



# Rules and Regulations of the Examination Board ESE Academic year 2015-2016

## Table of Contents

### Section 1 General provisions

- Article 1 Applicability of the rules and regulations
- Article 2 Definitions
- Article 3 Daily routine in the Examination Board
- Article 4 Designation of examiners
- Article 5 The standards
- Article 6 Hardship clause

### Section 2 Exemptions

- Article 7 Exemptions from education units

### Section 3 Provisions concerning the course of events during the examinations

- Article 8 Registering for examinations and exams
- Article 9 Cancellation of examinations due to calamity
- Article 10 General provisions on the order during written examinations
- Article 11 Provisions concerning entering and leaving the room where a written examination is held
- Article 12 Specific provisions on the order during examinations
- Article 13 Fraud
- Article 14 Sanctions in established fraud

### Section 4 Taking examinations and exams

- Article 15 Taking an examination or exam
- Article 16 The questions and assignments

### Section 5 The assessment

- Article 17 The assessment
- Article 18 The discussion

### Section 6 The exam

- Article 19 The determination of the result of the exam
- Article 20 Judicium
- Article 21 The certificate, the grade list and the supplement

### Section 7 Concluding and implementation provisions

- Article 22 Amendments
- Article 23 Entry into force

## Section 1 - General provisions

### Article 1 - Applicability of the rules and regulations

These rules and regulations apply to the examinations and exams of the bachelor's degree programmes Economics and Business Economics, Fiscal Economics, Econometrics and Operational Research, and the master's degree programmes Accounting, Auditing and Control, Economics and Business, Fiscal Economics, Economics and Informatics, Econometrics and Management Science, hereinafter to be referred to as: the programmes.

The programmes are organised by 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 (WHW);
- b. student: anyone enrolled with the university for attending courses and/or taking the examinations and exams for a programme; for the further application of these regulations this also includes people enrolled as course participants;
- c. course participant: anyone enrolled with the university solely for attending courses and/or taking examinations for a programme. Course participants are not allowed to take exams;
- d. tutorial: a practical exercise, as referred to in article 7.13 of the act, in one of the following forms:
  - attending a seminar,
  - writing a thesis,
  - completing an internship,
  - or participating in another educational learning activity aimed at acquiring specific skills, like a Bachelor-1 or Bachelor-2 tutorial;
- e. credit: unit in which the total student workload is expressed, whereby one credit equals 28 hours of study (in accordance with the European Credit Transfer System - ECTS);
- f. Examination Board: the committee as referred to in article 7.12 of the act;
- g. exam: the total of all education units passed by the student that entitles the student to a bachelor's or master's degree;
- h. education unit: an independent part of an exam, for instance a course, seminar or thesis;
- i. result: assessment of an education unit registered in OSIRIS;
- j. degree: a degree is awarded when the minimum number of credits for the exam of a programme has been obtained as required according to the Teaching and Examination Regulations;
- k. Teaching and Examination Regulations: the regulations laid down by the Dean for each programme as referred to in article 7.13 of the act;
- l. degree certificate: documentary evidence that the exam has been passed, in accordance with article 7.11 subsection 2 of the act;
- m. examination: a written, oral or other test, including tutorials or a combination thereof, of the understanding, knowledge and skills of the student, as well as the assessment of the results of that test;
- n. calamity: an unintended or unexpected event that can lead to disturbance of the order at the EUR-campus, such as fire, evacuation alarm, weather code red for the Rotterdam-Rijnmond area, issued by the KNMI meteorological institute;
- o. examination period: the period during which examinations can be scheduled. The examination period of an education unit usually follows the associated lecturing term. At the end of all lecturing terms and associated examination periods an examination period is scheduled for all resits;
- p. examiner: the person who in accordance with article 7.12c of the act is authorised to hold examinations for the education unit concerned;
- q. academic staff:
  1. the professors of the school;
  2. the associate professors of the school;
  3. the assistant professors of the school;
  4. the PhD students (AiO's) of the school;
  5. the members of the BV's aligned with the school who are employed by the departments for the education within the programmes;
  6. all other members of the school who within the programmes are employed for the education, with the exception of students;
- r. examination policy: the framework established by the school within which examinations are developed and taken;
- s. BKO: the nationally recognized Basic Qualifications for Education;
- t. Examination Protocol: regulations laid down by the school concerning the construction, taking, assessment and archiving of examinations and education units;
- u. academic year: the period that coincides with the period laid down in article 23 of these rules and regulations.



