



## MODEL RULES AND REGULATIONS FOR BOARDS OF EXAMINERS

In accordance with Article 7.12 of the Higher Education and Research Act (WHW), the Faculty Board must install a **Board of Examiners** for every degree programme or group of degree programmes.

One of the duties of the Board of Examiners is to draw up Rules and Regulations (R&R) (Article 7.12b.1 b WHW).

These Model Rules and Regulations can be used as a template for the regulation of internal affairs concerning examinations and final assessments.

The same terminology has been used as in the Model Teaching and Examination Regulations.

In some cases, the model offers various alternatives.

This is indicated in each instance with an asterisk (\*).



**Faculty of ....**

**Model Rules and Regulations  
 for Boards of Examiners  
 for academic year 2021-2022**

Rules and Regulations as referred to in Articles 7.12b.1 and 3 of the Higher Education and Research Act (WHW; *Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek*) for:  
 the degree programme in.....  
 the degree programmes in....., ....., etc.

The Board of Examiners for the degree programme(s) in.....,  
 having regard to Articles 7.12b.1 and 7.12b.3 of the Higher Education and Research Act,

**HAS DECIDED:**

to set the following rules and regulations for the degree programme(s) in.....:

Explanation

The name of the degree programme or group of degree programmes must match that in the University of Groningen Administrative Regulations.

The Faculty Board may choose to appoint one single Board of Examiners for a cluster of degree programmes (Article 7.12.1). This is the most logical option if the Faculty Council has approved a single set of Teaching and Examination Regulations for such a cluster of degree programmes.

The Rules and Regulations approved for this joint Board of Examiners then apply to all the degree programmes in the group.



## Article 1 Definitions

The following definitions apply to these Rules and Regulations:

**OER** the Teaching and Examination Regulations for the degree programme(s) listed in Article 1 and last established on ....

**Examinee** a person taking an examination or final assessment

**Final assessment** the final assessment for the propaedeutic phase, the Bachelor's or Master's degree programme, which is considered to be passed once all the requirements of the entire propaedeutic phase, Bachelor's or Master's degree programme have been satisfied

**Examination** a test of students' knowledge, understanding and skills, including an assessment of the results thereof

**Student** a person registered at the University for the purpose of taking course units and/or examinations leading to the conferral of a university degree

## Article 2 Day-to-day affairs of the Board of Examiners

1. The Board of Examiners may appoint from its members a board of at least three members, who will be charged with the administrative duties of the Board of Examiners.
2. Day-to-day affairs include:
  - a. Decisions regarding approval of course units as referred to in Article 7.3d WHW
  - b. Decisions concerning arrangements made at the request of a student in deviation of current provisions
  - c. Decisions concerning exemptions
  - d. Preparations for determining the results of final assessments
  - e. Determining measures in the event of an infringement of the due procedure during an examination within the meaning of Article 10 or in the event of cheating within the meaning of Article 11.

This committee is accountable to the Board of Examiners.

## Article 3 Taking examinations

1. The Board of Examiners appoints one or more examiners for each examination.
2. Every examination is a survey by the examiner of the knowledge, understanding and skills of the student, as well as an assessment of the results of that survey.
3. In the event that one and the same examination is held and assessed by more than one examiner, whether or not at the same time, the relevant Board of Examiners will ensure that the examiners all use the same assessment criteria. To this end, the assessment criteria will be set out in writing by the relevant examiners in advance. If necessary, the Board of Examiners will appoint one of the examiners to be the main examiner.
4. The examiner will ascertain whether the conditions for taking the examination have been met.
5. If a student has already passed a course unit, that student *may/may not* take that exam again. *The most recent mark/highest mark will apply.*

### Explanatory note:

Re. Art. 3.5: The Board of Examiners can freely choose.



#### **Article 4 Alternative modes of assessment**

With the permission of the examinees, an examiner may decide that a certain examination will be an oral examination rather than a written one.

Explanatory note:

This variant of the main rule governing individual assessment may be useful when assessing a piece of joint work, for example.

#### **Article 5 Determining the result of the final assessment**

1. The Board of Examiners will determine the mark for the final assessment by a simple majority vote \*[of all members].
2. If there is no majority, the examinee is considered to have failed.

Explanatory note:

Unless the Rules and Regulations set out a different arrangement.

The addition in [ ] in Article 5.1 offers the alternative of prescribing an absolute majority.

#### **Article 6 Times**

1. Written examinations will be taken at times that will be determined by the Board of Examiners at least \*two months before the start of the relevant \*academic year/\*semester, in consultation with the relevant examiners and in accordance with the provisions of the OER.
2. When determining the times referred to in Article 6.1, wherever possible examinations will not be planned concurrently.
3. Changes to a time as referred to in Article 6.1 may only take place as a result of force majeure, for example the non-availability of the required examination hall.
4. Oral examinations will be taken at a time to be agreed between the examiner(s) in question and the examinee.
5. The provisions of Article 6.4 will also apply as far as possible to examinations to be taken in a form other than written or oral.

