Examination Regulations 2019-2020

MSc in Urban Management and Development
Institute for Housing and Urban Development Studies
Erasmus University Rotterdam
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Glossary

**Examination Component:** An examination component refers to one of the instruments used to test a student’s knowledge or proficiency in a subject or skill during a course or parts of a course.

**Examination Guidelines:** The examination guidelines provide a description of different exam instruments and explain how to design and implement them.

**Examination Outline:** The examination outline defines the domain areas the exam covers, the set of associated tasks and knowledge statements, and the percentage of items devoted to each area. It is basically the description of the exam instrument(s).

**Examination Plan:** The examination plan portrays in a matrix the relationship between the learning objectives of a course and the exam instrument(s) used to test these objectives. It also provides information on the weight of each instrument in relationship to the final grade, indicating whether it is formative or summative. The examination plan also contains information on exam dates, exam length and duration, re-exams dates and grade review and feedback meetings.

**Examination:** Examinations are a group of formal instruments which are used to test a student's knowledge or proficiency in a subject or skill during a course or parts of a course. These examinations can be summative, formative or a combination of both. The instruments are for example: tests, written exams, papers or essays, oral exams, practical exams, participation assessments, applied exercises, group work, group and individual presentations etc.
1. Introduction

1) These regulations apply to the MSc Programme in Urban Management and Development (UMD) of the Erasmus University Rotterdam. The programme is executed by IHS.

2) These regulations are based on the Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek (WHW) and where necessary in addition to its clauses 7.12 and 7.13 (see Annex 1)\(^1\).

3) This document has the following annexes which are considered to be an integral part of the Examination Regulations:
   a) Annex 1: Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek (WHW)
   b) Annex 2: Admission rules
   c) Annex 3: Admission criteria for English proficiency
   d) Annex 4: Objective and end qualifications of the UMD Programme
   e) Annex 5: Examination plan
   f) Annex 6: Central EUR regulations for written examinations
   g) Annex 7: Grading scale in the Netherlands compared to the UK and the USA
   h) Annex 8: Fraud and plagiarism procedure

2. Examination Committee (EC)

1) The legal mandate of the EC is to supervise and guarantee the quality of testing and the level of diplomas and certificates. This legal quality control mandate implies securing quality.

2) The Management Team of IHS appoints the members of the Examination Committee according to clause 7.12.a of the WHW.

3) The Examination Committee is functionally independent. Its members include: one chairperson, two IHS academic staff members, one external academic staff member and one secretary. Examination Committee decisions are based on a simple majority vote.

4) Where necessary in addition to clause 7.12b and 7.12c of the WHW, the Examination Committee performs the following tasks:
   a) Controls the overall quality of examinations and examiners.
   b) Sets up examination guidelines.
   c) Ensures that end qualifications, course objectives, training methodologies and examinations are consistent and coherent.
   d) Ensures through quality assessments of the examination plan that examination components test whether end qualifications of UMD are adequately met.
   e) Periodically assesses the adequacy of assessments of theses and examinations.
   f) Approves the examination plan and monitors its implementation.
   g) Ensures that lecturers, examiners and students are adequately informed about matters concerning the examination policy.
   h) Appoints examiners and decides on withdrawals of the examination right.
   i) Decides on exemptions and exceptions.
   j) Defines the procedures for cases of fraud.
   k) Decides on appeals and cases of fraud.
   l) Approves diplomas and diplomas with distinction, i.e. *cum laude/summa cum laude*.
   m) Supervises the implementation of the rules and regulations.

5) A member of the Examination Committee signs the approved diplomas and diplomas with distinction. The Examination Committee member who signs diplomas acts as representative of the whole Examination Committee.

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\(^1\) The law is available at: [link](#).
3. Examination and grading

3.1 Examination protocol
1) The responsibility of each course examination lies with the examiner(s). The method of examination is determined per subject by the responsible coordinator(s), in line with the examination plan and counterchecked by a peer review process.
2) Examinations must be consistent with current quality criteria and test guidelines.
3) Course examinations must not interfere with ongoing education or the examination of other courses in terms of time, form and study load, with the exception of resit examination(s).
4) Resit examinations take place a few weeks after the end of a course period, as determined in the examination plan of the programme.
5) The course coordinator is responsible for preparing and adjusting an examination outline, including end qualifications, course objectives and tests, and for scheduling examinations.
6) The Examination Committee decides on examination adjustments for students with a handicap, if and when required.
7) All exam results and theses will be archived by the Educational Management Office for at least seven years.

3.2 Grading system
1) All courses are examined to evaluate student performance. Results are expressed in grades on the 1-10 scale. Grades of 5.5 or higher are considered a pass. All grades will be rounded to the first decimal point.
2) In the case a grade is between a 5.45 and a 5.49, it is not rounded up but regarded as a fail.
3) Grades are always given with a first decimal point. Grade components consisting of several sub-grades are rounded at the grade component level. The final grade is again rounded.
4) For grades composed of several components, at least 60% of the final grade must be based on individual assessment. Students must pass the individual work in order to pass the course. In case of failing the individual grade, the individual grade is the final grade.
5) Students are allowed one final grade between a 4.5 and 5.4 for one of the subjects in the Core Period if the weighted average of the final grades obtained in the Core Period is 6.0 or higher.
6) Students must obtain a passing grade for the Specialisation Course, the Elective, the Course on Research Methods and Techniques, and for the Thesis.
7) Students can only take part in a resit examination if they failed the first sit. The right to resit applies to each examination component.
8) If a student did not take part in the first sit of an examination, the second sit still counts as a resit examination.
9) If a student takes part in a resit examination, the highest grade counts (not the last).

3.3 Exemptions and exceptions
1) Request for exemptions and exceptions from the rules (e.g. postponements) must be addressed to the EC, which will take personal circumstances into account in case of requested exceptions. Exemptions must be requested to the Examination Committee at least four weeks before the course starts.
3.4 Attendance requirements and absence
1) Students must be 80% present during all sessions\(^2\) (e.g. lectures, workshops, tutorials, excursions) of a course\(^3\). This means that students are allowed to miss 20% of sessions of a course without any consequences.
2) If a student misses between 20% and 40% of all sessions of a course, the student must submit documents that may justify this absence (i.e. cases of force majeure) and that must be approved by the Examination Committee. In such a case, the coordinator of a course gives the student an additional assignment to compensate for the justified absence.
3) If the student is not able to submit valid reasons and documentation for an exemption, the course is considered a fail.
4) If a student misses more than 40% of all sessions of a course, it is considered a fail. Exemption rules do not apply in this case.
5) Absence due to illness or due to any other serious reason or personal circumstances (i.e. force majeure) must be reported to the Educational Management Office before or immediately after the start of the class (umd@ihs.nl). The EC may ask for proof for the absence.

