

Rules and Guidelines

English version¹

Academic year 2011 - 2012

VU University Amsterdam
Faculty of Economics and Business Administration

¹ These Rules and Guidelines are also available in Dutch - Deze Regels en richtlijnen zijn ook beschikbaar in het Nederlands

Contents

Contents

1. Scope of application
2. Definitions
3. Composition of the Examination Board
4. Working method of the Examination Board
5. Registration for interim examinations
6. Working language for interim or final examination
7. Questions and assignments, subject matter and duration of interim examinations
8. Procedure for the completion of written final examination components
9. Invigilation of interim examinations
10. Procedure for practicals
11. Results certificate
12. Determining the result of the final examination
13. Assessment of interim examinations and final examination components
14. Recording of the result
15. Final examination
16. Citations
17. Standards
18. Exemption from an interim examination
19. Departures from regular programmes
20. Certificate, list of marks and diploma supplement
21. Fraud in examinations
22. Annual Report
23. Amendments to these Rules and Guidelines
24. Unforeseen circumstances
25. Entry into force

Appendix A: Examination Code

Appendix B: Explanation of several articles

Appendix C: Powers and responsibilities of the Examination Board

1. Scope of application

Rules and Guidelines as stipulated in Article 7.12, paragraph 4 of the Higher Education and Research Act (*Wet op het hoger onderwijs en wetenschappelijk onderzoek*, WHW).

These Rules and Guidelines apply to the interim examinations and final examinations in the faculty's Bachelor's programmes Bedrijfskunde, Econometrie en operationele research, Economie en Bedrijfseconomie and International Business Administration and the master's programmes Accounting and Control, Business Administration, Econometrics and Operations Research, (Spatial, Transport and Environmental) Economics, (Quantitative) Finance and Marketing and are related to the Academic and Examination Regulations (OER) that apply to these programmes, to be adopted by the Faculty Board. These regulations apply to anyone following the degree programme in this academic year, irrespective of when he or she started the degree programme.

2. Definitions

Below is a list of key terms and their definitions within the context of this document:

1. Act: The Higher Education and Research Act (WHW)
2. Academic and Examination Regulations: the Academic and Examination Regulations (OER) for the Bachelor's programmes Bedrijfskunde, Econometrie en operationele research, Economie en Bedrijfseconomie and International Business Administration and the master's programmes Accounting and Control, Business Administration, Econometrics and Operations Research, (Spatial, Transport and Environmental) Economics, (Quantitative) Finance and Marketing, as adopted by the Faculty Board.
3. Examination Board: the Examination Board for the Bachelor's programmes Bedrijfskunde, Econometrie en operationele research, Economie en Bedrijfseconomie and International Business Administration and the master's programmes Accounting and Control, Business Administration, Econometrics and Operations Research, (Spatial, Transport and Environmental) Economics, (Quantitative) Finance and Marketing.
4. Final examination: the collection of successfully completed interim examinations in the components included in the programme, possibly also supplemented by an assessment by examiners designated by the Examination Board of the student's knowledge, understanding and skills.
5. Interim examination: an assessment of the knowledge, understanding, attitude and/or skills of the examination candidate, as well as the evaluation of the results of that assessment. An interim examination can take various forms and may be referred to in different ways: test, assessment, assignment, thesis, etc.
6. Examiner: the individual designated by the Examination Board to conduct interim examinations and determine the result, in accordance with Article 7.12, paragraph 3 of the Act.

3. Composition of the Examination Board

1. The Examination Board comprises three members, all of whom are experts in the subject matter of the degree programmes. At least one member teaches on the degree programme (or one of the programmes for which these Rules and Guidelines are intended).
2. The members of the Examination Board are appointed by the Faculty Board.
3. The Faculty Board appoints a chairperson from amongst its members. The Secretary is responsible for the day-to-day management of the Examination Board. If necessary, he or she will designate another member to deputize during his or her absence.
4. Before any member is appointed, the Faculty Board will conduct a hearing with the Examination Board about the proposed appointment.
5. The Faculty Board is responsible for guaranteeing that the Examination Board operates in a manner that is independent and expert.

4. Working method of the Examination Board

1. In principle, the Examination Board meets once every six weeks or as often as its chairperson deems to be necessary. The timetable of meetings will be published promptly.
2. The Faculty Board is entitled to allocate an official secretary to the Examination Board.

