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 and business

# Faculty of Economics and Business Academic Year 2019-2020



## --Regulations Overlapping Examinations

## **Colophon**

This document is published by the Faculty of Economics and Business of the University of Groningen.

Editors	Nicole van de Beek Evert Deelstra (final editor) Miriam Ossevoort Kees Praagman Peter Smid
Publication	August 2019

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## **VII 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 examination will as much as is possible be scheduled in the second part of an examination block and the regular examinations in the first part of each examination block,
  - e) examination 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 examination dates are published well in advance of the deadline for course registration students can see in good time if two examinations 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 examinations 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 examination enrolment. After that the student must sign up for both examinations during the regular enrolment period via ProgRESS WWW. Should a request not be submitted in time the Board of Examiners shall decide whether or not the student is eligible for consideration.
2. In case this concerns (re-)examinations of compulsory courses then the student is in any case entitled to an individual arrangement that will enable him/her to take both examinations in the relevant block. An employee of the Student Administration Office will check whether the student has filled in all details correctly (examination 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 examinations is necessary to avoid large study delay problems. The study advisor will then send a reasoned advice to the Board of Examiners. 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 of the Faculty, 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 examinations 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 of the Faculty 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 examination paper plus accessories, et cetera.

**Article 5. Final provisions**

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