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 and business

Faculty of Economics and Business
Academic Year
2018-2019

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Rules & Regulations of the Examination
Board

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Regulations Theses BSc, MSc and Pre-
MSc Research papers

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Regulations Grading Assignments and
Partial Examinations

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Regulations Overlapping Examinations

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Student Charter

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Colophon

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Table of contents

I Rules & Regulations of the Examination Board	7
Article 1. Definitions	7
Article 2. The administrative duties of the Examination Board	7
Article 3. Setting interim examinations	8
Article 4. Determining the result of an examination	8
Article 5. Determining the result of an interim examination	8
Article 6. Oral examination	8
Article 7. Registration for and participation in interim examinations	8
Article 8. Extracurricular examination	9
Article 9. Maintaining order during written examinations	10
Article 10. Fraud	11
Article 11. Questions and assignments	12
Article 12. Examination results and review sessions	12
Article 13. Additional regulations concerning approval of the Bachelor's degree programme	13
Article 14. Additional regulations concerning approval of the Master's degree programme	13
Article 15. Certificate, diploma supplement, and declaration of examinations taken	13
Article 16. Cum laude and summa cum laude	14
Article 17. Right of appeal	14
Article 18. Amendments to the rules and regulations	14
Article 19. Final provisions	14
Article 20. Date of commencement	14
II Regulations Theses BSc, MSc and Pre-MSc Research papers	15
Section 1 Introduction	15
Section 2 Admission and time-path	15
Section 3 Registration procedure	15
Section 4 Subject	15
Section 5 Form and structure	16
Section 6 Learning outcomes	16
Section 7 Supervision	16
Section 8 Assessment procedure	16
Article 8.1 Bachelor's thesis and Pre MSc Research paper	16
Article 8.2 Master's thesis	17
Section 9 Assessment criteria	18
Article 9.1 Bachelor's thesis and Pre MSc Research paper	18
Article 9.2 Master's thesis	19
Section 10 Involvement of external parties in research	19
Section 11 Administration and archiving	19
Section 12 Public domain	19
Section 13 Disputes	20
Section 14 Final provisions	20

III Regulations Grading Assignments and Partial Examinations 21

Article 1.	Definition of assessment	21
Article 2.	Definition assignments component	21
Article 3.	Definition of interim examination component	21
Article 4.	Assignment grade	21
Article 5.	Interim examination grade	21
Article 6.	Minimum requirements results	21
Article 7.	Weighting coefficients interim examination grade and assignment grade	21
Article 8.	Calculation of final grade	22
Article 9.	Registration final grade	22
Article 10.	Archiving results	22
Article 11.	Validity assignment grade and interim exam grade	22
Article 12.	Validity of interim exam grades	22
Article 13.	Validity of grades of sub-assignments	22
Article 14.	The assignment grade that counts for more than 25% in the final grade	23
Article 15.	Assignment grades that count for 25% or less in the final grade	23
Article 16.	Form of interim examinations and re-sit examinations	23
Article 17.	Reparation partial interim examinations	23
Article 18.	Results as entry requirements for interim examinations and assignments	23
Article 19.	Publication of assessment criteria	23
Article 20.	Results as entrance requirements for exams and assignments	23
Article 21.	Final provisions	24

IV Regulations Overlapping Examinations 25

Article 1.	Introduction	25
Article 2.	Criteria individual arrangements	25
Article 3.	The individual arrangement	26
Article 4.	First point of contact and subsequent procedure	26
Article 5.	Final provisions	26

V Student Charter 27

I Rules & Regulations of the Examination Board

Rules and Regulations, as referred to in Article 7.12b, first and third Paragraphs of the Higher Education and Research Act, for all degree programmes offered by the Faculty of Economics and Business (FEB).

The Examination Board or Board of Examiners of the afore-mentioned programmes, hereafter the Examination Board, having regard to Article 7.12b, first and third Paragraphs of the Higher Education and Research Act

HAS DECIDED

to determine the Rules and Regulations listed below:

Article 1. Definitions

The following definitions¹ apply to these Rules & Regulations:

OER:	the Teaching and Examination Regulations (TER) for the degree programme(s) listed in the preamble.
examinee:	a person taking an interim examination or examination.
unit:	unit of education as per The Teaching and Examination Regulations (TER).
ECTS credit (EC):	international unit referring to study load of a course.
interim examination session:	a part of an interim examination taking place at a location and time determined by the faculty.
examination:	an examination of the knowledge, understanding and skills of the student, as well as an assessment of the results of the research as a part of the final assessment.
student:	a person registered at the university for the purpose of taking courses and/or taking the interim examinations or examinations of the programme.
examiner:	the person who is appointed as such by the Examination Board per Article 7.12 of the Higher Education and Research Act.
ProgRESS WWW:	electronic registration and grade registration programme of the University of Groningen.
Nestor:	electronic learning environment of the University of Groningen.
WHW:	the Higher Education and Research Act.
FEB:	faculty of Economics and Business of the University of Groningen.
RUG:	Rijksuniversiteit Groningen (University of Groningen).
Examination Board/ Board of Examiners:	the independent organ charged with tasks and competences per Articles 7.11 and 7.12 of the WHW.

Article 2. The administrative duties of the Examination Board

1. The Examination Board can appoint a board of at least 3 members from among its members, i.e. the Executive Committee that is charged with the day-to-day business of the Examination Board.

1 These definitions also apply to the Regulations Theses BSc, MSc and Pre-MSc papers, the Regulations Grading Assignments and Partial Examinations and the Regulations Overlapping Examinations.

