

Rules and Regulations
Examination Board ESHPM



2020-2021

Applicability Rules and Regulations Examination Board / Examination Committee ESHPM 2020-2021:

- Bachelor Gezondheidswetenschappen Beleid & Management Gezondheidszorg
- Master Health Economics Policy and Law (HEPL), inclusive the specialization Health Economics (HE)
- Master Health Care Management (HCM)
- Master Zorgmanagement (deeltijd)
- Master European master of Health Economics and Management (Eu-HEM)
- Pre-masterprogramme Gezondheidswetenschappen Beleid & Management Gezondheidszorg

SECTION 1 GENERAL PROVISIONS

Article 1 Applicability of the Rules and Regulations

These Rules and Regulations are effective in the academic year 2020-2021 and apply to the tests and the exam of the educations (See above) from the faculty Erasmus School of Health Policy and Management and to all students enrolled on this programme and to students taking electives at ESHPM.

Article 2 Definitions

1. Unless stated otherwise, the definitions used in these Rules and Regulations are the same as those used in the Teaching and Examination Regulations (TER) of the relevant program.
2. Definitions in addition on the Teaching and Examination Regulations are:
 - a. Assessor: an examiner as defined in the WHW and the TER.
 - b. Thesis: a practical assignment or a graduation project to complete the education.
 - c. Fraud: all acts or omissions on the part of any student that make it entirely or partially impossible to form a correct assessment of their knowledge, understanding and skills, or of those of any other student. This also includes the regulations specified in Article 6 of this Rules and Regulations.
 - d. Board of the education: management of the education which is formed by de director of education, the programme directors of ESHPM.
 - e. Testing policy: includes the framework of testing within ESHPM.
 - f. Testing Committee: Under the mandate of the Examination Board, the Test Committee will examine the quality of the tests and thesis at regular intervals.
 - g. Testing: includes the whole of all tests (assignments, exams, thesis, etc.) within ESHPM as a part of a course.
 - h. Test plan: a document which includes the vision of testing drawn up by the board of education.
 - i. Testing programme: the whole of all tests within ESHPM.
 - j. Course coordinator: the examiner which is responsible for testing of a course.
 - k. Exemption: dispensation of the obligation to make an exam to accomplish a course. It can also include dispensation of the attendance and/or participation requirement.

Article 3 Ways of working of the examination board

1. The duties of the examination board are stipulated in sections 7.11, 7.12, 7.12b and 7.12c of the Higher Education and Research Act (hereinafter WHW).
2. Additional duties of the examination board are detailed in the TER and in this Rules and Regulations.
3. The examination board has its own Rules of Procedure stipulating the division of duties and responsibilities within the examination board, as well as the way the examination board executes these duties and responsibilities.
4. Any requests being submitted to the examination board should be accompanied by any relevant annexes (course guide for exemptions or electives, student-result information, and necessary documents or evidence). In the request there must be: a name, student number, course, examiner, existence of (severe) personal circumstances and contact with the study advisor.
5. The Examination Board can make its decisions based on, among other things, the following criteria, and in the event of a conflict, the different interests will be weighed against each other:
 - a. the assurance of the quality of the examinations and the exams;
 - b. the possibilities and the workload associated with the organization of the education and the holding of examinations;
 - c. leniency towards students who have suffered a delay in their study progress due to exceptional circumstances beyond their control;all this taking into account the principles of reasonableness and fairness.
6. Based upon the general Administrative Act (Awb) the examination board has a decision term of eight weeks. Subject to exemptions, the examination board will decide within four weeks after sending the receipt of the request. We will inform the student about the decision via the EUR-mail.

SECTION 2. EXAMINERS

Article 4 Appointing examiners

1. The examination board appoints examiners for administering examinations and determining their results. These appointments are announced in writing. The examination board may appoint external examiners. The examination 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. An examiner is independent and has the required expertise.

