

**Rules and Guidelines**  
**Bachelor's, Master's and Educational Master's Programs Tilburg**  
**School of Humanities and Digital Sciences**  
**Language and Preparatory Program at Tilburg University**  
**Language Center.**

**2023-2024**

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.

The Rules and Guidelines for the Language and Preparatory Program at Tilburg University Language Center, as referred to in Article 7.4.5a, paragraph 3 of the Education and Vocational Education Act (WEB) have been integrated in the Rules and Guidelines for the Bachelor's, Master's, and Educational Master's programs of the School of Humanities and Digital Sciences.

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## Article 1 Definitions

'The definitions of the Education and Examination Regulations 2023-2024 Bachelor's programs School of Humanities and Digital Science, the Education and Examination Regulations 2023-2024 Master's programs School of Humanities and Digital Sciences, and of the Education and Examination regulations of the Language and Preparatory program.

For the purpose of these Rules and Guidelines, the following definitions apply:

- Examination Board: the Examination Board in the sense intended by article 7.12. paragraph 2 of the Act<sup>1</sup>, 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 and is appointed by the Examination Board as referred to in article 7.12c of the Act.
- Lecturer: the (junior) lecturers, assistant professors/lecturers, associate professors, and full professors of the programs and other persons designated by the (Vice-) Dean for Education
- Participant: the person who is registered by the municipality for and participates in the Language and Preparatory Program at Tilburg University Language Center.
- College voor Toetsen en Examens (CvTE) is responsible for the quality and level of the State Examination NT2 and administering the exams.
- Dienst Uitvoering Onderwijs (DUO) of the Dutch Ministry of Education, Culture and Science oversees the quality and level of the Kennis van de Nederlandse Maatschappij (KNM) exam and is responsible for administering the examinations.

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<sup>1</sup> Act: Higher Education and Scientific Research Act (HERA).

## 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) and for the Language and Preparatory Program without prejudice to the provisions in Article 7.4.5a. of the WEB<sup>2</sup>;
- establishing guidelines and directions for assessing and setting institutional examinations for the Language Preparatory Program, as referred to in article 7.4.5a of the WEB;
- 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;
- objectively and competently determining whether a student meets the conditions for obtaining a diploma, a certificate or a declaration for the Language Preparatory Program as referred to in article 7.4.6a of the WEB as well as awarding or issuing these;
- administering final examinations;
- setting institutional 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 and presents its report to the Dean. The Examination Board reports on the quality of the assessments taken in the Language and Preparatory Program based on the standards referred to in Article 7.4.4 of the WEB and presents its report to the Head of the Language Center.

The Examination Board may mandate the official secretary to communicate and sign decisions of the Examination Board. To this end, the Examination Board provides the official secretary with a written mandate, containing the frameworks and general instructions regarding the exercise of the mandated authority.

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<sup>2</sup> WEB: Civic Integration Act 2021 (Wet inburgering 2021)

### **Article 3 Method of submission and time limit for a decision regarding requests to the Examination Board**

1. Both the student and the participant 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. To request an exemption for a course, the student submits the request through OSIRIS Student.
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. Designation of examiners**

1. Those who are appointed at Tilburg University as lecturers are also examiners within the meaning of Article 7.12c of the Act. The Examination Board may designate temporary examiners who do not have an appointment as a lecturer at Tilburg University.
2. The Examination Board keeps a list of the examiners referred to in the first paragraph.
3. In order to be designated as an examiner, the person in question has obtained an UTQ or is in the process of obtaining an UTQ.
4. The administration of assessments and the determination of their results is conducted only under the responsibility of an examiner. The examiner may take feedback given to the examinee or to the examiner by a third party involved in a practical assignment, internship or thesis assignment, into account in the assessment.
5. For a program offered in collaboration with another institution, those designated by that institution for assessment shall be designated as examiners.
6. The quality and level of the State Examination NT2, which is part of the Language and Preparatory program, is overseen by the CvTE that is also responsible for administering the examinations.
7. The course Kennis van de Nederlandse Maatschappij (KNM), which is required to complete the Language and Preparatory program, is part of the civic integration program offered by DUO. DUO oversees the quality and level of the Kennis van de Nederlandse Maatschappij (KNM) exam and is responsible for administering the examinations.

