

# Examination Regulations 2022-2023

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)<sup>1</sup>.
- 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: Central EUR regulations for written examinations
  - f) Annex 6: Grading scale in the Netherlands compared to the UK and the USA
  - g) Annex 7: Fraud and plagiarism procedure
  - h) Annex 8: Exemption and Extension Request Forms

## 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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<sup>1</sup> 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 course coordinator(s), in line with the course assessment plan and checked by a peer review process.
- 2) Every year examinations are peer reviewed in order to provide recommendations for improvement. The peer review should be done using the *Guidelines for Peer Reviewing Exams*.
- 3) Examinations must be consistent with the most recent quality criteria of the IHS Examination Committee Assessment Protocol.
- 4) Course examinations must not interfere with ongoing educational activities (sessions and examinations) in terms of schedule, place and study load except for re-sit examination(s).
- 5) Re-examinations take place a few weeks after the end of a course period, as determined in the examination plan of the programme.
- 6) If a student is re-taking an exam in the next academic year due to failing the course, the exam must be prepared based on the regime of the cohort in which the student started.
- 7) The course coordinator is responsible for preparing and adjusting an assessment plan, including programme level learning objectives, course learning objectives and tests, and for scheduling examinations.
- 8) The EC decides on examination adjustments for students with an impairment, if and when required.
- 9) All course examinations and their results will be archived by the Educational Management Office (EMO) for 2 years, and all theses for at least 7 years (digitally). Diplomas will be archived by EMO for 30 years as well as information on students with an impairment (digitally). The EC will archive all important documents for 30 years.

#### 3.2 Grading system

- 1) All examinations 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 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 course grade is again rounded.
- 4) For final grades composed of group and individual components, at least 60% of the final grade must be based on individual assessment(s)<sup>2</sup>. Students must pass the individual assessment(s) in order to pass the course. In case of failing the individual grade, the individual grade is the final grade for the course.
- 5) Students can only take part in a re-examination if they failed the first exam. The right to re-sit applies to each graded assessment unless the final grades combined add up to a pass.
- 6) If a student did not take part in the first sit of an examination, the second sit still counts as a re-exam.
- 7) If a student takes part in a re-exam, the highest grade (of either the first sit or the re-exam) counts (not the last).

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<sup>2</sup> The courses GLUT and Action Planning are exceptions to this rule.

### 3.3 Exemptions and extensions

- 1) Students can only be exempted from courses they took at IHS. Such exemptions must be requested to the EC at least 4 weeks before the course starts. Please find the Exemption Request Form in Annex 8. Course coordinators will be asked to advise EC on an exemption request, based on which EC decides on the approval.
- 2) Request for extensions to deadlines must be addressed to the EC in case of technical issues and to the student advisor in case of force majeure. Course examiners and coordinators are not allowed to approve exemption and extension requests. EC, in collaboration with the student advisor, will take the student's personal circumstances into account in case of a requested extension.
- 3) Students must fill out the Extension Request Form to ask for extensions to deadlines attaching necessary proof of evidence. EC can ask for further proof of evidence. Please find the Extension Request Form in Annex 8. Students must request for an extension for every exam separately.

In the following cases, extensions to examination deadlines can be requested:

- a) Students must have a force majeure (i.e., due to illness or due to any other serious reason or personal circumstances).  
Students must fill out the Extension Request Form (see Annex 8) and apply for an extension well in advance of the deadline of an exam/assignment/paper (**at least 3 days in advance**). In case of force majeure, extension forms together with evidence, i.e., medical report, will be sent to the student advisor by the student.
  - b) When technical issues occur (e.g., a computer break-down).  
In case of technical problems, students must make a print screen and/or photo, and send it before the deadline to the EC. In addition, students need to fill out the Extension Request Form and send the form to EC **within 24 hours** after the deadline. The EC has the right to request a letter by the EUR IT department or any other credible IT expert.
- 4) Course coordinators can decide to extend the deadlines of any assessment for all students within the duration of their course period. In all extension cases, EC must be informed. Should the extension interfere with other courses, the EC can take action.

### 3.4 Procedures during written (in-class) examinations

- 1) The examiner or invigilator is responsible that the examination takes place following the rules spelled out below (2-10).
- 2) The examinee must present a 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<sup>3</sup> 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.