Explanatory note:

Article 6.1 assumes that timetables are drawn up before the start of the academic year or semester.

This standard situation offers students a framework within which to plan their studies.

Article 6.3 is an 'escape clause' for emergency situations, if planned examination space turns out not to be available. This does not excuse the Board of Examiners or the examiner from the duty to organize a replacement examination opportunity with as few negative consequences as possible for students. Article 6.5 is also intended to cover the assessment of practicals, placements, fieldwork and theses.

#### **Article 7 Registration for examinations**



1. Students who satisfy all the entrance and progress requirements for a certain course unit do not have to do anything special in order to sit the exam for that course unit. For modes of assessment requiring registration in ProGRESS WWW students are automatically registered for the exam and/or resit after registering for a course unit in ProGRESS WWW.
2. ....
3. ....

Explanatory note:

This article needs to be fleshed out in line with requirements and practice, bearing in mind the following conditions:

- Students must be given sufficient opportunity to register for course units.
- Students must be given sufficient opportunity to deregister for an examination or resit.
- Students who have not followed a course unit but wish to take the examination must be given sufficient opportunity to register for the examination for that course unit.
- It is recommended that this be organized in week 5 of each block, after the automatic examination registration has taken place.
- Any changes to the registration procedure must be clearly announced.

### **Article 8 Request for an additional examination opportunity**

1. An examinee may submit a request for an additional examination opportunity to the Board of Examiners.
2. Such requests may be granted if the examinee did not pass the examination in question due to force majeure and not granting an additional examination opportunity would result in unacceptable study delay.
3. The following criteria apply to granting an additional examination opportunity for the last course unit of the degree programme:
  - The examination of the course unit in question may not already have been passed
  - It must be the last examination result needed
  - Not granting the request for an additional examination opportunity would result in study delay of at least one semester
  - the examinee must have participated in the last two regular examination opportunities for the course unit for which the additional examination opportunity is requested and have gained at least marks of 4 and 5.

Explanatory note:

This article has been included because the Board of Appeal for Examinations regularly receives appeals related to this issue and the criteria used to deal with such requests do not seem to be clear enough.

Naturally, this article can be adapted to the customs within a degree programme.

### **Article 9 Request for exemption**

1. Requests for exemption, stating reasons, must be submitted in writing to the Board of Examiners.
2. The Board of Examiners will hear the relevant examiners before making a decision on the request, taking into account the provisions of the OER.



3. A decision to entirely or partially deny exemption may not be made by the Board of Examiners before the person making the request has been given the chance to put their case.
4. The Board of Examiners will make its decision no later than one month after receiving the request. The person making the request will be informed of the decision immediately.

Explanatory note:

Requests for exemption may be submitted for any examination (within the general meaning of 'an assessment of a student's knowledge and skills') in accordance with the Examination Regulations. This can also apply to practicals, placements, theses, etc. The model stipulations set out above are intended to provide procedural safeguards for a careful consideration of such requests.

### **Article 10 Order during examinations**

1. The Board of Examiners appoints invigilators to supervise written examinations; they are responsible for ensuring that the examination proceeds in good order. The Board of Examiners may delegate this responsibility to the relevant examiner.
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 instructions 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 instructions given during or immediately after the examination.
4. If an examinee fails to comply with one or more of the instructions referred to in Article 10.3, they may be excluded from further participation in the examination in question by the Board of Examiners or the examiner. Exclusion means no mark will be awarded for the examination in question. Before the Board of Examiners or the examiner makes a decision to exclude a student, the examinee will be given the chance to put their case.
5. The duration of each examination is such that the examinee may reasonably have enough time to answer the questions.
6. The examinee may take the examination questions away after the examination, unless the Board of Examiners or someone on its behalf has stated otherwise, or if the nature of the examination questions precludes this.

Explanatory note:

The exclusion (Article 10.4) may, as a disciplinary measure, only refer to the examination opportunity in question. There is no legal basis for any more serious sanctions.

### **Article 11 Cheating**

1. Cheating is an act or omission by a student designed to partly or wholly hinder the forming of a correct assessment of their own or someone else's knowledge, understanding and skills. Cheating also includes plagiarism, which means copying your own or someone else's work without correct reference to the source.
2. The Board of Examiners takes certain measures to prevent cheating, including:
  - clear communication on the penalties for cheating
  - organizing examinations and tests in such a way that cheating is prevented as far as



possible.