3. In the event of a request or complaint that involves a member of the Examination Board, this will be handled in the absence of the member involved.
4. Requests or complaints must be submitted via e-mail at the latest one week before the date of the meeting. The request or complaint must in all cases include the reasons for the request or a description of the complaint, the date, name and student number, the programme that is attended and the first year of registration for that programme.

5. Registration for interim examinations

1. Students can participate in an interim or sub-interim exam only if they registered in advance, unless registration is done by or on behalf of the Examination Board.
2. Students must register for a written interim exam by means of the student portal 'VUnet' at the latest fourteen calendar days before the date on which the relevant interim exam is to be taken.
3. A student who fails to register for the interim exam may participate in the interim exam if this is possible, taking account of the size of the examination room available.
4. The result of an interim exam taken by a student described in paragraph 3 will be published only after the student has fulfilled the imposed fine, within the fixed time.
5. If a course is examined through both an interim or sub-interim exam with different duration, registration must be performed separately.

6. Working language for interim or final examination

The interim or final examination will be completed in the language of instruction. At the request of the student, the Examination Board may decide to permit another language, in which both the examiner and a student have sufficient proficiency, to be used. Although the first two years of the Bachelor's programme Bedrijfskunde can be taught in Dutch, the examinations will be in English. Students are allowed, however, to provide their answers in Dutch.

7. Questions and assignments, subject matter and duration of interim examinations

1. None of the individual questions or assignments in the interim examination will relate to anything other than the previously announced interim examination material. This material is primarily announced prior to the start of the period in which the teaching for this interim examination takes place. Full publication of all details of the materials will take place at the start of the teaching period in which the examination is held via the Study Manual.
2. The provisions of the first paragraph are applicable mutatis mutandis to an examination, if the Examination Board wishes to take the initiative to test the student's knowledge.
3. The Examination Board or the relevant examiner will provide students with the opportunity to consult a written example of the interim examination, as well as model answers and the standards that will apply to assessment.
4. The Examination Board supervises the quality of interim and final examinations.
5. In the event of a resit examination in a different year of study, the student will be examined on the material set for the interim examination in that year, unless the Examination Board decides otherwise in the light of a request from the examiner and/or the student.
6. A written interim exam in year 1 and 2 of the bachelor's programmes may not exceed two hours. The Examination Board may decide to derogate from this.
7. A written interim exam in year 3 of the bachelor's programmes and the master's programmes may not exceed two hours and forty-five minutes. The Examination Board may decide to derogate from this.
8. The Examination Board may extend the maximum time allowed for an interim or a sub-interim exam for students with a visual and/or physical handicap and designate such students a separate interim exam area.
9. Each interim examination will have such length as to ensure that students have enough time in order to answer the questions.
10. If possible, the question will indicate the degree of detail necessary in the student's response.

11. To the extent applicable, the first page of the questions and assignments will at least indicate the following:
 - a. the programme;
 - b. the course;
 - c. the duration of the exam;
 - d. the name of the relevant examiner;
 - e. the number of pages of the questions-and-assignments form;
 - f. the number of questions and assignments;
 - g. the type of question;
 - h. instructions for completion;
 - i. the rules applicable and the attributes allowed during the exam, to the extent that these derogate from those recorded in the present regulations;
 - j. the points awarded for each question, provisionally or otherwise;
 - k. the marking standard;
 - l. the date on which the paper must have been corrected, barring exceptional circumstances;
 - m. the rules for inspecting the marked paper and the date on which this can be done.
12. If they are not part of the work to be assessed, the students may take home the assignments for a written interim exam after the end of the exam.
13. The examiner must submit the assignments for a written interim exam to the Education Office at the latest six days before the exam date, and these must be in such a way that the assignments can be reproduced immediately.
14. Assignments for a written interim examination that are finalized later than six days before the exam date cannot be submitted to the Education Office but are to be multiplied by the examiner or his/her secretariat, and delivered at the examination venue at the appropriate time and date.

