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VU VRIJE UNIVERSITEIT AMSTERDAM | School of Business and Economics

Faculty Economics and Business, University of Groningen

and

School of Business and Economics, Vrije Universiteit, Amsterdam

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Rules and Regulations of the Board of Examiners

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Regulations for Grading Assignments and Partial Examinations

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Colophon

This document is published by the Faculty of Economics and Business of the University of Groningen and the School of Economics and Business of the Vrije Universiteit.

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I Rules and Regulations of the Board of Examiners

Rules and Regulations, as referred to in Article 7.12b, first and third Paragraph of the Higher Education and Research Act, for all degree programmes and Pre-MSc programmes offered by the Faculty of Economics and Business (FEB).

The Board of Examiners of the afore-mentioned programmes, hereafter the Board of Examiners, having regard to Article 7.12.b, first and third Paragraphs of the Higher Education and Research Act (WHW) HAS DECIDED to determine the Rules and Regulations listed below:

Article 1. Definitions

The following definitions[1] apply to these Rules and Regulations:
OER: the Teaching and Examination Regulations (TER) for the degree programme(s) listed in the preamble.

TER:	the Teaching and Examination Regulations of EMMAV jointly offered by the Faculty of Economics and Business of the University of Groningen and the School of Business and Economics of the Vrije Universiteit Amsterdam.
Examinee:	a person taking an exam or an examination.
Examination:	research into the knowledge, insight, and skills of the student with regard to a unit of study, as well as the assessment of the results of the research. An examination can consist of several parts. The results of these parts together determine the examination result.
Practical exercise:	an educational activity or collection of educational activities taking place under the guidance of one or more teachers, the projected effect of which can only be assured if a student participates in said activit(y)(ies) and realizes the projected learning while taking part in the activities.
Unit or course:	unit of education as stated in Article 7.3 of the WHW.
ECTS credit (EC):	international unit expressing student workload of courses; according to the European Credit Transfer and Accumulation System, one ECTS credit point (EC) equals 28 hours of study.
Exam sitting:	a part of an examination taking place at a location and time determined by the faculty and under the direct supervision of an examiner.
Final assessment:	the whole of investigations into the knowledge, insight, and skills of the student with regard to the degree programme, within the meaning of Article 7.3 of the Higher Education and Research Act.
Student:	a person registered at the university for the purpose of taking courses and/or taking the exams or examinations of the programme.
Examiner:	the person who is appointed as such by the Board of Examiners per Article 7.12 of the Higher Education and Research Act.

[1] These definitions also apply to the Regulations Grading Assignments and Partial Examinations and the Regulations Overlapping Examinations.

ProgRESS WWW:	digital enrolment registration and grade registration program used by the University of Groningen.
Brightspace:	digital learning environment used by the University of Groningen.
WHW:	the Higher Education and Research Act (de Wet op het hoger onderwijs en wetenschappelijk onderzoek).
FEB, Faculty:	Faculty of Economics and Business of the University of Groningen.
SBE, Faculty:	School of Business and Economics of the Vrije Universiteit Amsterdam
RUG:	Rijksuniversiteit Groningen (University of Groningen).
VU:	Vrije Universiteit Amsterdam
Board of Examiners:	the independent body charged with tasks and competences per Articles 7.11 and 7.12 of the WHW.

Article 2. The daily duties of the Board of Examiners

1. The daily duties of the Board of Examiners are amongst others:
    a. decisions concerning approval of educational units as per Article 7.3.d of the WHW,
    b. decisions concerning regulations that deviate from the applicable regulations taken at the request of the student,
    c. decisions concerning exemptions,
    d. preparations of the determination of the examination results,
    e. taking measures in the event a breach of the order during an exam sitting as per Article 9 and in case of irregularities, amongst which fraud as per Article 11.