2. The administrative duties of the Examination Board:
 - a) decisions concerning approval of educational units as per Article 7.3d of the WHW,
 - b) decisions concerning regulations that deviate from the applicable regulations taken at the request of the student,
 - c) decisions concerning exemptions,
 - d) preparations of the determination of the examination results,
 - e) taking measures in the event a breach of the order during an examination as per Article 9 and in case of fraud as per Article 10.
3. The Executive Committee of the Examination Board is accountable to the Examination Board.
4. There is a register of mandates for mandates granted by the Examination Board.

Article 3. Setting interim examinations

1. The Examination Board appoints one or more examiners for each interim examination.
2. Each interim examination comprises research to be carried out by the examiner into the knowledge, understanding and skills of the student and the assessment of the results of that research.
3. In the case that one and the same examination is set and assessed by more than one examiner, whether or not at the same time, the Examination Board will ensure that the examiners assess according to the same criteria. To this end, the assessment criteria will be set out in writing by the examiners concerned in advance. If necessary, the Examination Board will appoint one of the examiners to be the lead examiner.
4. The Examination Board will get the faculty Student Administration Office to determine whether students have complied with the conditions for admission to the interim examination.

Article 4. Determining the result of an examination

The Examination Board will determine the mark for an examination.

Article 5. Determining the result of an interim examination

The examiner appointed by the Examination Board determines the result of the interim examination. Determining the assessment of knowledge and skills is reserved to the examiner.

Article 6. Oral examination

With the permission of the examinees an examiner can decide that a certain interim examination can be jointly taken as an oral examination.

Article 7. Registration for and participation in interim examinations

1. Students who have registered for one or more courses will be enrolled by the faculty into the corresponding interim examinations in week 4 of the relevant block. This enrolment only takes place if the student, at the start of the teaching period in question, satisfies the entrance requirements of these courses. The faculty sends the students an overview of all interim examinations in which they are enrolled.
2. In week 5 of each block students must check their exam enrolment in ProgRESS WWW. They can, then still, enrol for exams, provided they were entitled to take part

- in the corresponding courses.
3. Students who are unable to sit an interim examination or who have failed an interim examination they were enrolled into will be enrolled into the resit exam by the faculty.
 4. The enrolment into an (resit) exam can be cancelled in week 5 of the relevant block. In case the cancellation concerns an interim exam the student will not be enrolled into the resit by the faculty. Students can enrol into the resit exam in teaching week 5.
 5. Deviating time limits hold for resits after the second block of the second semester, which will be determined and communicated timely by the educational office.
 6. At the interim exam, students must be able to show proof of enrolment into the exam at the request of the examiner.
 7. If students do not comply with the enrolment procedure for exams as set out above they will be deemed not to have sat the exam, unless the Examination Board decides otherwise at the written request of a student.

Article 8. Extracurricular examination

1. The following regulations apply exclusively to courses offered by FEB.
2. A student can request to be granted an extracurricular exam possibility from the Examination Board.
3. Such a request can be granted, if a student due to special circumstances failed to pass the exam concerned and not granting an extracurricular exam opportunity will result in an unacceptable study delay.
4. A request for an extracurricular exam will only be dealt with if it is accompanied by an approved programme or an approved course package in ProgRESS WWW.
5. An extracurricular exam opportunity is neither open to a course that has already been passed, nor to the Bachelor final project, Bachelor's Thesis, Research Paper Pre-MSc, Master final project and Master's Thesis.
6. In view of the nature, substance and execution of interim exams of the courses Internal Control: Applications and Auditing IV of the Executive Master of Accountancy it is not possible to offer these in an extracurricular manner.
7. An extracurricular exam can only be granted once per student per programme.
8. If a student in the first semester, but before 1 January, of any academic year satisfies the requirements of an extracurricular exam, then she/he must submit the request for such an exam no later than 1 January of the same academic year. If the request is granted the extracurricular exam must take place no later than 31 January of the same academic year.
9. If a student satisfies the requirements of an extracurricular exam after 1 January then she/he must submit a request for such an exam no later than 1 August of the same academic year. The request will not be dealt with before 1 February of the same academic year. If the request is granted then the extracurricular exam must take place no later than 31 August of the same academic year.
10. For the granting of an extracurricular exam opportunity the following criteria apply:
 - a) it must concern the last study result to be achieved to conclude the approved programme,
 - b) the final project must have been completed successfully,
 - c) the study delay in case of not granting an extracurricular exam opportunity is more than 140 calendar days (20 weeks), and this delay is calculated from the date of receipt of a valid request up to and including the day of the first exam of the exam period in which the course is examined for which the extracurricular exam is requested,
 - d) the examinee must have taken part in the last two regular exam sessions of the

course for which she/he is requesting an extracurricular exam, and she/he must have at least scored the grades 4 and 5.

