



# Rules & Regulations concerning examinations for programmes in the Faculty of Spatial Sciences 2023-2024

## **Article 1      Applicability**

These Rules and Regulations apply to the examinations for the Bachelor's degree programmes in Human Geography & Planning, and Spatial Planning & Design and for the Master's degree programmes in Economic Geography, Real Estate Studies, Society, Sustainability & Planning, Population Studies, Environmental & 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 program, which is considered to be passed if all the requirements of the entire propaedeutic phase, Bachelor's or Master's degree programme have been satisfied.
4. *Examinee*: the person who takes an examination or examination
5. *Examination*: an assessment of the knowledge and/or skills of the examinee concerning a separate course module in the teaching programme.
6. *Student*: a person who has registered for the degree programme.
7. *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 means copying someone else's or your own work without correct reference to the source.
8. *Examiner*: a person appointed by the board of examiners in line with the criteria formulated on examiners (Article 2) who is allowed to develop and grade specific (e.g. only theses) or all exams

## **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 award an honours predicate following the requirements as laid out 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 6.1, as far as possible no examinations will 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—where possible—be taken at a time to be agreed between the examiners in question 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 course modules**

1. Students who have enrolled for one or more course modules are registered automatically for the exam(s) by the Education Office. A student is registered provided they meet all the requirements for participation in the course module(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 from 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. Students may participate in courses given abroad, granted they have been given permission in accordance to the process stipulated in Appendix 3.

#### **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 and providing any relevant documentation.
2. Requests for an exemption will be handled when they are submitted prior to the start of the course module in question. If a request is submitted after the course module has started, the Board of Examiners may choose to handle the request in the case of extraordinary circumstances.
3. The Board of Examiners must discuss the matter with the relevant examiners before making a decision.
4. 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; the invigilators are responsible for examinations proceeding in good order. The Board of Examiners delegates the appointment of invigilators to the relevant examiner, who shall ensure the presence of sufficient surveillance.
2. Examinees should be able to identify themselves by means of their student card at the request or behest of the Board of Examiners. The examinees should be able to show their student card when asked by the examiner. If an examinee does not show a student card, another form of identification is required.



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 no mark will be awarded for the examination in question.
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 examiner has decided otherwise.
7. Smart communication devices 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 (or other smart communication devices) during examinations is not permitted. Additionally, the use of calculators which can be connected to computers via electronic interfaces such as USB or Bluetooth is not permitted during examinations. Only standard scientific calculators may be used during examinations in which the use of a calculator is permitted. 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, with the exception of students who are in line with article 9.4 excluded from the examination.
12. Students who enter the exam hall and/or participate will receive a grade.
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.
15. If an examinee repeats an exam the most recent grade shall apply.

### **Article 10 Cheating**

1. Definition of cheating and plagiarism as stated in the Teaching and Examination Regulations:  
(Note: this article, 10.1, is formally defined in the Teaching and Examination Regulations and is copied in here for reference)

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.
2. Cheating also includes plagiarism, which means copying someone else's or your own work without correct reference to the source.
3. Students must give the University permission to use a plagiarism scanner to check their theses and written assignments for plagiarism. Each student is individually responsible for maintaining academic integrity.
4. If a student cheats, the Board of Examiners may exclude that student from participation in one or more examinations or final assessments for a maximum of one year.
5. In cases of serious cheating, the Board of Examiners may request the Board of the University that the student's registration be definitively terminated.
6. The Board of Examiners will set out its course of action in the event of cheating in its Rules and Regulations.