### **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 Exam Administration ESE responsible for the protection of the daily routine of the Examination Board.

### **Article 4 - Designation of examiners**

1. Annually before the start of the new academic year the Examination Board on the recommendation of the relevant department designates the examiners from the members of the academic staff.
2. The examination board imposes candidates for the designation as an examiner the following requirements:
  - a. Examiner courses:
    1. BKO or equivalent provable experience in science education, and
    2. as a lecturer responsible for or involved in the course, and
    3. an average lecturer score of at least 3.0 in the course evaluation (not applicable to lecturers starting at the school);
  - b. Examiner bachelor theses:
    1. university degree and proven expertise on the subject of the thesis, and
    2. an average lecturer score of at least 3.5 in the thesis evaluation (not applicable to lecturers starting at the school);
  - c. Examiner master's theses:
    1. doctorate or equivalent provable expertise on the subject of the thesis, and
    2. an average lecturer score of at least 3.5 in the thesis evaluation (not applicable to lecturers starting at the school).
3. The Examination Board is authorised to suspend or take away the examination authority of examiners who do not act in accordance with the examination policy, the Examination Protocol, the Teaching and Examination Regulations or these rules and regulations.

### **Article 5 - The standards**

In its considerations the Examination Board applies the following standards:

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

### **Article 6 - Hardship clause**

In highly exceptional individual circumstances where application of one or more provisions from these 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) in favour of the person concerned.

## **Section 2 - Exemptions**

### **Article 7 - Exemptions from education units**

1. Students can submit a written, reasoned and documented request for exemption of an education unit to the Examination Board.
2. The Examination Board will take a reasoned decision on the request, with observance of the conditions laid down in the Teaching and Examination Regulations.



3. Exemptions from education units are not taken into consideration with the establishment of the result of the exam.
4. Students can submit a written, reasoned and documented request to the Examination Board to bring into an exam the results from education units obtained as a course participant.

## **Section 3 - Provisions concerning the course of events during the examinations**

### **Article 8 - 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.
2. For an oral examination students are to contact the responsible examiner following which a request for the examination must be submitted to the Erasmus Student Service Centre (ESSC).
3. 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 and publishes these rules timely on the EUR website.

### **Article 9 - Cancellation of examinations due to calamity**

1. If a calamity is to be expected before the start of the examination, the examination can be canceled by the Examination Board in consultation with the Student Administration. Cancellations are published immediately on the index page of the EUR website, the ESSC and Student Administration news pages and on SIN-Online.
2. If during an examination a calamity occurs or is to be expected, those present have to leave the examination room immediately by order of the responsible authority (i.e. the (main) supervisor or a member of the Student Administration), leaving the examination papers behind.
3. After the cancellation the examiner determines as soon as possible on the basis of the already completed and/or submitted examination papers if a final grade for the examination can reasonably be determined. If the examiner concludes that no final grade can be determined, he reports this to the Examination Board immediately.
4. As soon as possible after the cancellation the Examination Board in consultation with the responsible lecturer(s) determines the date on which the new examination will be taken, preferably within two weeks after the original examination date. The new examination dates will be published immediately on SIN Online and on the Student Administration website.

### **Article 10 - 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. In the M hall a chief supervisor is present during written examination. The chief supervisor has a coordinating role during the written examination.
2. The first half hour 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 and sends it to the Examination Board.
4. 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 11 - 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 the SIN channel 'Tentamenlocaties' (exam locations) as from 9.30 p.m.



2. At the latest in the first week of a teaching block, dyslexic students and students with certain other disabilities can submit a written, reasoned and documented request to the Examination Board to be allowed to use another room for taking the examination. In this room the written examinations 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 papers 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. Participants who fail to hand in their completed examination papers are officially given a grade 1.0.
7. 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.
8. Participants can not take home any examination assignments and examination papers, in whatever form, during the examination and after the examination has finished.
9. Participants can not take home the scrap paper provided by the university during the examination and after the examination has finished.

