

**Rules and Guidelines  
of the Examination Board  
2021 - 2022**

for the Master of Philosophy  
at Erasmus School of Philosophy  
at Erasmus University Rotterdam

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# **Rules and Guidelines of the Examination Board for the Master of Philosophy 2021-2022**

## **Section 1 General provisions**

### **Article 1.1 Applicability of the Regulations**

These regulations apply to the 2021-2022 academic year and govern the examinations and master examination of the master programme in Philosophy and are applicable to all students that are enrolled in this programme.

### **Article 1.2 Definitions**

Unless stated otherwise, the definitions used in the Course and Examination Regulations for the master programme in Philosophy will also be used in the present Rules and Guidelines.

### **Article 1.3 The Examination Board**

1. The duties and powers of the Examination Board are stipulated in Sections 7.10, 7.11, 7.12, 7.12b and 7.12c of the Act.
2. The Examination Board appoints, an executive committee consisting of at least two persons who are charged with the day-to-day business of the Board.
3. Requests submitted to the Examination Board should be sent by email or by post and should have the relevant documents attached. The Examination Board will give its decision within three weeks of receipt of a request and will inform the student of its decision by email.

## **Section 2 Examiners and Quality assurance**

### **Article 2.1 Examiners**

1. Prior to the start of a course the Programme Director will propose to the Examination Board the teacher(s) under whose responsibility the course will be given. The Examination Board then takes a decision about the appointment as examiner of the suggested teacher(s) for the course in question.
2. The Examination Board verifies that the examiners meet the set expertise requirements.
3. The Examination Board may set binding guidelines and assessment standards for interim and final examinations.
4. On request, the examiners will provide the Examination Board with information about the examinations and the corresponding results.
5. The Examination Board may revoke the appointment of an examiner if it has a serious reason to do so.

### **Article 2.2 Quality assurance of the examinations and master examination**

1. The programme director, in consultation with the Examination Board, draws up a test plan for the programme. This plan will include a systematic description of all the tests.
2. The Examination Board draws up a protocol for the production and supervision of examinations and for marking and administering the results.
3. The Examination Board is responsible for the evaluation of the examinations.

4. The Examination Board will inform the Programme Director of the method and frequency of the evaluation of the examinations.
5. The Examination Board will use the evaluation of the examinations to advise the Programme Director on measures to maintain and strengthen the quality of the examinations.

## **Section 3 Discipline during lectures and examinations**

### **Article 3.1 Discipline during lectures and other education activities**

These provisions apply to the lectures and other education activities provided by the Erasmus School of Philosophy and to the rooms, including the computer rooms.

1. Entering a classroom after a lecture has started is prohibited without the consent of the person teaching.
2. Discipline during the lecture.
  - a. The distracting use of electronic communication devices during the lecture is prohibited.
  - b. The distracting consumption of food or beverages during the lecture is prohibited.
  - c. Recording and distributing lectures and lecture material without the knowledge or consent of the lecturer is prohibited.
  - d. The lecturer giving the lecture may have the person who is disrupting the lecture removed from the classroom.
3. Discipline in the buildings of the EUR.
  - a. The distracting use of electronic communication devices is prohibited.
  - b. The distracting consumption of food or beverages is prohibited.
  - c. The person responsible for the building in question may have the person causing the disruption removed from the premises.
4. The Dean of the Erasmus School of Philosophy may impose measures on anyone who is repeatedly guilty of disrupting the proper course of affairs during lectures or in classrooms, pursuant to the procedure laid down in the ['Regulations relating to the maintenance of order in EUR buildings and on EUR sites and relating to the efficient or legal use of EUR facilities'](#).

### **Article 3.2 Disciplinary rules for examinations**

For all rules regarding registration for exams, order during written exams, order rules about exams, see the [Order Rules for written exams](#).

1. When exceptional circumstances preclude the regular organisation of written exams (e.g. because of Covid-19 restrictions), and no reliable alternatives are available, the examiner may decide to organise the exam using online proctoring, after having obtained permission from the Examination Board. This is arranged in conformity with EUR-norms concerning online proctoring.

## **Section 4 Fraud and sanctions**

### **Article 4.1 Fraud**

1. The term fraud is understood to mean any acts or omissions on the part of a student that make it impossible for the examiner and the Examination Board to form an accurate opinion of the student's acquired knowledge, insight and skills (or those of his fellow students).
2. The student must avoid any possible appearance of fraud in connection to himself during the examination and if the student is in any doubt about this he should immediately report to the invigilator.

