

Rules and Guidelines
Bachelor's, Master's and Educational Master's Programs
Tilburg School of Humanities and Digital Sciences
2022-2023

Rules and Guidelines as referred to in Article 7.12b, paragraph 3 of the Dutch Higher Education and Research Act (HERA), 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 (with the exception of the Research Master's program) 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 (except the Research Master's Program). Members of the Examination Board are members of the scientific staff involved in lecturing or other educational activities. One member is a so-called 'external member' who is not involved in the 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 are also examiner in the sense intended by Article 7.12c of the HERA. The Examination Board may appoint temporary examiners who do not have a teaching appointment at Tilburg University;
- final examination: the collection of examinations of the program passed by the examinee, possibly extended with an investigation into the knowledge, the insights, 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;
- component: a unit of study of the program within the meaning of the law, article 7.3;
- 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 take the education and/or take examinations and the final examination 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 7.12b 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 7.12b of the Higher Education and Research Act (HERA), to assess and determine the results of examinations and final examinations;
- administering final examinations;

- safeguarding the quality of the organization and procedures concerning examinations and the final examination;
- processing requests for free education programs;
- processing 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 Method of submission and time limit for a decision regarding requests to the Examination Board

1. The student can submit a request or a question to the Examination Board using the appropriate form on the website. If there is no form available for the request or question, the student can submit their reasoned question or request, including their student number and study program, to the Examination Board by e-mail.
2. In principle, the Examination Board decides on a request, submitted in accordance with paragraph 1, within 30 working days after receipt. In July and August this period may be longer.
3. If a request to the Examination Board is not sufficiently substantiated with the information and documents required for the assessment of the request, the Examination Board may decide not to process the request further, provided the applicant has had the opportunity to complete the request within a term set by the Examination Board.
4. The applicant will be informed of the decision of the Examination Board by e-mail.

Article 4 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, 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 5 Dates on which examinations are administered

1. Having consulted the examiners concerned, the Examination Board prior to the beginning of the semester, determines the dates on which the examinations (in whole or in part, in writing or orally, or in the form of a digital assessment) 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.
3. In the case of two or more tests or examinations being scheduled on the same day it is the responsibility of the student to notify the Planning Department of this at least 22 working days before the examination date. If possible, the Planning Department will take this into account when determining the starting times of tests or examinations. However, no rights can be derived from this.

In the case of scheduling of tests or examinations on the same date and time, it is the student's responsibility to notify the Examination Board. 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 enrolment in two programs, or two courses of different years. Similarly, no alternative examination opportunity shall be offered for simultaneous scheduling of tests or examinations to be taken by a student in courses that are part of a minor.

4. 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 or a technical failure. The Planning Department will reschedule the exam in cases of force majeure, if necessary, in consultation with the examiner(s).

Article 6 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. it concerns the last remaining course to be obtained from the compulsory program. (Compulsory) electives and minor courses are not part of 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. Exam opportunities that have taken place during an approved exchange program are not taken into account;
- d. the student has in any case obtained at least a 3 in both attempts;
- e. the student who meets the conditions listed in paragraph a. through d. in the fall semester must submit a request no later than March 1 of the academic year in question. The student who meets the conditions listed in subsections a. through d. in the spring semester must submit a request no later than August 1 of the academic year in question.

2. Paragraph 1 states the only ground TSHD has for additional examinations. Requests for extra examination opportunities on other grounds are, as a rule, not granted.

Article 7 Granting of special requests regarding examination facilities due to a disability

1. Students with disabilities can file a request for special examination facilities through the form on the website. Students are obliged to supply evidence of their specific disabilities.
2. Requests and supporting documents submitted are evaluated by the 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 8 Registration for examinations

1. Registration for (written) examinations takes place through Osiris Student. This registration takes place in accordance with the guidelines drawn up by the Student Desk.
2. Participation in examinations is only open to the student who has registered in time and in the prescribed manner.
3. Registration for oral examinations takes place in consultation with the examiner in question.
4. Bachelor's students: the diploma will be automatically printed when all grades required for graduation are registered and processed in Osiris by the Student Administration. The student does not have to make a request for it but will receive a notification by e-mail.
5. Master's students: when the student has passed all the mandatory courses and is nearing the completion of the thesis, they can apply for their degree certificate online. It is possible to apply for the ceremony up until 3 weeks before the date of the ceremony.

Article 9 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's office of the Examination Board in accordance with the form provided for this purpose.
2. The Examination Board will take a motivated decision after consulting with the lecturer in question, in accordance with the decision period laid down in Article 3 of these Rules and Guidelines.

Article 10 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 English depending on the language in which the course in question is taught. The language of the examinations is determined annually and specified in Osiris Catalog.
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 11 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 course materials to be studied for the examination. These course materials are for the most part announced before the start of the course that prepares students for the examination. The topics and level of the materials to be studied is announced ten days before 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. The maximum allotted time for written examinations is 2.5 hours. Interim tests taken during a lecture will have the time of the lecture.
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 12 Oral examinations

An examiner can only decide to convert a previously announced method of examination into an oral examination after approval of the Examination Board.

