Rules and Regulations Examination Board ESHCC

2017-2018

Erasmus School of History, Culture and Communication

Erasmus University Rotterdam
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PARAGRAPH 1 – GENERAL PROVISIONS

Article 1.1 – Scope of the regulations
These regulations are applicable to the curriculum and examinations of the Bachelor and (Research) Master’s degree programmes of the Erasmus School of History, Culture and Communication (ESHCC).

Article 1.2 – Definitions
Unless otherwise stated, the definitions given in the Teaching and Examination Regulations (TER) of the degree programmes of ESHCC are also applicable to the Rules and Regulations.

Article 1.3 – Tasks Examination Board
1. The tasks of the Examination Board (EB) are stated in articles 7.11, 7.12, 7.12b and 7.12c of the act;
2. In addition, the Examination Board has an advisory role with respect to establishing and changing the TER and;
3. Grants admission to the master and premaster programmes (by mandate from the dean).

Article 1.4 – Ongoing affairs of the Examination Board
1. For all Bachelor and Master’s degree programmes of the ESHCC the dean has established a joint Examination Board. The board consists of at least seven members whereby each of the three departments (History; Arts and Culture Studies; and Media and Communication) is represented by two members. One of these six members is the chairman. Besides the six faculty members, a seventh, external member is appointed. The Examination Board is supported by a secretary and a secretariat.
2. The chairman and the secretary are responsible for the ongoing affairs of the Examination Board.
3. The Examination Board meets at least four times per academic year and decides by majority vote. The meetings are attended and advised by the secretary and - if desired - the student advisors.
4. The Examination Board’s by-laws govern its internal affairs, among other things the division of tasks and how the EB meetings are organized.

Article 1.5 – Appointment examiners
1. The Examination Board appoints examiners for administering examinations and determining their results. The Examination Board may appoint external examiners. The examining board shall ascertain that the examiners meet the stated professional requirements. The examiners will receive a letter from the Examination Board stating their appointment to the position of examiner for a specified examination or examinations and the relevant periods for the appointment.
2. Examiners are impartial and professional when carrying out their duties.
3. The professionalism of an examiner means the candidate possesses professional expertise and testing expertise.
4. The Examination Board is authorized to adopt binding regulations and assessment standards for examinations and interim examinations. These can be found in the Teaching and Examination Regulations and ESHCC’s Assessment Protocol.
5. The examiners provide the Examination Board with the information requested.
6. The Examination Board is authorized to rescind an appointment if there is significant cause to do so.

Article 1.6 – Quality assurance of assessment
The framework within which the Examination Board assures the quality of assessments consists of:
1. The assessment plans established by the programs.
2. The assessment policy established by the Examination Board.
3. The assessment protocol established by the Examination Board.
Article 1.7 – The standards
The Examination Board's decision-making process is guided by the following standards:
1. The preservation of quality and selection requirements of each examination, exam subject or exam;
2. Efficiency requirements, also expressed in an endeavor to:
   a. keep loss of time to a minimum for students who make quick progress in their studies during the preparation for an examination, exam subject or exam;
   b. Induce students to discontinue their studies as soon as possible, if passing an examination, exam subject or exam has become unlikely;
3. Protection of students against themselves if they want to take on a too heavy workload;
4. Mildness towards students that are delayed in their studies due to circumstances beyond their control.

Article 1.8 – Hardship clause
In highly exceptional individual circumstances where application of one or more provisions from the rules and regulations and/or the Teaching and Examination Regulations would result in evidently unreasonable and/or unfair situations, the Examination Board can - on the basis of a written and reasoned request from the person concerned - deviate from said provision(s) concerned.

Article 1.9 – Appeal
One can appeal to the Board of Appeal for Examinations (Article 7.61 WHW) of the institution where the student is enrolled against decisions of the Examination Board.

PARAGRAPH 2 – EXEMPTIONS

Article 2.1 – Exemption of courses
1. Taking account of the conditions laid down in the Teaching and Examination Regulations, the Examination Board may grant a student exemption for a course as meant in paragraph 7.3 of the law.
2. To this end, the student must submit an application. Applications are submitted by a digital form at least eight weeks prior to the start of the unit from which exemption is requested.
3. The application must be submitted according to the procedure listed on the website.
4. The Examination Board will hear the examiner of the course concerned before deciding on the request.
5. A decision not to grant the exemption will be substantiated with reasons by the Examination Board.
6. During the Bachelor 1 phase of studies, no exemptions are granted.
7. In the Master’s degree programmes, with the exemption of the Research Master’s degree programmes, no exemptions will be granted. However, the Examination Board– after consultation with the programme coordinator – can authorize to replace a course in the Master’s programme with a course in another Master’s programme which still has to be followed.
8. At the establishment of the result of the exam, an exemption for a study unit will be disregarded; the exemption is indicated as Exemption on the grade list.

