

Rules and Regulations (R&R)

bachelor and master programme(s)

Erasmus School of Social and Behavioural Sciences

2019-2020

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SECTION 1 - GENERAL PROVISIONS

Article 1. Applicability of the regulations

These regulations apply to the 2019-2020 academic year and govern the tests and final examination of the bachelor and master programmes at the Erasmus School of Social and Behavioural Sciences, with the exception of the Erasmus University College's Liberal Arts and Sciences bachelor programme. They apply to all students enrolled in these programmes, as well as to students enrolled in other programmes who are taking components of the above-mentioned programmes. The regulations are also binding for the ESSB Examination Board and examiners working for ESSB.

Article 2. Definitions

Unless stated otherwise, the same definitions will be used in these Rules and Regulations as formulated in the Education and Examination Regulations (EER) of the Erasmus School of Social and Behavioural Sciences (ESSB). In addition, the following definitions are applicable:

- a. Test: all the graded components of a course.
- b. Partial mark: a test may consist of several test components which are all assessed with a mark. This is a partial mark. A partial mark may relate to a test, a paper, a substantial assignment or a combination of several smaller assignments which together result in one partial mark.
- c. Valid mark: a valid mark is a result that fulfils the minimum standard of 4.0 or 5.5. A valid mark is not necessarily the same as a passing mark.
- d. Corrector: tutor or trainee research assistant who, within the frameworks adopted by the coordinator, assists in assessing test components taken by a student.

Article 3. How the Examination Board works

1. The duties of the Examination Board are set out in Articles 7.11, 7.12, 7.12b and 7.12c of the Higher Education and Research Act (WHW).
2. All additional duties of the Examination Board are specified in the Faculty Regulations.
3. The Examination Board is also governed by internal regulations which describe the internal division of duties and responsibilities and the way in which it carries out its duties.
4. All requests made by students to the Examination Board must be submitted through the web form, accompanied by relevant attachments where necessary. The Examination Board strives to formulate its decision within 20 working days after receiving the request and will inform the student of this decision by student e-mail.
5. If a decision cannot be given within 20 working days, the Examination Board will inform the student within that period, specifying a reasonable term within which the student can expect the decision.

SECTION 2 – EXAMINERS

Article 4. Appointing examiners

1. With regard to the implementation of the provisions of Article 7.12c of the Act, the ESSB Examination Board appoints examiners for the purpose of administering examinations and determining the results of these examinations. For this purpose, it has adopted the criteria as stated in the second paragraph of this article.
2. Academic staff with a position at the EUR who meet the qualification criteria (in accordance with the Collective Labour Agreement (CLA) for Dutch Universities) are competent to act as examiners:
 - professors
 - associate professors
 - assistant professors
 - other academic staff

3. Additional criteria have been included in the test protocol regarding the competence to act as an examiner for the purpose of assessing the bachelor and master thesis.¹
4. The Examination Board may deviate from the criteria in paragraph 2 and may also appoint other persons as examiners, including external persons and persons working at the faculty on the basis of a hosting agreement. Trainee research assistants and tutors act solely as correctors. It is the examiner, appointed by or on behalf of the director of the department as a practical or course coordinator, who ultimately bears responsibility for testing and assessment.
5. Examiners are independent and have the required expertise. The independence of an examiner is conferred by law. Examiners have the necessary expertise if they possess the required academic qualifications and the required examining qualifications. The examining qualifications are expressed in the minimum requirement that the examiner has obtained a University Teaching Qualification.
6. The Examination Board verifies that the examiners meet the expertise requirements. No later than 1 July in the preceding academic year in which the appointment shall take effect, the Examination Board receives a substantiated request from or on behalf of the department director for the appointment of a candidate as an examiner.
7. In cases where the intended examiner does not (yet) have the required qualifications, consultations will take place between the director of the department and the Examination Board to discuss a conditional appointment. A conditional appointment is an appointment under conditions to be determined later that could be related to the working method and professionalisation of the person involved.
8. The examiners will receive a letter from the Examination Board stating that they have been appointed as examiners and the duration of their appointment.
9. The examiners will provide the Examination Board with the requested information.
10. The Examination Board may revoke an appointment if it has serious cause to do so.

Article 5. Guaranteeing the quality of tests and the final examination

1. An assessment policy and an assessment plan for each programme will be prepared by or on behalf of the vice dean of Education. These will contain a systematic description of all tests and how they relate to the learning objectives and exit qualifications. The assessment policy and assessment plan will serve as a framework in which tests will be developed and conducted. The Examination Board advises the programme management in this regard. Supplemental to the assessment policy and assessment plan, the Examination Board draws up a test protocol with respect to the construction, holding, assessment, analysis and administration of examinations and test results. This protocol is binding for examiners.
2. The Examination Board monitors the quality of the tests with the support of the test committee. In that context, the Examination Board periodically inspects the operation of the PDCA quality cycle regarding testing by the education management and, complementary to this, compliance with policy and regulations related to testing and the quality of testing. Supplementary to the test protocol, the Examination Board may set binding guidelines and assessment standards for tests and examinations for this purpose.

SECTION 3 – RULES CONCERNING REGISTRATION FOR AND PROPER CONDUCT DURING TESTS

Article 6.

1. Matters relating to registration and the proper conduct during examinations are subject to the Rules of Order for Examinations, incorporated in Appendix V, with the exception of ESSB specific rules as mentioned below. In the event of a conflict, the ESSB Examination Board's Rules and Regulations prevail.

¹ ESSB Examination Board Test Protocol, version adopted June 2018, chapter 3 Thesis.

2. Only students who have attended all the meetings for a component (or who have successfully completed substitute assignments) are entitled to a result being determined for the relevant component. Students must register for a course test by completing the course evaluation via the electronic learning environment² or (depending on the programme or the study phase) by registering directly via the learning environment. Students required to resit a course test must register via the relevant programme's electronic learning environment. For bachelor 1 students repeating the year or students required to repeat certain courses from a previous academic year, other rules apply (see Article 7).

Article 7. Rules on participating in courses and tests for students repeating courses

A. Rules on participating in tests for courses that are repeated

1. Bachelor 1 students repeating courses may retake all components of the bachelor 1 year.
2. Bachelor 2, bachelor 3 and master students may only repeat courses insofar as this is permitted on the basis of the EER.
3. The following rules apply to all students who repeat courses:
 - a. In the next academic year, students who repeat courses and who have already satisfied the attendance requirements are not obliged to register for a course or practical that they still need to complete. They are not required to attend the sessions of the course or practical unless they do not complete the course in the next academic year.
 - b. Students who repeat courses and choose to register to participate in a course or practical are required to satisfy the attendance requirements and all other requirements of that course or practical, regardless of whether they passed the attendance in the year before.
4. Students choosing to participate in a course or practical (and thus attend the sessions) must register via the programme's electronic learning environment no later than one month before the commencement of each course or practical they wish to retake. The right to participate in a course or practical lapses if the registration period is exceeded.

B. Rules on participating in tests for courses that are repeated

1. The period and method for registering for the test will be announced in the relevant programme's learning environment.
2. Only students who have satisfied the attendance requirements for a component are entitled to their results being registered for the relevant examination component. Students must register for a test via the electronic learning environment.
 - a. Students may only participate in a test if they have registered for it properly and within the time specified.
 - b. If a student takes a test without having registered for it properly and timely, no results will be given for the test.
3. Students who take a test without having registered for it properly do so at their own risk. The relevant test mark may only be recorded in Osiris if the student pays a €20 administration fee to the ESSC. This must be paid during the period between the penultimate working day prior to the test and the third working day after the day on which the test in question is held.

Article 8. Functional impairment

In accordance with the conditions laid down in the EER, students with a functional impairment will be offered the opportunity to use specific facilities in support of educational activities and to take tests in a way adapted to their impairment as far as possible. To this end, students should submit a request to the student advisor which includes a statement from an agency competent in the matter as soon as possible, but no less than one month before the start of the next component. Based on the advice issued by the student advisor, the Examination Board will decide on the allocation of the necessary facilities.

² This does not apply to the Public Administration bachelor 3 and master programme.

Article 9. Exemptions and discretionary space

A. General

Taking account of the conditions laid down in the EER, the Examination Board may grant a student an exemption for a complete component if the student has submitted a request to this end.