Article 13 Invigilation at examinations

1. In principle, invigilation during an examination is carried out by the examiner in charge of the 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, they 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 14 Order during examinations

1. Examinees are not allowed to leave the room until half an hour after the start of the examination.
2. If the examinee is not present on time, they are allowed to take part in the examination or test up to a maximum of thirty minutes after the start of the examination. Examinees who are more than half an hour late will be denied access to the examination or test. 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. The invigilator will make an official report.
4. At written examinations, examinees must sign the attendance list. Examinees must take the numbered seat assigned to them by the Student Administration and indicated on the notification they received. In principle, the Examination Board will decide to invalidate the test or examination of an examinee who is not listed on the attendance list provided by the Student Administration, or when the examinee has not signed the attendance list.
5. During an examination and/or test, examinees are not allowed to have within their reach any electronic aids, 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. This provision also applies to the writing of individual papers and take-home examinations (see Article 15).
7. For the Online Culture Bachelor's program, the Cognitive Science and Artificial Intelligence Bachelor's program and the Culture Studies 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 a thesis, 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.
9. In case of irregularities, the Examination Board is authorized to declare a midterm or examination or part thereof invalid for a student, for a part of the students or for all the students if a correct assessment of the knowledge, insight and/or skills of the examinee on that midterm or examination or part thereof is not reasonably possible or if the quality of the midterm or examination or part thereof cannot be guaranteed. In this context, irregularities may include fraud; irregularities caused by teachers/examiners, students or third parties; and a technical or non-technical failure or calamity. The foregoing applies both before and after publication of the grade(s) in Osiris.

Article 15 Fraud

1. Fraud is understood to mean the act or omission thereof by examinees resulting in making proper assessment of their or a fellow examinee's 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 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.
 4. If fraud or plagiarism is found in a group assignment, it will be attributed equally to each of the group members if they could or should have known that fraud or plagiarism was occurring.

Article 16 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 Examination Board offers the examinee the opportunity to react to the fraud report. The examinee can 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. giving the student a warning;
 - b. declaring the examination in question invalid;
 - c. determining that a new thesis must be written if the fraud concerns the writing of a final thesis¹;
 - d. precluding graduation with an academic distinction (summa cum laude, cum laude, or with merit)
 - e. excluding the examinee from the course to which the examination taken belongs;
 - f. excluding 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;

¹ This measure may be interpreted as having been indicated under 'b', 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.

- g. proposing to the Executive Board the definitive termination of the enrolment in the program of the person concerned.
5. All measures listed in paragraph 4 will be recorded in the student's personal file.
6. In determining the measures as referred to in paragraph 4, the Examination Board can take into account any fraud previously committed by the examinee.
7. The Examination Board promptly 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.

Article 17 Assessment of examinations and components of examinations

1. Assessment grades are expressed in whole numbers or halves (1-1,5 ... 9 - 9.5 -10), 1 being the lowest and 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 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 18 Inspection

1. During a period of 30 working days, starting on the day of publication of the results of an 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 but should always take place before the resit.
2. If a collective inspection opportunity is organized by or 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 19 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 based on 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 17, 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 21 can be awarded.

Article 20 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 master's program certificate is signed by the examiners involved in the thesis assessment. The bachelor's program certificate is signed by the chair and a member of the Examination Board.
2. When the certificate is officially presented to the examinee, they will also receive a separate list of grades, and the Diploma Supplement.

Article 21 Academic distinction

1. If a student has 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 they have 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 genoeg) if they have 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.

3. Master's programs

- a. For the Educational Master's programs (1-year):
A Master's student has performed with the highest distinction (summa cum laude) if they have 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 they have 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 (1-year):
A Master's student has performed excellently (cum laude) if they have 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 they have 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 programs (1-year):
A Master's student has performed with merit (met genoeg) if they have 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 they have 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.
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 22 Retention period for examinations and theses/final projects

1. Examiners must keep copies of examinations for at least two years from the date the results of the examinations were determined.
2. Theses, and other final projects that have been successfully completed must be kept by the institution for at least seven years. Thereafter, these documents must be destroyed.

Article 23 Appeal

1. Appeals against decisions of the Examination Board may be lodged with the Examination Appeals Board, as referred to in Article 7.61 of the Law, during six weeks after they have been announced to the student in writing (by e-mail).
2. Appeals against decisions of the examiner (i.e. decisions concerning examination and test results) may be lodged with the Examination Appeals Board, as referred to in Article 7.61 of the Law, during six weeks after they have been published via Osiris Student.

Article 24 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 25 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 favour of the student.
2. In cases not provided for by the Rules and Guidelines, the Examination Board decides.

Article 26 Entry into effect

These Rules and Guidelines will enter into effect on September 1, 2022.

Adopted by the Examination Board on June, 27, 2022.