Article 9. Maintaining order during written examinations

1. At least one examiner will be present in the examination hall for the entire examination. The examiner is responsible for the course of events, prior to, during and after the examination. The Examination Board will ensure that invigilators are appointed to supervise written examinations; these invigilators will ensure that the examination proceeds in good order. The examiner is in charge of the invigilators: The invigilator receives instructions about his/her duties and the course of events during the examination from the examiner.
2. In principle, only those students who are registered for an examination in accordance with the prescribed method (see Article 7) can take a written examination.
3. If a subsequent check shows that a student was not entitled to participate in an examination the examination will be declared to be invalid, unless the Examination Board decides otherwise at the written request of the student.
4. Students must be in the examination hall in good time. No student may leave the hall within the first 30 minutes from the start of any examination. During this period, students who arrive late may still be admitted to the examination. Once a participant has left the examination hall, no further students may be admitted to the examination session.
5. Examinees must obey the instructions of the Examination Board or the examiner that are published before the start of the final assessment or the examination, as well as instructions given during or immediately after the examination.
6. If the order of the examination session is about to be disturbed and an examinee ignores one or more of the instructions as referred to in Article 9.5, the examiner may exclude him from further participation in the examination. Exclusion means that no result will be given for that examination. If an examinee has been excluded from further participation in the examination the examiner will submit a written report to the Examination Board on the event and reasons that led the examiner to decide on exclusion.
7. During the examination, all question and answer sheets as well as all jotting paper must remain inside the examination hall and be handed in at the end of the examination, unless the examiner decides otherwise. It is not permitted to copy the question and answer sheets or the jotting paper during the examination.
8. No items other than the following may be on the table in the examination hall and within reach of the student: proof of registration for the examination, a student card, the examination paper, an answer sheet or score form, any jotting paper provided, writing utensils, a calculator (see Article 9.10), and reference materials subject to prior permission. In open-book examinations, students are permitted to consult books prescribed by the examiner.
9. Mobile telephones and such like electronic means of communication, including carriers of content information must be switched off during the examination and may not be within reach of students, unless the examiner has decided otherwise as indicated on the front page of the examination paper.
10. During the examination, only calculators approved by the Examination Board may be used, unless otherwise specified by the examiner on the front page of the exam sheet. Use of a non-approved calculator will be considered as fraud and will be dealt with accordingly.
11. Invigilators have to check whether or not calculators present are of the prescribed type.

12. Making contact with fellow-students is prohibited for the entire duration of the exam.
13. In case an invigilator or an examiner finds that the examinee acts contrary to Article 9.8 and/or 9.10 and/or 9.12 then this violation will be reported in writing by the examiner to the Examination Board. For the purpose of the report the Examination has made available a model report. With reference to the report of the examiner the Examination Board can exclude the student from the examination and also deem the behaviour of the student to be fraudulent and punish accordingly.
14. When fraud during the examination is suspected the student will be informed of this suspicion. The examiner may search items belonging to the student with a view to proving fraud. These items are seized if as a result of this investigation proof of fraud is found.
15. Prior to a decision to exclude a student from an examination and/or to impose sanctions the Examination Board grants leave to the student to inspect the examiner's report and the Examination Board grants an opportunity to the student to rebut the allegation.
16. Examiners and invigilators are authorised and required to determine the identity of the persons in the examination hall, in the first place on the basis of a student card. They must ensure that the identity corresponds with the name on the proof of registration and on the examination sheet. If a student cannot also identify himself by means of a valid identification, then the examination will be declared invalid unless, upon the written request of a student, the Examination Board decides otherwise.
17. Going to the toilet or leaving the exam hall for any other reason for a short period of time is only permitted under supervision and only in case of medical necessity, as evidenced by a doctor's certificate submitted to the study advisor in advance. Leaving the exam hall due to a medical necessity is, in any case, subject to prior approval by the examiner of the exam.
18. In exceptional circumstances the examiner can deviate from the provisions of Article 9.1 up to and including Article 9.17.

Article 10. Fraud

1. Fraud is taken to mean an act or omission by a student that fully or partly impedes the determination of a correct assessment of her/his or of fellow student(s) knowledge, understanding and skills. Fraud is also taken to mean falsifying or omitting data with the view to influencing the outcome of research (data fraud).
2. Plagiarism² is taken to mean: copying the work of another without correct reference to the source. If copying the work of another results in complete or partial impediment to the determination of a correct assessment of knowledge, understanding and skills then this shall be taken to be fraud.
3. The Examination Board takes measures to prevent fraudulent activities.
4. If the Examination Board classifies a document as plagiarism then the Examination Board shall also declare the document to be invalid.
5. In case of fraud by a student, the Examination Board may deny the student the right, for a period of no more than a year, to take part in one or more designated (interim)

2 Examples of plagiarism are:

- using texts of others without reference to the source
- copying the structure of texts written by others or using other people's ideas without reference to the source
- not clearly indicating that sections of the text are literal or virtually literal quotations
- submitting the same or similar texts for different assignments

examinations. Substitute examinations taken and passed elsewhere during the period of the ban shall not be recognised. In case of serious fraud, the Examination Board, may request the University Board to peremptorily terminate the fraudster's registration in the degree programme.

6. In the case of fraud found by the examiner of the course in question, the examiner shall submit a report of the fraud to the Examination Board. This report must at least detail the manner in which the fraud was found and the reasons why the examiner defines the act or omission as fraud.
7. If a suspicion of fraud is alleged by another than the examiner of the course in question, then the secretary of the Examination Board must examine whether there is fraud or not. The examiner reports her/his findings to the Executive Committee of the Examination Board.
8. In case of alleged fraud as stated by the examiner of the course in question, the Secretary of the Examination Board on behalf of the Executive Board shall decide on the basis of the allegation of fraud reported by the examiner, whether or not the student is to be accused of fraud.
9. In case the allegation is made by another than the examiner of the course in question the management committee of the Examinations Board decides, based on the allegation of fraud expressed in a report by the secretary of the Examination Board whether or not the student is to be accused of fraud.
10. If a student is accused by the Examination Board of having committed fraud then the student in question shall be immediately informed of the charge. In its charge the Examination Board shall deal with the nature of and the reasons for the charge. Also, the charge will be accompanied by the report on the basis of which the charge is levied.
11. Before the Examination Board decides to impose sanctions as per Article 10. 4, the Board shall give the student an opportunity to rebut the allegation. It is up to the Examination Board to decide whether or not this rebuttal is to take place in writing.
12. Students are at all times responsible for the work to which they claim (co-) authorship. At the same time a student is at all times responsible for the work that is submitted in her/his name or on behalf of her/him. If a work is written by a team all members of the group are liable in case of fraud. In exceptional circumstances the Examination Board can deviate from this.
13. If fraud is detected after a (partial) grade or a final grade is determined then the Examination Board is authorised to declare this grade void. This authority lapses after one year after the discovery but no later than the award of the diploma.

