1 Rules & Regulations concerning examinations for programmes in the Faculty of Spatial Sciences 2017-2018

Article 1 Applicability
These Rules and Regulations apply to the examinations for the Bachelor's degree programmes in Human Geography and Urban and Regional Planning (Sociale Geografie & Planologie), and Spatial Planning and Design (Technische Planologie), and for the Master's degree programmes in Cultural Geography, Economic Geography, Real Estate Studies, Socio-Spatial Planning, Teacher Education Geography (1 and 2 year variants), Population Studies, Environmental and Infrastructure Planning and the Research Master's in Spatial Sciences.

Article 2 Definitions
The following definitions apply to these Rules and Regulations:
1. Examination regulations: the Teaching and Examination Regulations for the programmes listed in Article 1.
2. Board of Examiners: the Board of Examiners for the programmes listed in Article 1.
3. Final assessment: a final assessment of the knowledge and/or skills of the examinee concerning the programme or a certain part of the programme, i.e. the propaedeutic phase, those parts of the Bachelor's programme after the propaedeutic phase or the Master's degree programme.
4. Examination: an assessment of the knowledge and/or skills of the examinee concerning a separate module in the teaching programme.
5. Student: a person who has registered for the degree programme.

Article 3 The administrative duties of the Board of Examiners
The Board of Examiners will appoint from its members a chairperson and a secretary, who will be charged with the administrative duties of the Board of Examiners.

Article 4 Final assessment
The Board of Examiners will determine the result for the final assessment.

Article 5 ‘Judicia Cum Laude en Summa Cum Laude’
The Board of Examiners will use the regulations mentioned in the Teaching and Examination Regulations of the programme.

Article 6 Examination times
1. Written examinations must be taken at the times set by the Board of Examiners in consultation with the relevant examiners. These times will be published at least two months before the start of the academic year in question.
2. When determining the times as referred to in Article 7.1, as far as possible no examinations will be planned concurrently.
3. Changes to a time as referred to in Article 7.1 may only take place as a result of force majeure, for example the nonavailability of the required examination hall.
4. Oral examinations will where possible be taken at a time to be agreed between the examiners in question and the examinee.
5. The provisions of Article 7.4 will also apply as far as possible to examinations to be taken other than in written or oral form.

Article 7 Enrollment for and participation in courses
1. Students who have enrolled for one or more courses are registered automatically for the exam(s) by the Education Office on Monday in week 5 of the semester. A student is only registered if they meet all the requirements for participation in the course(s). The students receive an email for which exam(s) they are registered.
2. After the students are automatically enrolled for the exam(s) they can check their registration in Progress in week 5 of the semester. They can register for exams that are missing (if they are allowed to take the exam) and de-register exams they are not going to take.
3. Students who didn’t take the exam and students who didn’t pass the exam are enrolled automatically for the resit exam.
4. The students have to be able to show their studentcard when asked by the examiner. If a student didn’t bring a studentcard, other identification is required.

**Article 8 Request for exemption**
1. A request for exemption from a module must be submitted in writing to the Board of Examiners stating the reasons.
2. The Board of Examiners must discuss the matter with the relevant examiners before making a decision.
3. The Board of Examiners will make its decision within twenty working days of receipt of the request. The person making the request will be informed of the decision immediately.

**Article 9 Order during examinations**
1. The Board of Examiners will ensure that invigilators are appointed to supervise written examinations; they will ensure that the examination proceeds in good order. The Board of Examiners delegates this responsibility to the relevant examiner who makes sure there is enough surveillance.
2. Examinees must identify themselves by means of their student card at the request or behest of the Board of Examiners.
3. Examinees must obey the directions of the Board of Examiners or the examiner which will be published before the start of the final assessment or the examination, as well as directions given during or immediately after the examination.
4. If an examinee ignores one or more of the directions referred to in Article 11.3, then he or she may be excluded from further participation in the examination in question by the Board of Examiners or the examiner. Exclusion means that the result will be awarded for that examination will be 1.
5. The duration of every examination is such that the examinee may reasonably have enough time to answer the questions.
6. The question paper may not be taken out of the examination hall by the examinee, unless the Board of Examiners has decided otherwise.
7. Mobile phones must be switched off and may not be placed on the tables.
8. Pay a visit to use the lavatory during examinations is not allowed, unless a medical certificate is showed to the examiner, or the examiner makes an exception for another reason.
9. The use of graphic calculators during examinations is not permitted. Only the following types of calculators may be used during examinations during which a calculator can be used: Casio fx-82 MS, Casio fx-82 ES or Casio fx-85 ES (with solar cell).
10. All exam sheets that are submitted will be read and marked. Any ‘non-marking’ requests will be denied.
11. All students who enter the examination hall will be registered.
12. Students who do not submit their exam sheets after an examination will be registered as having sat the examination, and their examination will be awarded a mark 1 (one).
13. Access to the examination hall will be denied after the first half hour of the examination.
14. No-one may leave the examination hall during the first half hour of the examination.