1. An exemption request can only be processed after a student is enrolled in a programme and assigned to an examination programme.³
2. Exemptions are granted exclusively on the basis of (full) components completed with a grade of 'satisfactory' (5.5 or higher) and representing at least the same amount of EC as the component for which the student has requested an exemption.
3. An exemption request must be submitted at least 6 weeks before the start of the relevant component, accompanied by reasons, via a completed web form to the Examination Board, including all the required attachments. Incomplete and/or late requests are not taken into consideration, with the exception of requests submitted for components starting before 15 October.
4. Exemption requests for the minor⁴ and/or elective may also be submitted after they have ended. In such cases, the possibility that the request is rejected by the Examination Board must be accepted as a risk by the student.
5. The Examination Board may ask examiners for advice before taking a decision on the exemption request.
6. No mark is related to an exemption. Exemptions are registered in Osiris as 'EX'.
7. Exemptions are not taken into account when calculating average marks, such as in the framework of a (summa) cum laude classification (*judicium*).
8. Identical courses completed at an earlier stage at ESSB are included in the examination programme at the student's request. Courses passed at ESSB that are identical in terms of content, study load and level, but with another name and/or course code, are also considered to be identical components, with the exception of the bachelor and master thesis.
9. No rights may be derived from exemptions previously granted to other students.

B. Bachelor programmes

10. With the exception of that which is stated in paragraph 8 of this article, no exemptions are granted in year 1 of the bachelor programme.
11. In bachelor 2 and bachelor 3, exemptions may be granted in respect of courses that are similar in content and level.
12. An exemption of the minor may be granted based on a programme completed at a Dutch university of applied sciences or based on (a combination of) university components that are equal to the minors in the EUR admission matrix in terms of content, study load and level. The programme concerned or the (combination of) university level components may not overlap with the content of the student's own curriculum. An exemption may likewise be granted based on a programme completed abroad, provided that this programme is at least equivalent to the level of a university of applied sciences in the Netherlands.⁵ The implementation rules of Appendix IV Minors apply.

³ Different regulations apply for the pre-master programmes. See paragraph C of this article for more information.

⁴ Pedagogical and Educational Sciences students who are still on exchange during block 3 are subject to the rules listed in the electronic learning environment (page 'Pick course' for students going on an exchange). For Public Administration students (including MISOC) who are still on exchange during course period 3, a replacement course must be at least equivalent in terms of workload (EC's). Public Administration students (including MISOC) who are still on exchange during course period 4 may be granted an exemption only with respect to attendance. Sociology students who are still on exchange during course period 4 may be granted a full exemption for the course period subject to certain conditions. These conditions are: 1) minimum bachelor 3 level, 2) a Sociology course in terms of content, 3) minimum 7.5 EC's and 4) no substantive overlap with the Sociology curriculum within ESSB except for the subject in course period 3.4.

⁵ This is determined by the Central Admissions Office or Nuffic.

13. For the elective in bachelor 3 of Psychology, an exemption may only be granted based on academic subjects at a minimum of bachelor 2 level, which show no overlap with the content of the curriculum of the study programme, and that represent at least an equivalent number of EC's. An exemption may likewise be granted for the elective in bachelor 3 of Psychology based on a programme completed abroad, provided that this programme is at least equivalent to the level of a university of applied sciences in the Netherlands.⁶
14. No exemptions are granted for the bachelor thesis. The same applies for the bachelor internship.

C. Master and pre-master programmes

15. The pre-master is a package of courses put together in advance which must be passed to be admitted to the master. No exemption is therefore granted for components of the pre-master.
16. With the exception of that which is stated in paragraph 8 of this article, no exemptions are granted for components of the master programme.
17. Excepting that which is stated in paragraph 16 of this article, a supplement to the EER shall apply, stating that an exemption for the elective in the Public Administration master programme may be granted based on a completed course in a programme accredited in the Netherlands, provided it is similar in terms of content, study load and level to the component that will be exempted.

SECTION 4 - FRAUD AND MISCONDUCT

Article 10. Types of fraud and misconduct

1. The term 'fraud' is understood to mean any act or omission on the part of a student that make it impossible for the examiner and the Examination Board to form an accurate opinion of the student's acquired knowledge, insight and skills, or those of other students.
2. The student must avoid any possible appearance of fraud during the examination. In the event of an accidental breach of the rules, the student should immediately report to the invigilator.
3. The following will in any event be deemed to be fraud:
 - i. obtaining knowledge concerning the questions or assignments in a certain examination prior to that examination;
 - ii. assuming another person's identity or having another person assume one's identity during a test;
 - iii. consulting sources of information (such as books, syllabi, notes written on paper or the student's skin or clothing, programmable calculators, mobile phones, smartphones, and all other electronic devices that might contain information) or having them at hand during tests while their use is not explicitly permitted pursuant to Article 11. Mobile phones, smartphones, etc. should also be switched off and remain off during tests;
 - iv. copying other students' answers or sharing any information with them in any manner whatsoever, inside or outside the examination room during the test. Providing other students with the opportunity to commit fraud is also deemed to be fraud;
 - v. changing the issued question forms and/or examination papers or exchanging them with other students and/or taking question forms and/or examination papers home and/or copying them without permission;
 - vi. making any changes to previously submitted examination answers during a subsequent inspection;
 - vii. committing plagiarism, which is taken to mean the copying of a passage containing more than one or a few words from one's own or someone else's work, either literally or in translation, for an individual or group assignment, project, thesis or any other type of text that is part of an examination, without indicating this by the use of quotation marks or similar unequivocal typographical means, even if a bibliographically traceable and correct source reference is

⁶ This is determined by the Central Admissions Office or Nuffic.

included. Providing other students with the opportunity to commit plagiarism is also deemed to be fraud;

- viii. making it partially or completely impossible to form an accurate opinion of the student's acquired knowledge, insight and skills by actions or omissions in any other way⁷;
- ix. assuming a different identity during compulsory teaching sessions;
- x. being represented by a third party during compulsory educational meetings;
- xi. collaborating on the report for an individual assignment without permission;
- xii. all other forms of misconduct.

The following are likewise prohibited:

- xiii. taking part in a test without being entitled to do so;
 - xiv. making it partially or completely impossible in any other way to form an accurate opinion of the student's knowledge, insight and skills through deceitful actions or omissions.
4. Academic achievements consisting of written work may only be evaluated in credits once.
 5. Students are not permitted to submit (part of) a previous thesis, assignment or any other form of text already written in connection with the student's present or previous programme at or outside the faculty a second time in the same course or a different course, without first consulting and obtaining the approval of the examiner (with respect to the part for which the text is submitted a second time, or is intended to result in credits a second time). Nor are students permitted to use any part of a previous assignment, modified or otherwise, when writing a thesis, assignment or any other text for the purpose of obtaining credits for it a second time, without first consulting and obtaining the approval of this examiner.
 6. In addition to the general obligation to provide clear source references, students are under a special obligation to be completely transparent at all times with respect to re-using their own work, and can be held explicitly accountable on this point.

Article 11. Sanctions for fraud and misconduct

1. Students breaching the rules stated in the Rules of Order for Written Examinations or the rules specified in Article 10 of the Rules and Regulations, or students who enable actions in breach of these rules of order and this article, are deemed to be guilty of fraud.
2. If a student is suspected of fraud when sitting a test or in connection therewith, the invigilator or examiner must inform the student thereof at the earliest possible opportunity. The invigilator or examiner must note this down on the work to be submitted by the student and take possession of any documentary evidence. The student will be given the opportunity to finish the test and hand in his or her work.
3. The invigilator must report the observed or suspected fraud to the Examination Organisation of the Student Administration by means of a standard report form immediately after the test has finished. Any documentary evidence must be submitted together with this report. If the student has refused to hand over any such documentary evidence, the invigilator must state this on the form. The Examination Organisation of the Student Administration must send the report form filled in by the invigilator, together with any documentary evidence, to the Examination Board immediately after the end of the examination period.
4. If fraud is established after a test component has been submitted, or if there are grave suspicions of fraud (e.g. if the answers correspond with those in a different version of the test component), the examiner must report this to the Examination Board. Any documentary evidence must be submitted together with this report. The examiner informs the student of the report. See also Article 14, paragraph 5. Once the report has been submitted for review, the Examination Board will subsequently contact the student.

⁷ For further details on collaboration and boundaries applicable to collaborative work, see Appendix VI Collusion: When collaboration becomes fraud.

5. If plagiarism is established after an individual or group project, assignment or thesis has been submitted, or if there are grave suspicions of plagiarism (e.g. following the use of a plagiarism detection tool), the examiner must report this to the Examination Board. Any documentary evidence must be submitted together with this report. The examiner informs the student of the report. See also Article 14, paragraph 5. Once the report has been submitted for review, the Examination Board will subsequently contact the student.
6. Depending on the gravity of the fraud committed, including repeated fraud, the Examination Board may impose sanctions on the student, include the following:
 - a. a reprimand;
 - b. invalidation of the relevant individual or group project or assignment;
 - c. invalidation of the relevant test component or test;
 - d. invalidation of the relevant thesis;
 - e. exclusion from the relevant test for a maximum of one year;
 - f. exclusion from one or more tests;
 - g. exclusion from defending the thesis for a maximum of one year;
 - h. a combination of the above sanctions;
 - i. advising the Executive Board to terminate the student's enrolment in the relevant programme.
7. If fraud or plagiarism is established with respect to a group project, this will be imputed equally to each member of the group. The onus of proving the contrary lies with each member of the group.
8. The Examination Board must investigate the circumstances before taking a decision.