3. In the event of cheating during an examination, the examiner may exclude the examinee from taking part in one or more examinations or final assessments to be determined by the Board of Examiners, for a period of time also to be determined by the Board of Examiners with a maximum of one year. In serious cases of cheating, the Board of the University, on the recommendation of the Board of Examiners, may definitively terminate the student's registration for the degree programme. The Board of Examiners will, however, first inform the student involved of the measure it has imposed.
4. The decision to ban a student will be taken on the basis of the written report of the invigilator concerning the cheating discovered or suspected by them.
5. Before the Board of Examiners makes a decision as referred to in Article 11.4, it will give the examinee the opportunity to put their case.
6. In cases requiring swift action, the Board of Examiners may decide to impose a provisional ban based on a verbal report by the invigilator. The invigilator will ensure that this report is committed to writing immediately after the examination and a copy provided to the examinee.
7. A ban means that no mark will be recorded for the examination referred to in Article 11.3.

Explanatory note:

The term deceitful is not used in the definition. This term assumes intent on the part of the person cheating. However, it is sufficient to demonstrate illegality, in the sense that a certain action gives rise to deception regardless of the examinee's intention. For example, taking literature into the examination (which may in itself be permitted) on which notes have been made is in practice regarded as cheating.

An examinee who fails to check in advance whether their literature is 'clean' risks being accused of cheating.

## **Article 12 Questions and assignments**

1. The scope of an examination paper may not extend beyond 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 course unit that will prepare for the examination. The precise extent of the material to be studied will be published no later than one month before the examination.
2. The questions and assignments that comprise the examination will be spread as evenly as possible over the sources and will be representative of the learning outcomes with regard to content and form.
3. The questions and assignments in the examination will be clear and unambiguous and will contain sufficient indications of the detail required in the answers.
4. No later than four weeks before the date of the examination, the Board of Examiners or the examiner will announce the mode of assessment in line with the provisions of Article 9.5 of the OER.
5. No later than four weeks before the date of the examination, the Board of Examiners or the examiner will, if possible, arrange a mock examination to familiarize the examinees with the mode of assessment as well as the model answers and the assessment criteria.

## **Article 13 Assessment**



1. The propaedeutic phase is deemed to have been passed when all the examinations have been passed (mark  $\geq 6$ ).
2. The final assessment of the *doctoraal*/Bachelor's/Master's programme is deemed to have been passed when all the examinations have been passed (mark  $\geq 6$ ). Practicals may also be assessed as follows: ON (*onvoldoende*; fail), VO (*voldoende*, pass).
3. Exemption from an examination or practical is considered to be the equivalent of a Pass (VO) and will be indicated by VR (*vrijstelling*).
4. Notwithstanding the provisions of Article 4.3, as far as possible the assessment of written examinations will occur in line with criteria that have been defined in advance in writing, and amended, if necessary, as a result of matters that may arise during the actual assessment process.
5. Assessment will occur in such a way that the examinee can check how the results of their examination have been calculated.

#### **Article 14 Postmortem**

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 on the initiative of the examiner. The results will then be explained.
2. An examinee can request a postmortem with the relevant examiner concerning the results of an examination other than an oral examination within six weeks of the day following the date on which the results are published. The postmortem will take place at a time and place determined by the examiner.
3. If the Board of Examiners arranges a collective postmortem for an examination, then an examinee may only submit a request as defined in Article 14.2 if they attended the collective postmortem and state reasons for the request, or if they were unable to attend the collective postmortem 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 their solutions with model answers.
5. The Board of Examiners or examiner may allow exceptions to the provisions of Articles 14.2 and 14.3.

#### **Article 15 Standards**

The Board of Examiners or the examiners must adhere to the following standards when making their decisions:

- a. preservation of quality criteria and selection criteria for each examination
- b. effectiveness criteria, with a focus on:
  - limiting 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 examinations
- c. protecting students from themselves if they want to take on too much
- d. being understanding towards students who, through no fault of their own, have suffered study delay.





#### **Article 16 Retention periods**

1. In connection with possible appeals procedures, work that has been assessed, or assessable proof of that work, must be retained for at least two years after the result has been made known.
2. Notwithstanding Article 16.1, with a view to re-accreditation of the degree programme, final papers that meet the criteria set for the Bachelor's and Master's degree, and the relevant assessment forms, must be retained for seven years.
3. If the result was not made known, or if it was not allowed to be made known, the period stipulated in Article 16.1 will commence on the date that the examination was set.
4. The results of examinations and theses must be retained for at least seven years.
5. These terms are based on the Basic Selection List Universities.

#### **Article 17 Right of appeal**

It is possible to lodge an appeal with the Board of Appeal for Examinations against decisions made by the Board of Examiners or the examiners, within the meaning of Article 7.60 ff. of the WHW.

#### **Article 18 Amendments to the Rules and Regulations**

No amendments will be made that apply to the current academic year, unless such an amendment will not harm the interests of students.

#### **Article 19 Date of commencement**

These rules and guidelines will take effect on .....