

# **Rules and Guidelines of the Examination Board of the programs of the Tilburg School of Social and Behavioral Sciences, 2017-2018**

## *Article 1    Applicability*

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

## *Article 2    Definition of terms*

In these rules and guidelines the following definitions apply:

- The law: de Wet op het Hoger onderwijs en Wetenschappelijk onderzoek (WHW, "the Higher Education and Research Act");
- Examination: the total of successfully taken preliminary examinations of all courses that make up the program concerned, possibly supplemented by an assessment of the knowledge, insight and skills of the examinee by examiners, assigned by the Examination Board;
- Preliminary examination: a part of the examination through which the knowledge, insight and/or skills of the examinee with regard to a certain subject of the program is assessed. A preliminary examination can consist of multiple tests;
- Test: a part of a preliminary examination;
- Examinee: the person subject to a (preliminary) examination;
- Student: a person registered at the university for receiving instruction and/or taking the (preliminary) examinations in one or more programs;
- Examination Board: a board established by the Executive Board in correspondence with the law, article 7.12, which bears amongst others specific responsibility for safeguarding the quality of (preliminary) examinations;
- UTQ: University Teaching Qualification (in Dutch: Basiskwalificatie Onderwijs), a quality mark for lecturers in university education, that is obtained after successfully completing a specific program.
- Examiner: a staff member appointed by the Examination Board, in charge of teaching at the department concerned, or an appointed specialist from outside the university, with regard to administering and assessing preliminary examinations within the meaning of article 7.12c of the law. Any lecturer appointed by Tilburg University is also an examiner for the course as mentioned in the Electronic Study Guide on the understanding that the course coordinator concerned has the final responsibility regarding administering and assessing the preliminary examinations involved. At least the course coordinator must have obtained the UTQ, unless he or she is not obligated to obtain this qualification;
- Course coordinator: examiner who bears the final responsibility with regard to administering and assessing the preliminary examinations for a specific course and who is named as such in the Electronic Study Guide.
- Graduation committee: a committee consisting of (at least) two examiners of the program concerned, established for the assessment of the Bachelor's or Master's thesis and signing of the Bachelor's or Master's certificate. Apart from the tutoring instructor (first assessor), the graduation committee consists of at least a second assessor, who is nor has been involved in the actual tutoring of the graduation research. In any case, the first assessor must have obtained the UTQ, unless he or she is not obligated to obtain this qualification.

## *Article 3    Policy/guidelines Examination Board*

1. Each examiner is required to be fully aware of the guidelines of the Examination Board with respect to exam policy and quality. These will be made available by the Examination Board through a handbook published on the webpage for lecturers.
2. In case of policy changes of the Examination Board, examiners will be informed via newsletter.

*Article 4 Composition of the Examination Board and appointment of its members*

1. The appointment of members of the Examination Board is based upon their expertise with regard to the respective (group of) program(s) of the School. At least one member participates in one of the (groups of) programs. Prior to the appointment of a new member, the Executive Board will consult the members of the Examination Board.
2. Unless a chairperson and vice chairperson have been assigned by the Executive Board, The Examination Board appoints a chairperson and vice chairperson from its midst.

*Article 5 Day-to-day business of the Examination Board*

The chairperson of the Examination Board, or in his/her absence the vice chairperson, is responsible for the day-to-day business of the Board.

*Article 6 Annual Report*

The Examination Board annually writes a report of its activities. The Board provides this report to the Executive Board or the Dean of the Tilburg School of Social and Behavioral Sciences.

*Article 7 Time limits for decisions*

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

*Article 8 Retention period for theses, internship reports, examinations and tests*

1. Theses and internship reports that have been successfully passed must be kept for at least seven years.
2. Questions, elaborations and specification tables of written examinations and tests shall be kept for two years. After this period, the elaborations will be destroyed.

