

Rules and Guidelines
Bachelor's, Master's and Educational Master's Programs
Tilburg School of Humanities and Digital Sciences
2019-2020

NB Text shaded in yellow differs from the text included in the Rules and Guidelines document for the Research Master's Programs of the Tilburg School of Humanities and Digital Sciences.

Rules and Guidelines as referred to in Article 7.12, paragraph 3 of the Dutch Higher Education and Research Act (*Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek – WHW*), to be established by the Examination Board.

These Rules and Guidelines apply to the (final) examinations of all Bachelor's, Master's and Educational Master's programs offered by the School of Humanities and Digital Sciences and are linked to the Education and Examination Regulations of these degree programs, to be adopted by the Dean.

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Article 1 Definitions

In these Rules and Guidelines, the following definitions apply:

- **Examination Board:** the Examination Board in the sense intended by the law, for all **Bachelor's, Master's, and Educational Master's** degree programs of the School. Members of the Examination Board are tenured members of the scientific staff involved in lecturing or other educational activities. The chairperson is an assistant, associate, or full professor (*UD/UHD/Hoogleraar*). Members and chairperson are appointed by the Dean, having heard the members and chairperson of the Examination Board;
- **Examinee:** the person who takes an examination or a final examination;
- **Examiner:** the person who, on behalf of the Examination Board, is entitled to administer an examination or a final examination. Those appointed at Tilburg University as lecturer [1] are also examiner in the sense intended by Article 7.12c of the Higher Education and Research Act (HERA);
- **Final examination:** the collection of examinations of the program passed by the examinee, possibly extended with an investigation into the knowledge, the insights,

[1] Tenured and non-tenured Lecturer or Assistant/Associate/Full Professor; PhD candidate under supervision of Lecturer or Assistant/Associate/Full Professor.

and the skills of the examinee, conducted by examiners appointed by the Examination Board;

- Examination: the investigation into the knowledge, the insights, and the skills of the examinee with respect to a certain course/unit of study of the program, as well as the assessment of the results of that investigation;
- Test: an interim investigation into the knowledge, the insights, and the skills with respect to a certain course/unit of study of the program, as well as the assessment of the results of that investigation;
- Student: the person enrolled at the university to receive instruction and/or take examinations that are part of the program.

Article 2 Duties and day-to-day management

The Dean appoints the Examination Board. This Board is responsible for:

- Guaranteeing the quality of the examinations and final examinations without prejudice to the provisions in Article 7.12c of the Higher Education and Research Act (HERA),
- Determining the regulations and directions within the framework of the Education and Examination Regulations, as referred to in Article 7.13 of the Higher Education and Research Act (HERA), to assess and determine the results of examinations and final examinations,
- Administering final examinations,
- Organizing and coordinating examinations,
- Granting requests for admission to the programs and requests for free programs,
- Granting requests for exemptions from taking one or more examinations.

The secretary is responsible for the day-to-day management of the affairs of the Examination Board. Each year, the Examination Board compiles a report of its activities. The Examination Board presents this report to the Dean.

Article 3 Administering final examinations or parts of examinations

1. Each final examination, examination, or part of an examination comprises the investigation into the knowledge, the insights, and the skills of the examinee with

respect to a certain course/unit of study of the program, as well as the assessment of the results of this investigation.

2. This investigation and this assessment are carried out by the Examination Board, or by examiners appointed by the Examination Board.
3. If the same part of a final examination is examined and assessed by more than one examiner, either at the same time or not, the Examination Board will see to it that the examiners use the same norms/standards of assessment. If necessary, the Examination Board will appoint a primarily responsible examiner.
4. Determining whether the conditions for admission to the final examination or one or more of its components have been met is a matter for the Examination Board or for the examiner.