8. Procedure for the completion of written final examination components

1. In order to participate in an interim examination, students must show valid proof of registration.
2. Students are to sit at the table indicated by the invigilator or at the table which carries their name tag.
3. Unless this is expressly permitted, it is forbidden to take books, notes, portable telephones or other items that may serve as assistance into the examination room.
4. Any student who arrives after the officially scheduled starting time will be excluded from sitting the examination. Students are to be present 15 minutes before the officially scheduled starting time.
5. It is not permitted to leave the examination room within thirty minutes after the officially scheduled starting time. Only in the case of examinations lasting more than two hours is the student permitted to visit the toilet once, after two hours have passed and he or she is accompanied by an invigilator.
6. When students leave the examination room, all examination materials provided must be handed in or left with a blank sheet facing upwards.
7. Any student who fails to abide by the provisions of this article may be excluded from further participation in the relevant examination by the Examination Board of the examiner.

9. Invigilation of interim examinations

1. Wherever reference is made in the present interim exam code to "examiner" this will also be deemed to be the "chief examiner" if appropriate.
2. The examiner responsible for the interim exam must be available at the faculty for the entire duration of the interim exam.
3. The invigilators will be instructed on their tasks and the procedures by or on behalf of the Examination Board.
4. The invigilator must report to the programme's Education Office at the latest 30 minutes before the interim exam commences.

5. The invigilators will bring the assignments to the interim exam room in twos, and will also take the work to be marked to the programme secretariat in twos after the end of the interim exam.
6. The invigilators must also collect the labelled answer sheets to confirm which students are not present.
7. The invigilators must ensure that the interim exam commences on time, that it proceeds smoothly with due observance of all the rules laid down in this code and that the exam ends at the agreed time.
8. The invigilator may perform no duties during the interim exam other than those directly connected with the interim exam.
9. The invigilator must keep an official record. The invigilator must submit this official record to the Education Office (together with any annexes) after the end of the interim exam. The Education Office will submit a copy of this official record to the examiner and if necessary to the Examination Board.
10. In case of problems the invigilator should contact the Education Office. The Education Office may contact the examiner.

10. Procedure during practicals

1. The manager of the practical, or the manager of the research group will, where necessary, ensure that assistants are designated for the practical tests in order to supervise the smooth running of the practical or experiment.
2. At the request of the Examination Board, or on its behalf, students are obliged to identify themselves by presenting a valid proof of registration.
3. Students are obliged to follow all the instructions of the practical manager, given before or during the practical.
4. Any student who fails to abide by the provisions included or intended in paragraphs 2 and 3 may be excluded from further participation in the relevant practical by or on behalf of the Examination Board. As a consequence of this exclusion, no result will be issued. Before the Examination Board reaches a decision, it will invite the student to present his or her case.

11. Results certificate

If the student has sound reasons for requesting a separate certificate for an interim examination, this will be provided.

12. Determining the result of the final examination

1. As soon as the student has met all the obligations of the degree programme, the diploma will be issued. Upon application for the diploma, the student must hand in a copy of his or her passport or ID card and he or she must have uploaded his or her thesis digitally. The Examination Board will then prepare for the awarding of the certificate.
2. The certificate will be issued with the date on which the Examination Board determined the result.

13. The assessment of interim examinations

1. If possible, interim exams will be marked on the basis of pre-agreed guidelines which had been recorded in writing in advance, and, if necessary, on the basis of amended standards.
2. Marking and assessment will be so transparent that the student will be able to check how the results of his interim exam were arrived at.
3. If non-examiners are called in to mark and assess written interim exams, this will be done under the full responsibility of the examiner concerned.
4. The subjects on the examination syllabus will be assessed with marks. In derogation of the provisions of the first sentence, the Examination Board can decide that certain subjects must be assessed with the qualification "satisfactory" or "unsatisfactory", and that no mark will be given.
5. Examiners are at liberty to fix the maximum number of points possible per interim exam and/or the maximum number of points per section of an interim exam. The rules for converting the number of points

in fact awarded into a mark must be announced to students upon the commencement of the interim exam.

6. The mark for an interim exam in a certain subject will be a figure on a scale of 1 to 10, and may be expressed with one decimal point.
7. In derogation of paragraph 6 it is stipulated that:
 - a. The mark 0 (zero) cannot be awarded; this is reserved for special cases.
 - b. Marks between 5.0 and 6.0 cannot be awarded.
8. The significance of the marks awarded is as follows:

10	excellent	5	almost satisfactory
9	very good	4	unsatisfactory
8	good	3	extremely unsatisfactory
7	more than satisfactory	2	poor
6	satisfactory	1	extremely poor

9. Wherever reference is made in the present Regulations and Guidelines to "unsatisfactory" marks, this will be deemed to be marks of 5 or less.

