

Examination Regulations 2023-2024

MSc. in Urban Management and Development

Institute for Housing and Urban Development Studies

Erasmus University Rotterdam

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Glossary

Unless stated otherwise, the same definitions will be used in these Rules and Regulations as formulated in the Education and Examination Regulations (EER) of the Institute of Housing and Urban Development Studies. In addition, the following definitions are applicable:

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.

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).

Assessment Plan: The assessment 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-exam dates and grade review and feedback meetings.

Section 1. General Provisions

Article 1. Applicability of examination rules and regulations

These regulations apply to the 2023-2024 academic year and govern the exams and final examination of the MSc Programme in Urban Management and Development (UMD) of the Erasmus University Rotterdam (CROHO number: 75155). The programme is executed by IHS. These regulations are based on the Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek (WHW) and where necessary in addition to its clauses 7.12 and 7.13 (see Annex 1)¹. These rules and regulations apply to all students enrolled in this programme, as well as to students enrolled in other programmes who are taking components of the UMD. The regulations are also binding for the IHS EC and examiners working for IHS.

This document has the following annexes which are an integral part of the Examination Rules and Regulations:

- a) Annex 1: Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek (WHW)
- b) Annex 2: Central EUR regulations for written examinations
- c) Annex 3: Criteria for Appointing Examiners for Master Thesis
- d) Annex 4: Rules of Conduct for Online Tests
- e) Annex 5: Grading scale in the Netherlands compared to the UK and the USA
- f) Annex 6: Exemption and Extension Request Forms
- g) Annex 7: Code of Conduct for IHS Students
- h) Annex 8: Fraud and plagiarism procedure

Article 2. Examination Committee (EC)

- 1) The duties of the EC are set out in Articles 7.11, 7.12, 7.12b and 7.12c of the Higher Education and Research Act (WHW). 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*.
- 2) The vice dean of education at the ESSB 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.
- 4) EC decisions are based on a simple majority vote.

¹ The law is available at: [link](#).

- 5) The chairperson of the EC signs the approved diplomas and diplomas with distinction and acts as representative of the whole EC.
- 6) Requests to the EC must be submitted by students via email (examcommittee@ihs.nl) with using relevant forms as specified in these rules and regulations and accompanied by any relevant appendices. The EC strives to take a decision within 20 working days after receipt of the request and no later than within the legal decision period of 8 weeks and informs the student about this via an e-mail. Student are required to use their EUR email for any email communication with the EC.

Article 3. Safeguarding the quality of tests and the examinations

- 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) An assessment policy and an assessment plan for each programme will be prepared by or on behalf of the vice dean of education. These will contain a systematic description of all tests and how they relate to the intended learning outcomes and final qualifications. The assessment policy and assessment plan will serve as a framework in which tests will be developed and conducted. The EC advises education management in this regard. Supplemental to the assessment policy and assessment plan, the EC draws up an assessment protocol with respect to the construction, holding, assessment, analysis and administration of examinations and test results. This protocol is binding for examiners.
- 3) The EC monitors the quality of the tests with the support of the assessment committee. In that context, the EC periodically inspects the operation of the PDCA quality cycle regarding testing by the educational management and, complementary to this, compliance with policy and regulations related to testing and the quality of testing. Supplementary to the assessment protocol, the EC may set binding guidelines and assessment standards for tests and examinations for this purpose.
- 4) The EC may determine before, during or after an examination that the examination must be taken (again) in a different manner or at another time. This is possible in the event of established or well-founded suspicions of irregularities, such as:
 - large-scale or organized fraud that makes the exam results unreliable and where it is (yet) impossible to determine which individual students are or are not involved.
 - a technical defect in digital testing that makes the exam results unreliable.
- 5) In the event of irregularities and the examination has been taken in whole or in part, the EC may determine that the examination cannot be assessed for the student(s) involved and must, therefore, be declared invalid or that the assessment must be declared invalid. The same applies if it appears or has become apparent at any time that the examination or the organization and procedures surrounding the examination do not meet the requirements set by the assessment plan, assessment policy or other regulations.

Section 2. Examiners

Article 4. Appointing Examiners

- 1) Regarding the implementation of the provisions of Article 7.12c of the Act, IHS EC appoints examiners for the purpose of administering examinations and determining the results of these examinations. For this purpose, it has adopted the criteria as stated in the second through the fifth paragraph of this article.
- 2) Examiners are independent and have the required expertise. The independence of an examiner is conferred by the law. It is the examiner who ultimately bears.

- 3) responsibility for testing and assessment. Examiners have the necessary expertise if they possess the required academic qualifications and the required examining qualifications. Academic qualifications are in line with the higher education rule for serving as an examiner, that is to have an education degree that is one level higher than the degree offered by the program they act as examiners. Operationalization of this rule for this UMD program is included in the EER. The examining qualifications are expressed in the minimum requirement that the examiner has obtained a University Teaching Qualification (Dutch: BKO) or an exemption previously granted by the education management.
- 4) Supplementary criteria are included in Annex 3 regarding the authority to act as an examiner for the assessment of the master theses.
- 5) The EC may deviate from the criteria in the above article 4.2 and may also appoint other persons as examiners, including external persons and persons working at the institute based on a hosting agreement.
- 6) The EC verifies that the examiners meet the examiner requirements. Examiners are appointed at the beginning of the academic year based at the request from or on behalf of the Academic Director for the appointment of a particular person as an examiner. Appointment of external examiners for thesis supervision and second reading can take place during the academic year.
- 7) In cases where the intended examiner does not (yet) have the required qualifications, consultations will take place between the Academic Director and the EC to discuss a conditional appointment. A conditional appointment is an appointment with conditions that could be related to the working method and professionalization of the person involved.
- 8) The examiners will receive a letter from the EC stating that they have been appointed as examiners and the duration of their appointment.
- 9) The examiners will provide the EC with the requested information.
- 10) The EC may revoke an appointment of examiner if it has serious grounds to do so. Serious grounds exist in any case if the examiner repeatedly fails to comply with the laws and regulations or the rules and regulations of the EC, if the examiner commits fraud, or if the examiner's competence in testing (construction, conducting, assessment) has repeatedly proven to be of insufficient quality.