Article 4 Dates on which examinations are administered

1. Having consulted the examiners concerned, the Examination Board, prior to the beginning of the academic year, determines the dates on which the written examinations are to be administered.
2. In determining the dates as referred to in paragraph 1, precautions are taken to prevent examinations from coinciding. The start times between two examinations of the compulsory curriculum are 24 hours apart if possible.
- 3a. In the case of simultaneous scheduling of tests or examinations to be taken by a student within one study program and of tests or examinations to be taken by a student due to a covenant study program (e.g., double degree of Liberal Arts and Sciences - Dutch law), it is the responsibility of the student to notify the Examination Board of this at least 4 weeks before the examination date. If possible, the Examination Board will take this into account when determining the starting times of tests or examinations. However, no rights can be derived from this.
- 3b. No alternative examination opportunity will be offered for the simultaneous scheduling of tests or examinations to be taken by a student because of the simultaneous enrollment in two programs.
4. If students can prove to have been unable to attend at a time and place specified in paragraph 1 due to circumstances beyond their control, this inability to attend must have been reported to the secretary of the Examination Board prior to the scheduled time of the examination in question. If the inability to attend was reported in time or if reporting in time was impossible due to circumstances beyond the student's control, the student can file a written request to the Examination Board in which the student can ask for an alternative opportunity for the first attempt/resit within 15 working days after the scheduled date (as specified in paragraph 1). In case the student submits a request for an alternative opportunity for the first attempt, the Examination Board initially refers the student to the scheduled time of the resit. The Examination Board may ask the lecturer involved for advice.

5. Oral examinations are held on a date to be determined by the examiner or examiners concerned, if possible, after consultation with the examinee.
6. A change to a time as referred to in paragraph 1 will only take place in the event of force majeure, e.g., due to the unavailability of the required examination room.
7. The provisions of paragraph 5 apply mutatis mutandis as much as possible to examinations other than written or oral examinations.

Article 5 Last course resit

1. A student who has passed all but one of the examinations of a Bachelor's program or who is exempt from taking one of the examinations and has completed the Bachelor's thesis with a satisfactory result is entitled, under the conditions set out below, to a one-off additional examination opportunity in the course in question.
The conditions are as follows:
 - a. the delay is caused by the last remaining course to be obtained from the compulsory program;
 - b. The study load of this last course is a maximum of 6 ECTS credits;
 - c. the student has in any case taken part in the last two examinations of the course in question;
 - d. The student has in any case obtained at least a 3 in both attempts.
2. With the exception of the clause set out in Article 4.4 of these Rules in Guidelines, this is the only ground that TSHD has for additional examinations. Requests for extra examination opportunities on other grounds are, therefore, very rarely granted.

Article 6 Granting of special requests with regard to examination facilities

1. Students with disabilities can file a request for special examination facilities through the Digital Registration Desk for Disabilities. Students are obliged to supply evidence of their specific disabilities.
2. Requests and documents testifying to the student's disabilities filed at the Digital Registration Desk for Disabilities are evaluated by the Dean of students/dean of students.
3. The dean of students is authorized to decide on behalf of the Examination Board in individual requests if the disabilities and the requested examination facilities are specified in the protocol drawn up for that purpose.
4. A decision as specified in paragraph 3 is a proposed decision. A proposed decision automatically becomes a definitive decision after 14 days unless the student concerned disagrees with the proposed decision and files a motivated request in writing to the dean of students within the term specified to reconsider the intended decision.

5. Having received a request for reconsideration, the dean of students will take an official decision in consultation with the Examination Board within 4 weeks.
6. If the student's disability and/or the requested examination facility is not specified in the protocol regarding special exam facilities for students with disabilities, the dean of students will forward the request as soon as possible to the Examination Board, which will subsequently decide on the request.
7. Students can lodge an appeal against a final decision with the Examination Appeals Board within six weeks.

Article 7 Registration for examinations

1. Registration for written examinations takes place through the Internet. This registration takes place in accordance with the guidelines drawn up by the Central Student Desk.
2. Registration for oral examinations takes place by filling out the relevant form, in consultation with the examiner in question.
3. To be admitted to a final examination, the examinee has to submit the relevant form at the Central Student Desk, together with any other required papers, no later than three weeks before the desired graduation date.