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<sup>3</sup> Fraud can have various forms, such as the use of prohibited material, illicit cooperation and/or copying of answers, but fraud is not restricted to these examples. Please see Annex 7.

- 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) In the cases of personal impairments such as dyslexia, optical problems, problems with (hand) writing etc., students need to report this condition to the EC in the beginning of the academic year so that necessary adjustments and arrangements are made to accommodate these conditions during the examinations. Students with such impairments need to send a proof of evidence to the student advisor, who treats this information confidentially.
- 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 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) Both for on-campus and online tests or examinations, students' late participation to the examination is tolerated up to 15 minutes after the actual starting time of the examination. After these 15 minutes, the student cannot do the exam unless the invigilator gives the student permission to start the examination late due to demonstrable and serious traffic or other disruption. Permission for late participation does not entitle a student to end the examination later.

### **3.5 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. The examinee must also fill out the Extension Form as stipulated in 3.3.3.b. and send it to EC with required proof. In case of technical problems, a screenshot or photo must be attached to the Extension Form (see Annex 8) to be sent to the EC as proof of what happened.
- 3) Students must be reminded of the examination instructions before the examination takes place.
- 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.

### **3.6 Language of examinations**

- 1) All examinations are taken in English.

### **3.7 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 (please see Annex 7).
- 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. For a

detailed description of the procedure concerning fraud and plagiarism please see Annex 7 Fraud and Plagiarism.

## **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 and the Course on Research Design.
- 2) Grades are reported within 10 working days after the examination takes place for the Master Track and Skill Development Courses.
- 3) Grades are reported within 4-7 working days after the re-examination takes place. The UMD schedule and relevant course handbook specify the exact number of working days for the re-examination grades to be reported for the relevant course.
- 4) Every student should receive individual or group (written and/or verbal) feedback on each assignment they completed.
- 5) Grades are explained to students by the examiner in a grades review meeting within 15 working days after which the grades have been communicated.
- 6) 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. Requests for clarification about the feedback/grade are sent to the course coordinators with the specific question regarding the feedback/grade. The examiner can answer these requests by email or schedule a meeting with the examinee.
- 7) 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.

### **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. Depending on the course, when failing the individual participation component, an additional assignment must be given.

## **5. Feedback evaluation of examinations**

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

## **6. Procedures and grading of the final thesis**

### **6.1 Submission of the final thesis**

- 1) The final thesis can be submitted by students on two submission deadlines per academic year.
- 2) The supervisor gives the student advice on the most suitable submission date based on the student's thesis progress.
- 3) The submission advice of the supervisor is not a guarantee that the thesis receives a sufficient grade for passing.
- 4) Students are entitled to thesis supervision until the second submission date of the final thesis for their MSc. cohort. After that date, the supervisor only assesses the final thesis (and draft thesis if applicable).



## 6.2 Grading of the final thesis

- 1) Thesis supervisors are approved by the EC after the academic approval of the Academic Director. Second readers are appointed by the EC after the academic approval by the Academic Director.
- 2) The thesis supervisor and second reader grade the final thesis independently.
- 3) After the independent assessments, the supervisor sets the final grade accordingly:
  - a) If the difference between the grades given by supervisor and second reader is equal to or less than 1.0, the final thesis grade is the average of the grades given by supervisor and second reader.
  - b) 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. This discussion and decision must be arranged by the supervisor following the independent grading process. If no agreement is reached, the thesis is evaluated by a third reader.
  - c) In situations as described in 6.2 under 4, a thesis is always evaluated by a third reader.
- 4) 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 point and no agreement is reached after grade discussion.
  - 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.
- 5) Third readers are appointed by the EC. The third reader is always a senior IHS academic staff, who has an expertise in the specific methodological approach of the thesis. The third reader acts as a referee to set the final grade. The third reader reads the thesis to have an independent opinion and after looking at the grading sheets of supervisor and second reader, third reader decides on the final grade. The third reader needs to fill out the final grading sheet with the final grade and send it to EC for approval.
- 6) EC is responsible for the validation of the grades of the final theses.
- 7) Theses will be archived digitally by the library and EMO for at least 7 years.