### **Article 5. Revocation or suspension of designation as an examiner**

The Examination Board may revoke or suspend an examiner's designation if the examiner is no longer lecturing at Tilburg University or, in the opinion of the Examination Board, is not properly performing the role of examiner.

### **Article 6 Administering examinations or parts of examinations**

1. Each 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 an 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 examination or one or more of its components have been met is a matter for the Examination Board or for the examiner.
5. The investigation and assessment into the insights, and the skills of the examinee with respect to courses of the NT2 State exams is carried out by or on behalf of the CvTE. The investigation and assessment into the insights, and the skills of the examinee with respect to the course Kennis van de Nederlandse Maatschappij (KNM) exam is carried out by or on behalf of DUO.

### **Article 7 Dates on which examinations are administered**

1. The Examination Board determines the periods during which examinations are administered and publishes the dates of the examinations prior to the beginning of the semester during which the course is offered to which the examination is attached.
2. The Examination Board determines when a participant can take part and register for the NT2 State exams and the Kennis van de Nederlandse Maatschappij (KNM) exam of the Language and Preparatory program, on the advice of the lecturer.
3. 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.
4. In the case of two or more parts of examination or examinations being scheduled on the same day it is the responsibility of the student to notify the Planning Department at [TSHD-planning@tilburguniversity.edu](mailto:TSHD-planning@tilburguniversity.edu) 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 parts of examination or examinations. However, no rights can be derived from this.

5. In the case of scheduling of parts of examination 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 parts of examination or examinations to be taken by a student because of:
  - a. the simultaneous enrolment in two programs,
  - b. the simultaneous enrolment in two courses of different years.
  - c. simultaneous scheduling of parts of examination or examinations to be taken by a student in courses that are part of a minor with the exception of exams for courses within a predefined minor.
  - d. the simultaneous scheduling of parts of examination or examinations to be taken by a student for (compulsory) electives.
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 or a technical failure. The Planning Department will reschedule the exam in cases of force majeure, if necessary, in consultation with the examiner(s).
7. The investigation and assessment into the insights, and the skills of the examinee with respect to courses of the NT2 State exams is carried out by or on behalf of the CvTE. The investigation and assessment into the insights, and the skills of the examinee with respect to the course Kennis van de Nederlandse Maatschappij (KNM) exam is carried out by or on behalf of DUO.

#### **Article 8 Last course resit <sup>3</sup>**

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. of this article 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. of this article in the spring semester must submit a request no later than August 1 of the academic year in question. An additional examination opportunity granted to the student who meets the conditions mentioned in paragraph up to and including d. is

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<sup>3</sup> This paragraph does not apply to participants in the Language and Preparatory Program at Tilburg University Language Center as the Language and Preparatory program does not include bachelor courses offered by TiU.

administered in consultation with the lecturer, hearing the student, such that the result is registered before the end of the academic year.

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 9 Granting of special requests regarding examination facilities due to a functional impairment**

1. Students with functional impairments can file a request for special examination facilities through the website. Students are obliged to supply evidence of their specific functional impairments.
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 functional impairments 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 functional impairment and/or the requested examination facility is not specified in the protocol regarding special exam facilities for students with functional impairments, the dean of students will forward the request as soon as possible to the Examination Board, which will subsequently decide on the request.
7. Participants in the Language and Preparatory Program with a functional impairment may request special examination facilities by e-mail from the Examination Board. The participant is obliged submit documentary evidence of his or her functional impairment.
8. Requests by participants in the Language and Preparatory Program and supporting documents submitted will be assessed by the Examination Board. The Examination Board may seek advice from the Dean of Students.
9. Students can lodge an appeal against a final decision with the Examination Appeals Board within six weeks.

### **Article 10 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 or participant 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. Participants of the Language and Preparatory program may register for (written) examinations through Osiris Student. Participants will register for the NT2 State exams through the website of the CvTE. Participants will register for the Kennis van de Nederlandse Maatschappij (KNM) exam through the website of DUO.