Section 3. Examination Protocol

Article 5. Assessment 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 through a peer review process.
- 2) 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.
- 3) Every year examinations are peer reviewed to provide recommendations for improvement.
- 4) Examinations must be consistent with the most recent quality criteria of the IHS EC Assessment Protocol.
- 5) Course examinations must not interfere with ongoing educational activities (sessions and examinations) in terms of schedule, place, and study load except for re-examination(s).
- 6) All examinations must take place in English.
- 7) Re-exams take place within a few weeks after the end of a course period, as determined in the examination plan of the programme.

- 8) 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.
- 9) If an examination component of the curriculum is dropped, students who have already taken but not yet passed that component will be offered a transitional arrangement consisting of two test attempts for the dropped component in the first academic year in which the component is no longer offered. After this transitional period, students will need to retake the new examination components and relevant courses replacing the dropped component.
- 10) The EC decides on examination adjustments for students with an impairment, if required.
- 11) 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.

Section 4. Rules for test registration and proper conduct during examinations

Article 6. Rules on participation in tests

1. Except for the IHS specific rules set out in this document, when needed, the EC will make use of EUR Examination Rules (Annex 2) and the Rules of Conduct for Online Tests (Annex 4) for online exams. In the event of a conflict, the rules set out in the IHS EC Examination Regulations will prevail.
2. Insufficient attendance on a subject may result in exclusion from the examination and re-examination of the subject and subsequent subjects.
3. Students will automatically be registered by EMO for all tests of that course (course enrolment = test enrolment).

Article 7. Functional impairment

Students with a functional impairment such as dyslexia, optical problems, problems with (hand) writing, may use specific facilities to support their educational activities and take tests in a manner adapted as much as possible to their functional impairment, in accordance with the conditions set out in the EER. Students should submit a request for this 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. The request should include a written statement by an authority authorized for this purpose (or: licensed to do so). Based on the student advisor's recommendation, the EC will decide regarding the allocation of the required facilities. A student can only rely on allocated facilities if these are organizationally feasible.

Article 8. Exemptions and extensions

- 1) Students can only be exempted from courses they completed 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 6. Course coordinators will be asked to advise the EC on an exemption request, based on which the 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 6. 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., illness or any other serious reason or personal circumstances that is beyond the control of the student). Students must fill out the Extension Request Form (see Annex 6) 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, must be sent to the student advisor by the student. The student advisor will advise the EC on the case.
 - b) When technical issues occur (e.g., a computer break-down, internet connection issues).
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 act.

Article 9. Regulations for written (in-class) examinations.

- 1) The examiner or invigilator is responsible that the examination takes place following the rules spelled out below (2-6).
- 2) The examinee must present a proof of identity, if asked. The EC may disqualify an examinee who fails to comply with this stipulation from further participation in an examination.
- 3) 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.
- 4) 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.
- 5) 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 disruptions. Permission for late participation does not entitle a student to end the examination later.
- 6) An examiner or invigilator who finds evidence of fraud 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. The EC follows the fraud procedures to decide and finalize the case.

Article 10. Regulations for 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 Article 8. 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 6) 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) If the essay or any other take-home assignment is submitted after the deadline, the student fails the examination.
- 5) Plagiarism in essays and other take-home assignments that are graded is treated as fraud. If proven, the assignment is invalidated.

Section 5. Fraud and Plagiarism

Article 11. Definition and forms of fraud and plagiarism

- 1) Fraud means the acts or omissions of a student that make it impossible for the examiner and the EC to form a sound opinion of the knowledge, understanding and skills that they have acquired or of the knowledge, understanding and skills of their fellow students.
- 2) Fraud might be in many different forms such as ghost-writing, cheating during an exam, plagiarism etc. The following acts are fraud:
 - i. obtaining knowledge concerning the questions or assignments in a certain examination prior to that examination.
 - ii. assuming another person's identity or having another person assume one's identity during a test.
 - iii. consulting information sources (e.g. books, syllabuses, notes written on one's own paper, on the skin or on textile, programmable calculators, mobile phones, smartphones and any other electronic devices that could contain information) during a test that are not specifically approved on the cover sheet, or having these sources within reach. Mobile phones, smartphones, etc must be and remain turned off and cannot be taken into the toilet.
 - iv. copying from fellow students during a test or exchanging information with them, in whatever way, inside or outside the exam room. Enabling someone to commit fraud also qualifies as fraud.
 - v. exchanging the question and/or answer sheets that were handed out to him/her with others or taking and/or copying question and/or answer sheets without permission.
 - vi. making subsequent changes in previously submitted answer scripts during an exam review.
 - vii. committing plagiarism, which is understood to mean here: copying more than a few words for a (group) assignment, portfolio-component, thesis or other form of text that forms part of an examination, from one's own or someone else's work, verbatim or in translation, without showing this by means of quotation marks or another clear typographical tool, even if a correct and traceable bibliographical reference is included. Enabling someone to commit plagiarism is also regarded as fraud.
 - viii. making it partly or completely impossible, through acts or omissions, to form a sound opinion of his/her knowledge, understanding and skills in some other ways.
 - ix. assuming another person's identity or having another person assume one's identity at compulsory tutorials and tests.

- x. collaborating without permission on the report of an individual assignment.
 - xi. For the purposes of these regulations, inciting to commit, taking part in and attempting fraud also qualify as fraud.
 - xii. Making use of artificial intelligence (AI) bots, such as ChatGPT, to generate input for examinations unless the use is explicitly permitted.
- The following are likewise prohibited:
- xiii. taking part in a test without being entitled to do so.
 - xiv. 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.
 - xv. other forms of misconduct.