Article 12. Judicium abeundi

Pursuant to Article 7.42a of the Act, the executive board of the institution may terminate or refuse a student's enrolment for a programme in special cases on the recommendation of the Examination Board, the dean or a body comparable to the dean at the institution and after carefully weighing up the relevant interests, if the student's conduct or utterances demonstrate his or her unsuitability for practising one or more professions for which the attended programme constitutes a training, or for practical preparation for such professional practice.

SECTION 5 – THE ASSESSMENT AND REQUIREMENTS FOR PASSING TESTS

Article 13. Assessment standards

1. The assessment of written tests will be carried out on the basis of model answers and norms wherever reasonably possible.
2. Each student is assessed individually. At least 60% of the final mark must be attributed to individual performances (whether or not in the context of group assignments). This means that any individual assignments shall have a weight of at least 60% in the final grade, or, in the case of group assignments with a greater weight than 40%, a proportionate part of their assessment must be based on individual input. Different students in the group can therefore be given different marks.
3. The method of assessment must be transparent enough to enable students to determine how their individual assessment and their test results have been established.
4. In the event that a test is held by more than one examiner and the results are assessed by several examiners, these examiners must ensure that this is done on the basis of the same standards. If necessary, the Examination Board will assign final responsibility for the assessment to a single examiner.

Article 14. Establishing the results of a test

1. The results of a test comprising a number of partial grades will be established taking the following into account:

- a. The final marks will be expressed as a numerical score rounded to one decimal place on a scale from 1.0 to 10.0;
 - b. A test consists of a maximum of three partial marks. A partial mark may consist of several components; there is no minimum mark for such components (see paragraphs e and f.);
 - c. Each of the partial marks will be awarded a specific weighting. The weightings thus determined are listed in the course guide or the course manual;
 - d. The test result is determined by a weighted averaging of the unrounded results for the partial tests. When rounding, the first decimal is rounded up if the second decimal is a 5 or higher and rounded down if the second decimal is a 4 or lower;
 - e. All partial marks must be 4.0 or higher before a final mark can be determined. A partial mark <4.0 is invalid. A 5.5 is the minimum score for a 'pass' mark;
 - f. In deviation from what was stipulated under e., at in the bachelor 3, pre-master and master of DPECS, a minimum partial mark of 5.5. is applied. Within these components, a partial mark <5.5 is invalid;
 - g. If a test consists of a number of partial tests, a student who is admitted to the test is admitted to all the relevant partial tests. For the bachelor and master theses, a different regulation may apply, to be determined by the thesis coordinator and recorded in the course manual. If the student has not taken a partial test, no result will be determined for the relevant test;
 - h. If the course manual states that the students must fulfil certain obligations (which are not assessed substantively), no result will be determined if these obligations have not been met; no bonus or malus points will be awarded, but the student can still satisfy the relevant obligation by means of a resit;
 - i. In written assignments, the quality of language and spelling may be taken into account in the assessment if this is indicated in the course manual. Failure to meet the quality requirements in terms of language and spelling may only disqualify the assignment for substantive assessment if the quality defects render the content of the work incomprehensible;
 - j. A substantial deviation from the required length of a written assignment cannot lead to a substantive assessment thereof;
 - k. In the event of illegible handwritten texts (such as answers to open questions in a written examination), no result shall be determined. The legibility of the handwriting is assessed by the examiner. The student will still have the opportunity satisfy the relevant obligation by means of a resit.
2. A test result of 5.5 or higher will qualify as a 'pass'. In other words, the student has achieved a satisfactory result in the examination. In the bachelor 1, credits for the whole cluster are only awarded when a valid mark has been achieved for all components of the cluster and when the cluster average is 6.0 or higher.
 3. Alphanumerical results will be given in Osiris in the following cases:
 - a. Students who are registered for a test but who have not actually sat it are awarded 'NA' (Not Attended);
 - b. Students who enrolled for a course but did not take all the test components will be awarded 'NF' (Not Fulfilled) for the relevant test component(s);
 - c. Students who have completed one component, but not received a mark for it, are awarded a 'P' (Pass);
 - d. Students who have been granted an exemption by the Examination Board will be awarded 'EX' (Exemption);
 - e. The results of tests obtained at another educational institution and intended to replace a course will be recorded as subsidiary subjects elsewhere;
 - f. Test results obtained abroad will be recorded as 'P' (Pass);
 - g. If fraud has been discovered, the result will be recorded as 'FR' (Fraud).

4. If a student is not allowed to take a test, any results given for the relevant test will be invalidated. This is also the case if, for example, the student is not entitled to enrol for a course or practical because the associated EC's have already been awarded (Article 4.1 of the EER).
5. If a written test is not taken under the supervision of an invigilator, such as an assignment or thesis, the examiner must carry out a plagiarism check. The examiner must determine whether there is any suspicion of plagiarism. In the event of suspicion of plagiarism, the examiner must report this to the Examination Board and will not determine a result.
6. The procedure for establishing marks is as follows:
 - a. If, on the basis of the interim test results, there are any indications that the results are invalid, remarkably high or remarkably low, the examiner must inform the test committee immediately. The examiner will provide the test committee with an analysis of the possible reasons for the results;
 - b. After consulting the test committee, the examiner will determine the test result per student;
 - c. The examiner informs the Educational Office of the marks within the period specified and these marks are processed in Osiris;
 - d. Students are informed of their marks;
 - e. Any corrections (exclusively in favour of the student) to the result based on the test inspection are immediately forwarded by the examiner to the Educational Office and processed in Osiris;
 - f. Once the marks have been established, the Examination Board reserves the right to change the marks at any time if there are valid reasons for doing so.
7. In all cases, marks are only established if the student held a valid registration in the programme when the test was taken.

Article 15. Requirements for passing tests for courses in the programme

1. If the compensation scheme does not apply, the tests for the courses in the programme (see the relevant EER for these courses) will be deemed to have been passed if these tests are concluded with at least a 5.5.
2. Pursuant to Article 7.12b, paragraph 3 of the Act, the Examination Board may decide, subject to conditions it will set, that not every interim test needs to be passed to determine that the final examination has been passed. The Examination Board implements this in accordance with Appendices II and III of the EER.

Article 16. Failure to attend an educational or practical session⁸

1. A student must attend all sessions related to a component to be able to fulfil the obligations of that component.
2. If a student is absent, he or she must have a valid reason⁹. In all cases, absence is recorded in the digital learning environment. A student who arrives late may also be registered as absent. This will be at the discretion of the lecturer or tutor.
3. Students who miss one or more meeting(s) may still fulfil the obligations of the component if they have attended at least 80% of the sessions for this component.
4. A maximum of 20% of the sessions may be compensated by completing substitute assignments. Note: some practicals are subject to the requirement that one session is mandatory (commonly referred to as a test session). If this session is missed, the practical cannot be completed, unless there is a possibility of a substitute assignment or a resit opportunity for this session.
5. Substitute assignments are uploaded no later than the last Friday of the course period (before 11.59 PM).

⁸ It is possible that new rules regarding attendance shall come into force during 2019-2020. Students will receive sufficient information on this well in advance. This article may therefore be rescinded at that time (in whole or in part).

⁹ Exceptions are possible for a limited number of educational projects to be determined by the Examination Board. Examples of such projects include the annual NMUN project (through Cedo Nulli) and the ESSB's and the EUR's Honour's programme.

6. If the substitute assignment is assessed as 'satisfactory', the student will be marked as having fulfilled the requirements of the session and thus the attendance requirement.
7. If the substitute assignment is assessed as 'unsatisfactory', the student may redo the assignment. This is uploaded within two weeks of the deadline for submitting the initial assignment (paragraph 5).
8. For the substitute assignments of course period 8 different upload deadlines may apply. Information about this is available on the electronic learning environment.
9. If a student has attended all the sessions of a component (or completed substitute assignments as stipulated in paragraph 3) but does not pass the test, the student is not required to attend the sessions again during the subsequent academic year. The student is permitted to take only the test relating to the component.
10. More detailed rules concerning the Examination Board's absence policy are included in Appendix III. This policy also applies to the minors offered by the faculty.