## **Article 12 - Specific provisions on the order during examinations**

1. On the table of participants there can only be: a valid identity document (see below, subsection 3), 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. In cases where a simple calculator is allowed, participants can only use one of the following types during the examination: FX-82SX Plus (Casio), FX-82MS (Casio), FX-350MS (Casio), TI-30Xa (Texas Instruments), TI-30XS Multiview (Texas Instruments).
3. 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 or passport. If none of these identity cards can be shown to the supervisor, the examination cannot be taken.
4. During examinations only paper provided by the university for the purpose of that examination is allowed to be used. The use of own paper is not allowed.
5. In cases where a sound storage system for personal belongings of participants in an examination has been provided, coats, bags, watches and mobile telephones 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, mobile telephones should be switched off from the moment that the examination room is entered. In addition watches and mobile telephones should stay out of reach during the entire examination. The use of mobile telephones and other electronic communication devices during written examinations is prohibited.
6. 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. 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.



7. Before, during and after the examination the supervisors are responsible for maintaining order in their blocks. In the event of fraud the supervisor completes a fraud form. The student(s) involved is/are allowed to continue with the examination.

### **Article 13 - Fraud**

1. Fraud is understood to mean: any acts or omissions of a student as a result of which it is or has become impossible for the examiner and the Examination Board to make a proper assessment of the knowledge, understanding and skills obtained by the student or of the knowledge, understanding and skills of fellow-students.
2. Students should immediately report a possible appearance of fraud concerning themselves during the examination to the supervisor;
3. The following will in any case be considered as fraud:
  - a. to appropriate the questions or assignments of an examination prior to that examination;
  - b. to pose as someone else during the examination or to have themselves represented by someone else at the examination;
  - c. to consult or have within reach sources of information (as for example books, workbooks, notes written on own paper, on skin or on fabric, programmable calculators, mobile telephones, smartphones, smartwatches, smart glasses) of which the use is not explicitly permitted pursuant to article 12 during the examination; mobile telephones, smartphones etc must be and remain switched off;
  - d. to copy from fellow students or to exchange information with them in any way whatsoever, inside or outside the examination room during the examination. Also to provide someone the opportunity to commit fraud is considered fraud;
  - e. to switch or exchange the question forms and/or answering forms handed out to them;
  - f. to make changes in already handed in examination work during the inspection afterwards;
  - g. to commit plagiarism, in this context also understood to mean to copy from one's own or someone else's (group)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, even if bibliographically traceable and correct acknowledgements are included. Also to provide someone the opportunity to commit plagiarism is considered fraud;
  - 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 14 - Sanctions in established fraud**

1. Students acting contrary to the stipulations under or pursuant to the articles 9, 10, 11, 12 and 13 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 (group)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 (group)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 periods;
  - 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.
7. If fraud or plagiarism is established in group work, it will be attributed to each of the group members equally. The burden of proving the contrary rests on every group member.
  8. Before the Examination Board takes a decision, it will investigate the facts.

## Section 4 - Taking examinations and exams

### Article 15 - Taking an examination or exam

1. When taking examinations, the examiner acts according to the Examination Protocol.
2. The Exam Administration ESE verifies whether all exam requirements have been fulfilled.

### Article 16 - The questions and assignments

1. The examination questions and assignments only relate to examination material made known in advance. The main substance of the examination material is made known before the start of the teaching that prepares for the examination. The exact and definitive scope of the examination material is made known at the latest one month before the examination is taken.
2. The questions and assignments of the examination are spread as evenly as possible over the examination material.
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. The examiner asks a colleague to peer review the questions and assignments of the examination.
6. When preparing an examination the examiner will ensure that the answers to the questions and assignments of the examination cannot be traced directly to previous examinations.
7. 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.
8. The duration of the examination is such that students have sufficient time to answer the questions, according to reasonable standards.

## Section 5 - The assessment

### Article 17 - The assessment

1. Examinations and education units are assessed on the basis of the Examination Protocol.
2. The assessment method will be so transparent that students will be able to check how the results of their examinations, education units or exams have come about.
3. Examinations and education units are in principle assessed with a grade on a scale from 1.0 – 10.0, accurate to one decimal place, 5.5 being the lowest satisfactory grade.
4. In the following cases alphanumeric grading can be applied:
  - VD (voldaan) - PASS (pass) if a non-graded education unit has been rounded off successfully, and if a successfully rounded off education unit of another school or institution is brought in as an elective;
  - VR (vrijstelling) - EX (exemption) for an education unit if the Examination Board has granted this exemption with due regard for the conditions set in the Teaching and Examination Regulations;
  - GGR (geen geldig resultaat) - INR (invalid result) if the obligation to attend the tutorials of an education unit has not been met;
  - NO (niet opgekomen) - AFE (absent from exam) if the student has not taken an examination for which he has been registered;