- a. Examiners are deemed to be independent if, when acting in this capacity, there is no hierarchical relationship between them and the ESHPM vice-dean or their section head (known as 'operational autonomy').
 - b. Examiners have the necessary expertise if they possess the required academic qualifications and the required examining qualifications, or if they are willing to acquire the latter in the near future.
 - c. When there is more than one examiner for a course, the course coordinator has the responsibility for the testing within the course.
3. Students and assistant-students cannot be appointed as an examiner.
 4. The examination board is authorized to adopt binding regulations and assessment standards for examinations and interim examinations.
 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 5 Guaranteeing the quality of the examinations and the review of the student's academic record

1. The board of education compiles, in consultation with the examination board, a testing plan for each programme; these plans describe all the tests systematically.
2. The board of education compiles - for each programme, in consultation with the examination board, testing policy and testing programme related to the compilation, taking, assessment and analysis of tests, as well as the administration of both the tests and test results. The examiners must adhere to this policy.

SECTION 3. RULES RELATED TO EXAMINATION REGISTRATIONS AND THE PROPER ADMINISTRATION OF EXAMINATIONS

- 3.1 The articles with the rules related to examination registrations, exam taking, online proctoring, complaints and the proper administration of examinations are included in the Erasmus 'Orderrules'. You can find these on the website of the EUR.
- 3.2 The 'Orderrules' are applicable next to the TER and Rules and Regulations of the examination Board ESHPM.
- 3.3 The examination board has the right to supplement the Rules and Regulations during the academic year, when the situation calls for it.

SECTION 4. FRAUD

Article 6 Fraud

1. The term “fraud” is understood to mean any actions or omissions of a student that make it, or could make it, impossible for the examiner and the examination board to form a correct judgment about the student’s knowledge, insight, and skills or that of any fellow students.
2. During the examinations, students should avoid any appearance of potential fraud which may involve them and, if in doubt, should immediately report this potential fraud to the invigilator.
3. The following incidents are in any case deemed fraud:
 - i. gaining information about examination questions or exercises prior to the examination to which they relate;
 - ii. assuming someone else’s identity or having someone assume their identity during an examination;
 - iii. consulting or having within reach information sources (for example books, syllabi, digital files, internet sources, personal paper, notes written on skin or other material, calculators which can be programmed, mobile telephones, smartphones, etc.), the use of which is not explicitly permitted on Canvas, the cover sheet of the exam, or in the online proctoring rules during an examination. Mobile telephones, smartphones etc. should be switched off and remain off during examinations;
 - iv. copying from or exchanging any information whatsoever with fellow students, either inside or outside the examination room or online home testing, during an examination and within a half hour after the examination time.
 - v. swapping or exchanging question and/or answer forms that have been handed out, during an examination and within a half hour after the examination time.;
 - vi. making any changes to previously submitted examination answers during a subsequent inspection;
 - vii. submission from an exam or assignment when the examination time has finished. Unless the course coordinator gave extra submission time to the student(s);
 - viii. not following the (Order)rules (and code of conduct) when taking a digital (online proctored) exam¹;
 - ix. making it possible for other persons to commit fraud is also deemed fraud;

¹ Notice also Article 7 ‘irregularities’ and not assessable exams.

- x. committing plagiarism, which is defined as: quoting a passage of more than a few words from either one's own or another person's work, or a translation of such, in a (group) project, assignment, thesis or any other form of text forming part of an examination, without indicating this is a direct quote by using quotation marks or other unambiguous typographic means, even if the correct and traceable source is included in a bibliography. Making it possible for other persons to commit plagiarism is also deemed fraud;

In addition, students are not permitted to do the following:

- xi. sit any examinations without being entitled to;
 - xii. in any way whatsoever, commit fraud through actions or omissions that make it wholly or partially impossible to form a correct judgment of their knowledge, insight, and skills.
4. An academic achievement consisting of a written product can only be awarded credits once. Consequently, it is not permissible for a previously written thesis, assignment or any other form of text - written in the context of the current programme or any programme previously followed by the student either within or outside the faculty - to be resubmitted in the same or another course without consulting and gaining the approval of the examiner (of the component for which the text is being resubmitted or, as the case may be, for which the text is to be awarded credits for the second time) or, without consulting and gaining the approval of this examiner, to use part of a previously compiled assignment, whether or not in an amended form, for a thesis/assignment and such like, in order to be awarded credits again.
 5. In addition to the general obligation to provide clear source references, students have a special obligation to be entirely transparent about reusing their own work and, in this respect, they are explicitly accountable.

