

Faculty of Economics and Business

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Rules and Regulations of the Board of  
Examiners

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Regulations for Grading Assignments and  
Partial Exams

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**Colophon**

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# I Rules and Regulations of the Board of Examiners

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

The Board of Examiners of the afore-mentioned programmes, hereafter the Board of Examiners, having regard to Article 7.12.b, first and third Paragraphs of the Higher Education and Research Act (WHW) HAS DECIDED to determine the Rules and Regulations listed below:

### Article 1. Definitions

The following definitions<sup>1</sup> apply to these Rules and Regulations:

OER: the Teaching and Examination Regulations (TER) for the degree programme(s) listed in the preamble.

TER:	the Teaching and Examination Regulations for all programmes mentioned in the exordium as well as deficiency programmes offered by the Faculty of Economics and Business.
Examinee:	a person taking an exam or examination.
Examination:	research into the knowledge, insight and skills of the student with regard to a unit of study as well as the assessment of the results of the research. An examination can consist of several parts. The results of these parts together determine the examination result.
Practical exercise:	an educational activity or collection of educational activities taking place under the guidance of one or more teachers, the projected effect of which can only be assured if a student participates in said activit(y)(ies) and realizes the projected learning while taking part in the activities.
Unit or course:	unit of education as stated in Article 7.3 of the WHW.
ECTS credit (EC):	international unit expressing student work load of courses; according to the European Credit Transfer and Accumulation System, one ECTS credit point (EC) equals 28 hours of study.
Exam sitting:	a part of an examination taking place at a location and time determined by the faculty and under the direct supervision of an examiner.
Final assessment:	the whole of investigations into the knowledge, insight and skills of the student with regard to the degree programme, within the meaning of Article 7.3 of the Higher Education and Research Act.
Student:	a person registered at the university for the purpose of taking courses and/or taking the exams or examinations of the programme.
Examiner:	the person who is appointed as such by the Board of Examiners per Article 7.12 of the Higher Education and Research Act.
ProgRESS WWW:	digital enrolment registration and grade registration program of the University of Groningen.
Brightspace:	digital learning environment of the University of Groningen.
WHW:	the Higher Education and Research Act (de Wet op het hoger onderwijs en wetenschappelijk onderzoek).
FEB, Faculty:	Faculty of Economics and Business of the University of Groningen.
RUG:	Rijksuniversiteit Groningen (University of Groningen).

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<sup>1</sup> These definitions also apply to the Regulations Grading Assignments and Partial Examinations and the Regulations Overlapping Examinations.

Board of Examiners: the independent body charged with tasks and competences per Articles 7.11 and 7.12 of the WHW.

## **Article 2. The daily duties of the Board of Examiners**

1. The Executive Committee of the Board of Examiners consists of at least three members including the chairman of the Board of Examiners and the secretary/ies of the Board of Examiners. The Board of Examiners can appoint an additional member for the Executive Committee from among its members. The Executive Committee is charged with the day-to-day business of the Board of Examiners.
2. The daily duties of the Board of Examiners are amongst others:
  - a. decisions concerning approval of educational units as per Article 7.3.d 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 exam sitting as per Article 9 and in case of irregularities, amongst which fraud as per Article 11.
3. The Executive Committee of the Board of Examiners is accountable to the Board of Examiners.
4. There is a register of mandates for all mandates granted by the Board of Examiners.

## **Article 3. Setting examinations**

1. The Board of Examiners appoints one or more examiners for each examination.
  - a. Examiners are appointed on the basis of the document “*Criteria aanwijzen van examinatoren FEB*” (criteria for appointing examiners FEB) as determined by the Board of Examiners FEB.
  - b. In individual cases, the Board of Examiners FEB may revoke an appointment of an examiner if the examiner does not conform to the law or rules, or does not comply with the rules and regulations. In individual cases, the Board of Examiners may also revoke an appointment of an examiner if the examiner repeatedly fails in his duties in the sense of examining the knowledge, skills and insights of students, including the preparation of exams, the taking of exams and the assessment of work submitted.
  - c. In individual cases, the Board of Examiners may revoke the appointment of an examiner if the examiner seriously fails his responsibilities towards students.
2. Each 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 Board of Examiners 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 Board of Examiners will appoint one of the examiners to be the lead examiner.
4. The Board of Examiners will get the Faculty Student Administration Office to determine whether students have complied with the conditions for admission to the examination.

## **Article 4. Determining the result of a final assessment**

The Board of Examiners will determine the result of a final assessment.

## **Article 5. Determining the result of an examination**

The examiner appointed by the Board of Examiners determines the result of the examination. Determining the assessment of knowledge, skills and insights is reserved to the examiner.

