

# Education 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 or the Language and Preparatory Program, the provisions apply of the Education and Examination Regulations concerned.

### *Article 1.2. Definitions*

In these Regulations, the following definitions apply:

- a. Course participant: an individual registered in one or more of the courses offered as an “Open Course” by the Tilburg University Language Center.
- b. Student: a person enrolled at Tilburg University to take classes or participate in examinations as part of a defined university curriculum.
- c. Member of staff: a person employed by Tilburg University or one of the institutes affiliated with the university.
- d. External participant: an individual who is neither a Tilburg University student nor a member of staff.
- 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 Course Catalog 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 registered as a participant in a course.
- h. ECTS credit points: university credit points awarded to students according to the European Credit Transfer System.
- i. Examination Board: Board consisting of the Head of the Language Center, an official secretary, and a number of lecturers.
- j. Examination: the assessment, associated with a course offered as part of Language Center open course selection, of the student's knowledge, insight, and skills and the assessment of the results of that examination.  
The assessment involves:
  - answering a question, in writing or orally,
  - the report of work performed, in writing or orally.
- 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 course components offered in the summer is 2 or 3 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(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 a time and date determined during the course concerned.
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 paragraph 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 paragraphs 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 Examination 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(f) can be written (including online) and/or oral examinations as indicated in the corresponding course description.

2. Admission to the 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 seminars given.
3. The exact manner of assessment, as well as any conditions for admission to the examination must 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 content of the examination reflects the material covered in the course, in accordance with the previously published learning objectives and the literature announced at the start of the course, and/or the examination will consist of a general level assessment of the language to be learned.
5. Examinations must be administered in Dutch or in English or the language most logically relevant given the nature of the course.
6. The duration of an examination must 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 disability must be given the opportunity to take the examination in conditions adapted to their condition as much as possible. Should it be necessary, the Examination Board can seek external professional advice before rendering a decision. The deans of students have the authority to investigate the disability.
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*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 Announcement of Examinations Results and the Right of Inspection*

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 must 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. During at least 6 weeks after the announcement of the result of a written examination, the examinee will be given access to his/her assessed work and, at his/her request, an explanation of how the result was arrived at.
3. During at least 6 weeks after the announcement of the result of an oral examination, the examinee, at his/her request, will be given an explanation of how the result was arrived at.
4. The right of inspection referred to in paragraph 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 and video recordings of oral examinations must be stored for at least a minimum of two (2) year after the announcement of the results.
6. Course participants must be properly notified of the right of examination, as stipulated in paragraph 2 of this Article, as well as of their right to appeal against 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.
7. Decisions by the examiner (i.e., decisions regarding examination results) in the Open Courses may be appealed to the Language Center Examination Board for six weeks after they have been published via Osiris Student.

*Article 3.5. Period of Validity*

1. The period of validity of obtained courses is in principle indefinite.
2. The period of validity for exemptions from specific entrance requirements 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 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. The examinee who fails to comply will be notified that no assessment of the examination will be made until the identity of the examinee has been satisfactorily established on behalf of the Examination Board. The invigilator draws up an official report.
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 provision, 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 provisions as set down in this paragraph 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 paragraph 4 of this Article if so requested.
8. In case of irregularities, the Examination Board is authorized to declare an interim test or examination or part thereof invalid for the student, for part of the students, or for all students if a correct assessment of the knowledge, insight, and/or skills of the examinee is not reasonably possible or if the quality of the interim test or examination or part thereof

cannot be guaranteed. In this context, irregularities may include fraud, irregularities caused by lecturers/examiners, students, or third parties, and a technical or non-technical other failure or calamity. The foregoing applies both before and after publication of the grade(s) in Osiris.