14. Recording of the result

1. Examination results are recorded by the faculty's Education Office.
2. Students can access details of the assessment via the student portal 'VUnet.'
3. The student is entitled to appeal against the manner in which the assessment was reached. For details of this, please refer to the Student Charter.
4. The results of a written interim exam taken as a group, a practical or a tutorial will be filled in on the list of exam candidates to be provided by the Education Office.
5. If a student included on a list of exam candidates has no results, the list of results will be marked as 'no show.'
6. If there is no list of exam candidates for a tutorial and/or a practical, the examiner will draw up a signed list setting out the results, the students' names and registration numbers.
7. The results of the other interim exams will be submitted to the Education Office by means of a results form.

15. Final examination

1. If the examinations for the programme components relating to the degree programme have been completed successfully, the final examination has been completed.

16. Citations

1. When confirming the results of an examination, the Examination Board will award the citation 'cum laude' to students who have demonstrated exceptional ability.
2. The citation will be fixed on the basis of the unweighted averaged results of all the subjects on the examination syllabus, to the extent that these could be marked with a figure.
3. For the bachelor's programme Econometrie en operationele research the citation 'cum laude' is awarded if the student's average mark on the basis of the first results exceeds 8.00, these first results are all sufficient and no mark is lower than 7.00. Also first results that are not assessed with a figure are to be sufficient.
4. For all other bachelor's programme than mentioned in paragraph 3 the citation *cum laude* is awarded if the student's average mark on the basis of the first results is at least 8.00, and these first results are all sufficient. Also first results that are not assessed with a figure are to be sufficient.

5. If the Examination Board awarded the student dispensations for certain subjects on the examination programme for a total exceeding 30% of the examination programme, then, in derogation of paragraphs 1,2, 3 and 4, the student will be awarded no citation.

17. Standards

In making decisions, the Examination Board and the examiner will apply the following standards as guidelines, and in the event of any conflict will weigh these standards against each other:

- a. safeguarding the quality and selection requirements of a final examination or interim examination;
- b. effectiveness requirements, expressed in part in an attempt as far as possible to prevent any unnecessary wasted time for students in preparing for an interim or final examination;
- c. leniency with regard to students if their studies have been delayed as a result of circumstances beyond their control.

18. Exemption from an interim examination

1. A request for exemption from an interim examination must be submitted at least six weeks before the start of the relevant component to the Examination Board.
2. The Examination Board will take a substantiated decision within six weeks of receipt of the request (or if this period is completely or partly during a period when there are no academic classes, within one month of the end of this period). This term can be extended, if the required information has not been received in time. The person making the request will be informed of this postponement.
3. The person making the request will be informed of the decision via email.

19. Departures from regular programmes

1. Any request to depart from the curriculum must be submitted to the Examination Board in writing and with reasons. The Examination Committee will make a decision within six weeks of receiving the request. A negative decision will be issued with regard to the request in all cases in which no replacement component is followed that has at least the same level and size as the component it replaces.
2. Any request to complete a component of the degree programme at another university in the Netherlands or abroad must be approved by the Examination Board before the education at the other university commences. If approval is granted, the results achieved at the other university will be incorporated in the student's personal study programme. Results obtained at a university abroad will not be translated to the Dutch 1-10 scale, but will be recorded as 'V' (sufficient).

20. Certificate, list of marks and diploma supplement

1. The Examination Committee grants a degree certificate as proof that the student has successfully passed his/her examination after the Executive Board has confirmed that the procedural requirements for issuing the certificate have been met. The certificate will be signed by the chair of the Examination Board. The Dean and the student also sign the certificate.
2. In the diploma supplement details will be given of the components included in the final examination and their study load along with the results achieved. In addition, the certificate will include reference to components that are not included in the final examination but in which the student was examined at his or her request before the result of the final examination was determined, providing that these components have been passed.
3. The Examination Board will append a diploma supplement to the certificate outlining the nature and content of the degree programme.
4. The results recorded in the diploma supplement are rounded off to whole and half marks. The following rules apply for results expressed on a decimal scale: 0,2 or lower are rounded off downwards, between 0,3 and 0,7 are rounded off to 0,5 and 0,8 and higher are rounded off upwards. The words *Exemption* (vrs), *Insufficient* (ov), *Sufficient* (v) and *Good* (g) as well as *Completed* (vld) and *Not completed* (nvld) are written in full.

