rijksuniversiteit groningen

MODEL RULES AND REGULATIONS FOR BOARDS OF EXAMINERS

Pursuant to Article 7.12 of the Higher Education and Research Act (WHW: *Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek*) the Faculty Board appoints a **Board of Examiners** for each course or group of courses.

The Board of Examiners' duties include the establishment of Rules and Regulations (Article 7.12b.1(b) WHW). Where the WHW speaks of guidelines and instructions, within the University of Groningen, the phrase Rules and Regulations is used.

The enclosed Model Rules and Regulations can be used as a template for the regulation of internal affairs concerning examinations and final assessments.
In some cases, the Model offers various alternatives.
This is indicated locally with an asterisk (*).

Faculty .....
Model Rules and Regulations
Boards of Examiners
for the academic year 2026-2027

The Rules and Regulations as referred to in Articles 7.12b.1 and 7.12b.3 WHW for:
the degree programme in.....
the degree programmes in....., ..., etc.

the Board of Examiners for the degree programme(s) in.....,
having regard to Articles 7.12b.1 and 7.12b.3 of the Higher Education and Research Act,

HAS DECIDED

to set the following Rules and Regulations for the degree programme(s).....:

Explanation
The name of the degree programme or group of degree programmes must match that in the University of Groningen Administrative Regulations.

The Faculty Board can appoint one Board of Examiners for a group of degree programmes (Article 7.12(1) WHW). This is self-evident if the Faculty Council has established one Teaching and Examination Regulation for such a group of courses.

The Rules and Regulations, which are determined by this joint Board of Examiners, then apply equally to all courses in that group.

Article 1 Definitions

The following definitions apply to these Rules and Regulations:

- **OER:** the Teaching and Examination Regulations for the degree programmes referred to in Article ….last decreed on ……..
- **Examinee**: the person who participates in an interim or final examination
- **Final assessment**: the final assessment for the Bachelor's/Master's degree, which is considered to be passed if all the requirements of the entire Bachelor's/Master's degree programme have been satisfied
- **Test or examination**: a test of the knowledge, understanding and skills of students, including an assessment of the results
- **Student:** a person registered at the University of Groningen for the purpose of following course units and/or taking examinations leading to the conferring of a university degree.

Article 2 Day-to-day operations of the Board of Examiners

The Board of Examiners will appoint from its members a committee of at least three members, who will be charged with the administrative duties of the Board of Examiners. This committee is accountable to the Board of Examiners.

1 .a Day-to-day operations include decisions regarding the approval of an examinee's coursework and determination of the examination date
b. Decisions concerning regulations that, at the request of the student, may deviate from current provisions
c. Making decisions concerning exemptions
d. Preparations for determining the results of final assessments
e. Determining measures in the event of an infringement of due procedure during an examination within the meaning of Article 10 or in the event of cheating within the meaning of Article 11

Article 3 Taking examinations

1. The Board of Examiners will appoint one or more examiners for each examination.

2. Every examination comprises a survey conducted by the examiner of the knowledge, understanding and skills of the student and an assessment of the results of that survey.

3. In the event that one and the same examination is held and assessed by more than one examiner, whether or not at the same time, the relevant Board of Examiners will ensure that the examiners all use the same assessment criteria.

   To this end, the assessment criteria will be set out in writing by the examiners concerned in advance. If necessary, the Board of Examiners will appoint one of the examiners to be the main examiner.

4. The examiner determines whether the conditions for admission to the examination have been met.

5. If the student has already passed the exam for a course, the student *can/cannot* take the same exam *again*. The most *recent mark/highest mark* will apply.

Explanation
Re: Article 3.5: the Board of Examiners is free to choose.

Article 4 Alternative modes of assessment

With the permission of the examinees, an examiner may decide that a certain examination will be an oral examination rather than a written one.

Explanation
This variation on the main rule of individual assessment may be useful when assessing, for example, a jointly produced piece of work.

Article 5 Determining the result of the final assessment

1. The Board of Examiners determines the result of the examination by a simple majority vote *[of all members].

2. If the votes tie, the examinee has not passed.

Explanation
Unless the Rules and Regulations set out a different arrangement.
By adding the text between [ ] to the first paragraph, an absolute majority is prescribed as an alternative.

Article 6 Times

1. Written examinations are taken at times determined by the Board of Examiners at least *two months before the start of the relevant *academic year/semester, in consultation with the examiners concerned and bearing in mind the provisions of the OER.

2. When determining the times as referred to in Article 6.1, as far as possible examinations shall not be planned concurrently.

3. Changes to a time referred to in Article 6.1 will only take place in the event of force majeure, for example, due to the unavailability of the required examination space.

4. Oral examinations are held at a time to be determined by the relevant examiner or examiners, if possible after consultation with the examinee.

5. The provisions of Article 6.4 apply *mutatis mutandis* as much as possible to examinations that are taken other than written or oral.

