

## **RULES AND GUIDELINES OF THE EXAMINING BOARD OF THE PROGRAMS OF THE TILBURG SCHOOL OF SOCIAL AND BEHAVIORAL SCIENCES, 2013-2014**

### **Article 1 Jurisdiction**

These rules apply to (preliminary) examinations of all bachelor's and master's programs of the Tilburg School of Social and Behavioral Sciences, referred to hereafter as: the programs.

### **Article 2 Definition of terms**

In these rules and guidelines the following definitions apply:

1. The Law: de Wet op het Hoger onderwijs en Wetenschappelijk onderzoek (WHW, "the higher education and academic research act");
2. Examination Regulations: the teaching and examination regulations of the programs of the Tilburg School of Social and Behavioral Sciences;
3. Examination: the total of successfully taken preliminary examinations of all courses that make up the program concerned, possibly supplemented by an assessment of the knowledge, insight and skills of the examinee by examiners that are being assigned by the Examining Board;
4. Preliminary examination: a part of the examination through which the knowledge, insight and/or skills of the examinee with regard to a certain subject of the program is being assessed;
5. Test: a part of a preliminary examination;
6. Examinee: the person subjecting his/herself to a (preliminary) examination;
7. Student: a person who has been registered at the university for receiving instruction and/or taking the (preliminary) examinations in one or more programs;
8. Examining Board: a board established by the Dean of the Tilburg School of Social and Behavioral Sciences in correspondence with the law, article 7.12, that bears amongst others specific responsibility for safeguarding the quality of (preliminary) examinations;
9. Examiner: a staff member appointed by the Examining Board, in charge of teaching the program in the department concerned, or a specialist from outside the university who is being pointed out in consideration of taking and assessing preliminary examinations;
10. Graduation committee: a committee consisting of (at least) two examiners of the program concerned, established for the assessment and signing of the bachelor's or master's certificate. Apart from the tutoring instructor (first assessor) the graduation committee consists of (at least) a second assessor, who is nor has not been involved in the actual tutoring of the graduation research.

### **Article 3 Policy/guidelines Examining Board**

1. Any teacher/examiner is required to be fully aware of the guidelines of the Examining Board with respect to exam policy and quality. These will be made available by the Examining Board on a special webpage.
2. In the case of policy changes of the Examining Board, teachers/examiners will be informed via newsletter.

### **Article 4 Composition of the Examining Board and appointment of its members**

1. The appointment of members of the Examining Board is being based upon their expertise with regard of the respective (group of) program(s) of the School. At least one member participates in one of the (group of) program(s). Prior to the appointment of a new member, the Dean of the School will consult the Examining Board.
2. Unless a (deputy) chair-person has/have been assigned by the Dean, The Examining Board points out a (deputy) chairperson from its members.

### **Article 5 Day-to-day workings of the Examining Board**

The chair-person of the Examining Board or his/her deputy is responsible for the day-to-day workings of the board.

## **Article 6 Annual Report**

The Examining Board will write an annual report of its activities. The board will hand this report to the Executive Board of Tilburg University or the Dean of the Tilburg School of Social and Behavioral Sciences.

## **Article 7 Time limits for decisions**

1. The Examining Board decides on a written request within 20 working days after the reception of the request.
2. Regarding a request for admission in a (pre-)master's program the Examining Board will decide within 30 working days, counting from the moment a complete request has been received.

## **Article 8 Terms for guarding preliminary examinations and tests**

The elaborations of written preliminary examinations and tests should be kept for two years. After this period the test elaborations will be destroyed.

## **Article 9 Determining the final result of an examination**

The Examining Board determines the result of the examination. Before the result of the examination is being determined the Examining Board itself or a by the Examining Board appointed expert can make an inquiry into the knowledge of the student with regard to one or more of the courses or aspects of the program, if and in so far de results of the preliminary examinations involved give cause for such an action.