*Article 9 Determining the final result of an examination*

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

*Article 10 Award of academic distinction*

1. In case the examinee has performed "cum laude" (with honours) or "met genoegen" (with distinction) during the examination, a "judicium" (academic distinction) is awarded.
2. An examinee in a Bachelor's program has performed "cum laude" if he has achieved an average grade (before rounding off) of at least 8.0 over all courses of the examination and a grade of at least 8.0 for his Bachelor's thesis. An examinee in a Master's program has performed "cum laude" if he has achieved an average grade (before rounding off) of at least 8.0 over all courses of the examination, with none of the individual grades lower than 7.0 and a grade of at least 8.0 for his Master's thesis.
3. An examinee in a Bachelor's program has performed "met genoegen" if he has achieved an average grade (before rounding off) of at least 7.5 over all courses of the examination and a grade of at least 7.5 for his Bachelor's thesis. An examinee in a Master's program has performed "met genoegen" if he has achieved an average grade (before rounding off) of at

least 7.5 over all courses of the examination and a grade of at least 7.5 for his Master's thesis.

4. In determining the average grade, the grades of the individual courses of the examination are weighed according to their study load.
5. When issuing the certificate of a Bachelor's program, no academic distinction will be granted if the student has acquired exemptions for a total amount of 60 ects-credits or more. When issuing the certificate of the Master's program, no academic distinction will be granted if the student has acquired exemptions for a total amount of 20% or more of the total number of ects-credits of the Master's program.

#### *Article 11     Invigilation*

1. Part of the educational tasks of the departments is the invigilation during written preliminary examinations.
2. Student-assistants will only act as invigilators in the presence of a full professor, associate professor, assistant professor or non-tenured lecturer.
3. As a rule, the preliminary examinations are invigilated by one or more external invigilators at the responsibility of the examiner who is in charge of the part of the preliminary examination concerned.
4. Invigilators act as representatives of the Examination Board or the examiner in question.
5. The invigilation during preliminary examinations can be further specified in an invigilation regulation of the program concerned.

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

1. In order to participate in a preliminary examination, examinees should be present at the time and place as stated on the exam notification.
2. Examinees who are not present at the start of the preliminary examination, may still participate in the examination if they arrive no more than thirty minutes after the start of the examination, although for them the examination will still finish at the scheduled end-time. Examinees who arrive at a later moment than half an hour after the start of the preliminary examination will be excluded and will not be admitted entrance to the examination room.
3. The examinee is required to take the seat assigned to them as indicated on the exam notification, with the exception of those cases in which the invigilator gives other instructions.
4. The examinee is not allowed to leave the examination room until thirty minutes after the start of a preliminary examination.
5. The examinee is obliged to present identification by means of his or her Tilburg University-card, driver's license, passport, ID-card or OV-chipcard upon request of or on behalf of the Examination Board. In case of a written preliminary examination or test, the examinee must sign the attendance list.
6. During the preliminary examination or test, the examinee is not allowed to have any books, notes, digital resources or other matters with him/her, as referred to in article 13, paragraph 2, subparagraph a, unless the Examination Board or the examiner has decided otherwise. Cell phones and other electronic communication devices must be turned off and out of reach. Watches also must be out of reach.
7. Besides stationery, the examinee is not allowed to have any other materials, as referred to in article 13, paragraph 2, sub a, on the table during the preliminary examination or test, other than that which has been handed to him (including scrap paper), unless the Examination Board or the examiner has decided otherwise.
8. The examinee is obliged to follow any instructions of the Examination Board or the examiner that have been published before the start of the (preliminary) examination or test, as well as instructions given during or directly after the (preliminary) examination or test. In any case, invigilators have the authority to give instructions and execute checks in order to ensure the smooth running of the examination or test.
9. During a preliminary examination or test, the examinee should only make use of his own capabilities and, if applicable, literature that has been specifically allowed by the Examination

Board or the examiner to be used during the preliminary examination or test. The use of a dictionary is never permitted, unless stipulated otherwise by or on behalf of the Examination Board. Any actions that are contrary to the foregoing, such as copying from fellow-students, carrying forbidden notes or literature, giving information to fellow-students or provoking such, are strictly forbidden.

10. If so instructed by the invigilator, the examinee is obliged to hand over any materials as referred to in paragraphs 6, 7 and 9. These materials will be returned to the examinee as soon as possible, after having been examined by the invigilator and if necessary having been photocopied. In special circumstances the invigilator can keep the materials until the Examination Board has come to a decision, in accordance with article 15 of this regulation.
11. In order to check if plagiarism and/or fraud has occurred the examiner can compel an examinee to hand in a paper, thesis, report of a traineeship or any other written assignment electronically as well.
12. After completion of the preliminary examination or test or after the examination period has elapsed the examinees must hand in the assignments, together with the answer sheet and if applicable any jotting paper. Examinees are not permitted to take such papers with them. Any exceptions to this rule are indicated on the front sheet of the examination.