## **Article 6. Oral examination**

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

## **Article 7. Registration for and participation in examinations**

1. Students who have registered for one or more courses will be enrolled by the faculty into the corresponding examinations in week 5 of the relevant half-semester. This exam 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 examinations in which they are enrolled.
2. In week 5 of each half-semester students must check their exam enrolment in ProgRESS WWW. They can, then still, enroll for exams, provided they were entitled to take part in the corresponding courses.
3. Participation in the practical exercise as well as a sufficient assessment of the practical exercise may be set as precondition for the admission to the examination of the course.
4. The enrolment into an (re-sit) exam can be cancelled in week 5 of the relevant half semester. In case the cancelation concerns the first examination of the course, the student will not be enrolled into the second examination (re-sit) by the faculty. Students can enroll themselves into the re-sit exam during the fifth week of the relevant half-semester.
5. Deviating time limits hold for re-sits after the second block of the second semester, which will be determined and communicated timely by the educational office.
6. If it appears afterwards that a student was not entitled to take part in the exam sitting, the result of the relevant part of the examination will be declared invalid, unless the Board of Examiners decides otherwise at the written request of the student.
7. If students do not comply with the enrolment procedure for examinations as set out above, they will be deemed not to have sat the exam, unless the Board of Examiners decides otherwise at the written request of the student concerned.
8. With regard to the enrollment for courses of the EOR programme, other terms may apply. Students of this programme will be informed about deviating procedures requirements and terms in a timely manner.

## **Article 8. Other than regular examination**

1. The following regulations apply exclusively to courses offered by FEB.
2. A student can request to be granted an *other than regular examination* from the Board of Examiners in writing.
3. Such a request can be granted, if a student failed to successfully complete the last course of his or her programme and not granting an *other than regular examination* will result in an unacceptable study delay.
4. For the granting of an *other than regular examination* the following criteria apply:
  - a. ProgRESS WWW must show that it concerns the last examination to be achieved to conclude the student's approved programme,
  - b. the final project of the programme must have been completed successfully,
  - c. the study delay in case of not granting an *other than regular examination* 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 examination of the examination period in which the course is examined for which the other than regular examination is requested,
- d. the examinee must have taken part in the last two regular examinations of the course for which she/he is requesting an *other than regular examination*, and she/he must have at least scored the grades 4 and 5 for those examinations.
  5. A request for an *other than regular examination* will only be dealt with if it is accompanied by an approved programme or an approved course package in ProgRESS WWW.
  6. If a student in the first semester, but before 1 January, of any academic year satisfies the requirements of an *other than regular examination*, then she/he must submit the request for such an examination no later than 1 January of the same academic year. If the request is granted the other than regular examination must take place no later than 31 January of the same academic year.
  7. If a student satisfies the requirements of an *other than regular examination* after 1 January then she/he must submit a request for such an examination 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 other than regular examination must take place no later than 31 August of the same academic year.
  8. An *other than regular examination* is neither open to a course that has already been passed, nor to the *Bachelor's Thesis, Research Paper Pre-MSc, Master's Thesis* and *Master final project*.
  9. In view of the nature, substance and execution of exams of the courses *IC AIS Comprehensive Design* and *Audit & Assurance II* of the Executive Master of Accountancy it is not possible to offer these in another than regular manner.
  10. An *other than regular examination* can only be granted once per student per programme.

#### **Article 9. Maintaining order during exam sittings**

1. At least one examiner shall be present in the examination hall for the entire exam sitting. The examiner is responsible for the course of events, prior to, during and after the exam sitting. The Board of Examiners will ensure that invigilators are appointed to supervise exam sittings; these invigilators will ensure that the examination proceeds in good order. The examiner is in charge of the invigilators: The invigilator receives instructions from the examiner about her/his duties and the course of events during the examination.
2. In principle, only those students who are registered for an exam sitting in accordance with the prescribed procedure (see Article 7) can sit an exam.
3. Students must be in the exam hall in good time. No student may leave the hall within the first 30 minutes from the start of any examination. During this 30-minute period, students who arrive late may still be admitted to the exam. Once a participant has left the examination hall, no further students may be admitted to the exam sitting.
4. Examinees must obey the instructions of the Board of Examiners or the examiner that are published before the start of the exam sitting, as well as instructions given during or immediately after the exam sitting.
5. 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 the fourth sub of this article, the examiner may exclude the examinee from further participation in this exam sitting. Exclusion means that no result will be given for that examination. If an examinee has been excluded from further participation in the exam sitting, the examiner will submit a written report to the Board of Examiners on the event and reasons that led the examiner to decide on exclusion.
6. During the exam sitting, 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 sitting, unless the examiner decides otherwise. It is not permitted to copy the question-and-answer sheets or the jotting paper during the exam.
7. No items other than the following may be on the table in the exam hall or within reach of the student: -proof of registration for the exam sitting, -a student card, -the examination paper, -an answer sheet or score form, -any jotting paper provided by the faculty, -writing utensils, -a

