

Rules and Regulations of the Examination Board (R&R)

Academic Year 2010-2011

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Rules and Regulations of the Examination Board (R&R)

Academic Year 2010-2011

Article 1. Applicability of the rules and regulations

These rules and regulations apply to the examinations and exams of the bachelor's programmes and the master's programmes, hereinafter to be referred to as: the programmes. The programmes are provided within the Erasmus School of Economics of the Erasmus University Rotterdam, hereinafter to be referred to as: the school.

Article 2. Definitions

In these rules and regulations the following words shall bear the following meanings:

- a. the act: the Dutch Higher Education and Research Act;
- b. student: the person registered with the university to be trained and/or to take the examinations and the exams of the programme; for the further purposes of these regulations this will include the persons registered as extraneus;
- c. exam subject: a unit of study of the programme, within the meaning of the act;
- d. tutorial: a practical exercise, as referred to in article 7.13 of the act, in one of the following forms:
 1. attending a seminar,
 2. writing a thesis,
 3. doing a paper,
 4. doing a research assignment,
 5. doing an internship,
 6. doing a practical assignment,
 7. or participating in another educational learning activity aimed at obtaining certain skills;
- e. credit: unit in which the total student workload is expressed, one credit being equal to 40 hours of study ('old style') or 28 hours of study ('new style');
- f. Examination Board: the committee as referred to in article 7.12 of the act responsible for holding exams and for the organization and coordination of the examinations of the programmes within the school;
- g. exam: the total assessment of the students achievements on the separate exam subjects as referred to in article 7.10 of the act; the aforementioned exam subjects collectively constitute an investigation into the knowledge, understanding and skills of the student;
- h. examination: a written, oral or other investigation, including tutorials, or a combination of these, into the understanding, knowledge and skills of the student, and also the assessment of the results of this examination;
- i. examiner: the person who in accordance with article 7.12 section 3 of the act is authorized to hold examinations for the exam subject concerned;
- j. academic year: the academic year starts on 1 September and ends on the following 31 August;
- k. academic personnel:
 1. the members of the academic staff of the school;
 2. the PhD students of the school;
 3. the other academic personnel;
- l. academic staff:
 1. the professors of the school;
 2. the associate professors of the school;
 3. the assistant professors and also the researchers of the school;
- m. school regulations: the regulations of the school as referred to in article 9.14 of the act;
- n. departments: the capacity groups as referred to in article 26 of the school regulations;
- o. Teaching and Examination Regulations: the regulations laid down by the Dean for each programme as referred to in article 7.13 of the act.

Article 3. Daily routine in the Examination Board

The chairman, the secretary and the second secretary of the Examination Board are together with the teamleader of the Section Economics of the Department for Exam Administration responsible for the protection of the daily routine of the Examination Board.

Article 4. Exams, exam subjects, and examinations

1. In each of the examinations as referred to in article 7.10 of the act the investigation is carried out and the results thereof are assessed by the examiner(s) appointed by the Examination Board for that purpose. The members of the academic staff are in any case examiner for the exam subjects they teach, and the Bachelor's thesis and the Master's thesis.
2. In the event that on one and the same exam subject - whether or not at the same time - the investigation is conducted and the result hereof assessed by more than one examiner, the Examination Board sees to it that those examiners base their assessments on the same standards. The standards concerned are laid down in advance for this purpose. If necessary, the Examination Board appoints a primarily responsible examiner.
3. The Department for Exam Administration establishes whether the conditions have been met with regard to the admission to the exam or one or more exam subjects of the exam.
4. The Bachelor's thesis is assessed by the thesis supervisor and by a reader invited by the thesis supervisor for this purpose. Both are to be members of the academic staff of the school.
5. Students are given the opportunity to explain their Bachelor's thesis during a final interview in the room of the thesis supervisor, in the presence of the reader. Following this final interview the thesis supervisor and the reader determine the grade of the thesis together by mutual consultation.
6. The Master's thesis is assessed by a thesis committee. This committee consists of at least two members: the thesis supervisor and a reader. The constitution of the committee furthermore must meet the following requirements:
 - a. the members of the thesis committee are to be members of the academic staff of the school;
 - b. members that do not belong to the academic staff or that come from outside the school must be appointed examiner by the Examination Board by separate decision. The student concerned must submit a written request to the Examination Board for this purpose in advance.
7. Students are given the opportunity to explain their Master's thesis during a session of the thesis committee. The thesis supervisor decides in advance in consultation with the student and the reader whether the session will be public or closed. The grade for the thesis is established immediately following the session by the thesis committee. The assessment is made unanimously. All members of the thesis committee must take part in the assessment. In case of force majeure the thesis can also be assessed by one member of the thesis committee.

