

Rules and Guidelines Tilburg School of Catholic Theology 2019-2020

Rules and Guidelines as referred to in Article 7.12b, subsection 1b of the Higher Education and Research Act (Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek – WHW), to be established by the Examining Board.

These Rules and Guidelines apply to the examinations of all Bachelor's and Master's programs offered by the Tilburg School of Catholic Theology, and are linked to the Teaching and Assessment Regulations of these educational programs, to be adopted by the Dean.

This English version is a translation of the Dutch original. In case of differences between these two versions, the Dutch version is leading.

Article 1 Definitions

In these Rules and Guidelines, the following definitions apply:

- **Examining Board:** the Examining Board in the sense intended by the law, for all educational programs of the School. Internal members of the Examining Board are tenured members of the scientific staff involved in teaching or other educational activities. The chairperson is appointed from the body of professors/associate professors/assistant professors. Members and chairperson are appointed by the Dean, after consultation of the members of the Examining Board;
- **Examinee:** the person who takes an examination or a final examination;
- **Examiner:** the person who, on behalf of the Examining Board, is entitled to administer an examination or a final examination;
- **Final examination:** the collection of examinations of the program passed by the examinee, possibly extended with an investigation into the knowledge, the insight and the skills of the examinee, conducted by examiners appointed by the Examining Board;
- **Examination:** the investigation into the knowledge, the insight and the skills of the examinee with respect to a certain course/unit of study of the program, as well as the assessment of the results of that investigation;
- **Test:** an interim investigation into the knowledge, the insight and the skills with respect to a certain course/unit of study of the program, as well as the assessment of the results of that investigation;
- **Student:** the person registered at the university to receive instruction and/or take examinations that are part of the program.

Article 2 Tasks and day-to-day management

1. The Dean appoints the Examining Board. This board is charged with administering final examinations, organising and coordinating examinations and the approval of applications for admission to the various standard programs and the approval of free educational programs.

The secretary is responsible for the day-to-day management of the affairs of the Examining Board.

2. Those who have been appointed as lecturers by Tilburg University are also examiners as meant by Article 7.12c, of the Higher Education and Research Act.
3. When a student files a request or a complaint concerning an examiner who is a member of the Examining Board, the examiner in question does not participate in the handling of the request or complaint.
4. A written request to the Examining Board must be motivated. The Examining Board takes a motivated decision within thirty working days of receiving the request. The Examination Committee may extend this period with no more than ten working days and must inform the student thereof before the end of the period referred to in the second sentence.

Article 3 Administering examinations or parts of examinations

1. Each final examination, examination or part of an examination includes an investigation into the knowledge, the insight and the skills of the examinee with respect to a certain course/unit of study of the program, as well as an assessment of the results of that investigation.
2. This investigation and this assessment are carried out by examiners appointed by the Examining Board, or by the Examining Board.
3. If the same part of a final examination is examined and assessed by more than one examiner, either at the same time or not, the Examining Board will see to it that the examiners use the same norms/standards of assessment. If necessary, the Examining Board will appoint a primarily responsible examiner.
4. The determination of whether the conditions for admission to the final examination or one or more of its components have been met, is a matter for the Examining Board or for the examiner.
5. Previously specified forms of examinations cannot be changed into other forms of examinations by the examiner without consent from the Examining Board and the examinee.

Article 4 Dates on which examinations and tests are administered

1. Having consulted the examiners concerned, the Examining Board, prior to the beginning of the academic year, determines the dates and times on which the written examinations and tests are to be administered.
2. In determining the dates and times as referred to in subsection 1, precautions are taken to prevent examinations from coinciding or overlapping. If possible, at least one exam-free day will be scheduled between any two examinations of the compulsory curriculum.
3. Changes in the time referred to in subsection 1 will only take place due to circumstances beyond the control of the Board, for instance if the room needed for the exam to take place is not available.
4. If students can prove to have been unable to attend at a time and place specified in subsection 1 due to circumstances beyond their control, this inability to attend must have been reported to the secretarial office in Tilburg or Utrecht prior to the scheduled time of the examination or test in question. If the inability to attend has been reported in time, or if due to circumstances beyond the student's control this was impossible, the student can file a written request with the Examining Board within 15 days after the scheduled date (as specified in subsection 1) of the written exam or test to reschedule the time and place for taking the exam in question.

5. Oral examinations or tests are scheduled at a time and place determined by the examiner in question, if possible after consultation with the examinee.
6. Whenever possible, the provisions in subsection 5 are likewise applicable to examinations or tests that are neither written nor oral exams.