3. The following shall in any event be deemed to be fraud:
  - a. obtaining knowledge concerning the questions or assignments in a certain examination prior to that examination;
  - b. assuming someone else's identity or being represented by someone else during an examination;
  - c. consulting or having within reach information sources (e.g. books, syllabi, personal paper, notes written on skin or on fabric, calculators that can be programmed, mobile telephones and smartphones), the use of which is not explicitly permitted during an examination. Mobile telephones, smartphones, etc. should be switched off and remain off during examinations;
  - d. copying from or exchanging any information whatsoever with fellow students, either inside or outside the examination room, during the examination; giving another person the opportunity to commit fraud will also be deemed fraud;
  - e. exchanging or swapping the issued question papers or answer papers with other students;
  - f. making any changes to previously submitted examination answers during a subsequent inspection;
  - g. committing plagiarism, which shall be taken here to mean the copying of a passage containing more than a few words from his own or someone else's work, either literally or in translation, in an individual or group assignment, project, thesis or any other type of text that is part of an examination, without indicating this by quotation marks, even if a bibliographically traceable and correct source reference is included. Providing other students with the opportunity to commit plagiarism is also deemed to be fraud;
  - h. taking the examination without being entitled to do so;
  - i. making it partially or completely impossible, by means of misleading acts, omissions or in any other way, for the examiner and the Examination Board to form an accurate assessment of the student's knowledge, insight and skills.
4. Academic achievements in writing may only be evaluated in EC once. Students are not permitted to submit a previously written thesis, assignment or any other form of text written in connection with the student's present or previous programme at or outside the Erasmus School of Philosophy a second time in the same course or a different course without first consulting the examiner and obtaining his approval (with respect to the part for which the text is submitted a second time or is intended to result in EC a second time) or to use any part of a previously produced project, either in amended form or otherwise, when writing a thesis, assignment or other project for the purpose of obtaining EC for it a second time, without prior consultation with the examiner and obtaining his approval
5. In addition to the general obligation to give clear source references, students are under a special obligation to be completely transparent at all times with respect to re- using their own work and they can be held explicitly accountable on this point.
6. If a written examination is not taken under the supervision of an invigilator, such as an assignment or thesis, the examiner must carry out a plagiarism check.

## **Article 4.2 Sanctions**

1. Students who act in breach of the rules specified in Articles 4.1.3, 4.1.4 and 4.1.5 of these Regulations or give reason to do so are guilty of fraud.
2. If fraud is established or there is a grave suspicion of fraud during an examination, the invigilator or examiner must inform the student without delay. The invigilator or examiner must note this down on the work to be submitted by

the student, and must take possession of any documentary evidence. The student will be given the opportunity to finish the examination and to hand in his work.

3. The invigilator must report the suspected or established fraud to the Department for Exam Administration on a standard report form immediately after the examination has finished. Any documentary evidence must be submitted together with this report. If the student refused to hand over any such documentary evidence, the invigilator must state this on the form. The Department for Exam Registration must send the report form filled in by the invigilator, together with any documentary evidence, to the Examination Board immediately after the end of the examination period.
4. If plagiarism is established after an individual or group project, assignment or thesis has been submitted, or if there are grave suspicions of plagiarism (e.g. by using a plagiarism detection tool), the examiner must report this to the examination board as soon as possible, also providing evidence.
5. The examination board investigates the case, and gives the student the opportunity to react to the suspicion; the student is given one week to respond.
6. Depending on the gravity of the fraud committed and taking any previous instances of fraud by the same student into account, the Examination Board may impose sanctions on the student, including the following:
  - a. a reprimand;
  - b. invalidation of the relevant individual or group project or assignment;
  - c. invalidation of the relevant examination;
  - d. invalidation of the relevant thesis;
  - e. exclusion from the relevant examination for a period not exceeding one year;
  - f. exclusion from one or more examination periods;
  - g. exclusion from thesis evaluation for a period not exceeding one year;
  - h. a combination of the aforementioned measures;
  - i. a proposal submitted to the Executive Board to permanently terminate the student's enrolment in the master programme in Philosophy.
  - j. if fraud or plagiarism is established with respect to a group project, this will be imputed equally to each member of the group. The onus of proving the contrary lies with each member of the group.

## **Section 5 Examinations: Content and assessment**

### **Article 5.1 Content of the examinations**

1. Changes to the topics of the examination during the course must be within the previously announced intended learning outcomes.
2. The student may lodge an appeal against changes in the topics of the examination during a course with the Examination Board.
3. The questions and assignments of the examination will cover the topics of the course in a balanced way, with due regard to the learning objectives of the course in question.
4. The questions and assignments of an examination must be clear and unambiguous, and phrased so that the student will know how extensive and detailed the answers must be.