**Article 10 Fraud**
1. Fraud is an act or omission by a student designed to partly or wholly hinder the forming of a correct assessment of his or her own or someone else’s knowledge, understanding and skills. Plagiarism is a type of fraud. Plagiarism is the use of data, images or text fragments from others in a thesis or other paper without stating the source. If one of the authors collaborating on a joint assignment commits plagiarism, the other authors are complicit to this plagiarism if they could or should have known that the other author was committing plagiarism.
2. The examiner may ban a student who has been caught cheating from further participation in the examination or further work on the assignment, as well as from further participation in the relevant course unit, including resit opportunities associated with the course unit in question.
3. A mark of 1 will be awarded for the relevant course unit.
4. Students who have been caught cheating will no longer qualify for a distinction (‘cum laude’ or ‘summa cum laude’) on their degree certificate.
5. A student who is caught cheating for the second time will be banned from participation in all exams or other forms of assessment for a period of 12 months.
6. In the event of a third case of fraud or a very serious and/or repeated case of fraud, the Board of Examiners may propose to the Board of the University that the student’s registration be definitively terminated.

7. The decision to ban a student from a course unit will be taken by the Board of Examiners on the basis of the written report of the invigilator or examiner concerning the fraud he or she has discovered or suspects. In cases requiring swift action, the examiner may decide to impose a provisional ban based on a verbal report by the invigilator or examiner. The invigilator or examiner will ensure that this report is committed to writing immediately after the examination or assignment and a copy provided to the student.

8. The student can request that the Board of Examiners annul the ban. He or she must include a copy of the report as defined in Article 10.7 with the request and, if desired, a written commentary thereon.

9. Before the Board of Examiners decides on the request as defined in Article 10.8, it will give the examiner and the student the opportunity to put their cases.

10. If this is the first time that the student has committed fraud or plagiarism, the Board of Examiners will invite the student and the examiner to a meeting. A note to the effect that the student has been caught cheating will be placed in his or her dossier. This information will not be made public.

11. If a student is caught cheating again, this will also be recorded in his or her dossier. The programme director will then ensure that every examiner who teaches that student is informed of the fact that he or she has been caught cheating twice. The student’s home faculty/university will be informed when it concerns students from outside the Faculty of Spatial Sciences.

**Article 11 Examination papers**

1. The scope of an examination paper shall not exceed the content of the sources upon which the paper is based. These sources will be made public in general terms before the start of the module that will prepare for the examination. The precise content of the examination subjects shall be published not later than twenty working days before the examination.

2. The examinations will be representative of the learning objectives with regard to content and form.

3. The questions and assignments in the examination will be clear and contain sufficient indications of the detail required in the answers.

4. No later than 10 working days before the examination is sat, the examiner will announce the type of examination in line with the provisions of the Teaching and Examination Regulations.

5. No later than 10 working days before an examination is sat, the examiner will if possible enable the examinees to familiarize themselves with a written example of such an examination as well as the model answers and the assessment criteria.

**Article 12 Assessment**

1. The final assessment for the propaedeutic phase is deemed to have been passed if all relevant examinations have been awarded a mark of 6 or higher or a pass.

2. The final assessment for the Bachelor’s degree programme is deemed to have been passed if all relevant examinations have been awarded a mark of 5.5 or higher or a pass.

3. The final assessment for the Master’s degree programme is deemed to have been passed if all relevant examinations have been awarded a mark of 5.5 or higher or a pass.

4. The assessment of written examinations is conducted in line with assessment criteria set out in advance in writing.

5. The means of assessment is such that the examinee can check how the results of his or her examination have been arrived at.

6. If an examination or partial examination for a module is taken several times, the result from the most recent examination or partial examination will apply.

**Article 13 Discussion**

1. As soon as possible after publication of the results of an oral examination, there will be a discussion of the results between the examiner and the examinee, either on request or at the initiative of the examiner. The results will then be explained.

2. An examinee can request a discussion with the relevant examiner of the results of an examination other than an oral examination within ten working days of the day of the publication of the results. The discussion will take place at a time and a place determined by the examiner.

3. If the Board of Examiners arranges a collective discussion of an examination and this is announced at least a week in advance, then an examinee can submit a request as defined in
Article 14.2 if he or she has attended the collective discussion and motivates the request, or if he or she is unable to attend the collective discussion due to force majeure.
4. The provisions in Article 14.3 also apply if the Board of Examiners or the examiner enable the examinee to compare his or her solutions with model answers.
5. The Board of Examiners or the examiner may permit exceptions to the provisions of Articles 14.2 and 14.3.

Article 14 Standards
The examiners when making their decisions must adhere to the following standards:
1. The preservation of the quality and selection criteria of each examination
2. Effectiveness criteria, concentrating on:
   › the limiting of time lost by students who are progressing well with their studies
   › timely termination of the degree programme by students who are unlikely to pass the exams
3. Protect students from themselves who want to do too much
4. Be understanding towards students who, through reasons beyond their control, have suffered study delay.

Article 15 Approval of the programme
1. Students have to apply for the approval of their programme by the Exam Committee at least 6 weeks after they have started with the Bachelor project. After students have started their Masterthesis they have to ask approval at least 6 weeks before they expect to graduate.
2. The Exam Committee decides within four weeks after receiving the approval.
3. The approval is valid as long as the courses that are part of the programme are still taught with the same course name and course code.

Article 16 Amendments to the rules and regulations
No amendments shall be made that have an effect on the current academic year, unless the interests of students would otherwise be harmed.

Article 17 Date of commencement
These rules and guidelines will take effect on 1 September 2017.

As decreed on August 31 2017 by the Boards of Examiners.