- 3) A study performance consisting of a written product can only be evaluated once in credits.
- 4) Publishing any portion of a previously written and evaluated thesis, paper, or any other textual material, whether generated within the current or a prior academic program, whether within or outside the university faculty, is strictly prohibited without prior consultation and explicit approval from the relevant examiner. This applies specifically to cases where the same text is being submitted for credit a second time in the same or a different course. Similarly, utilizing a previously completed assignment, whether in its original form or with modifications, while crafting a thesis, paper, or similar work to earn credits anew, requires prior consultation and explicit approval from the examiner.
- 5) In addition to the general obligation to clearly refer to sources, students have a special obligation to always be fully transparent about the re-use of their own work and have an explicit accountability obligation on this point.
- 6) Misconduct includes inappropriate behaviour as described in the Code of Conduct for IHS Students (see Annex 7):
- 7) a. Within the context of their programmes, students must behave in a manner befitting a good student and refrain from inappropriate behaviour while registered as student. This applies specifically, but not exclusively, to situations where examination components or other programme components require actions and/or skills to be carried out or exercised on persons (patients, research subjects, students/pupils).
- 8) b. In this regard, 'inappropriate behaviour' is understood to mean i.a.: oral or written (online) discriminatory, insulting, hurtful or otherwise negative remarks, or insolent or extremely impolite verbal behaviour, or belligerence, or no or too little respect, decency or hygiene, or violation of the duty of confidentiality, or fraudulent practices, forgery of documents, fraud, deliberate deception, or unacceptable behaviour, including sexual harassment. This includes behaviour that is in violation of EUR's Integrity Code.

Article 12. Steps to follow in cases of suspect of fraud and plagiarism.

- 1) If fraud is suspected during or regarding taking a test, the invigilator or examiner will inform the student of this as soon as possible. The invigilator or examiner makes a note of this on the work to be submitted by the student and confiscates any supporting documents. The student is given the opportunity to complete the test and hand in the work.
- 2) The invigilator reports the established or suspected fraud immediately after the

- test to the EC following the procedures as specified below. Any accompanying documents should be also reported.
- 3) If, after submitting a test component, fraud is detected or seriously suspected (e.g., because answers correspond to a different version of the test component), the examiner will report this to the EC. The supporting documents will also be sent along. The examiner informs the student about the report and the inability to release the grade before the EC has reached a decision. After the report has been processed, the EC will contact the student.
 - 4) If plagiarism is found or seriously suspected after submission of a (group) assignment, paper, or thesis (e.g., with a plagiarism scanner), the examiner will report this to the EC. The supporting documents will also be sent along. The examiner informs the student about the report and the inability to release the grade before the EC has reached a decision. After the report has been processed, the EC will contact the student.
 - 5) If a written examination is not taken under supervision, for example a paper or a thesis, the examiner must carry out a plagiarism and artificial intelligence (AI) check. If fraud is suspected, the examiner must conduct further investigation. In case of (persistent) suspicion of plagiarism, the examiner reports to the EC.
 - 6) All information/evidence is collected by the examiner: for example, the digital version of the assignment/paper concerned and the Turnitin plagiarism report, Turnitin AI report indicating the likeliness of AI use and/or the document which is (quite) like the document the student has submitted and on which the suspicion of fraud/plagiarism is based.
 - 7) The student(s) is (are) informed that the examiner is obliged to inform the EC 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 EC, will handle the case.
 - 8) The form for reporting a suspicion of fraud/plagiarism at IHS is filled out by the examiner. This form can be found in Annex 8.
 - 9) The collected information/evidence and the fraud/plagiarism form are sent (including the digital version of the assignment/paper concerned and the Turnitin plagiarism and AI report and any other relevant document) to the EC by email (examcommittee@ihs.nl) as soon as possible after fraud/plagiarism has been discovered.
 - 10) EMO is informed that they need to process a 'No Grade' (NG) as provisional result for the educational unit, as no result can be determined before the EC has decided.
 - 11) The decision of the EC needs to be awaited. EC investigates the suspicion of fraud/plagiarism documented by the examiner.
 - 12) 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 their perspective on the suspected fraud. It is possible that the EC 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.
 - 13) 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, the exam is not invalidated, and the 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 their perspective on the suspected plagiarism. It is possible that the EC 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 the re-exam process. If the sanction involves preparing an additional assignment, EC assesses the assignment.

- 14) The sanction is decided based on the severity and frequency of fraud and plagiarism. Depending on the gravity of the fraud committed, including repeated fraud, the EC may impose sanctions on the relevant student, which include the following:
 - a. a reprimand.
 - b. invalidation of the relevant individual or group project or assignment.
 - c. invalidation of the relevant examination.
 - d. invalidation of the relevant thesis.
 - e. exclusion from the relevant examination for a period not exceeding one year.
 - f. exclusion from one or more examinations.
 - g. a combination of the above sanctions.
 - h. advising to terminate the student's enrolment in the relevant programme.
- 15) Forms of plagiarism and fraud together with relevant sanctions are clarified in Annex 7.

Article 13. Judicium abeundi

The provisions regarding the judicium abeundi are described in the EER of the program.

Section 6. The Assessment and Requirements for Test Completion

Article 14. Assessment standards

- 1) The assessment of written tests will be carried out based on model answers and rubrics wherever reasonably possible.
- 2) For final grades composed of group and individual components, at least 60% of the final grade must be based on individual assessment(s)² unless the EC has granted exemption from this rule. Students must pass the individual assessment(s) to pass the course. In case of failing the individual grade, the individual grade is the final grade for the course.
- 3) The method of assessment must be transparent enough to enable students to determine how their individual assessment and their test results have been established.
- 4) If a test is held by more than one examiner and the results are assessed by several examiners, these examiners must ensure that this is done based on the same standards. The final responsibility for the assessment lies with the course coordinator.

² The courses GLUT and Action Planning are exceptions to this rule.

