

# **Rules and Regulations**

## **of the Board of Examiners for Dentistry & Medicine – Bachelor's and Master's degree programmes**

**Academic year 2024-2025**

**General section**

**Rules and Regulations of the Board of Examiners for Dentistry and Medicine**

Guidelines and Instructions as referred to in Section 7.12b(1) and (3) of the Dutch Higher Education and Research Act (WHW) for:

- Bachelor's degree programme in Dentistry (T2030 curriculum)
- Pre-Master's programme in Dentistry
- Master's degree programme in Dentistry (T21 curriculum)
- Bachelor's degree programme in Medicine (G2020 curriculum)
  - Dutch-taught
  - English-taught
- Pre-Master's programme in Medicine
- Master's degree programme in Medicine (G2010/G2020 curriculum)

Drafted by the Board of Examiners for the Bachelor's and Master's degree programmes in Dentistry and Medicine (ECTG).

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### **Article 1 – Definitions**

In these Guidelines and Instructions, the following terms will have the meanings ascribed to them below:

- **Teaching and Examination Regulations:** the Teaching and Examination Regulations (abbreviated in Dutch as OER) for the:
  - Bachelor's degree programme in Dentistry (T2030 curriculum)
  - Master's degree programme in Dentistry (T21 curriculum)
  - Bachelor's degree programme in Medicine (G2020 curriculum)
    - o Dutch-taught
    - o English-taught
  - Master's degree programme in Medicine (G2010/G2020 curriculum)

Each of the above degree programmes has its own specific Teaching and Examination Regulations, which have been adopted by the Faculty Board and will take effect on 1 September 2024.

- **Examinee:** a person taking an examination or final assessment.
- **Final assessment:** the capstone examination of the Bachelor's or Master's degree programme, serving as final approval for graduation, if passed.
- **Examination:** a test of an examinee's knowledge, understanding, skills, and/or conduct, including assessment of the test results.
- **Student:** a person enrolled at the University for the purposes of taking courses and/or sitting examinations and final assessments leading up to graduation. In this document, 'they' is used as a generic third-person pronoun when referring to a student. A person designated as a 'course participant' will also be considered a student.

All other terms will have the meanings ascribed to them by Dutch law or the applicable Teaching and Examination Regulations.

### **Article 2 – Administrative duties of Board of Examiners**

1. The Board of Examiners will appoint from among its members an Executive Committee of at least three members, who will be charged with operational duties.
2. The operational duties will at least include:
  - a. making decisions concerning the approval of course units as referred to in Section 7.3h of the WHW;
  - b. at the request of students, making decisions concerning examination accommodations that differ from the prevailing provisions;
  - c. making decisions concerning exemptions;
  - d. making preparations for approving the results of final assessments;
  - e. taking action in the event of a disruption of the orderly conduct of an examination within the meaning of Article 11 or in the event of fraud/plagiarism within the meaning of Article 12;
  - f. making decisions in the event of emergencies.
3. The Executive Committee reports to the Board of Examiners.
4. Any interactions with the Board of Examiners will be conducted exclusively via email ([ectg@umcg.nl](mailto:ectg@umcg.nl)) or the online form as available on Study Info (as soon as it has been introduced).
5. The Board of Examiners will interact with staff and students via their UG or UMCG email addresses only.

### **Article 3 – Examiners**

1. The Board of Examiners will appoint at least one examiner for each examination.
2. Candidate examiners are notified of their appointment in writing before the start of the course unit in question.
3. If an examiner fails to fulfil their statutory duties with due care, the Board of Examiners may decide to revoke or make changes to their appointment.
4. If a situation as described in Article 3.3 should arise, the Board of Examiners may also decide to appoint a second examiner to serve as the principal examiner.

### **Article 4 – Administering examinations**

1. The examiner will ascertain whether a student meets the examination admission requirements.
2. Every examination will involve a test conducted by the examiner of the knowledge, understanding, and skills of the student and an assessment of the test results.
3. If a single examination is administered by more than one examiner, the Board of Examiners will ensure that the examiners apply the same standards to their assessments. To this end, the relevant examiners will document the assessment criteria in writing before the examination is administered. If necessary, the Board of Examiners will appoint one of the examiners as the principal examiner.
4. Subject to the examinee's consent and the Board of Examiners' approval, the responsible examiner may decide to administer an oral examination as part of the assessment.
5. If a student has already passed the examination for a course unit, they will *not* be permitted to resit the same examination.

### **Article 5 – Examination requirements for degree programmes in Medicine**

1. The Board of Examiners will determine, for each course unit of the Bachelor's and Master's degree programmes in Medicine, which requirements examinees are expected to meet to be awarded at least a passing mark.
2. The Board of Examiners will decide, for each course unit, what resit opportunities there will be during the active academic year.

### **Article 6 – Timings of examinations**

1. Written examinations will be administered at the timings scheduled by the department at least two months before the start of the relevant semester, in dialogue with the responsible examiners and bearing in mind the provisions of the Teaching and Examination Regulations.
2. When scheduling the timings as referred to in Article 6.1, examinations will not be planned concurrently where possible. In the event of overlaps in a student's examination schedule, students will be permitted to take a resit, which will then qualify as their initial attempt. Students with schedule overlaps have the right to the same number of examination attempts as students without any overlaps. Where appropriate, the Board of Examiners may deviate from this rule in consultation with the examiner.
3. The timings referred to in Article 6.1 will be rescheduled only in the event of force majeure, for instance if no examination venues are available.
4. The timings of examinations will not be moved forward from the original schedule once the course unit has commenced.
5. Oral examinations will be administered at times to be determined by the responsible examiner or examiners.
6. The provisions of Article 6.5 will apply accordingly to examinations administered in a form other than in writing or orally.

