



MODEL RULES AND REGULATIONS FOR BOARDS OF EXAMINERS

Pursuant to Article 7.12 of the Higher Education and Research Act (WHW), the Faculty Board will appoint a **Board of Examiners** for each degree programme or cluster of degree programmes.

One of the Board of Examiners' tasks is to establish Rules & Regulations (Article 7.12b.1 b of the Act). Here, the Act refers to guidelines and directions. Within the University of Groningen, this is traditionally referred to as Rules & Regulations (R&R).

The enclosed Model Rules and Regulations can be used as a template for the regulation of internal affairs concerning examinations and final assessments.

The terminology matches that in the model Teaching and Examination Regulations (OER).

In some cases, the model offers various alternatives.

This is indicated in each instance with an asterisk (*).



Faculty of ...

**Model Rules and Regulations
 for Boards of Examiners
 for the 2023-2024 academic
 year**

The Rules and Regulations as referred to in Article 7.12b.1 and 7.12b.3 of the Higher Education and Research Act for:

the degree programme in.....

the degree programmes in....., , etc.

the Board of Examiners for the degree programme (or programmes)

in..... ,

having regard to Article 7.12b.1 and 7.12b.3 of the Higher Education and Research Act.

HAS DECIDED

to set the following rules and regulations for the degree programme (or programmes).....:

Explanatory notes

The name of the degree programme or cluster of degree programmes must match that in the University of Groningen Administrative Regulations.

The Faculty Board can appoint a single Board of Examiners for a cluster of degree programmes (Article 7.12.1). This is a logical move if the Faculty Council has drawn up a single Teaching and Examination Regulations for such a cluster of degree programmes.

The R&R adopted for this joint Board of Examiners then apply to all the degree programmes in the group.



Article 1 Definitions

The following definitions apply to these Rules and Regulations:

- **Examinee:** the person who takes an examination or examination
- **Examination:** a test of the knowledge, understanding and skills of students, including an assessment of the results
- **Final assessment:** the propaedeutic phase or final assessment for the Bachelor's/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
- **Student:** a person enrolled in the University for the purpose of taking courses and/or examinations for a university degree
- **OER:** The Teaching and Examination Regulations for the degree programme (or programmes) listed in Article last adopted on

Article 2 Day-to-day affairs 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 of Examiners.
2. a. Day-to-day affairs include any decisions regarding approval of course units as referred to in Article 7.3d of the Act
- b. Decisions concerning regulations that, at the request of the student, may deviate from current provisions
- c. Decisions concerning exemptions
- d. Preparations for determining 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 10 or in the event of cheating within the meaning of Article 11.

This committee is accountable to the Board of Examiners.

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 one and the same examination is held and assessed by more than one examiner, whether or not 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 the examination have been met.
5. If the student has already passed the examination for a course unit, the student



can/cannot take the same examination again. The most recent mark/highest mark will apply.

Explanatory notes:

Re. paragraph 5: The Board of Examiners can freely choose.

Article 4 Alternative modes of assessment

With the permission of the examinees, an examiner may decide that a certain examination will be an oral examination rather than a written one.

Explanatory notes:

This variant of the main rule governing individual assessment may be useful when assessing joint assessments, 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 * [of all members].
2. If there is no majority, then the examinee will be failed.

Explanatory notes

Unless the Rules and Regulations set out a different arrangement.

The addition given in [] at paragraph 1 offers the alternative of prescribing an absolute majority.

Article 6 Times

1. Written examinations must be taken at the times set by the Board of Examiners in consultation with the relevant examiners. These times will be adopted by the Board of Examiners at least *two months before the start of the *academic year/*semester in question in consultation with the relevant examiners and subject to the provisions of the Teaching and Examination Regulations.
2. When determining the times as referred to in the first paragraph, as far as possible no examinations will be planned concurrently.
3. Changes to the times referred to the first paragraph may only be made in the event of force majeure, for example if the necessary examination room is unavailable.
4. Oral examinations will be taken at a time to be agreed between the examiner or examiners in question and the examinee.
5. The provisions of paragraph 4 will also apply as far as possible to examinations to be taken other than in written or oral form.