## **Article 10 Judicium**

1. In case the examinee has performed "cum laude" (with honours) or "met genoegen" (with distinction) during the examination, a predicate will be granted.
2. An examinee in a bachelor's program has performed "cum laude" if he has achieved an average grade of at least 8.0 for all individual courses of the examination and a grade of at least 8.0 for his bachelor's thesis. An examinee in a master's program has performed "cum laude" if he has achieved an average grade of at least 8.0 for all individual courses of the examination, none of the grades lower than 7.0 and a grade of at least 8.0 for his master's thesis.
3. An examinee in a bachelor's program has performed "met genoegen" if he has achieved an average grade of at least 7.5 for all individual courses of the examination and a grade of at least 7.5 for his bachelor's thesis. An examinee in a master's program has performed "met genoegen" if he has achieved an average grade of at least 7.5 for all individual courses of the examination and a grade of at least 7.5 for his master's thesis.
4. In determining the average grade the grades of the individual courses of the examination are being weighed according to their study load.
5. When issuing the certificate of a bachelor's program no predicate will be granted if the student has acquired exemptions for 60 ECTS credits or more. When issuing the certificate of the master's program no predicate will be granted if the student has acquired exemptions for 20% or more of the total number of ECTS credits of the master's program.
6. The requirement that has been mentioned in paragraph 2 of this article regarding the bachelor's thesis applies to bachelor's students who have started their program as of the academic year 2006/07. The requirement that has been mentioned in paragraph 3 of this article regarding the master's thesis applies to master's students who have started their program as of the academic year 2008/09. For students who have started their program earlier the requirement regarding the thesis does not apply. The other requirements for a predicate are applicable for all students.

## **Article 11 Surveillance**

1. Supervising written preliminary examinations is part of the teaching assignments of any department.
2. Student-assistants or PhD students will only act as supervisors in the presence of a professor, assistant or associate professor.

3. As a rule, the surveillance at the preliminary examination takes place by one or more external supervisors at the responsibility of the examiner who is in charge of the part of the preliminary examination concerned.
4. Supervisors act as representatives of the Examining Board or the examiner in question.
5. The surveillance during preliminary examinations can be further specified in a surveillance regulation of the program concerned.

#### **Article 12 Discipline during a (preliminary) examination**

1. In order to take a preliminary examination examinees should be present at the time and place indicated for the examination on the exam notification.
2. Examinees who are not present in time at the start of the preliminary examination may still take it if they arrive no more than thirty minutes after the starting moment, although for them too the examination will still finish at the scheduled end-time. Examinees who arrive at a later moment than half an hour after the start of the preliminary examination, will be excluded and they will not be admitted entrance to the room of the examination.
3. Examinees should take the place assigned to them as shown in the exam notification, with the exception of those cases in which the invigilator gives other instructions.
4. Examinees are not permitted to leave the hall until thirty minutes after the start of a preliminary examination.
5. The Examinee is obliged to present identification by means of the registration certificate. If requested so, he must also present his call-up card. In case of a written preliminary examination or test he must sign the attendance list.
6. During the preliminary examination or the test the examinee is not allowed to carry books, notes, digital resources or other matters, as referred to in article 12, paragraph 2, sub a, unless the Examining Board or the examiner has decided otherwise. Cell-phones must be turned off and may not be located on or around the tables.
7. During the preliminary examination or the test the examinee is not allowed to have any other materials, amongst others those referred to in article 12, paragraph 2, sub a, on the table besides that which has been handed to him (including scrap paper), unless the Examining Board or the examiner has decided otherwise.
8. The examinee is obliged to follow any instructions of the Examining Board or the examiner that have been published before as well as given during or directly after the preliminary examination or test. Supervisors have the authority to give instructions and execute checks in favour of due procedure during the examination or test.
9. During a preliminary examination or the test the examinee should only use his own capabilities and any literature the use of which has been specifically allowed by the Examining Board or the examiner during the preliminary examination or test. Any actions contrary to this, such as copying from fellow-students, carrying forbidden notes or literature, giving information to fellow-students or provoking such, are strictly forbidden.
10. If so instructed by the supervisor the examinee is obliged to hand any materials as referred to in paragraphs 4 and 5. These materials will be returned to the examinee as soon as possible, after having been examined by the supervisor or if necessary having been photocopied. In special circumstances the supervisor can keep the materials until a decision by the Examining Board has been made, in accordance with article 14 of this regulation.
11. In order to check if plagiarism or fraud has occurred the examiner can compel an examinee to hand a paper, thesis, report of a traineeship or any other written assignment electronically as well.
12. After completion of the preliminary examination or after the examination period has elapsed the examinees must hand in the assignments, together with the answer sheet and any jotting paper. Examinees are not permitted to take such papers with them. Any exceptions to this rule are indicated on the front sheet of the examination.