7. Resits will not be administered until after four weeks of the date of the original examination. That said, the Board of Examiners may decide to grant an exception for first-year examinations with a view to the issuance of a binding study advice. Examinations will not interfere with teaching activities or other examinations. The Board of Examiners can decide to deviate from this rule in its examination requirements. Resits of practical examinations or tests can be scheduled at an earlier time.

#### **Article 7 – Examination results**

1. An examination result will not be determined until an examinee has met all the requirements of the course unit. Examinees will be failed if they do not meet every requirement.
2. Examinees will pass only if they meet the sequentiality requirement of the Teaching and Examination Regulations that apply to them.
3. The result of a resit or partial resit will supersede that achieved on the first attempt.
4. Examination results are expressed through numerical grading (Pass = 6 or higher) or descriptive grading: Fail (O); Pass (V); Good (G), or – for the Master’s degree programme in Medicine – Fail (O); Good (G); Excellent (U)
5. If numerical grading is used, the examination result will be rounded to the nearest whole number: a score of x.50 or higher will be rounded up to x+1 and a score lower than x.50 will be rounded down to x.
6. Marks for partial examinations are expressed in two decimal places. Any additional decimal places will not affect the value of the first two decimal places.
7. Students are required to register for general or partial written examinations in Progress.
8. Examinees who are enrolled as Bachelor’s or Master’s students in Medicine are required to take – and pass – each Knowledge Development course unit.
9. The results of general or partial written examinations will be published within ten working days of the examination date.
10. The results of general or partial oral examinations will be published within 24 hours of the examination date.
11. The results for written assignments will be published within 20 working days of the submission deadline.
12. The results of the Inter-University Progress Test (part of the Bachelor’s and Master’s degree programmes in Medicine) will be published within 30 days of the test date.
13. The examiner will use the applicable examination report form to request the Board of Examiners for approval to finalize the results for the course units that are assessed at set intervals.
14. The examiner is responsible for ensuring that the results referred to in Article 7.13 are recorded in the student information system within five working days.
15. The examiner will periodically submit a report form to the Board of Examiners for course units that are not assessed at set intervals. The results for these courses are subject to retrospective approval by the Board of Examiners.

#### **Article 7a – Invalid examinations**

1. In the event of examination irregularities that are so serious as to preclude an accurate assessment of the examinee’s knowledge, understanding, and/or skills, the Board of Examiners may decide to declare the examination or partial examination invalid for either an individual examinee or a group of examinees.
2. The Board of Examiners will inform the responsible examiner in advance of its intention to invalidate an examination.

### **Article 8 – Final assessment results**

1. The Executive Committee of the Board of Examiners will approve the results of the final assessment.
2. The Board of Examiners will draw up a protocol for the final Master's assessments in Dentistry and Medicine, setting out the convocation procedure (Appendices 4 and 5).
3. The graduation date will be the date at which the student passed the last examination of the degree programme.
4. Students are required to swear the oath/make the affirmation in Dutch. At the request of the examinee, it may be decided that they will swear the oath/make the affirmation in the Frisian language, provided that one member of the Board of Examiners for Dentistry or Medicine has a least a passive command of Frisian.
5. If the examinee wishes to take extracurricular courses at Bachelor or Master's degree level, they can submit a written request to increase their programme course load to the Board of Examiners.
6. If the Board of Examiners has approved the increase in course load, the graduation date will be the date at which the examinee has successfully completed their extracurricular courses or – if this is not an option – a date specified by the Board of Examiners.
7. The deferral of the final Bachelor's or Master's assessment granted by the Board of Examiners will not exceed 365 days. That said, the Board of Examiners may decide to deviate from this rule for urgent cause.

### **Article 9 – Request for extra resit opportunity**

1. An examinee can request the Board of Examiners to grant them an extra resit opportunity for their last graduation requirement course unit.
2. The Board of Examiners may decide to honour such a request if the examinee did not pass an examination due to force majeure and not granting an extra resit would result in an unacceptable delay in degree completion.
3. An examinee's eligibility for an extra resit opportunity for their last graduation requirement course unit is subject to the following conditions:
  - The examinee has not already passed the examination for the course unit in question.
  - The course unit qualifies as the examinee's last graduation requirement.
  - If the extra resit opportunity is not granted, the delay in degree completion is at least one semester.
  - The examinee sat the last two regular examinations for the course unit for which they are requesting an extra resit opportunity.

### **Article 10 – Exemption requests**

1. Exemptions will be granted only if an examinee meets all the requirements in terms of knowledge, understanding, skills, and conduct relating to a course unit. No exemptions will be granted for partial course units unless stipulated otherwise in the Teaching and Examination Regulations.
2. Examinees are expected to submit a written exemption request, stating their reasons and accompanied by supporting documents, to the Board of Examiners no later than six weeks before the start of the course unit.
3. The Board of Examiners will confer with the responsible examiner before making its decision on the request.
4. The Board of Examiners will issue its decision within six weeks of receipt of the request. The examinee making the request will be informed of the decision without delay.
5. Exemptions granted or assured by any other party than the Board of Examiners will be null and void, unless the Board of Examiners decides to validate them.
6. An exemption from an examination will be considered to be the equivalent of a Pass (V).