*Article 3.8. Fraud*

1. Fraud is defined as the acts or omissions thereof by an examinee that, wholly or partly, render impossible a correct assessment of the knowledge, insight, and skills of the examinee or of a fellow examinee.
2. In any case, the following will be considered fraud.
  - a. The possession during an examination of writings, electronic equipment, or any other means with similar properties or function, the consultation or use of which during the examination is not expressly permitted.
  - b. Cheating on fellow examinees during an examination or exchanging information with them or others in any way, inside or outside the examination hall.
  - c. Impersonating another person during the examination or allowing another person to take the examination in the place of the examinee.
  - d. Switching or exchanging the question and/or answer sheets issued.
  - e. Prior to the examination, putting himself or one or more fellow examinees in possession of questions, assignments, or answers of the examination in question.
  - f. Making changes to the examination after it has been handed in.
  - g. Copying or paraphrasing data, text, reasoning, or thoughts of others in a paper without proper, specified source citations.
  - h. The use of generative AI tools and LLMs, such as ChatGPT, to generate materials for examinations without explicit permission by the examiner.
  - i. The opportunity or incitement of fellow students or fellow examinees to commit fraud.
  - j. Copying or paraphrasing part or all of one's own work produced for another course without the examiner's permission.
3. For the purpose of checking for fraud, the examiner may require the examinee to submit a written paper or a Bachelor's or Master's thesis or other type of written assignment electronically.
4. If fraud or plagiarism is found in a group assignment, this will be attributed equally to each of the group members if they could or should have known that fraud or plagiarism was involved.

*Article 3.9. Procedure and measures in the event of fraud*

1. Examination fraud detected by the examiner or invigilator is immediately communicated to the examinee and a note is made of it on the work to be submitted or handed in by the examinee. In doing so, the examiner or invigilator is authorized to take the materials or equipment used in the fraud as evidence to the extent and for as long as necessary for verification.
2. The examinee will be informed that no assessment of the examination will take place until the Examination Board has decided what consequence it will attach to the observed.
3. As soon as possible after the end of the examination in question the examiner will report to the Examination Board on the detected or suspected fraud using the fraud report form provided for that purpose. The examinee will be sent a copy of the form.
4. Also if, other than during the taking of the examination, the suspicion arises that actions were taken contrary to Article 3.87, paragraph 8, the case will be submitted to the Examination Board in accordance with the provisions of this article.
5. In case the suspicion arises that a violation of Article 3.8 has been acted upon in the writing of papers, the grade is withheld until assurance is obtained that the submitted work was not derived from studies provided by fellow students or other authors. The student

- may be asked to demonstrate the originality of the submitted work by means of an oral explanation or additional assignment.
6. The Examination Board gives the examinee the opportunity to respond to the fraud report. The examinee shall do so in writing or orally at his/her discretion.
  7. Depending on the seriousness of the fraud committed, and taking into account the principles of equality and proportionality, the Examination Board imposes one or more of the following measures:
    - a. refraining from assessment;
    - b. excluding the student from taking a resit for the course taken;
    - c. denying the student the right to take part in one or more courses in the open course selection for a period of up to one year, to be determined by the Examination Board.
  8. All measures mentioned in paragraph 9 may be recorded in the student's personal file.
  9. The Examination Board may take into account the circumstance of previous fraud committed by the candidate in the examination when determining a measure as referred to in paragraph 4.
  10. The Examination Board informs the examinee and the examiner of its decision in writing and with reasons, even if one of the measures referred to in paragraph 9 is not taken. The examinee is hereby also informed that, within 30 days after notification of the Examination Board's decision, he may lodge an appeal against it with the University's Examination Appeals Board, at least insofar as it concerns courses that can be listed as free electives within the student's curriculum.

*Article 3.10. 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 interim exams administered in the course according to a formula to be determined by the examiners in question and in compliance with the provisions as given in paragraph 3 of this Article. The method used to calculate the final grade must be published in the open course selection's course descriptions or made available to course participants in the first week of the course.
3. The grade given for a test, interim exam, or assignment is expressed in decimals.
4. In the case of a resit, 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 must 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, at the request of the student.
2. Coordinators or instructors delegated by the coordinator must 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 course participants other than students and issues certificates to these course participants.
3. If desired, Tilburg University students can request a digital certificate through the Student Desk.
4. The Language Center automatically awards an edubadge with the appropriate level to all participants who pass a course,

## **Section 6: Final Provisions**

### *Article 6.1. Amendments*

1. Amendments to these Regulations can be ratified by the Deputy Director Education of Academic Services, after hearing 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.

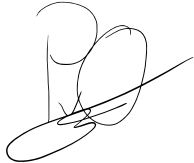
*Article 6.2. Publication of These Regulations*

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 must be posted on the Language Center website.

*Article 6.3. Entry in Force*

These Regulations enter into force as of August 1, 2023.

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



P.H. van Oosterhout

Tilburg, August 2023