Article 5 Registration for examinations and tests

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

Article 6 Exemptions for components or sub-components

1. Any request to be exempted from the obligation to take a final examination of a certain component or sub-component of the program must be filed with the secretary of the Examining Board.
2. The Examining Board will take a motivated decision after consulting with the lecturer in question. The applicant will receive a written notification of the decision.

Article 7 The language in which the final examination or components of the final examinations are conducted

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

Article 8 Questions and assignment, content and duration of the examinations and tests

1. Examinees must reasonably be able to answer the questions and assignments of the examination or test on the basis of the previously announced sources determining the material to be studied for the examination. These sources are for the most part announced before the start of the course that prepares students for the examination or test. The exact designation of the material to be studied is announced at the latest one month before the date of the exam.
2. The examiner will give the examinee the opportunity, at least two weeks in advance of the test or examination, to study sample questions or an example of a comparable test or examination, and provide them with answer keys if possible.

3. In case of classes being taught again in preparation for an examination or test, the examinee takes the examination on the material that is set for that particular examination or test, unless the Examining Board decides differently at the request of the examiner and/or the examinee.
4. The duration of each examination is long enough for the examinee to answer the questions, by reasonable standards. The allotted time for written examinations in principle is 3 hours. Written tests administered in the course of the semester are allotted a maximum time equivalent to two lectures (1.5 hours). Written tests of language courses are allotted a maximum time of 3 hours. An oral examination or oral test has an allotted time of at least 15 minutes.

Article 9 Oral examinations and tests

1. Oral examinations or oral tests are taken in the presence of a second examiner.
2. The examiner is obliged to make an audio recording of all oral exams or tests. The School will archive these audio recordings until two years after the examination date.

Article 10 Granting of special requests with regard to examination facilities

1. Students with functional limitations can file a request for special examination facilities through the Digital Report Desk Request Examination Arrangement in case of 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 Request Examination Arrangement are evaluated by the Student Dean.
3. The Student Dean is authorized to decide on behalf of the Examining Board in individual requests where the functional limitations and the requested examination facilities are specified in the protocol drawn up for that purpose.
4. A decision as specified in subsection 3 is an intended decision. An intended decision automatically becomes a definitive decision after 14 days, unless the student concerned disagrees with the intended decision and files a motivated request in writing with the Student Dean within the term specified, to reconsider the intended decision.
5. Having received a request for reconsideration, the Student Dean will take an official decision in consultation with the Examining 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 Student Dean will forward the request as soon as possible to the Examining Board, which will subsequently decide on the request.
7. Students can lodge an appeal against a final decision with the Board of Appeals for Examinations within six weeks.

Article 11 Invigilation at examinations and tests¹

1. In principle, it is the examiner primarily responsible for the course/unit of study who invigilates at an exam. If for urgent reasons the lecturer in question is detained, he or she is to see to it

¹ All regulations regarding examinations in articles 11, 12, 13 and 14 also apply to tests.

that one (or more) authorized invigilator(s) is/are present at the examination. These invigilator(s) act on behalf of the examiner concerned or on behalf of the Examining Board.

2. Authorised invigilators are members of the School's staff, with the exception of student assistants. Student assistants are only allowed to invigilate in the presence of and under supervision of a member of the scientific staff, being the lecturer present.
3. If there are 50 participants or more, at least two invigilators must be present. If there are 100 participants or more, the number of invigilators must be at least three.

Article 12 Order during examinations and tests

1. Examinees are not allowed to leave the room until half an hour after the start of the examination.
2. If, due to delays beyond their control, examinees enter the room after the start of the examination, they can only be handed the questions or assignments if none of the other examinees have already handed in their papers and have left the room(s). Delayed examinees have no right to hand in their work any later than the scheduled time fixed for the end of the examination.
3. Examinees are obliged to identify themselves with their university card, their passport, ID card or driving license, if asked to do so by or on behalf of the Examining Board. Examinees that cannot or will not comply with requests to that effect will be told that there will be no assessment of their examination until, on behalf of the Examining Board, their identity has been satisfactorily established.
4. At written exams, examinees have to sign the attendance list. Examinees are to take the numbered seat assigned to them by the Student Administration and indicated on the notification (card) they received. Examinees who are not present on the list of names supplied by the Student Administration of those that have registered for the exam are excluded from participation in the exam in question.
5. During a written examination, examinees are not allowed to have any books, readers, notes and the like within reach, except for writing materials and materials (including scrap paper) handed to them on the spot, unless decided otherwise on behalf of the Examining Board or the examiner.
6. During the examination, examinees are only allowed to use their own capacities and the literature and the equipment allowed by the Examining Board or the examiner. It is forbidden to engage in activities that are not in accordance with this, such as cheating, copying things from fellow-students, supplying information to fellow-students or inviting them to do so. This provision also applies to the writing of individual papers and take-home examinations (plagiarism and fraud in conducting research).
7. Examinees are obliged to follow the instructions of the Examining Board or of the examiner published prior to the examination, as well as any instructions given during or immediately after the examination. Invigilators are authorised to give instructions and carry out checks to ensure proper order during the exams. Invigilators are authorised to ask examinees for any form of identification mentioned in subsection 3.
8. Examinees are not allowed to take home the assignments after the examination or to photograph the assignments.