The record in the student information system will show that an exemption was granted (VR).

**Article 11 – Orderly conduct of examinations**

1. In the event of a disruption of the orderly conduct of an examination, the principal invigilator will prepare a protocol, which they will submit to the Board of Examiners for assessment within two working days.
2. Examinees will be notified of the key principles of orderly conduct no later than three working days before the examination is administered.
3. The examiner and/or invigilator will ensure that the examination will proceed smoothly and without disruption.
4. The examiner or invigilator will report any interruptions of the smooth and orderly conduct of an examination by a student to the Board of Examiners as an irregularity as defined in Article 12 below.
5. If an examinee fails to comply with one or more of the instructions, the Board of Examiners or the examiner may decide to ban the examinee from continuing with the examination. Once an examinee has been banned from an examination, they will not be assigned a mark. Before the Board of Examiners or the examiner makes a decision to ban a student, the examinee will be given the chance to explain themselves.
6. Examinees will not keep any examination papers after a written examination.
7. The examiner of the course unit or their substitute will always be present during the examination.

**Article 12 – Fraud and disruptions of orderly conduct (see also Appendix 1)**

1. Fraud is an act or omission on the part of a student that is designed to obstruct the correct assessment of their or another person's knowledge, understanding, and skills, either fully or in part. Fraud also includes plagiarism, i.e. copying answers or work from other students or sources without proper citation.
2. A student will be considered to be committing fraud if they (non-exhaustive):
  - a. make unauthorized use of materials or resources during a test;
  - b. cheat during a test;
  - c. discuss answers with fellow students during a test;
  - d. forge a fellow student's signature or ask a fellow student to forge a signature.
3. A student will be considered to be committing serious fraud if they (non-exhaustive):
  - a. impersonate another student during an examination;
  - b. arrange for another person to take an examination under their name;
  - c. gain access to the examination questions/tasks or answer key before the scheduled examination date;
  - d. fabricate and/or falsify questionnaire and/or interview answers and/or research results.
4. The Board of Examiners will take measures to prevent fraudulent activity by:
  - a. communicating clearly about the penalty for fraud in a Fraud Protocol setting out the procedure for assessing irregularities that may constitute fraud and the consequences of this assessment;
  - b. organizing, or arranging for the organization of, all examinations such that the risk of fraudulent activity is minimized as much as possible.
5. A disruption of the orderly conduct of an examination will include at least any acts or omissions that go against:
  - a. the protocols referred to in Appendices 1 and 2 of these Guidelines and Instructions;
  - b. the House Rules and General Code of Conduct that form part of the University of



- Groningen Regulations concerning the Use of University Premises, Grounds, and Other Facilities;
- c. the University of Groningen Acceptable Use Policy for University Computer Systems;
  - d. the Code of Conduct set out in the appendix to a department's Teaching and Examination Regulations;
  - e. the House Rules and General Code of Conduct in effect at medical or paramedical institutions (e.g. hospitals, GP practices, dental practices, or nursing homes) where some units of the degree programme are undertaken and/or where a general or partial examination is administered.
6. The Board of Examiners may decide to equate the provision of misinformation by a student resulting in the obstruction of the educational process, examinations, or the duties of the examiner and/or Board of Examiners to a disruption of orderly conduct.

#### Article 13 – Examination content

1. The examination questions and tasks will be based exclusively on the recommended study materials. These materials will be communicated to students before commencement of the course unit leading up to the examination. The examination syllabus will be published no later than 30 days before the examination date.
2. The examination content will be spread across the various topics as evenly as possible.
3. The examination will be representative of the learning outcomes in terms of content and form.
4. The examination content will be clear and unambiguous, and will sufficiently outline the required level of detail in a student's answers.
5. Each section of the examination will be timed to ensure that examinees have a reasonable amount of time in which to answer the questions.
6. The examiner will submit the examination content to the Test Assessment Panel (TBP) in advance and incorporate any relevant feedback before the examination is administered. If the examiner has not consulted the Panel and/or has not incorporated its feedback, they will state the reasons for not doing so in the examination report.

#### Article 14 – Graduation

1. Examinees will be deemed to have earned their Bachelor's or Master's degree once they have passed all the relevant examinations.
2. The Board of Examiners will independently review whether a student will qualify for graduation with distinction (*cum laude* or *summa cum laude*) based on the provisions of the Teaching and Examination Regulations. The Registrar's Office will determine which students meet the requirements for graduation with distinction.
3. The Board of Examiners will draw up guidelines for examiners governing the following aspects of written tests:
  - a. designing the test;
  - b. analyzing the test results, including both a psychometric analysis and a response analysis in dialogue with the Year Platform;
  - c. determining the cut-off point and the examination result.
4. If an examination includes any non-written elements, the examiner will draw up a protocol for the Board of Examiners, describing the procedure and assessment criteria for these elements.
5. The mode of assessment will be such that examinees can verify how their results came about.

#### Article 15 – Hardship clause

The Board of Examiners may decide to deviate from the provisions of these Guidelines and Instructions and related dependent regulations if their application were to lead to a situation of extreme unfairness.