PARAGRAPH 3 – RULES CONCERNING THE ROUTINE DURING EXAMS

Article 3.1 – Provisions on order during examinations
Provisions on the order during the examinations as stipulated by the Erasmus University Student Administration office apply.

PARAGRAPH 4 - FRAUD

Article 4.1 – Fraud
1. Fraud is understood to mean: Any acts or omissions of a student aimed at making it impossible, either wholly or in part, for the examiner or the Examination Board to make a proper assessment of the student’s knowledge, understanding and skills or of the knowledge, understanding and skills of fellow students.
2. The following are in any case considered as fraud:
Article 4.2 – Sanctions on fraud and misconduct

1. Students who breach the provisions on order meant in article 3.1 as well as students who encourage actions in breach of the provisions on order meant in article 3.1, shall be deemed guilty of fraud.

2. When fraud is detected, or seriously suspected, either during or in respect of taking an examination, the invigilator or examiner shall immediately inform the student concerned. The invigilator or the examiner shall record this fact on the work to be handed in by the student and confiscate any potential evidence. The student shall be given the opportunity to finish the examination and hand in his/her work.

3. The invigilator reports the detected or suspected fraud directly after the end of the exam to the team Examination organization of the Student administration by a standard report form. Also, any possible evidence will be attached. If the student declined to hand in any evidence this will be reported on the form. The team Examination organization of the Student administration sends the report form filled in by the invigilator with any possible evidence attached to the Examination Board directly after the exam period.

4. If plagiarism is established or seriously suspected after an assignment, paper or thesis has been handed in, the examiner informs the student about this.

5. Depending on the gravity of the committed fraud, including repeated fraud, the Examination Board can impose sanctions on the student, including in any case the following:
   a. reprimand;
   b. nullification of the assignment, paper or thesis concerned;
   c. nullification of the exam concerned;
   d. exclusion from the exam concerned for a period of one year at most;
   e. exclusion from one or more exam rounds;
   f. exclusion from handing in the thesis for a period of one year at most
   g. a combination of the above measures;
   h. proposal to the Executive Board to definitively end the registration for the programme concerned.

6. If fraud or plagiarism is detected in a group assignment, all members of the group will be held accountable. Every member of the group is required to show evidence that proofs their innocence.

7. Before the Examination Board decides, it will investigate the state of affairs.

PARAGRAPH 5 – ADMINISTRATING EXAMS AND EXAMINATIONS

Article 5.1 – Administering exams and examinations

1. The examiner acts in administrating an exam in accordance with the regulations concerning the
administration of exams, stipulated in the Teaching and Examination Regulations and the ESHCC’s Assessment Protocol.

2. The Examination Board verifies whether all requirements of the examination have been complied with.

**Article 5.2 – The questions and assignments**

1. The questions and assignments do not go beyond the previously indicated sources from which the course matter is derived. These sources are for the main part revealed before the start of the teaching preparing for the exam. The exact definitive scope of the course matter is made known a month before the exam is given at the latest.

2. The questions and assignments of the exam are spread as evenly as possible over the course matter.

3. The exam represents the learning objectives of the program as regards content and form.

4. The questions and assignments of exams are clear and unambiguous, and are stated in such manner or contain such directions that the student can know how elaborate and detailed his/her answers must be.

5. When preparing an exam the examiner will ensure that the answers to the questions and assignments will not be directly traced from previous exams.

6. The examiner will always ask for peer review by one of the colleagues on the questions and assignments of the exam. A considerable time before the administration of a written exam, the examiner announces in what form the exam takes place.

**PARAGRAPH 6 – THE EVALUATION AND REQUIREMENTS FOR PASSING EXAMINATIONS**

**Article 6.1 – Evaluation**

1. The evaluation of written exams takes place, where reasonably possible, in accordance with model answers and standards.

2. The manner of assessment is transparent to such a degree that students can verify how the results of their exams, exam subjects or exam were established.

3. The evaluation process is transparent to such a degree that it enables the student to review his/her individual evaluation and how the result was determined.

4. In cases where more than one examiner administered the examination and the examination result was determined by various examiners, the examiners must insure the evaluation is conducted using the same standards.