3.5 Procedures during written (in-class) examinations
1) The examiner or invigilator is responsible that the examination takes place following the rules spelled out below (2-11).
2) The examinee must furnish proof of identity. The Examination Committee may disqualify an examinee who fails to comply with this stipulation from further participation in an examination.
3) An examiner or invigilator who finds evidence of fraud\(^4\) during an examination must indicate this in writing on the examination paper. The student has the right to complete the examination. The examiner or invigilator must immediately report fraud to the Examination Committee.
4) If the Examination Committee confirms the fraud, it invalidates the relevant examination taken by the examinee. In that case, the examination in question is counted as a fail.
5) The disqualification referred to in sub-clauses 3 and 4 can only be enforced after the Examination Committee has given the examiner and the examinee accused of fraud the opportunity to state their case in writing.
6) If the student can prove to the Examination Committee, after having been accused, that he/she did not commit fraud, the accusation is invalidated.
7) Illness and personal circumstances of the examinee that can affect the execution of an examination have to be reported to the Educational Management Office before the examination starts, so that necessary arrangements and adjustments can be made\(^5\).
8) The duration of an examination depends on the number of credits of a course and is determined by the examiner(s), and must be, within reasonable limits, sufficient to allow the examinee time to answer the questions.
9) Examinees are not allowed to use communication devices such as organizers and digital translators, readers, books, articles, handouts, lecture slides or any other relevant course-related reading materials unless otherwise stated.
10) At any examination, mobile phones and digital watches must be switched off, put in bags, and the bags have to be placed in the front of the classroom.

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\(^2\) One session is equivalent to a 1.5 hours of e.g. a lecture/tutorial/workshop/etc. A full day of sessions is composed of four individual sessions.

\(^3\) In addition to the general attendance requirements of UMD courses, coordinators of the Research Workshops I & II have the freedom to decide on separate attendance requirements for the four colloquia of their respective courses. This entails the definition of attendance, as well as consequences of non-attendance.

\(^4\) Fraud can take various forms, such as the use of prohibited material, illicit cooperation and/or copying of answers, but are not restricted to these.

\(^5\) Common examples are: Dyslexia, optical problems and problems with (hand) writing. The university has special facilities to accommodate for these problems.
11) It is permitted to start an exam up to 15 minutes after the commencement of the exam. Afterwards, it is no longer permitted unless the senior invigilator gives permission to sit the exam late as a consequence of demonstrable serious traffic inconvenience. Missed time will not be compensated. Students may not appeal against a decision to exclude the relevant student from the exam due to his/her late arrival.

3.6 Procedures of essays and other take-home assignments
1) Examinations that are taken in the form of individual essays and other take-home assignments must be submitted through Canvas before the stipulated deadline. The time zone of the Netherlands is applicable (CET or CEST depending on the submission date).
2) If unable to upload on Canvas, the examinee has to report to the course coordinator and send an electronic copy of the examination document by email prior to the deadline.
3) Plagiarism in essays and other take-home assignments that are graded is treated as fraud. If proved, the assignment is invalidated.
4) If the essay or any other take-home assignment is submitted after the deadline, the student fails the examination.

3.7 Language of examinations
1) All examinations are taken in English.

3.8 Fraud and plagiarism
1) In case of presumed fraud and/or plagiarism, students involved receive an opportunity to express their view during an EC meeting before the EC takes a decision.
2) If fraud/plagiarism is considered proven, the EC decides on the sanction in relation to the gravity of the fraud and the track record of the student with respect to fraud (see also Annex 8).

4. Procedure after the examination
4.1 Feedback on grades
1) Grades are reported within 15 working days after the examination takes place for Core Period Courses and RMT.
2) Grades are reported within 10 working days after the examination takes place for the Specialization and Elective Periods.
3) Grades are explained to students by the examiner in a grades review meeting within 15 working days after which the grades have been communicated.
4) During a period of 15 working days, beginning on the day on which the grade review meeting took place, an examinee who has taken an examination may, at his/her own request, inspect his/her corrected examination, receive feedback and request a reconsideration of the assessment.
5) Examiners who cannot comply with 1) and/or 2) due to force majeure and/or management issues, need to submit proof of this to the Examination Committee for approval of extension of grades report. Approved extensions must be communicated to students in due time.

4.2 Failing an examination
1) A student who failed an examination is allowed to one resit per examination per academic year, with the exception of participation grades which are only offered once per academic year.

4.3 Confirmation of course results
1) After all the course examinations and re-examinations have been taken, the Examination Committee confirms the results of the programme as a whole.
2) The Examination Committee approves MSc Diplomas.
3) The Examination Committee approves Post-Graduate Certificates for courses passed for those who did not comply with all requirements of the master programme.
4) The Examination Committee has the legal right to approve a diploma for someone who did not comply with all the requirements of the master programme. The decision will be reached by a simple majority of votes.

5. Procedures and grading of the final thesis
5.1 Conditions for starting the thesis period
1) At the beginning of RMT II the student must have obtained at least 28.5 ECTS of the programme, otherwise the student cannot start the thesis.

5.2 Submission of the final thesis
1) The supervisor gives the student advice on the submission date.
2) The submission advice of the supervisor is not a guarantee that the thesis receives a sufficient grade for passing.
3) The final thesis can be submitted by students on two dates per academic year which are in September and November.
4) All students defend their thesis. The defence is not graded. Students who submit later than September defend via conference call (e.g. skype). All theses receive a grade based on the written work only.
5) Students are entitled to thesis supervision until the November submission date of their MSc cohort. After that date, the supervisor only assesses the final thesis (and draft thesis if applicable).

5.3 Grading of the final thesis
1) Thesis supervisors are approved by the Examination Committee, second readers are appointed by the Examination Committee.
2) The thesis supervisor grades the final thesis. Another independent grade is given by a second reader.
3) The supervisor and second reader submit their grades independently from each other to the chairperson of the thesis defence before the thesis defence begins.
4) The final thesis grade is an average of the grades given by supervisor and second reader.
5) In the following cases, the thesis is given to a third reader:
   a) If the difference between the grade of the supervisor and the grade of the second reader is more than 1.0 points.
   b) If the difference between the grade of the supervisor and the grade of the second reader is a difference between pass and fail.
   c) If the thesis is graded with 9.0 or higher.
6) The third reader submits an independent grade to the Examination Committee. The Examination Committee accepts the grade of the third reader as final in case this grade confirms the grade of either the thesis supervisor or second reader or is in between these two grades. In case the grade of the third reader is higher or lower than the two grades given by supervisor and second reader, but less than or equal to 0.5 higher/lower than the highest/lowest grade, then the respective closest grade will be the final grade.
7) The thesis is given to a fourth reader if the grade of the third reader is more than 0.5 higher/lower than the highest/lowest grade of supervisor and second reader.
8) A fourth reader is asked to confirm the grade of either supervisor, second reader or third reader (i.e. the fourth reader confirms one of the earlier three grades already given).
9) The Examination Committee is responsible for the validation of the grades of the final theses.