2. There is a register of mandates for all mandates granted by the Board of Examiners.

Article 3. Setting examinations

1. The Board of Examiners appoints one or more examiners for each examination.
    a. Examiners are appointed on the basis of the document "*Criteria aanwijzen van examinatoren EMMAV*" (criteria for appointing examiners EMMAV) as determined by the Board of Examiners EMMAV.
    b. In individual cases, the Board of Examiners EMMAV may revoke an appointment of an examiner if the examiner does not conform to the law or rules, or does not comply with the rules and regulations. In individual cases, the Board of Examiners may also revoke an appointment of an examiner if the examiner repeatedly fails in his duties in the sense of examining the knowledge, skills and insights of students, including the preparation of exams, the taking of exams and the assessment of work submitted.
    c. In individual cases, the Board of Examiners may revoke the appointment of an examiner if the examiner seriously fails his responsibilities towards students.
2. Each examination comprises research to be carried out by the examiner into the knowledge, understanding and skills of the student and the assessment of the results of that research.
3. In the case that one and the same examination is set and assessed by more than one examiner, whether or not at the same time, the Board of Examiners will ensure that the examiners assess according to the same 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 lead examiner.
4. The Board of Examiners will request the Student Administration Office of the Faculty of Business and Economics of the University of Groningen to determine whether students have complied with the conditions for admission to the examination.

Article 4. Determining the result of a final assessment

The Board of Examiners will determine the result of a final assessment.

Article 5. Determining the result of an examination

The examiner appointed by the Board of Examiners determines the result of the examination. The examiner is responsible for the assessment of knowledge, skills, and insights.

Article 6. Oral examination

With the permission of the examinees, an examiner can decide that a certain examination can be jointly taken as an oral examination.

Article 7. Registration for and participation in examinations

1. Students who have registered for the courses of the curriculum will automatically be enrolled in the corresponding examinations. This exam enrolment only takes place if the student, at the start of the teaching period in question, satisfies the entrance requirements of these courses.
2. Participation in the practical exercise, as well as a sufficient assessment of the practical exercise, may be set as a precondition for admission to the examination of the course.
3. The enrolment into an exam (or resit) can cancel enrollment 2 weeks before the exam date of the relevant block. If the cancellation concerns the first examination of the course, the student will not be enrolled in the second examination (re-sit) by the faculty. Students can enroll in the resit exam 3 weeks before the resit of the block by informing the course coordinator.
4. Deviating time limits for re-sits after the second block of the second semester will be determined and communicated in a timely manner by the educational office.
5. If it appears afterwards that a student was not entitled to take part in the exam sitting, the result of the relevant part of the examination will be declared invalid, unless the Board of Examiners decides otherwise at the written request of the student.
6. If students do not comply with the enrolment procedure for examinations as set out above, they will be deemed not to have sat the exam, unless the Board of Examiners decides otherwise at the written request of the student concerned.

Article 8. Other than regular examination

1. A student can request to be granted an *other than a regular examination* from the Board of Examiners in writing.
2. Such a request can be granted, if a student failed to successfully complete the last course of his or her programme and not granting an *other than regular examination* will result in an unacceptable study delay.
3. For the granting of an *other than regular examination* the following criteria apply:
    a. The administrative system ProgRESS WWW must show that it concerns the last examination to be achieved to conclude the student's approved programme,
    b. Portfolio III and Valuation assignment in M&A setting of the programme must have been completed successfully,
    c. the study delay in case of not granting an *other than regular examination* is more than 140 calendar days (20 weeks), and this delay is calculated from the date of receipt of a valid request up to and including the day of the first examination of the examination period in which the course is examined for which the other than regular examination is requested,
    d. the examinee must have taken part in the last two regular examinations of the course for which she/he is requesting an *other than regular examination*, and she/he must have at least scored the grades 4 or 5 for those examinations.
4. A request for an *other than regular examination* will only be dealt with if it is accompanied by an approved programme in ProgRESS WWW.
5. An *other than regular examination* can only be granted once per student per programme.

Article 9. Maintaining order during exam sittings

1. At least one examiner shall be present in the examination hall for the entire exam sitting. The examiner is responsible for the course of events before, during, and after the exam sitting. If needed, the Board of Examiners will ensure that invigilators are appointed to supervise exam sittings; these invigilators will ensure that the examination proceeds in good order. The examiner is in charge of the invigilators: The invigilator receives instructions from the examiner about her/his duties and the course of events during the examination.
2. In principle, only students who are registered for an exam and sit it in accordance with the prescribed procedure (see Article 7) can sit it.
3. Students must be in the exam hall on time. No student may leave the hall within the first 30 minutes from the start of any examination. During this 30-minute period, students who arrive late may still be admitted to the exam. Once a participant has left the examination hall, no further students may be admitted to the exam sitting.
4. Examinees must obey the instructions of the Board of Examiners or the examiner that are published before the start of the exam sitting, as well as instructions given during or immediately after the exam sitting.
5. If the order of the examination session is about to be disturbed and an examinee ignores one or more of the instructions referred to in the fourth sub of this article, the examiner may exclude the examinee from further participation in this exam sitting. Exclusion means that no result will be given for that examination. If an examinee has been excluded from further participation in the exam sitting, the examiner will submit a written report to the Board of Examiners on the event and reasons that led the examiner to decide on exclusion.