## 6.3 Failing the final thesis

- 1) Students who fail the thesis at the first submission can re-submit at the second submission date, or on the submission dates of following academic years.
- 2) In total the student has three attempts for submitting the thesis.
- 3) In order to improve the thesis after the failing attempt, the student is entitled to get detailed feedback on one final draft.

## 7. Confirmation of programme 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 for those who complied with all requirements of the master programme.
- 3) The EC approves Post-Graduate Certificates for courses passed for those who did not comply with all requirements of the master programme. 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.

- 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.

## 8. 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 is 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.

## 9. 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 4 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 6 weeks after the day he/she formally received the decision he/she wants to appeal against. Appeals against decisions of the EC must be sent by e-mail to [gnio@eur.nl](mailto:gnio@eur.nl) or to [legal.protection@eur.nl](mailto:legal.protection@eur.nl) mentioning 'Board of Appeal for non-initial Programmes' in the subject line.
- 4) The appeal procedure takes place according to the regulations of the GNIO (Reglement van orde van het Geschillencollege niet-initiële opleidingen) to be found on this [link](#).
- 5) During the appeal procedure, students can continue to attend classes, sit for examinations and receive thesis supervision.

## 10. Hardship clause

- 1) In individual cases and at the request of the student, the EC 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 EC will act in accordance with the general legal principle of equal treatment of equal cases and unequal treatment of unequal cases.
- 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 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 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 examiner betrokken is die lid is van de examencommissie, neemt de betrokken examiner 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) 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) 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 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 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 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 a Bachelor's degree as required by the detailed admission criteria for the Master Tracks.
  - 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 if the Bachelor's degree is not fully relevant.
  - d) In the case that a candidate has no working experience, he or she must have excellent results in the Bachelor's degree exams and present an adequate proof of strong motivation.
  - e) We require our candidates to have obtained at least second class lower, B or an equivalent for the Bachelor's degree or the most recent Master's degree.

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

### 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:

North America	Europe	Asia
Canada*	Ireland	Philippines
United States	Malta	Singapore
	United Kingdom	
Africa	Oceania	Caribbean
Botswana	American Samoa	Anguilla
Cameroon*	Australia	Antigua and Barbuda
Gambia, The	Bermuda	Bahamas, The
Ghana	Fed. St. of Micronesia	Barbados
Kenya	Fiji	Belize
Lesotho	Kiribati	Dominica
Liberia	Marshall Islands	Grenada
Malawi	New Zealand	Guyana
Mauritius	Palau	Jamaica
Namibia	Papua New Guinea	Saint Kitts and Nevis
Nigeria	Solomon Islands	Saint Lucia
South Africa	Samoa	Saint Vincent and the Grenadines
Swaziland	Tuvalu	Trinidad and Tobago
Tanzania	Vanuatu	
Uganda		
Zambia		
Zimbabwe		

\* 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.**

1. Understand and analyse global intersectoral theories and practical trends in urban development.
2. Understand and analyse sector theories and changing trends in urban development.
3. Understand and analyse the impact of external development, such as globalization and development policies, on urban development.
4. Critically appraise international theories and trends in urban development.
5. Assess the relevance of the theories in the local context.

**b) Evaluate theories and approaches in urban management.**

1. Understand disciplinary and interdisciplinary theories on urban management.
2. Analyse the roles of actors and their global networks in urban management.
3. Critically evaluate theories and approaches in urban management.
4. Assess the relevance of these international and diverse theories and approaches for the local context, including the actors and their networks.
5. 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.**

1. Understand and analyse the different methods used around the world to analyse urban problems.
2. Understand and analyse the role of applied research in analysing urban problems.
3. Argue for or against the choice for a certain theoretical approach to analyse urban problems.
4. Apply research methods and techniques in an applied research design.
5. Use research results to analyse problems in urban management and development.
6. Recommend policy options, strategies and actions based on problem analysis and applied research.
7. 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.**

1. Able to work in teams that comprise of international participants from different countries, different educational and different professional background.
2. Acquire communication, presentation and negotiation skills.
3. Acquire policy and network analysis skills.

