Examination Regulations 2020-2021

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).

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 (MT) of IHS appoints the members of the EC according to clause 7.12.a of the WHW.

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

4) Where necessary in addition to clause 7.12b and 7.12c of the WHW, the EC 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*.

5) The chairperson of the EC signs the approved diplomas and diplomas with distinction and acts as representative of the whole EC.

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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 re-sit examination(s).

4) Re-sit 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 EC decides on examination adjustments for students with an impairment, if and when required.

7) All exams and exam results will be archived by the Educational Management Office (EMO) for 2 years, and all theses for at least 7 years. Diplomas will be archived by EMO for 30 years as well as information on students with an impairment. The EC will archive all important documents for 30 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 Master Track Course, the Elective, the Courses on Urban Data Analytics 1 and 2, and the Course on Research Design, and for the Thesis.

7) Students can only take part in a re-sit examination if they failed the first sit. The right to re-sit 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 re-sit examination.

9) If a student takes part in a re-sit 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 EC at least 4 weeks before the course starts.
3.4 Attendance requirements and absence

1) Individual participation can be made mandatory by the lecturer, provided that it is explicitly connected to the learning objectives of the course; if there is group work involved in the course, participation is mandatory. There must be consequences if participation is less than 80%.

2) Under these guidelines, every lecturer can decide about his/her own rules for individual and group participation. It is very important that there should be a rationale behind making participation mandatory, namely the learning objectives of the course.

3) Absence due to illness or due to any other serious reason or personal circumstances (i.e. force majeure) must be reported to the EMO before or immediately after the start of the class ([umd@ihs.nl](mailto:umd@ihs.nl)). The EC may ask for proof of 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 EC 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\(^2\) 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 EC.

4) If the EC 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 EC 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 EC, 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 EMO before the examination starts, so that necessary arrangements and adjustments can be made\(^3\).

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 mobile phones, 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 must be placed in the front of the classroom.

11) It is permitted to start an exam up to 15 minutes after the commencement. Afterwards, it is no longer permitted to start unless the senior invigilator gives permission to sit the exam late as a consequence of demonstrable serious traffic inconvenience. Otherwise, missed time will not be compensated. Students may not appeal against a decision of exclusion from the exam due to his/her late arrival.

\(^2\) Fraud can have various forms, such as the use of prohibited material, illicit cooperation and/or copying of answers, but are not restricted to these examples.

\(^3\) Common examples are: Dyslexia, optical problems and problems with (hand) writing. The university has special facilities to accommodate for these problems.
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 must report to the course coordinator and send an electronic copy of the examination document by e-mail prior to the deadline. In case of technical problems, a screenshot or photo must be sent to the EC as proof of what happened.
3) Students must be reminded of the examination instructions beforehand (see point 3 of Annex 6)
4) Plagiarism in essays and other take-home assignments that are graded is treated as fraud. If proven, the assignment is invalidated.
5) 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 take a decision. In case of minor forms of plagiarism, a hearing is not required.
2) If fraud/plagiarism is considered proven, the EC decide on the sanction in relation to the gravity of the fraud and the track record of the student with respect to fraud.

4. Procedure after the examination
4.1 Feedback on grades
1) Grades are reported within 15 working days after the examination takes place for the Core Period Courses, the Courses on Urban Data Analytics 1 and 2, and the Course on Research Design.
2) Grades are reported within 10 working days after the examination takes place for the Specialization and Elective Periods.
3) Grades are reported within 5 working days after the re-examination takes place for all courses.
4) Grades are explained to students by the examiner in a grades review meeting within 15 working days after which the grades have been communicated.
5) 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.
6) Examiners who cannot comply with 1), 2) and/or 3) due to force majeure and/or management issues, need to submit proof of this to the EC for approval of extension of grading. Approved extensions must be communicated to students forthwith.

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4 For a detailed description of the procedure concerning fraud and plagiarism please refer to Annex 8
4.2 Failing an examination
1) A student who failed an examination is allowed to one re-sit per examination per academic year. Participation grades do not have a re-sit and, depending on the course, when failing the individual participation component, an additional assignment has to be given.