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6 If the difference between the grade of the supervisor and the grade of the second reader is more than 1.0 points, but less than or equal to 2.0 points, a grade discussion is possible where supervisor and second reader can decide to adapt their grades to reach a maximum difference of 1.0 points. If no agreement is found, the thesis is evaluated by a third reader. In situations as described in 5b) and 5c) a thesis is always evaluated by a third reader.
10) Theses will be archived digitally by the library for at least seven years, and by the Educational Management Office in hard copy for at least seven years.

11) A student who is unable to complete the thesis, but who has satisfactorily completed courses of the MSc programme, is granted a Post-Graduate Certificate for courses passed.

5.4 Failing the final thesis
1) Students who fail the thesis at the first submission can re-submit at the second submission date in November, or on the submission dates of following years.
2) In total the student has three attempts for submitting the thesis.
3) In order to improve the thesis, the student is entitled to the following support from the supervisor:
   a) A detailed feedback list.
   b) Comments on one final draft.

6. Distinctions and evaluations

6.1 Distinctions
1) If the student displays exceptional performance during the programme, the designation *cum laude* or *summa cum laude* may be added to the degree:
   a) The Examination Committee awards the designation *cum laude* when the weighted average of course grades and the thesis are 8.25 or higher, the thesis is graded with 8.0 or higher, no course grade is below 6.5, and no pass grade has been obtained through re-examination.
   b) The Examination Committee awards the designation *summa cum laude* when the weighted average of course grades and the thesis are 9.0 or higher, the thesis is graded with 9.0 or higher, no course grade is below 6.5, and no pass grade has been obtained through re-examination.

6.2 Feedback evaluation of examinations
1) After each block, an evaluation of the different courses is held. In this evaluation, among others, the quality of examinations is evaluated. For this purpose, standard evaluation sheets are filled out by students.

7. Appeals
1) Appeals against decisions of the examiner and/or against the treatment received during an examination can be made, in the first instance, to the Examination Committee of the UMD.
2) The appeal can only be made by the student whose interests are directly affected by the decision or treatment, and the reasons for making the appeal must be presented in writing within four weeks after the decision of the examiner was made known to him/her.
3) If the appellant is not satisfied with the decision made by the EC regarding the first appeal, a second appeal can be filed with the Geschillencommissie Niet-initiële Opleidingen (GNIO)/Board of Appeal for Non-initial Programmes of the Erasmus University Rotterdam. The term for submitting the notice of appeal is six weeks after the day he/she formally received the decision he/she wants to appeal against.
4) Appeals against decisions of the EC must be sent either by post or by email:
   a) By post:
      Erasmus University Rotterdam
      Erasmus Building
      Board of Appeal for Non-initial Programmes / Geschillencollege niet-initiele opleidingen
      Room A1-52
      PO Box 1738
      3000 DR Rotterdam
      Telephone number: (0)10-4082233
   b) By email:
5) The appeal procedure takes place according to the regulations of the GNIO (Reglement van orde van het Geschillencollege niet-initiële opleidingen van de Erasmus Universiteit Rotterdam) to be found following this link.

6) During the appeal procedure, students can continue to attend classes and sit for examinations, and receive thesis supervision.

8. Hardship clause

1) In individual cases and at the request of the student, the director is entitled to derogate from the provisions of the regulations if a strict application of the rules would result in extreme unreasonableness or unfairness. In arriving at an assessment of individual cases, the director, or the Examination Committee operating under the director’s authority, will act in accordance with the general legal principle of equal treatment of equal cases and unequal treatment of unequal cases. The director will abide by the principle of force majeure as the admissibility criteria. The Examination Committee is mandated to apply the hardship clause on behalf of the director.

2) In any situations not provided for in these regulations, or not provided for unambiguously or which manifestly have an unreasonable outcome, a decision will be taken by or on behalf of the director, after he/she has consulted the Examination Committee.
Annex 1: Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek (WHW)

Clauses 7.12 and 7.13

Source: [link](#).

**Artikel 7.12. Examencommissie**

1) Elke opleiding of groep van opleidingen aan de instelling heeft een examencommissie.

2) De examencommissie is het orgaan dat op objectieve en deskundige wijze vaststelt of een student voldoet aan de voorwaarden die de onderwijs- en examenregeling stelt ten aanzien van kennis, inzicht en vaardigheden die nodig zijn voor het verkrijgen van een graad als bedoeld in artikel 7.10a.

**Artikel 7.12a. Benoeming en samenstelling examencommissie**

1) Het instellingsbestuur stelt de examencommissie in en benoemt de leden op basis van hun deskundigheid op het terrein van de desbetreffende opleiding of groep van opleidingen.

2) Het instellingsbestuur draagt er zorg voor dat het onafhankelijk en deskundig functioneren van de examencommissie voldoende wordt gewaarborgd.

3) Bij de benoeming van de leden van de examencommissie draagt het instellingsbestuur er zorg voor dat:
   a) ten minste één lid als docent verbonden is aan de desbetreffende opleiding of aan een van de opleidingen die tot de groep van opleidingen behoort.
   b) ten minste één lid afkomstig is van buiten de desbetreffende opleiding of een van de opleidingen die tot de groep van opleidingen behoort.
   c) leden van het instellingsbestuur of personen die anderszins financiële verantwoordelijkheid dragen binnen de instelling niet worden benoemd.

4) Alvorens tot benoeming van een lid over te gaan, hoort het instellingsbestuur de leden van de desbetreffende examencommissie.