## 2. Cheating and plagiarism FSS modus operandi

1. The cheating protocol is linked to the Teaching and Examination Regulations of the respective degree programme as stated in Article 10.1
2. Plagiarism is considered hierarchically placed under cheating, meaning that plagiarism is regarded as cheating if it is intentional and/or hinders the forming of a correct assessment.
3. Cheating includes, but is not limited to the following acts:
  - copying or using fellow students' work and presenting this as one's own work;
  - deliberately bringing or using aids (such as pre-programmed calculators, mobile phones or other digital devices, books, internet-based sources, syllabi, notes, course summaries from previous years etc.) during take home, online or on campus exams, unless the exam instructions permits the use of such aids;
  - deliberately enabling someone else to cheat;
  - having others complete an assignment or part thereof on one's behalf;
  - taking possession of the relevant exam questions of the examination without the examiner's explicit consent with the aim of studying, distributing or using them in any other manner;
  - faking research data (including questionnaire or interview answers);
  - submitting papers acquired from a (commercial) institution or written by someone else (whether paid for or not).
4. Plagiarism includes, but is not limited to the following acts:
  - copying or using other people's work without referring to the original source, thereby raising the suggestion that this is one's own work;
  - resubmitting previously submitted own work without stating the source and presenting it as original work ('self-plagiarism') produced for the course module in question, unless the examiner explicitly permits this;
  - copying text from digital sources or printed media such as books, reports, theses, journals, encyclopaedias or websites without using proper referencing, either by quoting or paraphrasing, including translations of such sources;
  - copying (research) data, video, audio or test material from others without mentioning the source and thus presenting it as one's own work;
  - providing permission to copy one's work without correct referencing is considered as being complicit to plagiarism;
  - if one of the authors collaborating on a joint assignment commits plagiarism, the other authors are complicit if they could or should have known that the other author was cheating or committing plagiarism.

## 3. Cheating and plagiarism procedure

1. If a student is caught in the act of cheating during an exam, the examiner will exclude the student concerned from the rest of the exam. The examiner will inform the Board of Examiners of the cheating in writing (including a full description).
2. When an examiner suspects cheating in any other examination, he/she must first check whether the suspicions are founded to the degree that cheating can be reasonably assumed to have taken place. The examiner will compile a brief report and send it, combined with structured evidence and preliminary conclusions, to the Board of Examiners. The examiner also informs the student and (preliminary) examination results are withheld.
3. The Board of Examiners documents all accusations in a secured database only accessible to the Board of Examiners for future reference.
4. The Board of Examiners summons the student for a formal mandatory hearing, in which the student, a representative of the Board of Examiners and the examiner are present. The



student can bring a counsellor. A copy of the evidence will be provided to the student by the Board of Examiners before the hearing.

5. After speaking to the student and examiner concerned, the Board of Examiners will decide whether cheating took place. If the student did not attend the hearing, the decision of the Board of Examiners will be based upon the written evidence only.
6. Once a decision has been made by the Board of Examiners, the student and examiner involved will be informed in writing.

#### 4. Cheating consequences

1. If cheating has been established, the Board of Examiners will:
  - issue a warning if the extent of the cheating is relatively minor. This warning will be recorded in the student's file; or
  - annul the (partial) examination or assignment in which the cheating took place and record the case of cheating in the student's file and
  - inform the student that, in line with the relevant stipulations in the Teaching and Examination Regulations, this decision may influence the student's eligibility to graduate with honours .
2. If a student is found to have cheated on more than one occasion, the Board of Examiners will:
  - annul the (partial) examination or assignment in which the cheating took place and;
  - record the case of cheating in the student's file and;
  - exclude the student from taking part in the course module concerned (including resits) and;
  - request the Education Office to register the result for the course module as FR (meaning 'fraud') in Progresswww, and;
  - instruct the Director of Education to ensure that every examiner who teaches that student is informed of the fact that he/she has been caught cheating at least twice.
3. In the event of very serious cheating, 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;
  - may advise the Board of the University to terminate the student's registration at the University;
  - may inform the student's home faculty/university if it concerns a student from outside the Faculty of Spatial Sciences.