Article 13 Fraud

1. With an eye to checking for possible forms of fraud, the examinee is required to turn in a written project of a Bachelor's or Master's thesis or any other kind of written assignment electronically as well as hard copy.
2. Any kind of acting or failing to act on the part of examinees, which results in making a proper assessment of their knowledge, insight and skills partly or totally impossible is considered fraud.²
3. In any case, the following are considered instances of fraud:
 - a. Having within reach during an examination written material, electronic equipment or any other device with similar qualities or functions, of which the consultation or use is not explicitly allowed during the examination;
 - b. Copying things from fellow-examinees during an examination, or in any way exchanging information, inside or outside the examination room;
 - c. Misrepresenting oneself as another person during an examination;
 - d. Having oneself represented by another person during an examination;
 - e. Substituting the distributed question and/or answer forms, or sharing them with others;
 - f. Getting possession of the questions or assignments prior to the examination, by oneself or together with one or more fellow-examinees, of the exam in question;
 - g. Making changes to the examination after it has been handed in;
 - h. Taking from or paraphrasing data, texts, argumentations or thoughts from others in a thesis or other project without proper reference to the sources;
 - i. Making up, manipulating or misrepresenting research data, either or not with the intention of deception, while conducting (thesis) research;
 - j. Allowing or urging fellow-students or fellow-examinees to engage in fraudulent behaviour.

Article 14 Procedure and sanctions in case of fraud

1. When fraud is established by the examiner or invigilator, the examinee is informed about this immediately, and the examiner or invigilator indicates this on the work to be submitted by the examinee. The examiner or invigilator is authorised 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 Examining Board on the established or suspected fraud, using the special fraud report form intended for this purpose. A copy of this form is sent to the examinee.
3. The chairperson of the Examining Board gives the examinee the opportunity to react to the fraud report. The examinee can choose to do this orally or in writing.
4. Depending on the seriousness of the fraud committed, and in compliance with the principles of equality before the law and proportionality, the Examining Board will impose one or more of the following measures:
 - a. In all cases, the examination in question will be declared invalid;
 - b. In case of fraud in a final thesis, the examinee must write a new thesis;
 - c. Exclusion of the examinee from one or more (final) examinations of the university for a period of at least three months and for a maximum of one year.
5. In determining the measure as referred to in subsection 4, the Examining Board can take into account any fraud previously committed by the examinee.

² Also check: <https://www.tilburguniversity.edu/students/studying/regulations/fraud>

6. In case of serious fraud, the Faculty Board can definitely cancel the registration of the examinee concerned, at the advice of the Examining Board.
7. The Examining Board immediately informs the examinee of its decision by written notification with reference to the possibility of appeal to the Examinations Appeals Board.

Article 15 Assessment of examinations and components of final examinations

1. Assessment marks/grades are expressed in whole numbers or halves (0 – 0.5 – 1 - – 9.5 - 10), 10 being the highest. For some components, a testimonial can be given instead of a mark.
2. The mark 5.5 is not a possible final mark. It is rounded up to a 6. This will only be done however, if the true mark scored is at least a full 5.5 when not rounded off.
3. The results scored on subcomponents are expressed in whole numbers or halves (0 – 0.5 – 1 - – 9.5 - 10). If a component consists of subcomponents, the final mark is determined as the mathematical average of the results scored on the subcomponent, using the following method of rounding off the respective marks: less than 0.25 is rounded down, 0.25 to 0.74 are rounded up/down to 0.5, more than 0.74 is rounded up.
4. In assessment, the marks/grades given have the following meaning:

10	Excellent
9	Outstanding
8	Good
7	Satisfactory/ Fair
6	Sufficient / Pass
5	Insufficient / Fail
4	Quite insufficient
3	Poor
2	Very poor
1	Extremely poor
5. Assessment is transparent and takes place in such a way that examinees can check how the result of their examination was established.
6. When giving feedback on examinations, the examiner observes the document 'Minimumeisen feedback tentamens Tilburg School of Catholic Theology'