Article 15. Establishing the results of a test

- 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.
- 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. When rounding, the first decimal is rounded up if the second decimal is a 5 or higher and rounded down if the second decimal is a 4 or lower.
- 4) Each of the partial grades will be awarded a specific weighting. The weightings thus determined are listed in the course guide or the course manual.
- 5) In written assignments, the quality of language and spelling may be considered in the assessment if this is indicated in the course manual. Failure to meet the quality requirements in terms of language and spelling may only disqualify the assignment for substantive assessment if the quality defects render the content of the work incomprehensible.
- 6) A substantial deviation from the required length of a written assignment can lead to the assignment not being assessed substantively.
- 7) Alphanumerical results will be given in Osiris in the following cases:
 - a. Students who have completed one component, but have not received a mark for it, are awarded a 'P' (Pass).
 - b. Students who have been granted an exemption by the EC will be awarded 'EX' (Exemption).
 - c. When a student has participated in an online test, and it is impossible to determine a result due to circumstances, a CBD (Cannot be determined) can be registered.
 - d. If fraud has been established, the result will be recorded as 'FR' (Fraud).
- 8) If a student is not allowed to take a test, any results given for the relevant test will be invalidated.
- 9) The procedure for establishing grades is as follows:
 - a. If, based on the interim test results, there are any indications that the results are invalid, remarkably high or remarkably low, the examiner must inform the EC immediately. The examiner will provide the assessment committee with an analysis of the possible reasons for the results.
 - b. After consulting the EC, the examiner will determine the test result per student.
 - c. The examiner informs EMO of the grades within the period specified and these grades are processed in Osiris.
 - d. Students are informed of their grades.
 - e. Any corrections (exclusively in favor of the student) to the result based on the exam review are immediately forwarded by the examiner to EMO and processed in Osiris.
- 10) In all cases, grades are only established if the student held a valid registration in the program when the test was taken.

Article 16. Reporting of Grades and Feedback on Examinations

- 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 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 grade 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 their own request, inspect their 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) The exam review is organized by EMO on behalf of the examiner. In any case, the examiner will make available an explanation of the contents of the test or re-exam in the form of an indication of the answers and the applied assessment standards.
- 8) The grade review session does not serve as a test evaluation but only serves to inform the students of the correct answers and to give them the opportunity to check whether any obvious or apparent mistakes were made when awarding the points or determining the grade.
- 9) No appeal against the examiner's grade may be lodged with the Examination Committee nor with the Examinations Appeals Board. Nor can the student request the EC to form an independent opinion regarding their grade. However, an appeal may be lodged with the Examination Committee and the Examination Appeal Board against the way the grade was determined.
- 10) After the grades have been determined, the examiner retains the right to change the result if there are valid reasons for doing so, in principle not later than before the end of the academic year in which the relevant exam or re-exam was taken. If this is the case, the EC must be informed to implement changes. Any corrections after inspection of the test may only be made to the benefit of the student. These corrections are immediately passed on to EMO and processed in Osiris, after which the student is informed.
- 11) 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.

Article 17. Re-exams

- 1) Students can only take part in a re-exam if they failed the first exam. The right to re-exam applies to each graded assessment unless the final grades combined add up to a pass.
- 2) If a student did not take part in the first sit of an examination, the second sit still counts as a re-exam.
- 3) Participation grades do not have a re-exam. Depending on the course, when failing the individual participation component, an additional assignment must be given.
- 4) 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).
- 5) If an examination component of the curriculum is dropped, students who have already taken but not yet passed that component will be offered a transitional arrangement consisting of two test attempts for the dropped component in the first academic year in which the component is no longer offered.

- 6) If the weight of the partial tests of a component has been adjusted and the student has not passed all the partial tests in the preceding academic year, the EC may permit the student to sit for the partial tests not yet completed in line with the 'lapsed curriculum' if the component consists of multiple partial tests and the partial grades already obtained are still valid.

Article 18. Student evaluation of examinations

After each course, an evaluation is held. In this evaluation, the quality of examinations is evaluated. For this purpose, standard evaluation sheets are filled out by students.

Section 7. Procedures and grading of the final thesis.

Article 19. 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).

Article 20. 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 assessment of the thesis is done based on the thesis rubrics as included in the Thesis Handbook.
- 3) The thesis supervisor and second reader grade the final thesis independently through the Thesis Management System (TMS).
- 4) 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.
- 5) In the following cases, the thesis is given to a third reader:
 - a) If the difference between the grade of the supervisor and the grade of the second reader is more than 1.0 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.
- 6) 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, the 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.

- 7) Thesis will be archived digitally by the library and EMO for at least 7 years.

Article 21. 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) To improve the thesis after the failing attempt, the student is entitled to get detailed feedback on one final draft.

Section 8. Confirmation of programme results

Article 22. Confirmation of programme results

- 1) After all the course examinations and re-exams have been taken, the EC confirms the results of the programme.
- 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 program. A student who is unable to complete the thesis, but who has satisfactorily completed courses of the MSc program, is granted a Post-Graduate Certificate for courses passed.
- 4) If the thesis was a failure because of proven plagiarism, the student loses his/her right to receive such a certificate.

Section 9. Distinctions

Article 23. (*Summa*) *cum laude* classification

If the student displays exceptional performance during the programme, the designation *cum laude* or *summa cum laude* may be added to the degree.

- 1) 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.
- 2) 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.

Section 10. Objections, Appeals and Hardship Clause

Article 24. Objections and Right to Appeal³

- 1) Objections against the decision of an examiner or against the grading/ examination procedure can be made, in the first instance, to the EC.
- 2) The objection can only be made by the student whose interests are directly affected by the decision of the examiner, and the reasons for making the objection must be presented in writing within 6 weeks after the decision of the examiner was made known to them.

³ Section 10 Article 24 is awaiting the approval of the ESSB Faculty. The final version will be uploaded on Canvas as soon as the article is approved.