Article 11. Questions and assignments

1. The questions and assignments of the examination will be confined to the sources on which the examination is based and must be published in advance. The precise scope of the materials and the method of examination are published at the start of the programme that prepares for the examination.
2. An examiner must record, in writing, the results of a part of an examination (interim examination session).
3. The Examination Board shall ensure that examination papers shall be stored for at least 5 years and that individual work, and presentations are stored for at least 3 years.

Article 12. Examination results and review sessions

In addition to what is set out in the Teaching and Examination Regulations with regard to examinations, the following also applies:

1. Publication of the written results is no later than 10 working days after the day of the exam. The examiner will ensure that the examination results are handed in to the Student Administration Office by 10 a.m. on the morning of the day that the marking period of publication of the exam results expires. Subsequently, the Student Administration Office will ensure that they are processed and the results published that same day.
2. If it is foreseeable that examiners will exceed the marking period due to circumstances beyond their control, then this will be stated on the examination sheet. A new date for the results will also then be given. The programme director will be asked for permission to exceed the marking period before the examination is taken.
3. The awarded grade is considered definitive once 6 weeks have passed after the exam, except in the case of new facts or circumstances.
4. After publication of the exam results in Progress WWW, the date and place for inspection must be stated in Nestor by the examiner. Students have the right if they so wish to an oral explanation of the results.
5. If an examination is resat, then the highest grade counts.
6. Once a student takes the exam, she/he must hand in the answer form and will be awarded a grade by the faculty. Requests from students not to assess their submitted work will thus not be granted.

Article 13. Additional regulations concerning approval of the Bachelor's degree programme

1. A request for approval of the study programme for the Bachelor's degree programme must be submitted by the examinee to the Examination Board at least 6 weeks before the start of the Bachelor's Thesis.
2. The Examination Board will make its decision within 4 weeks after receipt of the request concerning the Bachelor's degree programme. The student will be notified of the decision of the Examination Board within 2 weeks of that decision via ProgRESS WWW.
3. Approval is valid as long as the courses in the programme in terms of name and code are offered, but in any case, up to and including the last day of the academic year subsequent to the one in which approval was granted.

Article 14. Additional regulations concerning approval of the Master's degree programme

1. A request for approval of the study programme for the Master's degree programme must be submitted by the examinee to the Examination Board at least 2 months before the start of the Master's thesis.
2. The Examination Board will take its decision within 4 weeks after receipt of the request concerning the Master's degree programme. The student will be sent written confirmation of the decision of the Examination Board via ProgRESS WWW within 2 weeks of that decision.
3. Approval is valid as long as the courses in the programme in terms of name and code are offered, but in any case, up to and including the last day of the academic year subsequent to the one in which approval was granted.

Article 15. Certificate, diploma supplement, and declaration of examinations taken

1. The student shall receive a certificate and a diploma supplement by the Examination Board as proof of successfully passing the examination. The certificate and

the diploma supplement shall be signed by the Chair and the Secretary of the Examination Board. The degree ceremony is open to the public, unless the Board stipulates otherwise.

2. The diploma supplement will state which units the examination comprises.
3. Students who have passed more than one examination and who are not eligible for a degree certificate may request to be presented with a document stating the examinations they have passed.
4. Bachelor's examinees will be issued with a Bachelor's degree certificate, accompanied by a diploma supplement.
5. Master's examinees will be issued with a Master's degree certificate, accompanied by a diploma supplement.

Article 16. Cum laude and summa cum laude

1. For the rules governing the awarding of the predicates 'cum laude' and 'summa cum laude', see Article 10.5 of the FEB Bachelor's TER and Article 7.5 of the FEB Master's TER.
2. The regulations set out in the Rules and Regulations 2009-2010 apply to students who started their degree programmes before 1 September 2010, unless the Examination Board decides otherwise after a request of the student concerned.

Article 17. Right of appeal

1. A decision taken by an examiner or the Examination Board may be appealed against before the university's Board of Appeal for the Examinations of the University of Groningen (via [http:// student.portal.rug.nl/infonet/studenten/regelingen-klacht-inspraak/klachten-bezwaar-beroep/cbe](http://student.portal.rug.nl/infonet/studenten/regelingen-klacht-inspraak/klachten-bezwaar-beroep/cbe)).
2. If an appeal is lodged against a decision taken by an examiner, the appellant should lodge a formal appeal stating the reasons for the appeal with the Central Portal for the Legal Protection of Student Rights (CLRS) of the University of Groningen within 6 weeks of the decision.
3. If an appeal is lodged against a decision of the Examination Board, the person appealing (the appellant) should lodge a formal appeal stating the reasons for the appeal with the Central Portal for the Legal Protection of Student Rights (CLRS) of the University of Groningen within 6 weeks of the decision.
4. If the interests of the appellant require an immediately enforceable decision, a request for a provisional ruling stating the reasons may be submitted to the chair of the Board of Appeal for the Examinations of the University of Groningen.

Article 18. Amendments to the rules and regulations

No amendments shall be made that apply to the current academic year, unless the interests of students would otherwise be harmed.

Article 19. Final provisions

In case of divergences of interpretation between the Dutch language version and the English language versions of these Rules and Regulations the Dutch language version shall prevail.