4.3 Confirmation of course results
1) After all the course examinations and re-examinations have been taken, the EC confirms the results of the programme as a whole.
2) The EC approves MSc Diplomas.
3) The EC approves Post-Graduate Certificates for courses passed for those who did not comply with all requirements of the master programme.
4) The EC 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
At the beginning of the Thesis Period the student must have passed the Core Period as stipulated in rule 3.2 point 5 and the Specialization Period, 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 EC, second readers are appointed by the EC.
2) Chairpersons are appointed by EC.
3) The thesis supervisor grades the final thesis. Another independent grade is given by a second reader.
4) The supervisor and second reader submit their grades independently from each other to the chairperson of the thesis defence before the thesis defence begins.
5) The final thesis grade is an average of the grades given by supervisor and second reader.
6) 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.\(^5\)

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\(^5\) If the difference between the grade of the supervisor and the grade of the second reader is more than 1.0 point, 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 point. If no agreement is reached, the
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 an average grade of 9.0 or higher.

7. The third reader submits an independent grade to the EC. The EC 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, the respective closest grade will be the final grade.

8. 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.

9. 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).

10. EC is responsible for the validation of the grades of the final theses.

11. Theses will be archived digitally by the library for at least seven years, and by EMO in hard copy for at least seven years.

12. 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. If the thesis was a fail because of proven plagiarism, the student loses his/her right to receiving such a certificate.

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 EC 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 8.25 or higher, no course grade is below 6.5, and no pass grade has been obtained through re-examination.
   b) The EC 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 EC.

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-initiële opleidingen
      - Room A1-52
      - PO Box 1738
      - 3000 DR Rotterdam
      - Telephone number: (0)10-4082233
   b) By email:
      - legal.protection@eur.nl or office.legal'affairs@eur.nl mentioning ‘Board of Appeal for non-initial Programmes’ in the subject line.

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, 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 EC 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 EC.
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 betrokken 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 exams. 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 afstudeerrichtingen 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 onderwijsseenheden.

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 en 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 approve 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 of 7.0[^1]. We require our candidates to have obtained at least second class lower, B or an equivalent.

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

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

[^1]: 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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<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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<td>Liberia</td>
<td>Marshall Islands</td>
<td>Grenada</td>
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<td>Malawi</td>
<td>New Zealand</td>
<td>Guyana</td>
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<td>Mauritius</td>
<td>Palau</td>
<td>Jamaica</td>
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<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>
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<tr>
<td>South Africa</td>
<td>Samoa</td>
<td>Saint Vincent and the Grenadines</td>
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<td>Swaziland</td>
<td>Tuvalu</td>
<td>Grenadines</td>
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<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.

Disclaimer: IHS reserves the right to still request the applicant from Category A to take an official English test if we draw the conclusion that the English language ability of the applicant is insufficient on an academic level.

**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 have previously completed a full university degree through the English medium can apply for English language testing exemption. In such cases applicants can submit the following two compulsory documents for consideration:

1. An example of a previously submitted, substantial essay or thesis in English.
2. Confirmation from the institution that the language of instruction was entirely in the English 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: Objectives 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:

a) **Analyse local and international trends and theories in urban development.**
   a) Understand and analyse global intersectoral 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.

b) **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.

c) **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 used 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 policy 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).

d) **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 participants 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 17

<table>
<thead>
<tr>
<th>Period</th>
<th>Individual guidance</th>
<th>Dates 2019</th>
<th>Courses</th>
<th>EC</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>
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<tbody>
<tr>
<td></td>
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<td>Sep</td>
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<td>Pre-submission (group) 30%; Final individual assignment: 60%; GLUT paper and participation: 10%</td>
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<td></td>
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<td>26 Oct-</td>
<td>Urban Data Analytics-1 (UDA-1)</td>
<td>3</td>
<td>6 Nov 27 Nov 4 Dec 4 Jan 11 Jan</td>
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<td>9-27</td>
<td>Urban Governance, Policy, Planning and Public Private Partnerships (UGPPP)</td>
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<td>30 Nov 21 Dec 11 Jan 15 Jan 22 Jan</td>
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<td>30 Nov-</td>
<td>Local Government Finance and Investments (LGFI)</td>
<td>3.5</td>
<td>18 Dec 18 Jan 25 Jan 19 Feb 26 Feb</td>
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<td>21 Dec-</td>
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<td>5-8 Jan</td>
<td>Gaining from Land Use Transactions Workshop (GLUT)</td>
<td>1.5</td>
<td>8 January 29 January -</td>
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</tbody>
</table>

* The type of examination includes individual paper, group, take home assignment, exam, essay, and group work.