- 3) The EC can ask for a hearing before deciding about the objections.
- 4) No objection or appeal against the examiner's grade may be lodged with the Examination Committee and Examination Appeals Board. Nor can the student request the examination committee to form an independent opinion regarding their result.
- 5) If the student is not satisfied with the decision made by the EC regarding the objections they made, an appeal can be filed with the ad hoc committee for appeals (here the email). The term for submitting the appeal is six weeks after the day the student formally received the decision that they want to appeal against.
- 6) Appeals against decisions of the EC must be sent by e-mail to (here the email) mentioning 'Board of Appeal for non-initial Programs' in the subject line.
- 7) The ad hoc committee will be designated/installed by, or on behalf of the Dean of ESSB Faculty, within two weeks of the request. The rules for formation and selection of the members of this committee are as the following:
 - ✓ The committee will be consisted of 3 members: 1 chairperson and 2 members.
 - ✓ By or on behalf of the Dean, the committee is established.
 - ✓ The members of this committee can be selected among the current and previous Examination Board members/chairpersons in the EUR or other universities.
 - ✓ Members of this committee cannot be members of IHS staff, including IHS EC external members or external staff members temporarily working for IHS
- 8) The appeal procedure takes place according to these regulations. In case these are not definitive, the Reglement van orde van het Geschillencollege niet-initiële opleidingen, to be found on this [link](#), is followed.
- 9) During the appeal procedure, students can continue to attend classes, sit for examinations and receive thesis supervision.
- 10) Appeal procedure can be only revised during the academic year with the approval of the Dean of the ESSB Faculty.

Article 25. Hardship clause

- 1) At the written request of the person concerned, the EC may deviate from the provisions of these rules and guidelines if a rejection of the request would lead to serious 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.

Article 26. Amendment of rules and guidelines

- 1) No changes will be made that apply to the current academic year, unless the interests of students are reasonably harmed as a result.
- 2) If nationally binding measures relating to, but not limited to, public health have an effect on what has been laid down in these Examination Regulations, the EC may make appropriate changes. Changes will be made in the light and spirit of what has already been stated in these Regulations.

Article 27. Entry into force

- 1) These Regulations come into effect on 1 September 2023 as adopted on 1 August 2023 by the Examination Committee, IHS.

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 - EUR Examination Rules 2023-2024

Context

The Examination Order Rules are established annually. The entity responsible for drawing up the Examination Order Rules is E&S (Policy Department) with input from the Examination Boards via the OSE and OVE and the Examination Organisation.

These Order Rules are applicable to examinations where the education programs use the joint facilities of the EUR and to examinations that are conducted by using online proctoring.

The Examination Board publishes the rules in the Rules and Regulations or refers to the EUR Order Rules.

If there are other circumstances for which these Order Rules are not adequate, the Examination Board will include deviating provisions in its own Rules and Guidelines. These deviating provisions take precedence over the Order Rules.

Definitions

In these regulations, 'examination' means a (partial) written test or examination made on paper, on a fixed PC, or on a laptop or on a Chromebook, in the form of an open or closed book examination. 'Examinations' also means digital tests made on a fixed PC, or laptop or Chromebook using an assessment system and online proctoring (online surveillance) software.

1. General provisions on examinations

1.1 Only a student who has registered for a test or examination on time is entitled to have the grade obtained recorded. An exception is made for students who receive written permission from the Examination Board or the Education Management to be placed on the list of participants or students who register via the Osiris Web Shop. This may involve conditions and administration costs.

1.2 If, according to faculty rules, registration is done via OSIRIS Student, the registration period is open from 26 working days up to and including 5 working days before the examination.

1.3 After the end of the regular registration period, it may still be possible to register via Osiris Student, subject to faculty regulations, up to and including the day of the examination in question. This requires a payment of € 20.00 per examination.^[1] The proof of payment should be taken to the examination, so that it can be shown to invigilator 1 prior to the start of the examination in case the student's name does not appear on the list of participants or in the examination system due to the late registration. The payment of the administration fee serves the full administrative handling of the exam registration, including the grade processing. If one pays shortly before taking the examination, it is not a given that the examination has been prepared (digitally) and that one is on the list of participants.

1.4 The student is reminded to be present on time and to check immediately after entering (in case of a digital examination) whether the examination is visible in the examination system (ANS). The student should then immediately report to invigilator 1 in case of problems. For paper-based exams, the so called paper2scan exams, reporting to the head invigilator immediately is a must if the student paid an administration fee for the exam registration shortly before taking the exam.

1.5 If, in violation of one of the preceding paragraphs of this Article or Article 2.21, an examination is taken, the result obtained will not be valid, unless the Examination Board decides otherwise.

1.6 The SIN-channel 'Examination locations' and MyTimetable (and/or another digital faculty communication tool) contains important information for students about the location, time and any changes of an examination. Students should subscribe to this SIN-channel via SIN-Online and keep an eye on the communication tools of the faculty.

1.7 For both physical and digital examinations, it is still possible to start the examination up to 15 minutes after the start of the examination; after that no more, unless invigilator 1 in consultation with the examination organisation gives permission for late participation in the examination, due to demonstrable serious collective (traffic) nuisance. Permission for late participation does not entitle the student to a later end time of the examination.

1.8 The decision that an examination cannot be taken due to late arrival cannot be appealed.

1.9 Only the following may be present on the student's table: a valid ID, writing utensils, food and drinks for personal consumption (one cold snack and one bottle/can of non-alcoholic beverage are allowed, but their consumption may not cause a nuisance in any way, at the discretion of the invigilator).

1.10 Every student must be able to identify themselves by showing valid proof of identity (a valid passport, ID card, driving license or residence permit). Students taking examinations for an Erasmus MC program may identify themselves with an Erasmus MC pass in addition to the above-mentioned proofs of identity. Participation in an examination is not allowed if none of these identity documents can be shown to the invigilator or the online proctoring software.

1.11 In some examinations, a simple or graphical calculator or use of certain sources is allowed. The examiner should indicate this in advance, and it should be explicitly stated on the examination cover sheet. Sources allowed in an examination may not have notes unless explicitly permitted and mentioned on the cover sheet of the examination.

1.12 Equipment, and other permitted sources, may be borrowed from another student, provided the transfer takes place before the examination begins. If there is fraudulent information on it, both the owner and the user are responsible.

1.13 The mobile phone should be switched off and stored - not on the body - from the moment of entering the examination room. Use of mobile phones and other electronic communication devices during (online) exams is prohibited (unless used as a second camera). Violation of this paragraph may be regarded as suspected fraud and submitted to the Examination Board for a decision.

1.14 Watches (including smartwatches) are not allowed during the examination. They must be stored in a bag and out of sight before entering the examination room.