**Article 6.2 - Determining examination results**

1. Determining the result of an examination consisting of a number of interim examinations shall take place in accordance with the following:
   a. The result of each of the interim examinations is recorded as a number with a single decimal point on a scale of 0.0 to 10.0.
   b. Each of the interim examinations has been assigned a specific weight. The adopted weights are stated in the course guide.
   c. Determination of the examination result occurs through a weighted averaging of the results of the interim examinations while also taking into account any supplementary programme-specific provisions. For rounding off the weighted average to a number with a single decimal, the second decimal is rounded up or down. A 5 or higher will be rounded up and a 4 or lower will be rounded down (for example a 5.44 is a 5.4 and 5.45 is rounded to 5.5).
   d. If an examination consists of a number of interim examinations, a student admitted to sit for an examination is admitted to sit for all relevant interim examinations. If a student has participated in at least one interim examination, but has not participated in all interim examinations, the result will be determined as follows: the weighted average of the results of interim examinations will be calculated using a result of 0.0 for interim examinations where the student did not participate.
   e. If the student did not participate in any interim examinations of an examination, no result will be determined for the examination in question.

2. An examination result of 5.5 or higher is considered a ‘passing grade’. This means the student has successfully passed the examination.

3. Some curriculum components, e.g. internship or bachelor/master thesis class are concluded with the
term ’Pass’, if in accordance with the requirements of the course.

4. If a student is not permitted to sit for an examination, any result determined for the examination in question is considered invalid.

5. If a written examination takes place without an invigilator, for example for an assignment or a thesis, then the examiner is required to review the work for plagiarism. If fraud is suspected, the examiner is required to investigate the matter further. In the case of an arising or persisting suspicion of plagiarism, the examiner shall report to the examining board.

6. The bachelor and master theses of the departments of History and Arts and Culture Studies are evaluated by the thesis supervisor and a second reader who is approved by the Examination Board. Both must function as examiner in the supervisor’s programme. The thesis supervisor and the second reader formulate their judgment independently of one another and they each complete a separate evaluation form. Subsequently, in consultation they jointly determine the grade of the thesis, which will be mentioned on the jointly completed final evaluation form. After completion this form is handed over to the student and sent digitally to the Education Office, where it is filed.

7. When the thesis supervisor and the second reader cannot agree on the thesis grade, the thesis supervisor will ask the chairman of the Examination Board for arbitration. The arbitrator will be appointed by the Examination Board and will give a binding advice on the final grade. Cases for arbitration include:
   f. when there is doubt about the passability of a thesis;
   g. when the suggested grade for a thesis is higher than 8;
   h. when the grade suggested by the supervisor differs from the grade suggested by the second reader by one point or more.

8. The bachelor thesis of IBCoM and the master thesis of Media Studies are evaluated by the thesis supervisor and a ‘second reader panel’ (SRP). This panel consists of staff of the Department of Media and Communication and is chaired by the thesis coordinator. Supervisor and panel member must function as examiner in the supervisor’s programme. Each panel member will be appointed as second reader of approximately 10 theses. The supervisor and panel member formulate their judgment independently of one another and they each complete a separate assessment form. The SRP appoints an arbitrator who will give a binding advice in the following cases:
   i. when there is doubt about the passability of a thesis;
   j. when the suggested grade for a thesis is higher than 8;
   k. when the grade suggested by the supervisor differs from the grade suggested by the second reader by one point or more.

   After adoption of the grade the supervisor fills in a new form, based on the previous two forms. After completion this form is handed over to the student and sent digitally to the thesis coordinator who after checking sends it to the Education Office where it is filed.

**Article 6.3 – Compensation**

1. Within the bachelor’s programme, two separate phases of study are distinguished:
   - Bachelor-1 (BA-1)
   - Bachelor-2/3 (BA-2/3)

   1. In Bachelor-1 as well as in Bachelor-2/3, a course with a failing grade (of at least 5.0) may be compensated for with a course with a grade of 7.0 or higher. The following clauses apply:
      a. Within the overall BA-1 programme a maximum of two fives may be compensated for.
      b. Within the overall BA-2/3 programme a maximum of two fives may be compensated for.
      c. A fail (min. 5.0) ought to be compensated for with (a) course(s) with a grade of 7.0 that represent(s) at least the same amount of study credits (EC) as the failed course.

   2. A fail for the Bachelor Thesis Class, the Bachelor Thesis, courses during the Exchange Program or the Internship cannot be compensated for, nor can these items be used to compensate with for other courses. Electives taught at ESHCC can be compensated for, external Electives cannot.

   3. The compensation will only be allowed once the student has met all other requirements of the phase of study except the courses that qualify for compensation.