**Artikel 7.12b. Taken en bevoegdheden examencommissie**

1) Naast de taken en bevoegdheden, bedoeld in de artikelen 7.11 en 7.12, tweede lid, heeft een examencommissie de volgende taken en bevoegdheden:
   a) het borgen van de kwaliteit van de tentamens en examens onverminderd artikel 7.12c.
   b) het vaststellen van richtlijnen en aanwijzingen binnen het kader van de onderwijs- en examenregeling, bedoeld in artikel 7.13, om de uitslag van tentamens en examens te beoordelen en vast te stellen.
   c) het door de meest daarvoor in aanmerking komende examencommissie verlenen van toestemming aan een student om een door die student samengesteld programma als bedoeld in artikel 7.3h te volgen, waarvan het examen leidt tot het verkrijgen van een graad, waarbij de examencommissie tevens aangeeft tot welke opleiding van de instelling dat programma wordt geacht te behoren voor de toepassing van deze wet.
   d) het verlenen van vrijstelling voor het afleggen van één of meer tentamens.
   e) het borgen van de kwaliteit van de organisatie en de procedures rondom tentamens en examens.

2) Indien een student of extraneus fraudeert, kan de examencommissie de betrokkene het recht ontnemen één of meer door de examencommissie aan te wijzen tentamens of examens af te leggen, gedurende een door de examencommissie te bepalen termijn van ten hoogste een jaar. Bij ernstige fraude kan het instellingsbestuur op voorstel van de examencommissie de inschrijving voor de opleiding van de betrokkene definitief beëindigen.

3) De examencommissie stelt regels vast over de uitvoering van de taken en bevoegdheden, bedoeld in het eerste lid, onderdelen a, b en d, en het tweede lid, en over de maatregelen die zij in dat verband kan nemen. De examencommissie kan onder door haar te stellen voorwaarden bepalen.
dat niet ieder tentamen met goed gevolg afgelegd hoeft te zijn om vast te stellen dat het examen met goed gevolg is afgelegd.

4) Indien een student bij de examencommissie een verzoek of een klacht indient waarbij een examinator betrokken is die lid is van de examencommissie, neemt de betrokken examinator geen deel aan de behandeling van het verzoek of de klacht.

5) De examencommissie stelt jaarlijks een verslag op van haar werkzaamheden. De examencommissie verstrekt het verslag aan het instellingsbestuur of de decaan.

**Artikel 7.12c. Examinatoren**

1) Voor het afnemen van tentamens en het vaststellen van de uitslag daarvan wijst de examencommissie examinatoren aan.

2) De examinatoren verstrekken de examencommissie de gevraagde inlichtingen.

**Artikel 7.13. Onderwijs- en examenregeling**

1) Het instellingsbestuur stelt voor elke door de instelling aangeboden opleiding of groep van opleidingen een onderwijs- en examenregeling vast. De onderwijs- en examenregeling bevat adequate en heldere informatie over de opleiding of groep van opleidingen.

2) In de onderwijs- en examenregeling worden, onverminderd het overigens in deze wet terzake bepaalde, per opleiding of groep van opleidingen de geldende procedures en rechten en plichten vastgelegd met betrekking tot het onderwijs en de examens. Daaronder worden ten minste begrepen:

   a) de inhoud van de opleiding en van de daaraan verbonden examens, de wijze waarop het onderwijs in de desbetreffende opleiding wordt geëvalueerd.

   b) de inhoud van de afstudeerriichteningen binnen een opleiding.

   c) de kwaliteiten op het gebied van kennis, inzicht en vaardigheden die een student zich bij beëindiging van de opleiding moet hebben verworven.

   d) waar nodig, de inrichting van praktische oefeningen.

   e) de studielast van de opleiding en van elk van de daarvan deel uitmakende onderwijseenheden.

   f) de nadere regels, bedoeld in de artikelen 7.8b, zesde lid, en 7.9, vijfde lid.

   g) ten aanzien van welke masteropleidingen toepassing is gegeven aan artikel 7.4a, achtste lid.

   h) het aantal en de volgtijdelijkheid van de tentamens alsmede de momenten waarop deze afgelegd kunnen worden.

   i) de voltijdse, deeltijdse of duale inrichting van de opleiding.

   j) waar nodig, de volgorde waarin, de tijdvakken waarbinnen en het aantal malen per studiejaar dat de gelegenheid wordt geboden tot het afleggen van de tentamens en examens.

   k) de nadere regels bedoeld in artikel 7.10, vierde lid.

   l) of de tentamens mondeling, schriftelijk of op een andere wijze worden afgelegd, behoudens de bevoegdheid van de examencommissie in bijzondere gevallen anders te bepalen.

   m) de wijze waarop studenten met een handicap of chronische ziekte redelijkerwijs in de gelegenheid worden gesteld de tentamens af te leggen.

   n) de openbaarheid van mondeling af te nemen tentamens, behoudens de bevoegdheid van de examencommissie in bijzondere gevallen anders te bepalen.

   o) de termijn waarbinnen de uitslag van een tentamen bekend wordt gemaakt alsmede of en op welke wijze van deze termijn kan worden afgeweken.

   p) de wijze waarop de termijn gedurende welke degene die een schriftelijk tentamen heeft afgelegd, inzage verkrijgt in zijn beoordeelde werk.

   q) de wijze waarop en de termijn gedurende welke kennis genomen kan worden van vragen en opdrachten, gesteld of gegeven in het kader van een schriftelijk afgenomen tentamen en van de normen aan de hand waarvan de beoordeling heeft plaatsgevonden.
r) de gronden waarop de examencommissie voor eerder met goed gevolg afgelegde tentamens of examens in het hoger onderwijs, dan wel voor buiten het hoger onderwijs opgedane kennis of vaardigheden, vrijstelling kan verlenen van het afleggen van een of meer tentamens.

s) waar nodig, dat het met goed gevolg afgelegd hebben van tentamens voorwaarde is voor de toelating tot het afleggen van andere tentamens.

t) waar nodig, de verplichting tot het deelnemen aan praktische oefeningen met het oog op de toelating tot het afleggen van het desbetreffende tentamen, behoudens de bevoegdheid van de examencommissie vrijstelling van die verplichting te verlenen, al dan niet onder oplegging van vervangende eisen.

u) de bewaking van studievoortgang en de individuele studiebegeleiding.

v) indien van toepassing: de wijze waarop de selectie van studenten voor een speciaal traject binnen een opleiding, bedoeld in artikel 7.9b, plaatsvindt.

w) de feitelijke vormgeving van het onderwijs.

x) indien van toepassing: de regeling, bedoeld in artikel 7.9a, derde lid, tweede volzin.

3) In de onderwijs- en examenregeling van de associate degree-opleiding wordt beschreven welke mogelijkheden er zijn voor een aan de instelling afgestudeerde met een graad Associate degree om door te stromen naar een bacheloropleiding.
Annex 2: Admission rules

1) The Examination Committee approves the criteria for the admission of candidates to the MSc Programme.