Note: The dates provided are examples and may vary. Please consult the official examination schedule for accurate dates.
<table>
<thead>
<tr>
<th>Period</th>
<th>Individual guidance</th>
<th>Dates 2020</th>
<th>Courses</th>
<th>EC</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>Specialization Period</td>
<td>Master Track Coordinator</td>
<td>11 Jan – 26 Feb</td>
<td>Urban Land Governance for Sustainable Development (ULGSD)</td>
<td>10.5</td>
<td>Individual work: 60%; group work: 40%</td>
<td>Week 22 to 26 Feb</td>
<td>12 March</td>
<td>19 March</td>
<td>1 April</td>
<td>12 April</td>
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<td></td>
<td>Urban Environment, Sustainability and Climate Change (UESC)</td>
<td>10.5</td>
<td>Individual assignments: 100%</td>
<td>Week 22 to 26 Feb</td>
<td>12 March</td>
<td>19 March</td>
<td>1 April</td>
<td>12 April</td>
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<td>Urban Economic Development and Resilience (UEDR)</td>
<td>10.5</td>
<td>Individual work: 90%; group work: 10%</td>
<td>Week 22 to 26 Feb</td>
<td>12 March</td>
<td>19 March</td>
<td>1 April</td>
<td>12 April</td>
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<td>Managing Infrastructure for Green Cities (MIGC)</td>
<td>10.5</td>
<td>Individual paper: 50%; closed book exam: 40%; 2 workshops: 10%</td>
<td>Week 22 to 26 Feb</td>
<td>12 March</td>
<td>19 March</td>
<td>1 April</td>
<td>12 April</td>
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<td>Urban Strategies &amp; Planning</td>
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<td>Individual assignment: 60%; group work: 40%</td>
<td>Week 22 to 26 Feb</td>
<td>12 March</td>
<td>19 March</td>
<td>1 April</td>
<td>12 April</td>
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<tr>
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<td>Urban Housing, Equity and Social Justice</td>
<td>10.5</td>
<td>Essays: 70%; group work: 30%</td>
<td>Week 22 to 26 Feb</td>
<td>12 March</td>
<td>19 March</td>
<td>1 April</td>
<td>12 April</td>
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<tr>
<td>Period</td>
<td>Individual guidance</td>
<td>Dates 2020</td>
<td>Courses</td>
<td>EC</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>Electives Period</td>
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<td>8-19 March</td>
<td>Urban Policy Analysis (UPA)</td>
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<td>19 March</td>
<td>6 April</td>
<td>12 April</td>
<td>16 April</td>
<td>26 April</td>
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<td>Understanding International Urban Policy (UIUP)</td>
<td>3</td>
<td>Paper: 60%; debate 30%; group presentation: 10%</td>
<td>19 March</td>
<td>6 April</td>
<td>12 April</td>
<td>16 April</td>
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<td>Inclusive Smart Cities (ISC)</td>
<td>3</td>
<td>Individual assignment: 50%; participation in class: 10%; debate: 20%; case study group: 20%</td>
<td>19 March</td>
<td>6 April</td>
<td>12 April</td>
<td>16 April</td>
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<td>GIS Methods for Urban Research (GIS)</td>
<td>3</td>
<td>Individual task amounting to 100%</td>
<td>19 March</td>
<td>6 April</td>
<td>12 April</td>
<td>16 April</td>
<td>26 April</td>
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<td>Gender in Urban Theory, Practice and Research (GUTPR)</td>
<td>3</td>
<td>Individual assignment: 70%; participation: 30%</td>
<td>19 March</td>
<td>6 April</td>
<td>12 April</td>
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<td>Cities and Migration (CiMi)</td>
<td>3</td>
<td>Individual: 50%; participation: 10%; group work: 40%</td>
<td>19 March</td>
<td>6 April</td>
<td>12 April</td>
<td>16 April</td>
<td>26 April</td>
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<tr>
<td>22-26 March</td>
<td>Action Planning</td>
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<td>Action Planning</td>
<td>1.5</td>
<td>Individual assessment: 100%</td>
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<td>20 April</td>
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<tr>
<td>Period</td>
<td>Individual guidance</td>
<td>Dates 2020</td>
<td>Courses</td>
<td>EC</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>
<td>Deadline grades re-exam</td>
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<tr>
<td>Thesis Period</td>
<td>Research Workshop coordinators</td>
<td>12-20 April; 3-7 May; 18-21 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>Urban Economic Development and Resilience (UEDR)</td>
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<td>Pass or fail</td>
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<td>Sustainable Infrastructure for Green Cities (SIGC)</td>
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<td>Urban Housing Justice in the Global South (UHJ)</td>
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<tr>
<td>Thesis Period</td>
<td>UDA Lecturers</td>
<td>28 and 29 April; 10-12 May; 25-31 May</td>
<td>Urban Development Analytics-2 (UDA-2)</td>
<td>3</td>
<td>Assignment on Qualitative Data collection (individual, 50%); Assignment on Qualitative Data Analysis (individual, 50%):</td>
<td>2 June</td>
<td>23 June</td>
<td>9 July</td>
<td>23 July</td>
<td>6 August</td>
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<tr>
<td>Period</td>
<td>Individual guidance</td>
<td>Dates 2020</td>
<td>Courses</td>
<td>EC</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>
<td>Deadline grades re-exam</td>
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<tr>
<td>Thesis Period</td>
<td>RD Lectures</td>
<td>Before arrival</td>
<td>Studying Cities - Social Science Methods for Urban Research</td>
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<td>MOOC: pass or fail</td>
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<td>29 March-1 April; 21-26 April</td>
<td>Research Design-0 (RD-0) – General introduction to research methods and design</td>
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<td>Pass or fail</td>
<td>3 May</td>
<td>21 May</td>
<td>26 May</td>
<td>3 June</td>
<td>16 June</td>
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</tbody>
</table>

