

FACULTY OF MEDICAL SCIENCES

RULES AND REGULATIONS
of the

BOARD OF EXAMINERS for HUMAN MOVEMENT SCIENCES

University of Groningen

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

HAS DECIDED THAT:

the following Rules and Regulations for the following degree programmes:

- **Bachelor's degree programme in Human Movement Sciences and**
- **Master's degree programme in Human Movement Sciences**
- **Master's degree programme in Sport Sciences**

will be adopted:

Article 1 – Definitions

The following definitions apply to these Rules and Regulations:

- OER: the Teaching and Examination Regulations (OER) for the Bachelor's degree programme Human Movement Sciences, the Master's degree programme in Human Movement Sciences and the Master's degree programme in Sport Sciences, most recently set in May 2023.
- Examinee: a person taking an examination or final assessment.
- Final assessment: the final assessment for the propaedeutic phase, the Bachelor's or Master's degree programme, which is considered to be passed if all the requirements of the entire propaedeutic phase, Bachelor's or Master's degree programme have been satisfied.
- Examination: a test of the knowledge , understanding and skills of students, including an assessment of the results.
- Student: a person registered at the University for the purpose of taking course units and/or examinations leading to the conferral of an university degree.

The other definitions shall have the meaning that the Examination Regulations or the Act ascribe to them.

Article 2 – Administrative duties of the Board of Examiners

1. The Board of Examiners will appoint from its members a board of at least three members, who will be charged with the administrative duties of the Board. This committee is responsible to the Board of Examiners.
2. The administrative duties include:
 - a. decisions concerning approval of teaching units as referred to in Article 7.3.d of the WHW
 - b. decisions concerning regulations that at the request of the student may deviate from the current provisions
 - c. decisions concerning exemptions
 - d. preparations to determine the results of final assessments
 - e. determining measures in the event of an infringement of the due procedure during an examination within the meaning of Article 11 or in the event of fraud within the meaning of Article 12.
3. In implementing the Rules and Regulations, the Board of Examiners will use the services of the study advisor, the curriculum manager and the Student Administration Office.

Article 3 – Taking examinations

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

Article 4 – Alternative modes of assessments

As the occasion arises an examiner may decide with the permission of the examinees, to give them an oral examination at the same time.

N.B.

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

Article 5 – Determining the result of the final assessment

1. The Board of Examiners will determine the mark for the final assessment by a simple majority vote.
2. If there is not a majority, then the examinee will be failed.

Article 6 –Times

1. Written examinations must be taken at the times set by the Board of Examiners in consultation with the relevant examiners and in accordance with the provisions of the OER. These times will be published before the start of the semester in question.
2. When determining the times as referred to in Article 6.1, examinations will not be planned concurrently for as far as possible.
3. Changes to a time as referred to in Article 6.1 may only take place as a result of force majeure, for example the non-availability of the required examination hall.
4. Oral examinations will be taken at a time to be determined by the examiner(s) in question in consultation with the curriculum manager and if possible with 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 – Registration for course units and examinations

1. Students who satisfy all the entrance and progress requirements for a certain course unit

do not have to do anything special in order to sit the exam for that course unit. For modes of assessment requiring registration in ProgRESS WWW students are automatically registered for the exam and/or resit after registering for a course unit in ProGRESS WWW.

2. Examinees who register for a course unit as pointed in Article 7.1 and did not participate the first regular examination, will automatically be registered for the resit.
3. Examinees who did not register for a course unit as pointed in Article 7.1 can submit a request to the Board of Examiners to participate the written examination at most one week before the appropriate examination. Such a request may be submitted by means of a standard form, which is available from the Human Movement Sciences Student Administration Office.
4. In view of article 7.2, 7.3 and 7.4 the automatical registration does not mean that an examinee is authorized to participate an examination.
5. In exceptional circumstances, the Board of Examiners may depart from the provisions of Article 6.1 with regard to the place and time of registration.

Article 8 – Withdrawal from examinations

Examinees who are registered for a first regular examination or a resit as referred to the Articles 7.2, 7.3 and 7.4, and who don't want to participate the examination, have to check out before the start of the examination via the Progress WWW registration system or by sending a mail to the Student Administration Office of Human Movement Sciences (Master-BW@umcg.nl)

Article 9 – Request for an additional examination opportunity

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

Article 10 – Request for exemption

1. Requests for exemption for one or several exams, stating reasons, must be submitted in writing to the Board of Examiners.
2. The Board of Examiners will hear the relevant examiners before making a decision on the request, taking into account the provisions of the OER.
3. A decision to entirely or partially deny exemption may not be made by the Board of Examiners before the person making the request has been given the chance to put his or her case.
4. The Board of Examiners will make its decision within one month of receiving the request. The person making the request will be informed of the decision immediately.