- FR (fraude) - FR (fraud) if the result of the examination or the education unit has been declared invalid by the Examination Board on account of fraud.
5. 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.
  6. The bachelor's thesis is assessed by the thesis supervisor and a second assessor. Both are to be members of the academic staff of the school. The thesis supervisor and the second assessor determine the grade of the thesis together by mutual consultation on the basis of assessment criteria established by the examination board, as published on the school's website.
  7. The master's thesis is assessed by the thesis supervisor and a second assessor. Both are to be members of the academic staff of the school. At least one of both should belong to the academic staff of the school as listed in article 2 q sub 1, 2, 3 or 5, and at least one of both should have a doctorate. Students are given the opportunity to explain their master's thesis during a public graduate session. The thesis supervisor may decide in consultation with the student and the second assessor that the session will be closed. Immediately following the graduation session the thesis supervisor and the second assessor determine the grade of the thesis together by mutual consultation on the basis of assessment criteria established by the examination board, as published on the school's website.
  8. If an examination is taken twice or more on one and the same education unit, the highest result achieved counts.

### **Article 18 - The discussion**

1. Within four weeks after the results of a written examination have been made known officially, students can request a subsequent discussion from the responsible examiner.
2. If the examiner organises a collective subsequent discussion within four weeks after the results of a written examination have been made known officially, students can only submit a request as meant in the previous subsection if they have been unable to attend the collective discussion as a result of force majeure.
3. After an oral examination the examiner announces the result and subsequently discusses it with the student on request.

## **Section 6 - The exam**

### **Article 19 - The determination of the result of the exam**

1. The Examination Board determines whether a student can be awarded a degree.
2. After all education units for the exam have been passed, the exam result is determined by the Exam Administration ESE on behalf of the Examination Board, with observance of the Teaching and Examination Regulations of the programme and the Rules and Regulations of the Examination Board.

### **Article 20 - Judicium**

1. The judicium for the exam is determined by the Exam Administration ESE on behalf of the Examination Board as the with the corresponding credits weighted average of the final results assessed on the basis of grades for the education units as referred to in the article of the Teaching and Examination Regulations regarding the structure of the relevant exam, with exemption having been granted for 40% of the education units at most.
2. The determined judicium is stated on the supplement to the certificate with one decimal place.
3. If the student has obtained a judicium between 8.25 and 8.99 for the exam, calculated on the basis of only first obtained final results, and the grade for the thesis is at least 8.0, this is stated on the certificate in the words 'Cum Laude'.
4. If the student has obtained a judicium of 9.0 or higher for the exam, calculated on the basis of only first obtained final results, and the grade for the thesis is at least 9.0, this is stated on the certificate in the words 'Summa Cum Laude'.





5. The designation 'Cum Laude' or 'Summa Cum Laude' as referred to in subsection 3 or 4 is not stated on the certificate, if during the degree programme irregularities have occurred (for example fraud or violation of the EUR integrity code).

### **Article 21 - The certificate, the grade list and the supplement**

1. The Examination Board will award a certificate as proof that the exam has been passed. One certificate is awarded for each programme. The bachelor certificate is signed by the chairman of the Examination Board, the master certificate by the thesis supervisor and the second assessor.
2. The grade list that forms part of the certificate only states the education units needed for the degree exam, together with the obtained results and the associated credits. The bachelor grade list is signed by the chairman of the Examination Board, the master grade list by the thesis supervisor and the second assessor.
3. The Examination Board adds a supplement to the certificate in accordance with the agreed European standard.
4. On behalf of the Examination Board the Exam Administration ESE awards the bachelor certificate, the corresponding grade list and the supplement to the student in person, unless the student opts for an award during Bachelor Graduation Day.
5. After the graduation session the thesis supervisor awards the master certificate, the corresponding grade list and the supplement to the student in person.
6. 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.

## **Section 7 - Concluding and implementation provisions**

### **Article 22 - Amendments**

1. Amendments to these rules and regulations are laid down by the Examination Board in separate decisions.
2. Before adopting the changes the Programme Director and Dean are asked for their advice and the School Council is consulted.
3. No amendments are made that apply to the current academic year, unless the interests of students would in all likelihood not be prejudiced as a result.
4. Furthermore, amendments cannot adversely influence decisions with respect to students taken by the Examination Board under these rules and regulations.

### **Article 23 - Entry into force**

These rules and regulations become effective on 29 August 2015 and remain valid up and including 26 August 2016.

Thus laid down by order of the Examination Board ESE on 23 June 2015.