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

1. Because of potential appeals, academic submissions that have been assessed, assessment documentation, and attendance lists will be retained for at least two months after the result has been communicated. Exception: if the assessed submission, assessment documentation, and/or attendance list have been selected for representative review, the retention period will be two years.
2. Notwithstanding the provisions of Article 16.1, Bachelor's and Master's degree-completion projects and papers, and the related assessment forms, will be retained for at least seven years with a view to degree programme re-accreditation.
3. If a student's results are unknown or may not be disclosed, the period referred to in Article 16.1 will take effect on the examination date.
4. The results of examinations and theses will be retained for at least seven years. These retention periods are based on the Basic Disposal List for Universities.

#### **Article 17 – Legal protection**

1. Students have the right to submit an administrative appeal against decisions by, or on behalf of, the Board of Examiners and/or examiners with the Board of Appeal for Examinations (CBE) as referred to in Section 7.60 of the WHW. The appeal submission deadline is six weeks from the date of the decision. More information about how to appeal a decision is available from the Central Portal for the Legal Protection of Student Rights (CLRS), the body referred to in Section 7.59a of the WHW. For the contact details of the CLRS, go to [www.rug.nl/clrs](http://www.rug.nl/clrs).
2. Recommendations or other professional opinions not constituting final decisions will not qualify as decisions within the meaning of Article 17.1.
3. Decisions regarding admission to a degree programme, study advice, or examination response analysis are not open to objection, complaint, or appeal with the Board of Examiners.

#### **Article 18 – Amendments to Guidelines and Instructions**

Any amendments to these Guidelines and Instructions will not take effect in the active academic year unless they do not reasonably harm the interests of students.

#### **Article 19 – Effective date**

These Guidelines and Instructions will take effect on 1 September 2024 and will supersede any previous guidelines, instructions, or regulations.

Groningen, the Netherlands, July 2024

Dr W. Nieuwland  
Chair of the Board of Examiners for Dentistry and Medicine

## **APPENDICES**

The Fraud Protocol, the Examination Procedure Protocol, and the Examination Accommodations Protocol have been appended to these Guidelines and Instructions of the Board of Examiners. The examination requirements for all course units of each degree programme are outlined in separate appendices. The Convocation Protocols for the Master's degree programmes in Dentistry and Medicine have also been appended, as well as the examination report form.

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#### *Degree-specific section (separate appendices)*

- BSc in Medicine
  - Examination requirements – Bachelor's degree programme (Dutch and English-taught)
  - Examination requirements – Master's degree programme
  - Examination requirements – pre-Master's degree (PMG)

## **Appendix 1: Fraud Protocol**

Based on Article 12 of the Guidelines and Instructions of the Board of Examiners for Dentistry and Medicine.

1. The terms 'fraud', 'plagiarism', and 'disruption of orderly conduct' will have the same definitions as in the Teaching and Examination Regulations of the relevant degree programme and Article 12 of the Guidelines and Instructions of the Board of Examiners 2024-2025. Where the term 'disruption of orderly conduct' is concerned, the provisions of Article 12 of the Guidelines and Instructions of the Board of Examiners 2024-2025 will also apply.
2. Fraud is defined, as a minimum, as an act or omission on the part of a student that is designed to obstruct, either fully or in part, the correct assessment of their or another person's knowledge, understanding, and skills. This will at least include copying examination questions or disseminating these in whatever form. Plagiarism is defined as copying work from other students or sources without proper citation.
3. Any irregularities potentially constituting fraud, plagiarism, and/or disruption of orderly conduct will be reported in writing to the Board of Examiners by, or on behalf of, the examiner.
4. The student involved will be sent a copy of the report of the irregularities and will subsequently have the opportunity to submit a written statement of defence to the Board of Examiners within the stipulated deadline.
5. Upon receipt of the report and/or the statement of defence, the Board of Examiners may decide to hear the examiner and/or the student.
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, who will ensure that this report is put in writing immediately after the examination and a copy is provided to the examinee.
7. If the Board of Examiners decides that the reported irregularities go against the applicable provisions on fraud, plagiarism, and/or disruption of orderly conduct, any proved irregularities will qualify as fraud for the purposes of the WHW and the relevant Teaching and Examination Regulations.
8. If the Board of Examiners finds an instance of fraud, plagiarism, and/or disruption of orderly conduct to have been proved, it may ban the student from continuing to take part in examinations for a period of up to one year, in accordance with Section 7.12b(2) of the WHW.
9. The Board of Examiners will then also be authorized to take one or more of the following measures, whether subject to conditions or not:
  - a. in the event of serious fraud, advising the Board of the University to cancel the student's registration;
  - b. invalidating the student's examination result, either fully or in part, if necessary, with retroactive effect;
  - c. issuing an official warning to the student and entering this warning on the student's digital record.
10. The decision that fraud has been proved will be made on the basis of at least the examiner's report, the student's statement of defence, if any, and reports of any relevant hearings. The Board of Examiners will specify in its decision which other documents have contributed to, and/or served as a basis for, its decision.
11. If the Board of Examiners concludes that the reported irregularities do not constitute fraud, it will notify the student or students and the examiner or examiners involved of its conclusion in writing as soon as possible.
12. The Board of Examiners aims to issue a final decision on each reported irregularity within six weeks of the date of receipt of the examiner's report.