Article 20. Date of commencement

These rules and regulations will take effect on 1 September 2018
As decreed by the Examination Board: June 2018

II Regulations Theses BSc, MSc and Pre-MSc Research papers

Section 1 Introduction

1. These regulations comprise the general rules that apply to all final theses of the Bachelor's and Master's degree programmes and the Pre-MSc programmes of the Faculty of Economics and Business of the University of Groningen.³
2. These regulations will be elaborated in a Theses Manual and an Assessment Form for Theses. These documents may vary from programme to programme.
3. The Manual mentioned in 1.2 above comprises, in any case, further information on the requirements for admission, the registration procedure, the subject, the form and structure and the learning outcomes of the thesis and information on the supervision and assessment procedure.
4. The Assessment Form referred to in 1.2 above is a list of assessment aspects that will be used for the determination of the final grade (see Section 9).
5. Both documents mentioned in 1.2 above will be drawn up and issued through the Student Administration Office before the start of the academic year or, for EMFC (Executive Master of Finance and Control) students via the programme secretariat.

Section 2 Admission and time-path

1. Programmes can formulate entry requirements⁴ in terms of study phase and/or courses or to units of the skills aspects.
2. The periods within which the thesis must be started and completed will be specified by the degree programmes.
3. In case a student, due to extraordinary circumstances is unable to comply with the set date of rounding off then the Examination Board may grant her/him an extension at her/his request.
4. In case a student due to circumstances connected to the nature of the final project is unable to comply with the set date of rounding off then at her/his request the programme director may grant her/him an extension.

Section 3 Registration procedure⁵

Students must enrol for the thesis via ProgRESS WWW.

Section 4 Subject

1. The subject of the thesis fits in with the research of the research group with which the degree programme is linked in terms of substance. Within this framework, the subject, on the proposal of the student, will be determined in consultation with the thesis coordinator. If there is any doubt, the coordinator or programme director will decide.
2. The thesis for a Bachelor's degree and the research paper for a Pre-MSc programme usually take the form of a specific assignment, in some cases preceded by a period of preparation.

3 A thesis is a combination of assignments which, depending on the course and content, are also referred to as a final project, thesis, research paper or final assignment.

4 The entry requirements must be set out in the relevant Teaching and Examination Regulations (TER).

5 The executive masters have an own regulation concerning admission, and assessment. A document entitled 'Graduation regulation EMFC' can be obtained from the programme secretariat EMFC or the EMFC website.

Section 5 Form and structure

1. The thesis can take the form of theoretical research (e.g. a literature survey), empirical research, or an analysis of a problem relating to an organization (degree project). Degree programmes can prescribe one of these forms and/or set additional requirements.
2. There may be specific requirements of the programme relating, for example, to the title page, style, language, typography, summary, or the maximum or minimum number of pages. If there are no such guidelines, agreements between the student and the supervisor must be made in advance.

Section 6 Learning outcomes

1. The intended learning outcomes of the thesis must correspond to the learning outcomes of the programme in question.
2. The number of credits (EC) for a thesis depends on the degree programme and is set out in the relevant Teaching and Examination Regulations. If a programme allows for differences in credit load then this must be approved beforehand by the Examination Board by means of the approval of the master programme as stipulated in Article 7.1.2 of the Teaching and Examination Regulations Master programmes.
3. Completing a thesis is an individual accomplishment. Both in the setting up of the thesis and in relation to relational, methodological and content-related aspects, the student shows the ability to be able to function independently and professionally and the ability to keep to agreements.
4. Theses written by two or more students are only permitted if the individual contributions can be objectively assessed.

Section 7 Supervision

1. The Faculty is responsible for the supervision and assessment of the theses.
2. The credit load (in ECs) and length (minimum and maximum number of pages) of the thesis must be agreed, and a supervisor appointed, before the scheduled project start date. Further programme specific requirements with regard to the procedure for appointing a supervisor may be stipulated.
3. Supervision of a thesis consists, at least, of an intake interview, a discussion of the problem definition and/or research approach, feedback on one or more interim reports and the final draft.
4. The supervising lecturer gives feedback within 10 working days on drafts submitted per agreement.

Section 8 Assessment procedure

Article 8.1 Bachelor's thesis and Pre MSc Research paper

1. A bachelor's thesis and the Pre-MSc Research Paper can be integrated into a skills course or a seminar.
2. The grade of the Bachelor's thesis and the Pre-MSc Research Paper is determined by two examiners on the basis of the work that is submitted on or prior to a pre-determined set final date and by pre-determined assessments criteria (see Section 9).
3. Before arriving at a joint assessment, the examiners assess the work independently of each other.
4. If appointed as examiner for the Bachelor programmes the supervisor mentioned in section 7 can also function as examiner.

5. If the paper is not assessed by an examiner who also functioned as the supervising lecturer, then the assessment of the criterion on the 'process' will be formed by both examiners on the basis of a brief report from the supervising lecturer. This report can be submitted by the supervisor either in writing or orally. The assessment in respect of the process as recorded on the assessment form must be a reflection of the report by the supervisor.
6. Subject to the situation described in Article 8.1.7 the examinee receives within 10 working days after the final date as per Article 8.1.2 a copy of the completed assessment form including the assessment per assessment rubric and the assessment of the paper in the form of a grade. The text per rubric must sufficiently justify the awarded grade. In case the paper is assessed as a fail then this justification of the grade must give the student adequate information so as to be able to improve the paper.
7. In case of a different assessment by the two examiners one of the two examiners shall be replaced by an independent third examiner, who will be approached for that purpose by the course coordinator or the programme director. The independent third examiner determines, based both on the paper and the assessments with which one of the examiners mentioned under Article 8.1.2, she/he will give a joint assessment of the work. Both shall, within 20 working days after the final date as per Article 8.1.2, arrive at a unanimous assessment and shall set the grade. The examinee shall be informed of this grade without any delay.
8. In case the paper is qualified as a fail, then the student is given one opportunity for reparation, within a period determined by the programme. Reparation can only result in a grade not higher than a 6.
9. The student receives within 10 working days after the final date as per Article 8.1.8 for the reparation a copy of the completed assessment form including the assessment per criterion and the assessment of the repaired paper in the form of a grade. The text per rubric must sufficiently justify the awarded grade.
10. Also in the case of a difference of assessment between the examiners in respect of the reparation one of the examiners is replaced by an independent third examiner, who will be approached for this purpose by the course coordinator or the programme director.

