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 programs listed in Article 1.
2. Board of Examiners: the Board of Examiners for the programs listed in Article 1.
3. Final assessment: a final assessment of the knowledge and/or skills of the examinee concerning the program or a certain part of the program, i.e. the propaedeutic phase, those parts of the Bachelor’s program after the propaedeutic phase or the Master’s degree program.
4. Examination: an assessment of the knowledge and/or skills of the examinee concerning a separate module in the teaching program.
5. Student: a person who has registered for the degree program.

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' and 'Summa Cum Laude'
The Board of Examiners will use the regulations mentioned in the Teaching and Examination Regulations of the program.

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 referred to in Article 6.1, as far as possible no examinations will be planned concurrently.
3. Changes to a time referred to in Article 6.1 may only take place as a result of force majeur, for example the non-availability of the required examination hall.
4. Oral examinations will where possible be taken at a time to be agreed between the examiners and the examinee.
5. The provisions of Article 6.4 will also apply as far as possible to examinations to be taken other than in written or oral form.

Article 7  Enrolment 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 did not take the exam and students who did not pass the exam are enrolled automatically for the resit exam.

4. The students have to be able to show their student card when asked by the examiner. If a student doesn’t bring a student card, another form of 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 9.3, 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 of that examination is grade 1 (which is a fail).

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. Using 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. Also, the use, during examinations, of calculators which can be connected to computers via electronic interfaces such as USB or Bluetooth is not permitted. Only standard scientific calculators may be used during examinations during which a calculator can be used. Examples of such standard scientific calculators include TI-30Xb, TI-30XS, TI-30XA or TI-30 Eco RS, or the Casio fx-82EX, Casio fx-82DE plus, Casio fx-82SOLAR, Casio fx-82MS or Casio fx-85DE plus or similar.

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 Cheating**

1. Cheating 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. Cheating also includes plagiarism, which means the use of the data, images or text fragments of 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 (including students) are complicit to this plagiarism if they could or should have known that the other author was committing plagiarism. A detailed description of types of cheating is included in the Board of Examiners’ Cheating Memorandum. This memorandum sets out the Board of Examiners’ anti-cheating policy and is included as an appendix.

2. When an examiner suspects cheating, he/she must first check whether his/her suspicions are founded and cheating has indeed taken place. The examiner will compile a brief report and send it, with preliminary conclusions, to the Board of Examiners (chair and secretary). After speaking
to the student or lecturer concerned, the Board of Examiners will decide whether cheating took place.

3. If a student is **caught in the act of cheating**, the examiner will exclude the student concerned from the rest of examination or the assignment. The examiner will inform the Board of Examiners (chair and secretary) of the cheating in writing (including a full description). He/she will ensure that this report is committed to writing immediately after the examination or assignment and a copy provided to the student.

4. If this is the **first incident of cheating**, after speaking to the student concerned, the Board of Examiners will at the very least:
   - annul the examination or assignment in which the cheating took place
   - summon the student concerned for a serious meeting with the Board of Examiners
   - record the case of cheating in the student's file
   - rule that the student will no longer qualify for a distinction (cum laude or summa cum laude).
   **In addition**, if this is the first time that the student concerned has been caught cheating, the Board of Examiners can decide:
   - to exclude the student from taking part in the course unit concerned (including relevant resits)
   - that a mark of 1 will be awarded for the course unit or course concerned.

5. If a student is found to have cheated **on more than one occasion**, the Board of Examiners will at the very least:
   - annul the examination or assignment in which the cheating took place
   - record the case of cheating in the student's file
   - exclude the student from taking part in the course unit concerned (including relevant resits)
   - decide that a mark of 1 will be awarded for the course unit or course concerned
   - instruct the programme director to ensure that every examiner who teaches that student is informed of the fact that he or she has been caught cheating at least twice. The student's home faculty/university will be informed when this concerns students from outside the Faculty of Spatial Sciences.
   **In addition**, the Board of Examiners can decide to exclude the student concerned from participation 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.

6. In the event of very serious or repeated cheating, the Board of Examiners may advise the Board of the University to terminate the student's registration at the University.

7. The student can request that the Board of Examiners annul the ban referred to in Article 10.3. He or she must include a copy of the report as defined in Article 10.3 with the request and, if desired, a written commentary thereon. Before the Board of Examiners decides on any such request, it will give the examiner and the student the opportunity to put their cases.

### 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 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.

2. 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.