#### **Article 11 The language in which examinations /components of the final examination are conducted**

1. The examinations 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.
3. The examinations and components of the course NT2 State exam and the Kennis van de Nederlandse Maatschappij (KNM) course of the Language and Preparatory program are in Dutch. It is not possible to request to complete one or more examinations or components of these courses to be conducted in another language.

#### **Article 12 Questions and assignments, content, and duration of the examinations**

1. The examiner ensures that the course material assessed does not exceed the course material prescribed for the educational unit. These course materials are in essence 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. The examiner ensures that the examination includes only the material that is set for that particular examination, in the case that a course is taught again in preparation for an examination. The Examination Board can decide differently at the request of the examiner and/or the examinee.
3. The questions and assignments of a part of an examination or examination must be reasonably answerable within the time frame of a part of an examination or examination.
4. The examiner will give the examinees the opportunity, if possible and well in advance of the part of an examination or examination, to study sample questions or an example of a comparable part of an examination of examination, including the answer key.
5. The duration of the examination for the NT2 State exams is defined by on behalf of the CvTE. The duration of the Kennis van de Nederlandse Maatschappij (KNM) exam is determined by of on behalf of DUO.

### **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.
4. The invigilation of the examination for the NT2 State exams is determined by on behalf of the CvTE. The invigilation of the Kennis van de Nederlandse Maatschappij (KNM) exam is determined by of on behalf of DUO.

### **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. An examinee who is not present on time is allowed to take part in the examination or part of an examination 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 part of an examination. 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, identity card 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 part of an examination 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 part of an examination, 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.
8. 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.<sup>4</sup>
9. 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.
10. 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.
11. The order during the examination for the NT2 State exams is overseen by on behalf of the CvTE. The order during the Kennis van de Nederlandse Maatschappij (KNM) exam is overseen by of on behalf of DUO.

## **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.

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<sup>4</sup> This paragraph does not apply to participants in the Language and Preparatory Program at Tilburg University Language Center.

- 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.
  - k. The use of generative AI tools and Large language Models ( LLM)s to generate materials for examinations without explicit permission by 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 measures in case of fraud<sup>5</sup>**

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.

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<sup>5</sup> Sub 4c and d do not apply to participants in the Language and Preparatory Program

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 thesis<sup>6</sup>;
  - 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;
  - 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.
8. Participants of the Language and Preparatory program will find the rules on fraud concerning the NT2 exams in the examination regulation for state exams (Regeling examenreglement Staatsexamens NT2) of the CvTE. The rules on fraud concerning the Kennis van de Nederlandse Maatschappij (KNM) exam are published in the examination regulations of DUO.

### **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.

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<sup>6</sup> 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.

3. If a course/component contains multiple parts of examination and examinations, 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  $\geq 5.5$  and  $< 6.25$ , then the final assessment grade is rounded up to 6.0;
  - in all other cases:  $< 0.25$  is rounded down,  $\geq 0.25$  to  $< 0.75$  are rounded up/down to 0.5,  $\geq 0.75$  is rounded up.
4. 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.
5. In assessment, the grades given have the following meaning:
  - a. 10 Excellent/Flawless
  - b. 9 Outstanding
  - c. 8 Good
  - d. 7 Satisfactory / Fair
  - e. 6 Sufficient / Pass
  - f. 5 Insufficient / Fail
  - g. 4 Quite insufficient
  - h. 3 Poor
  - i. 2 Very poor
  - j. 1 Extremely poor
6. The highest result achieved will count in the event of a resit. A student may resit an assessment once after obtaining a satisfactory result, *provided this opportunity is taken within the academic year in which the satisfactory result has been established*. If the examiner does not provide a second opportunity to take a part of an examination within the academic year due to the administration of an overarching examination that includes the content of the part of an examination, the resit consists only of taking the overarching examination. The highest grade applies.
7. Grading is transparent and takes place in such a way that examinees can check how the result of their examination was established.
8. 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.
9. The NT2 State exams are assessed by examiners appointed by the CvTE. The Kennis van de Nederlandse Maatschappij (KNM) exam is assessed by examiners appointed by DUO.