Article 11 – Order during examinations

Aankomst en vertrek

1. The exam room is open 10 minutes prior to the start of the exam.
2. An examinee can arrive and receive access to the exam until 30 minutes after the start of the exam. An examiner may decide to provide access to the exam after these 30 minutes.
3. Examinees may not leave earlier than 30 minutes after the start of the exam.
4. Once an examinee has left the exam, no new participants will get access.
5. When an examinee finishes the exam early, the examinee may leave until 15 minutes before the exam ends.

Tijdens het tentamen

6. The Board of Examiners will ensure that invigilators are appointed to supervise examinations; they will ensure that the examination proceeds in good order. The Board of Examiners may delegate this responsibility to the relevant examiner.
7. The examiner (or a competent representative) will always be present during the exam.
8. The examiner is responsible for the course of events during the exam.
9. Examinees must obey the instructions of the Board of Examiners, the examiner or the invigilator, which will be published before the start of the final assessment or the examination, as well as instructions given during or immediately after the examination.
10. If an examinee ignores one or more of the instructions referred to in the former clause, then he or she may be excluded from further participation in the examination in question by the Board of Examiners or the examiner or invigilator. Exclusion means that no result will be given for that examination.
11. The duration of every exam is so that the examinee has reasonably sufficient time to answer the questions.
12. Examinees need to make the exam individually. The Board of Examiners or the examiner may make an exception, only if this causes no nuisance.
13. Resources that can provide the examinee with information about the exam matter or can accomplish communication with others, need to be turned off and be out of reach of the examinee during the exam.
14. During an exam, no tools/devices are allowed, unless this is clearly permitted by the examiner.
15. The consumption of food and drinks are allowed during an exam, unless this causes no nuisance. During a digital exam, drinking from a lockable bottle is allowed, the consumption of food is not.
16. Examinees need to be able to identify themselves by way of their college card or a legally valid identification.
17. Toilet use is not allowed during the exam, unless the examinee has received permission from the examiner, for example because of medical reasons.
18. An invigilator reports to the examiner in case of suspicion of fraud. The examiner acts conform the regulations of the concerning Exam Committee
19. Unless the Board of Examiners and/or the examiner or someone on its behalf has stated otherwise, or if the nature of the examination questions precludes this, the examinee may not take the examination questions and scrap paper away after the examination.

Article 12 – Fraud

1. Fraud is an act or omission by the examinee designed to partly or wholly hinder the forming of a correct assessment of their own or someone else's knowledge, understanding and skills.
Fraud also includes plagiarism, which is copying your own or someone else's work without correct reference to the source.
2. The Board of Examiners will take certain measures to prevent fraud, including:
 - clear communication about the penalty for fraud
 - organizing examinations and tests in such a way that fraud is prevented as much as possible.
3. In the event of fraud during an examination, the examiner may ban the examinee 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. In the event of serious fraud, the Board of the University may, on the recommendation of the Board of Examiners, definitively terminate the student's registration for the degree programme, after the measure to be imposed by the Board of Examiners.
4. The decision to ban will be taken on the basis of the written report of the invigilator concerning the fraud discovered or suspected by him or her.
5. Before the Board of Examiners decides as defined in Article 12.4, it will give the examinee the opportunity to put his or her case.
6. In cases requiring swift action the Board of Examiners may decide to impose a provisional ban based on a verbal report by the invigilator. The invigilator will ensure that this report is committed to writing immediately after the examination and a copy provided to the examinee.
7. A ban means that no result will be recorded for the examination referred to in Article 12.3.
8. Plagiarism in assignments or papers is considered as fraud. In the event of discovered or suspected fraud, the student will be deemed to have failed the assignments and/or papers in question. The Board of Examiners fixes the time within the student can lodge again an assignment or paper to be assessed. This time is highly one year.
9. Having a regular or graphic calculator, mobile communications device or similar means at the ready during an examination or partial examination without the examiner's explicit permission is considered as fraud.