#### *Article 13     Fraud*

1. Fraud is defined as any act, whether purposeful or proceeding from negligence, conducted by an examinee, which results in any kind of impediment in assessing the examinee's knowledge, understanding and/or abilities.
2. Acts deemed to constitute fraud include:
  - a. At the time of an exam, having any written material, electronic device or any other medium whatsoever having similar characteristics or an equivalent function available, the use or consultation of which during an exam has not been expressly permitted;
  - b. During an exam, looking at and/or copying fellow examinees' work or exchanging information with them in any way whatsoever, whether inside or outside the exam room;
  - c. At the time of an exam, misrepresenting oneself as another person or allowing another person to take the exam in place of the examinee;
  - d. Substituting the question and/or answer forms that are provided for the purpose of the exam or exchanging these forms with others;
  - e. At any time prior to an exam, possession of and/or provision to one or more fellow examinees of questions, information or answers pertaining to the exam in question or of any other information that has been forbidden by the Examination Board or the examiner;
  - f. Making any changes to the exam subsequent to its submission;
  - g. With respect to a thesis or other project, the incorporation of any data, text, arguments or ideas that are not one's own; that is: plagiarize; this will be the case if for example:
    - parts of the work of others are copied literally or are paraphrased inadequately, and/or;
    - parts of the work of others are paraphrased without indicating that it concerns the opinion or ideas of another person, and/or;
    - elaborated ideas or findings of others are presented as one's own ideas or findings.
  - h. With respect to research as carried out in connection with any project, including the thesis, purposeful manipulation or misrepresentation of research findings, with the intention of deception. This is amongst others the case, if:
    - data used in the research are twisted, made up or selectively presented in an irresponsible way;
    - opinions, interpretations and conclusions of others are purposely presented in a twisted manner.
  - i. Enabling or inducing fellow students or examinees at any time to commit fraud.
  - j. Using one's own existing work or part of one's own existing work already done for another course, without the permission of the examiner;
  - k. Registering for or participating in an exam or test from which the examinee has been barred by the Examination Board for fraud;

3. If plagiarism is discovered in group work, the plagiarism will be attributed to each of the group members equally. The burden of disproving plagiarism rests on each of the group members individually.

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

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

#### *Article 15 Sanctions*

1. The examinee who does not comply with the stipulation of article 12, fifth paragraph will be informed that no assessment of the preliminary examination will take place until the Examination Board has sufficiently established the examinee's identity. The examinee whose name does not appear on the attendance list provided by the Student Administration for the preliminary examination in question and who cannot produce an exam notification, will be excluded from taking the preliminary examination.
2. If the examinee does not comply with the stipulations of article 12, third to tenth paragraph, the examiner or invigilator will inform him that an official report of the findings will be made. Furthermore, examiner or invigilator will make note of this on the work of the examinee that has to be or has been handed in.
3. In case the second paragraph of this article applies, it will be brought to the attention of the examinee that his preliminary examination will not be assessed until the Examination Board has decided what the consequences of the findings will be.
4. In case article 13, paragraph 2, section g or j applies, the grade will be withheld until it is concluded with certainty that no (self-)plagiarism or fraud has been committed. The student may be requested to provide evidence of the originality of the work handed in, by means of an oral explanation or a supplementary assignment.
5. If the examiner or invigilator observes any fact based on which a suspicion of fraud arises as referred to in article 13, this will be presented without delay to the Examination Board.
6. The examiner or invigilator shall make a report for the Examination Board as soon as possible after the exam in question regarding the established or suspected incidence of fraud, for which the special fraud report form should be used. The examinee will receive a copy of this form.
7. In case an examiner, after the publication of the grade for an exam, detects a fact based on which the suspicion of fraud as referred to in article 13 becomes clear, this fact will be promptly brought to the attention of the Examination Board by means of a report of the findings. The examinee will be sent a copy of the report.
8. Before taking a decision the Examination Board gives the examinee and the invigilator or the examiner the opportunity to be heard by the Board. The examinee may (also) respond in writing if desired.
9. If the examinee has acted in violation of article 12, third, fourth, fifth, sixth or seventh paragraph, the Examination Board can take the decision that the examinee's work will definitely not be assessed.
10. If the examinee has acted in violation of article 12, eighth or tenth paragraph and the Examination Board is of the opinion that the instructions have been given in all fairness, the Board can decide that the examinee's work will not be assessed.