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

Rules of Order for Written Examinations

Establishing the rules for examinations is one of the tasks of the Examining Board of a study programme or faculty. The Examining Board will publish the rules, preferably as part of the Rules and Regulations. To ensure that all EUR examinations are administered in a similar way, general agreements have been made with the Examining Boards concerning rules that apply during interim examinations, known as “Rules of Order”. These Rules of Order are tailored to the examinations for which the relevant programmes make use of the shared examination facilities on campus Woudenstein. If any other circumstances exist than those which apply at that location, in respect of which these Rules of Order are inadequate, the Examining Board 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 examination: a written examination 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 examinations
1.1 The invigilators appointed for this purpose by the central examination organisation are charged with maintaining order on behalf of the Examining Boards during examinations. In the Van der Goot Building, the Sports Centre and in other large lecture rooms, invigilators will be present during examinations. Among the invigilators present, one person designated in advance is authorized to coordinate the course of events during the examinations, also in the event that an examination is taken simultaneously in several rooms.
1.2 At the beginning of each examination, at least one examiner (lecturer) must be present in one of the rooms in which the examination is being held.
1.3 Students sitting an examination 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 Examining Board will make a decision later regarding any sanctions.
1.4 If suitable facilities are provided for safe storage of students’ personal belongings outside the room in which the examination is being held, no coats and bags may be taken into the examination room. In other cases, coats and jackets must be placed on the backs of the chairs. Bags and similar items must be closed and remain out of reach. Weekend bags, suitcases and other large objects should be handed to the invigilator.
1.5 The examination room must be quiet prior to, during and after the examination. All forms of communication are prohibited during the examination, except for communication with the invigilator and lecturer.
1.6 The examination room in the Van der Goot Building is equipped with camera surveillance.
1.7 Prior to and during students’ visits to the lavatory, the toilet attendant may check these students for possession of mobile telephones and smart watches using mobile detection equipment.
2. Provisions concerning entering and leaving the room where the examination is being held.
2.1 Examinations are held in various rooms and halls at the EUR Woudenstein buildings and IHS.
2.2 Students with dyslexia and certain other functional impairments can use a different room for their examinations. They must obtain permission for this from the Examining Board for their programme before the end of the relevant registration period. For further information on the starting and finishing times, please see Article 5.1.
2.3 Students with a campus ban issued by or on behalf of the Executive Board may not sit examinations and interim examinations at EUR during the relevant period.
2.4 With a view to quiet and orderly proceedings, students must arrive and take their place in the examination room on time.
2.5 It is possible to start an examination up until 15 minutes after the commencement of the examination; after this it is no longer possible unless the invigilator gives permission to sit the examination late as a consequence of demonstrable serious traffic inconvenience. Students may not appeal against a decision to exclude the relevant student from the examination due to his late arrival.
2.6 Students are not permitted to leave the examination room within the first hour after commencement of the examination. Any student handing in his/her examination papers to the invigilator before the end of the examination must ensure that other students are disturbed as little as possible.
2.7 The finishing time for the examination 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 examinations must be submitted online by logging out of the examination software.

