

Erasmus School of
History, Culture and
Communication

Examination Board ESHCC
Annual Report Academic Year
2017-2018

Contents

Preface	3
Paragraph 1. The Examination Board	4
1.1 Programmes for which the Examination Board operates.....	4
1.2 Composition of the Examination Board	4
1.3 The framework within which the Examination Board operates	5
1.4 Range of duties	5
1.5 Department for Student Administration	6
1.6 Consultative structures	7
Paragraph 2. Performance of tasks during the 2016-2017 academic year	7
2.1 Supervisory tasks	7
2.2 Regulations: advice regarding the Teaching and Examination Regulations and drawing up the Rules and Regulations.....	10
2.3 Resolutions regarding individual requests.....	10
2.4 Admission decisions	11
Paragraph 3: Outlook	11
Appendices.....	Error! Bookmark not defined.
Binding Study Advice.....	Error! Bookmark not defined.
Student population	13

Preface

This annual report of the Examination Board of the Erasmus School of History, Culture and Communication (ESHCC) relates to the period 1 September 2017 up to and including 31 August 2018.

This year was characterised by the sad loss of one member of the executive committee Dr. F. de Goey who passed away after a brief illness.

He was replaced by Prof. Dr. H.A.M. Klemann as second representative from the department of History.

The executive committee worked on various topics. The procedure regarding suspicion of plagiarism was refined and clarified. The conditions for the request to retain an examination opportunity and the role of the Examination Board in enforcing attendance rules for the various study programmes were formulated more clearly. The Compensation and Re-sit regulations were also developed and made more explicit.

The Board continued its work to safeguard faculty assessment quality. A diverse selection of courses was again examined and these generally received a positive evaluation. The recommendations for the responsible lecturers were expanded and the use of assessment matrices was mandatory for all courses.

The process regarding determining the Teaching and Examination Regulations was adapted to the new rights of approval of the programme committees and the Faculty Council. Furthermore the Examination Board has seen a rise in the number of bachelor diplomas awarded this year, partly through the graduation of the second cohort of IBACS students and the first cohort of IB History.

Paragraph 1. The Examination Board

1.1 Programmes for which the Examination Board operates

The Examination Board operates for all ESHCC programmes. In academic year 2017-2018, these concerned the following programmes:

Bachelor programmes:

- Algemene Cultuurwetenschappen (ACW) / International Bachelor in Arts and Culture Studies (IBACS)
- Geschiedenis (GS)/ International Bachelor in History (IBH)
- International Bachelor in Communication and Media (IBCoM)

Master programmes (all have premaster, except SCMA):

- Arts and Culture Studies (ACS) with the specialisations:
 - Cultural Economics and Entrepreneurship (CEE)
 - Arts, Culture and Society (ACS)
- History of Society (MG), with the specialisations:
 - Global History and International Relations (GHIR)
 - Geschiedenis van Nederland in een Mondiale Context (GNMC)
- Media Studies (MS) with the specialisations:
 - Media & Cultuur (M&C)
 - Media & Journalistiek (M&J) and premaster
 - Media, Culture & Society (MCS) and premaster
 - Media & Business (M&B) and premaster
- Research Master Media Studies with the specialisation:
 - Sociology of Culture, Media and the Arts (SCMA)

1.2 Composition of the Examination Board

The seven members of the Examination Board have been appointed by the dean of the faculty. The Committee is formed by a delegation of two staff members from each of the faculty's three departments, plus an external member. The term of office of members is three years and can be extended. The Chair and the members are allotted respectively 160 or 40 working hours for the tasks they perform as committee members.

Table 1. Composition of the Examination Board 2017-2018

	Member	Portfolio
History	Dr. F.M.M. de Goey until 1-1-2018	Vice-Chair, Fraud and Plagiarism
	Prof. D. H.A.M. Klemann from 1-1-2018	
	Dr. J.C. Nierstrasz	Fraud and plagiarism
Arts & Culture Studies	Dr. N. van Poecke	
	Prof. Dr. C.J.M. van Eijck	Chair, Executive Committee
Media & Communication	Dr. J. Kneer	
	Dr. M.N.M. Verboord	Vice-Chair, Fraud and plagiarism
External Member	Dr. B. van Balen	Quality of assessment

The Examination Board was supported by the official secretary and the secretariat, comprising one employee. The Examination Board's executive committee comprises the chair Prof. Dr. C.J.M. van Eijck and the secretary Dr. A. Kersten.