Article 7 Fraud and misconduct; sanctions

1. Students who act in violation of the EUR-Orderrules, TER or Rules and Regulations, or who give rise to actions in violation of these order rules and this article, 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 or directly after watching the images of the online proctored exam. The invigilator or the examiner shall record this fact on the work to be handed in by the student (when it is a exam on campus) 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 report of the online proctored exam will be send to the examination board after viewing by the Examination organization, within 48 hours. 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.

- a. The examination board notify the course coordinator about the fraud notification. The course coordinator is not allowed to publish grades until the fraud investigation is carried out.
 - b. The examination board is - according to the EUR-Orderrules - permitted to watch, archive and remove images from the online proctored exams.
4. If after handing in a (group) assignment or thesis plagiarism is detected, or seriously suspected (e.g. by a plagiarism scanner), the examiner immediately informs the student in writing. The student has a maximum of 1 week to respond to the accusation to the examiner.
5. Within a week after the plagiarism is detected or seriously suspected the examiner reports this to the examination board. Also any evidence and the response of the student are attached.
6. Before the examination board decides, it will investigate the state of affairs. The examination board starts a fraud investigation at which the student could give her/his way of thinking. This can be organized orally (online) or in writing.
7. Depending on the seriousness of the fraud, including repeated fraud, the examination board can give sanctions to the student, including at least the following:
 - a. reprimand or warning;
 - b. nullification of the concerning (group) assignment or essay;
 - c. nullification of the concerning (partial) exam;
 - d. nullification of the concerning thesis (plan);
 - e. exclusion of the exam for a maximum of one year;
 - f. exclusion of one or more exam periods;
 - g. exclusion of thesis defence for a maximum of one year;
 - h. a combination of measures above;
 - i. proposal to the executive board for a definite deregistration of the concerning programme.
8. 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 proves their innocence.
9. When there are irregularities (as stated in the EUR-Orderrules) during an online proctored exam, the examination board can decide to declare the exam not assessable. The student doesn't get a result.
10. The chairperson or, in his/her absence, the substitute will notify the student about the sanction or sanctions imposed on him/her either in writing and/or by e-mail to the e-mail address issued by the university to the student.
11. A sanction, due to fraud, from another university is simultaneously applicable at ESHPM.

SECTION 5. THE EVALUATION AND REQUIREMENTS FOR PASSING EXAMINATIONS

Article 8 Exemptions

1. Taking account of the conditions laid down in the Teaching and Examination Regulations (TER), the examination board may grant a student exemption for
 - a. a course as meant in paragraph 7.3 of the WHW;
 - b. the obligation to participate and/or the attendance requirement.
2. Section 2 is only applicable in the Dutch Rules and Regulations.
3. To this end, the student must submit an application in writing, thereby stating the reasons and adding any supporting documentation, to the examination board at least four weeks before the examination for which exemption is being requested takes place. In exceptional cases, the examination board may allow an extension of the time limit stated in the previous sentence.
4. According to the examination board - and in consultation with the course coordinator and/or the programme director -, an exemption is possible, when:
 - a. the course and/or testing – the one the student wants dispensation of the obligation to make an exam to accomplish a course – is similar in content, size (EC) and level.;
 - b. the dispensation of the obligation to participate or the attendance requirement meets the conditions:
 - double bachelor/master (when demonstrable in course time or exam time overlap);
 - double participate or the attendance requirements;
 - membership of the ESHPM student Association (Share);
 - severe personal circumstances, known by the student advisor.