Article 5. Number of persons during an oral examination

With the consent of the examinees an examiner can decide that they take a certain oral examination together.

Article 6. Establishing the result of the exam

1. The chairman of the Examination Board lays down the result of the bachelor's exam of the bachelor's programme Economics and Business Economics, Fiscal Economics, Economics and Informatics, or Econometrics and Operations Research on behalf of the Examination Board by signing the relevant certificate.
2. The thesis committee as referred to in article 4, section 6, lays down the result of the master's exam of the master's programme Accounting, Auditing and Control, Economics and Business, Fiscal Economics, Economics and Informatics, or Econometrics and

Management Science on behalf of the Examination Board by signing the relevant certificate.

3. In the absence of one of the persons referred to in sections 1 or 2, an (other) member of the Examination Board lays down the result of the relevant exam on behalf of the Examination Board.

Article 7. Judicium (classification)

1. The judicium for the bachelor's exam is established by the chairman of the Examination Board as the with the corresponding credits weighted average of the final results for the exam subjects as referred to in the article of the Teaching and Examination Regulations regarding the structure of the relevant bachelor's exam, with exemption having been granted for 40% of the exam subjects at most.
2. The judicium for the master's exam is established by the thesis committee as the with the corresponding credits weighted average of the final results for the exam subjects as referred to in the article of the Teaching and Examination Regulations regarding the structure of the relevant master's exam, with exemption having been granted for 40% of the examination parts at most.
3. In the event that the examinee has shown exceptional skill during the exam, this can be mentioned on the certificate using the words:
 - Cum Laude/With Distinction (average of 8.25 or higher)
4. Other judicia besides excellent are mentioned on the grade list. These judicia are:
 - Good (average of 8)
 - Fair (average of 7)
 - Satisfactory (average of 6)
5. No judicium is established for the bachelor's exam, if exemption has been granted for the Bachelor's thesis or the qualification fulfilled has been awarded for the Bachelor's thesis in stead of a grade.
6. No judicium is established for the master's exam, if exemption has been granted for the Master's thesis.
7. The stipulations of article 6 apply mutatis mutandis to the establishment of the judicium.

Article 8. The certificate and the grade list

1. The Examination Board awards a certificate as proof that the exam is passed. The presentation takes place in public, unless the Examination Board determines otherwise in special cases.
2. The grade list pertaining to the certificate states the exam subjects covered by the exam and the final results achieved and the student workload. In addition, all exam subjects not covered by the exam that are examined at the request of the student before the result of the exam is established are mentioned, provided that these exam subjects are passed.

Article 9. The times

1. Examinations that are given in writing are held at the times established by the Examination Board at least two months in advance, with observance of the stipulations in the articles of the relevant Teaching and Examination Regulations regarding the order and the periods in which examinations are given. In the event that in special cases the examination schedule is departed from, the Examination Board shall not be bound by the term as referred to in the previous sentence.
2. With the establishment of the times referred to in the first section examinations are prevented as much as possible from coinciding.
3. The times referred to in the first section are reported timely to the head of the Student Administration, in view of their proper publication.
4. Oral examinations are held at a time to be determined by the examiner or examiners, if possible after consultation with the student, with observance of the stipulations in the articles of the relevant Teaching and Examination Regulations regarding oral examinations.