6. During the exam sitting, all question-and-answer sheets as well as all jotting paper must remain inside the examination hall and be handed in at the end of the sitting, unless the examiner decides otherwise. Copying the question-and-answer sheets or the jotting paper during the exam is not permitted.
7. No items other than the following may be on the table in the exam hall or within reach of the student: proof of registration for the exam sitting, a student card, the examination paper, an answer sheet or score form, any jotting paper provided by the faculty, writing utensils, a calculator (see sub 9 and 10 of this article), and reference materials subject to prior permission. In open-book examinations, students are permitted to consult books prescribed by the examiner.
8. Mobile telephones and similar electronic means of communication, including carriers of content information, must be switched off during the examination and may not be within reach of students, unless the examiner has decided otherwise as indicated on the front page of the examination paper.
9. Only calculators approved by the course examiner may be used during the examination.
10. Invigilators must check whether the calculators present are of the allowed type.
11. Making contact with fellow students is prohibited for the entire duration of the exam.
12. If an invigilator or an examiner finds that the examinee acts contrary to sub 7, sub 8, sub 9, or sub 11 of this article, then this violation will be reported in writing by the examiner to the Board of Examiners. For the report, the Board of Examiners has made available a model report. With reference to the report of the examiner, the Board of Examiners can exclude the student from the examination and also deem the behavior of the student to be fraudulent and punish accordingly.
13. When fraud during the examination is suspected, the student will be informed of this suspicion by the examiner. The examiner shall inform the student of his or her rights, including the right to remain silent. In case of items that are visible without having instructed the student to expose these items, invigilators and/or examiners may record their observations by making photographs. The examiner may search items belonging to the student with a view to proving fraud. Personal belongings shall not be searched without the consent of the student. Items may be seized if as a result of this investigation proof of fraud is found.
14. Prior to a decision to exclude a student from an examination and/or to impose sanctions the Board of Examiners grants leave to the student to inspect the examiner's report and the Board of Examiners grants an opportunity to the student to rebut the allegation.
15. Examiners and invigilators are authorized and required to determine the identity of the persons in the examination hall in the first place, on the basis of a student card. They must ensure that the identity corresponds with the name on the proof of registration and on the examination sheet. If a student cannot also identify her/himself using a valid identification, then the examination will be declared invalid unless, upon the written request of a student, the Board of Examiners decides otherwise.
16. Temporarily leaving the exam hall is only permitted under supervision and only in case of medical necessity, as evidenced by a doctor's certificate submitted to the study advisor in advance. Leaving the exam hall due to a medical necessity is, in any case, subject to prior approval by the examiner of the examination.
17. In exceptional circumstances, the examiner can deviate from the provisions of sub 1 up to and including sub 16 of this article.

Article 9A. Maintaining order during online exam sittings

Article 9A applies to online exam sittings that determine the *exam grade* as defined in the Regulations for Grading Assignments and Partial Exams (RGA&PE). Online exam sittings may only be offered with the explicit permission of the Board of Examiners EMMAV. This article does not apply to assignments that determine the *assignment grade* defined in the RGA&PE.