2) A candidate must comply with the following requirements:
   a) Hold an appropriate Bachelor’s degree.
   b) Show evidence of a sufficient command of English according to the rules attached to this document in Annex 3.
   c) Have a professional or academic experience in a relevant field.
   d) In the case that a candidate has no working experience, he or she must have excellent results in the bachelor degree exams and present an adequate proof of strong motivation.
   e) Applicants with relevant work experience must have at least an average GPA of 7.0\(^7\).

3) Unless otherwise specified, the Examination Committee decides on the sufficiency of the requirements.

4) Up to 25 per cent of students without working experience can be accepted.

\(^7\) Refer to Annex 7: Grading scale in the Netherlands compared to the UK and the USA.
Annex 3: Admission criteria for English proficiency

The English proficiency of applicants is assessed according to the following four categories:

**Category A**: Applicants from the following English speaking countries are exempted from English proficiency testing:

<table>
<thead>
<tr>
<th>North America</th>
<th>Europe</th>
<th>Asia</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canada*</td>
<td>Ireland</td>
<td>Philippines</td>
</tr>
<tr>
<td>United States</td>
<td>Malta</td>
<td>Singapore</td>
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<tr>
<td></td>
<td>United Kingdom</td>
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</table>

<table>
<thead>
<tr>
<th>Africa</th>
<th>Oceania</th>
<th>Caribbean</th>
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<tbody>
<tr>
<td>Botswana</td>
<td>American Samoa</td>
<td>Anguilla</td>
</tr>
<tr>
<td>Cameroon*</td>
<td>Australia</td>
<td>Antigua and Barbuda</td>
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<tr>
<td>Gambia, The</td>
<td>Bermuda</td>
<td>Bahamas, The</td>
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<tr>
<td>Ghana</td>
<td>Fed. St. of Micronesia</td>
<td>Barbados</td>
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<td>Kenya</td>
<td>Fiji</td>
<td>Belize</td>
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<td>Lesotho</td>
<td>Kiribati</td>
<td>Dominica</td>
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<tr>
<td>Liberia</td>
<td>Marshall Islands</td>
<td>Grenada</td>
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<tr>
<td>Malawi</td>
<td>New Zealand</td>
<td>Guyana</td>
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<tr>
<td>Mauritius</td>
<td>Palau</td>
<td>Jamaica</td>
</tr>
<tr>
<td>Namibia</td>
<td>Papua New Guinea</td>
<td>Saint Kitts and Nevis</td>
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<tr>
<td>Nigeria</td>
<td>Solomon Islands</td>
<td>Saint Lucia</td>
</tr>
<tr>
<td>South Africa</td>
<td>Samoa</td>
<td>Saint Vincent and the Grenadines</td>
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<tr>
<td>Swaziland</td>
<td>Tuvalu</td>
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</tr>
<tr>
<td>Tanzania</td>
<td>Vanuatu</td>
<td>Trinidad and Tobago</td>
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<td>Uganda</td>
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<td>Zambia</td>
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<tr>
<td>Zimbabwe</td>
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</tbody>
</table>

* refers to only English speaking regions.
- Canada: regions except Quebec Province.
- Cameroon: Northwest and Southwest provinces.

**Category B**: Applicants who do not belong to Category A must provide proof of English proficiency through relevant test results (TOEFL paper-based min. 575, TOEFL computer-based min. 232, TOEFL internet-based min. 90, IELTS min. 6.5, no IELTS subtests must be lower than 5.5, writing sub-test must be at least 6.0).

**Category C**: Applicants who do not belong to Category A, but meet the following requirements can be exempted by the Examination Committee from English proficiency testing:
- Completed Bachelor’s or Master’s Degree at a university where English is the primary instruction language of the studied programme.
- Have working experience in an international organization where English is the office language.

**Category D**: For applicants who do not belong to Category A and cannot submit the proof of English proficiency, however claim that they should be exempted from English proficiency testing due to special backgrounds, the Examination Committee can consider to offer a phone/online interview to testify their English proficiency.
Annex 4: Objective and end qualifications of the UMD

The overall objective of the UMD is as follows: Students should be able to operate as competent urban managers, capable of working in complex, inter- and multi-disciplinary, multi-actor and international environments. In line with the overall objective, the UMD Programme has the following end qualifications.

By the end of the course, students will be able to:

1) Analyse local and international trends and theories in urban development
   a) Understand and analyse global inter-sectoral theories and practical trends in urban development.
   b) Understand and analyse sector theories and changing trends in urban development.
   c) Understand and analyse the impact of external development, such as globalization and development policies, on urban development.
   d) Critically appraise international theories and trends in urban development.
   e) Assess the relevance of the theories in the local context.

2) Evaluate theories and approaches in urban management
   a) Understand disciplinary and interdisciplinary theories on urban management.
   b) Analyse the roles of actors and their global networks in urban management.
   c) Critically evaluate theories and approaches in urban management.
   d) Assess the relevance of these international and diverse theories and approaches for the local context, including the actors and their networks.
   e) Argue for or against the choice for applying a certain theory or approach in the local context.

3) Analyse worldwide urban problems using applied research, assess development potential and propose strategies and policies based on applied research
   a) Understand and analyse the different methods use around the world to analyse urban problems.
   b) Understand and analyse the role of applied research in analysing urban problems.
   c) Argue for or against the choice for a certain theoretical approach to analyse urban problems.
   d) Apply research methods and techniques in an applied research design.
   e) Use research results to analyse problems in urban management and development.
   f) Recommend policies options, strategies and actions based on problem analysis and applied research.
   g) Develop a creative attitude (critical, able to collect academic knowledge and transpose it into practice).