Explanatory notes

Paragraph 1 assumes timetabling before the start of the academic year or semester.

This standard situation offers students a framework within which to plan their studies.

Paragraph 3 is an 'escape clause' for emergency situations, when planned examination space turns out not to be available. This does not excuse the Board of Examiners or the examiner from the duty to organize a replacement examination opportunity with as few adverse



consequences as possible for students. Paragraph 5 is also intended to cover the assessment of practicals, placements, fieldwork and theses.

Article 7 Registration for 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 examination for that course unit. For modes of assessment requiring registration in ProgRESS WWW students are automatically registered for the examination and/or resit after registering for a course unit in ProGRESS WWW.
2.
3.

Explanatory notes

This article needs to be fleshed out in line with requirements and practice, bearing in mind the following conditions:

- Students must be given sufficient opportunity to register for course units.
- Students must be given sufficient opportunity to deregister for an examination or resit.
- Students who have not followed a course unit but wish to take the examination must be given sufficient opportunity to register for the examination for that course unit.
- It is recommended that this be organized in week 5 of each block, after the automatic examination registration has taken place.
- Any changes to the registration procedure must be clearly announced.

Article 8 Request for an extracurricular examination

1. The examinee can ask the Board of Examiners to grant them an extracurricular examination.
2. Requests of this kind can be granted if, due to force majeure, the examinee has failed the examination concerned and the failure to grant an extracurricular examination would result in an unacceptable study delay.
3. The following criteria apply to granting an extracurricular examination for the last course unit of the degree programme:
 - The examination of the course unit in question may not already have been passed
 - it must be the last examination result needed
 - the study delay if the extracurricular examination is not granted would be at least one semester
 - the examinee must have participated in the last two regular examination opportunities for the course unit for which the extracurricular examination is requested, and gained marks of at least 4 and 5.

Explanatory notes

This article has been included because the Board of Appeal for Examinations regularly receives appeals related to this issue and the criteria used to deal with such requests do not seem to be clear enough. Article 8 serves as an example. There are no legal criteria, so this Article can be adapted to the common practice within a degree programme

Article 9 Request for exemption



1. Requests for exemption, 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 Teaching and Examination Regulations.
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 forward their case.
4. The Board of Examiners will make its decision within a month of receipt of the request. The person making the request will be informed of the decision immediately.

Explanatory notes

Requests for exemption can be submitted in connection with any examination (in the general sense of 'testing knowledge and ability') under the examination regulations. This can also apply to practicals, placements, theses, etc.

The model stipulations set out above are intended to provide procedural safeguards for a careful consideration of such requests.

Article 10 Order during examinations

1. The Board of Examiners will ensure that invigilators are appointed to supervise written examinations, and to ensure that the examination proceeds in good order. The Board of Examiners may delegate this responsibility to the relevant examiner.
2. Examinees must identify themselves by means of their student card at the request or behest of the Board of Examiners.
3. Examinees must obey the directions of the Board of Examiners or the examiner, which will be published before the start of the final assessment or the examination, as well as directions given during or immediately after the examination.
4. If an examinee fails to comply with one or more of the instructions referred to in paragraph 3, they may be excluded from further participation in the examination in question by the Board of Examiners or the examiner. Exclusion means no mark will be awarded for the examination in question. Before the Board of Examiners or the examiner makes a decision to exclude a student, the examinee will be given the chance to put forward their case.
5. The duration of each examination is such that the examinee may reasonably have enough time to answer the questions.
6. The examinee may take the examination questions away after the examination, unless the Board of Examiners or someone on its behalf has stated otherwise, or if the nature of the examination questions precludes this.

Explanatory notes

Exclusion (paragraph 4) may, as a disciplinary measure, only refer to the examination opportunity in question. There is no legal basis for a more far-reaching sanction.

Article 11 Cheating

1. Cheating is an act or omission by a student designed to partly or wholly hinder a correct assessment of their own or someone else's knowledge, understanding, and skills. Cheating



also includes plagiarism, which means copying your own or someone else's work without correctly acknowledging the source.