Note

An act or omission does not have to be intentional for it to qualify as fraud or plagiarism. In other words, proof of intent is not required for determining that an examinee has committed fraud or plagiarism.

## Appendix 2: Examination Procedure Protocol

### A. Admission and conduct

1. Students will be admitted to the examination venue for up to 30 minutes after the start time of the examination (with due observance of the provisions of A.3 below). After these 30 minutes, admission to the venue will be at the examiner's discretion. Arriving late for an examination will not extend a student's allotted time for completion.
2. Students will not leave the examination venue in the first half hour of the test, regardless of whether or not they have finished. This does not apply to oral tests.
3. As soon as an examinee has left the venue, no new examinees will be admitted.
4. Students will not leave the examination venue to use the facilities in the first half hour and in the last half hour of the allotted time for the examination. This does not apply to oral tests.
5. Using the facilities will be permitted only by exception and is at the discretion of the examiner. Students who have been granted accommodations prior to the examination will qualify for an exception.
6. Except for the examination materials and a bottle of water, students will keep their desk clear. The examination venue is a no-food zone.
7. Students will not consult any dictionaries, in whatever language, during examinations. That said, first-year Bachelor's students in Medicine are permitted to consult a Dutch to English, a Dutch to their native language, or an English to their native language dictionary during examinations, provided that the dictionary has been approved in advance by the Faculty of Medical Sciences. A student is expected to submit this dictionary to the department for approval before the course unit is taught. If the department approves the dictionary, it will insert a signed authorization statement on Page 1. Medical or monolingual dictionaries are not permitted. Use of such dictionaries will qualify as fraud.
8. Students will deactivate any electronic and other devices that are designed to send, receive, and/or browse information that is or might be helpful during an examination prior to entering the examination venue. These devices must be stored away in their bags. The only devices permitted will be those made available by the examiner. In this context, deactivating will also mean disabling the device's Bluetooth, WiFi, and any other functions that can be used to enable communication. Students who are found to have a device that has not been fully deactivated will be considered to engage in attempted fraud. Actual use of such a device will qualify as fraud. The invigilator is authorized to perform any related checks (search history, log files, etc.). A student's refusal to cooperate with such a check may be considered fraud.
9. Examinees will duly follow any instructions issued by the Board of Examiners and/or the examiner, or the invigilator communicated before the start of a written examination, as well as any instructions issued during or immediately after the examination.

### B. Proof of identity

1. Students are required to provide proof of identity using their personal UG student card if so requested.
2. Students who cannot present their valid personal student card but *are* able to provide proof of identity using a valid passport, ID card, or Dutch driving licence will be provisionally admitted to the examination.
3. Students who cannot produce any proof of identity are required to fill out the Identity Declaration Form and to report to the Faculty to provide proof of their identity within two

working days. If a student does not report to the Faculty within two working days, their examination will be invalidated.

### **C. Invigilators**

1. An invigilator is authorized to take the following steps before, during, and immediately after the test:
  - a. check a student's proof of enrolment;
  - b. check a student's identity documents;
  - c. analyze the required documents submitted by students. The required documents will be listed in the relevant Brightspace course description prior to the examination;
  - d. examine other items belonging to students if the invigilator has a strong suspicion of an irregularity or to demonstrate irregularities. The invigilator may decide to temporarily take possession of a device for the purposes of further examination or to check a student's recent search history.
2. Subject to consultation with the examiner, an invigilator is authorized, on behalf of the examiner, to ban a student from taking or continuing to take an examination if this student:
  - a. arrives after the examination has started;
  - b. cannot present a UG student card or proof of identity (passport, ID card, or Dutch driving licence);
  - c. engages in irregularities;
  - d. has not deactivated and/or uses mobile communication or similar devices during the examination;
  - e. disrupts the orderly conduct of the examination;
  - f. fails to follow the instructions of the invigilator and/or the examiner.

### **D. Detecting and addressing fraud or suspected fraud**

1. An act or omission on the part of a student that goes against the provisions of this Protocol will qualify as a disruption of orderly conduct.
2. An invigilator or the examiner will record any detected irregularities during an examination on the examination incident report form.
3. After the examination has been administered, the invigilator or examiner will use this form as the basis for a concise report designed to notify the Board of Examiners of any detected irregularities. The Board of Examiners will deal with the report in accordance with the Fraud Protocol.
4. The student involved will receive a copy of the report.

### **E. Examination provisions**

1. The allotted time for completing a written examination will be specified. The examiner has the right to extend the allotted time, on the condition that this does not interfere with any other scheduled examinations. Students leaving the examination venue early cannot assert any rights from the fact that the decision to extend the allotted time was taken after they left the venue.
2. Students with special needs (i.e. those suffering from dyslexia) known to the department prior to the examination will be granted an extended time allowance of up to ten minutes for each assessment hour after the official end time. The examiner may decide to grant this extended time allowance before rather than after the scheduled examination time. The examiner will notify the affected students of any such decision at least five working days before the examination is scheduled to be administered. No extended time allowance will be granted for the consultation test, which forms part of the Consultation course unit

(Master's degree programme in Medicine).

3. After an oral examination, students will return all used vignettes and test assignments directly to the assessor.
4. After a written examination, students will submit their examination papers to the invigilator immediately after the test has been administered.