4) Apply skills to function as an urban manager in a multi-actor, multidisciplinary and international environment
   a) Able to work in teams that comprise of international students from different countries, different educational and different professional background.
   b) Acquire communication, presentation and negotiation skills.
   c) Acquire policy and network analysis skills.
Annex 5: Examination plan for UMD 16

<table>
<thead>
<tr>
<th>Period</th>
<th>Dates 2019</th>
<th>Courses</th>
<th>ECTS</th>
<th>Type of examination*</th>
<th>Date individual exam</th>
<th>Deadline grades</th>
<th>Grades review meeting</th>
<th>Date re-exam</th>
<th>Deadline grades re-exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Period</td>
<td>30 Sep-4 Oct</td>
<td>Introduction Programme</td>
<td>-</td>
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<tr>
<td></td>
<td>7 Oct-1 Nov</td>
<td>Urban Theory (UT)/ Gaining from Land Use Transactions Workshop (GLUT)</td>
<td>6</td>
<td>Written closed book exam, participation in the GLUT game, working group exercises</td>
<td>31 Oct</td>
<td>21 Nov</td>
<td>28 Nov</td>
<td>16 Dec</td>
<td>6 Jan</td>
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<tr>
<td></td>
<td>4 Nov-29 Nov</td>
<td>Urban Governance, Policy, Planning and Private Partnerships (UGPPP) / Action Planning (AP)</td>
<td>1.5 (AP) 5.5 (UGPPP)</td>
<td>UGPPP: Individual paper, group work, peer review and assessment AP: Presentation</td>
<td>AP: 8 Nov</td>
<td>AP: 29 Nov</td>
<td>UGPPP: 31 Jan</td>
<td>UGPPP: 14 Feb</td>
<td>UGPPP: 21 Feb</td>
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<tr>
<td></td>
<td>2-13 Dec</td>
<td>Local Government Finance and Investments (LGFI)</td>
<td>3.5</td>
<td>Individual paper</td>
<td>20 Dec</td>
<td>24 Jan</td>
<td>31 Jan</td>
<td>21 Feb</td>
<td>28 Feb</td>
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<td></td>
<td>23 Dec-6 Jan</td>
<td>Holidays</td>
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<tr>
<td>Period</td>
<td>Individual guidance</td>
<td>Dates 2020</td>
<td>Courses</td>
<td>ECTS</td>
<td>Type of examination*</td>
<td>Date individual exam</td>
<td>Deadline grades</td>
<td>Grades review meeting</td>
<td>Date re-exam</td>
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<tr>
<td>Specialisation Period</td>
<td>Specialisation Coordinators</td>
<td>6 Jan-21 Feb</td>
<td>Urban Land Governance (ULG)</td>
<td>12</td>
<td>Small group discussions, cluster 1 workshop, final assignment workshop proposal, final assignment individual paper</td>
<td>Week 17-21 Feb</td>
<td>6 Mar</td>
<td>13 Mar</td>
<td>27 Mar</td>
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<td></td>
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<td>Urban Environment, Sustainability and Climate Change (UESC)</td>
<td>12</td>
<td>Individual essay, group work</td>
<td>Week 17-21 Feb</td>
<td>6 Mar</td>
<td>13 Mar</td>
<td>27 Mar</td>
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<td></td>
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<td>Urban Competitiveness and Resilience (UCR)</td>
<td>12</td>
<td>Essay, tutorial participation, exam, 4 weekly assignments</td>
<td>Week 17-21 Feb</td>
<td>6 Mar</td>
<td>13 Mar</td>
<td>27 Mar</td>
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<td>Managing Infrastructure for Green Cities (MIGC)</td>
<td>12</td>
<td>Individual paper, examination, group work workshop, SimCity</td>
<td>Week 17-21 Feb</td>
<td>6 Mar</td>
<td>13 Mar</td>
<td>27 Mar</td>
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<td></td>
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<td>Urban Strategies and Planning (USP)</td>
<td>12</td>
<td>Small group discussions, game development, stakeholder engagement, individual paper</td>
<td>Week 17-21 Feb</td>
<td>6 Mar</td>
<td>13 Mar</td>
<td>27 Mar</td>
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<td></td>
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<td></td>
<td>Urban Housing, Equity and Social Justice (UHES)</td>
<td>12</td>
<td>Individual essays, group work</td>
<td>Week 17-21 Feb</td>
<td>6 Mar</td>
<td>13 Mar</td>
<td>27 Mar</td>
</tr>
<tr>
<td>Period</td>
<td>Individual guidance</td>
<td>Dates 2020</td>
<td>Courses</td>
<td>ECTS</td>
<td>Type of examination*</td>
<td>Date individual exam</td>
<td>Deadline grades</td>
<td>Grades review meeting</td>
<td>Date re-exam</td>
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<td>Electives</td>
<td>Electives Course Coordinators</td>
<td>2-13 Mar</td>
<td>Understanding International Urban Policy: SDGs and the NUA (UIUP)</td>
<td>3</td>
<td>Individual paper, debate</td>
<td>13 Mar</td>
<td>27 Mar</td>
<td>3 Apr</td>
<td>23 Apr</td>
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<td>GIS Methods for Urban Research (GMUR)</td>
<td>3</td>
<td>Individual assignment</td>
<td>13 Mar</td>
<td>27 Mar</td>
<td>3 Apr</td>
<td>23 Apr</td>
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<td>Urban Policy Analysis (UPA)</td>
<td>3</td>
<td>Individual assignment, group assignment, participation in class</td>
<td>13 Mar</td>
<td>27 Mar</td>
<td>3 Apr</td>
<td>23 Apr</td>
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<td></td>
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<td></td>
<td>Inclusive Smart Cities (ISC)</td>
<td>3</td>
<td>Individual assignment, group assignment, participation in class</td>
<td>13 Mar</td>
<td>27 Mar</td>
<td>3 Apr</td>
<td>23 Apr</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>Cities and Migration (CIMI)</td>
<td>3</td>
<td>Individual assignment, group assignment, participation in class</td>
<td>13 Mar</td>
<td>27 Mar</td>
<td>3 Apr</td>
<td>23 Apr</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Gender in Urban Theory, Practice, and Research (GUTPR)</td>
<td>3</td>
<td>Individual assignment, participation in class</td>
<td>13 Mar</td>
<td>27 Mar</td>
<td>3 Apr</td>
<td>23 Apr</td>
</tr>
<tr>
<td>Period</td>
<td>Individual guidance</td>
<td>Dates 2020</td>
<td>Courses</td>
<td>ECTS</td>
<td>Type of grading</td>
<td>Date individual exam</td>
<td>Deadline grades</td>
<td>Grades review meeting</td>
<td>Date re-exam</td>
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<td>Research Workshop Coordinators</td>
<td>23 Mar-15 May</td>
<td>Equitable Urban Land Governance (EULG)</td>
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<td>Urban Environment, Sustainability and Climate Change (UESC)</td>
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<td>Pass or fail</td>
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<td>Urban Competitiveness and Resilience (UCR)</td>
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<td>Pass or fail</td>
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<td></td>
<td></td>
<td>Sustainable Urban Infrastructure for Green Cities (SIGC)</td>
<td>8</td>
<td>Pass or fail</td>
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<td></td>
<td></td>
<td></td>
<td>Urban Social-Spatial Dynamics (USD)</td>
<td>8</td>
<td>Pass or fail</td>
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<td></td>
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<td></td>
<td>Urban Housing Justice in the Global South (UHJ)</td>
<td>8</td>
<td>Pass or fail</td>
<td></td>
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<tr>
<td>Period</td>
<td>Individual guidance</td>
<td>Dates 2020</td>
<td>Courses</td>
<td>ECTS</td>
<td>Type of examination*</td>
<td>Date individual exam</td>
<td>Deadline grades</td>
<td>Grades review meeting</td>
<td>Date re-exam</td>
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<tr>
<td>Thesis Period</td>
<td>RMT Lecturers</td>
<td>16-20 Mar</td>
<td>Research Methods and Techniques 0 (RMT0)</td>
<td>7 in total</td>
<td>MOOC: pass or fail</td>
<td>16 Dec</td>
<td>16 Jan</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>6 Apr-6 May</td>
<td>Research Methods and Techniques 1 (RMT1)</td>
<td></td>
<td>Individual exam (30%)</td>
<td>20 Mar</td>
<td>9 Apr</td>
<td>20 Apr</td>
<td>24 Apr</td>
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<td></td>
<td></td>
<td>18-27 May</td>
<td>Research Methods and Techniques 2 (RMT2)</td>
<td></td>
<td>Case-based individual assignment (40%)</td>
<td>6 May</td>
<td>27 May</td>
<td>3 Jun</td>
<td>10 Jun</td>
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<td></td>
<td></td>
<td></td>
<td>Research Methods and Techniques 3 (RMT3)</td>
<td></td>
<td>Case-based group assignment (30%)</td>
<td>27 May</td>
<td>17 Jun</td>
<td></td>
<td>8 Jul</td>
</tr>
</tbody>
</table>