1.15 Students with a campus ban imposed by or on behalf of the Executive Board may not participate in examinations during the relevant period.

1.16 The EUR copyright statement applies to examinations: 'No part of examinations may be reproduced, stored in a computerized database and/or published in any form or by any means without the prior written permission of the author of the Erasmus University Rotterdam.'

2. Specific provisions regarding physically administered examinations in (among others) the examination hall

2.1 Physical examinations are held in various rooms and halls of the EUR Woudestein complex. The most frequently used examination location is located in the S Building (Exam Centre).

2.2 On the day of the examination, monitors at the entrance of the Exam Centre will indicate any changes. At least for the morning exams the following day this information can also be found on the SIN-channel 'Exam locations' from 09:30 PM onwards.

2.3 Examinations are also held in the rooms at Erasmus MC and at external locations. In these cases, communication about examinations is via website, e-mail, invigilator and/or posters at the doors of the examination location.

2.4 On behalf of the examination committees, invigilators appointed by the central examination organisation are responsible for maintaining order during examinations. Several invigilators are present in the Exam Centre and in other (large) halls during examinations. Among the invigilators present, at least one previously designated person, namely Invigilator 1, is authorized to coordinate the proceedings during the examinations, also in case an examination is held in several halls at the same time.

2.5 Before, during and after the examination, the invigilators in their block are responsible for maintaining order. If fraud is suspected, the invigilator will prepare a fraud form. The student(s) involved will be allowed to continue the examination. The examination board will decide on any sanction afterwards.

2.6 At the beginning of each examination, at least one examiner (teacher) will be present in one of the rooms where the examination will be held for at least thirty minutes. Only in exceptional cases may this be deviated from, if the teacher can be reached immediately for consultation (via Microsoft Teams).

2.7 To ensure a quiet and orderly proceeding, students should arrive and take their seats in the examination room on time. Students are asked to follow the instructions of the invigilators. Thirty minutes prior to the examination, the location will open.

2.8 To prevent fraud, the invigilators may assign students a seat within the block. This may prevent students from constantly sitting together.

2.9 Coats may be hung over the seat. Bags and the like should be closed and out of reach. Weekend bags, suitcases and other large objects should be handed to invigilator 1.

2.10 Students are requested to be quiet in the examination rooms. The examination room should be quiet before, during and after the examination. During the examination all forms of communication are excluded except those with the invigilator, staff of the examination organisation and the examiner.

2.11 In the event that a student needs more time (more than 15 min) because of registration in the test software in the examination room (due to lack of registration via OSIRIS, the so-called 'own-risk examinations'), the student will be assigned a seat by an invigilator. Only the remaining examination time will then be available to take the examination. In cases of force majeure, invigilator 1 may make an exception to the end time.

2.12 It is not allowed to go to the toilet during the first hour and the last half hour of an examination, except in very special (medical) circumstances, requested in advance by the student to and assigned by the examination board. One toilet visit per physical examination is allowed per person, with no more than one person being allowed at the same time per block. The toilet visit must be reported to the block invigilator and his/her instructions must be followed.

2.13 Prior to and during a toilet visit, the invigilator may check students for the presence of mobile phones/smartwatches by using mobile detection devices.

2.14 Students may not leave the examination room earlier than one hour after the start of the examination. Students who hand in the examination to the invigilator early shall ensure that they cause as little inconvenience as possible to other students.

2.15 Draft paper, examination papers, answers and other examination-related documents may not leave the room during and after the examination. However, a student may take the draft paper with him/her at the end of an examination (when the full time has elapsed) if this is clearly stated on the examination cover sheet.

2.16 Only paper provided by the University may be used during an examination. The use of your own paper is not permitted. Only the laptop or Chromebook provided by the university may be used during a digital examination, unless it is explicitly stated that your own laptops may be used.

2.17 In the case of a paper2scan examination or for the use of draft paper in a digital test, students are asked to bring working pens and for multiple choice exams, pencils^[2] and eraser. Erasmus MC students will be issued a pen. For Erasmus MC students who have received permission to do so from their examination committee, they may also use a highlighter.

2.18 The end time of the examination is also the end time at which all examination papers must be handed in. All forms to be handed in must be labelled with the student number, name and (if applicable) signature and to be taken in by the invigilator. The student must remain seated until the examination is handed in.

2.19 With regard to a quiet end to an examination in an examination room, students may not get up and walk away or leave the room during the last 15 minutes of an examination. After the expiration of the examination time, the invigilator will collect the examination or determine that the student has logged out of the test software.

2.20 Students entitled to additional facilities may take examinations in another room. They must obtain permission to do so from the examination board of their program or faculty before the end of a registration period. When a student registers for an examination, he must also indicate in OSIRIS that he wishes to make use of the additional facility. The effective date of a decision on the granting of a test facility is four working days after the decision has been made.

2.21 The starting time for examinations for students with additional facilities in special rooms is the same as that for examinations in regular examination rooms. The end time including the test time extension is determined in the decision of the examination board.

2.22 Students participating in an examination must follow the instructions of the invigilator. If instructions from an invigilator are not followed, the invigilator will make a report on this.

The board of examiners will be notified of this report and may impose a sanction based on this report if fraud is involved.

3. Specific provisions for digitally proctored exams

Since 2022-2023, a student is allowed to take an examination via online proctoring under a - via Osiris Case or in another determined way - request for an individual test facility which should be granted by the Examination Board, after being advised by the study advisor. Exceptions are bachelor or (pre)master programs that are offered entirely digital; for this online proctoring is requested by the faculty.

3.1 When a student has been assigned online proctoring as an examination facility via Osiris Case, the student will receive a link to the system check of the online proctoring software before the start of the examination.

3.2 The student is responsible for providing a laptop or fixed PC on which the examination can be taken and, if required, a suitable smartphone that can be used as a second camera.

3.3 Students are requested to perform a system check prior to the start of the examination to test their laptop or fixed PC for audio, webcam, screen sharing and internet connection. If required, the system check also includes a test of the smartphone used as a second camera.