Article 8.2 Master's thesis

1. The grade of the Master's thesis is determined by two examiners on the basis of the work submitted on a pre-determined final date and on the basis of pre-determined assessment (see Section 9).
2. Before arriving at a joint assessment in respect of the grade to be awarded, the examiners, independently of each other, shall assess the thesis.
3. If appointed as examiner for the Master's programmes, the supervisor mentioned in Section 7 can also act as examiner.
4. If the paper is not assessed by an examiner who also functioned as the supervising lecturer, then the assessment of the criterion on the 'process' will be formed by both examiners on the basis of a brief report from the supervising lecturer. This report can be submitted by the supervisor either in writing or orally. The assessment in respect of the process as recorded on the assessment form must be a reflection of the report by the supervisor.
5. If the student writes the thesis externally, the first examiner can ask the supervisor in the company or the organisation for advice on the criterion 'process of the practical execution of the research'.
6. If the examiners are of the opinion that the submitted paper could be eligible for a sufficient grade after a defense, then the examinee will be enabled to explain

- the paper and to defend it. Should they, however, be of the opinion that the paper cannot be graded as a sufficient paper then they assess the work without an oral explanation or defense by the examinee.
7. In case of an oral defense this shall take place within 15 working days after the final date referred to in Article 8.2.1, unless otherwise agreed due to urgent reasons. Both examiners are present at the defense. At the request of the student or examiner an external supervisor can be present at the oral defense, but the latter has only an advisory role in respect of the assessment.
 8. After the defense the paper will be assessed either as sufficient or insufficient and the grade is determined by both examiners.
 9. Excepting situations where examiners assess the work differently, the examinee shall receive, within 15 working days after the set final date, a copy of the completed assessment form including the assessment per criterion and the assessment of the work in the form of a grade. The text per rubric must sufficiently justify the awarded grade or qualification. In case the paper is assessed as a fail then this justification of the grade must give the student adequate information so as to be able to improve the paper.
 10. In case of a different assessment by the two examiners, one of the two examiners shall be replaced by an independent third examiner who will be approached for that purpose by the course coordinator or the programme director. The independent third examiner determines, based both on the paper and the assessments with which one of the examiners mentioned under Article 8.1.2 she/he will give a joint assessment of the work. Both shall, within 20 working days after the final date as per Article 8.1.2, arrive at a unanimous assessment and shall set the grade. The examinee shall be informed of this grade without any delay.
 11. In case the final project is assessed as being insufficient the student will have one opportunity to carry out a reparation, within a period determined by the programme. The definitive determination of the grade takes place at the end of this period. At the request of the student she/he is permitted to orally defend his reparation. The reparation will be assessed with a grade not higher than a 6.
 12. The student immediately receives after the determination of the grade for the reparation a copy of the completed assessment form including the assessment per assessment rubric and the assessment of the repaired paper in the form of a grade. The text per rubric must sufficiently justify the awarded grade.
 13. In case of a different assessment by the two examiners in respect of the reparation, one of the two examiners shall be replaced by an independent third examiner who will be approached for that purpose by the course coordinator or the programme director. The independent third examiner determines, based both on the paper and the assessments with which one of the examiners mentioned under Article 8.1.2 she/he will give a joint assessment of the work. Both shall, within 20 working days after the final date as per Article 8.1.2, arrive at a unanimous assessment and shall set the grade. The examinee shall be informed of this grade without any delay.
 14. Should the paper even after reparation still be insufficient, then the student must re-register for a Master's thesis.

Section 9 Assessment criteria

Article 9.1 Bachelor's thesis and Pre MSc Research paper

1. For the assessment of the bachelor thesis and the Pre-MSc Research Paper the Assessment Form Bachelor Thesis is used.
2. The assessment criteria as mentioned in the form in Article 9.1.1 should be expressed in a well-balanced manner in the final grade. Each programme can

further accentuate these assessment criteria and if needed they can add weighting factors.

3. An oral defense and/or presentation may be part of the assessment.

Article 9.2 Master's thesis

1. For the assessment of the Master's thesis the Assessment Form Master Thesis is used.
2. The assessment criteria that are part of the form as mentioned in Article 9.2.1 should be expressed in a well-balanced manner in the final grade. Each programme can further accentuate and refine these assessment criteria and if needed they can add weighting factors.
3. If the student writes the thesis externally, the university supervisor can ask the supervisor in the company or the organisation for advice on the criterion 'process of the practical execution of the research'.
4. An oral defense and/or presentation can be part of the assessment.