Article 17. Resits

1. The EER regulates how many courses may be resat during a particular study phase. A full resit covering all components and learning goals is offered for all courses a student wishes to resit in accordance with these regulations.
2. Students may include partial marks obtained solely during the current and subsequent academic year in the final mark for the resit, with 'attendance' also being regarded as a partial result. Partial results for the minor lapse after the minor in question has been resat (in the current academic year). The same may apply to the partial mark of a research proposal for the bachelor or master thesis if the thesis coordinator decides this and it is stipulated in the course manual.
3. If a curriculum component lapses, students who have already taken this component but who have not yet passed it have the choice between:
 - a. using two test attempts for the lapsed component during the first academic year in which it is no longer offered; or
 - b. taking a conversion course.

In principle, the test moments of the lapsed course should coincide with the tests for the conversion course. Participation in both the tests of the lapsed component and the (test of the) conversion course is not allowed.

Students who have not yet taken the component of the curriculum that lapses are only eligible to take the conversion course.
4. If the weight of the partial tests of a component has been adjusted and the student has not passed all the partial tests in the preceding academic year, the Examination Board may permit the student to sit for the partial tests not yet completed in line with the 'lapsed curriculum', if the component consists of multiple partial tests and the partial marks already obtained are still valid.

Article 18. Professional conduct - NO LONGER APPLICABLE

In August 2019, policy with respect to professional conduct is currently being reviewed by a working group. The provision found in the Examination Board's Rules and Regulations 2018-2019 (see MyEUR) remains in force until the new policy has been adopted and incorporated in the EER or the Examination Board's Rules and Regulations.

Article 19. Bachelor and master thesis, internship

The rules governing the bachelor and master thesis in the programmes and the completion of an internship are listed in Appendix I.

SECTION 6 - THE EXAMINATION

Article 20. Final examinations

1. If all examination components of the curriculum have been passed or an exemption has been granted for these examination components, the Examination Board shall determine that the examination has been conducted and completed.
2. The Examination Board will establish whether all the requirements have been fulfilled for the awarding of the relevant certificate to the student following the course.
3. The Examination Board will determine the grade for the final examination after the examinations associated with the programme and other examination components have been completed. The Examination Board can grant the Examination Administration a mandate for the abovementioned competencies.
4. The desire to improve on 'satisfactory' results obtained is not in itself grounds for postponing the conferral of a degree.
5. For programmes in which students are allowed by the EER to take resits after receiving 'satisfactory' results in the bachelor 3 year or the master, a degree will not be actively conferred by the ESSB Examination Administration during a period to be defined every year, in order to safeguard the right to resit. Students are still allowed to submit a request for degree conferral to the ESSB Examination Administration during the period in question. The period in which degrees are not actively conferred is communicated via the electronic learning environment. Information is also provided there about how students may request degree conferral themselves.

Article 21. Certificates and statements

1. As proof that the examination has been passed, a certificate is awarded by the Examination Board after the Executive Board of the Erasmus University or the mandated officer has declared that the procedural requirements that apply to the issue of the certificate have been met.
2. One certificate shall be awarded for each programme.
3. The grade list that comprises part of the certificate lists the components corresponding to the examination.
4. The Examination Board adds an English-language diploma supplement to the certificate that conforms to the agreed-upon European standard format.
5. The certificate, the grade list and the diploma supplement will be signed by the chair of the Examination Board.
6. The procedure for applying for a certificate is given in the electronic learning environment. On behalf of the Examination Board, the Examination Administration issues the certificate, the related grade list and the supplement to the student in person, unless the student opts for the plenary diploma ceremony.
7. Students who have passed more than one test but who cannot be awarded a certificate may ask the Examination Board to issue a statement mentioning in any event the examinations that have been passed. This statement concerning the study results that have been obtained is issued by Examination Administration on behalf of the Examination Board.

Article 22. Studying abroad

1. Students have the option of taking courses at partner universities outside the Netherlands.
2. International exchanges are arranged via the Exchange Office of the ESSB's Marketing, Recruitment and Admissions (MRA) team. An international exchange is only possible if the student has completed bachelor 1. Permission will not be granted to take courses abroad to obtain credits for the elective period unless the student fulfils the above conditions. While it is not mandatory to complete the bachelor 2 prior to the exchange, because of the entry requirements for bachelor 3 components found in the EER, it is recommended nevertheless.¹⁰

¹⁰ ESSB bachelor programmes EER, Article 4.2. Participating in an international exchange is not a reason for allowing exceptions to the entry requirements.

3. To be eligible for an international exchange, a student must submit an application to the ESSB Exchange Office within the timeframe as stated in the electronic environment during the year prior to the desired exchange.
4. For the international exchange, the student, the host university and the Examination Board will conclude a study plan. Among the things specified in this agreement are the courses to be taken, the number of EC's to be obtained and the period in which the education activities will take place. The chosen courses must fulfil the criteria for the minor (and, in relevant cases, for the Psychology elective).¹¹ The parties may not deviate from this agreement without permission.
5. The study plan must be concluded prior to departing for the university abroad.
6. On behalf of the Examination Board, permanent contact persons within the study programmes, the academic coordinators, assess the courses chosen by the exchange students in light of the relevant criteria and likewise approve (changes to) the study plan on behalf of the Examination Board.
7. Any changes in the course(s) to be taken with respect to the study plan prior to or during the exchange must be submitted in writing to the academic coordinator for approval. Correspondence takes place via the Exchange Office.
8. On completion of the international exchange, students must submit the certificates obtained (transcript or academic record / grade list) for the courses taken, along with any other required documents, to the Examination Board via the Exchange Office. Based on these certificates, the Examination Board will give the student permission to include the courses completed abroad in his or her examination programme, provided these courses have been approved in advance.
9. Courses taken by the student within the context of language acquisition cannot be used to compensate parts of the degree programme's examination programme.
10. Courses passed at a foreign university are not taken into account for the determination of the classification (*summa cum laude*).
11. Courses and/or EC's obtained by students who go on exchange on their own initiative to a random host university that has no exchange agreement with the ESSB (free movers) will not be included in the student's examination programme.

Article 23. Classification *summa cum laude*

The *summa cum laude* classification is awarded for the bachelor or master degree if all the following conditions are fulfilled:

1. The classification shall be determined based on the weighted average of the recorded grades obtained without a resit¹²;
2. This weighting is based on the relative proportion of the examination component in the programme, as expressed in the number of EC's allocated to the relevant examination component;
3. The *Summa cum Laude* classification (English equivalent: excellent) will be awarded if the weighted average of all the examination components without a resit is equal to or higher than 9.00, and if the lowest grade obtained is no less than 6.5.¹³ In addition, a mark of at least 9.0 must be obtained for the bachelor thesis. The same applies to the master thesis;
4. Exemptions are not taken into account in the determination of the classification.

Article 24. Classification *cum laude*

The *cum laude* classification is awarded for the bachelor or master degree if all the following conditions are fulfilled:

¹¹ Refer to Article 3.6 of the bachelor programmes EER and Article 9 of these Rules and Regulations for further information on this matter.

¹² The basic premise for granting the classification *cum laude* or *summa cum laude* is that the student has not resat any component (in other words, the student has not sat for a test/assessment more than once)

¹³ The mark is not considered to be a resit if the first test taken is the resit test.

1. The classification shall be determined based on the weighted average of the recorded grades obtained without a resit¹⁴;
2. This weighting is based on the relative proportion of the examination component in the programme, as expressed in the number of EC's allocated to the relevant examination component;
3. The *Cum Laude* classification (English equivalent: 'excellent') will be awarded if the weighted average of all the examination components without a resit is 8.25 or higher, and if the lowest mark obtained is no less than 6.5.¹⁵ In addition, a mark of at least 7.5 must be obtained for the bachelor thesis. A mark of at least 8.0 must be obtained for the master thesis;
4. Exemptions are not taken into account in the determination of the classification.

Section 7 - FINAL PROVISIONS and implementation provisions

Article 25. Hardship clause and right of appeal

1. The Examination Board may, upon receiving a written and reasoned request from the student, deviate from the provisions of these rules and regulations if rejection of the request would lead to serious iniquity.
2. A student may lodge an appeal against decisions made by the Examination Board or by an examiner with the Board of Appeal for Examinations (Article 7.61 of the Act) at the institution where he or she is enrolled.

Article 26. Amendments to the rules and regulations

No amendments applying to the current academic year will be made unless it may be reasonably expected that these will not be harmful to students' interests.

Article 27. Entry into force

These rules and regulations will come into effect on 1 September 2019 as adopted by the ESSB Examination Board on 18 July 2019.

These Rules and Regulations have been translated into English. In the event of contrariety between the English translation and the Dutch version, the Dutch version prevails.