**Article 6.4 - Resits**

1. Students are offered two opportunities per academic year to sit for an exam and thus obtain a result for a course: that is to say a regular exam at the end of the course term and a resit exam. The following clauses apply:
2. The number of resit exams that a student is allowed to take is limited:
   a. Within the BA-1 programme students are allowed to take a resit for a maximum of three courses. This rule only applies to written examinations.
   b. Within the BA-2/3 programme students are allowed to take resits for a maximum of three courses per academic year. This rule only applies to written examinations and to courses offered by the ESHCC.
3. A student may resit a written examination for which s/he has already obtained a passing grade, the highest mark achieved will then count. This is only possible within the academic year in which the course was taken.
4. An exam in the form of a final assignment or paper that comprises the largest part of the course assessment, for which a student receives a fail (5.4 or lower), is eligible for a resit. The student will be given 15 working days to submit his or her revised work, counted from the moment when the student receives the grade and feedback on the first version. A resit paper may be graded with a maximum grade of 6.0.
5. An exam in the form of a final assignment or paper with a passing grade (5.5 or higher) is not eligible for a resit.
6. Notwithstanding the previous paragraphs, intermediate tests and assignments are offered only once a year and have no resits.
7. The aforementioned clauses determine that students may not retake and resit passed courses in subsequent academic years.

Article 6.5 – Review
1. During a period of four weeks, starting on the day on which the result is announced, examinees can ask the examiner involved for the opportunity to review the exam.
2. If a collective review is organized by the examiner within four weeks after the day on which the results are announced, the examinees cannot submit the request as referred to in the previous section unless they were prevented from attending the collective discussion due to force majeure.
3. Following an oral exam, the examiner announces the results and a discussion takes place when requested by the student.

Article 6.6 – Preservation time period written exams
1. The preservation time period of written exams is two years.
2. The preservation time period of Bachelor and Master theses is seven years.

PARAGRAPh 7 – THE EXAMINATION

Article 7.1 – Establishing the result of the examination
1. The Examination Board determines whether a student will be awarded a degree.
2. After the completion of all components of the examination, the Examination Administration of the ESHCC on behalf of the Examination Board determines the result of the examination in accordance with the Teaching and Examination Regulations (TER) of the programme as well as the Rules and Regulations of the Examination Board.

Article 7.2 – The judicium (degree classification)
1. The judicium or degree classification of a degree examination is determined by the chairman of the Examination Board as the average of grades for all courses in the degree programme concerned, weighted according to the number of credits per course, provided that exemptions granted do not exceed sixty percent of the total number of credits.
2. The weighted average grade for a degree programme is based on the results for all courses for which a final grade is established and the grade for the thesis. All results are weighted according to their assigned credits.
3. Courses and course elements which are assessed on a pass/fail basis do not count towards the weighted average.
4. The judicium, rounded to the first decimal place, is mentioned on the degree certificate’s supplement.
5. If the judicium obtained by the student is 8,25 or higher, this classification will also be indicated on the degree certificate by the words ‘Cum Laude’.
Article 7.3 – The certificate, the grade list and the supplement
1. The Examination Board awards a certificate as proof that the exam has been passed. The certificate is signed by or on behalf of the chairman of the Examination Board.
2. The grade list pertaining to the certificate only states the exam subjects covered by the exam with the final results achieved and the accompanying credits. The grade list is signed by, or on behalf of the chairman of the Examination Board.
3. The Examination Board encloses a supplement to the certificate in accordance with the European standard format.
4. On behalf of the Examination Board, the ESHCC Examination Administration hands out the certificate, the accompanying grade list and the supplement, unless the student has announced to be present at the plenary graduation ceremony.
5. Students who have been awarded a degree can, in accordance with the determined regulations by the Executive Board, request the Examination Board to postpone the award of the certificate.

Article 7.4 – Graduation ceremony
1. Each Bachelor programme organizes one plenary graduation ceremony per year (in September/October). The head of the department is responsible for the ceremony.
2. Each Master programme organizes one plenary graduation ceremonies per year (in August/September). The head of the department is responsible for the ceremony.

PARAGRAPH 8 – FINAL AND IMPLEMENTATION PROVISIONS

Article 8.1 – Amendments to these rules and regulations
1. Amendments to this regulation are laid down by the Examination Board by separate decision.
2. Before adopting the changes, the Director of Education and Dean are asked for their advice and the Faculty Council is consulted.
3. No amendments take place that apply to the current academic year, unless these do not reasonably conflict with the interests of students or examinees.
4. Amendments cannot have a detrimental impact on any decision when this negatively affects students, which has been granted under this scheme by the Examination Board in relation to a student.

Article 8.2 – Entry into force
These rules and regulations enter into force on September 1, 2017 and expire on August 31, 2018.