- calculator (see sub 9 and 10 of this article), and -reference materials subject to prior permission. In open-book examinations, students are permitted to consult books prescribed by the examiner.
8. 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.
  9. During the examination, only calculators approved by the Board of Examiners may be used: *Casio fx-82ES*, *Casio fx-82ES Plus*, *Casio fx-82MS*, *Casio fx-82EX*, *Casio fx-85ES*, *Casio fx-85ES Plus*, *Casio fx-85MS*, *Casio fx-85EX*, unless the examiner has announced on the cover page of the examination sheet and has informed students beforehand by means of Brightspace that students may also use other types of calculators<sup>2</sup>. The examiner determines if the use of a certain category of calculator is permitted or excluded. The examiner can also prohibit the presence of a calculator on the table or within reach at any time, if this is explicitly indicated on the cover page. Presence on the table or within reach of a calculator, contrary to the instructions on the cover page, is considered fraud and will be punished as such.
  10. Invigilators have to check whether or not calculators present, are of the prescribed type.
  11. Making contact with fellow-students is prohibited for the entire duration of the exam.
  12. In case an invigilator or an examiner finds that the examinee acts contrary to sub 7, sub 8, sub 9 or sub 11 of this article, then this violation will be reported in writing by the examiner to the Board of Examiners. For the purpose of the report the examination has made available a model report. With reference to the report of the examiner, the Board of Examiners can exclude the student from the examination and also deem the behavior of the student to be fraudulent and punish accordingly.
  13. 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.
  14. Prior to a decision to exclude a student from an examination and/or to impose sanctions the Board of Examiners grants leave to the student to inspect the examiner's report and the Board of Examiners grants an opportunity to the student to rebut the allegation.
  15. Examiners and invigilators are authorized 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 Board of Examiners decides otherwise.
  16. Temporarily leaving the exam hall 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 examination.
  17. In exceptional circumstances the examiner can deviate from the provisions of sub 1 up to and including sub 16 of this article.

#### **Article 9A. Maintaining order during online exam sittings**

Article 9A applies to online exam sittings that determine the *exam grade* as defined in the Regulations for Grading Assignments and Partial Exams (RGA&PE). Online exam sittings may only be offered with the explicit permission of the Board of Examiners FEB. This article does not apply to assignments that determine the *assignment grade* defined in the RGA&PE.

1. The examinee must accomplish an online exam sitting autonomously, without any consultation with others.
2. An online exam sitting has a maximum duration of two hours for examinees not having a provision for extra time and a maximum duration of two hours and twenty minutes for examinees

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<sup>1</sup> Categories of calculators: *programmable/non-programmable, graphic/non-graphic*

with a provision '*extra time*'. The Board of Examiners may grant an examiner exemption of the stipulations of this sub 3 of article 9A.