¹⁴ The basic premise for granting the classification *cum laude* or *summa cum laude* is that the student has not resat any component (in other words, the student has not sat for a test/assessment more than once)

¹⁵ The mark is not considered to be a resit if the first test taken is the resit test.

Appendix I – BACHELOR AND MASTER THESIS, INTERNSHIP

General

1. To establish its authenticity, the final version of the master thesis must (also) be submitted electronically.
2. If the assessment expressed on a 10-point scale is 5.5 or higher, the appropriate number of credits for the thesis will be awarded.
3. If the thesis is assessed as 'unsatisfactory', the relevant student will have one further chance for the current academic year.
4. Decisions on situations not covered by these rules will be taken by the Examination Board.

A. Sociology

Bachelor

1. Nature and scope
 - a. The thesis process for the bachelor in Sociology (bachelor thesis) is open to Sociology students admitted under Article 4.2 of the EER. Supplementary to the EER, students who have not met the entry requirement as a result of a missing or unsatisfactory result in the course period prior to the thesis process are provisionally admitted to the thesis process until the marks of the course period prior to the thesis process have been announced. If the student still does not fulfil the entry requirement, his or her entitlement to participate further in the thesis programme lapses and the student is deregistered.
 - b. The thesis process for the Sociology bachelor programme (bachelor thesis) will run during the last two course periods in the academic year (periods 3.7 and 3.8) and has a study load of 15 EC's.
 - c. The bachelor thesis constitutes a report on empirical research carried out by the student.
 - d. The bachelor thesis may comprise no more than 10,000 words, or 12,000 words including the title page and appendices. The guidelines and assessment criteria for the bachelor thesis are given in the course manual published in the electronic learning environment.
2. Supervision and assessment
 - a. The bachelor thesis is supervised under the responsibility of a lecturer, appointed by the programme organisers and authorised to act as an examiner, who is a member of the academic staff for the Sociology programme.

Master

1. Nature and scope
 - a. The thesis process for the Sociology master programme is open to students enrolled as master students in the Sociology programme at the EUR who meet the necessary entrance requirements.
 - b. In principle, the thesis process for the Sociology master will run from period 4.5 up to and including 4.8, and has a total study load of 22.5 EC's.
 - c. The thesis process will in any event comprise a piece of empirical research and an individual academic report on it (master thesis). Students must always register for the thesis through the Sociology thesis coordinator. Students must register with the coordinator – with due observance of the relevant procedure as stated in the course manual in the electronic learning environment – before they commence their thesis.
 - d. The master thesis may comprise no more than 10,000 words, or 12,000 words including the title page and appendices.
 - e. The guidelines, regulations and assessment criteria for the thesis process are given in the course book for the master thesis course published in the electronic learning environment. Students must observe the procedures for the thesis as described in the course book.
2. Supervision and assessment of the master thesis

- a. The master thesis is supervised by a lecturer authorised to act as examiner who is a member of the academic staff for the Sociology programme (institutional supervisor). If students conduct their research at an external organisation or company (internship thesis), an external internship supervisor will also supervise their work (organisation supervisor).
- b. Students are entitled to supervision and feedback relating to the conduct of their preparatory studies prior to the master thesis during course periods 4.5 up to and including 4.8. This supervision and feedback will comprise no more than 5 meetings for the thesis proposal and no more than 9 meetings for the thesis work itself.
- c. Entering into a research internship obliges students to complete this internship to the best of their ability. If it emerges that a student is failing to fulfil this obligation, the institutional supervisor may, in consultation with the organisation supervisor and/or the second assessor, request the Examination Board to terminate the internship prematurely.
- d. Two assessors will assess the master thesis. The institutional supervisor is also the first assessor. The thesis coordinator will appoint the second assessor, on condition that the second assessor is qualified to act as an examiner.
- e. Students may only start compiling data if the institutional supervisor and the second assessor have approved the thesis proposal.

Internship (as a separate course)

3. Supervision and assessment of the internship
 - a. Daily supervision of the internship will be carried out by the person who is acting as practical internship supervisor on behalf of the practical organisation and who is specified as such in the internship agreement (organisation supervisor).
 - b. An examiner (institutional supervisor) will supervise the student at a distance.
 - c. Entering into an internship obliges students to complete this internship to the best of their ability. If it emerges that a student is failing to fulfil this obligation, the institutional supervisor may, in consultation with the organisation supervisor, request the Examination Board to terminate the internship prematurely.
 - d. During the practical internship period, the student will participate in several sessions at the university.
 - e. In consultation with the organisation supervisor, the student must draw up a work plan for the practical internship to be approved and signed by the organisation supervisor, the institutional supervisor and the relevant student. This internship work plan must be signed and submitted to the institutional supervisor no later than 1 week after commencement of the practical internship. The work plan must also be uploaded to the electronic learning environment.
 - f. The organisation supervisor will assess the student on the basis of the internship assessment form at the end of the internship period.
 - g. The institutional supervisor assesses the practical internship on the basis of the organisation supervisor's assessment and the projects completed with respect to the sessions at the university.
 - h. If the final mark expressed on a 10-point scale is 5.5 or higher and if the student has fulfilled the requirements with respect to the meetings at the university (specified in the course manual), the appropriate number of credits for the practical internship will be awarded.

B. Public Administration

Bachelor

1. The bachelor project in the bachelor 3 programme may only be started if the requirements in Article 4.2 of the EER have been fulfilled and the student is enrolled as a Public Administration student. Supplementary to the EER, students who have not met the entry requirement as a result of a missing or unsatisfactory result in the course period prior to the thesis process are

provisionally admitted to the thesis process until the marks of the course period prior to the thesis process have been announced. If the student still does not fulfil the entry requirement, his or her entitlement to participate further in the thesis programme lapses and the student is deregistered.

2. The bachelor project will be written by a single person.
3. The requirements to be fulfilled in the bachelor project are specified in the bachelor Project Guidelines in the electronic learning environment.
4. Students will be allocated to the seminar groups, under the coordinator's responsibility, after timely and correct enrolment.
5. Students are supervised during compulsory seminars.
6. They are assessed by the seminar lecturer for the group in which the student has been placed.
7. In the event of resits by a student, the fact that the student has already received feedback for the determination of the mark is taken account of. There are several occasions on which feedback can be given during the course.
8. To establish its authenticity, the final version of the bachelor project must also be submitted to the lecturer through an electronic authenticity score acceptable to the faculty. The lecturer will sign to confirm authenticity.
9. The ultimate assessment of candidates is always individual.

Master

1. Before the thesis is started, the programme organisers should appoint a supervisory lecturer who approves the structure and content to act as the first reader.
2. The requirements to be met in the master thesis are specified in the Master Programme Thesis/Final Project Guidelines in the electronic learning environment.
3. Students will individually defend their thesis before a delegated Examination Board comprising the first and second readers.
4. The first and second readers will formulate the mark or proposed mark in consultation and include this (proposed mark) on the individual assessment form before students defend their thesis. This form will be taken into account in the examination.
5. To establish its authenticity, the final version of the master thesis must also be submitted to the first reader electronically through an electronic authenticity score acceptable to the faculty. The first reader will sign to confirm authenticity.
6. The following will apply to the first and second readers of a master thesis:
 - a. One of these readers is affiliated with the Public Administration programme. The other reader is preferably affiliated with the EUR's Public Administration programme. If such is not the case, the other reader must be a qualified lecturer at a Dutch university at the least;
 - b. The Examination Board must give permission for the appointment of a reader who is not affiliated with the EUR's Public Administration programme. A substantiated request for the appointment of this reader must be submitted to the Examination Board well before completion of the relevant thesis.
7. Readers other than those specified in paragraph 7 may participate in the Examination Board for the master examination as additional members.

Internship

1. Students may only start an internship for the master programme when they have obtained at least 15 EC's within the master.
2. Before commencing the internship, students must request a supervisory lecturer to approve the structure and content of the internship.
3. The internship coordinator must be informed of the internship no more than 4 weeks before its commencement.
4. At the end of the internship, the internship assessment form will be sent to the internship coordinator, who will send this on to the supervisory lecturer.

5. The supervisory lecturer will determine whether the student has fulfilled the internship obligation on the basis of an oral or written report, and, if this is the case, will mark the internship as 'completed'.
6. Extended or additional internships may not be counted as electives or extra electives and therefore do not result in any credits. However, in special cases, this extended or additional internship may be noted on the list of marks accompanying the master diploma.