21. Academic misconduct in examinations

a. Academic misconduct

The term 'academic misconduct' is understood to mean the actions a student takes or fails to take, which make it completely or partly impossible to properly assess his/her knowledge, understanding and/or skills.

b. Academic misconduct during written examinations

If academic misconduct is identified or suspected during a written examination, the invigilator will indicate this immediately on the answer sheet in the presence of the student. After the examination, the invigilator will compile a written report on the academic misconduct that has been identified or suspected. In this, the examiner or invigilator is authorized to seize as evidence the materials or equipment used for the academic misconduct and to keep these for as long as is necessary to carry out investigations.

c. Academic misconduct in preparing assignments

1. An assignment is understood to mean any written, audiovisual or digital product submitted by the student in order to be awarded an assessment as part of the curriculum.
2. Without prejudice to the stipulated in the Act, it is forbidden to include in an assignment any file, whether in processed or unprocessed form, such as a text, an illustration, a digital or audiovisual file, without acknowledging the author and the original location of the file, or, if it is impossible to identify an author, without acknowledging the original location of the file (also referred to as plagiarism).

d. Academic misconduct identified after completion of the examination

1. If academic misconduct is identified or suspected after a written examination has been completed, the examiner will report this immediately to the Examination Board and will submit evidence.
2. The Examination Board will instigate an enquiry into the alleged academic misconduct based on the evidence submitted by the examiner.

e. Procedure and Sanctions

1. If the examiner determines or has good reasons to suspect that academic misconduct has taken place, he or she must report this immediately in writing to the Examination Board. The Examination Board will inform the student of this report in writing.
2. The Examination Board will invite the student to present his or her case and will decide whether fraud has been committed based on the evidence and as far as possible on the information provided by the student. Further information may be demanded from the examiner.
3. If the Examination Board is convinced that academic misconduct has been committed, a sanction will be imposed.
4. With due regard to the principles of legal fairness and proportionality, the Examination Board can declare the interim examination or the assignment to which the academic misconduct relates to be invalid and also exclude the student from the following relevant examination.
5. In the event of repeated or serious types of academic misconduct, the Examination Board may exclude the student from participation in one or more interim or final examinations at VU University Amsterdam that it may designate for a maximum of one year.
6. If a serious form of academic misconduct is identified, the Examination Board can propose to the Executive Board that the student's enrolment be terminated permanently.
7. The student can appeal directly to the Examination Appeals Board against the decision by the Examination Board.

8. In urgent cases relating to academic misconduct not covered by these rules and guidelines, the Examination Board will make a decision with due regard to the principles of an appropriate procedure.

22. Annual Report

By 1 December, the Examination Board will compile a report on its activities during the previous academic year. The Examination Board will send the annual report to the Faculty Board. On request, the annual report or parts of it can be made available to interested parties.

23. Amendments to these Rules and Guidelines

No amendments are made in relation to the current academic year, unless there is a reasonable expectation that this will not damage the interests of the students.

24. Unforeseen circumstances

In any circumstances not covered by these Rules and Guidelines, the Examination Board will decide.

25. Entry into force

These Rules and Guidelines come into force on 1 September 2011

Adopted by the Examination Board on 31 May 2011

Appendix A

Examination Code

belonging to the Rules and Guidelines of the Bachelor's programmes Bedrijfskunde, Econometrie en Operationele research, Economie en Bedrijfseconomie and International Business Administration and the master's programmes Accounting and Control, Business Administration, Econometrics and Operations Research, (Spatial, Transport and Environmental) Economics,(Quantitative) Finance and Marketing.

article 1 General

1. Students must follow up all the instructions issued by the examiner and/or the invigilators promptly and in full.
2. If a student fails to abide by any instructions issued by the above, the Examination Board may decide that there is question of fraud or may decide that the interim exam is not valid

article 2 Identification

1. Students must bring valid identification to the interim exam; these will be deemed to be a *passport, driving licence, municipal identification card, student chip card and a public transport season ticket*, provided that this has not elapsed.
2. The student must position the ID so that the invigilator can consult it at any time during an interim exam.
3. During an interim exam, the student must sign the list of exam candidates and the answer form in the presence of the invigilator.
4. The Examination Board declares the results of an interim exam null and void in case a student has no valid means of identification during the interim exam.