*Examinations are not public.
Annex 6: Central EUR regulations for written examinations

Rules of Order for Written Exams (August 2019)

To ensure that all EUR exams are administered in a similar way, general agreements have been made with the Examination Committees concerning rules that apply during interim exams, known as “Rules of Order”. These Rules of Order are tailored to the exams for which the relevant programmes make use of the shared examination facilities on campus Woudestein. If any other circumstances exist than those which apply at that location, in respect of which these Rules of Order are inadequate, the Examination Committee will include stipulations that depart from these rules in its own Rules and Regulations. These varying stipulations will prevail over the Rules of Order. The Rules of Order are reproduced below.

Definitions
The following definitions apply in these regulations:
Written interim exam: A written exam taken on paper, on the computer or on a laptop (in the form of an open or closed-book examination with open and/or MC questions).

1. General provisions for exams
1.1 The invigilators appointed for this purpose are charged with maintaining order on behalf of the Examination Committees during examinations. In the Van der Goot Building, Sports Centre and other large lecture rooms, a senior invigilator will be present during exams. The senior invigilator coordinates procedures during the exam.
1.2 At the beginning of each exam, at least one examiner (lecturer) must be present in one of the rooms in which the exam is being held.
1.3 Students sitting an exam must comply with the invigilator’s instructions. If a student fails to comply with an invigilator’s instructions, the invigilator will prepare a report of the incident. The Examination Committee will make a decision later regarding any sanctions.
1.4 At any examination, mobile phones and digital watches must be switched off and put away. Bags have to be placed in the front of the classroom, together with coats, etcetera.
1.5 The exam room must be quiet prior to, during and after the exam. All forms of communication are prohibited during the exam, except for communication with the invigilator and lecturer.
1.6 The exam room in the Van der Goot Building is equipped with camera surveillance.

2. Provisions concerning entering and leaving the room where the exam is being held
2.1 Exams are held in various rooms at IHS and EUR buildings.
2.2 Students with dyslexia and certain other functional impairments can use a different room for their exam. They must obtain permission for this from the Examination Committee for their programme before the end of the relevant registration period. For further information on the starting and finishing times, see Article 5.2.
2.3 With a view to quiet and orderly proceedings, students must arrive and take their place in the exam room on time.
2.4 It is possible to start an exam up until 15 minutes after the commencement of the exam; after this it is no longer possible unless the senior invigilator gives permission to sit the exam late as a consequence of demonstrable serious traffic inconvenience. Students may not appeal against a decision to exclude the relevant student from the exam due to his/her late arrival.
2.5 In the case of a written digital exam, students may require more time (>15 min.) due to their registration in the exam software in connection with their failure to register on Osiris; these are known as “exams at one’s own risk”. In such cases, an invigilator will appoint a place to the relevant student, and he/she will only be able to take the exam during the remaining time allotted for this exam.
2.6 Students are not permitted to leave the exam room within the first hour after commencement of the exam. Any student handing in his/her exam papers to the invigilator before the end of the exam must ensure that other students are disturbed as little as possible.

2.7 The finishing time for the exam is also the finishing time when all answer sheets must be handed in. Students must hand in all forms to the invigilator, after ensuring that their student numbers, names and signatures (if appropriate) are written on all forms in ink. All digital exams must be submitted online by logging out of the examination software.

In connection with a quiet end to the exam, students may not stand up and leave the exam during the final 15 minutes. After the time allotted for the exam has elapsed, the invigilator will collect the exam papers or confirm that the relevant students have logged out of the examination software.

2.8 No draft paper, exam assignments, answers or any other exam-related documents may be removed from the room during and after the exam. Draft paper may only be removed by the student at the end of the exam (after the total exam time has elapsed) if this is clearly stated on the front page of the exam.

3 Specific provisions concerning order during exams

3.1 Students may only have the following materials on their desks: a valid proof of identity (see Article 3.2), writing materials, food and drink for personal consumption (see Articles 3.4 and 3.5) and, if applicable, proof of registration. A number of exams also permit the use of a simple or graphics calculator, or the use of certain reference material. The lecturer must indicate this in advance and this must be stated on the exam cover page. Reference material permitted during an exam may not include any personal notes. Equipment and other permitted reference material may be borrowed from another student, on the condition that the transfer takes place before the exam. If this equipment or reference material contains information that would enable fraud to be committed, the owner as well as the borrower will be held responsible.

3.2 All students must be able to identify themselves using one of the following proofs of identity: university student card, driving licence, ID card or passport. No students may participate in the exam unless they are able to provide the invigilator with official proof of their identity.

3.3 Only paper supplied by the university may be used during the exam. Students are not allowed to use their own paper. Only the laptops supplied by the university may be used during exams. Students are not allowed to use their own laptops.

3.4 In the event of exams on paper, or when using draft paper during a digital exam, students are asked to take along pens that write properly, as well as pencils and rubbers in the case of multiple-choice exams.