2. The Board of Examiners takes certain measures to prevent cheating. These include:
 - clear communication regarding sanctions in case of cheating
 - organizing examinations and tests in such a way that it is as difficult as possible for people to cheat.
3. In the event of cheating during an examination, the examiner may exclude the examinee from taking part 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 serious cases of cheating, the Board of the University, on the recommendation of the Board of Examiners, may definitively terminate the student's registration for the degree programme. The Board of Examiners will, however, first inform the student involved of the measure it has imposed.
4. The decision to ban will be taken on the basis of the written report of the invigilator concerning the cheating discovered or suspected by him or her.
5. Before the Board of Examiners makes a decision as referred to in the fourth paragraph, it will give the examinee the opportunity to put forward their 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 mark will be recorded for the examination referred to in paragraph three.

Explanatory notes

The term 'deceptive' is not used in the definition. This term assumes intent on the part of the person cheating. However, it is sufficient to demonstrate illegality, in the sense that a certain action gives rise to deception regardless of the examinee's intention. For example, taking literature into the examination (which may in itself be permitted) on which notes have been made is in practice regarded as cheating.

Examinees expose themselves to the risk of cheating by not checking beforehand whether their literature is 'clean'.

Article 12 Questions and assignments

1. The questions and assignments that comprise the examination shall not exceed the content of the sources upon which the examination is based. These sources will be made public in general terms before the start of the course unit that will prepare for the examination. The precise extent of the material to be studied will be published no later than one month before the examination.
2. The questions and assignments that comprise the examination will be spread 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 that comprise 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 Article 9.5 of



the Teaching and Examination Regulations 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 13 Assessment

1. The propaedeutic phase is deemed to have been passed when all the examinations have been passed (≥ 6).
2. The final assessment of the doctoraal/Bachelor's/Master's programme is deemed to have been passed when all the examinations have been passed (≥ 6). Practicals may also be assessed as follows: ON (*onvoldoende*; fail), VO (*voldoende*, pass).
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 4 paragraph 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. Assessment will occur in such a way that the examinee can check how the results of their examination have been calculated.

Article 14 Follow-up discussion

1. As soon as possible after publication of the results of an oral examination, there will be a follow-up discussion of the results between the examiner and the examinee, either at the request or initiative of the examiner. The results will then be explained.
2. An examinee can request a follow-up discussion with the relevant examiner concerning the results of an examination other than an oral examination within six weeks of the day following the date on which the results are published. The follow-up discussion will take place at a time and a place determined by the examiner.
3. If the Board of Examiners arranges a collective follow-up discussion for an examination, then an examinee may only submit a request as defined in the last paragraph if they attended the collective follow-up discussion and states reasons for the request, or if they were unable to attend the collective follow-up discussion due to force majeure.
4. The provisions in the third paragraph also apply if the Board of Examiners or the examiner enable the examinee to compare their solutions with model answers.
5. The Board of Examiners or examiner may allow exceptions to the provisions of the second and third paragraphs.

Article 15 Decisions

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

- a. legal, university and faculty regulations and policies



- b. general principles of good governance

Article 16 Retention Periods

1. In connection with possible appeals procedures, work that has been assessed, or assessable proof of that work and attendance list, must be retained for at least two months after the result has been made known.
Exception: if the assessed work, assessable proof and/or attendance list is part of a representative selection for a visitation then a retention period of two years applies.
2. In respect of re-accreditation of the degree programme, notwithstanding the first paragraph, final papers that meet the criteria set for the Bachelor's and Master's degree, and the relevant assessment forms, must be retained for seven years.
3. If the result was not made known, or if it was not allowed to be made known, the period stipulated paragraph one will commence on the date that the examination was set.
4. The results of examinations and theses must be retained for at least seven years.
5. These terms are based on the Basic Selection List for Universities

Article 17 Right of appeal

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

Article 18 Amendments to the Rules and Regulations

No amendments shall be made that have an effect on the current academic year, unless it may be reasonably assumed that these changes will not harm the students' interests.

Article 19 Entry into force

These rules and regulations entry into force on....