Article 8 Exemptions for courses/components of the final examination

1. Any request to be exempted from the obligation to take the examination of a certain course/component of the final exam of the program must be filed with the secretary of the Examination Board.
2. The Examination Board will take a motivated decision after consulting with the lecturer in question, within a month of receiving the request, (or, if this period of time falls partly or entirely within the academic recess period, within a month after the recess has ended). The applicant will receive a written notification of the decision.

Article 9 The language in which final examination/components of the final examination are conducted

1. The final examination or components thereof are conducted in **Dutch** or in another language determined by the nature of the course in question.
2. Any requests by examinees to complete the examinations of one or more courses/components of the final examination in another language than the language referred to in paragraph 1 must be submitted to the Examination Board at least two months before the date of the examination.

Article 10 Questions and assignments, content, and duration of the examinations

1. Examinees must reasonably be able to answer the questions and assignments of the examination on the basis of the previously announced sources determining the material to be studied for the examination. These sources are for the most part announced before the start of the course that prepares students for the examination. The exact designation of the material to be studied is announced one month prior to the date of the examination at the latest.
2. In the case of the course is offered again in preparation for an examination, the examinee takes the examination on the material that is set for that particular examination, unless the Examination Board decides differently at the request of the examiner and/or the examinee.
3. The duration of each examination is long enough for the examinee to answer the questions within reason. In principle, the allotted time for written examinations is 2.5 hours. Tests administered during of the semester are allotted a maximum time equivalent to two lectures (1.5 hours).
4. The examiner will give the examinees the opportunity, if possible and well in advance of the test or examination, to study sample questions or an example of a comparable test of examination, including the answer key.

Article 11 Oral examinations

An examiner can only decide with the consent of the person to be examined to convert a previously announced method of examination into an oral examination.

Article 12 Invigilation at examinations

1. In principle, invigilation during an examination is carried out by the examiner in charge of course/the examination component.
2. Supervisors other than the examiner are initially appointed by the examiner or Examination Board and act on behalf of the examiner or Examination Board in question. Student assistants are only allowed to invigilate in the presence of and under the supervision of a member of the scientific staff, i.e. the lecturer responsible. If, for urgent reasons, the lecturer in question is detained, he or she must arrange for one (or more) authorized invigilator(s).
3. If there are 50 participants or more, at least two invigilators must be present. If there are 100 participants or more, at least three invigilators must be present.

Article 13 Order during examinations

1. Examinees are not allowed to leave the room until half an hour after the start of the examination.
2. If, due to delays beyond their control, examinees enter the room after the start of the examination, they can only be handed the questions or assignments if none of the other examinees have already handed in their papers and left the room(s). Delayed examinees have no right to hand in their work any later than the scheduled time determined for the end of the examination.
3. At the request of or on behalf of the Examination Board, examinees are obliged to identify themselves by means of their student card, passport, or driving license. The examinees who do not meet this requirement will be informed that no assessment of the examination will take place until the identity of the candidate has been satisfactorily established on behalf of the Examination Board.
4. At written examinations, examinees have to sign the attendance list. Examinees must take the numbered seat assigned to them by the Central Student Administration, and indicated on the notification (card) they received. Examinees who are not on the list supplied by the Central Student Administration that lists the names of those who have registered for the exam and who are also unable to show a notification (card), are excluded from participation in the exam in question.
5. During a written examination, examinees are not allowed to have within their reach any books, readers, notes, etc. except for writing materials and any materials (including scrap paper) handed to them on the spot, unless it has been decided otherwise on behalf of the Examination Board or the examiner.
6. During the examination or part thereof, examinees are only allowed to make use of their own capacities and of the literature and the equipment allowed by the Examination Board or the examiner. It is forbidden to engage in activities that are not in accordance with this, such as cheating, copying things from fellow students, providing information to fellow students or inviting them to do so. This provision also applies to the writing of individual papers and take-home examinations (plagiarism and fraud during the conduct of research).
7. *For the Culture Studies Bachelor's program, the Philosophy Bachelor's program, the Culture Studies Master's program and the Philosophy Master's program:*
With due regard for the provisions in the previous paragraph and provided the nature of the subject of the thesis allows it, to be determined by the examiner, the research for a **Bachelor's, Master's or Educational Master's** thesis can also be prepared and conducted by two students working together. The point of departure is that both students write their own theses and that in accordance with the rules for reference to sources each of them refers to the other's thesis. The two theses are assessed separately.
For the joint parts of the research process and/or the final result in the form of thesis texts, both students are equally responsible. In consultation with the examiner, the division of tasks between the students is made explicit, and a justification is given in