C. International Public Management and Public Policy

1. After the student has attended the courses of blocks 1 and 2 and has successfully completed "Atelier Master/Professional Development 1" course, the program director assigns a thesis supervisor. Students can provide suggestions to the program director. The thesis supervisor appoints a second reader.
2. Mandatory participation in thesis circles is part of the thesis supervision process.
3. Master's thesis must meet the requirements, which are laid out in the 'Thesis Guidelines of the Master of International Public Management and Policy'.
4. The thesis is defended before a delegation of the Examination Board, consisting of a chair, the supervisor and a second reader. The defence may only happen in person; virtual presence is not allowed.
5. The dates of thesis defence in - will be announced on the electronic learning environment.
6. Before the student defends the thesis, the supervisor and second reader discuss a tentative mark. This is noted on the assessment form, which is used in the definitive examination assessment.
7. The supervisor assesses the originality of the written thesis as a whole based on the final version of the master's thesis, which must also be submitted electronically via a plagiarism scan. The supervisor then signs a statement attesting to the thesis' originality.
8. The following apply to the supervisor and second reader of the master's thesis:
 - a. One must be affiliated with the Department of Public Administration. Preferably, the other is affiliated with the EUR Department of Public Administration. If this is not the case, the other must, as a minimum requirement, be employed at a Dutch university as a qualified lecturer.
 - b. The approval of the Examination Board is required for supervisors/second readers who are not affiliated with the EUR Department of Public Administration. For this purpose, a request explaining the reasons for selecting the particular supervisor/second reader must be submitted to the Examination Board well before the thesis is finished.
9. Individuals other than those referred to in paragraph 6 can be involved in the master's programme final assessment as adjunct members of the Examination Board.

D. Psychology

Bachelor

1. Nature and scope
 - a. The final examination for the Psychology bachelor programme (bachelor thesis) is open to students admitted on the basis of Article 4.2 of the EER. Supplementary to the EER, students who have not met the entry requirement as a result of a missing or unsatisfactory result in the course period prior to the thesis process are provisionally admitted to the thesis process until the marks of the course period prior to the thesis process have been announced. If the student still does not meet the entry requirement, his or her entitlement to participate further in the thesis programme lapses and the student is deregistered.
 - b. The final examination for the Psychology bachelor programme (bachelor thesis) will be held during the last two course periods in the academic year (periods 3.7 and 3.8) and has a study load of 16 EC's.
 - c. The bachelor thesis constitutes a report on a literature study or empirical research carried out by the student.

- d. The bachelor thesis must comprise approximately 7,000 words for a literature study or 4,500 words for empirical research.
 - e. The guidelines and assessment criteria for the bachelor thesis are published in the electronic learning environment.
2. Supervision and assessment
- a. The bachelor thesis is supervised by a lecturer authorised to act as examiner (see Article 4).
 - b. Students in cohorts from 2012/2013 or later are entitled to supervision and feedback relating to the performance of their preparatory studies prior to the bachelor thesis during period 3.7 and the first three weeks of period 3.8. This supervision and feedback will comprise no more than 12 hours. For all other cohorts, please consult the EER for the relevant cohort for additional information.

Master

1. Nature and scope
- a. The final examination for the Psychology master programme is open to students enrolled as master students at the EUR's Psychology programme who meet the necessary entry requirements.
 - b. In principle, the final examination for the Psychology master programme will be held from period 4.5 up to and including 4.8, and has a total study load of at least 32 EC's.
 - c. The final examination will in any event comprise a piece of empirical research (research internship) and an individual academic report (master thesis) on it, with a joint study load of at least 20 EC's.
 - d. Part of the final examination may comprise a practical internship with a minimum study load of 12 EC's.
 - e. The signing off of the practicals in the course series 3.4, 3.5 and 3.6 that are part of the bachelor diploma for which admittance to the relevant master programme is granted is an entry requirement for the practical internship. External entrants must have completed practicals equivalent to the practicals in the course series 3.4, 3.5 and 3.6.
 - f. Students must always register for internships and theses through the Psychology programme's internship coordinator. Students must register with the internship coordinator – with due observance of the relevant procedure as stated in the internship guidelines in the electronic learning environment – before they commence their internship.
 - g. The master thesis should comprise between 7,500 and 15,000 words (approximately).
 - h. The guidelines, regulations and assessment criteria for the final examination will be published in the electronic learning environment in the manual 'Internship, research and thesis'. Students must observe the procedures for the internship and thesis as described in this manual.
 - i. If a student follows two specialisations, a combined research internship for these two specialisations is a possible option, provided that the internship coordinator and the internship committee member have consented to this. Exemptions for research internships conducted during a different master are not possible.
2. Supervision and assessment of research internship and master thesis
- a. The research internship and master thesis are supervised by a lecturer authorised to act as examiner who is a member of the academic staff of the Psychology programme (institutional supervisor). An external internship supervisor will also act as organisation supervisor in the event of an external research internship (i.e. a research internship completed outside the Psychology Institute), who is specified as such in the internship agreement. This supervisor may also be authorised to assess the thesis with the approval of the Examination Board.
 - b. Students are entitled to supervision and feedback relating to the conduct of their preparatory studies prior to the master thesis from period 4.5 up to and including 4.8. Exceptionally, a

student may start the internship earlier, but only for a maximum of 2 days a week. A later start is also possible. In both cases, permission of the internship coordinator is required.

- c. In case of an extension exceeding 6 months, the institutional supervisor may decide not to supervise. The student will obviously remain entitled to 2 assessment moments per year with the supervisor.
 - d. Entering into a research internship obliges students to complete this internship to the best of their ability. If it emerges that a student is failing to fulfil this obligation, the institutional supervisor may, in consultation with the organisation supervisor and/or the second assessor, request the Examination Board to terminate the internship prematurely.
 - e. Two assessors will assess the master thesis. The institutional supervisor is also the first assessor. The first assessor will appoint the second assessor, on condition that the second assessor is qualified to act as an examiner.
 - f. Students may only start compiling data if the institutional supervisor and the second assessor have approved the research proposal.
 - g. Students must in any event hand in their thesis in digital format to the institutional supervisor. In consultation with the supervisor, the thesis may also be sent to the institutional supervisor in digital form only. Furthermore, the thesis must be uploaded via the electronic learning environment.
3. Supervision and assessment of practical internship
- a. Daily supervision of the practical internship will be carried out by the person acting as practical internship supervisor on behalf of the practical organisation, who is specified as such in the internship agreement (organisation supervisor).
 - b. Students will be supervised at a distance by a lecturer authorised to act as examiner who is a member of the academic staff at the Psychology Institute (institutional supervisor).
 - c. Entering into a practical internship obliges students to complete this internship to the best of their ability. If it emerges that a student is failing to fulfil this obligation, the institutional supervisor may, in consultation with the organisation supervisor, request the Examination Board to terminate the internship prematurely.
 - d. Students who have opted for a clinical specialisation must attend at least 2 peer review meetings during the practical internship period.
 - e. In consultation with the organisation supervisor, the student must draw up a work plan for the practical internship to be approved and signed by the organisation supervisor, the institutional supervisor and the relevant student. This internship work plan must be signed and submitted to the institutional supervisor no later than 3 weeks after commencement of the practical internship. The work plan must also be uploaded via the electronic learning environment.
 - f. The organisation supervisor will assess the student on the basis of the internship assessment form at the end of the internship period.
 - g. Students must compile an internship report based on their experiences during their practical internship and describing the degree to which they have achieved their personal learning targets.
 - h. They must submit this report, together with a completed and signed internship assessment form, to the institutional supervisor in the manner prescribed in the course manual, no later than 4 weeks after completing their internship.
 - i. Students may use their practical internship to fulfil the practical part of the *Basisantekening Psychodiagnostiek* at the Dutch Association of Psychologists (BAPD-NIP). Information on this is available via the course manual. This does not constitute an examination component for the programme.
 - j. The institutional supervisor will assess the practical internship on the basis of the organisation supervisor's assessment and the internship report. The institutional supervisor's assessment will constitute the final mark for the practical internship.

- k. If the final mark, expressed on a 10-point scale, is 5.5 or higher and if the relevant student has fulfilled any peer review requirements, the appropriate number of credits for the practical internship will be awarded.

E. Pedagogical and Educational Sciences

Bachelor

1. Nature and scope

- a. The final examination for the Pedagogical and Educational Sciences bachelor programme is open to students enrolled as bachelor 3 students in the EUR's Pedagogical and Educational Sciences programme and who are admitted on the grounds of Article 4.2 of the EER. Supplementary to the EER, students who have not met the entry requirement as a result of a missing or unsatisfactory result in the course period prior to the thesis process are provisionally admitted to the thesis process until the marks of the course period prior to the thesis process have been announced. If the student still does not meet the entry requirement, his or her entitlement to participate further in the thesis programme lapses and the student is deregistered.
- b. The final examination for the Pedagogical and Educational Sciences bachelor programme will be held during from periods 3.6 up to and including 3.8, and has a total study load of at least 20.5 EC's.
- c. The final examination consists of completing an internship with a minimum study load of 13 EC's and writing a bachelor thesis with a study load of 7.5 EC's.
- d. The internship may be a practical, combined or research internship.
- e. In all cases, the internship and thesis (practical, research or combined) must first be approved by the internship committee, which will verify whether the internship fulfils the relevant preconditions. The internship may not commence if it has not been approved.
- f. The bachelor thesis constitutes a report on a literature study or empirical research carried out by the student.
- g. The bachelor thesis must comprise approximately 6,000 words for a literature study or 4,000 words for empirical research.
- h. The guidelines and assessment criteria for the internship and bachelor thesis will be published in the electronic learning environment.