5. The stipulation in the fourth section shall apply mutatis mutandis to the exams or examinations that are given otherwise than in writing or orally.

Article 10. Registering for examinations and exams

1. The student that because of his enrolment for the programme is entitled to take examinations and exams, must register for these in time and properly in conformity with the stipulations under or pursuant to these regulations.
2. For an oral examination students are to contact the examiner concerned following which a request for the examination must be submitted to the Erasmus Student Service Centre (ESSC).
3. After consultation with the head of the Student Administration the Examination Board establishes the date until which students are allowed to register for each written examination. The head of the Student Administration is responsible for a timely publication of these dates.
4. After consultation with the Examination Board the head of the Student Administration lays down further rules for a proper registration for the written examinations and exams, in view of the Teaching and Examination Regulations of the programme concerned or the rules and regulations of the Examination Board.
5. The Examination Board can depart from the date of registration as referred to in the fourth section, if students have not been able to register in time or properly as a result of force majeure. Force majeure can be for example illness or special family circumstances. For this purpose the student submits a request as soon as reasonably possible.
6. The head of the Student Administration can depart from the date stipulated in section 4 for different reasons than those referred to in section 5 until two working days prior to the day on which the written examination is taken at the latest, provided that this does not jeopardize the proper preparation of the examination session. The head of the Student Administration charges € 13.50 in administrative costs for this.
7. Students that have not registered for an examination or exam in accordance with the stipulations under or pursuant to these regulations, cannot take part in the examination or exam concerned. When contrary to the previous sentence students do take part in the examination or exam, the head of the Education Service Centre charges € 50,- in administrative costs for registering the result of the relevant examination yet.

Article 11. Exemption from practical exercises

1. Requests for exemption from the obligation to take part in practical exercises as referred to in the articles of the relevant Teaching and Examination Regulations regarding tutorials, are submitted by the students to the Examination Board in writing, stating reasons and supported with documentation at least four weeks prior to the start of the practical exercise from which exemption is requested. In special cases the Examination Board can allow the term referred to in the previous sentence to be departed from.
2. The Examination Board decides within six weeks after receipt of the request. Students are immediately notified of the decision.

Article 12. Exemption from an examination or exam

1. Requests for exemption from an examination or exam based on the provisions under or pursuant to the act are submitted to the Examination Board in writing, stating reasons and supported with documentation.
2. With observance of the provisions in the article of the relevant Teaching and Examination Regulations regarding exemption from examinations and exams, the Examination Board takes a reasoned decision within six weeks after receipt of the request. Students are immediately notified of the decision.
3. Exemptions from exam subjects are not taken into consideration with the establishment of the result of the exam; the exemption is indicated on the grade list with VR/Exemption.

Article 13. General provisions on the order during written examinations

1. On behalf of the Examination Board supervisors appointed for this purpose are responsible for maintaining order during the written examination. The examiner (lecturer) can also act as supervisor. In the M hall a chief supervisor is present during written examination. The chief supervisor has a coordinating role during the written examination.
2. At the start of every written examination at least one examiner is present in one of the rooms where the written exam is held, or is directly accessible in person to the chief supervisor.
3. The participant in the examination is to follow the instructions of the supervisor. If the instructions of a supervisor are not complied with, the supervisor draws up a written report of this. The Examination Board decides afterwards on possible sanctions.
4. In cases where a sound storage system for the personal belongings of participants in the examination has been provided outside the room where the examination is held, coats and bags are not allowed to be taken into the examination room. In other cases coats should be hung over the chairs. Bags and the like should be closed and out of reach.
5. In the examination room it should be quiet before, during and also after the examination. During the examination all forms of communication are prohibited, except with the supervisor and the examiner.