### **Article 5.2 Assessment standards**

1. Written examinations will be assessed on the basis of clear standards which are preferably incorporated into model answers.

2. In the event an examination is arranged by more than one examiner and the result of the examination is assessed by several examiners, those examiners must ensure that the assessment is based on the same standards. If necessary, the Examination Board will assign final responsibility for the examination assessment to a single examiner.

### **Article 5.3 Marks**

1. An examination result of 5.5 or higher will qualify as a passing mark. Marks with more than one decimal will be rounded off to one decimal, as follows: 4 or lower will be rounded down, 5 or higher will be rounded up.
2. Alphanumerical results will be given in the following cases:
  - students who are registered for an examination but who have not actually sat it will be awarded an NS (No Show);
  - students who are enrolled for a course but did not take a certain examination component will be awarded an NC (Not Completed) for the relevant examination component;
  - students who completed a component but did not receive a mark for it may be awarded a C (Completed);
  - students who have been granted exemption by the Examination Board will be awarded an EX (Exempted);
3. If a student has not enrolled and thus is not eligible to take an examination, any grade given for the relevant examination will be declared null and void.

## **Section 6 The master thesis**

### **Article 6.1 The master thesis**

1. The student discusses the subject of the thesis with the intended supervisor (first assessor). After the intended supervisor has approved the subject of the thesis, the student submits his proposal for the subject of the thesis and the intended supervisor to the Examination Board. At the same time, the student, in agreement with the intended supervisor (first examiner), proposes an advisor (second examiner). If the Examination Board approves the subject of the thesis and the intended examiners, the Examination Board will notify the student. The letter will also be sent to the supervisor and the advisor.
2. The student drafts the structure of his master thesis. Once this draft has been approved by the supervisor, it is submitted to the advisor for approval. The advisor sends the Application Form Advisor to the supervisor and the Examination Board. Once the draft has been approved by the advisor (who may consult other experts), the student can start work on the thesis itself.
3. The thesis should contain approximately 20,000 to 25,000 words.
4. Once the supervisor has approved the thesis, it is submitted to the advisor for advice, at least twenty working days before the final submission date fixed by the Examination Board. (Please see Article 7.1 of these Regulations for the examination day.) In the advice formal and/or material shortcomings are discussed and suggestions for remedying these shortcomings are given.
5. The advisor sends his advice both to the supervisor and to the Examination Board. The Examination Board will consider files without these copies as incomplete.
6. The supervisor can ask the advisor to provide a clarification of his advice and then sends the advice to the student. The supervisor can provide the advice with additional explanation.

7. After the student has incorporated the advice in his thesis, the student sends the thesis to the supervisor and the advisor.
8. The advisor fills in a thesis evaluation form, including his mark for the thesis and forwards the evaluation form to the supervisor. The supervisor fills in an evaluation form as well, including his preliminary mark for the thesis, and forwards both evaluation forms to the Examination Board.
9. The total preliminary mark for the thesis consists of the average of the preliminary marks of the supervisor and the advisor, unless one of the two assessors gives an insufficient mark; in that case the insufficient mark is the final mark.
10. If the difference between the preliminary marks of the two assessors is 1,5 or more points, the Examination Board assigns a third assessor. In addition, if one of the two assessors gives an insufficient mark for the thesis while the other gives a sufficient mark, each of the two assessors can ask the Examination Board to assign a third assessor.
11. If the thesis is evaluated by three assessors, the total preliminary mark consists of the average of their three marks, unless two of the three assessors have given an insufficient mark. In that case the total preliminary mark will consist of the average of the two insufficient marks.
12. In case the student has to revise the thesis (as meant in 6.1.7) because the advisor has deemed the thesis insufficient, this revision will be considered as a resit.

## **Section 7 The exam and the distinction**

### **Article 7.1 The examination day**

1. The Examination Board stipulates the date for the master examination. During this examination the student will defend her/his master thesis.
2. The master examination may only be held if the student has submitted the following items 20 working days prior to the intended date of the examination day mentioned in the previous paragraph:
  - two paper copies and a PDF copy of the approved master thesis and the PDF copy of a 100-word summary, which are both to be filed with the university thesis repository;
  - the letter applying for the master examination.
3. After the examination, the assessors will discuss the final mark for the thesis. The final mark is based on the total preliminary mark mentioned in Article 6.1 clause 9, plus or minus a maximum of 0.5 point that takes into account the student's defense of his thesis.
4. After the examination, the thesis supervisor will be given an opportunity to briefly address the student in question, after which the Dean of the Erasmus School of Philosophy or his deputy presents the certificate to the student. The Dean can be represented by the thesis supervisor.
5. The supervisor writes a report of the examination that includes the final mark for the thesis and forwards the report to the Examination Board.