Explanation
Article 6.1 assumes scheduling before the start of the academic year or a semester.
This standard situation offers students a framework within which to plan their studies.
Article 6.3 is an ‘escape clause’ for emergency situations, when planned examination space turns out not to be available. This does not release the Board of Examiners or the examiner from the obligation to provide an alternative examination option with the least possible adverse consequences for the students. Article 6.5 is also intended to cover the assessment of practicals, placements, fieldwork and theses.

Article 7 Registration for examinations

1. Students who satisfy all the entrance and progress requirements for a certain course unit do not have to do anything special in order to sit the exam for that course unit. For modes of assessment requiring registration in ProgressWWW, students are automatically registered for the exam and/or resit after registering for a course unit in ProgressWWW.
2. .....
3. .....

Explanation
This Article needs to be fleshed out in line with requirements and practice, bearing in mind the following conditions:

- Students must be given sufficient opportunity to register for course units.
- Students must be given sufficient opportunity to deregister for an examination or resit.
- Students who have not followed a course unit but wish to take the examination must be given sufficient opportunity to register for the examination for that course unit.
- It is recommended that this be organized in Week 5 of each block, after automatic examination registration has taken place.
- Any changes to the registration procedure must be clearly announced.

Article 8 Request for an additional examination opportunity

1. The examinee can request the Board of Examiners to grant them an additional examination opportunity.

2. Such requests may be granted if the examinee did not pass the examination in question due to special circumstances and not granting an additional resit would result in unacceptable study delay.

3. The following criteria apply to granting a request for an additional resit for the last course unit in the degree programme:

    - the examination of the course unit in question may not already have been passed
    - it must be the last examination result needed
    - the study delay, should the additional examination opportunity not be granted, would be at least one semester
    - the examinee must have participated in the last two regular examination opportunities for the course unit for which the additional examination opportunity is requested and gained marks of at least 4 and 5.

Explanation
This Article has been included because the Board of Appeal for Examinations regularly receives appeals related to this issue and the criteria used to deal with such requests do not seem to be sufficiently clear. Article 8 serves as an example. No legal criteria apply, so this Article can be adapted to current practice within a degree programme.

Article 9 Request for exemption

1. Requests for exemption, stating reasons, must be submitted in writing to the Board of Examiners.

2. The Board of Examiners will hear the relevant examiners before making a decision on the request, taking into account the provisions of the OER.

3. A decision to deny exemption entirely or partially may not be made by the Board of Examiners before the person making the request has been given the chance to put their case.

4. The Board of Examiners will make a decision within a month of receipt of the request. The person making the request will be informed of the decision immediately.

Explanation
Exemption requests are possible with regard to any examination (in the general meaning of 'testing knowledge and skills') under the examination regulations. This can also apply to practicals, placements, theses, etc.

The above model provisions are intended as a procedural safeguard for prudent handling of such requests.

Article 10 Order during examinations

1. The Board of Examiners ensures that invigilators are appointed for the written examination, who ensure that the examination is conducted in good order. The Board of Examiners may delegate this responsibility to the relevant examiner.

2. At the request of the Board of Examiners or the examiner or the invigilator, the examinee is required to identify himself by means of his student card.

3. The examinee is obliged to follow the instructions of the Board of Examiners or the examiner or the invigilator, which are published before the start of the examination or test, as well as instructions given during the examination or test and immediately after it.

4. If the examinee does not follow one or more instructions as referred to in Article 10.2 and 10.3, they may be excluded from further participation in the relevant examination by the Board of Examiners or the examiner. Exclusion means no mark will be awarded for the examination in question. Before the Board of Examiners or examiner makes a decision to exclude, they will give the examinee the opportunity to be heard.

5. The duration of each examination is such that the examinee has reasonable time to answer the questions.

6. The examinee may take the examination questions with them after the examination, unless the Board of Examiners or someone on its behalf has stated otherwise, or if the nature of the examination questions precludes this.

Explanation
The exclusion (Article 10.4) may, as a disciplinary measure, only refer to the examination opportunity in question. There is no legal basis for a more far-reaching sanction.

Article 11 Cheating

1. Cheating is the act or omission of a student that makes it wholly or partly impossible to correctly assess their own or others' knowledge, insight and skills. Cheating also includes plagiarism, which means copying your own or someone else's work without correct reference to the source.

2. In any case, the following can be considered to be serious cheating:
   a. impersonating someone else during the exam
   b. being represented by someone else during the exam
   c. have a third party(service) sit the exam for them;
   d. obtaining assignments and/or model answers for the relevant examination before the time when the examination takes place
   e. fabricating and/or falsifying survey and/or interview answers and/or research data

3. The Board of Examiners will take certain measures to prevent cheating. Such as:
   - clear communication about the penalties for cheating
   - organizing examinations and tests in such a way that cheating is made as difficult as possible.