3. The assessment of written examinations is conducted in line with assessment criteria set out in advance in writing.
4. The means of assessment is such that the examinee can check how the results of his or her examination have been arrived at.
5. 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  Inspection of Exams
1. The provisions in the Teaching and Examination Regulations apply.
2. There are two options for exam inspection based on the wishes of the examiner: inspection via the Digital Exam Module on Nestor and inspection on paper at the Student Support Desk.
3. Examiners are responsible for what they provide for the student, i.e. either / or exam questions, student answers, answering model.
4. When, during the inspection, the questions are hidden from the student the examiner is required to organize a collective inspection in the form of a seminar, group meeting or see the students individually.
5. The answers of the students are offered individually for inspection, this applies for both digital inspection and inspection on paper.
6. An examinee can request an inspection 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.
7. If the Board of Examiners arranges a collective inspection of an examination and this is announced at least a week in advance, then an examinee can submit a request as defined in Article 13.6 if he or she has attended the collective inspection and motivates the request, or if he or she is unable to attend the collective inspection due to force majeure.
8. The provisions in Article 13.7 also apply if the Board of Examiners or the examiner enable the examinee to compare his or her solutions with model answers.
9. The Board of Examiners or the examiner may permit exceptions to the provisions of Articles 13.6 and 13.8.

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 Bachelorproject. 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  Disputes
1. In the event of a dispute, the Board of Examiners decides.
2. You can dispute a decision as mentioned under 17.1 by lodging an appeal with the Examination Appeals Board. This must be done within six weeks of the date of issue of the decision in question.

Article 18  Date of commencement
These rules and guidelines will take effect on 1 September 2018.

As decreed on August 31 2018 by the Board of Examiners.
Appendix

Cheating memorandum for the Faculty of Spatial Sciences Board of Examiners
Based on the University of Groningen Honours College regulations concerning cheating and plagiarism

June 2015 / amended May 2017

Anti-cheating policy

0. Introduction

The anti-cheating policy set out by the Faculty of Spatial Sciences Board of Examiners aims to prevent and combat cheating. To this end, the topic of ‘cheating’ is discussed at the start of every degree programme, explaining first what cheating is (1), and why it is unacceptable (2). In addition, measures are proposed to help teaching managers and examiners to prevent and hamper cheating (3). The consequences of cheating and the measures to be taken when a case of cheating is discovered are set out in Article 10 of the Rules and Regulations of the Faculty of Spatial Sciences Board of Examiners (4).

1. What is cheating?

Cheating 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. Cheating also includes plagiarism, which is the use of the data, images or text fragments of others in a thesis or other paper without stating the source.

**Cheating includes acts such as the following:**

- cheating during an examination. Anyone who deliberately enables someone else to cheat is considered complicit
- deliberately bringing aids (pre-programmed calculators, mobile phones, books, syllabi, notes, etc.) to the examination, while these are explicitly banned
- having others complete an assignment or part thereof on one’s behalf
- taking possession of the relevant exam questions before the date or time of the examination with the aim of studying them
- faking questionnaire or interview answers or research data
- copying fellow students’ work and presenting this as one’s own work
- resubmitting previously submitted own work without stating the source and presenting it as original work produced for the course unit in question, unless the course unit or the lecturer explicitly permit this
- submitting papers acquired from a commercial institution or written by someone else (whether paid for or not).

**Cheating in the form of plagiarism includes acts such as the following:**

- copying text from digital sources such as encyclopaedias or digital journals without using quotation marks or references
- copying text from printed media such as books, journals or encyclopaedias without using quotation marks or references
- including translations of texts such as the ones listed above without using quotation marks or references
- paraphrasing texts such as the ones listed above without properly acknowledging the source. A paraphrase must be indicated as such, by explicitly linking the text to the original author in either the body of the text or a footnote, to prevent the impression being formed that it represents the student’s own ideas
- copying data, video, audio or test material from others without mentioning the source and thus presenting it as one’s own work
- copying fellow students’ work and presenting it as one’s own work a student who gives a fellow student permission to copy his or her work is considered complicit to plagiarism
- 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
submitting papers acquired from a commercial institution (such as a website containing extracts or papers) or paying someone else to write them.

2. Prevention of cheating

A number of measures are already in place to prevent cheating in examinations, for example:

- Various different versions of exams are in use to prevent cheating.
- Students may NOT visit the toilet during examinations, unless a medical statement can be presented to the invigilator or the invigilator decides to make an exception for other reasons.

The following measures may be taken to prevent cheating in the form of plagiarism:

- Scanning all written assignments, reports and papers for plagiarism using a system such as Ephorus
- Emphasizing that students should preferably use their own words when writing reports and assignments
- In some cases, it may be a good idea to explicitly forbid the use of quotations
- It may be helpful to provide examples of what is NOT permitted (for example changing only three words in a three-sentence text)
- Emphasizing that in the academic world, plagiarism is not considered merely a mistake that anyone can make, but is seen to say something about the person him or herself (that he or she is a dishonest person who cannot be trusted)
- Emphasizing that fraud in a university setting jeopardizes the reputation of academia as a whole
- Emphasizing the practical consequences of committing cheating. These consequences are listed in the Rules and Regulations

As soon as an examiner discovers or suspects a case of cheating, he/she must act in accordance with the Rules and Regulations and contact the Faculty of Spatial Sciences Board of Examiners as soon as possible.