3.4 The examination will be conducted digitally at a location of the student's choice, if the location meets the following conditions:

1. The student must be seated at an empty desk or table (unless explicitly communicated otherwise, see 3.9).
2. The room in which the student takes the digital test must be well lit.
3. The student should be alone in the room during the examination.

3.5 The student is responsible for a good internet connection throughout the examination.

3.6 The room should be as quiet as possible. There should be no sounds from inside the room.

3.7 During a digital test, the student must always remain in view of the cameras and not turn away from the webcam. The student is not permitted to leave the room during the examination. This also applies to going to the toilet, unless explicitly communicated otherwise.

3.8 No persons other than the student are allowed in the room where the student is taking an examination. The student should take measures to prevent other people from entering the room (for example, by hanging a letter on the door).

3.9 The following materials may not be used and may not be present unless explicitly communicated otherwise: (study) books, (draft) paper and a pen, calculator, notes, mobile phone watch/smartwatch, headphones (in-ear or on-ear), an extra screen, an extra laptop or other devices.

3.10 One cold snack and one bottle/can of non-alcoholic beverage (without wrapper) are allowed on the table.

3.11 At the start of a digital test, the student must show the table including any items on the table and the room in which the test will be taken by a room scan.

3.12 In the event that a student is delayed in starting an examination due to technical problems, the examination organisation or the relevant program may grant the student extra time. This extra time will not be more than the time lost due to technical problems.

3.13 During the examination, students can request (technical) support via the chat tool of the online proctoring software. If the chat tool is not used, it will in principle not be possible to solve any (technical) problems that occurred during the examination after the end of the examination.

3.14 The end time of the examination is also the end time by which all examinations must be handed in digitally by logging out of the test software and the online proctoring software, except for the provisions of Article 3.12.

3.15 Students entitled to extra facilities will be offered extra time to take an examination. This extra time will be added to the official end time of the exam. Students with extra time should check at the start of the exam whether the extra time has been granted. If this is not the case, then the student should indicate via the chat tool that the extra time has not been granted. If the chat tool was not used during the examination, no account can be taken afterwards of not having been granted extra test time.

3.16 After the examination, the images of online proctoring are reviewed. The images may be kept for a maximum of 12 weeks, after which they will be destroyed.

3.17 In the event an examination board needs images for the evaluation of a complaint, appeal or suspicion of fraud, the images will be retained until the processing of the complaint, appeal or suspicion of fraud has been completed and/or a decision has been made.

4. General provisions with respect to fraud and misconduct and sanctions that may result therefrom

4.1 Fraud is defined as: the acts or omissions of a student which make it or have made it reasonably impossible for the examiner/examination board to form a correct opinion about the knowledge, insight and skills acquired by the student or about the knowledge, insight and skills of fellow students.

4.2 Cases of suspected fraud are reported in writing (via scan in e-mail) to the Examination Board of the program or faculty by means of a form completed by the invigilator or examination organisation in the examination room. Suspected fraud is reported digitally to the Examination Board when suspected fraud is detected after viewing the footage after an examination with online proctoring.

4.3 In the case of online proctoring, the footage is viewed by employees of the online proctoring software. In cases that may indicate fraud, the footage is forwarded to the examination organisation. The examination organisation and/or the examination board reviews the images and filters the images for actual suspicion of fraud versus student behavior that is allowed (for example, because students already have permission to use additional materials). Based on the footage, the Examination Board decides whether there is actual fraud and may impose a sanction.

4.4 Technical irregularities in online proctoring, for which the examination board may be called upon are:

- a faltering or stopped webcam, audio or internet connection;
- loss of connection to the online proctored exam;
- failure of screen sharing; freezing of the screen.

Policies on these will be established by program or faculty.

4.5 Inadmissible conduct (insofar as it may constitute suspected fraud or an ungradable examination) for which the Examination Board may be called in includes among others:

- participating in an online proctored examination without setting up audio, screen share, webcam and if required a second camera;
- doubt about identification, when, for example, the ID is not clearly readable;
- the footage identifies a different person than the student;
- the student makes noise, such as talking;
- the student is not sufficiently visible;
- the student leaves the room or is out of view of the webcam;
- someone other than the student is in the room;
- headphones, smartwatch or earbuds (for music) are detected;
- suspicious behavior, such as prolonged staring at objects other than the screen;
- using a mobile phone for use other than the second camera;
- active use of other applications or websites.

5. Cancellation of examinations in case of an emergency

5.1 A calamity occurs when an unexpected event occurs that (may) lead to a disturbance of order in the examination hall and/or the entire EUR campus. An emergency also occurs if an unexpected event occurs that may affect the administration of an examination from the campus, which requires access to, for example, test software or online proctoring.

5.2 If an emergency occurs before the start of an examination, it is primarily up to the Examination Board, in consultation with the Examination Organisation, to decide whether an examination should be cancelled.

5.3 If an emergency occurs but there is insufficient time for consultation with the Examination Board, the Examination Organisation has the authority to decide whether the examination should be cancelled. In all cases, the examination organisation will try to contact the Examination Board whenever possible.

5.4 Cancellations - applicable to the examination on the EUR campus/external location, as well as to the examination conducted via online proctoring - will be announced on the index page of the EUR website, the news pages of the Service Desk and on the SIN channel. Where possible, students will receive an email or text message about the cancellation.

5.5 If an emergency occurs or is expected to occur during an examination in an examination room, those present should leave the examination room immediately on the order of the (coordinating) invigilator or an employee of the examination organisation, leaving behind the examination papers.

5.6 The coordinating invigilator or an employee of the examination organisation shall ensure that the examination room or rooms are locked if possible, so that the examination questions and the examination scripts are safe.

5.7 As soon as possible after the cancellation, the examiner, in consultation with the Examination Board, will determine whether a final result for the examination can reasonably be determined based on the examinations already made and/or submitted. If the examiner concludes that no final result can be determined, he will notify the Examination Board.