#### **F. Examiner discretion**

The examiner who has been assigned to administer the examination will have the final say in matters not covered by this Protocol and will report any decisions on such matters to the Board of Examiners. The examiner will be bound by the provisions of this Protocol in all other respects.

#### **G. Legal protection**

Students have the right to submit an administrative appeal against decisions by, or on behalf of, the examiner via the Central Portal for the Legal Protection of Student Rights (CLRS). The appeal submission deadline is six weeks from the date of the decision. Article 17 of the Guidelines and Instructions of the Board of Examiners 2024-2025 also addresses the appeals procedure. More information about how to appeal a decision is available on [www.rug.nl/clrs](http://www.rug.nl/clrs).



### Appendix 3: Facilitation scheme – Dentistry and Medicine

#### A. Eligibility for examination accommodations

1. Students who are on Faculty committees:
  - a. Committee members of M.F.V. Panacea, T.M.F.V. Archigenes, ISCOMS, and/or IFMSA-NL
  - b. Student members of the University Council and the student member of the University Council Presidium
  - c. Student member of the UMCG Board of Management and student members of the Teaching and Research (O&O) Council
  - d. Chair and Secretary of ProMed and ProDent
2. Students with elite athlete status recognized by the UG Elite Sports Coordinator.
3. Students with student entrepreneur status awarded by the UG Centre of Entrepreneurship (UGCE).
4. Active dual-degree students, as demonstrated by the number of ECTS credit points earned in each programme. Dual-degree students will be granted provisional accommodations for the propaedeutic phase of a degree programme as long as they continue to be duly enrolled in two degree programmes. If they have failed to earn at least 45 ECTS credit points in the degree programme in Medicine or Dentistry at the end of the first propaedeutic year, they will lose their eligibility for accommodations in subsequent years. To qualify for annual renewal of the examination accommodations, students will be required to earn at least 30 ECTS credit points in each year of the degree programme in Medicine or Dentistry.
5. Students who engage in other activities or are affected by exceptional medical circumstances, at a student's request and at the discretion of the Board of Examiners.

#### B. General conditions

1. Students will not be eligible for any examination accommodations under this Protocol without a written decision by the Board of Examiners confirming their eligibility. Students are required to apply for eligibility under this Protocol before the start of a course unit. The Board of Examiners may decide to refuse a student's request if accommodations for the student cannot be facilitated due to a lack of capacity.
2. Students will be required to submit a request for authorized absence from an examination no later than ten working days before the start of a course unit. This request is to be addressed to the examiner *and* to the Curriculum Office of the year in which the course unit is taught. Accommodations will not be granted under this Protocol if the student has not duly submitted a request for authorized absence ahead of time. The examiner may decide to refuse a student's request if accommodations for the student cannot be facilitated due to a lack of capacity.
3. If the examiner refuses a request, the student will not be eligible for accommodations under this Protocol. The student will then be required to be present. See also E.2 below.
4. The examiner has the right to refuse requests submitted after the start date of a course unit on the grounds of late submission.
5. A student missing compulsory teaching sessions with authorized absence does not mean that they have been granted an exemption; examiners, lecturers, and course directors are expected to make a reasonable effort to allow the student to catch up.

6. No other accommodations than those listed under C below will be offered. All other course units will be governed by the standard Teaching and Examination Regulations, the Guidelines and Instructions, and the accompanying protocols.
7. To be able to graduate with distinction (*cum laude*), resits offered to examinees who have not taken the regular examination will be considered for administrative purposes as their first attempt.
8. As a rule, no extra resit opportunities will be offered under this Protocol unless the Board of Examiners decides otherwise in exceptional circumstances and if so requested.
9. Students will be eligible for examination accommodations under this Protocol for no more than one academic year. Eligibility is not subject to automatic renewal. Requests for accommodations to be in effect for ten working days or less will be granted in exceptional cases only. The Board of Examiners will assess whether a case qualifies as exceptional if so requested by a student.
10. Eligibility for examination accommodations under this Protocol for dual-degree students will end immediately by operation of law as soon as they are no longer enrolled in two separate degree programmes.
11. Students with elite athlete status are required to engage with their study advisor to prepare a calendar for each academic year. In this calendar, they are expected to plan out multiple scenarios, depending on their training and competition schedule, and their ability to qualify for meets/events/competitions.

### **C. Examination accommodations**

1. **Practical sessions<sup>1</sup>**  
The examiner is expected to cooperate fully to achieve individual timetable changes. If such changes are not an option, a student can be assigned an equivalent substitute project to fulfil their academic obligations. Students who are unable to attend a practical examination will consult with the examiner in advance about rescheduling the test. The examiner will decide whether rescheduling is an option.
2. **Tutor group, mentor group, learning community, and/or coaching group sessions**  
If a student has been absent from less than half of these sessions, the examiner will decide on an alternative procedure for the student to fulfil their academic obligations. Requests regarding group allocation are to be addressed to the relevant Course Director or the Curriculum Office. Allowance will be made for a student's wishes regarding group allocation where possible. Students will not be absent from more than 50% of these sessions.
3. **Oral examinations**  
Students who are unable to attend oral examinations will consult with the examiner in advance about rescheduling the test. The examiner will decide whether rescheduling is an option.
4. **Other obligations**  
The examiner will decide on an alternative procedure for students to fulfil their other academic obligations.