## **Annex 5 - 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 Woudestein. 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 Groot 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. Invigilators are responsible for maintaining order in their section prior to, during and after the examination. If fraud is suspected, the invigilator will complete a form about this. The student or students involved may continue the examination.
- 1.3. With a view to calm and orderly proceedings, students should arrive at and take their seat in the exam hall in time. Students are requested to adhere to instructions issued by the invigilators.
- 1.4. Invigilators can assign students to certain seats to prevent fraud. This can prevent that students always sit together in the same section.
- 1.5. Where an adequate storage system is available for students' personal property outside the exam room, jackets and bags may not be taken into the exam room. In other cases, jackets should be hung over chairs. Bags and similar items should be closed and placed out of reach. Weekend bags, cases and other large objects should be handed to the invigilator.
- 1.6. At the start of each examination, at least one examiner (lecturer) must be present in one of the rooms in which the examination is being held. Exceptions are permitted in exceptional circumstances as long as the lecturer can be contacted immediately.
- 1.7. Both on-campus and online tests or examinations may be started up to 15 minutes after the start of the examination. After these 15 minutes, the examination cannot be started unless the invigilator gives permission to start the examination late due to demonstrable and serious traffic or other disruption. Permission for late participation does not entitle a student to end the examination later.

- 1.8. 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.
- 1.9. It is not possible to appeal against the decision to refuse late participation in an examination following late arrival.
- 1.10. The examination room in the Van der Groot Building is equipped with camera surveillance.
- 1.11. Students issued with a campus ban by or on behalf of the Executive Board may not sit examinations that require their presence on campus within the period of the campus ban.

## **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 Woudestein buildings and IHS.
- 2.2 Students with dyslexia and certain other functional impairments can use a special room for their examinations. They must obtain permission for this from the Examining Board of their programme before the start of the academic year.
- 2.3 The examinations in special rooms for written examinations start at the same time as the examinations in the standard examination rooms. The end time is half an hour later. The same goes for examinations that are taken in the PC room.
- 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 The student may not leave the exam room earlier than one hour after the start of the examination. Any students handing in examination papers early should ensure that they cause minimum disruption to other students.
- 2.6 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.
- 2.7 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 Students may not take note paper, exam questions, answers and other exam-related documents from the room during or after the examination. Students may only take note paper with them at the end of the examination (after the full exam duration has elapsed) if permission for this is clearly stated on the examination cover page.
- 2.9 For paper examinations or when using note paper during an online test, students are requested to take their own functional pens and, for multiple-choice examinations, pencils and rubber.
- 2.10 If a student needs more time in the exam hall (more than 15 minutes) due to problems with logging onto the test software the invigilator will allocate a place for the student. Only the remaining examination time will then be available to sit the examination.
- 2.11 If a student is confronted with a technical defect in the laptop or computer on which he works before or during an examination, the student will receive another laptop as soon as possible, based on availability, or he can continue working on another computer. The lost time will be added to the current examination time of this student by the Exam Organisation.

### **3. Specific provisions concerning order during examinations**

- 3.1 Students may only have the following materials on their desks: a valid proof of identity, writing materials, food and drink for personal consumption 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.
- 3.2 Students may not borrow devices and other permitted sources from other students unless these are handed over prior to the start of the examination. If borrowed devices or sources contain information that could enable fraud, both the owner and borrower will be held responsible.
- 3.3 One cold snack and one bottle/can of drink is permitted, but no disturbance of any kind may be caused to others when consuming these, with this being at the invigilator's discretion. Alcohol and drugs are prohibited.
- 3.4 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.
- 3.5 Only paper issued by the university may be used during an examination. Students may not use their own paper. Only the laptop provided by the university may be used during an online examination, unless it is stated explicitly that laptops may be used.
- 3.6 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.
- 3.7 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.
- 3.8 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.
- 3.9 Watches are not permitted during the examination. Watches must be stored in a coat/jacket or bag.
- 3.10 Toilet visits are not permitted in the first hour and last half hour of an examination, apart from extreme medical or other circumstances. The student must notify the invigilator of this in advance. One toilet visit per person is allowed for campus-based examinations, with no more than one person per section being given permission at the same time. The invigilator should register the toilet visit, and the student should follow the invigilator's instructions.
- 3.11 The invigilator can use mobile detection equipment prior to and during a toilet visit to check whether students have mobile phones or smart-watches.
- 3.12 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.