The examination board can decide to fill in the exemption of the participate or the attendance requirement with a substitute assignment.

5. Section 5 is only applicable in the Dutch Rules and Regulations.
6. The examination board will arrive at a substantiated decision no later than four weeks after receipt of the request, with due observance of the Teaching- and Examination Regulations for the relevant programme. The student will be notified of the decision immediately by e-mail to the e-mail address issued by the university to the student.
7. The student informs the examination board when having an exemption for an ESHPM course via another university.
8. The exemption will be indicated on the list of marks with the abbreviation 'VR'. An exempt examination component will not be taken into account for the classification of the exam.

Article 9 Assessment standards

1. The assessment of written examinations will take place, where reasonably possible, in accordance with model answers and standards. The course coordinator uses a plagiarism programme when assessing the exam or thesis.
2. Each student will be reviewed individually unless it is a group assignment. When a student did put in less effort, was absent or didn't reach the content level, the examiner has the possibility to give this student a different grade.

3. The assessment 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 assessed the examination and the examination result was determined by various examiners, the examiners must ensure the evaluation is conducted using the same standards.
5. Students and assistant-students cannot be an assessor of an exam.
6. The course coordinator is the lead-examiner for the administration of an examination.
7. Assignments or thesis submitted after the submission date won't be assessed.

Article 10 Determining examination results

1. Determining the result of an examination consisting of a number of partial exams shall take place in accordance with the following:
 - a. The result of each of the (partial) examinations is recorded as a number with a single decimal point on a scale of 1.0 to 10.0.
 - b. Each of the partial examinations has been assigned a specific weight. The adopted weights are stated in the course guide or at Canvas.
 - 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, 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; a 5.444 is a 5.4 and a 5.44445 is rounded up to a 5.5).
 - d. If an exam consists of a number of partial examinations, a student admitted to sit for an examination is admitted to sit for all relevant partial examinations.
 - e. If a student has participated in at least one partial examination, but has not participated in all partial examinations, the result will be determined as follows: the weighted average of the results of partial examinations will be calculated using a 'NO' as result for partial examinations where the student did not participate.
 - f. If the student did not participate in any partial examinations of an examination, no result (or a 'NO') 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. Alphanumeric results are awarded in the following cases:
 - a. a student who registered for a test but did not actually take the test shall be given a NO (No show);
 - b. a student who enrolled for a course but did not take all the test components shall be given a NV (Not completed);
 - c. a student who satisfied one component, but did not receive a mark for it, may be awarded a V (Completed);
 - d. a student granted exemption by the examination board shall be given a VR (Exemption).

4. A student who didn't enroll on time for an exam is not permitted to sit for an examination, any result determined for the examination in question is considered invalid.
 - a. In derogation to the provisions of clause 4, a student can register late up to and including the day on which the examination is to take place, provided this does not jeopardise the correct preparation of the examination sitting. The examination board will charge an administration fee for this late registration.
 - b. The exemption under a. is not possible for digital exams via online proctoring or Remindo because of technical and administrative problems. Unless the EUR Exam administration or the Education Student Center of ESHPM - without interference of the examination board - decide enrollment is possible.
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, then 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 examination board. A plagiarism review will be done with online proctored exams, Canvas assignments and other exams made at home.

Article 11 Requirements for passing course examinations of the programme

1. The course examinations of the programme is included in the relevant Teaching and Examination Regulations and/or Canvas or the course guide for these courses.
2. Additional preconditions about exams, assignments, submission dates, re-sits, etc. are included in the relevant Teaching and Examination Regulations and/or Canvas or the course guide.

SECTION 6. THE EXAMINATION

Article 12 The final examination

1. If the examinations for the courses corresponding to a programme have been successfully passed, then the requirements of the programme have been successfully satisfied, insofar as the examination board has not determined that the examination will also include a review to be carried out by the examination board.
2. The examination board shall determine if all requirements have been satisfied in order to award the student a degree certificate.
3. The examination board shall determine the result of the final examination after completion of the programme's examinations.