Laid down by decision of the Examination Board ESHCC on July 21, 2017.
APPENDIX

Excerpt from the Dutch Higher Education and Research Act

Section 7.11. Certificates and statements

1. As proof that an interim examination has been passed, the examiner or examiners concerned shall issue a document relating to the examination that has been passed.

2. As proof that the examination has been passed, a certificate shall be awarded by the Examination Board after the university board has declared that the procedural requirements that apply to the issue of the certificate have been met. One certificate shall be awarded for each programme. The certificate awarded for passing an examination shall state relevant details, in any case including:
   o a. the name of the institution and the programme as stated in the register referred to in Section 6.13 to which the certificate relates;
   o b. the constituent parts of the examination;
   o c. if applicable and having regard to Section 7.6, subsection 1, the competence associated with the degree awarded;
   o d. the degree as referred to in Section 7.10a, subsection 1 or subsection 2, awarded; and
   o e. the date on which the programme was last accredited or the date on which the programme passed the assessment for a new programme referred to in Section 5a.11, subsection 2; and
   o f. if the matter concerns a joint programme or a joint specialization as referred to in Section 7.3b, the name of the institution or, in the case of a joint programme, institutions that provided the programme or specialization referred to.

3. The person who is entitled to the award of a certificate may ask the Examination Board to delay the award in accordance with rules established by the university board.

4. The Examination Board shall add a supplement to the certificate awarded for passing a final examination. Having regard also to the international recognisability of programmes, the purpose of the supplement is to provide information about the nature and content of the programme completed. The supplement must in any case contain the following information:
   o a. the name of the programme and the institution that provides the programme;
   o b. whether the programme concerned is a university education programme or a higher professional education programme;
   o c. a description of the content of the programme; and
   o d. the programme’s study load.

The supplement must be drawn up in Dutch or English and must comply with the agreed European standard format.

5. A person who has passed more than one interim examination and to whom a certificate as referred to in subsection 2 cannot be awarded shall on request receive a statement issued by the Examination Board concerned that in any case states the interim examinations that this person has passed.

Section 7.12. Examination Board

1. Each programme or group of programmes of the institution shall have an Examination Board.

2. The Examination Board is the body that determines, in an objective and expert manner, whether or not a student satisfies the conditions set by the Education and Examination Regulations with respect to the knowledge, understanding and skills required to be admitted to a degree.

Section 7.12a. Appointment to and composition of an Examination Board

1. The university board shall form the Examination Board and appoint members on the basis of their expertise in the field of the programme or group of programmes concerned. At least one member must be a lecturer in the programme or in one of the programmes that belongs to the group of programmes.

2. The university board must ensure that the independence and expertise of the Examination Board are sufficiently safeguarded.

3. The university board shall consult the members of the Examination Board concerned prior to appointing a member.
Section 7.12b. Duties and powers of an Examination Board

1. In addition to the duties and powers referred to in Section 7.11 and Section 7.12, subsection 2, an Examination Board has the following duties and powers:
   a. guaranteeing the quality of interim examinations and examinations without prejudice to Section 7.12c;
   b. adopting guidelines and instructions within the framework of the Education and Examination Regulations referred to in Section 7.13 for the purpose of assessing and determining the results of interim examinations and examinations;
   c. on the part of the Examination Board most appropriate for the purpose, granting permission to a student to complete a programme constituted by that student as referred to in Section 7.3d and of which the examination results in the award of a degree in respect of which the Examination Board also indicates the programme of the institution to which the programme is deemed to belong for the application of this Act; and
   d. granting exemption from one or more interim examinations.

2. If a student or external candidate commits fraud, the Examination Board may revoke the right to take one or more interim examinations or examinations as indicated by the Examination Board for a period determined by the Examination Board. This period is subject to a maximum of one year. In the event of serious fraud, the university board may definitively terminate the enrolment of the relevant student for the programme on the advice of the Examination Board.

3. The Examination Board shall adopt rules concerning the performance of the duties and exercise of the powers referred to in subsection 1 under a, b and d and subsection 2, and concerning the measures that it may take in this context. The Examination Board may decide, subject to conditions that it has set, that not every interim examination needs to be passed to determine that an examination has been passed.

4. If a student submits a request or complaint to the Examination Board that concerns an examiner who is a member of the Examination Board, the examiner concerned shall not participate in the handling of the request or complaint.

5. Each year, the Examination Board shall draw up a report of its work. The Examination Board shall submit the report to the university board or the dean.

Section 7.12c. Examiners

1. The Examination Board shall appoint examiners to administer examinations and determine the results of these examinations.

2. The examiners shall provide the Examination Board with any requested information.