2. Supervision and assessment of the bachelor internship

- a. Daily supervision of the internship will be carried out by the person who is acting as practical internship supervisor on behalf of the practical organisation and who is specified as such in the internship agreement (organisation supervisor).
- b. The organisation supervisor is ultimately responsible for the student's internship work, and is also the primary contact person.
- c. Students are entitled to at least one hour of individual supervision a week from the organisation supervisor, based on a full-time working week.
- d. The organisation supervisor will discuss the student's progress and development based on the assessment criteria with the student and the lecturer-supervisor. The organisation supervisor will give an assessment for the student's internship work and put forward a proposal for the final assessment.
- e. In addition to the organisation supervisor, a lecturer-supervisor will be assigned to the student. The lecturer-supervisor will be the student's contact person for the programme during the practical internship. The lecturer-supervisor will supervise the student 'in the background' during the internship and is the contact point for the organisation supervisor as well as the student.
- f. Students must attend 2 peer review meetings during the internship period.

- g. In consultation with the organisation supervisor, the student must draw up a work plan for the internship to be approved and signed by the organisation supervisor, the lecturer-supervisor and the student. The lecturer-supervisor is responsible for assessing the work plan.
 - h. The organisation supervisor will assess the student using the assessment form in the middle and at the end of the internship period.
 - i. In consultation with the organisation supervisor, the lecturer-supervisor will determine the mark to be awarded for the internship work, using the interim and final assessment forms.
 - j. Students must compile an internship report based on their experiences during their internship and describing the degree to which they have achieved their personal learning targets.
 - k. Students must hand in their internship report at the end of the internship, in consultation with the lecturer-supervisor, via the internship progress system in the electronic learning environment.
 - l. The mark for the internship comprises the average of the mark for performance during the internship (75% weighting) and the internship report (25% weighting). The mark will be declared valid provided that the following conditions are fulfilled:
 - i. The work plan is assessed as 'satisfactory'.
 - ii. The mark for the student's performance during the internship is 5.5 or higher.
 - iii. The mark for the student's internship report is 5.5 or higher.
 - iv. The student attended the two peer review meetings.
3. Supervision and assessment of the bachelor thesis
- a. The bachelor thesis is supervised by a lecturer authorised to act as examiner who is a member of the academic staff at the Pedagogical and Educational Sciences programme.
 - b. Students are entitled to supervision and feedback relating to the conduct of their preparatory studies prior to the bachelor thesis during three course periods. This supervision and feedback will comprise no more than 10 hours.
 - c. Students must submit their thesis by digitally uploading it to the electronic learning environment.

Master

1. Nature and scope
- a. The final examination for the Pedagogical and Educational Sciences master programme is open to students enrolled as master students in the EUR's Pedagogical and Educational Sciences programme who meet the necessary entry requirements.
 - b. In principle, the final examination for the Pedagogical and Educational Sciences master programme will be held in the period from block 5 up and including block 8, and has a total study load of 22.5-30 EC's.
 - c. The final examination consists of completing an internship with a minimum study load of 20 EC's for the Orthopedagogy and the Educational Sciences specialisations. The internship for the Child & Family Studies specialisation and the international students will comprise 12.5 EC's. The master thesis has a study load of 10 EC's.
 - d. In all cases, the internship and thesis (practical, research or combined) must first be approved by the internship committee. The internship may not commence if it has not been approved.
 - e. Students may only start compiling data for the combined or research internship if the first and second assessors have both approved the research proposal.
 - f. The final examination will in any event comprise a piece of empirical research and an individual academic report on it (master thesis).
 - g. Students may only commence the internship on condition that they simultaneously take part in education from the master programme, or have already taken part in it.
 - h. As a guideline, the master thesis should comprise between 8,000 and 10,000 words (approximately).

- i. The guidelines, regulations and assessment criteria for the final examination will be published in the electronic learning environment. Students must observe the procedures for the thesis as described herein.
 - j. If a student follows two specialisations (within the same master programme), a combined research internship for these two specialisations is possible, provided that the internship coordinator has consented to this.
2. Supervision and assessment of the master internship
- a. Daily supervision of the internship will be carried out by the person acting as organisation supervisor on behalf of the practical organisation and who is specified as such in the internship agreement.
 - b. The organisation supervisor is ultimately responsible for students' internship work, and is also the main point of contact.
 - c. Students are entitled to at least one hour of individual supervision a week from the organisation supervisor, based on a full-time working week.
 - d. The organisation supervisor will discuss the student's progress and development based on the assessment criteria with the student and the lecturer-supervisor. The organisation supervisor will give an assessment for the student's internship work and put forward a proposal for the final assessment.
 - e. In addition to the organisation supervisor, a lecturer-supervisor from the Pedagogical and Educational Sciences programme will be assigned to each student.
 - f. Students must attend 2 peer review meetings during the internship period.
 - g. In consultation with the organisation supervisor, the student must draw up a work plan for the internship to be approved and signed by the organisation supervisor, the lecturer-supervisor and the student. The lecturer-supervisor is responsible for assessing the work plan. The organisation supervisor will assess the student using the assessment form in the middle and at the end of the internship period.
 - h. In consultation with the organisation supervisor, the lecturer-supervisor will determine the mark to be awarded for the internship work, using the interim and final assessment forms.
 - i. Students must compile an internship report based on their experiences during their internship and describing the degree to which they have achieved their personal learning targets.
 - j. Students must hand in their internship report at the end of the internship, in consultation with the lecturer-supervisor, via the internship progress system in the electronic learning environment.
 - k. The lecturer-supervisor is responsible for assessing the report.
 - l. If a student intends to use the practical internship to fulfil the practical part for the *Basisaantekening Diagnostiek* at the Association of Educationalists in the Netherlands (NVO), he or she is personally responsible for recruiting a qualified supervisor at the practical organisation. If no qualified supervisor is available at the practical organisation, a lecturer-supervisor will supervise the student.
 - m. Students must submit the following documents to the lecturer-supervisor before applying for their master diploma, as proof that they have completed the practical part of the NVO *Basisaantekening Diagnostiek*:
 - A completed and signed NVO *Basisaantekening Diagnostiek* supervision certificate.
 - Three anonymised case reports in conformity with the NVO *Basisaantekening Diagnostiek* requirements. Furthermore, it is essential that these case reports are assessed as 'satisfactory' before the student has graduated.
 - The internship report containing a description of the diagnostic work in connection with the NVO *Basisaantekening Diagnostiek*.

- n. The mark for the internship comprises the average of the mark for performance during the internship (75% weighting) and the internship report (25% weighting). The mark will be declared valid provided that the following conditions are fulfilled:
 - i. The work plan is assessed as 'satisfactory'.
 - ii. The mark for the student's performance during the internship is 5.5 or higher.
 - iii. The mark for the student's internship report is 5.5 or higher.
 - iv. The student attended the two peer review meetings.
3. Supervision and assessment of the master thesis
- a. The master thesis is supervised by a lecturer authorised to act as examiner who is a member of the academic staff at the Pedagogical and Educational Sciences programme (lecturer-supervisor).
 - b. Students are entitled to supervision and feedback relating to the conduct of their preparatory studies prior to the master thesis during the period from block 5 up to and including block 8. This supervision and feedback will comprise no more than 25 hours.
 - c. Two assessors will assess the master thesis.
 - d. Students may only start compiling data if the first and the second assessors have both approved the research proposal.
 - e. Students must submit their thesis by digitally uploading it via the electronic learning environment.

Entering into an internship obliges students to complete this internship to the best of their ability. If it emerges that a student is failing to fulfil this obligation, the lecturer-supervisor may request the Examination Board to terminate the internship prematurely, in consultation with the organisation supervisor and/or the second assessor.

Appendix II Second bachelor or master specialisation

A. Second specialisation in the bachelor Psychology and in the bachelor Pedagogical and Educational Sciences

1. For a second specialisation to be followed simultaneously on the first occasion that a student takes the bachelor 3 year, permission of the Examination Board is required and the student must meet the following requirements:

An average score of 7.5 or higher must be obtained for each of the following examination components:

- Knowledge clusters 1 and 2
- Skills clusters 1 and 2

The Professional conduct 1 and 2 must also be signed off with a 7.5 or higher or a pass.