- 3.13 Students are asked to be silent in the examination rooms and to avoid wearing noisy shoes.

#### **4. Provisions concerning fraud and misbehaviour and related sanctions**

- 4.1 Fraud is understood to mean: a student's acts or omissions that make it impossible for the examiner/Examination Board to form a sound opinion of the knowledge, understanding and skills that he/she has acquired or of the knowledge, understanding and skills of his/her fellow students.
- 4.2 Where fraud is suspected, a written report will be made (via scan in e-mail) to the study programme or faculty Examination Board using a form completed in the exam hall by the invigilator.

#### **5. Cancellation of examinations in the event of emergency**

- 5.1 An emergency is an unexpected event that may cause disruption in the exam room or to the entire EUR campus. An emergency is also an unexpected event that can affect the procedure of an examination on campus, for instance where access to test software or online proctoring is required.
- 5.2 If an emergency occurs prior to the start of an examination, it is primarily for the Examination Board to decide, in consultation with the Department for Exam Administration, whether the examination should be cancelled.
- 5.3 If an emergency occurs but there is insufficient time for consultation with the Examination Board, the Department for Exam Administration is authorised to decide whether the examination should be cancelled. In all cases, the Department for Exam Administration will try to contact the Examination Board where possible.
- 5.4 The cancellation will be announced on the index page of the EUR website, the Service Desk news pages and on the SIN-channel. Where possible, students will receive an e-mail or SMS regarding the cancellation.
- 5.5 If an emergency occurs or is expected during an examination in an exam room, those present must leave the exam room immediately when requested by the coordinating invigilator or Department for Exam Administration employee. Students should leave behind any answer scripts.
- 5.6 The coordinating invigilator or a Department for Exam Administration employee will ensure that the exam room or rooms are locked if possible, to ensure that exam questions and answer scripts are safe.
- 5.7 As soon as possible after the cancellation, the examiner will use the answers already completed and/or submitted answer scripts to decide whether a final examination result can reasonably be determined. If the examiner reaches the conclusion that a final result cannot be determined, he/she will inform the Examination Board of this.
- 5.8 In consultation with the responsible examiner(s), the Examination Board will arrange a date for a new examination as quickly as possible following the cancellation, preferably within two weeks of the original examination date. The new examination date will be published on SIN-online and the on Department for Exam Administration's website.

#### **6. Complaints about examination**

- 6.1 All complaints relating to examinations or the sitting of examinations may be submitted to: [gno@eur.nl](mailto:gno@eur.nl)

Annex 6 - Grading scale in the Netherlands compared to the UK and the USA

NL	UK	USA
10.0	A+	A+
9.5	A+	A+
9.0	A+	A+
8.5	A+	A+
8.0	A	A
7.5	A-	A
7.0	B	B+
6.5	C	B
6.0	D	C
5.5	E	D
1.0-5.4	F	F

Source: [NUFFIC](#).

## Annex 7 - 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 provides the definition of fraud and plagiarism and defines the steps that are followed if a student is suspected of fraud or plagiarism.

### Definition of fraud and plagiarism

Fraud and plagiarism involve acts as the result of which the assessment of student's performance, knowledge or skill is partially or totally hindered.

Fraud might be in many different forms such as ghost-writing, cheating during an exam, plagiarism etc. The following acts are considered to be fraud:

- a) obtaining knowledge concerning the questions or tasks in an examination in advance;
- b) assuming another person's identity or having another person assume one's identity during a test;
- c) consulting sources of information or having them at hand (such as books, syllabi, notes written on paper or the student's skin or clothing, programmable calculators, mobile telephones, smartphones, and all other electronic devices that might contain information), the use of which is not explicitly permitted. Mobile telephones, smartphones etc. should also be switched off and remain off during tests;
- d) copying other students' answers or exchanging any information whatsoever with them inside or outside the examination room during the test. Providing other students with the opportunity to commit fraud is also deemed to be fraud;
- e) changing the issued question forms and/or examination papers or exchanging them with other students and/or taking question forms and/or examination papers away with them and/or copying them without permission;
- f) making any changes to previously submitted examination answers during a subsequent inspection;
- g) committing plagiarism, which means the copying of a passage containing more than one or a few words from one's own or someone else's work, either literally or in translation, for an individual or group assignment, project, thesis or any other type of text that is part of an examination, without indicating this by quotation marks or similar unequivocal typographical means, even if a bibliographically traceable and correct source reference is included. Providing other students with the opportunity to commit plagiarism is also deemed to be fraud;
- h) making it partially or completely impossible to form an accurate opinion of the student's acquired knowledge, insight and skills by actions or omissions in any other way;
- i) assuming a different identity during compulsory educational meetings;
- j) being represented by a third party during compulsory educational meetings;
- k) collaborating on the report for an individual assignment without permission;
- l) all other forms of misconduct.

The following are likewise prohibited:

- a) taking part in a test without being entitled to do so;
- b) making it partially or completely impossible in any other way to form an accurate opinion of the student's knowledge, insight and skills through deceitful actions or omissions.

Plagiarism is a specific form of fraud and involves the use of other's work with no proper referencing, acknowledgement.

### 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(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 and any other relevant document) to the Examination Committee by email ([examcommittee@ihs.nl](mailto: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. EC investigates the suspicion of fraud/ plagiarism documented by the examiner.
7. In cases of suspected fraud except suspected plagiarism cases, EC invites the student(s) for a hearing before it decides. In the hearing, student(s) gets the chance to explain his/her (their) perspective on the suspected fraud. 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 result. After the hearing, EC decides within a week and informs the student(s), the examiner and EMO by email. EC informs the student of the possibility to appeal its decision and archives the written warning in the personal file of the student.
8. In cases of suspected plagiarism, following steps are taken.  
In case of suspected minor plagiarism, EC sends an email to the student(s) about the suspect of plagiarism and asks the student(s) to send an explanation by email. After the reaction of the student, EC decides on the sanction. It informs the student, examiner and EMO by email. EC informs the student of the possibility to appeal its decision and archives the written warning in the personal file of the student. In case of minor plagiarism, 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, EC assesses this assignment.  
In case of suspected serious plagiarism, EC invites the student(s) for a hearing before it decides. In the hearing, student(s) gets the chance to explain his/her (their) perspective on the suspected plagiarism. 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 result. After the hearing, EC decides within a week and informs the student(s), the examiner and EMO by email. EC informs the student of the possibility for an appeal to the decision and archives the written warning in the personal file of the student. If the sanction involves failing the exam, the examiner is responsible for re-exam process. If the sanction involves preparing an additional assignment, EC assesses this assignment.



9. The sanction is decided based on the severity and frequency of the fraud and plagiarism.
- 9.1 Depending on the gravity of the fraud committed, including repeated fraud, the Examination Committee may impose sanctions on the relevant student, which may include the following:
- a reprimand;
  - invalidation of the relevant individual or group project or assignment;
  - invalidation of the relevant examination;
  - invalidation of the relevant thesis;
  - exclusion from the relevant examination for a period not exceeding one year;
  - exclusion from one or more examinations;
  - exclusion from defending the thesis for a period not exceeding one year;
  - a combination of the above sanctions;
  - advising to terminate the student's enrolment in the relevant program.
- 9.2 Relevant forms of plagiarism and sanctions are clarified below in Table 1.

**Table 1. Types of Plagiarism and Relevant Sanction**

<b>Types of Minor plagiarism</b>	<b>Sanction</b>
Some sentences overlap	<b>1st time:</b> A written warning <b>2nd time:</b> A written warning + additional assignment*
Wrong / incomplete referencing	1st time: A written warning 2nd time: A written warning + additional assignment*
<b>Forms of Serious plagiarism</b>	<b>Sanction</b>
Overlap is 1 whole or a few paragraphs	<b>1st time:</b> A written warning + additional assignment* <b>2nd time:</b> A written warning and a fail for the exam and additional assignment*
Overlap is more than a few paragraphs	<b>1st time:</b> A written warning + invalidation of the exam + additional assignment* <b>2nd time:</b> A written warning + fail the course + additional assignment**
Overlap is half or more of other's work or partial ghost writing is involved	<b>1st time:</b> Fail the course** + additional assignment** <b>2nd time:</b> suspension by 3 months + additional assignment**
Someone else's product returned or ghost writing is involved	<b>1st time:</b> suspension by 3 months + additional assignment** <b>2nd time:</b> suspension by 6 months + additional assignment**