Article 13 Certificates and Statements

1. To show that the final exam has been passed, the examination board awards a certificate, after by or on behalf of the Executive Board has been stated that the procedural requirements for the issuance have been met.
2. One certificate is awarded for each programme.
3. The procedure for applying the certificate is published at the EUR website (education > practical matters)
4. Students who have been awarded a degree can in accordance with regulations to be determined by the executive board request the examination board not to proceed with the award of the certificate yet.
5. On a transcript, which constitutes a part of the certificate, the examination parts belonging to the final exam are stated.
6. The examination board adds a supplement to the certificate in accordance with the agreed European standard.
7. The certificate, the transcript and the supplement are signed by the chair of the examination board or the substitute.
8. The certificate, the transcript and the supplement are issued by or on behalf of the examination board.
9. The board of education declares when a student - who followed the pre-master programme Health care Management and Policy – gained enough results. This student receives a certificate from or on behalf of the examination board.
10. The student who has taken and passed more than one examination but cannot be awarded a certificate, may ask the Erasmus Student Service Centre to issue a statement stipulating the examinations which have been taken and passed.

Article 14 Distinction honours and (summa) cum laude

1. The distinction 'honours', 'cum laude' or 'summa cum laude' is awarded for the review of a students' academic records, provided each of the following conditions is met:
 - a. the same weighted average final grade (including the thesis):
 - an 8,25 till 9,0 for 'cum laude'
 - an 9,0 or higher for 'summa cum laude'

Only the subjects that are part of the examination program and for which a grade has been awarded are included in the calculation. An exemption (VR), a completed (V) and the results from international exchange are excluded.

 - b. exclusion of a student who has been sanctioned by the Examination Board of the relevant study program for fraud or plagiarism.
2. The Examination Board has the opportunity to award an individual student cum laude on special grounds, even if the requirements for obtaining are not met.

3. The distinction honours and (summa) cum laude is included on the certificate.
4. The pre-master programme is excluded from the distinction honours and (summa) cum laude.
5. This section is not applicable for the Eu-HEM.

SECTION 7. EVALUATION OF THE QUALITY OF EXAMINATIONS

Article 15 Evaluation of the quality of examinations

1. The examination board will structurally review the quality of the examinations and examination components for all the courses, and it has established a test committee for this purpose.
2. The test committee will review the quality of the examinations and examination components based on, among other things, evaluations of the examinations and examination components. This review can involve random sample testing, and can be supplemented with a further review on the grounds of any other information (for example specific complaints). The test committee may ask the examiner to take effective action if necessary. The test committee will carry out the relevant reviews under the mandate of the Examination Board.

Article 16

The examination board is allowed to take measures when an exam, assignment or thesis is not carried out conform the quality standards of the ESHPM test policy, TER, Rules and Regulations or EUR-Orderrules. The examination board can declare the results invalid. Students will be informed about an additional exam.

SECTION 8. REQUEST AND DECISIONS

Article 17 Request and decisions

1. Notwithstanding the provisions in the TER and these Rules and Regulations in relation to the periods for the submission of requests and accompanying documents, all requests made on the grounds of these Rules and Regulations must be submitted to the examination board as quickly as possible, by e-mail and accompanied by the reasons for the request. All digital communications relating to a request and conducted by the examination board will take place via the e-mail address issued to the student by the university.
2. Notwithstanding the provisions in these Rules and Regulations concerning the periods in which the examination board will arrive at a decision on certain requests, the examination board must make such decisions as soon as possible, and in any event within a period of four weeks. This period can be extended till the maximum of eight weeks.
3. All decisions made by the examination board must be accompanied by the reasons for such decisions.

4. If a member of the examination board is involved as an interested party in a request or decision, this member may not participate in the decision-making process relating to this request or decision.