#### 5. Prevention of Cheating

1. 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 Bachelor's, Premaster's and Master's degree programmes, explaining what cheating is, why it is unacceptable, how to avoid it and what the possible consequences of cheating are. It is the task of Educational Management to make sure this is part of the programme. Students need to be informed that good academic practise includes protecting and respecting ideas of others. It is important to emphasize that in the academic world, plagiarism is not considered merely a mistake that anyone can make and that fraud in a university setting jeopardizes the reputation of academia as a whole. It is important to inform students on how plagiarism constitutes a form of cheating. Therefore, measures are proposed in this article to help Educational Management and examiners to



prevent cheating and to assist in designing examinations with low cheating risks (good practice). The consequences of cheating and the measures to be taken when a case of cheating is discovered are set out in Article 10.4 of the Rules and Regulations of the Faculty of Spatial Sciences' Board of Examiners.

2. In order to prevent cheating, the following rules apply:
  - students may not visit the toilet during on campus examinations, unless a medical statement can be presented to the examiner or the examiner decides to make an exception for other reasons.
3. Examiners take cheating seriously and will make every effort to prevent cheating, which could include but is not limited to the following acts:
  - preparing various versions of (online) exams
  - in addition to manual checking for cheating, possibly using plagiarism software to scan written assignments.
  - refusing to provide credits to answers—in the case of an open book exam—that copy model answers from previous exams, as the practice of copying model answers hinders the assessment of student's own knowledge and skills.
  - providing exam instructions that include a clear statement of what is allowed, and what is *not* allowed during examinations. Examples of this are:
    - students should use their own words when writing reports and assignments. This means that the difference between a student's own writing and their quoting of other people's work should be clear. This also means that a full copy of text from elsewhere is never an acceptable answer to an open essay question, and will therefore receive no points.
    - In some cases, it may be a good idea to explicitly forbid the use of quotes.

#### **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 scope of the examination's topics shall be published no later than twenty working days prior to the examination taking place.
2. The examinations will reflect the learning objectives, both 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 prior to the examination taking place, the examiner will announce the type of examination in line with the provisions of the Teaching and Examination Regulations.
5. Under certain conditions, the examiner may deviate from this rule. In that case, the examiner will inform the educational management and the students.
6. No later than 10 working days before an examination takes place, 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, as set out in writing in advance.
4. The means of assessment is such that the examinee can check how the results of his or her examination were determined.
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.
6. Compensation between partial examinations is possible (unless the course guide states otherwise).
7. In cases of force majeure in which it is not possible to conduct assessments as stated in the course guide, alternative modes of assessment may be used. This is only allowed after explicit approval from the Board of Examiners, and only on the condition that the course learning outcomes are still achieved upon completion of the course module in question. The Board of Examiners needs to be informed of this in writing at the examiner's earliest opportunity, before the assessment takes place.

### **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 to the student, i.e. in addition to the student answers either / or exam questions and the answering model.
4. If the questions are hidden from the student during the inspection, the examiner is required to organize a collective inspection in the form of a seminar, group meeting or allow the students to inspect the questions and answers individually.
5. The answers of the students are offered individually for inspection.
6. An examinee can request an inspection with the relevant examiner of the results of an examination (unless it was in the form of 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 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 when 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      Decisions**

The Board of Examiners and/or the examiners make their decisions in compliance with:

- a. legal, university and faculty regulations and policies
- b. general principles of good governance

### **Article 15      Approval of the study programme**

1. Students have to apply for the approval of their study programme by the Board of Examiners at least 6 weeks after they have started with the Bachelor project. After starting a Master thesis, students have to ask approval at least 6 weeks before they expect to graduate.



2. The Board of Examiners decides within four weeks after receiving the request for approval.
3. The approval remains valid as long as the course modules that are part of the programme are still taught with the same course names and course codes.

#### **Article 16 Retention Periods**

1. In connection with possible appeals procedures, work that has been assessed, or assessable proof of that work and attendance list, must be retained for at least two months after the result has been made known.  
Exception: if the assessed work, assessable proof and/or attendance list is part of a representative selection for a visitation then a retention period of two years applies.
2. In respect of re-accreditation of the degree programme, notwithstanding the first paragraph, 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 paragraph one 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 for Universities<sup>1</sup>

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

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

#### **Article 18 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 19 Disputes**

1. In the event of a dispute concerning these Rules and Regulations, the Board of Examiners decides.
2. Students 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 20 Date of commencement**

These rules and guidelines will take effect on 1 September 2022

As decreed on 7-11-2022 by the Board of Examiners.