Article 14. Provisions concerning registration for written examinations

1. Only students that have registered in time for a written examination can take part in that examination. An exception is made for students with a written permission from the Examination Board to be placed on the list of participants after all.
2. Registering for all written examinations is possible during the registration period for that examination in Osiris Student. Information about registration periods will be provided by the school via the study guide, among others. Students who are unable to register via Osiris Online have to contact the Erasmus Student Service Centre (ESSC).
3. After the regular registration period has ended, registration with the ESSC is still possible until the penultimate week day prior to the examination. For this option € 13.50 has to be paid per examination. Preferably, the proof of payment should be taken to the examination, so that it can be shown to the supervisor if the name of the candidate does not feature on the list of participants because of the late registration.
4. When an examination is nevertheless taken contrary to one of the previous sections of this article, the result of the relevant examination can still be registered in OSIRIS, but only against payment of €50.- in administrative charges at the Information Desk of the ESC (H6-02). This registration can only be made and paid for on the same day the examination was taken. If that examination ends after 16.00 or takes place on a Saturday, payment has to take place on the next working day.

Article 15. Provisions concerning entering and leaving the room where a written examination is held

1. Written examinations are held in various rooms and halls of the Woudestein complex of the EUR. The most frequently used examination location is the M hall on the ground floor of the M building. On the day of the examination monitors at the entrance to the M building and elsewhere will indicate the exact location and any changes. In any case for the morning examinations of the following day this information is also available on <http://monitor.eur.nl/cgi-bin/static2> as from 9.30 p.m.
2. Students with dyslexia and other types of functional limitation will take their examinations in another room. For this purpose, they should have obtained the appropriate permission from the Examination Board before the end of a registration period. In this room the written exams start 30 minutes earlier than in the other rooms.
3. In order to ensure a quiet and orderly procedure participants should report to the examination room and take their places on time. The M hall has been divided into blocks. Every block accommodates a maximum of 47 students. The blocks have been arranged in advance on the basis of student numbers. The first and last number of every block is indicated on signs.

4. Until 15 minutes after the start of the examination it is still possible to begin with the examination; after that this is no longer possible, unless a chief supervisor gives permission for a late taking of the examination, as a result of evident heavy traffic. The decision that an examination cannot be taken on account of late arrival is not open to appeal.
5. Participants are not allowed to leave an examination room earlier than one hour after the start of the examination. Students who hand in the examination to the supervisor ahead of time see to it that they cause as little as possible nuisance to the other participants. In the last 15 minutes of an examination, students are not allowed to leave the examination room.
6. The end time of the examination is also the end time for handing in all examination papers. All forms to be handed in to the supervisor should be provided with a hand-written student number, name and signature. When the examination time is up, the supervisor will collect the examination papers.

Article 16. Specific provisions on the order during examinations

1. On the table of participants there can only be: a valid identity document (see article 16, section 2), writing materials, food and drink for own use and, if available, a proof of participation. For some examinations a simple or graphical calculator or the use of specific sources is allowed. The examiner should announce this in advance and it should be mentioned on the cover page of the examination. Allowed sources for an examination must not be provided with own notes, unless the examiner has indicated this in advance and it is mentioned on the cover page of the examination. Devices and other allowed sources can be borrowed from other participants, provided that transfer takes place before the examination starts. If they contain information with which fraud can be committed, both owner and borrower will be responsible.
2. All participants are required to identify themselves by means of one of the following identity documents: student card of the university, driving license, ID card, passport or valid OV (public transport) card with photo. If none of these identity cards can be shown to the supervisor, the examination cannot be taken.
3. During examinations only paper provided by the university is allowed to be used. The use of own paper is not allowed.
4. In cases where a sound storage system for personal belongings of participants in an examination has been provided, mobile telephones are not allowed to be taken into the examination room. In other cases mobile telephones should be switched off from the moment that the examination room is entered. In addition mobile telephones should stay out of reach during the entire examination. The use of mobile telephones and other electronic communication devices for/during written examinations is prohibited. Violation will be considered as fraud.
5. During the first hour and the last half hour of examinations visits to the toilet are not allowed, except for very special (medical) circumstances, to be reported to the examiner or supervisor by the student in advance. Per examination one visit to the toilet per person is possible, while per block no more than one person at a time will be given permission. The visit to the toilet has to be announced to the supervisor and his or her instructions have to be complied with.
6. Before, during and after the examination the supervisors are responsible for maintaining order in their blocks. If an examiner is charged with supervision he or she takes over the role of supervisor. In the event of fraud the supervisor completes a fraud form. The student(s) involved is/are allowed to continue with the examination.