article 3 The venue

1. The student must take the place designated to him by the invigilator or the place indicated by means of a labelled answer sheet.
2. In the event of defects in the furniture or other disruptive circumstances, the student is not at liberty to take another spot independently, but must consult the invigilator.

article 4 Resources

1. Pencils, pens, erasers, pencil sharpeners, and rulers are the only resources which can be taken into an interim exam. A simple, normal calculator is usually allowed, unless explicitly forbidden. Sometimes other resources such as a graphic calculator are allowed. However, this has then been indicated in advance. All resources allowed are described on the front page of the exam.
2. Any other item than mentioned in paragraph 1, such as pencil cases, coats, bags, books, notes, sound carriers, mobile phones or other communication equipment (PDA's etc) may be taken into an interim exam, and must be left at the front of the examination room. Not just the use of these instruments is prohibited but the possibility that it could be used.
3. The invigilator is authorised to remove prohibited items from the exam room or to arrange for this to be done.
4. No items may be exchanged between students during an interim exam, and only writing materials may be loaned out to another student, with the permission of the invigilator and after having been checked.

article 5 Official record

1. The invigilator will keep an official record during the interim exam, recording all exceptional occurrences during the interim exam.

article 6 Begin and end of an interim exam

1. A student must be present fifteen minutes before the examination starts.
2. A student has to be seated on the place designated to him when the interim exam starts.
3. Students arriving after the time of commencement will not be entitled to participate in the interim exam.
4. Upon the commencement of the interim exam, the invigilator will state when the exam will end.
5. If a student leaves the interim exam room for any reason whatsoever, without an invigilator, no further students may be admitted to that room.
6. A student may not leave the interim exam room within 30 minutes of the commencement of the interim exam.
7. In order to prevent too much disruption at the end of the exam, students may leave the exam room only in the period up to fifteen minutes before the end of an interim exam.
8. The student must stop writing as soon as the invigilator states that the interim exam has ended.
9. After the end of the interim exam, a student must remain seated until the invigilator has collected all the interim exams.

article 7 Submitting course work

1. The student is required to hand work to be marked to the invigilator before definitively leaving the exam room.
2. If a student refuses to hand over work for marking, this fact will be recorded in the official record. The Examination Board decides either to register this interim exam on the student's record as null and void or to mark this as a case of academic misconduct.

article 8 General code of conduct

1. All exam candidates must remain silent during the interim exam.
2. A student is not permitted to leave the exam room without the invigilator's permission.
3. Students can only use the toilets during an interim exam from which it is stated before that it exceeds two hours. In such case using the toilet is only permitted under supervision of an invigilator.
4. The Examination Board can declare the interim exam null and void in case a student does not comply with these rules of conduct.

article 9 Fraud

1. The following and others will be deemed to be fraud:
 - a. spoken contact with another student in the course of the interim exam;
 - b. looking at the work of another student, accidentally or on purpose, while the student's own work has not yet been submitted;
 - c. using an ID other than their own identification;
 - d. having items other than those permitted in the exam room;
 - e. if items other than those described in article 4 are permitted: having notes which have been made on or in such resources;
 - f. lending or borrowing another student's resources without requesting the invigilator's permission;
 - g. using information which is despatched or received directly or via a network during the interim exam or sending information in the course of the interim exam;
 - h. submitting the work of another student for marking;
 - i. deliberately not taking the designated seat.

2. If fraud is confirmed during the interim exam or if there is a suspicion of fraud, the invigilator will immediately make a note of that fact in the official record. The invigilator must also make a note on the work which the student submits for marking. The student is entitled to complete the interim exam.
3. The invigilator may request the student to make documentary evidence available. Any refusal to do so will be recorded in the official record.
4. The student will be given the opportunity to include written comments to the official record.
5. The Examination Board will decide whether there is question of fraud and which sanction is appropriate.

article 10 Examiners and invigilators

1. Wherever reference is made in the present interim exam code to "examiner" this will also be deemed to be the "chief examiner" if appropriate.
2. The examiner responsible for the interim exam must be available at the faculty for the entire duration of the interim exam.
3. The invigilators will be instructed on their tasks and the procedures by or on behalf of the Examination Board.
4. The invigilator must report to the programme's Education Office at the latest 30 minutes before the interim exam commences.
5. The invigilators will bring the assignments to the interim exam room in twos, and will also take the work to be marked to the in twos after the end of the interim exam.
6. The invigilators must also collect the labelled answer sheets to confirm which students are not present.
7. The invigilators must ensure that the interim exam commences on time, that it proceeds smoothly with due observance of all the rules laid down in this code and that the exam ends at the agreed time.
8. The invigilator may perform no duties during the interim exam other than those directly connected with the interim exam.
9. The invigilator must keep an official record. The invigilator must submit this official record to the Education Office (together with any annexes) after the end of the interim exam. The Education Office will submit a copy of this official record to the examiner and if necessary to the Examination Board.
10. In case of problems the invigilator should contact the Education Office. The Education Office may contact the examiner.