both theses specifying which of the two students is responsible for which (part of the) research questions and which elements. The preface explicitly states for which elements the students are jointly responsible and which elements they are individually responsible. The elements prepared and carried out by the students separately must be recognizable as separate sections or chapters.

8. Examinees are obliged to follow the instructions of the Examination Board or of the examiner published prior to the examination, as well as any instructions given during or immediately after the examination. Invigilators are authorized to give instructions and carry out checks to ensure proper order during the examinations. Invigilators are authorized to ask examinees for any form of identification mentioned in paragraph 3.

Article 14 Fraud

1. Fraud is understood to mean the act or omission thereof by examinees resulting in making proper assessment of their knowledge, insight and skills partly or totally impossible.
2. In any case, the following are considered instances of fraud:
 - a. Possessing, during an examination, written material, electronic equipment, or any other device with similar characteristics or functions, the consultation or use of which is not explicitly allowed during the examination.
 - b. Copying things from fellow examinees during an examination or in any way exchanging information with them or others, inside or outside the examination room.
 - c. Posing as another person during an examination or having oneself represented by another person during an examination.
 - d. Changing the distributed question and/or answer forms, or exchanging them with others.
 - e. Prior to the examination, providing yourself or one or more fellow examinees with questions, assignments or answers for the examination in question.
 - f. Making changes in the examination after it has been handed in.
 - g. Taking from or paraphrasing data, texts, argumentations, or thoughts from others in a thesis or other project without proper reference to the sources.
 - h. Making up, manipulating, or misrepresenting research data, either or not with the intention of deception while conducting (thesis) research.
 - i. Allowing or encouraging fellow students or fellow examinees to commit fraud.

- j. Copying or paraphrasing one's own existing work, in whole or in part, already done for another course, without the permission of the examiner.
3. With an eye to checking for possible forms of fraud, the examiner can oblige the examinee to turn in a written project or a Bachelor's, Master's or Educational Master's thesis or any other kind of written assignment electronically as well.

Article 15 Procedure and sanctions in case of fraud

1. When fraud is established by the examiner or invigilator, the examinee is informed about this immediately, and the examiner or invigilator indicates this on the work to be submitted by the examinee. The examiner or invigilator is authorized to take in as evidence any of the materials or equipment used to commit fraud, insofar as and for however long as is necessary for proper verification.
2. As soon as possible after the examination is finished, the examiner reports to the Examination Board on the established or suspected fraud using the special fraud report form intended for the purpose. A copy of this form is sent to the examinee.
3. The chairperson of the Examination Board offers the examinee the opportunity to react to the fraud report. The examinee can choose to do this orally or in writing.
4. Depending on the seriousness of the fraud committed and in compliance with the principles of legal equality and proportionality, the Examination Board imposes one or more of the following measures:
 - a. In all cases, the examination in question will be declared invalid;
 - b. If the fraud concerns the writing of a final thesis, a new thesis will have to be written ^[2];
 - c. Exclusion of the examinee from one or more examinations of the university for a period of at least three months and for a maximum of one year;
 - d. Proposing to the Executive Board the definitive termination of the enrollment in the program of the person concerned.
5. In determining the measure as referred to in paragraph 4, the Examination Board can take into account any fraud previously committed by the examinee.
6. The Examination Board immediately informs the examinee of its decision in writing with reference to the possibility of appeal to the Examination Appeals Board (*College van Beroep voor de Examens*, CBE), within 6 weeks after the announcement of the decision.

^[2] This measure may be interpreted as having been indicated under 'a', but the concept of examination not only includes the writing of a thesis, but also its defence. Thus, the writing of a thesis is not equivalent to an 'examination'. Hence the inclusion of this specific provision.