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<sup>1</sup> For Bachelor's students in Dentistry, these sessions also include the course units Dentistry Skills, Research and Analytical Skills 1, 2 and 3, Professional Development 1, and Professionalization 2 and 3.

5. General and partial Dentistry examinations<sup>2</sup>

Students who have failed the resit of a partial examination without having taken the regular exam will be offered one extra resit opportunity, on the condition that they invoke this rule before the regular partial examination is administered.

6. Regular written tests

Written tests are administered at scheduled times in the degree programme; the schedule will not be customized to individual students. Subject to prior consultation with, and the approval of, the examiner, oral or practical examinations can be rescheduled.

**D. Applying for examination accommodations**

1. Students can apply for examination accommodations under this Protocol by submitting a reasoned request, including supporting documents, to the Board of Examiners for Dentistry and Medicine on [ectg@umcg.nl](mailto:ectg@umcg.nl).
2. The Board of Examiners will decide whether and when a student is eligible for examination accommodations. Students wishing to qualify for examination accommodations for more than one academic year are expected to submit a request for renewal every academic year.

**E. Dialogue and decisions**

1. The examiner and the student will duly engage in dialogue about the consequences of the student's absence and the options for mitigating these consequences under this Protocol.
2. If the dialogue referred to in E.1 does not result in consensus and the student feels that the requested examination accommodation should be permitted under this Protocol, they can ask the Board of Examiners to allow the accommodation. The student will first consult with their study advisor and enclose the study advisor's recommendation with their request to the Board of Examiners.
3. The Board of Examiners will make a final decision on the request and inform the student, the study advisor, and the examiner of its decision. If necessary, the examiner will provide the Board of Examiners with more information about specific aspects of the request.

**Annex I: Checklist for students and procedure under Protocol after Board approval**

1. Check whether you have been granted examination accommodations under the Examination Accommodations Protocol. If not, contact the Board of Examiners immediately.
2. Check which course unit or partial units you will miss and consider catch-up/remedial alternatives.
3. Contact your examiner and, if necessary, the Course Director/Curriculum Office at least 10 working days before the start of the course unit to discuss your request.
4. Discuss your request and verify whether it meets with the examiner's approval.
5. If not, ask your study advisor for their opinion and then submit a request to the Board of Examiners, enclosing the study advisor's recommendation.

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<sup>2</sup> This does not apply to the new Bachelor's degree curriculum in Dentistry, given that it does not include partial examinations.

#### Appendix 4: Protocol for the final assessment for the Master's degree in Dentistry and the award ceremony (Dentistry examination)

1. The Dentistry department has a list specifying:
  - a. the names of prospective graduates;
  - b. the names of the member or members of the Board of Examiners for Dentistry (special session) or the supervisor who will address the candidate, touching upon any noteworthy aspects (e.g. graduation with distinction (*cum laude*));
  - c. whether the candidate wishes to swear the oath or make the affirmation.
2. Candidates will be seated alphabetically by last name and they will be invited to receive their degree certificate in alphabetical order.
3. The members of the Board of Examiners for Dentistry are an Acting Chair, a Secretary, and professors and examiners of the Master's degree programme in Dentistry. Depending on the venue, the members of the Board of Examiners will either enter the venue at the start of the ceremony or they will already be seated. The Chair will be seated in the middle with the Secretary, who will recite the oath or affirmation, on their right.
4. The Chair will open the public session of the Board of Examiners for Dentistry with a tap of the gavel.
5. The Chair will:
  - a. welcome everyone in attendance to this happy occasion;
  - b. ask all attendees to switch off their mobile devices;
  - c. introduce the other members of the Board of Examiners (seated at the desk) and themselves;
  - d. explain the procedure at the ceremony: the graduates will be expected to swear the oath or make the affirmation, and to sign their degree certificate (the new graduates are required to join the BIG register for healthcare professionals as stipulated in the Dutch Individual Health Care Professions Act);
  - e. ask the attendees to refrain from taking photographs or recording video during the oath or affirmation-taking and go on to say that photographs and video recording *will be* permitted during the signing of degree certificates.
6. The Chair will ask everyone to stand up, if they are able, and will ask the Secretary of the Board of Examiners to recite the oath or the affirmation.
7. All attendees will remain standing and each of the graduates will individually swear the oath or make the affirmation.
  - a. The Chair will ask each graduate: 'Do you wish to swear the oath or make the affirmation?'
  - b. The student will answer either: 'swear' or 'affirm'.
  - c. If swear: 'Please raise two fingers of your right hand and repeat after me: so help me God Almighty.'
  - d. If affirm: 'Please repeat after me: This I affirm and promise.'
8. Once all candidates have sworn the oath/taken the affirmation, the Chair will say: 'By this tap of the gavel, I formally confer upon you the Master's degree in Dentistry.'
9. The attendees will be asked to be seated.