Appendix B

Explanation of several articles

Article 2

WHW: references to articles from the WHW, allude to the WHW 2010 (which includes Governance Reinforcement (*Versterking Besturing*))

Article 3

Each degree programme or group of programmes has an Examination Board. It is therefore possible to instigate a single Examination Board for a Bachelor's degree programme and an associated Master's degree programme. It is also possible to instigate a single Examination Board for Bachelor's programmes within one domain. Despite this, a separate Examination Board for each degree programme remains possible. According to the WHW 2010, experts from outside the degree programme may now be appointed as members. Another new introduction in the Act is that members of the sitting Examination Board can present their cases to the Faculty Board before a new member is appointed.

Article 12

In accordance with the new WHW, the certificate is no longer issued at the request of the student. The Examination Board assesses whether the student has met all of his or her obligations. If this is the case, the student will be issued with his or her certificate. Practice will show which method is most effective.

Article 13

Deciding the standards to be applied in assessing examinations (i.e. any type of testing) is very much within the realm of the Examination Board's expertise. Only limited instructions on this are included in the OER. For the rest, the Examination Board is free to decide how assessment takes place. The text included here is intended to provide guidance on this.

Article 21 e sub 6

The WHW 2010 permits the termination of enrolment in the case of very serious academic misconduct. For this purpose, the Examination Board must submit a fully substantiated proposal to the Executive Board. In view of the scope of such a sanction, careful consideration of the interests of both the student and the university is essential.

Article 22

The issuing of an annual report has been made compulsory in the WHW 2010,

Appendix C

Powers and responsibilities of the Examination Board

1. designates the examiners.
2. takes care of the organization and coordination of the interim examinations and the completion of the final examinations.
3. safeguards the quality of the interim and final examinations.
4. sets the rules for the implementation of the powers and responsibilities with regard to the quality of the interim and final examinations* and for the awarding of exemptions.
5. where necessary: instigates one or more subsidiary committees to implement a specific task of the Examination Board.
6. determines whether a request for exemption can be honoured.
7. where necessary: extends the period of validity of completed interim examinations.
8. where necessary: grants permission for an interim examination to be completed in an exceptional form.
9. where necessary: determines that an oral examination need not take place in public
10. grants exemption from practical exercises, possibly subject to the imposition of alternative requirements
11. where necessary: carries out its own assessment of the knowledge, understanding and skills of students in addition to the interim examinations that form the final examination. As a general rule, the 'paper-clip' final examination applies: if all interim examinations in the degree programme have been secured, the final examination has been passed.
12. regulates on passes and fails (whether insufficient results are permitted; compensation permitted; determines the pass mark).
13. assesses whether the level of the candidate's Dutch is adequate. The same applies for English for English-language programmes.
14. The Examination Board sets the guidelines and instructions for the results of interim and final examinations to be determined within the framework of the OER.
15. The Examination Board can impose sanctions on students who have committed academic misconduct.
16. The Examination Board can determine that not every interim examination needs to be completed with a pass and set the conditions under which this is permitted.
17. The Examination Board awards the certificate and its supplements, if a final examination has been successfully completed.
18. The Examination Board is authorized to permit a free education programme and also designates the degree programme to which this free education programme will be deemed to belong for the operation of the law.
19. The Examination Board publishes an annual report on its activities.

If the Faculty Board so requests, the Examination Board will take on the responsibilities of the Bachelor's degree programme admissions committee with regard to the *colloquium doctum* or an additional assessment of the more detailed requirements for previous education and the responsibilities of the Master's programme assessment committee with regard to the assessment stipulated in Article 7:30 a and b of the WHW. The admissions committee advises the Executive Board through the intermediary of the Faculty Board as to whether a candidate can be admitted to the degree programme.