

RULES AND GUIDELINES OF THE EXAMINING BOARD OF THE PROGRAMMES OF THE FACULTY OF SOCIAL AND BEHAVIOURAL SCIENCES 2009-2010

Article 1 Jurisdiction

These rules apply to (preliminary) examinations within all bachelor's and master's programmes of the faculty of social and behavioural sciences, referred to hereafter as: the programmes.

Article 2 Definition of terms

In these rules and guidelines the following definitions apply:

1. Examination Regulations: the teaching and examination regulations of the programmes of the faculty of social and behavioural sciences;
2. Examination: the total of successfully taken preliminary examinations of all courses that make up the programme 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;
3. 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 programme is being assessed;
4. Test: a part of a preliminary examination;
5. Examinee: the person subjecting his/herself to a (preliminary) examination;
6. Student: a person who has been registered at the university for receiving instruction and/or taking the (preliminary) examinations in one or more programmes;
7. Examining Board: a board established by the Dean of the faculty of social and behavioural sciences for the taking of examinations and for the organisation and coordination of the preliminary examinations of the programmes being offered by the faculty of social and behavioural sciences. The members of the examining board shall be appointed from the members of the staff who are in charge of teaching the programmes in the department concerned, in such a way that all programmes are being represented.
8. Examiner: a staff member appointed by the examining board, in charge of teaching the programme in the department concerned, or a specialist from outside the university who is being pointed out in consideration of taking and assessing preliminary examinations;
9. Graduation committee: a committee consisting of (at least) two examiners of the programme 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 Day-to-day workings of the Examining Board

The Examining Board appoints one of its members to be responsible for the day-to-day workings of the board.

Article 4 Number of persons present at oral preliminary examinations

As a rule an oral preliminary examination is being taken individually. With the approval of the examinees concerned an examiner may decide that a certain oral preliminary examination will be taken by then together.

Article 5 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 programme, if and isofar de results of the preliminary examinations involved give cause for such an action.

Article 6 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 programme 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 programme 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 programme 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 programme 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 programme 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 programme 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 programme.
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 programme 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 programme as of the academic year 2008/09. For students who have started their programme earlier the requirement regarding the thesis does not apply. The other requirements for a predicate are applicable for all students.

Article 7 Dates for the preliminary examinations

1. Written preliminary examinations are being taken in the periods that have been determined by the examining board before the start of the academic year, having heard the examiners concerned.
2. The concurrence of the dates on which preliminary examinations are being taken, will be avoided as much as possible.
3. Changing the times as referred to in the second paragraph will only take place in case of emergency.
4. Oral examinations are being taken on a date to be determined by the examiner(s), if possible after consulting the examinee.
5. That which is stipulated in the fourth paragraph will be applied as much as possible to other than oral or written preliminary examinations.

Article 8 Registration

1. Registration for a preliminary examination takes place at the Centrale Studentenadministratie (DEA-SA, "Central Student Administration"). This registration takes place in accordance with the guidelines determined by the Centrale Studentenadministratie.
2. The examining board can allow exceptions to the stipulation of the first paragraph concerning the place and time on which the registration must have taken place.

Article 9 Exemption

1. A request for an exemption of taking a preliminary examination must be submitted to the examining board in writing and well motivated.
2. Unless a request must be rejected on formal grounds, the examining board will hear the examiner(s) concerned before deciding on the request made.
3. A negative regulation on the request made will be motivated.
4. The examining board takes a decision within one month after receiving the request. In calculating this term any academic holiday is eliminated. After the decision has been made the applicant will be notified within one week.

Article 10 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 programme concerned.

Article 11 Discipline during a (preliminary) examination

1. 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.
2. 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, 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.
3. 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, on the table besides that which has been handed to him (including scrap paper), unless the examining board or the examiner has decided otherwise.
4. 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.
5. 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.
6. If instructed so 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 13 of this regulation.
7. 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.

Article 12 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 without appropriate indication of the source in accordance with the generally accepted standards in the field of the Social and Behavioural Sciences; that is: plagiarize; This will be the case if:
 - parts of the work of others have been copied (almost) literally without mentioning sources, and/or;
 - parts of the work of others have been paraphrased without indicating that it concerns the opinion or ideas of another person and without mentioning sources, 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.

Article 13 Sanctions

1. The examinee who does not comply to the stipulation of article 11, first 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 11, second until sixth 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 12, paragraph 2, under g applies, then the grade will be withheld until it has been excluded with certainty that no 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 12, 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, in the case of a paper, 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 11, second, third or fifth paragraph, the examining board can decide definitively that no assessment will take place.
9. If the examinee has acted against article 11, fourth or sixth 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 12 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 group assignment, in principle, the individual group members will be separately held responsible;
 - d. In the event of fraud committed in connection to a thesis, the measure of writing a new thesis.
11. In determining a measure, 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 four weeks after he has received notice of the decision of the examining board..

Article 14 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 questions and assignments must represent the examination subject in a well-balanced way.
3. The preliminary examination must represent the goals of the programme with respect to the content as well as the form.
4. 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.
5. 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.
6. 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 15 Duration of the preliminary examination

The duration of written preliminary examinations is three hours, unless the examiner responsible publishes or gives instructions to publish otherwise before the beginning of the examination, or unless it is announced otherwise on the instruction page of the preliminary examination.

Article 16 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 programme have been met.
2. The final result of a preliminary examination which consists of several tests is made up by the resultst 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. A 5,5 grade may not be allocated to any preliminary examination. In calculating the mean overall grade, grades between 5 and 6 will be rounded off to 6 if it is 5,8 or higher. All other means will be rounded off to 5. If one has taken a course of another faculty, one will be

considered having passed that course if one can prove one has passed according to the rules valid in that faculty.

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 in accordance with objective criteria, determined in writing. If the assessment of tests is between scores of 1 to 10 in stead 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 17 Criteria

When making decisions the Examining Board applies 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 programme;
 - ceasing the programme 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 18 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 19 Unforeseen circumstances

In cases for which these Rules and Guidelines do not apply, the examining board will decide

Article 20 Coming into operation

These Rules and Guidelines become effective on September 1, 2009.

Laid down by the Examining Board of the Faculty of Social and Behavioural Sciences,
20 mei, 2009