Article 16 Assessment of examinations and components of examinations

1. Assessment grades are expressed in whole numbers or halves (0 – 0.5 – 1 – 9 – 9.5 - 10), 10 being the highest. For some components, a testimonial can be given instead of a grade.
2. The grade 5.5 is not a possible final grade. It is rounded up to a 6. This will only be done however, if the true grade scored is at least a full 5.5 when not rounded off. If a course/component contains subcomponents, then, in accordance with Article 15, paragraph 1, the final assessment grade is determined as the mathematical average of the results scored on the subcomponents, the resulting grade being rounded off as follows:
if the resulting grade $\geq 4,75$ and < 5.5 , then the final assessment grade is rounded down to 5.0;
if the resulting grade ≥ 5.5 and < 6.25 , then the final assessment grade is rounded up to 6.0;
in all other cases: < 0.25 is rounded down, ≥ 0.25 to < 0.75 are rounded up/down to 0.5, ≥ 0.75 is rounded up.
3. If passing a subcomponent is a (course) requirement, the result scored on that subcomponent is calculated as an assessment grade (see paragraph 1). If a subcomponent does not necessarily have to be passed in order to pass the course/component as a whole, the result scored on the subcomponent is not rounded off.
4. In assessment, the grades given have the following meaning:

10	Excellent/Flawless
9	Outstanding
8	Good
7	Satisfactory / Fair
6	Sufficient / Pass
5	Insufficient / Fail
4	Quite insufficient
3	Poor
2	Very poor
1	Extremely poor
5. Grading is transparent and takes place in such a way that examinees can check how the result of their examination was established.
6. The Examination Board can determine that, on conditions to be set by the Board itself, not every separate examination will have to be passed in order for the Board to decide that the final examination has been passed.

Article 17 Inspection

1. During a period of 20 working days, starting on the day of publication of the results of a examination that was not conducted orally, examinees can ask the examiner in question for an inspection opportunity. This meeting takes place at a place and time to be determined by the examiner.
2. If a collective inspections opportunity is organized by on behalf of the Examination Board, examinees can only file a request as referred to in paragraph 1 if they have been present at this inspection opportunity and have motivated their request, or, if due to circumstances beyond their control, they have not been able to attend this inspection opportunity.
3. The provisions in paragraph 2 apply equally if the Examination Board or the examiner offers the examinees the opportunity to compare their answers to the model answers.
4. The Examination Board or the examiner can allow for deviations from the rules defined in paragraphs 2 and 3.

Article 18 Determining the result of the final examination

1. Examinees will have passed the final examination of the program if all the grades scored on the components of the final examination are at least 6.0 and all the requirements have been met.
2. As of September 1, 2015, the highest result achieved will count in the event of a resit. If a sufficient final grade has been obtained for an examination component, the student may only take part in one other examination opportunity for that examination part at the most.
3. For the Bachelor's and Master's thesis, the final grade is the rounded mathematical average of the assessment of the examiner appointed by Examination Board (first reader) and that of the second examiner (second reader). The final grade is rounded off as specified in article 15, paragraphs 2 and 3.
4. After all the components of the final examination have been completed, the Examination Board determines the result of the final examination. The Examination Board is obliged to check whether an academic distinction (*judicium*) as specified in Article 19 can be awarded.

Article 19 The certificate and the list of grades

1. To certify that the final examination has been completed successfully, the Examination Board awards a certificate. The certificate is signed by the thesis supervisor and by the examiner/examiners.