Table 2. Support for the Examination Board 2017-2018

Official secretary	Member	Position
	Dr. A. Kersten	0.8 FTE,
Secretariat	Mr. C.M.J. Verel	0.6 FTE

1.3 The framework within which the Examination Board operates

The Examination Board operates within the frameworks defined by the General Administrative Law Act, the Higher Education and Research Act (WVO), including the accreditation system, the quality assurance system of the faculty and the university, the university's frame of reference for testing and examination boards, the faculty regulations and faculty test policy, the Teaching and Examination Regulations of the various programmes and the Examination Board's Rules and Regulations.

1.4 Range of duties

The Examination Board's activities focus on interim and final examinations and are based on the Higher Education and Research Act. Its range of duties include the following:

1. *A general supervisory responsibility for the administration of examinations.*

This supervisory duty manifests itself in, among other things, the following statutory powers:

- issuing degree certificates;
- appointing examiners;
- ensuring the quality of interim and final examinations;
- taking measures in the event of fraud;

- supervising the correct application of the examination regulations with due observance of principles such as equality before the law, legal certainty and lawfulness in the implementation of the rules, and reasonableness and fairness in individual cases;
- acting as intermediary and defending party in disputes brought before the Examinations Appeals Board.

2. *An administrative, regulatory duty with respect to the organisation and coordination of the examinations in accordance with the Examination Board's Rules and Regulations.*

The Rules and Regulations are modified annually in accordance with any changes in legislation and/or university policy. The Examination Board then enforces the policy regulations included in this.

3. *Tasks that are further defined in the Teaching and Examination Regulations (TER) and that are established by the dean.*

This aspect concerns the granting of exemptions from the Teaching and Examination Regulations in individual cases on account of personal circumstances or on the ground of hardship.

4. *An advisory duty with respect to the adoption and amendment of the Teaching and Examination Regulations in accordance with faculty regulations.*

The secretary formulates the draft versions of the TER based on university-wide guidelines, advises the departments regarding the legal grounds and facilitates and monitors the process of alteration and adoption.

5. *Issuing statements that confirm admission to master programmes and pre-master programmes (by mandate of the dean).*

The Examination Board mandates admission committees for the various study programmes.

1.5 Department for Student Administration

When undertaking its tasks, the Examination Board works closely with the Erasmus University Rotterdam central department for Student Administration, which is responsible for the following tasks:

- Organising written examinations (examination forms and examination halls, including provisions for students who have an impairment, and invigilators, including reporting cases of fraud)
- Registration in OSIRIS of results achieved elsewhere
- Implementation of active conferral of a degree
- Issuing bachelor and master certificates (together with list of marks and supplements)
- Issuing transcripts or records
- Registering certificates in the EUR Exam Register
- Organising entrance examination tests

The active conferral of a degree for ESHCC meant also this year that there was very close cooperation throughout the reporting year with colleagues from the Department for Student Administration. This meant also that the Examination Board suddenly received 24 requests for postponement of active degree granting. With the increasing importance of high GPA's for entrance to external masters or the importance of (extra) internships, this amount of requests is expected to grow.

1.6 Consultative structures

The Examination Board met three times in the year under review. The topics covered were:

- Quality assurance of assessment,
- Digital archiving of thesis and appendices (issues with file size)
- Postponement of degree conferral
- Procedure assurance quality of assessment 2016-17
- Redesign Speed Appeal Procedure
- Cap on postponement BSA based on Personal Circumstances
- Policy with regard to examiners
- Procedure and sanctions for fraud with attendance lists (forgery of signatures)
- Delaying the Master Thesis process
- Evaluation plagiarism procedure

The Examination Board meetings were attended by the study advisors, who have an advisory vote in decision-making.

The managing committee met once every two to three weeks and held additional meetings when necessary. In addition to making decisions regarding day-to-day affairs, the managing committee prepared several recommendations to the departments that the Examination Board issued during the academic year.

The managing committee prepared appeal cases (wrote defence statements and attended sessions) that were brought before the Examinations Appeals Board (CBE). At the end of the year, a meeting was held with the study advisors regarding the binding study advice issued to students with Personal Circumstances. In that period, the managing committee also discussed, again with the study advisors, objections to the binding study advice lodged by students.

The chair attended the meetings of the university board of chairs Examination Board (OVE). The secretary participated in EUR's consultative body for the secretaries of Examination Boards. Within the faculty, the secretary attended meetings on education and policy support. She also worked closely with the Department for Student Administration and the Education Systems Advice and Management service. In addition, she participated in consultations with the programmes involved in the RASL Double Degree programme.