Section 10 Involvement of external parties in research

1. For the research involvement of external parties can be necessary or desirable. This involvement can range from making information available to formulating a research assignment. If the external party attaches conditions to the use of the information or to the results of the research, the student must make sure that these do not prevent her or him from fulfilling the course requirements. Agreements relating to matters such as disclosure must conform to the present regulations (see Section 12). Draft contracts with external organizations must be submitted in advance to the Faculty for approval⁶.
2. If a student in the context of his final project is on an internship with an external party she/he is obliged to conclude a final project contract via Career Services.
3. Responsibility for supervising the student rests exclusively with the Faculty. The Faculty supervises the research as a learning process, and assesses the research process and its outcome according to current academic standards. The student is responsible for carrying out the research and the relation with external parties.
4. The University of Groningen has taken out liability insurance⁷ to cover its liability as a university and to cover the liability of its students during traineeships except traineeships in the United States and Canada. The excess for damage to property is € 2,500 per claim. The excess for damage to persons is € 25,000 per claim.

Section 11 Administration and archiving

The student submits a digital version of the thesis to the university library. This version can be accessed via the internal catalogue only. Theses are kept in the programme archive for 7 years, for visitation and accreditation purposes.

Section 12 Public domain

1. The thesis to be assessed is open to the public, because the research and assessment must be verifiable. Therefore, a thesis must not contain confidential information. If necessary, such information may be presented to both assessors in the form of confidential appendices. However, the thesis must constitute a coherent body of work as it stands, without the confidential appendices.

6 For each master thesis involving third parties a contract with the relevant organisation is obligatory.

7 This refers to insurance covering damage caused by the student. Other types of insurance must be taken care of by the student himself/herself.

2. The confidentiality of a thesis can be accepted without further conditions only if there are good reasons for doing so, and subject to the approval of the Examination Board. Confidential theses are only made available to the supervisor, the co-assessor, the programme director, and, if necessary, the Examination Board and Accreditations Committee. In all cases, such theses must be read in confidentiality. The Examination Board will decide on the confidential nature of the thesis in advance on the basis of the research proposal.

Section 13 Disputes

In the event of a dispute between the student and the supervisor, the relevant programme coordinator or programme director shall mediate. If a solution is not forthcoming, the Examination Board shall take the final decision.

Section 14 Final provisions

1. In case of divergences of interpretation between the Dutch language version and the English language versions of these Regulations the Dutch language version shall prevail.
2. In cases not covered by these Regulations, the Examination Board shall take the final decision.

III Regulations Grading Assignments and Partial Examinations

Article 1. Definition of assessment

1. The test of a course may comprise an interim examination and an assignment component.
2. The assignment may consist of several sub-assignments. On the basis of the sub-assignments one assignment grade is calculated.
3. The interim examination component may consist of several partial examinations. On the basis of the partial examinations one examination grade is calculated.
4. In conformity with Article 9.3 of the TER Bachelor programmes respectively Article 6.3 of the TER Master programmes students are given the opportunity to take the interim examination component twice per year.

Article 2. Definition assignments component

An assignment component is defined in this regulation as: all of the (group) assignments, (group) presentations, homework assignments, cases, practicals and similar activities including presentations and interaction conditions (both individually and as a group) of participants of the (group) assignments, (group) presentations, homework assignments, practicals and similar activities.

Article 3. Definition of interim examination component

In this regulation the interim examination component is defined as the whole of the individual testing of knowledge, understanding and skills of the student at a time and location determined by the faculty under direct supervision of an examiner.

Article 4. Assignment grade

If various assignments are assessed in a course, then one joint grade rounded off to one decimal shall be calculated. This will be the assignment grade.

Article 5. Interim examination grade

If, various partial interim examinations are assessed in a course, then one joint grade will be calculated, rounded off to one decimal. This will then be the interim examination grade.

Article 6. Minimum requirements results

Examiners may set minimum requirements to be obtained for the assignment grade and the interim examination grade.

Article 7. Weighting coefficients interim examination grade and assignment grade

The weighting coefficients of the interim examination grade and the assignments grade may vary per course and are set by the examiner of the relevant course.

Article 8. Calculation of final grade

The final grade for a course is calculated as the weighted average of the assignment grade and the interim exam grade is expressed as a round number. The final grade is exclusively calculated on the basis of an interim exam grade and/or assignment grade. If, per Article 6, minimum requirements are set for the assignment grade and/or interim exam grade and a minimum requirement is not satisfied, then the final grade will be determined as the minimum of the weighted average (as mentioned in the first sentence of this regulation) and a 5. In case the minimum requirement is not met, the final grade is therefore a 5 or less.

Article 9. Registration final grade

1. If a student has participated in at least one partial examination or one sub-assignment, then a final grade must be registered for this student for the relevant course.
2. For a student who has taken part in all compulsory components of the tests of a course, a final grade is registered within two weeks after the first possibility of the last test.
3. For a student who has taken part in at least one, but not all compulsory components of the tests, a final grade will be registered within two weeks after the last resit possibility of all tests.

Article 10. Archiving results

1. Only the final grade of a course is sent to the Student Administration and this must be done by the examiner responsible.
2. The examiner of a course is responsible for the archiving of the assignment grade and the interim examination grade.

Article 11. Validity assignment grade and interim exam grade

The assignment grade and the examination grade remain valid as long as the course is examined in the same manner, including the weighting coefficients, unless a change is announced in advance by the examiner herself/himself or on her/his behalf. Any change of the duration of the validity of assignment and exam grade must be made known to the students either in writing or electronically no later than at the start of the course.

Article 12. Validity of interim exam grades

The grade of a partial exam is only valid in the (half) semester in which the course is offered. The Examination Board can permit the examiner of a course to extend the duration of the validity of the grade of a test.

Article 13. Validity of grades of sub-assignments

The grade of a sub-assignment is only valid in the (half) semester the course is offered. The Examination Board can allow the examiner of a course to extend the validity duration of the grade of a sub-assignment.