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<sup>1</sup> [https://www.nationaalarchief.nl/sites/default/files/field-file/Selectielijst%20universiteiten%20en%20umc%20oversie%20vastgesteld\\_o.pdf](https://www.nationaalarchief.nl/sites/default/files/field-file/Selectielijst%20universiteiten%20en%20umc%20oversie%20vastgesteld_o.pdf)





## Appendix I (added September 2019)

### **Altering or revoking an examination date**

Determining the final examination date is the decision and responsibility of the Board of Examiners. This body establishes whether a student has met all the requirements of the degree programme. The further process is an administrative but important one. The steps that need to be taken in order to notify the student of the Board of Examiners' outcome are: entering the examination result, entering the final examination date and entering the distinction. After receiving this notification, the student has two weeks to postpone their graduation and to request that the final examination date will not yet be confirmed. Therefore, unless the student has previously notified us that they agree with the final examination date, the examination date is final after two weeks. This is a UG-wide process; there are no faculty specific exceptions.

Once the examination date has become final, a notification is sent to the BRON HO results register—of which students can request a legal extract from DUO—thus, revoking the examination date is undesirable and only possible in exceptional cases.

Once the examination date has become final, a request for altering a final examination date or for revoking the finalization of the exam must always go through ABJZ, even if it concerns an administrative error.

Because the Board of Examiners determines the final examination date, the request to adjust it should always come from the Board of Examiners, together with the reason for its adjustment or deletion, the CROHO (Central Register of Higher Education Programmes) and the new final examination date.

Should the student wish to alter the final examination date, when the examination result has not yet been finalized, this must always be processed via the CSA.



## Appendix 2 (added August 2022)

### FSS examiners

The Board of Examiners appoints all examiners of the Faculty of Spatial Sciences. In doing so, the board takes consideration of the following criteria (in line with the decision by the Faculty Board in this matter as communicated to the board of examiners on November 14, 2014):

A person is eligible to become examiner for all the Faculty's course modules if this person:

- 1) is employed at the Faculty of Spatial Sciences or is otherwise part of the organisation of Faculty of Spatial Sciences, including being accountable to its management and procedures, and
- 2) has successfully completed a BKO/UTQ, or
- 3) currently participates in following a trajectory for getting a BKO/UTQ, or
- 4) has finished an alternative (series of) course(s) that are by the Board of Examiners considered viable to replace a BKO/UTQ.

A person is eligible to become examiner for specific Faculty's course modules (such as Bachelor and Master Theses) if this person:

- 1) has finished an alternative (series of) course(s) that are by the Board of Examiners considered viable to allow them to examine a specific (set of) exam(s); e.g. courses by ESI on grading Master theses and
- 2) is employed at the Faculty of Spatial Sciences or is otherwise part of the organisation of Faculty of Spatial Sciences, including being accountable to its management and procedures, or
- 3) is appointed by the board of examiners as an examiner for examining a specific (set of) exam(s), while not being part of the organisation of the Faculty of Spatial Sciences, based on
  - (a) their qualifications regarding: (1) knowledge of the discipline, (2) promotion right, (3) experience in examining and/or thesis supervision, (4) a UTQ or similar and/or (5) experience with the programme based on long-term collaboration, and
  - (b) being active in teaching in the Faculty programmes (i.e. academic staff at other faculties, universities or partner institutions, such as FEB, Double Degree partners, NIDI, etc.),

Examiners that leave the Faculty of Spatial Sciences will remain eligible to be part of examination until the end of the academic year of their departure, unless otherwise decided by the Board of Examiners.

The Director of Education maintains a list of all trained and/or certified examiners. On an annual basis, the list is sent to the Board of Examiners for approval. In the process of grade registrations, the list of examiners is used by the Education Office.