3. In principle, only students who are registered for an exam in accordance with the prescribed procedure (see article 7) can participate in an online exam sitting and/or an online exam assignment.
4. An examinee must report his or her presence on the online platform before the start of the online exam sitting. The examiner may refuse an examinee reporting late access to the exam questions and/or assignments.
5. An online exam sitting takes place under the supervision of an examiner.
6. During an online exam sitting the examiner of the course supervises the examinees participating in the exam. The examiner is responsible for the course of events, prior to, during and after the online exam sitting. The Board of Examiners will ensure that invigilators are appointed to monitor online exam sittings; these invigilators will ensure that the examination proceeds in good order. The examiner is in charge of the invigilators: The invigilators receive instructions from the examiner about their duties and the course of events during the examination. For every forty examinees at least one invigilator or examiner must be monitoring the exam sitting.
7. Examinees must obey the instructions of the Board of Examiners and/or the examiner that are published before the start of the online exam sitting, as well as instructions given during or immediately after the online exam sitting.
8. If the order of the online exam sitting is about to be disturbed and an examinee ignores one or more of the instructions as referred to in sub 7 of this article, the examiner may exclude the examinee from further participation in this online exam sitting. Exclusion means that no result will be given for that examination. If an examinee has been excluded from further participation in the online exam sitting, the examiner will submit a written report to the Board of Examiners on the event and reasons that led the examiner to decide on exclusion.
9. During the online exam sitting, every examinee participating, must at any moment be available for checks on prohibited actions and must for that purpose at all time during the online exam sitting, maintain contact with the system on which the online exam sitting is executed. If, during the online exam sitting an invigilator or examiner observes that a student is not in connected to the system on which the online exam sitting is executed, the examiner may conclude that the examinee has in conflict with this article, evaded supervision. An examiner does not need to distinguish between evasion of supervision by the examinee on the one hand, and the disturbed supervision due to technical inadequacies on the other hand.
10. During the online exam sitting, reference material may be consulted, unless the examiner has determined otherwise. Apart from the mentioned reference material, no items other than the following may be on the table than: a desktop- or laptop computer, a student card, jotting paper, writing utensils and a calculator.
11. Communication with persons other than examiners or invigilators, be it verbally or in any other way, is strictly prohibited during the entire duration of the online exam sitting. The examiner and invigilators shall actively monitor compliance of the injunction on communication.
12. In case an invigilator or an examiner finds that the examinee acts or has acted contrary to sub 7, sub 8, sub 9 or sub 11 of this article, then this violation will be reported in writing by the examiner to the Board of Examiners. In his or her report, the examiner argues why he/she suspects the examinee having violated one or more rules of this article 9A. With reference to the report of the examiner, the Board of Examiners can exclude the student from the examination and also deem the behaviour of the student to be fraudulent and punish accordingly. During this procedure, the work of the examinee will not be assessed.
13. When fraud during the online exam sitting or in relation to an online exam assignment is suspected, the student will be informed of this suspicion. The examiner may for the purpose of collecting evidence of illegal acts, register the activities of examinees.



14. Prior to a decision to exclude an examinee from an examination and/or to impose sanctions the Board of Examiners grants leave to the examinee to inspect the examiner's report and the Board of Examiners grants an opportunity to the examinee to rebut the allegation.
15. Examiners and invigilators are authorized and required to determine the identity of each and every examinee taking part in the online examination, 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 an examinee cannot, on first request, identify him- or herself by means of a valid identification, then the examination will be declared invalid unless, upon the written request of a student, the Board of Examiners decides otherwise.
16. During an online exam sitting, temporarily evading supervision for any reason is prohibited.
17. In exceptional circumstances the examiner can deviate from the provisions of sub 7 up to and including sub 16 of this article.

## Article 10 Practical Exercise

A Practical Exercise is an educational activity or a collection of educational activities taking place under the guidance of one or more teacher(s), the projected effect of which can only be assured if a student participates in said activit(y)(ies) and realizes the projected learning while taking part in the activities. If an examiner may only arrive at a correct assessment of the knowledge, skills and insights by direct observation of the learning process, or if the intended learning outcomes depend on the participation of other students in the learning process, participation in one or more activities of the Practical Exercise or a sufficient assessment of the Practical Exercise may then be set as a precondition for participation in the examination of the course. In case of the *Bachelor's Thesis* and/or the *Master's Thesis* as well as the *Research Paper Pre-MSc*, the Practical Exercise may be set as a precondition for the assessment of the submitted work.

A Practical Exercise may comprise several parts.

1. Admission to the Practical Exercise. Enrolment in a course entitles a student to participation in the Practical Exercise of that course.
2. Exclusion from the Practical Exercise. The Board of Examiners may, if a student by way of a punitive sanctions is excluded from taking parts in the examination of a course, also exclude that student from taking part in the Practical Exercise of that course.
3. Exemption of the Practical Exercise. At the student's request, the Board of Examiners, having consulted the programme director or programme coordinator in question, may grant a full or partial exemption from a Practical Exercise without the right to participate in the examination of the course being affected if the student:
  - a. either has successfully completed a Practical Exercise of a University or Higher Vocational Degree in The Netherlands or abroad that is of a comparable in content and level;
  - b. or can demonstrate by work experience or otherwise that sufficient knowledge and skills in respect of the course in question have been obtained.

In case a full or partial exemptions of the obligation to take part in a Practical Exercise has been granted, the Board of Examiners is entitled to set additional conditions. Granting exemption of the obligation to take part in a Practical Exercise has no consequences for the assessment of the examinations of the course.

4. Requirements regarding the participation in the Practical Exercise and performance to be delivered. If in the TER and the course documentation, the Practical Exercise is set as a precondition for participation in the examination of the course, presence during the Practical Exercise may be set as mandatory. Also, requirements such as the timely submission of (partial) assignments and the correct response to questions regarding the work may in the context of the Practical Exercise be set. The examiner of the course may set requirements with regard to the minimum number of parts of the Practical Exercise in which must have been participated. Also, the examiner of the course may require the student to have taken part in on ore more specific parts.