2. For two specialisations to be followed in succession in a second or subsequent year in which the student is registered as a bachelor 3 student, permission of the Examination Board is required and the following applies:
 - the student should enrol for a complete academic year as a student at the EUR (with effect from 1 September);
3. Requests to the Examination Board for to follow a second bachelor specialisation must be submitted by 15 August of the previous academic year.
4. After the Examination Board has granted permission, the student contacts the Educational Office in a timely manner to be entered for the courses. Any clashes with the schedule of the student's own curriculum are at his or her risk.
5. The courses are included as extracurricular in the examination programme and will be mentioned on the list of marks on the diploma.
6. The Examination Board may deviate from the above rules in exceptional circumstances.

B. Second specialisation in the master - all programmes

1. For a second specialisation to be followed simultaneously in the master (within the same programme), permission of the Examination Board is required and the student must meet the following requirements:

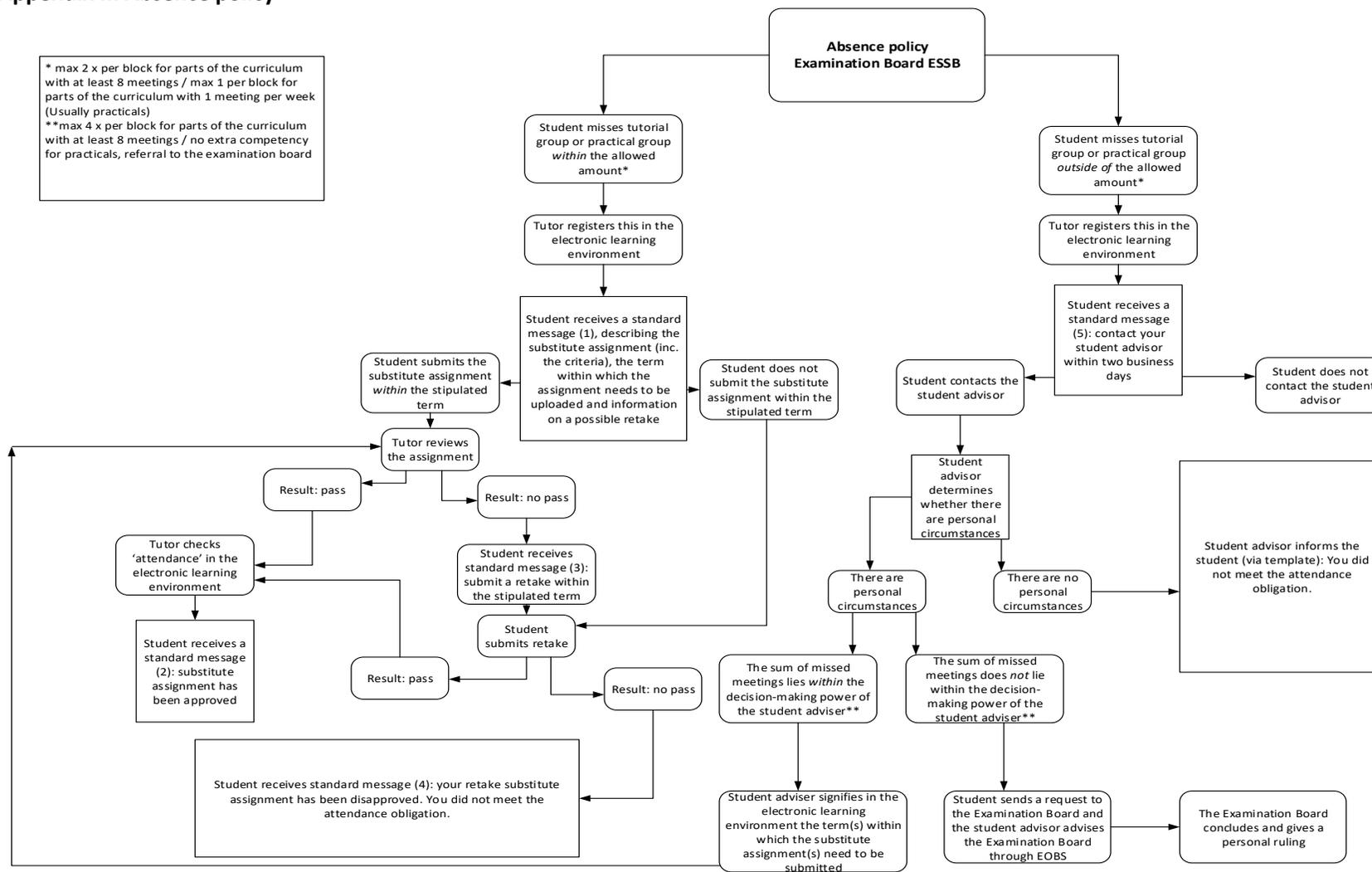
An average score of 7.5 or more must be obtained for each of the following bachelor 3 examination components:

- Course tests
- Practicals
- Bachelor thesis

The Professional conduct must also be signed off with a 7.5 or higher or a pass.

2. For two specialisations to be followed in succession in a second or subsequent year in which the student is registered as a master student, permission of the Examination Board is required and the following applies:
 - the student should be enrolled at the start of the academic year.
3. Request to the Examination Board to follow a second master specialisation must be submitted by 31 July of the previous academic year.
4. After the Examination Board has granted permission, the student contacts the Educational Office in a timely manner to be registered for the courses. Any clashes with the schedule of the student's own curriculum are at his or her risk.
5. The courses are included as extracurricular in the examination programme and will be mentioned on the list of marks on the diploma.
7. The Examination Board may deviate from the above rules in exceptional circumstances.

Appendix III Absence policy¹⁶



¹⁶ It is possible that new rules regarding attendance shall come into force in 2019-2020. Students will receive sufficient information on this well in advance. This article may therefore be rescinded at that time (in whole or in part).

Appendix V Rules of Order for examinations

Establishing the rules for examinations is one of the tasks of the Examination Board of a programme or faculty. The Examination Board publishes the rules in the Rules and Regulations or as part of the EER.

To ensure that all EUR examinations are administered in a similar way, general agreements have been made with the Examination Boards concerning rules of order during examinations. These rules of order are tailored to the tests for which the programmes use the joint test facilities at Woudestein. If different circumstances apply for which these rules of order are not adequate, the Examination Board will incorporate different provisions in its own Rules and Regulations. These will prevail over the EUR rules of order.

The rules of order can be found via:

NL <https://www.eur.nl/onderwijs/praktische-zaken/tentamens/orderegels-schriftelijke-tentamens>

EN <https://www.eur.nl/en/education/practical-matters/examinations/disciplinary-rules-written-examinations>

Appendix VI Collusion: When collaboration becomes fraud

Within the boundaries of the assignment students are allowed to work with other students. It is also permitted to ask others for feedback on your own work, for example to assess whether your arguments are easy to follow or to spell check the work. More importantly, sharing thoughts and ideas is an important feature of academic work. However, it is also important to ensure that your own work is a clear reflection of your own ability.

So bear the following guidelines in mind:

- In the case of an individual report, (including an individual report as part of group work, for example in the case of jointly collected research data), the student must write a personal report in his or her own words.
- The student is responsible for work that he or she submits and is therefore personally responsible for ensuring that this work reflects his or her own ability.

If the collaboration becomes too intense, students run the risk of collusion. Collusion is a form of fraud and any suspected collusion will be referred to the Examination Board. This may lead to sanctions.

What is collusion?

- Collusion means: accepting an unreasonable amount of help from another person, because of which the submitted work no longer constitutes a genuine elaboration of the assignment by the student him or herself.
- Examples of collusion are:
 - Putting someone else's report into your own words (i.e. sharing assignments).
 - Having a data analysis performed by someone else and then presenting this as your own work.
 - Submitting a report that has been rewritten by someone else (for example someone from a thesis writing agency), whereby the work of the other person goes further than only providing feedback, so that the report is more a representation of the other person's ability than of your own ability.
- There is no collusion when:
 - The assignment is a group product, whereby different students make their own contribution, combine them and then put the names of all the students on the report.
Please note! The bachelor thesis may be based on group work, but always remains an individual product. It must therefore be written in your own words.
 - Some parts of individual reports may be similar (without being exactly the same) because these parts are the result of group work (for example the method section of theses which are based on the same thesis project).
 - A student requests feedback which helps him or her to improve their own report (for example because the feedback highlights linguistic errors or lack of clarity in the argumentation).

Watch this mini tutorial from Monash University about collusion: [Tutorial](#)