

# **Rules and Guidelines of the Examination Board of the programs of the Tilburg School of Social and Behavioral Sciences, 2015-2016**

## *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 program.

## *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;
- 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 who appointed by Tilburg University is also an examiner within the meaning of article 7.12c of the law;
- 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.

## *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 on a special webpage.
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 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 his/her deputy, is responsible for the day-to-day business of the board.

*Article 6 Annual Report*

The Examination Board will write an annual report of its activities. The board will hand 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 working days 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. Exercises, 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, academic distinction ("judicium") is awarded.
2. An examinee in a Bachelor's program has performed "cum laude" if he has achieved an average grade 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 of at least 8.0 over all courses of the examination, none of the grades lower than 7.0 and a grade of at least 8.0 for his Master's thesis.
3. An examinee in a Bachelor's program has performed "met genoegen" if he has achieved an average grade 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 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 predicate will be granted if the student has acquired exemptions for 60 ECTS credits or more. When issuing the certificate of the Master's program no predicate will be granted if the student has acquired exemptions for 20% or more of the total number of ECTS credits of the Master's program.

*Article 11 Invigilation*

1. Invigilating written preliminary examinations is part of the teaching duties of the departments.

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 indicated for the examination on the exam notification.
2. Examinees who are not present in time 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. Examinees should take the place assigned to them as indicated in the exam notification, with the exception of those cases in which the invigilator gives other instructions.
4. Examinees are not permitted 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 the registration certificate upon request of or on behalf of the Examination Board. If requested so, he must also present his exam notification. In case of a written preliminary examination or test he must sign the attendance list.
6. During the preliminary examination or test the examinee is not allowed to carry books, notes, digital resources or other matters, as referred to in article 13, paragraph 2, sub 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.
7. Besides stationary, the examinee is not allowed to have any other materials, amongst others those referred to in article 13, paragraph 2, sub a, on the table during the preliminary examination or test other than 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 as well as given during or directly after the preliminary examination or test. Invigilators have the authority to give instructions and execute checks in order to ensure that the examination or test proceeds smoothly.
9. During a preliminary examination or test the examinee should only use his own capabilities and, if applicable, literature that has been specifically allowed by the Examination Board or the examiner during the preliminary examination or test. The use of a dictionary is never permitted, unless otherwise stated by or on behalf of the Examination Board. Any actions contrary to this, such as copying from fellow-students, carrying forbidden notes or literature, giving information to fellow-students or provoking such, are strictly forbidden.
10. If so instructed by the supervisor the examinee is obliged to hand 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 or if necessary having been photocopied. In special circumstances the invigilator can keep the materials until a decision by the Examination Board has been made, 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 (self-plagiarism), 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 Centrale Studenten Administratie 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, sixth, seventh or ninth paragraph, the Examination Board can decide that no assessment will take place.
10. If the examinee has acted in violation of article 12, eighth or tenth paragraph and if the Examination Board is of the opinion that the instructions have been given in all fairness, the Board can decide that no assessment will take place.
11. If it has been sufficiently established that any form of fraud, as referred to in article 13 has taken place, 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 exam taken shall be declared invalid;
  - b. Exclusion of the examinee from one or more (preliminary) examinations of the university for a period of at least three months and one year at the most;
  - c. In the event of fraud committed in connection to a thesis, writing a new thesis;
  - d. In case of fraud which has been determined after a figure has been made known the examination will be made retroactively invalid;
  - e. In case of serious fraud, the Executive Board of the University can, on the recommendation of the Examination Board, decide to permanently end the registration of the student 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 preliminary examinations will not exceed the sources published in advance from which the examination subject has been derived. These sources are substantially announced prior to the start of the course given in preparation to the preliminary examination. Ultimately one month prior to the preliminary examination, the precise description and content of the material 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 before the exam.
3. The questions and assignments must represent the examination subject 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, the examiner will publish the manner in which the preliminary examination will be taken 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 on that specific examination subject as determined in the previous year.

#### *Article 17     Granting of special requests with regard to examination facilities*

1. Students with functional limitations (disabilities) can file a request for special examination facilities through the Digital Report Desk Functional Limitations. Students are obliged to supply evidence of their specific limitations.
2. Requests and documents testifying to the student's functional limitations filed at the Digital Report Desk Functional Limitations are evaluated by the Dean of Students.
3. The Dean of Students is authorized to decide on behalf of the Examination Board with regard to individual requests, insofar the functional limitations and the requested examination facilities are 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 with the Dean of Students, within the earlier mentioned term, to reconsider the intended decision.
5. Having received 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 functional limitation and/or the requested examination facility is not specified in the protocol regarding special exam facilities for students with functional limitations, 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*

In case the student is likely to encounter a disproportionately large study delay, he/she will be given the opportunity by the Examination Board to participate in an extra preliminary examination, if 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 should have been taken, 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.

#### *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. 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 matrix) for the examinations is made.
2. Each written test or exam must have a marking plan, which must include an example answer and a detailed scoring plan, in order to ensure an unambiguous marking system.
3. For the examination of a thesis, an examination 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 other examiner who has not been involved in the actual supervision of the thesis research.

#### *Article 21 Assessment*

1. The examinee has passed the final examination if all grades of the courses of the examination amount to at least a 6 and if all obligations of the program have been met.
2. The final result of a preliminary examination which consists of several tests is made up by the results of these separate tests. The examiners determine the weight of the separate results of the tests and publish this in advance.
3. The assessment of a preliminary examination will be expressed in grades with intervals of 0,5. 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 one has taken a course at another School, one will be considered having passed that course if one can prove one has passed according to the rules valid in that School.
4. In the assessment of courses of the examination the grades have the following meaning: 10': excellent; 9: very good; 8: good; 7: amply sufficient; 6: sufficient; 5: insufficient; 4: very insufficient; 3: bad; 2: very bad; 1: extremely bad.
5. In certain cases the examiner can refrain from giving a grade after consulting the Examination Board and can give an assessment in terms of sufficient/insufficient, passed/failed, 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 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, determined in writing. If the assessment of tests is presented in scores instead of grades from 1 to 10, the results must contain an indication of the sufficient/insufficient mark.
8. An examinee must be able to check the manner in which the result of the assessment has taken place.
9. For retakes the highest grade is valid, provided that a preliminary examination for a passed course may be retaken only once after passing the course.

#### *Article 22 Criteria*

When making decisions the Examination Board accepts the following criteria as guidelines:

- a. Maintaining the requirements of quality and selection of each preliminary examination;
- b. Requirements of efficacy, amongst others directed at:
  - limiting 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. Guarding students from taking a study load that is too big for them;

- d. Fairness towards students who through certain circumstances beyond their fault have encountered a study delay.

*Article 23 Reporting requirement*

If an examiner is put under pressure by the management at any time during the examination process at the expense of quality, he or she is required to report this to the Chair or the Vice-Chair of the Examination Board.

*Article 24 Changes of the Rules and Guidelines*

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

*Article 25 Unforeseen circumstances*

1. The Examination Board is authorized to make an exception to the Rules and Regulations in individual cases in benefit of the student in cases of hardship of unforeseen circumstances.
2. In cases in which the Rules and Regulations do provide, the Examination Board will decide.

*Article 26 Date of commencement*

These Rules and Guidelines comes into operation 1 September, 2015.

Laid down by the Examination Board of the Tilburg School of Social and Behavioral Sciences, 6 July, 2015.