5.8 As soon as possible after the cancellation, the Examination Board, in consultation with the examiner(s) responsible, determines the date on which the new examination will be held, preferably within two weeks of the original examination date. This article deviates from the provisions in the TER regarding the publication of examination schedules. The new examination date is published on SIN-Online and on the website of the examination organisation.

6. Complaints regarding examinations.

All complaints related to examinations or administration of examinations can be submitted via legal.protection@eur.nl or via the complaint form that students can request from the block supervisor during the administration of the examination. This is then submitted to the relevant examination board.

On [the EUR website](#) there is extensive information on what to do in case of a complaint.

^[1] Article 4 Contribution for late registration for an examination, *Regulation other contributions of students in higher education*

^[2] Pencils do not work for paper2scan exams. For P2S exams, the use of pencil or marker is not recommended due to scanning quality.

Annex 3: Criteria for Appointing Examiners for Master Thesis

General rules for assessing a master thesis are set out below. Further specifications can be found in the UMD Thesis Handbook. These specifications may not conflict with these rules.

- ✓ The master thesis is assessed by the thesis supervisor and an independent assessor (second reader) who is not involved in the daily supervision.
- ✓ The thesis supervisor and second reader in the master phase are employed as examiners at IHS and active in the discipline of the relevant program or in a related discipline.
- ✓ The examiner of a master's thesis must hold a PhD: both supervisors and second readers are regarded as examiners and are, therefore, subject to this requirement. Exceptions to this rule are specified below.
- ✓ Internal staff without a PhD, who are experienced in supervision, are appointed as thesis supervisors, and work with second readers who hold a PhD. The converse applies: i.e., that if the second reader does not hold a PhD, the supervisor must do so.
- ✓ Assessors from outside the EUR (external assessors) must be appointed as examiners by the EC after academic approval by the Academic Director. In this case, the EC applies the following criteria: the person has a PhD in a relevant discipline and has demonstrable expertise in the field of the thesis.
- ✓ Two external examiners cannot be assigned together for supervision and second reading. If an external examiner is acting as the supervisor, the second reader should always be an internal staff member, and vice versa.

Annex 4 – Rules of conduct for online tests

EUR Examination Rules and EC Examination Regulations (which contain a separate section on fraud and misconduct) apply to IHS students who take online tests. The rules and criteria set out herein still apply to written online tests, even if these are not taken in a controlled environment.

The main criteria are:

- Only students who are entitled to take a test can do so.
- The test serves to assess the knowledge, understanding and skills of individual students. Students therefore take the test individually and under their own name.
- To ensure that each student is aware of the rules, an integrity statement is required with each written test. If a student does not agree to the integrity statement, the test is invalid and will not be graded.
- Students are not allowed to have contact with fellow students regarding the assessment during the test and up to 45 minutes after the end of the designated test time. This means, for example, that you are not allowed to hold discussions about the test on social media within the above-mentioned timeframe, not even if you have finished the test.
- When asked, every student should identify themselves by showing at least one of the following IDs to the invigilator: a student card of the university, a driving-licence, an ID card or a passport.
- It is forbidden to consult information sources or use other tools during the test that were not approved in advance by the lecturer and that are not specified on the cover sheet. This also applies to calculators if these are not identified on the cover sheet as having been approved.
- It is forbidden to use mobile phones, smartwatches, and headphones during the exam.
- It is forbidden to work together with others during an exam.
- Test questions may not be copied and/or disseminated in any way.

A violation of (one of) the above rules will be regarded as fraud and can be punished by the examination committee, resulting in invalidation of the exam concerned and/or exclusion from one or more subsequent exams. In addition, practical rules regarding the test environment, the manner of logging in and identifying oneself and toilet visits apply to exams with online supervision (online proctoring). You are expected to follow all the relevant supplementary guidelines that are provided. The examination committee is authorised to declare test results invalid if the evaluation of the test administration shows that irregularities occurred during the test.

Annex 5 - 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 6 - 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. 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 EC (EC) before the deadline. In addition, students need to fill out the Extension Request Form and send it EC (email to 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 EC in cases of technical problems.

How is your request treated?

The EC decides about the requests during the 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:

Recommendation to the EC (To be filled out by the Study Advisor, please attach the work plan approved by the examiner/supervisor, if applies)

Exemption Request Form

This form is to be submitted to the EC 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. 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 in the student's academic record.

Participant details

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

Course details

Course to be exempted from:	EC	Course to be substituted	EC	Course programme/year of completion

Attachments

Please submit relevant attachments to this form for the EC 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 EC decides within 8 weeks after receiving this form on the outcome.

Approval:

Student Name

Student Signature

Date

IHS EC Name

IHS EC Signature

Date

Annex 7 Code of Conduct for IHS Students

1. Within the context of their programmes, students must behave in a manner befitting a good student and refrain from inappropriate behaviour while registered as student. This applies specifically, but not exclusively, to situations where examination components or other programme components require actions and/or skills to be carried out or exercised on persons (research subjects, clients or students/pupils).

2. In this regard, 'inappropriate behaviour' is understood to mean i.e., oral or written (online) discriminatory, insulting, hurtful or otherwise negative remarks, or insolent or extremely impolite verbal behaviour, or belligerence, or no or too little respect, decency, or violation of the duty of confidentiality, or fraudulent practices, forgery of documents, fraud, deliberate deception, or unacceptable behaviour, including sexual harassment, or violation of privacy. This includes behaviour that is in violation of EUR's Integrity Code.

3. Students are not allowed to start, take part in or resume a programme component or to take a test if this conflicts with the EER, the Rules & Regulations of the Examination Committee or a decision by the examination committee. In case of doubt, the student should ask the examination committee for information.

4. The examination committee is authorised to take appropriate measures in the form of sanctions in the situations referred to in the above-mentioned paragraphs, either directly or indirectly through the Dean or the management.

Annex 8 – Fraud and plagiarism procedure

Table 1. Types of Plagiarism and Relevant Sanction

Table below summarizes the sanctions for relevant types of plagiarism/fraud.

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

- 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?

Procedures Regarding Fraud involved in Online Examination

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 EUR and the Erasmus School of Social and Behavioural Sciences (ESSB).