Paragraph 2. Performance of tasks during the 2017-2018 academic year

2.1 Supervisory tasks

Issuing degree certificates

In the past academic year, 281 bachelor and 264 master diplomas were awarded at ESHCC. The tables below show the distribution of certificates across the various programmes.

Table 3 shows a considerable increase in the number of bachelor diplomas awarded in the faculty, which was largely the result of the graduation of the first cohort of IBACS students. The number of IBCoM graduates also increased considerably and the first cohort of IB History is graduated.

Table 3. Bachelor's diplomas awarded

	2014/15	2015/16	2016/17	2017/18
ACW	46	32	22	27
IBACS			42	53
GS	42	42	49	47
IBH				12
IBCoM	125	129	162	142
Total	213	203	275	281

Sources: 2017 data: ESS Portal, Aantal behaalde diploma's (reference date: 25-10-2018)
Earlier years: Education Figures 2016-2017

Table 4. Master's diplomas awarded

	2014/15	2015/16	2016/17	2017/2018
ACS	69	63	75	88
ACS	19	22	25	27
CEE	50	41	50	61
MG	33	39	33	29
Media Studies	111	108	113	140
M&C	30	19	21	20
M&J	26	18	19	21
MCS	15	18	20	18
M&B	40	53	53	81
SCMA	10	10	6	7
Total	224	222	228	264

Sources: 2017 data: ESS Portal, Aantal behaalde diploma's (reference date: 25-10-2018)
Earlier years: Education Figures 2016-2017

Appointing examiners

In the year under review, examiners were appointed in accordance with criteria adopted for this purpose by the Examination Board and recorded in the faculty Assessment Protocol. The Examination Board also appointed second reviewers of bachelor and master theses. And for de department Media and Communication the EB appoints members of the second reader panel for bachelor and master theses.

Ensuring the quality of interim and final examinations

The 'assurance assessment quality' procedure was implemented for the fourth time this year. For this academic year, sample checks were made on 16 courses. The EB selected 11 courses from the ESHCC bachelor programmes and 5 from the master programmes. The selection comprised a focused sample check of new courses, courses from new or external lecturers, and BA-1 core courses as well as various randomly selected courses. The distribution across lecturers was also taken into consideration (in relation to previous years). The lecturers concerned were informed in advance about the purpose of the procedure and were asked to provide the relevant documentation: course manual, tests, answer models and the test matrix. The evaluation concerned various elements, such as the information regarding tests provided in the course manual, the relationship between the course's learning objectives and the end terms of the programme, the transparency and contents of tests, the marking and answer models. Within all the programmes, the findings were generally positive, although some lecturers received feedback for improvement. Answer models are almost always used, but in some cases the learning objectives were too general and in some cases there was vagueness about the assignments. The quality of the examinations was generally high, although in one sampled course there was insufficient spread of the assignment grades. The assessment matrix that was this year mandatory for all bachelor-1 courses, is well used. When this matrix is used for all courses as of 2018-2019 this will have

even more positive impact on the quality of the assessment. A significant part of this feedback was corroborated by the educational expertise of the external EB member. Moreover, the department heads and the Education Director were also informed of the findings.

To ensure the quality of the theses, the EB next to monitoring the use of assessment forms, appointed second readers and members of the second reader panels. This year the Examination Board was asked twice to arbitrate in the assessment of a thesis.

Measures against fraud

The number of reports of fraud has increased compared with the past years. **46** cases of fraud were reported in the year under review. Five of these cases concerned a breach of a rule of order for a written examination (telephone within reach). The majority of cases concerned plagiarism in written assignments to a greater or lesser degree. These often concerned minor forms of plagiarism, committed by first-year students who had not mastered the skills of referencing.

The plagiarism cases were handled by members M.N.N Verboord and Chr. Nierstrasz. All students who were suspected of committing plagiarism were invited for a meeting. Students who had a telephone within reach during an examination (for the first time) were reprimanded by e-mail. The two students that noted attendance while they were actually absent at a mandatory lecture/tutorial had a meeting with the secretary. One got a reprimand and the other one was excluded from the course.