### **Article 7.2 The distinction**

1. One single distinction may be mentioned on the statement of the results of the bachelor examination: 'with honours' ('Cum Laude').
2. This distinction is conferred if:
  - a. the weighted average of the final marks for the courses offered by the Erasmus



- School of Philosophy itself as part of the master programme is 8.25 or higher and the final mark for none of these courses is lower than 7.0;
- b. the mark for the master thesis is 8,25 or higher;
  - c. the granted exemptions (please see Article 5.10 of the Course and Examination Regulations) do not exceed 20% of the overall course load of 60 EC;
  - d. the student has not been the subject of a sanction due to fraude or plagiarism.
3. The Examination Board can confer the distinction to students who have not fulfilled the criteria mentioned under clause 2 on special grounds.

### **7.3 Free curriculum**

A student may himself compile a research master curriculum programme leading up to a final examination. When necessary, the University Board determines which Examination Board will be charged with the authority to judge on this matter (WHW 7.3h).

## **Section 8 Transitional and final provisions**

### **Article 8.1 Special clause**

In cases where these regulations do not provide for, unambiguously, or that manifestly have an unreasonable outcome, a decision will be taken by the Examination Board.

### **Article 8.2 Amendments**

1. Amendments to these Regulations will be laid down by the Examination Board.
2. Amendments to these regulations have no effect in the ongoing academic year, unless such amendments will not unreasonably prejudice the interests of students.
3. No amendment may disadvantage a student by influencing a decision that was already taken previously in accordance these Regulations.
4. The provisions of Article 8.1 also apply to questions that might arise from differences between the current Regulations and previous versions.

### **Article 8.3 Publication**

The Examination Board is responsible for the publication of these Regulations, as well as for any amendments.

### **Article 8.4 Effective date**

These Regulations will come into effect on 1 September 2021.

## **The appeal procedure**

A student may lodge an appeal against any decision of an examiner (e.g. regarding assessments) or the Examination Board with the Board of Appeal for Examinations (CBE) of Erasmus University. In urgent cases, the chair of the CBE may be requested to impose a provisional measure.

The appeal may be lodged by an interested party, i.e. the person whose interests are directly involved in a decision. The appeal should be lodged within six weeks of the announcement of the contested decision. If the appeal is lodged against an overdue decision, it should be submitted within a reasonable term.

The appeal should be submitted to the CBE in writing and addressed to the secretary of that Board. The appeal may also be lodged through the EUR Facility of Protection of Rights where all notices of objection and appeals may be submitted online.

Before an appeal is handled by the CBE, a term for settlement will be put into effect, during which the Examination Board or examiner investigates whether the claimant's appeal may be settled (formal settlement attempt). During this term, parties may explain their positions in more detail, and the decision of the CBE will be carefully scrutinized.

The CBE assumes that the claimant has first been in touch with the examiner in question or the Examination Board in an attempt to reach an agreement (substantive settlement attempt). It should be noted that the term of six weeks for submitting a notice of appeal to the CBE will continue without interruption. With that in mind, a provisional notice of appeal may be submitted.

The interested party may submit an appeal to the Appeals Tribunal for Higher Education PO Box 636, 2501 CN The Hague, The Netherlands against the decision of the Board of Appeal for Examinations within six weeks. This appeal is not possible, however, if the decision of the Board of Appeal for Examinations pertains to a decision that contains:

- the assessment of the student's knowledge or skills that was or were the subject of the examination in this matter or tested in any other way (Article 8.4, under e of the Dutch General Administrative Law Act (Awb));
- the establishment of the questions, assessment standards or more detailed rules for that examination or test (Article 8.4, under e of the Dutch General Administrative Law Act (Awb)).

More information about appeal procedures is available on the CBE-EUR's website:  
[http://www.eur.nl/abd/bjz/cluster\\_rechtsbescherming\\_studenten\\_en\\_personeel/college\\_van\\_beroep\\_voor\\_de\\_examens/](http://www.eur.nl/abd/bjz/cluster_rechtsbescherming_studenten_en_personeel/college_van_beroep_voor_de_examens/)