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

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

3 Specific provisions concerning order during examinations
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 examinations 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 examination cover page. Reference material permitted during an examination 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 examination. 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 examination 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 examination. Students are not allowed to use their own paper. Only the laptops supplied by the university may be used during examinations. Students are not allowed to use their own laptops. Important.

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

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 invigilator. Alcohol and drugs are prohibited.

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

3.7 Watches are not permitted during the examination. 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 examination except in extremely exceptional medical or other circumstances; the student must inform the invigilator of these circumstances in advance. Each student may visit the toilets once during an examination, and only one person from each section shall be given permission at any one time. 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 in their section prior to, during and after the examination. In the event of fraud, the invigilator will complete a fraud form and stamp the examination paper as “own risk”. The involved student(s) is/are nevertheless permitted to continue the examination.

3.10 Students are asked to be silent in the examination 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 makes or have made it reasonably impossible for the examiner and/or the Examining Board 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 Examining Board 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 The examinations in special rooms for written examinations start half an hour earlier than the examinations in the standard examination rooms. The end time is the same as the examinations in the standard examination rooms.

For examinations that are taken in the PC room, the start time is the same as those of examinations in the standard examination room, but the end time is half an hour later than the examinations in the standard examination room.

6 Cancellation of examinations 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 examination, the
Examining Board may cancel the examination in consultation with the EMO. Any such cancellation will be announced on the EUR website index page, the ESSC and Student Administration news pages and on SIN-online.

6.2 If an emergency occurs or is expected during an examination, those present must leave the examination hall immediately on the instruction of the person bearing responsibility (i.e. an (coordinating) invigilator or a Student Administration employee), leaving behind their answer sheets.

6.3 As soon as possible after the cancellation of the examination, 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 Examining Board.

6.4 Following such an examination cancellation, the Examining Board will consult with the responsible examiners to set a new date for the cancelled examination as soon as possible; the new date preferably being within two weeks of the original examination date. The new examination date shall be published on SIN-online and on the Student Administration website.

7 Complaints over examination
7.1 All complaints relating to examinations or the sitting of examinations may be submitted to: legal.protection@eur.nl

Detailed information of what to do if you have a complaint is given on the EUR website: rechtbescherming.
Annex 7: Grading scale in the Netherlands compared to the UK and the USA

<table>
<thead>
<tr>
<th>NL</th>
<th>UK</th>
<th>USA</th>
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<tbody>
<tr>
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<td>A+</td>
</tr>
<tr>
<td>9.5</td>
<td>A+</td>
<td>A+</td>
</tr>
<tr>
<td>9.0</td>
<td>A+</td>
<td>A+</td>
</tr>
<tr>
<td>8.5</td>
<td>A+</td>
<td>A+</td>
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<tr>
<td>8.0</td>
<td>A</td>
<td>A</td>
</tr>
<tr>
<td>7.5</td>
<td>A-</td>
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<tr>
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<td>5.5</td>
<td>E</td>
<td>D</td>
</tr>
<tr>
<td>1.0–5.4</td>
<td>F</td>
<td>F</td>
</tr>
</tbody>
</table>

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 the steps that are followed if a student is suspected of having committed fraud or plagiarism.

Steps to follow in cases of fraud/plagiarism

1. All information/evidence is collected by the examiner: 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 is informed that the examiner is obliged to inform the Examination Committee of the suspicion and that they will further handle the case. If the student wants to discuss the matter with the examiner, he/she is 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. The Examination Committee investigate the suspicion of fraud/plagiarism documented by the examiner.

7. The Examination Committee invite the student for a hearing before they decide, except for minor forms of plagiarism. In the hearing, the student gets the chance to explain his/her perspective on the suspected fraud. It is possible that the Examination Committee request further information from the examiner and/or student or gives further instructions, as the decision (the nature of the sanction) might have consequences for the eventual result. After the hearing, the Examination Committee decide within a week and informs the student, the examiner and EMO by email. If the sanction involves invalidation of or failing the exam, the examiner is responsible for the re-exam process.