Table 5. Overview of discovered fraud		2014-15	2015-16	2016-17	2017-18
Total					
-	First time	25	12	34	45
-	Repeated offence	2	2	1	1
Programme					
	Bachelor or premaster degree	25	10	30	36
	Master degree	2	3	4	10
	Exchange		1	1	
Sanction					
	None/reprimand	13	5	18	11
	Reprimand and full or module test	14	5	16	28
resit	Mark invalid		3	1	7
	Mark invalid + period of exclusion				

Source: ESHCC Examination Board, 2017-2018 record of incoming and outgoing documents

Supervising the correct application of the examination regulations

The Examination Board ensured that the examination regulations were adhered to correctly and, where necessary, granted exemptions from the regulations on the grounds of hardship.

Dispute resolution

The Examination Board made a decision on eight occasions in relation to a dispute between a lecturer and a student or in relation to an objection to a certain rule lodged by a student.

Students who do not agree with a decision of the Examination Board may lodge an appeal with the Examinations Appeals Board. This occurred eight times in the past academic year. In three cases the Examination Board settled the matter, and in the other five cases the EB wrote a letter defence of its decision: in two of the cases the student withdrew the appeal and in three of them the Central Appeals Board deemed the appeal unfounded.

2.2 Regulations: advice regarding the Teaching and Examination Regulations and drawing up the Rules and Regulations

The Examination Board advises the dean and coordinates the process regarding the adoption of the Teaching and Examination Regulations (TER). An important change concerned the term of validity of the results achieved; new legislation meant that from now on, the validity was unlimited unless indicated otherwise for specific courses. Articles were also incorporated in the TER regarding the evaluation of education and grading methods. The subject of studying with a functional impairment was elaborated.

The Examination Board draws up rules of order and provides guidelines and instructions to examiners in the Rules and Regulations. A few changes were implemented in the regulations for this academic year.

2.3 Resolutions regarding individual requests

In the past academic year, there were 524 incoming and outgoing documents for the Examination Board. We are seeing a slight upward trend here: in 2015-2016 there were 445 incoming and outgoing documents, whereas in 2016 there were 500. The correspondence mainly concerned a variety of individual requests from students.

New was the number of request for postponement of active degree granting, since ESHCC changed from the system of passive degree granting to a system of active degree granting and students want to do additional courses, internships, exchanges or second study. Also the number of requests for external courses/electives/minors into the examination programme has increased substantially. And again there was an increase of requests for additional facilities for written examinations because of an impairment. This trend is not typical for ESHCC and has also been noted in other EUR faculties.

Under the category 'Miscellaneous' we mainly find requests for interim enrolment (after 1 September) from so-called 'higher-year students' and requests for written explanations of such things as a Binding Study Advice, graduating and almost graduating and enrolment in the study programme (which were referred to the Department for Exam Administration where possible). The introduction of the active conferral of a degree resulted in a new type of request: students who do not yet wish to graduate (because of additional courses, internships, exchanges or second study) can request a postponement of graduation. Policy on this point needs to be developed this year.

Other correspondence concerned the awarding of authority to hold examinations: safeguarding test quality, decisions of fraud cases, complaints and the Binding Study Advice.

Table 6. Individual requests to the Examination Board 2013-2017

Category	2013-14	2014-15	2015-16	2016-17	2017-18
Exemptions	32	31	42	30	33
Retention of interim examination opportunity	16	30	38	40	39
Extension of term of validity	6	14	47	29	32
Impairment	15	18	24	45	54
Binding study advice-PO	22	30	26	22	33
PO after B1					15
External course/elective/minor	57	51	41	49	62
Examination programme	26	20	23	29	10
Attendance	17	17	8	18	2
Miscellaneous	30	36	38	47	38
Postponement of active degree granting					24
Complaints					8
Total	223	247	290	309	350

Source: ESHCC Examination Board, 2017-2018 record of incoming and outgoing documents

2.4 Admission decisions

The chair of the EB has been authorised by the dean to issue statements that confirm admission to the master programmes, pre-master programmes and the IBCoM, IBACS and IB History bachelor programmes (where this concerns international students). The chair has delegated the decision to issue a statement that confirms admission to a student to the various admission boards (per course or programme). The annual figures are shown in Tables 7, 8 and 9.