4. In the event of cheating during an examination, the examiner may exclude the examinee from taking part in one or more examinations or final assessments, to be determined by the Board of Examiners, for a period of time also to be determined by the Board of Examiners, with a maximum of one year. In serious cases of cheating, the Board of the University, on the recommendation of the Board of Examiners, may definitively terminate the student's registration for the degree programme. The Board of Examiners will, however, first inform the student involved of the measure it has imposed.

5. The decision regarding exclusion is made based on the written report by the invigilator about the cheating observed or suspected by them. It must be established beyond reasonable doubt that the examinee has cheated. If in doubt, the examination board should give the examinee the benefit of the doubt

6. Before the Board of Examiners makes a decision within the meaning of Article 11.4, it will give the examinee the opportunity to present their case.

7. In cases requiring swift action, the Board of Examiners may decide to impose a provisional ban based on a verbal report by the invigilator. They will ensure that this report is committed to writing immediately after the examination and a copy provided to the examinee.

8. An exclusion means that no result is determined for the examination referred to in Article 11.2. If the result has already been determined, the result may be declared invalid.

Explanation
Intention is not a requirement for cheating or plagiarism. It is therefore not necessary to demonstrate that the examinee deliberately intended to cheat or commit plagiarism.

Article 12 Questions and assignments

1. The questions and assignments for the exam do not exceed the previously announced sources from which the exam material is derived. These sources are generally announced before the start of the teaching that prepares for the exam. The extent of the material to be studied must be published no later than one month before the examination.

2. The questions and assignments that comprise the examination will be spread as evenly as possible over the sources and will be representative of the learning outcomes with regard to content and form.

3. The examination paper will be clear and unambiguous and will contain sufficient indications of the detail required in the answers.

4. No later than four weeks before an examination is held, the Board of Examiners or examiner will announce how the provisions of Article 9.7 of the OER, regarding the manner in which the examination is held, will be implemented.

5. No later than four weeks before an examination is held, the Board of Examiners or the examiner will, if possible, give the examinees the opportunity to see a written sample of such an examination as well as the model answers and the standards on the basis of which the assessment was made.

Article 13 Assessment

1. If all examinations have been passed (6/5.5 or higher) the PhD/Bachelor's/Master's final assessment has been successfully completed. The following assessments can also be used for practicals: ON (onvoldoende; fail), VO (voldoende, pass).

2. Exemption from an examination or a practical is considered to be the equivalent of a Pass (VO) and is indicated by: VR.

3. Notwithstanding the provisions of Article 3.3, the assessment of written examinations will, if possible, be based on standards laid down in writing in advance and possibly adjusted as a result of the correction of the work completed.

4. Assessment will occur such that the examinee can check how the results of their examination have been calculated.

Article 14 Feedback session

1. As soon as possible after publication of the results of an oral examination, there will be a discussion of the results between the examiner and the examinee, either on request or on the initiative of the examiner. The results will then be explained.

2. During a period of six weeks, commencing on the day after the announcement of the results of an examination other than an oral examination, the examinee may request a feedback session with the examiner in question. The feedback session will be held at a place and time to be determined by the examiner.

3. If a collective feedback session is organized by or on behalf of the Board of Examiners, the examinee may only submit a request, as referred to in the previous paragraph, if they were present at the collective feedback session and have justified their request, or if they were unable to attend the collective feedback session due to circumstances beyond their control.

4. The provisions in Article 14.3 also apply if the Board of Examiners or the examiner enable the examinee to compare their solutions with model answers.

5. The Board of Examiners or examiner may allow deviations from the provisions of the second and third paragraphs.

Article 15 Decisions

The Board of Examiners or examiners make their decisions taking into account:
a. legal, university and faculty regulations and policies
b. general principles of good governance

Article 16 Retention periods

1. In connection with possible appeal procedures, assessed work or assessable evidence of the work as well as the attendance list must be kept for at least two months after the announcement of the results.
   Exception: if the assessed work, assessable evidence and/or attendance list is part of a representative selection for a visitation, an appeal period of two years applies.
2. In respect of re-accreditation of the degree programme, notwithstanding Article 16.1, final papers that meet the criteria set for the Bachelor's and Master's degrees and the relevant assessment forms must be kept for seven years.
3. If the result was not made known, or if it was not allowed to be made known, the period stipulated in Article 16.1 will commence on the date that the examination was set.
4. The results of examinations and theses must be kept for at least seven years.
5. These terms are based on the Basic Selection List of Universities.

Article 17 Right of appeal

Decisions of the Board of Examiners or examiners can be appealed within six weeks to the Board of Appeal for the Examinations as referred to in Article 7.60 ff.. of the WHW). Information can be found at www.rug.nl/clrs.

Article 18 Changes to Rules and Regulations

No changes will take place that apply to the current academic year unless the change will not harm the interests of students.

Article 19 Taking effect

These Rules and Regulations will take effect on .....