Article 13 – Scope of examinations

1. The questions and assignments that comprise the examination shall not exceed the content of the sources upon which the paper is based. These sources will be announced before the course unit relating to the examination commences. The precise content of the examination subjects shall be published no later than 4 weeks before the examination.
2. The questions and assignments that comprise the examination will be divided as evenly as possible over the sources and will be representative of the learning outcomes with regard to content and form.
3. The questions and assignments in the examination will be clear and unambiguous and will contain sufficient indications of the detail required in the answers.
4. No less than four weeks before the examination is sat, the Board of Examiners or the examiner will announce the mode of assessment in line with the provisions of Articles 9.7

(for the Bachelor's degree programme) and 4.7 (for the Master's degree programme) of the OER regarding the way that an examination will be taken.

5. No less than four weeks before the examination is sat, the Board of Examiners or the examiner will if possible arrange a mock examination to familiarize the examinees with the mode of assessment as well as the model answers and the assessment criteria.

Article 14 – Allocation of ECTS credit points

1. No ECTS credit points will be awarded for course units for which these have already been awarded.
3. External profile course units: no ECTS credit points will be awarded for courses that are not part of other university master programmes, e.g. summer and winter schools.

Article 15 – Assessment

1. The final propaedeutic assessment is deemed to have been passed when all the examinations have been passed (i.e. awarded a mark ≥ 5.5).
2. The final Bachelor's/Master's assessment is deemed to have been passed when all the examinations have been passed (i.e. awarded a mark ≥ 5.5). Practicals may also be assessed as follows: fail (=on); pass (=vo).
3. Exemption from an examination or a practical is considered to be the equivalent of a pass (vo) and will be indicated by vr.
4. Notwithstanding the provisions of article 3.3, as far as possible the assessment of written examinations will occur in line with criteria that have been defined in advance in writing, and amended if necessary as a result of matters that may arise during the actual assessment process.
5. Examination marks cannot be raised by means of bonus points for extra assignments.
6. The manner of assessment is such that the examinee can check how the result of his or her examination has been arrived at.
7. In case written examinations consist of essay questions, answer protocols must be drawn up and assessors must be aware of the protocols before the examinations are marked.

Article 16 – Feedback session

1. On request, an inspection will be held between the examiner and the examinee no later than 10 working days after the results of an oral examination are published.
2. An examinee can request a postmortem with the relevant examiner concerning the results of an examination other than an oral examination within a period of 30 days of the day following the date on which the results are published. The postmortem will take place at a time and a place determined by the examiner.
3. If the Board of Examiners arranges a collective inspection for an examination, then an examinee may only submit a request as defined in Article 16.2 if he or she attended the collective inspection and motivates the request, or if he or she is unable to attend the collective inspection due to force majeure.
4. The examiner or a substitute examiner to be indicated by the examiner of the relevant examination will attend the collective post mortem referred to in Article 16.3.
5. During the inspection referred to in Articles 16.2 and 16.3, the examinee must be given the opportunity to compare his or her work to a set of model answers.

6. During the inspection referred to in Articles 16.2 and 16.3, the use of cameras and mobile communication device is not allowed.
7. The Board of Examiners may permit exceptions to the provisions of Articles 16.2, 16.3. and 16.4.

Article 17 – Taking examinations at universities abroad

With the approval of the Board of Examiners, a student may take examinations in course units that are part of a degree programme at a university abroad. If these course units are equivalent in content, quality and size to course units of the degree programmes in Human Movement Sciences, the Board of Examiners may decide to replace one or more course units from the degree programme with equivalent course units in degree programmes at universities abroad.

Article 18 – Standards

When arriving at their decisions, the Board of Examiners or the examiners must adhere to the following standards:

- a. The preservation of the quality and selection requirements of every examination
- b. Suitable requirements, aimed at aspects such as:
 - limiting time lost by students who are progressing quickly with their studies
 - timely termination of the degree programme followed by students who are unlikely to pass the exams
- c. Protect students from themselves if they want to take on too much
- d. Be understanding towards students who, through no fault of their own, have suffered study delay

Article 16 - Retention periods

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

These terms are based on the Basic Selection List Universities.

Article 20 – Right of appeal

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

Article 21 – Amendments to the Rules and Regulations

No amendments will be made to these Rules and Regulations in the academic year to which they apply. Exceptions to this rule are only allowed if it may be reasonably assumed that the intended changes will not harm the interests of students.

Article 22 – Date of commencement

These rules and guidelines will take effect on September 1, 2023.

As decreed by the Board of Examiners for Human Movement Sciences, Faculty of Medical Sciences, University of Groningen, 01-06-2023.