11. If it has been sufficiently established that any form of fraud has taken place, as referred to in article 13, then the Examination Board shall also impose one or more of the following measures, depending on the seriousness of the fraud committed and giving due consideration to the principles of equality and proportionality:
  - a. In all cases, the examinee's work will be declared invalid;
  - b. Exclusion of the examinee from one or more (preliminary) examinations of the university for a period of at least three months and one year at the most;
  - c. In the event of fraud committed in connection to a thesis, writing a new thesis;
  - d. In case of fraud which was found after a result has been published, the examination will be declared invalid in retroaction;
  - e. In case of grave fraud, the Executive Board of the University can, on the proposal of the Examination Board, decide to permanently end the registration of the examinee concerned in his/her program.
12. In determining a sanction as referred to in paragraph 11 of this article, the Examination Board can take any prior incidents of fraud committed by the examinee into consideration.
13. The Examination Board announces its decision in writing and duly motivated to the examinee and the examiner, also if no sanctions as referred to in paragraph 11 have been taken. The examinee will be informed of his right to appeal against the decision of the Examination Board at the Examination Appeals Board of the university within six weeks after he has received notice of the decision of the Examination Board.

*Article 16      Content of the preliminary examination*

1. The questions and assignments in the preliminary examination will not exceed the sources published in advance from which the subject matter has been derived. These sources are, in the main, announced prior to the start of the course given in preparation for the preliminary examination. Ultimately one month prior to the preliminary examination, the precise description and content of the subject matter will be announced.
2. The examiner will provide the examinees the opportunity to take note of sample questions and the model answers no later than one week prior to the exam.
3. The questions and assignments must represent the subject matter in a well-balanced way.
4. The preliminary examination must represent the goals of the program with respect to the content as well as the form.
5. The instruction as well as the questions and assignments of a preliminary examination must be clear and must contain sufficient indication as to the required detail in the students' answers.
6. Ultimately at the start of the course concerned, the examiner will publish the form of the preliminary examination through the Electronic Study Guide.
7. The student who has taken a course in the previous academic year and who has not been able to participate in one or more preliminary examinations due to special circumstances, can request the Examination Board to be able to take the preliminary examination based on the subject matter of the previous year.

*Article 17      Examination arrangement disability*

1. Students with a disability can file a request for special examination arrangements through the University's Digital Registration Office Disabilities. Students are obligated to supply evidence of their specific disability.
2. Requests and items of evidence handed to the Digital Registration Office Disabilities are evaluated by the Dean of Students.
3. The Dean of Students has a mandate to decide on to individual requests on behalf of the Examination Board, insofar the disability and the requested examination arrangement is specified in the protocol drawn up for that purpose.
4. A decision as specified in paragraph 3 is an intended decision. An intended decision automatically becomes a final decision 14 days after date, unless the student concerned

- disagrees with the intended decision and files a motivated request in writing to reconsider the intended decision within the earlier mentioned term with the Dean of Students,.
5. After receiving a request for reconsideration, the Dean of Students will take a final decision in consultation with the Examination Board within 4 weeks.
  6. If the student's disability and/or the requested examination arrangement is not specified in the protocol laid down for that purpose, 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 18 Last examination before graduating*

1. In case it is likely the student will encounter a disproportionately large study delay, he/she will be given the opportunity by the Examination Board to participate in an extra preliminary examination, provided that the delay is caused by the last course still to be completed from the mandatory program and the study load comprises no more than 6 ECTS. Barring special circumstances, all regular examination opportunities of the course must have been used, while no result may be below a 3 in case of a Bachelor's course or a 4 in case of a Master's course.
2. The first paragraph is not applicable to courses from a pre-Master's program that comprises of a study load of 30 ECTS, with the exception of the courses offered only once a year.
3. The first paragraph is also not applicable to minor courses and electives offered by any School other than the Tilburg School of Social and Behavioral Sciences.

