request, course participant are granted a minimum of six (6) weeks following the announcement of the results of a written examination to inspect their examination papers and, if requested, provided with an explanation of the grading of their work.
3. At their request, course participant are provided with an explanation of the grading of their oral examination within a minimum of six (6) weeks following the announcement of results.
4. The right of inspection referred to in subsection 2 of this Article is no longer applicable if formal level assessments are used for which, on behalf of the publisher, there is an obligation of confidentiality. In this case, the examinee has the right to receive brief oral or written feedback.
5. Written examinations are to be archived for at least a minimum of two (2) year after the announcement of the results.
6. 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 period of validity for the results of courses are considered valid is in principle indefinite.
2. The period of validity for exemptions from specific entrance requirements are granted is in principle indefinite.
3. The period of validity for level assessments is in principle one year.

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 section 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 license, 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 due to external circumstances 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 beyond the regularly designated end time for the examination to complete the examination.
4. Examinees are not permitted to use any materials to complete an examination other than writing materials, and the materials (including scrap paper) 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. During the oral or written examination, the examinee is obligated to switch off his or her telephone, tablet, or any other receiver.
7. Examinees are required to follow the instructions given by the examiner, both as provided prior to the examination and 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.
8. Under no circumstances are examinees permitted to commit plagiarism. Plagiarism is defined in the context these regulations as:
 - a. copying ad verbatim from the work of others without specific mention of the source,
 - b. 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,
 - c. presenting ideas or inventions as developed by others as one's own.
9. 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, 6, or 7 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 8 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 Center 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 of this Article. 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 the final examination is expressed in whole numbers and halves, between one (1) and ten (10), with 10 being the highest possible grade.
6. It is not possible to give a 5.5 as a final grade. 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 grade, the calculation of the final grade is to be based on a weighted and/or averaged formula, and applied for the final grading in the following fashion:
7. A final grade of less than 5.5 will be considered a 5, a grade of 5.5 will be rounded off to a 6. For all other grades, less than 0.25 will be rounded down to the nearest lower whole

number, between 0.25 and 0.75 will be rounded off to the half point, and anything more than a 0.75 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 determined.

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

Article 4.1. Admission

1. Admission to courses offered as part of the open course selection is open to all Tilburg University students and employees or external candidates who have met the conditions stipulated in "Language Vouchers: Explanations and Conditions". This document contains the rules pertaining to the right to and use of vouchers and payment for courses at the Language Center and is published on the Language Center website.
2. For the intensive Dutch as a Second Language courses, additional requirements regarding entry and continuation to a higher level are published on the Tilburg University 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 delegated 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 Student Administration (SA) registers the individual course results achieved by students.
2. The Language Center registers the results of all other course participants who are not students at Tilburg University and issues certificates to these course participants.
3. If required, Tilburg University students may, against payment, apply for a certificate at the Student Desk.

Section 6: Final Provisions

Article 6.1. Amendments

1. Amendments to these regulations can be ratified by the Deputy Director Education of Academic Services, subsequent to review by the Head of the Language Center.
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 course participants.
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 course participant.

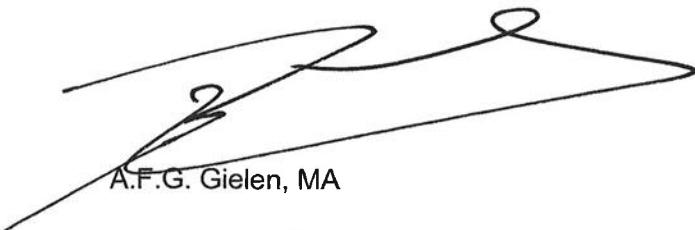
Article 6.2. Publication of These Regulations

1. It is the responsibility of the Language Center 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 Language Center website.

Article 6.3. Enactment

These regulations enter into effect as of August 1, 2017.

Adopted by the Deputy Director Education of Academic Services, on behalf of the Executive Board of Tilburg University

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the bottom.

A.F.G. Gielen, MA

Tilburg, May 2017