10. The new graduates will then be requested to stand up one by one, at which point they will personally be addressed by one of their supervisors. Please note: given the ceremonial nature of the session, the speakers will be expected to dress appropriately and wait to present any gifts they may have for the new graduates until after the ceremony.
11. If a candidate's supervisor was unable to attend, the Chair will address the candidate. At this point, attendees are welcome to give a candidate a round of applause.
12. After the speeches, the Chair will invite the new graduates individually to take a seat at the desk to sign their degree certificates (if necessary, the Secretary will provide support in the signing process and hand off the certificates and diploma supplements to the Chair). The day chair can also arrange for signing of the certificate and presentation of the crown and Album Amicorum.
13. The Chair will present the degree certificates and congratulate the new graduates, specifying that they graduated with distinction where applicable: round of applause.
14. Once each candidate has been invited to sign their degree certificate at the desk, the Chair will congratulate the graduates' parents and family members. The Chair will ask all attendees to please remain seated until after the members of the Board of Examiners have had a chance to personally congratulate the graduates.
15. The Chair will announce that there will be a drinks reception after the ceremony.
16. The Chair will close the session of the Board of Examiners with a tap of the gavel, after which they will proceed to congratulate each new graduate, followed by the other members of the Board of Examiners and the persons who delivered the addresses.

## Appendix 5: Protocol for the final assessment for the Master's degree in Medicine and the award ceremony (physician's examination)

### General

This Protocol, which has been in effect since July 2022, governs the convocation ceremony for the regular Master's degree in Medicine. This Protocol may be amended during the active academic year if the situation so requires.

Convocation ceremonies will be held monthly at scheduled dates (see annual calendar). The rule of thumb is that candidates of an affiliation will be invited to convocation if there are at least five candidates from that affiliation. If there are fewer than five candidates from the same affiliation, the convocation ceremony for that affiliation will be postponed to the next month. This procedure is negotiable, making allowance for both the wishes of the affiliation and congestion issues. A session will host between nine and 15 candidates, preferably of the same affiliation. That said, candidates can be from multiple affiliations, depending on the number of graduates and scheduling.

The list of candidates will be emailed to all candidates before the ceremony, as well as to the relevant Chair of the Board of Examiners, the Secretaries, and all affiliations. An Affiliation Coordinator will serve as Secretary. If candidates from two affiliations have been invited to a single convocation ceremony, the Secretary will be the Affiliation Coordinator of the best represented affiliation at the ceremony. This procedure is negotiable.

The list will have the names of the candidates, specifying for each of them whether they wish to swear the oath or make the affirmation, and whether they are graduating with distinction (*cum laude*). The front rows will be reserved for the candidates, who will be seated in the order of the list. The only persons seated at the desk are the members of the Board of Examiners or the committee members.

### Convocation procedure

1. The Chair will open the public session of the ceremony with a tap of the gavel.
2. The Chair will welcome everyone in attendance to the session and will go on to explain the procedure:
  - a. Introduction of members of the Board of Examiners/committee members, request of attendees to switch off mobile devices and follow instructions, etc.
  - b. Recital of the oath/affirmation by the Secretary (Affiliation Coordinator)
  - c. Oath or affirmation-taking<sup>3</sup> by each candidate individually (no photographs or video recordings permitted during oath-taking/affirmation ceremony)
  - d. Conferral of medical degree with another tap of the gavel
  - e. Address to the graduates by the Chair
  - f. Address to the graduates by the Affiliation Coordinator of the institution where they fulfilled their M2 clerkships
  - g. Invitation to each candidate to come forward for a brief back-and-forth with the Affiliation Coordinator based on a pre-completed questionnaire
  - h. Opportunity for a candidate to say a few words if they want (not required)
  - i. Signing of the degree certificate

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<sup>3</sup> 'Do you wish to swear the oath or make the affirmation?' ... Depending on the answer: (if swear): 'Please raise two fingers of your right hand and repeat after me: so help me God Almighty', (if affirm): 'Please repeat after me: This I affirm and promise.'

- j. Congratulatory round and word of thanks by the Chair
  - k. Request of attendees to please remain seated until after the members of the Board of Examiners and the committee members have had a chance to personally congratulate the graduates and they have left the room
  - l. Request of attendees to leave the room as soon as possible after the ceremony and to please exit quietly so as not to disturb any other sessions
3. The Chair will set into motion the actions described under 2b to 2i above, either personally performing these actions or having them performed. The members of the Board of Examiners/committee members will initiate a round of applause for each individual candidate when the degree is conferred and the candidate signs the degree certificate.
  4. If a session serves as the convocation ceremony for candidates from two affiliations:
    - each Affiliation Coordinator will address the candidates from their affiliation;
    - candidates will be separated by affiliation for the procedures of 2f and 2g above, after which they will be reassembled for the signing.
  5. The Chair will close the session of the Board of Examiners with a tap of the gavel.

### **Time allotment per session**

The general guide times for a convocation ceremony are set out below. The actual duration of a session depends on the number of candidates and the number of affiliations represented at a session. The time allotted for a convocation ceremony is 75 minutes. The schedule allows for 15 minutes until the start of the next session. With this in mind, speakers are encouraged to respect their time allocation. Refreshments of coffee and tea will be served for candidates and their guests 30 minutes prior to the start of the session.

<b>Minute</b>	<b>Activity</b>
0	Word of welcome
5	Recital of oath/affirmation Oath or affirmation-taking by each candidate individually (no photographs or video recordings permitted during oath-taking/affirmation ceremony) Conferral of medical degree with tap of gavel
15	Address to graduates by Chair
20	Address to graduates by Affiliation Coordinator of institution where they fulfilled M2 clerkships
25	Start of individual addresses to graduates, brief back-and-forth, and signing of degree certificates