#### **Article 13 Fraud**

1. Fraud is defined as any act, whether purposeful or proceeding from negligence, on behalf of an examinee, which results in an impediment of any kind to forming an objective judgement concerning the examinee's knowledge, understanding and/or abilities.

2. Acts that are designated as fraud include:
  - a. At the time of an exam, the possession of any written material, electronic device or any other medium whatsoever having similar characteristics or an equivalent function, the use or consultation of which during an exam has not been expressly permitted;
  - b. During an exam, looking at and/or copying fellow examinees' work or exchanging information with them in any way whatsoever, whether inside or outside the exam room;
  - c. At the time of an exam, misrepresenting oneself as another person or allowing another person to take the exam in place of the examinee;
  - d. Substituting the question and/or answer forms that are provided for the purpose of the exam or exchanging these forms with others;
  - e. At any time prior to an exam, possession of and/or provision to one or more fellow examinees of questions, information or answers pertaining to the exam in question or of any other information that has been forbidden by the Examining Board or the examiner;
  - f. Making any changes to the exam subsequent to its having been submitted;
  - g. With respect to a thesis or other project, the incorporation of any data, text, arguments or ideas that are not one's own; that is: plagiarize; This will be the case if:
    - parts of the work of others have been copied literally or have been paraphrased inadequately, and/or;
    - parts of the work of others have been paraphrased without indicating that it concerns the opinion or ideas of another person, and/or;
    - elaborated ideas or findings of others are being presented as one's own ideas of findings.
  - h. With respect to research as carried out in connection with any project, including the thesis, purposeful manipulation or misrepresentation of research findings; It is not permitted to commit fraud while conducting research. This is the case amongst others, if:
    - data used in the research are being twisted, made up or selectively presented in an irresponsible way; points of view,
    - interpretations and conclusions of others are presented in a twisted manner on purpose.
  - i. At any time providing opportunities or inducement for fellow students or examinees to commit fraud.
  - j. Using one's own existing work or part of one's own existing work already done for another course (self plagiarism), without the permission of the examiner;
  - k. Registering for or participating in a test from which the examinee has been barred by the Examining Board for fraud;
3. If plagiarism is discovered in group work, the plagiarism will be attributed to each of the group members equally. The burden of disproving plagiarism rests on the group members individually.

#### **Article 14 Anti-Plagiarism Software**

1. The Tilburg School of Social and Behavioral Sciences uses Ephorus anti-plagiarism software. With a view to checking for plagiarism and/or cheating the examiner may require the examinee to submit a written paper in electronic form as well.
2. The papers which have been checked by means of the anti-plagiarism software are stored in a database. This database is the property of Tilburg University and is updated by Ephorus to include the documents added by Tilburg University.
3. The database referred to in paragraph 2 is a so-called 'closed' database which can be consulted only on the basis of another document. Lecturers and staff of Tilburg University who have obtained permission for this purpose from the University on account of their position may submit papers for checking.

#### **Article 15 Sanctions**

1. The examinee who does not comply with the stipulation of article 12, fifth paragraph will be informed that no assessment of the preliminary examination will take place until the Examining Board has sufficiently established the examinee's identity. The examinee whose

name does not appear on the attendance list provided by the Centrale Studenten Administratie for the preliminary examination in question and who cannot produce a call-up card, will be excluded from taking the preliminary examination.