Article 16 Post-evaluation meeting

1. During a period of six weeks, starting on the day of publication of the results of an examination or test that was not conducted orally, examinees can ask the examiner in question for a post-evaluation meeting. This meeting takes place at a place and time to be determined by the examiner.
2. If the Examining Board initiates a collective post-evaluation meeting (or if such a post-evaluation meeting is organised on behalf of the Board), examinees can only file a request as referred to in subsection 1 if they have been present at this collective post-evaluation meeting and motivate their request, or if they have not been able to attend this collective conference due to circumstances beyond their control.
3. The provisions in subsection 2 apply equally if the Examining Board or the examiner offers the examinees the opportunity to compare their answers to the model answers.
4. The Examining Board or the examiner can allow deviations from the rules defined in subsections 2 and 3.

Article 17 Establishing the result of a final examination

1. Examinees will have passed the final examination of the program if all the marks/grades scored on the components of the final examination are at least 6.0 and all the requirements have been met.
2. If examinees take a resit for an examination, the highest mark/grade counts. Student are allowed to only take one resit for an examination that has been assessed as sufficient.
3. In case a student wishes to take a resit of a paper or essay that has been assessed as sufficient, it is not possible to take the resit based on a modified version of the previously assessed paper or essay. In this case, the student must write a new paper or essay.
4. The papers of the courses Old Testament: Tora and Prophets (year A) and Church and Sacrament (year B) count together as a bachelor's thesis for students who started before 1 September 2014. The mark/grade for the bachelor's thesis of these students is determined as the mathematical average of the final results for both courses.
5. For both the Bachelor's (for students who started on 1 September 2014 or at a later date) and the Master's thesis, the final mark/grade is the round mathematical average of the judgement of the examiner appointed by Examining Board (first reader) and that of the second examiner (second reader). The final mark/grade is rounded off as specified in article 15, subsections 2 and 3.
6. After all the components of the final exam have been completed, the Examining Board determines the result of the final examination. The Examining Board is obliged to check whether honours as specified in article 18 can be awarded.

Article 18 The certificate and the list of marks

1. To certify that the final examination has been completed successfully, the Examining Board awards a certificate. The certificate is signed by the thesis supervisor and by the examiner/examiners.
2. When the certificate is officially presented to the examinee, he or she will also receive a separate list of marks.
3. If in the course of their final examination examinees have shown outstanding competence, honours are awarded.

Bachelor's program

4. Bachelor students' performance is excellent ('cum laude' ('with honours')) when they have scored an average non-rounded mark of at least 8.0 on all parts of the final examination, and at least 8.0 on their final thesis.
5. Bachelor students' performance is 'met genoegen' ('with distinction') when they have scored an average non-rounded mark of at least 7.5 on all parts of the final examination, and at least 7.5 on their final thesis.
6. In determining the average score, the study load of each component is taken into consideration.
7. No honors are awarded if a student has been awarded exemptions to a value of more than 60 ECTS-credits.

Master's program

8. Master students' performance is designated 'cum laude' ('with honors') when they have scored an average non-rounded mark of at least 8.0 on all parts of the final examination, with no marks being lower than 7.0, and a mark of at least 8.0 on their Master's thesis.

9. Master students' performance is designated 'met genoegen' ('with distinction') when they have scored an average non-rounded mark of at least 7.5 on all parts of the final examination, and at least 7.5 on their Master's thesis.
10. In determining the average score, the study load of each component is taken into consideration.
11. No honors are awarded if a student has been awarded exemptions to a value of more than 20% of the total number of ECTS-credits of the Master's program.

Article 19 The right to appeal and retention period of examinations and theses

1. Students can appeal to the Examinations Appeals Board when they object to the way they were treated or assessed during an oral examination or test, or to the assessment of a written examination, test or paper or, finally, to the treatment or the assessment during a final examination. The appeal has to be motivated and submitted in writing.
2. The School must keep copies of examinations and tests until two years after the date on which the examination was administered or the paper was handed in.
3. The School must keep copies of Bachelor's or Master's theses and internship assessments until seven years after the examination date.

Article 20 Changes in these Rules and Guidelines

Changes that apply to the current academic year are only made, if the rights and interests of examinees and students who have taken their exams are, within reason, not comprised.

Article 21 Unexpected circumstances

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

Article 22 Date of entry into effect

These Rules and Guidelines shall enter into effect on 1 September 2019 and replace all previous versions.

Adopted by the Examining Board on 13 June 2019.