5. Assessment of the Practical Exercise. The assessment of achievements of a student in the context of the Practical Exercise must take place according to requirements set out and published before of ultimately at the start of the course. The assessment will in terms of *sufficient* or *insufficient* only.
6. Admission to the examination. If the Practical Exercise is set as a precondition for the examination of a course and if that Practical Exercise is assessed as insufficient, the student loses the right to participate in the examination. No grade will in that case be registered in Progress.
7. Repairing the Practical Exercise. If a student has not met the requirements of the Practical Exercise and as a consequence the Practical Exercise is assessed as insufficient, the Practical Exercise needs to be repeated in its entirety in order to be admissible to the examination of the course. In case the student was unable to meet all requirements of the Practical Exercise due to personal circumstances, the Board of Examiners may, at the request of the student and after having consulted both the student advisor and the course coordinator, grant the student a full or partial exemption of the requirements of the Practical Exercise to which exemption conditions may be attached and in which case it is up to the student to prove that the requirements of the Practical Exercise have all been met. Previous (partial) exemptions do not prohibit a (partial) exemption for the Practical Exercise.
8. Determining and publishing the assessment of the Practical Exercise. The Examiner of the course determines the result of the Practical Exercise and provides the student administration with the information required to admit a student to the examination. The deadline by which the result of the Practical Exercise must be communicated to students is no more than 10 working days after the last component of the Practical Exercise but in any case, before the assessment of the exam. In instances where this cannot be reasonably expected of the examiner, the programme director may set another time period in advance. In situations of consecutive parts in which knowledge, skills and/or insights acquired in previous parts are essential to the projected learning outcomes of subsequent parts and/or if a specific part of the Practical Exercise is crucial for sufficient assessment of the Practical Exercise, the assessment of the previous part must be published before the subsequent part. In case of a negative assessment regarding presence or performance during the Practical Exercise that will prevent a student from taking part in the examination of the course, the examiner of the course must provide an argumentation for the negative assessment, based on the requirements with regard to the Practical Exercise, published before the start of the course.
9. Validity. The result of the Practical exercise is valid only in the semester in which the course is offered. By request of the student, the Board of Examiners may decide to prolong the validity of his or her result of the Practical Exercise. By request of the programme director or programme coordinator, the Board of Examiners may also decide to prolong the general validity of the results of the Practical Exercise of a specific course.
10. Right of inspection. Within 6 weeks after the day of publication of the results of the Practical exercise a student by his or her request, must be provided with the arguments for the assessment or be enabled to inspect the work assessed. The requirements regarding the performance and presence must be published in writing in the course documentation before the start of the course.
11. Appeal. Exclusion of the examination of a course because of an insufficient assessment of the Practical Exercise is to be considered as a decision by the Board of Examiners. It may be challenged by filing an appeal within six weeks after publication of the decision at the CBE. The Board of Examiners may grant a student objecting or appealing the exclusion of the examination of a course a provisional admittance to the examination. Depending on the outcome of the procedure, the result of the examination will be declared valid or invalid.

## **Article 11. Irregularities, including fraud**

1. An irregularity is taken to mean: any act or omission of a student in contravention of the rules, regulations and instructions with regard to examinations.
2. Fraud is taken to mean any irregularity committed by a student that fully or partly impedes the correct assessment of the knowledge, understanding and skills of the student her/himself or of one or more fellow students. Fraud is also taken to mean falsifying or omitting data with the view to influencing the outcome of research (data fraud).