#### *Article 19 Peer review*

1. The formulation of written tests and examinations is subject to peer review. The peer gives his opinion about the comprehensibility and quality of the content of the tests and examinations.
2. Sound recordings will be made of oral tests and examinations for the purpose of inspection, unless the student concerned objects to this.
3. With due regard for paragraph 2, oral examinations are conducted in the presence of a second examiner or a PhD.

#### *Article 20 Guidelines regarding examination*

1. With each new course, a specification table (test grid) for the examinations is made.
2. Each written test or exam must have scoring instructions, which must include a set of model answers and a detailed marking scheme, in order to ensure an unambiguous assessment.
3. For the assessment of a thesis, an assessment form must be used, which is made available to students beforehand. The Graduation committee for both Bachelor's and Master's programs must consist of the thesis supervisor (the First Examiner) and at least one additional evaluator, who has not been involved in the actual supervision of the graduation project.

#### *Article 21 Assessment*

1. The examinee has passed the examination if for each course of the examination a final grade of at least a 6 has been obtained and if all obligations of the program have been met.
2. The final result of a preliminary examination which consists of multiple tests will be made up of the results of the individual tests. The examiners concerned determine the weight of the separate results of the tests and publish this in advance.
3. The assessment of a preliminary examination will be expressed in grades with intervals of 0,5. When calculating the mean overall grade, grades between 5 and 6 will be rounded up to a 6 if the grade equals a 5,5 or higher. All other mean grades between 5 and 6 will be rounded down to a 5. If a student has taken a course at another School, the student will be

considered having passed that course if he or she can prove that the course is also passed according to the rules of the School concerned.

4. In the assessment of courses of the examination the grades have the following meaning: 10: excellent; 9: very good; 8: good; 7: amply sufficient; 6: sufficient; 5: insufficient; 4: very insufficient; 3: bad; 2: very bad; 1: extremely bad.
5. In certain cases the examiner, after consulting the Examination Board, can refrain from giving a grade and give an assessment in terms of sufficient/insufficient, pass/fail, or complied/not complied with the obligations.
6. Courses obtained at an international university in the academic year 2015/2016 or thereafter will be registered on the student's transcript with a 'pass'. These results will not be taken into consideration in determining whether academic distinction as referred to in article 10 is to be awarded.
7. The assessment of written preliminary examinations will take place on the basis of and in accordance with pre-established objective criteria, put down in writing. If the assessment of tests is presented in scores instead of grades from 1 to 10, the cutting score for a pass must be indicated with the results.
8. The assessment must be done in such a way that the examinee is able to check how the result of the preliminary examination was established.
9. In case the preliminary examination for a course is taken more than once by a student, the highest obtained grade counts, provided that the preliminary examination for a passed course may be retaken only once after passing the course.

#### *Article 22 Standards*

When making decisions, the Examination Board uses the following standards as guidelines:

- a. the preservation of the requirements of quality and selection of each preliminary examination;
- b. requirements of efficiency, amongst others aimed at:
  - limiting the loss of time for those students that make faster progress in their program;
  - ceasing the program in time by those students who will probably not pass a(n) (preliminary) examination;
- c. Protecting students from taking a study load that is too big for them;
- d. Clemency towards students who due to circumstances through no fault of their own have encountered a study delay.

#### *Article 23 Reporting requirement*

Each examiner who is put under pressure by the management at any time during the examination process at the expense of the quality, is supposed to report this to the chair- or vice chairperson of the Examination Board.

#### *Article 24 Changes to the Rules and Guidelines*

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

#### *Article 25 Unforeseen circumstances*

1. In exceptional individual cases in which applying these Rules and Regulations would lead to situations of extreme unfairness, the Examination Board is entitled to make an exception in favor of the student.
2. In cases not provided for by these Rules and Regulations, the Examination Board will decide.

#### *Article 26 Date of commencement*

These Rules and Guidelines enter into force 1 September, 2017.



Laid down by the Examination Board of the Tilburg School of Social and Behavioral Sciences, 27 June, 2017.