Article 14. The assignment grade that counts for more than 25% in the final grade

In case the assignment grade counts for more than 25% in determining the final grade the following applies:

- a) the exam grade as defined in Article 5 must at least be 5.0,
- b) if the assignment grade is less than 5.5 or if it does not comply with the minimum requirement as per Article 6, then a reparation assignment within the block of the course shall be offered once enabling the student to convert the insufficient grade into a grade not higher than 5.5. or to comply with the minimum requirement laid down in Article 6.

Article 15. Assignment grades that count for 25% or less in the final grade

If the assignment grade as defined in Article 4 counts for no more than 25% when determining the final grade, no reparation opportunity need to be offered in the relevant semester block. If minimal requirements are set for the assignment grade Article 14.b applies.

Article 16. Form of interim examinations and re-sit examinations

If the interim exam component per Article 1 is taken in the form of several partial interim examinations then the faculty is not held to setting several partial examinations for the resit examination.

Article 17. Reparation partial interim examinations

For partial interim exams no reparation possibility as per Article 14.b of this Regulation need to be offered.

Article 18. Results as entry requirements for interim examinations and assignments

Unless otherwise stated in the FEB TER the following applies:

1. An assignment grade may not be an entry requirement for participation in (partial) interim examinations.
2. A (part) interim examination grade may not be an entry requirement for participating in assignments.

Article 19. Publication of assessment criteria

The assessment criteria for assignment, the manner in which the assessment counts towards the final grade of the course and the resit opportunities must be made known to the students in writing or electronically and no later than at the start of the course.

Article 20. Results as entrance requirements for exams and assignments

Unless otherwise stated in the FEB TER the following applies:

1. An assignment grade may not be an entry requirement for participation in (partial) interim examinations.
2. A (partial) interim examination grade may not be an entry requirement for participating in assignments.

Article 21. Final provisions

In case of divergencies of interpretation between the Dutch language version and the English language versions of these Regulations the Dutch language version shall prevail.

IV Regulations Overlapping Examinations

Article 1. Introduction

1. Examinations are to be scheduled as much as is possible so as to avoid any overlap. In addition, the following extra restrictions also apply:
 - a) in one degree programme, the examinations for propaedeutic and second-year courses shall not overlap,
 - b) examinations for second-year and compulsory third-year courses in one degree programme shall not overlap,
 - c) examinations of compulsory third-year course and specialization courses in one programme shall not overlap (this does not apply to the different specialization courses),
 - d) resit exam will as much as is possible be scheduled in the first part of an exam block and the regular exams in the second part of each exam block,
 - e) exam schedules will be published per semester at the same time as the course schedules and will in principle not change afterwards.
2. By taking the provisions of Article 1.1 above into consideration when scheduling examinations overlapping examinations will be avoided as much as is possible. Because all exam dates are published well in advance of the deadline for course registration students can see in good time if two exams are scheduled in at the same time and they can adapt their choice.
3. If, despite the measures listed above, two examinations are scheduled at the same time and the student wishes to sit them both the student will then under certain conditions be given the opportunity to sit the two exams immediately one after the other.

Article 2. Criteria individual arrangements

1. Students can only derive rights from the regulation set out below if they submit a request in good time. A student who wishes to invoke the regulation must complete and send the online form 'Request for arrangement regarding overlap in examinations' no later than the last working day before the start of the exam enrolment. After that the student must sign up for both exams during the regular enrolment period via ProgRESS WWW. Should a request not be submitted in time the Examination Board shall decide whether or not the student is eligible for consideration.
2. In case this concerns (re-)examinations of compulsory courses (including the electives BSc BE of the bachelor programme Business Economics) then the student is in any case entitled to an individual arrangement that will enable him/her to take both exams in the relevant block. An employee of the Student Administration Office will check whether the student has filled in all details correctly (exam times, et cetera) and inform her/him of the subsequent procedure.
3. If one or both courses are unrelated electives an appointment must be made with the study advisor to assess whether taking both, overlapping exams is necessary to avoid large study delay problems. The study advisor will then send a reasoned advice to the Examination Board. The latter will take the final decision whether or not an individual arrangement is to be offered. The study advisor will inform the student and possibly the lecturer of the decision and hands the completed form in at the Student Administration Office, from where it will be processed further on.

Article 3. The individual arrangement

1. An individual arrangement means in principle that the student is given the opportunity to take the examinations one after the other: one at the regular time and the other either immediately before or immediately after the regular exam, with a maximum break of one hour between the two examinations.
2. Both exams are taken in a separate room and an invigilator is to be present.

Article 4. First point of contact and subsequent procedure

1. The Student Administration Office is the first point of contact. The Student Administration staff can use the Student Handbook to determine whether the student satisfies the criteria for an alternative arrangement (see Article 2). If the student does not, then she or he will be referred to the study advisor, with whom she/he must make an appointment (see Article 2.3).
2. If the request is approved, then an employee of the Student Administration Office will organize a room – naturally after co-ordinating with the secretary of the contact lecturer for the course to be examined – (see Article 3.2), a copy of the exam plus accessories, et cetera.

Article 5. Final provisions

In case of divergencies of interpretation between the Dutch language version and the English language versions of these Regulations the Dutch language version shall prevail.

V Student Charter

The Student Charter provides an overview of the rights and obligations of both students and the university. The Student Charter is based on national legislation and regulations, (in particular the Higher Education and Research Act (WHW), supplemented by regulations that are specific to the University of Groningen. The Student Charter is divided into two sections. The main section describes the rights and obligations that apply to the university as a whole. The rest describes the rights and obligations that apply to specific degree programmes and which differ from one programme to another, as well as from one faculty to another.

The complete Student Charter can be found at: <http://www.rug.nl/about-us/organization/rules-and-regulations/onderwijs/studentenstatuut/>