3.5 One cold snack and one bottle/can of drink is permitted, but using this may not cause any disturbance to others; this is to be assessed by the senior invigilator. Alcohol and drugs are prohibited.

3.6 If suitable facilities are provided for the safe storage of personal belongings of students sitting the exam, mobile telephones may not be taken into the exam room. In all other cases, mobile telephones must be switched off as soon as the student enters the exam room. Furthermore, mobile telephones must remain out of reach throughout the entire exam. The use of mobile telephones and other electronic communications equipment during exams is prohibited. Violation of this provision is considered fraud.

3.7 Watches are not permitted during the exam. Watches must be stored in a coat/jacket or bag.

3.8 Students may not visit the toilet during the first and last half hour of an exam. Except in extremely exceptional medical or other circumstances; the student must inform the invigilator of these circumstances in advance. Each student may visit the toilet once during an exam, and only one person at the time shall be given permission. Students must notify the invigilator that they have to use the toilet and the invigilator’s instructions must be complied with fully.

3.9 The invigilators are responsible for enforcing order prior to, during and after the exam. In the event of fraud, the invigilator will complete a fraud form and stamp the exam paper as “own risk”. The involved student(s) is/are nevertheless permitted to continue the exam.
3.10 Students are asked to be silent in the exam rooms and to avoid wearing noisy shoes.

4 Provisions concerning fraud and misbehaviour, and associated sanctions
4.1 Fraud is defined as follows: acts or omissions on the part of any student which make or have made it reasonably impossible for the examiner and/or the Examination Committee to form a correct opinion of the relevant student’s knowledge, understanding and skills or of his/her fellow students’ knowledge, understanding and skills. All cases of fraud will be reported in writing to the Examination Committee for the relevant programme. Each study programme sets its own policy in this regard. Further information on the matter is provided in the Rules and Regulations for the programme in question.

5 Additional regulations for students with a functional impairment
5.1 During the period that a student has permission to sit exams in special rooms, the student should register for exams via Osiris Student within the standard exam registration times. The student can check a box to indicate whether he/she wishes to use the special rooms or other facilities, for which permission has already been obtained.
5.2 The exams in special rooms for written exams start half an hour earlier than the exams in the standard exam rooms, thus respectively at 9.00 am, 1.00 pm and 6.00 pm. The end time is the same as the exams in the standard exam rooms. For exams that are taken in the PC room, the start time is the same as those of exams in the standard exam room, but the end time is half an hour later than the exams in the standard exam room.

6 Cancellation of exams in the event of an emergency
6.1 If an emergency (an unintended or unexpected event that can lead to disruptions on the EUR campus) is expected prior to the commencement of an exam, the Examination Committee may cancel the exam in consultation with the Student Administration.
6.2 If an emergency occurs or is expected during an exam, those present must leave the exam hall immediately on the instruction of the person bearing responsibility (i.e. the senior or other invigilator or a Student Administration employee), leaving behind their answer sheets.
6.3 As soon as possible after the cancellation of the exam, the examiner will determine whether a final mark for the exam can be reasonably determined on the basis of the answers already completed and/or the answer sheets submitted. If the examiner concludes that a final mark cannot be determined, he/she shall inform the Examination Committee.
6.4 Following such an exam cancellation, the Examination Committee will consult with the responsible examiners to set a new date for the cancelled exam as soon as possible; the new date preferably being within two weeks of the original exam date. The new exam date shall be published through Canvas.

7 Complaints over examination
7.1 All complaints relating to exams or the sitting of exams may be submitted to: legal.protection@eur.nl or office.legal.affairs@eur.nl mentioning ‘Board of Appeal for non-initial Programmes’ in the subject line.
WRITTEN EXAMS – LECTURER’S INSTRUCTIONS

- Written exams must be peer reviewed according to the so-called four-eyes principle.
- Seven days before the peer reviewed exam date, you must send the exam for which copies are required digitally to EMO. You must do this from an @wEURk 2.0 computer and from an EUR e-mail address (secure way to send an e-mail). The @wEURk 2.0 installation can be recognised by the blue background. Copies of the exams will be made by EMO.
- Ensure that you are present at least during the first half hour of the examination for questions and report to the senior invigilator in advance. When you leave, leave a telephone number where you can be reached, if necessary.

DURING THE EXAMS:

- Invigilators must exercise supervision during exams in accordance with a set of uniform instructions. If there are any irregularities, contact the senior invigilator.
- If there are any announcements concerning the exams, discuss this first with the senior invigilator. He/she can advise you on how best to communicate these during the exams.
- Draft paper, exam questions, answers and other exam-related documents may not be removed from the room during and after the exam.
- Students are not permitted to use the toilet during the first hour and the last half hour of the exam (and only once at other moments during the exam). These rules have been adopted as a standard by the Chairs of the Examination Committees and are implemented by the senior invigilator.
Annex 7: Grading scale in the Netherlands compared to the UK and the USA

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Source: NUFFIC
Annex 8: Fraud and plagiarism procedure

The purpose of this document is to briefly explain the fraud/plagiarism procedure at the Institute for Housing and Urban Development Studies (IHS), Erasmus University Rotterdam. It describes in short the steps that are followed if a student/participant is suspected of having committed fraud or plagiarism.

Steps to follow in cases of fraud/plagiarism

1. All information/evidence is collected: for example, the digital version of the assignment/paper concerned and the Turnitin plagiarism report, and/or the document which is (quite) similar to the document the student has submitted and on which the suspicion of fraud/plagiarism is based.
2. The student(s) is (are) informed that the examiner is obliged to inform the Examination Committee of the suspicion and that it will further handle the case. If the student(s) want(s) to discuss the matter with the examiner, he/she (they) is (are) informed that a neutral and independent body, the Examination Committee, will handle the case.
3. The form for reporting a suspicion of fraud/plagiarism at IHS is filled out by the examiner.
4. The collected information/evidence and the fraud/plagiarism form are sent (including the digital version of the assignment/paper concerned and the Turnitin plagiarism report) to the Examination Committee by email (examcommittee@ihs.nl) as soon as possible after fraud/plagiarism has been discovered.
5. The Educational Management Office (EMO) is informed that they need to process a ‘No Grade’ (NG) as provisional result for the educational unit, as no final result can be determined before the Examination Committee has decided.
6. The decision of the Examination Committee needs to be awaited. It will invite the student(s) concerned for a hearing before it decides. After a decision has been made, it will inform the student(s), the examiner and EMO by email. It is possible that the Examination Committee requests further information from the examiner and/or student(s) or gives further instructions, as the decision (the nature of the sanction) might have consequences for the eventual final result.