Table 7. Registration of first-year students for international bachelor programmes as from 1 September 2013-2018

Registration	2013	2014	2015	2016	2017	2018
IBCoM	172	181	185	178	225	254
IBACS		87	77	83	83	121
IB History			29	35	34	41
Total	172	268	291	296	342	416

Source: Student population overview 2018-2019 ESHCC:

Please note that the admission of the 65 students of Geschiedenis and the 31 of ACW is done by the central University Support Centre

Table 8. Registration of first-year students for pre-master programmes as from 1 September 2013-2018 (full-time/part-time)

Registration	2013	2014	2015	2016	2017	2018
ACS	10	10	20	14	16	9
CEE	23	14	24	31	16	22
PCT						4
MG	4	6	3	3	5	6
M&J	15	9	9	2	5	10
M&C/MCI	12	9	8	11	10	12
MC&S			10	5	8	10
M&B				25	17	29
Total	64	48	74	91	77	102

Source: Student population overview 2018-2019 ESHCC:

Table 9. Registration of first-year students for master programmes as from 1 September 2013-2018 (full-time/part-time)

Registration	2013	2014	2015	2016	2017	2018
ACS	59	75	74	86	99	97
CEE	45	51	50	57	60	57
Arts Culture and Society	14	24	24	29	39	30
PCT						10
MG	50	43	40	38	46	29
GLOCAL						13
MS	123	118	123	124	154	172
M&J	32	26	21	22	22	23
M&C/MCI	28	29	21	21	19	40
MC&S	18	18	18	24	25	26
M&B	45	45	63	57	88	83
SCMA		13	7	8	12	10
Total		249	244	256	311	311

Paragraph 3: Outlook

The Examination Board has various developments in the pipeline for academic year 2018-2019:

- The active granting of a degree is being further elaborated and this will require further refinement of both the exam programmes as well as the graduation procedure.
- The use of the test matrix will be mandatory in all bachelor and master courses.
- The improvement of the use of Osiris Zaak (Case) for all individual requests from students will further digitise the work of the secretariat during the coming year, presenting both challenges and opportunities for the Examination Board's working method.
- The NVAO accreditation for all departments in the period January-April.
- The sample of bachelor and master thesis for monitoring the quality of the assessment.
- The improvement of the appointment procedure for all examiners of ESHCC.

Appendices

Binding Study Advice

The 2017-2018 academic year was the sixth year in which first-year bachelor students had to obtain the full number of credits (60). All advice (interim and final) was issued in digital form.

Table 10 Summary of BSA results per year

Programme	Advice*	2014		2015		2016		2017	
ACW	P	27	66%	18	62%	26	84%	17	65%
	PO		0%	1	3%		0%	3	12%
	PO/A	3	7%		0%		0%		0%
	N	4	10%	7	24%	3	10%	4	15%
	S	7	17%	3	10%	2	6%	2	8%
	Total	41	100%	29	100%	31	100%	26	100%
IBACS	P	64	74%	58	74%	61	70%	64	77%
	PO		0%	2	3%		0%	1	1%
	PO/A	7	8%	2	3%		0%		0%
	N	11	13%	9	12%	16	18%	13	16%
	S	5	6%	7	9%	10	11%	5	6%
	Total	87	100%	78	100%	87	100%	83	100%
GS	P	50	72%	38	67%	50	77%	56	66%
	PO		0%	3	5%	4	6%	2	2%
	PO/A	8	12%	1	2%		0%		0%
	N	5	7%	6	11%	4	6%	16	19%
	S	6	9%	9	16%	7	11%	11	13%
	Total	69	100%	57	100%	65	100%	85	100%
IBH	P			17	59%	31	86%	24	71%
	PO			2	7%	1	3%	2	6%
	PO/A			2	7%		0%		0%
	N			4	14%	4	11%	6	18%
	S			4	14%		0%	2	6%
	Total			29	100%	36	100%	35	100%
IBCoM	P	141	78%	149	80%	153	85%	193	85%
	PO		0%	4	2%	2	1%	6	3%
	PO/A	15	8%	15	8%		0%		0%
	N	14	8%	13	7%	12	7%	17	7%
	S	10	6%	6	3%	12	7%	12	5%
	Total	180	100%	187	100%	179	100%	228	100%

Sources:

2017 data: ESS Portal, First year BSA students (reference date: 17-09-2018)

Earlier years: Education Figures 2016-2017

*P= positive advice, PO= students who are allowed to continue the study because of personal circumstances, A=students who are allowed to continue to study because of the hardship clause, PO/A= until 2014 PO and A where administrated in 1 category, as from 2016 A is not used anymore, N=Negative advice, S=students who quit their study before February 1st after enrolment in September.

Student population

Table 11. Total registration students ESHCC

	2013	2014	2015	2016	2017	2018
ESHCC	1235	1361	1453	1589	1708	1869

Source: Student population overview 2018-2019 ESHCC