## 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. If the examiner cannot be present at the opportunity for inspection, the examiner provides a new or alternative opportunity.
5. The Examination Board or the examiner can allow for deviations from the rules defined in paragraphs 2 and 3.
6. Participants of the Language and Preparatory program will find the rules on inspection concerning the NT2 exams in the examination regulation for state exams (Regeling examenreglement Staatsexamens NT2) of the CvTE. The rules on inspection concerning Kennis van de Nederlandse Maatschappij (KNM) exam are published in the examination regulations of DUO.

#### **Article 19 Determining the result of the final examination**

1. 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.
2. 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:
  - a. three weeks before the defense date,
  - b. five weeks before the date of the graduation ceremony.
3. 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.
4. 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.<sup>7</sup>
5. 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

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<sup>7</sup> This article does not apply to participants in the Language and Preparatory Program

check whether an academic distinction (judicium) as specified in Article 22 can be awarded.

6. Participants of the Language and Preparatory program will find the rules on determining the final result of the NT2 exams in the examination regulation for state exams (Regeling examenreglement Staatsexamens NT2) of the CvTE. The rules on determining the final result of the Kennis van de Nederlandse Maatschappij (KNM) exam are published in the examination regulations 'Inburgeren examenreglement' of DUO.

### **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.
3. Participants of the Language and Preparatory program will find the rules on the certificate and the list of grades of the NT2 exams in the examination regulation for state exams (Regeling examenreglement Staatsexamens NT2) of the CvTE. The rules the certificate and the list of grades of the Kennis van de Nederlandse Maatschappij (KNM) exam is published in the examination regulations 'Inburgeren examenreglement' of DUO.

### **Article 21 Academic distinction<sup>8</sup>**

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 the student 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 the student 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.

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<sup>8</sup> This article does not apply to participants in the Language and Preparatory Program



- 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. Summa cum laude

For the Educational Master's programs (1 and 2-year programs):

A Master's student has performed with the highest distinction (summa cum laude) if the student 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 with the highest distinction (summa cum laude) if the student 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. Cum laude

For the Educational Master's programs (1 and 2-year programs):

A Master's student has performed excellently (cum laude) if the student 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 the student 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. With merit (met genoegen)

For the Educational Master's programs (1 and 2-year programs):

A Master's student has performed with merit (met genoegen) if the student 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 genoegen) if the student 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.

4. In determining the average grade, the study load of each component is taken into consideration.
5. In determining the distinction, any exemptions awarded by the Examination Board are not taken into consideration.
6. 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.
7. 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<sup>9</sup>**

1. Examiners must keep copies of examinations for at least two years from the date the results of the examinations were determined.
2. The examination protocol, the answer key, the cut-off score, the assessment, or assignment and the evaluation are kept for seven years after the assessment has been administered
3. Theses, and other final projects that have been successfully completed must be kept by the institution for at least seven years.
4. If a complaint, objection, or appeal procedure is pending, these storage periods will be extended to a maximum of the end of the (higher) appeal procedure.
5. Participants in the Language and Preparatory program will find the rules on the retention period of the NT2 exams in the examination regulation for state exams (Regeling examenreglement Staatsexamens NT2) of the CvTE. The rules on the retention period of the Kennis van de Nederlandse Maatschappij (KNM) exam are published in the examination regulations 'Inburgeren examenreglement' of DUO.

## **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 these have been announced to the student in writing (by e-mail).
2. Appeals against decisions of the examiner (i.e. decisions concerning examination and part of an examination results) may be lodged with the Examination Appeals Board, as referred to in Article 7.61 of the Law, during six weeks after these have been published via Osiris Student.
3. Participants in the Language and Preparatory Program can request the CvTE to impose a measure in the case that any part or all of the examination was not or could not be taken fairly or properly. Participants cannot submit an appeal against a decision of the examiner concerning examination results of the course Kennis van de Nederlandse Maatschappij (KNM). However, it is possible to file a complaint with the DUO.

## **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.

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<sup>9</sup> This is consistent with Sections 5.2.8 of Tilburg University's Thematic Privacy and Data Protection Policy – Processing Personal Data - Education and Students – version 1.2. April 2023

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, 2023

Adopted by the Examination Board on June 19, 2023.