3. Plagiarism<sup>3</sup> is taken to mean: copying the work of oneself or another person without correct reference to the source. If copying work 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.
4. The Board of Examiners takes measures to prevent irregularities.
5. If the Board of Examiners classifies a document as the result of an irregularity or of irregularities, fraud and plagiarism included, then the Board of Examiners shall also declare this document to be invalid, which must be considered as a corrective sanction.
6. In case of irregularities not qualifying as fraud, only corrective sanctions may be imposed.
7. In case of fraud, both corrective and punitive sanctions may be imposed.
8. The Board of Examiners may mandate the examiner of a course to qualify a document as the product of an irregularity or of irregularities and to declare the document invalid, which must be considered as a corrective sanction.
9. If an irregularity or irregularities have been observed by an examiner of a course, the examiner shall report the observed irregularity or irregularities to the Board of Examiners. The report must state which rule(s), instruction(s) or direction(s) the student has breached or what rule(s), instruction(s) or direction(s) the student has contravened. Also, the report must indicate what documents qualify for being declared invalid.
10. Without delay, a student whose work is to be declared invalid must be informed of this corrective sanction, the observed irregularities and the actual sanction.
11. In case of fraud (as defined in sub two of this article) committed by a student, the Board of Examiners may -by way of punitive sanction- deny this student the right, for a period of no more than a year, to take part in one or more designated examinations. Substitute examinations taken and passed elsewhere during the period of the ban shall not be recognized. In case of serious fraud, the Board of Examiners, may request the University Board to peremptorily terminate the fraudster's registration in the degree programme FEB.
12. 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 Board of Examiners. 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.
13. If a suspicion of fraud is alleged by another than the examiner of the course in question, then the secretary of the Board of Examiners must examine whether there is fraud or not. The secretary reports her/his findings to the Executive Committee of the Board of Examiners.
14. In case of alleged fraud as stated by the examiner of the course in question, the Secretary of the Board of Examiners 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.
15. In case the allegation of fraud is made by another than the examiner of the course in question the Executive Board of the Board of Examiners decides, based on the allegation of fraud expressed in a report by the secretary of the Board of Examiners whether or not the student is to be accused of fraud.
16. If a student is accused by the Board of Examiners of having committed fraud, then the student in question shall be immediately informed of the charge. In its charge the Board of Examiners 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.
17. Before the Board of Examiners decides to impose sanctions as per sub 5 and/or sub 6 and/or sub 7 of this article, the Board shall give the student an opportunity to rebut the allegation. It is up the Board of Examiners to decide whether or not this rebuttal is to take place in writing.
18. 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

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<sup>3</sup> 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.

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 Board of Examiners can deviate from this.

19. If fraud is detected after a (partial) grade or a final grade is determined then the Board of Examiners is authorized to declare this grade void. This authority lapses after one after the discovery but no later than the award of the diploma.

### **Article 12. 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 programme that prepares for the examination.
2. An examiner must record the results of a part of an examination (examination session) or a partial examination.
3. The Board of Examiners shall ensure that examination papers shall be stored for at least 5 years and that individual work, and presentation papers are stored for at least 3 years.

### **Article 13. 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 examination. The examiner will ensure that the examination results are handed in to the Faculty Student Administration Office by 10 a.m. on the morning of the day that the marking period of publication of the examination results expires. Subsequently, the Faculty 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 examination results via Progress WWW, the date and place for inspection must be stated in Brightspace by the examiner. Students have the right if they so wish to an oral explanation of the results.
5. If an examination is taken more than once, 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 14. Additional regulations concerning approval of the Bachelor's study programme**

1. A request for approval of the student's study programme for the Bachelor's degree programme must be submitted by the examinee to the Board of Examiners at least 6 weeks before the start of the Bachelor's Thesis.
2. The Board of Examiners will make its decision within 4 weeks after receipt of the request concerning the programme as stated in Article 13.1. The student will be notified of the decision of the Board of Examiners 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 15. Additional regulations concerning approval of the Master's study programme**

1. A request for approval of the study programme for the Master's degree programme must be submitted by the examinee to the Board of Examiners at least 2 months before the start of the Master's thesis.
2. The Board of Examiners will take its decision within 4 weeks after receipt of the request concerning the programme as stated in Article 14.1. The student will be sent written confirmation of the decision of the Board of Examiners 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 16. Certificate, diploma supplement, and declaration of examinations taken**

1. The student shall receive a certificate and a diploma supplement by the Board of Examiners as proof of successfully passing the examination. The certificate and the diploma supplement shall be signed by the Chair and the Secretary of the Board of Examiners. The degree ceremony is open to the public, unless the Board stipulates otherwise.
2. The diploma supplement will state which units the final assessment 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 17. Theses BSc, MSc and Pre-MSc Research papers**

### **Article 17.1 Introduction**

1. These regulations comprise general rules that apply to all theses of the bachelor and master degree programmes, and the research papers of the pre-MSc programmes of the Faculty of Economics and Business of the University of Groningen
2. These regulations will be further detailed and complemented in a *Manual on Theses* and an *Assessment Form for Theses*. Both the *Manual on Theses* and the *Assessment Form for Theses* may vary per programme.
3. The Manual referred to in sub 2 of this article, includes in any case further information about the requirements in respect of admission, the registration procedure, the topic, the form and structure and the learning outcomes of the thesis or research paper as well as information about supervision and the assessment procedure.
4. The form referred to in sub 2 of this article is a list of assessment aspects that are explicitly used in the determination of the final grade.
5. The documents referred to in sub 2 of this article are determined each academic year and made available via the Student Support Desk or for students of the EMFC (Executive Master of Finance and Control), via the office of the programme.