2. If the examinee does not comply to the stipulation of article 12, third to tenth paragraph, the supervisor will inform him that an official report of the observed will be made. Furthermore, the supervisor will make a note of the observed on the work of the examinee that has to be or has been handed in.
3. In case the second paragraph of this article applies, it will be brought to the attention of the examinee that his preliminary examination will not be assessed until the Examining Board has decided what the consequences of the observed will be.
4. In case article 13, paragraph 2, section g or j applies, the grade will be withheld until it has been excluded with certainty that no (self) plagiarism or fraud has been committed. The student can be requested to give evidence of the originality of the work handed in by an oral explanation or a supplementary assignment.
5. If the examiner or supervisor observe any fact on the ground of which a suspicion arises that an examinee has acted against article 13, then this will be presented to the Examining Board in accordance with the stipulation of this article.
6. The examiner shall make a report to the Examining Board as soon as possible after the exam in question regarding the established or suspected incidence of fraud, for which the special fraud report form should be used. The examinee will receive a copy of this form.
7. Before taking a decision the Examining Board gives the examinee and the supervisor or the examiner the opportunity to be heard by the board. The examinee may (also) respond in writing if desired.
8. If the examinee has acted against article 12, sixth, seventh or ninth paragraph, the Examining Board can decide definitively that no assessment will take place.
9. If the examinee has acted against article 12, eighth or tenth paragraph and if the Examining Board is of the opinion that instructions have been given in all fairness, the board can decide that no assessment will take place.
10. If it has been sufficiently established that any form of fraud, as referred to in article 13 has taken place, then the Examining Board shall also impose one or more of the following measures, depending on the seriousness of the fraud committed and giving due consideration to the principles of equal rights under the law and proportionality:
  - a. In all cases the exam in question shall be declared invalid;
  - b. Exclusion of the examinee from one or more (preliminary) examinations of the university for a period of at least three months and one year at the most;
  - c. In the event of fraud committed in connection to a thesis, the measure of writing a new thesis.
  - d. The Executive of the University can, on the recommendation of the Examining Board, decide to permanently end the registration of the student concerned in his/her program.
11. In determining a sanction, as referred to in paragraph 10 of this article, the Examining Board can take into consideration any prior incidents of fraud committed by the examinee.
12. The Examining Board informs the examinee and the examiner of his decision in writing and duly motivated, also if no sanctions as referred to in paragraph 10 have been taken. The examinee will be informed of his right to appeal against the decision of the Examining Board at the Examination Appeal's Board of the university within six weeks after he has received notice of the decision of the Examining Board.

#### **Article 16 Content of the preliminary examination**

1. The questions and assignments in preliminary examinations will not exceed the sources published in advance from which the examination subject has been derived.
2. The examiner will provide the examinees with sample questions and the model answers, no later than one week before the exam.
3. The questions and assignments must represent the examination subject in a well-balanced way.
4. The preliminary examination must represent the goals of the program with respect to the content as well as the form.

5. The instruction as well as the questions and assignments of a preliminary examination must be clear and must contain sufficient indication as to the required detail in the students' answers.
6. Some considerable time before the preliminary examination the Examining Board or the examiner will publish the manner in which the preliminary examination will be taken.
7. The student who has taken a course in the previous academic year and who has not been able to participate in one or more preliminary examinations, can request of the Examining Board to take the preliminary examination on the examination subject as it has been determined in that year with respect to the course in question.