Article 17.a Fraud

1. Fraud is understood to mean: Any acts or omissions of a student aimed at making it impossible, either wholly or in part, to make a proper assessment of his knowledge, understanding and skills.
2. Students are not allowed:
 - a. to consult or have within reach books, workbooks, notes, etc. or other sources of information (as for example programmable calculators, mobile telephones, pda's) of

- which the use is not explicitly permitted pursuant to article 16 during the examination; mobile telephones must be switched off;
- b. to copy from fellow students or to exchange information with them in any way whatsoever, inside or outside the examination room during the examination;
 - c. to pose as someone else during the examination;
 - d. to have themselves represented by someone else at the examination;
 - e. to switch or exchange the question forms and/or answering forms handed out to them;
 - f. to appropriate the questions or assignments of an examination before the date or time on which the examination is scheduled;
 - g. to commit plagiarism, in this context also understood to mean to copy from someone else's work an extract larger than a couple of words literally or translated for the purpose of a paper, thesis or any other form of text being part of the teaching without indicating this by means of quotation marks or another univocal typographic means, and without including bibliographically traceable and correct acknowledgements;
 - h. to make it impossible, either wholly or in part, to make a proper assessment of their knowledge, understanding and skills by acts or omissions in any way whatsoever.

Article 17.b Sanctions

1. Students acting contrary to the stipulations under or pursuant to the articles 13, 14, 15, 16, and 17.a or giving opportunity to act contrary to these stipulations, commit fraud.
2. When fraud is established or seriously suspected during a written examination, the supervisor will immediately communicate this to the student and collects any proof that might exist. The student is given the opportunity to finish the work and hand it in.
3. The supervisor makes mention of the established or suspected fraud in a written report. If the student has refused to hand in any possible proof, this is mentioned in the written report. The written report is submitted to the Examination Board as soon as possible.
4. If plagiarism is established or seriously suspected after an assignment, paper or thesis has been handed in (for instance through the use of a plagiarism scanner), the examiner immediately informs the student about this in writing. The student has a maximum of one week to contact the examiner to respond to the charge.
5. At the latest one week after the plagiarism has been found or seriously suspected, the examiner reports this to the Examination Board. Evidence as well as any response from the student are included.
6. Depending on the gravity of the committed fraud, including repeated fraud, the Examination Board can impose sanctions to the student, including in any case the following:
 - a. reprimand;
 - b. invalidation of the assignment or the paper concerned;
 - c. invalidation of the examination concerned;
 - d. invalidation of the thesis concerned;
 - e. exclusion from the examination concerned for a period of one year at most;
 - f. exclusion from one or more examination rounds;
 - g. exclusion from the thesis defense for a period of one year at most;
 - h. a combination of the above measures;
 - i. proposal to the Executive Board to definitively end the registration for the programme concerned.

Before the Examination Board takes a decision, it will offer the student the opportunity to be heard on the matter.

Article 18. 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 examination. The exact definitive scope of the course matter is made known a month before the examination is given at the latest.
2. The questions and assignments of the examination are spread as evenly as possible over the course matter.
3. The examination represents the education purposes as regards contents and form.

4. The questions and assignments of examinations 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. A considerable time before the examination concerned is given the Examination Board or examiner announces in which manner the provision in the article of the relevant Teaching and Examination Regulations regarding the form of the examination will be implemented.
6. A considerable time before a written examination is given, the examiner gives the students the opportunity to inspect a sample examination he considers representative of the course matter to be studied.
7. The duration of the examination is such that students have sufficient time to answer the questions, according to reasonable standards.
8. If possible, students can take the examination assignments with them after the end of the examination.