Article 18 Grounds on which the examination board may grant students an additional opportunity to sit an examination

1. In conformity with the applicable Teaching- and Examination Regulations for the bachelor and master programmes at ESHPM and the pre-master programme, the examination board may grant students an additional opportunity to sit an examination, turn in an assignment or thesis in exceptional cases.
2. In respect of handling the student request for an additional opportunity to sit a certain examination, turn in an assignment or thesis the student must ensure that he/she submit this request in full and within the time specified. When assessing such a request, the examination board adheres to the following criteria:
 - a. The existence of serious personal circumstances, including the following:
 - a serious or chronic illness, i.e. not a slight temperature or influenza;
 - a disability or a temporary or permanent functional impairment;
 - pregnancy and parturition.
 - b. Exceptional family circumstances in which a situation of force majeure exists, such as a decease.
 - c. Declaration relating to a top-class sports event.
 - d. An inadequacy in the actual ESHPM-programme.
3. The student provides the examination board with enough proof of the personal circumstances. The evidence can also be handed in with the study advisor instead of the examination board.
4. The proof confirm that these personal circumstances have had an adverse effect on the student's ability to prepare for the examination or participate in it.
5. Extending of the programme and the delay that might occur in the study is taken into account. An additional change can be permitted when it is the final component of the programme. When assessing the case, the examination board will also consider whether the student did take any precautionary measures themselves to avoid lagging behind in his/her study.
6. When handling the students' request, the examination board will consider recommendations made by the study advisor, as well as explanations given by the examiner, the course coordinator or the programme director.
7. The examination board may request additional information from the relevant student, study advisor, examiner, course coordinator or programme director for the purpose of discussing an alternative solution.

8. It is not always possible to offer an additional opportunity for group assignments. The examination board can decide to offer an alternative individual assignment.
9. If the examination board's decision is positive, they will grant the student an additional opportunity to sit an examination or turn in an assignment or thesis for no more than one course.

Article 19. Appeal

1. An appeal can be lodged with the Board of Appeal for Examinations (CBE) against any decision of the examination board due to the fact that it is contrary to (written and unwritten) law. Furthermore, an appeal can be lodged with the CBE against any mark given for an examination by an examiner, provided the appeal is submitted in a timely manner (six weeks) after the notification of the examination results.
2. If invited to do so by the CBE, the examination board must, within two weeks of receipt of the invitation, call on the parties concerned to enter into consultation with him/her to ascertain whether the dispute can be settled amicably. If a member of the examination board is a party to the dispute, their role in the endeavor to arrive at an amicable settlement will be taken over by another member of the examination board.
3. In the event that the CBE has called upon the examination board to arrive at an amicable agreement through consultations, this must be done within a reasonable period of time, yet not exceeding four weeks at the most. The examination board must notify the CBE of the outcome of these consultations no later than four weeks after receipt of the CBE's invitation. A departure from this may be made in exceptional circumstances, stating the reasons.
4. If the relevant student's interests so require, the examination board is - to a reasonable extent - at liberty to shorten the relevant periods in this Article in order to prevent or minimize any damage to the aforesaid student's interests.

Article 20 Is only applicable to the Dutch Rules and Regulations

SECTION 9. FINAL AND IMPLEMENTATION PROVISIONS

Article 21 Hardship clause

In exceptional individual circumstances where the application of one or more provisions in these Rules and Regulations would lead to unreasonable and/or unfair situations with respect to a student, a student may submit a written and reasoned application for a departure from the provision or provisions in question to the examination board.

The examination board, after consulting with the relevant examiner or examiners and the study advisor, can allow a departure from the provision or provisions in question in favour of the student. The examination board will not make a decision about a student's application until the applicant has been given the opportunity to present his/her case where requested.

Article 22 Changes in these Rules and Regulations

No changes will be made that are applicable to the current academic year, unless the interests of students or examinees are, in reason, not thereby prejudiced.

Article 22 Legal force

These Rules and Regulations have legal force from 31-08-2020 until 31-08-2021.

A handwritten signature in blue ink, consisting of a stylized 'K' followed by a long horizontal stroke extending to the right.

Kor Grit, Chair of the Examination Board ESHPM