#### **Article 17 Granting of special requests with regard to examination facilities**

1. Students with functional limitations (disabilities) can file a request for special examination facilities through the Digital Report Desk Functional Limitations. Students are obliged to supply evidence of their specific limitations.
2. Requests and documents testifying to the student's functional limitations filed at the Digital Report Desk Functional Limitations are evaluated by the Student Dean.
3. The Student Dean is authorized to decide on behalf of the Board of Examiners in individual requests where the functional limitations and the requested examination facilities are specified in the protocol drawn up for that purpose.
4. A decision as specified in subsection 3 is an intended decision. An intended decision automatically becomes a definitive decision after 14 days, unless the student concerned disagrees with the intended decision and files a motivated request in writing with the Student Dean within the term specified, to reconsider the intended decision.
5. Having received a request for reconsideration, the Student Dean will take an official decision in consultation with the Board of Examiners within 4 weeks.
6. If the student's functional limitation and/or the requested examination facility is not specified in the protocol regarding special exam facilities for students with functional limitations, the Student Dean will forward the request as soon as possible to the Board of Examiners, which will subsequently decide on the request.
7. Students can lodge an appeal against a final decision with the Board of Appeals for Examinations within six weeks.

#### **Article 18 Peer review**

The formulation of written tests and examinations is subject to peer review. The peer gives his opinion about the comprehensibility and quality of the content of the tests and examinations.

#### **Article 19 Guidelines on examining**

1. With each new course is a specification table (test matrix) made for the examinations.
2. Each written test or exam must have a marking plan, which must include an example answer and a detailed scoring plan, in order to ensure an unambiguous marking system.
3. For the examination of a thesis, an examination form must be used which is made available to students beforehand. The Graduation Committee for both Bachelor and Master programs must consist of the thesis supervisor (the First Examiner) and at least one other examiner who has not been involved in the actual supervision of the thesis research.

#### **Article 20 Assessment**

1. The examinee has passed the final examination if all grades of the courses of the examination amount to at least six and if all obligations of the program have been met.
2. The final result of a preliminary examination which consists of several tests is made up by the results of these separate tests. The examiners determine the weight of the separate results of the tests and publish this in advance.
3. The assessment of a preliminary examination will be expressed in grades with intervals of 0,5. When calculating the mean overall grade, grades between 5 and 6 will be rounded off to 6 if the grade equals 5,5 or higher. All other means will be rounded off to 5. If one has taken a course of another School, one will be considered having passed that course if one can prove one has passed according to the rules valid in that School.

4. In the assessment of courses of the examination the grades have the following meaning: 10'excellent, 9'very good, 8'good, 7'amply sufficient, 6'sufficient, 5'insufficient, 4'very insufficient, 3'bad, 2'very bad, 1'extremely bad.
5. In certain cases the examiner can refrain from giving a grade after consulting the Examining Board and can give an assessment in terms of sufficient/insufficient, passed, not passed, or complied/not complied with the obligations.
6. The assessment of written preliminary examinations will take place on the basis of and in accordance with pre- established objective criteria, determined in writing. If the assessment of tests is between scores of 1 to 10 instead of grades, the results must contain an indication of the sufficient/insufficient mark.
7. An examinee must be able to check the manner in which the result of the assessment has taken place.
8. For retakes the highest grade is valid.

#### **Article 21 Criteria**

When making decisions the Examining Board accepts the following criteria as guidelines:

1. Maintaining the requirements of quality and selection;
2. Requirements of efficacy, amongst others directed at:
  - limiting loss of time for those students that make higher progress with their program;
  - ceasing the program in time by those students who will probably not pass a(n) (preliminary) examination;
3. Guarding students from taking a study load that is too large for them;
4. Fairness towards students who through certain circumstances beyond their fault have encountered a study delay.

#### **Article 22 Reporting requirement**

If a teacher/examiner is put under pressure by the management at any time during the examination process at the expense of quality, he or she is required to report this to the Chair or the Vice-Chair of the Examining Board.

#### **Article 23 Changes of the Rules and Guidelines**

Changes of these Rules and Guidelines may not concern the present academic year, unless this does not unreasonably impair the interests of students.

#### **Article 24 Unforeseen circumstances**

In cases for which these Rules and Guidelines do not apply, the Examining Board will decide

#### **Article 25 Coming into operation**

These Rules and Guidelines will enter into force on September 1, 2013.

Adopted by the Examining Board of the Tilburg School of Social and Behavioral Sciences,  
On May14th, 2013.