### Appendix 3 (added September 2022)

#### Protocol Recognition short courses abroad taken by FSS students

The Faculty of Spatial Sciences (FSS) allows students to participate in course modules taken abroad, both in semester exchanges with known partner universities and in individual courses, including with lesser known universities (e.g. blended intensive programmes, summer schools). The Board of Examiners is responsible for recognizing foreign study results. The FSS International Office (IO) has an important coordinating role, due to its knowhow for coordinating the process of (a) acquiring funding (e.g. Erasmus+), (b) assessing the quality of the course modules and (c) advising on recognizing the study results. Given the expertise of the IO the Board of examiners delegates responsibility for recognition of course modules taken abroad to the IO in line with the rules stipulated in this protocol.

For the recognition of study results booked by FSS students in these course modules the FSS follows the following rules:

1. Study results booked by FSS students in the context of *semester exchanges* to partner universities the IO coordinates a process where student exchange agreements are established after a careful check including quality and level of courses offered. For contract proposals with non-European universities agreements also are checked, also for quality, by ISR (International Strategy and Relations) and ABJZ (Legal Department); contract proposals within Europe are only with universities recognized by Erasmus+. Furthermore:

- Course modules that students aim to take at partners need to be approved by IO (for MSc courses: in consultation with MSc programme coordinators), based on the level and quality of courses as well as overlap with contents of courses in FSS programmes.
- Upon completion of courses abroad, IO converts foreign study results to European credits (if applicable) and Dutch grades (using a grade conversion table, that whenever needed is updated after approval of the Board of Examiners). These converted study results are communicated to the Office of Education.
- In cases of doubt the IO will ask the Board of Examiners for a decision.

2. For study results booked by FSS students on course modules outside of the context of semester exchanges the IO coordinates a process, based on the following guidelines:

- a. Students with an interest in participating in a short course, summer school or any other single course or package of courses not being a semester (or equivalent) exchange to an existing student exchange partner of FSS or UG in a foreign country, are directed to the IO for advice.
- b. The IO evaluates, ex ante, and if needed in consultation with BSc and MSc programme coordinators, a number of features of the proposed course(s):
  - (1) quality/level: in line with the UG/FSS quality levels? (e.g., delivered by/at HEI?).
  - (2) contents: no significant overlap of contents with courses in the University of Groningen curriculum
  - (3) study load: is the study load (in ECs or otherwise, to be converted by IO) reasonable?
  - (4) accreditation: is the course included in the curriculum of a bachelor or master programme, and is that programme accredited?



- c. Based on the ex ante evaluation the IO will develop an advice, which has three possible results:
- (1) The course is part of an accredited curriculum (incl. being offered as an elective course by local students of that curriculum) in a HEI. IO will advise the FSS programme coordinator to recognize the course as an elective course in the FSS curriculum, if the course meets the other conditions (1), (2), (3) mentioned above. The IO FSS programme coordinator will decide and inform the IO; the IO will inform the students on this decision.
  - (2) If the course is not part of an accredited curriculum, but meets other conditions (1), (2), (3) in this Proposal, IO can advise the FSS programme coordinator to qualify the course result as extra-curricular. The FSS programme coordinator will decide and inform the IO; the IO will inform the student on this decision.
  - (3) In case a FSS programme coordinator and IO do not agree on the elective course/extracurricular status of the course, the Board of Examiners will be asked to decide. The Board of Examiners will decide and will inform relevant FSS programme coordinator, the IO and the student on its decision.
- d. Based on a positive decision, the IO, due to its know-how and the internal institutional contacts, will establish if students are eligible for possible scholarships (e.g. Erasmus+ or other) and, if so, guides the student in the application procedure.
- e. Upon completion of courses abroad, IO converts foreign study results to European credits (if applicable) and Dutch grades (using a grade conversion table, that whenever needed is updated after approval of the Board of Examiners). These converted study results are communicated to the Office of Education.
- f. Once a year, IO generates a short report (table) of the recognition results of short courses taken abroad by FSS students, presented to the Board of Examiners and the Director of Education.