8. If fraud is established, depending on the gravity of fraud committed, including repeated fraud, the Examination Committee may impose sanctions on the student, including the following: an official warning; invalidation of the relevant individual or group project or assignment; invalidation of the relevant test component or test; invalidation of the relevant thesis; exclusion from the relevant test for a maximum of one year; exclusion from one or more tests; exclusion from defending the thesis for a maximum of one year; a combination of the above sanctions.

9. For plagiarism cases, the decision about the sanction is based on severity and frequency of plagiarism (see Table 1 below).

   • In case of minor forms of plagiarism, the Examination Committee send an email to the student(s) about the suspect of plagiarism and ask the student(s) to send an explanation by email. After the reaction of the student, the Examination Committee decide on the sanction. It informs the student, examiner and EMO by email. In case of minor forms of plagiarism, the exam is not invalidated, and student’s grade is calculated excluding the parts involved in plagiarism. Examiner informs EMO about the grade. If the sanction involves preparing an additional
assignment on quoting, the Examination Committee assesses this assignment. EC archive the official warning in the personal file of the student.

- In case of serious forms of plagiarism, the Examination Committee invite the student(s) for a hearing before they decide. In the hearing, the student gets the chance to explain his/her perspective on the suspected plagiarism. It is possible that the Examination Committee request further information from the examiner and/or student or give further instructions, as the decision (the nature of the sanction) might have consequences for the eventual result. After the hearing, the Examination Committee decide within a week and inform the student, the examiner and EMO by email. If the sanction involves invalidation of or failing the exam, the examiner is responsible for a re-exam process. If the sanction involves preparing an additional assignment, the Examination Committee assess this assignment. EC archive the official warning in the personal file of the student.

10. For plagiarism cases, the decision about the sanction is made based on the severity and frequency of the plagiarism. Relevant forms of plagiarism and sanctions are clarified below in Table 1.

Table 1. Types of Plagiarism and Relevant Sanction

<table>
<thead>
<tr>
<th>Minor forms of plagiarism</th>
<th>Sanction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Some sentences overlap</td>
<td>1st time: An official warning</td>
</tr>
<tr>
<td></td>
<td>2nd time: An official warning + additional assignment*</td>
</tr>
<tr>
<td>Wrong / incomplete referencing</td>
<td>1st time: An official warning</td>
</tr>
<tr>
<td></td>
<td>2nd time: An official warning + additional assignment*</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Serious forms of plagiarism</th>
<th>Sanction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overlap is 1 whole or a few paragraphs</td>
<td>1st time: An official warning + additional assignment*</td>
</tr>
<tr>
<td></td>
<td>2nd time: An official warning and a fail for the exam and additional assignment*</td>
</tr>
<tr>
<td>Overlap is more than a few paragraphs</td>
<td>1st time: An official warning + a fail for the exam + additional assignment*</td>
</tr>
<tr>
<td></td>
<td>2nd time: An official warning + fail the course + additional assignment**</td>
</tr>
<tr>
<td>Overlap is half or more of other’s work</td>
<td>1st time: Fail the course** +additional assignment**</td>
</tr>
<tr>
<td></td>
<td>2nd time: Suspension by 3 months +additional assignment**</td>
</tr>
<tr>
<td>Someone else’s product returned</td>
<td>1st time: Suspension by 3 months+additional assignment**</td>
</tr>
<tr>
<td></td>
<td>2nd time: Suspension by 6 months+additional assignment**</td>
</tr>
</tbody>
</table>

* The student is also required to write an additional assignment on quoting: Write an essay of approximately 1000 words on the subject of correct referencing according to the Harvard guidelines. The following subjects need to be addressed in the essay:

- What is quoting?
**The students are required to write a reflective essay of at least 1000 words on academic integrity based on the Erasmus University Rotterdam’s Netherlands Code of Conduct for Research Integrity.**

The following subjects need to be addressed in the essay:
- A summary of the Netherlands Code of Conduct for Research Integrity in approximately 500 words.
- Your personal view on what the Netherlands Code of Conduct for Research Integrity means for you as a student: What does it mean for you to act with integrity? What kind of behaviour is expected of you and what kind of behaviour is unacceptable? In what way do you want to develop yourself further professionally?
- A reflection on the occurrence that led to this sanction: Describe the occurrence. Where did you falter? How could this have been prevented? What actions will you undertake in the future to prevent a similar incident?

11. 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.

12. In case of suspect of fraud and plagiarism in online examinations, IHS will follow the rules of conduct and fraud policy about online examinations prepared by Erasmus School of Social and Behavioral Sciences (ESSB).