### **Article 17.2 Assessment Procedure Bachelor's Thesis and Pre-MSc Research Paper**

1. For the assessment of the Bachelor's Thesis and the Pre-MSc Research Paper the assessment form as determined by the programme is used.

2. The assessment aspects that are part of the assessment form under sub 1 are expressed in the final grade. Each and every programme can further accentuate and refine these assessment aspects.
3. An oral defense and/or presentation may be part of the assessment.
4. A Bachelor's Thesis and the Pre-MSc Research Paper can be integrated into a skills course or a seminar.
5. The grade for the Bachelor's thesis and the pre-master research paper is determined by two examiners on the basis of the final project that is submitted on or before a pre-determined date and based on pre-determined assessments aspects. (See sub 2 of this article)
6. Before arriving at a joint assessment about the grade to be awarded, the examiners assess the final project independently of each other.
7. If appointed as examiner for the Bachelor's programme, the supervisor can also function as examiner.
8. If the paper is not assessed by an examiner who also functioned as the supervising lecturer, then the assessment of the criterion 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.
9. Except situations described in sub 10 of this article, the examinee shall receive within 10 working days after final date under sub 5 of this article, a copy of the completed assessment form in the form of a grade. The text per rubric must justify the awarded grade adequately. In case the thesis is assessed as being insufficient the justification of the grades must give the student adequate information so as to be able to improve the thesis.
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 sub 5 of this article, she/he will give a joint assessment of the work. Both shall, within 20 working days after the final date as per sub 5 of this article, arrive at a unanimous assessment and shall set the grade. The examinee shall be informed of this grade without any delay.
11. If the final thesis is qualified as a *fail*, then the student in question will have one opportunity to carry out reparation in a time frame set by the programme. The repaired final project is to be awarded a grade not higher than a 6.
12. Within 10 working days after the end date for the reparation under sub 11 of this article, the student receives a copy of the completed assessment form showing the assessment for each assessment rubric and the assessment of the repaired thesis. The text per rubric must sufficiently justify the awarded grade.
13. Also, 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 sub 5 of this article, she/he will give a joint assessment of the work. Both shall, within 20 working days after the final date as per sub 5 of this article, arrive at a unanimous assessment and shall set the grade. The examinee shall be informed of this grade without any delay.
14. Should the final thesis even after reparation still be insufficient, then the student must re-register for a Bachelor's Thesis or Pre-MSc research paper.

### **Article 17.3 Assessment Procedure 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 sub 1 of this article, should be expressed in a well-balanced manner in the final grade. Each and every programme can further accentuate and refine these assessment criteria and if needed they can add weighing factors.

3. If the student writes the thesis externally, the supervisor assigned by the faculty or programme can ask the supervisor in the company or the organization for advice on the criterion 'process of the practical execution of the research'.
4. An oral defense is part of the assessment.
5. The grade for the Master's thesis is determined by two examiners on the basis of the final project that is submitted on or before a pre-determined date and based on pre-determined assessments aspects. (see sub 2 of this article)
6. Before arriving at a joint assessment about the grade to be awarded, the examiners assess the final project independently of each other.
7. If appointed as examiner for the Master's programmes, the supervisor can also function as examiner.
8. If the paper is not assessed by an examiner who also functioned as the supervising lecturer, then the assessment of the criterion 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.
9. If the student writes the thesis externally, the first examiner can ask the supervisor in the company or the organization for advice on the criterion 'process of the practical execution of the research'.
10. If the examiners are of the opinion that the submitted final paper after a defense could be eligible for a sufficient grade then the examinee will be granted an opportunity to explain and defend the final thesis. If, however, the examiners are of the opinion that the thesis is not eligible for a sufficient grade, they will then assess the thesis without an oral explanation or defense by the examinee.
11. In case of an oral defense; this is to take place no later than 15 working days after the final date referred to in sub 5 of this article, unless otherwise agreed due to urgent reasons. Both examiners are to be present at the defense. At the request of the student or examiner an external supervisor can also attend the oral defense, but the latter only has an advisory role in respect of the assessment.
12. After the defense it is determined whether the thesis is to be assessed as sufficient or insufficient and the grade is determined by both examiners.
13. With the exception of situations in which examiners assess the work differently the examinee shall receive within 15 working days after the final date a copy of the completed assessment form including the assessment per assessment rubric and the assessment of the thesis in the form of a grade. The text per rubric must justify the awarded grade adequately. In case the thesis is assessed as being insufficient the justification of the grade must give the student sufficient information so as to improve the thesis.
14. 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 sub 5 of this article, she/he will give a joint assessment of the work. Both shall, within 20 working days after the final date as per sub 5 of this article, arrive at a unanimous assessment and shall set the grade. The examinee shall be informed of this grade without any delay.
15. If the final thesis is qualified as a *fail*, then the student in question will have one opportunity to carry out reparation in a time frame set 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 this reparation. The reparation will be assessed with a grade not higher than a 6.
16. After the determination of the grade for the reparation, the student immediately receives a copy of the completed assessment form including the assessment per assessment rubric. The text per rubric must sufficiently justify the awarded grade.
17. 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 sub 5 of this article, she/he will give a joint assessment of the work. Both shall,