2. When the certificate is officially presented to the examinee, he or she will also receive a separate list of grades.

Article 20 Academic distinction

1. If in the course of their final examination examinees have shown outstanding competence, a distinction is awarded.
2. **Bachelor's programs**
 - a. A Bachelor's student has performed with the highest distinction (*summa cum laude*) if the student has obtained an average of at least a 9 for all components of the final examination and a grade of at least a 9 for the Bachelor's thesis.
 - b. A bachelor's student has performed excellently (*cum laude*) if he/she has obtained an average grade of at least 8 for all components of the final examination and a grade of at least 8 for the Bachelor's thesis.
 - c. A Bachelor's student has performed with merit (*met genoegen*) if he/she has obtained an average grade of at least 7.5 for all components of the final examination and a grade of at least 7.5 for the Bachelor's thesis.
 - d. **In determining the average grade, the study load of each component is taken into consideration.**
 - e. **In determining the distinction, any exemptions awarded by the Examination Board are not taken into consideration.**
 - f. Students who started their study program in the academic year 2019–2020 or later may not be awarded a distinction if the student has been granted exemptions for more than 20% of the study load of the final examination.
 - g. **For students who started the program as of the academic year 2019–2020, no distinction will be awarded if more than 10% of the study load of the final examination was obtained in a resit.**
3. **Master's and Educational Master's programs**
 - a. **For the Educational Master's programs:**
A Master's student has performed with the highest distinction (*summa cum laude*) if he/she has obtained an average grade of at least 9 for all components of the final examination and no grade lower than 8.
For the other Master's programs:
A Master's student has performed excellently (*summa cum laude*) if he/she has obtained an average grade of at least 9 and no less than 8 for all components of the final examination and a grade of at least 9 for the Master's thesis.

- b. *For the Educational Master's programs:*
A Master's student has performed excellently (*cum laude*) if he/she has obtained an average grade of at least 8 and no grade lower than 7 for all components of the final examination.
- For the other Master's programs:*
A Master's student has performed excellently (*cum laude*) if he/she has obtained an average grade of at least 8 and no lower than 7 for all components of the final examination and a grade of at least 8 for the Master's thesis.
- c. *For the Educational-Master's courses:*
A Master's student has performed with merit (*met genoeg*) if he/she has obtained an average grade of at least 7.5 for all parts of the final examination.
- For the other Master's programs:*
A Master's student has performed with merit (*met genoeg*) if he/she has obtained an average grade of at least 7.5 for all components of the final examination and a grade of at least 7.5 for the Master's thesis.
- d. In determining the average grade, the study load of each component is taken into consideration.
- e. In determining the distinction, any exemptions awarded by the Examination Board are not taken into consideration.
- f. No distinction is awarded if a student has been awarded exemptions amounting to 20% or more of the total number of ECTS credits of the Master's program.
- g. For students who started the program as of the academic year 2019–2020, no distinction will be awarded if more than 10% of the study load of the final examination was obtained in a resit.
4. In exceptional cases, the Examination Board may grant a distinction for average grades and/or grades that differ from the average grades and/or grades referred to in the previous paragraphs.

Article 21 The right to appeal

1. A student who objects to the treatment and/or the assessment thereof during an oral examination, to the assessment of a written examination or paper, or, finally, to the treatment or the assessment during an examination can submit an objection to the Examination Board. The Examination Board will respond to the complainant within 6 weeks after submission of the objection. If, in the eyes of complainant, the response does not provide a satisfactory solution, the student can lodge a written and motivated appeal to the Examination Appeals Board within 6 weeks after the date of the decision by the Examination Board.

2. Before appealing to the Examination Appeals Board as referred to in paragraph 1, students have to communicate their objection to the person who administered/assessed the examination/paper.
3. Lecturers must keep copies of examinations for at least two years after the date on which the results of the examinations were determined. Thereafter, these documents must be destroyed.
Theses and other final projects that have been successfully completed must be kept by the institution for at least seven years.
4. If a student lodges a request or an appeal with the Examination Board that involves an examiner who is a member of the Examination Board, the examiner in question does not take part in dealing with the request or appeal.

Article 22 Amendments to these Rules and Guidelines

No amendments that apply to the current academic year will take place, unless the interests of examination candidates or examinees are not reasonably harmed by them.

Article 23 Unforeseen circumstances

1. In exceptional individual cases in which applying the Rules and Guidelines would lead to situations of extreme unfairness, the Examination Board has the power to make an exception in favor of the student.
2. In cases not provided for by the Rules and Guidelines, the Examination Board decides.

Article 24 Entry into effect

These Rules and Guidelines enter into effect on September 1, 2019.

Adopted by the Examination Board on April 17, 2019.