Article 19. The assessment

1. (Sub)examinations and exam subjects are assessed with a grade on a scale from 1.0 – 10.0, accurate to one decimal place, 5.5 being the lowest satisfactory grade.
2. In the event that examination grades must be averaged, the following rules apply:
 - different degrees of importance can be attached to the examination grades; one examination's grade can count for example twice and the other only once;
 - the average must be rounded off to one decimal place, with hundredths being rounded down; the average of a 5.9 and a 5.0 makes a 5.4 for example.
3. The assessment of exam subjects takes place based on the result(s) of the examination(s), with observance of the previous sections. If the grades of the exam subjects must be averaged, this is done in accordance with the second section.
4. Students pass the:
 - Bachelor's exam Economics and Business Economics,
 - Bachelor's exam Fiscal Economics,
 - Bachelor's exam Economics and Informatics,
 - Bachelor's exam Econometrics and Operations Research,
 - Master's exam Accounting, Auditing and Control,
 - Master's exam Economics and Business,
 - Master's exam Fiscal Economics,
 - Master's exam Economics and Informatics,
 - Master's exam Econometrics and Management Science,
 if they meet the requirements of the relevant exam as stated in the Teaching and Examination Regulations of the relevant programme.
5. The assessment of written examinations takes place based on model answers and standards that are laid down in writing prior to the examinations and that might be adjusted following the correction of the examination as much as possible.
6. The manner of assessment is transparent to such a degree that students can verify how the results of their examinations, exam subjects or exam were established.
7. If an examination is taken twice or more on one and the same exam subject, the highest result achieved counts.

Article 20. The discussion

1. As soon as possible following the announcement of the result of an oral examination a discussion takes place on request or on the initiative of the examiner between the examiner and the examinee. During this discussion reasons are given for the grade awarded.
2. During a period of four weeks, starting on the day on which the result is announced, examinees that have taken an examination otherwise than orally, can ask the examiner involved for a discussion. The discussion takes place at the place and time to be determined by the examiner.
3. If a collective discussion is organized by or on behalf of the Examination Board, the examinees cannot submit the request as referred to in the previous section until they

have attended the collective discussion and state reasons for their request or if they were prevented from attending the collective discussion due to force majeure.

4. The provision in the previous section shall apply mutatis mutandis if the Examination Board offers the examinee the opportunity to compare his work with model answers.
5. The Examination Board or examiner can allow deviations from the provisions in the second and third section.

Article 21. The standards

When taking decisions the Examination Board follows the below standards as guidelines – and in case of contrariety – weights the importance of applying one standard against the importance of applying the other:

- a. the preservation of quality and selection requirements of each examination, exam subject or exam;
- b. efficiency requirements, also expressed in an endeavour to:
- c. keep loss of time for students that make quick progress in their studies during the preparation for an examination, exam subject or exam to a minimum;
- d. Induce students to discontinue their studies as soon as possible, if passing a examination, exam subject or exam has become unlikely;
- e. protection of students against themselves if they want to take on a too heavy workload;
- f. mildness towards students that are delayed in their studies due to circumstances beyond their control.

Article 22. Possibilities to depart from standards and hardship clause

1. The Examination Board gives the student advisor or student counsellor the opportunity to provide counsel and advice at the request of the student or examinee, before taking a decision on the application of a possibility to depart from standards as provided in the Teaching and Examination Regulations or these rules and regulations.
2. In very exceptional individual circumstances in which the application of one or more provisions from the Teaching and Examination Regulations and/or these rules and regulations leads to obviously unreasonable and/or unfair situations for a student, the student can submit a written request to depart from the provision(s) concerned to the Examination Board stating reasons. The Examination Board can depart from the provision(s) concerned in favour of the student.

Article 23. 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 Programme Director 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 reasonable prejudice the interests of students or examinees.

Article 24. Entry into force

These rules and regulations enter into force on 1 September 2010 and expire on 1 September 2011.

Laid down by decision of the Examination Board of the Erasmus School of Economics on 30 June 2010.