\* 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 APA-6 guidelines. The following subjects need to be addressed in the essay:

- What is quoting?
- What is the difference between paraphrasing and quoting?
- How do you correctly reference paraphrases and quotes?
- How do you integrate the work of other researchers into your own work?
- What is academic integrity?

- Use examples of correct referencing in the essay that are related to your own assignment and reflect on what you have learned from this incident with regard to the above questions.

\*\* 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?

10. If fraud or plagiarism is established with respect to a group project, this will be imputed equally to each member of the group. The bonus of proving the contrary lies with each member of the group. The Examination Board must investigate the circumstances before taking a decision.

#### **Procedures Regarding Fraud involved in Online Examination**

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

## Annex 8 - Extension and Exemption Request Forms

### EXTENSION REQUEST FORM FOR AN EXAM/ASSIGNMENT/PAPER/(DRAFT)THESIS (PROPOSAL)

#### When can you ask for an extension?

In the following cases, extensions to examination deadlines can be requested:

- a) Students must have a force majeure (i.e., due to illness or due to any other serious reason or personal circumstances). Students must fill out the Extension Request Form and apply for an extension well in advance of the deadline of an exam/assignment/paper. In cases of force majeure, the extension form together with evidence, i.e., medical report, should be sent to the **student advisor** by the student, [studentadvisor@ihs.nl](mailto:studentadvisor@ihs.nl). Extensions must be requested *at least 3 days before the start of an exam*.
- b) When technical issues occur (e.g., a computer break-down). In case of technical problems, students **must make a print screen or photo**, and send it to the Examination Committee (EC) before the deadline. In addition, students need to fill out the Extension Request Form and send it EC (email to [examcommittee@ihs.nl](mailto:examcommittee@ihs.nl)) **within 24 hours** after the deadline. The EC has the right to request a letter by the EUR IT department or any other credible IT expert.

#### How can you ask for an extension?

Please fill out the form and attach the necessary proof and send it to the student advisor in cases of force majeure and to the Examination Committee in cases of technical problems.

#### How is your request treated?

The Examination Committee decides about the requests during the weekly EC meeting. All requests will be treated confidentially, although the examiner involved will be informed. This is in relation to grading the assessment. If a longer extension is granted (more than 2 weeks), the examiner / thesis supervisor involved will draft a work plan.

## Extension Request Form

Please fill out the Extension request form and make sure you attach the annexes (if applicable)

Your name:

Your Erna number:

Your e-mail address:

Exam/Assignment/Paper for which you would like to request an extension:

Name of examiner / thesis supervisor:

Official submission deadline and time:

IT problems beyond my control (documented):

Other problems beyond my control:

### Exemption Request Form

This form is to be submitted to the Examination Committee and can only be used for exemptions for the courses of the Master of Science (MSc) programme in Urban Management and Development (UMD).

Students can only be exempted from courses they took at IHS. Such exemptions must be requested to the EC at least 4 weeks before the course starts. Please find the Exemption Request Form in Annex 8. Course coordinators will be asked to advise EC on an exemption request, based on which EC decides on the approval.

Exemptions do not reduce the total credits required for a degree. The exemption from the specific requirement must be recorded on the student's academic record.

#### Participant details

Surname	
First name(s)	
Student number	
E-mail address	
Enrollment year in UMD	

#### Course details

Course to be exempted from:	EC	Course to be substituted	EC	Course programme/year of completion/Academic institute (if not IHS)

#### Attachments

Please submit relevant attachments to this form in order for the Examination Committee to consider your application. This may include diploma supplements or other certificates.

You will be informed of the outcome of this process via e-mail on the account submitted in this form. The Examination Committee decides within 8 weeks after receiving this form on the outcome.

#### Approval:

Student Name

Student Signature

Date

IHS EC Name

IHS EC Signature

Date