within 20 working days after the final date as per sub 5 of this article, arrive at a unanimous assessment and shall set the grade. The examinee shall be informed of this grade without any delay.

18. Should the final thesis even after reparation still be insufficient, then the student must re-register for a Master's Thesis.

#### **Article 17.4 Public Domain**

1. The thesis to be assessed is open to the public, because research and assessment must be verifiable. Therefore, the thesis must not contain confidential data. As and when necessary, use may be made of one or more confidential appendices with additional data, which will be made available to both examiners. The thesis must, however, be readable on its own and must be considered as a complete thesis even without confidential appendices.
2. Only in case of compelling arguments, which are to be assessed by the Examinations Board, can the confidentiality of a thesis be accepted without additional requirements. Such theses are only confidentially available for inspection by the supervisor, examiners, the programme director, the programme coordinator and where necessary the Board of Examiners and/or accreditation committee. The assessment by the Board of Examiners in respect of confidentiality must take place in advance on the basis of the research proposal.

#### **Article 18. Right of appeal**

1. A decision taken by an examiner or the Board of Examiners may be appealed against before the university's Board of Appeal for the Examinations of the University of Groningen (via <https://www.rug.nl/education/laws-regulations-complaints/cbe/beroepen-indienen> or <https://www.rug.nl/education/laws-regulations-complaints/complaintobjectionappeal>).
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 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 19. Amendments to the rules and regulations**

No amendments shall be made that apply to the current academic year, unless it can be assumed that the interests of students will not be harmed.

#### **Article 20. Final provisions**

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

#### **Article 21. Date of commencement**

These Rules and Regulations of the Board of Examiners will take effect on September 1<sup>st</sup>, 2023. As decreed by the Board of Examiners: August 29<sup>th</sup>, 2023.



## **II Regulations for Grading Assignments and Partial Exams**

### **Article 1. Definition of Assessment**

1. The test of a course may comprise an exam sitting component and an assignment component.
2. The assignment component may consist of several sub-assignments. On the basis of the sub-assignments one single assignment grade is calculated.
3. The exam (sitting) component may consist of several partial examinations. On the basis of the partial examinations one single exam 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 exam component (exam sitting) 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 Exam (sitting) Component**

In these regulations, the exam (sitting) 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. Exam Grade**

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

### **Article 6. Minimum Requirements Results**

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

### **Article 7. Weighting Coefficients Exam Grade and Assignment Grade**

The weighting coefficients of the exam 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 exam grade and is expressed as an integer. The final grade is exclusively calculated on the basis of an exam grade and/or assignment grade<sup>4</sup>. If, per Article 6, minimum requirements are set for the assignment grade and/or 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) exam 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 10 working days 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 10 working days after the last re-sit possibility of all tests.

#### **Article 10. Archiving Results**

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

#### **Article 11. Validity Assignment Grade and 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 examination grade must be made known to the students either in writing or digitally no later than at the start of the course.

#### **Article 12. Validity of Exam Grades**

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

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<sup>4</sup> Note that this also holds in case the final grade of a course is solely determined by one exam sitting or by multiple exam sittings. In that case, firstly the exam grade is determined (rounded to one decimal) after which the final grade is determined by rounding the exam grade to an integer. For example: the weighted average of 6.45 for two partial exams (exam sittings) result in an exam grade of 6.5 (the weighted average exam grade rounded to one decimal) and this exam grade is -in the absence of an assignment grade- rounded to an integer being the final grade (7). The same principle applies to a course with only assignments.

#### **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 Exams and Re-sit Exams**

If the exam component per Article 1 is taken in the form of several partial exams, then the Faculty is not held to setting several partial exams for the re-sit examination.

#### **Article 17. Re-sit Sub-assignments or Reparation Partial Exam**

For partial exams no reparation possibility as per Article 14.b of these Regulations need to be offered.

#### **Article 18. Results as Entry 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) exams.
2. A (partial) exam 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 re-sit opportunities must be announced to the students involved in writing or digitally and no later than at the start of the course.

#### **Article 20. Final Provisions**

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