1. The examinee must complete an online exam by sitting autonomously, without any consultation with others.
2. An online exam sitting has a maximum duration of two hours for examinees without a provision for extra time and a maximum duration of two hours and twenty minutes for examinees with a provision for *extra time*. The Board of Examiners may grant an examiner exemption from the stipulations of this sub 3 of article 9A.
3. In principle, only students who are registered for an exam in accordance with the prescribed procedure (see article 7) can participate in an online exam sitting and/or an online exam assignment.
4. An examinee must report his or her presence on the online platform before the start of the online exam sitting. The examiner may refuse an examinee reporting late access to the exam questions and/or assignments.
5. An online exam sitting takes place under the supervision of an examiner.
6. During an online exam, the examiner of the course supervises the examinees participating in the exam. The examiner is responsible for the course of events before, during, and after the online exam sitting. The Board of Examiners will ensure that invigilators are appointed to monitor online exam sittings; these invigilators will ensure that the examination proceeds in good order. The examiner is in charge of the invigilators: They receive instructions from the examiner about their duties and the course of events during the examination. For every forty examinees, at least one invigilator or examiner must monitor the exam sitting.
7. Examinees must obey the instructions of the Board of Examiners and/or the examiner that are published before the start of the online exam sitting, as well as instructions given during or immediately after the online exam sitting.
8. If the order of the online exam sitting is about to be disturbed and an examinee ignores one or more of the instructions as referred to in sub 7 of this article, the examiner may exclude the examinee from further participation in this online exam sitting. Exclusion means that no result will be given for that examination. If an examinee has been excluded from further participation in the online exam sitting, the examiner will submit a written report to the Board of Examiners on the event and reasons that led the examiner to decide on exclusion.
9. During the online exam sitting, every examinee participating, must at any moment be available for checks on prohibited actions and must for that purpose at all time during the online exam sitting, maintain contact with the system on which the online exam sitting is executed. If, during the online exam sitting an invigilator or examiner observes that a student is not in connected to the system on which the online exam sitting is executed, the examiner may conclude that the examinee has in conflict with this article, evaded supervision. An examiner does not need to distinguish between evasion of supervision by the examinee on the one hand, and the disturbed supervision due to technical inadequacies on the other hand.

10. During the online exam sitting, reference material may be consulted, unless the examiner has determined otherwise. Apart from the mentioned reference material, no items other than the following may be on the table than: a desktop- or laptop computer, a student card, jotting paper, writing utensils and a calculator.
11. Communication with persons other than examiners or invigilators, be it verbally or in any other way, is strictly prohibited during the entire duration of the online exam sitting. The examiner and invigilators shall actively monitor compliance of the injunction on communication.
12. In case an invigilator or an examiner finds that the examinee acts or has acted contrary to sub 7, sub 8, sub 9, or sub 11 of this article, then this violation will be reported in writing by the examiner to the Board of Examiners. In his or her report, the examiner argues why he/she suspects the examinee of having violated one or more rules of Article 9A. Regarding the examiner's report, the Board of Examiners can exclude the student from the examination, deem the student's behaviour to be fraudulent, and punish accordingly. During this procedure, the work of the examinee will not be assessed.
13. When fraud is suspected during the online exam sitting or in relation to an online exam assignment, the student will be informed of this suspicion. The examiner may register the activities of examinees to collect evidence of illegal acts.
14. Prior to a decision to exclude an examinee from an examination and/or to impose sanctions, the Board of Examiners grants leave to the examinee to inspect the examiner's report and the Board of Examiners grants an opportunity to the examinee to rebut the allegation.
15. Examiners and invigilators are authorized and required to determine the identity of each and every examinee taking part in the online examination, in the first place, based on a student card. They must ensure that the identity corresponds with the name on the proof of registration and the examination sheet. If an examinee cannot, on first request, identify him- or herself by means of a valid identification, then the examination will be declared invalid unless, upon the written request of a student, the Board of Examiners decides otherwise.
16. During an online exam sitting, temporarily evading supervision for any reason is prohibited.
17. In exceptional circumstances, the examiner can deviate from the provisions of sub 7 up to and including sub 16 of this article.

Article 10 Practical Exercise

A Practical Exercise is an educational activity or a collection of educational activities taking place under the guidance of one or more teacher(s), the projected effect of which can only be assured if a student participates in said activit(y)(ies) and realizes the projected learning while taking part in the activities. If an examiner may only arrive at a correct assessment of the knowledge, skills, and insights by direct observation of the learning process, or if the intended learning outcomes depend on the participation of other students in the learning process, participation in one or more activities of the Practical Exercise or a sufficient assessment of the Practical Exercise may then be set as a precondition for participation in the examination of the course. In the case of Portfolio III and Valuation assignment in M&A setting, the Practical Exercise is set as a precondition for assessing the submitted work.

A Practical Exercise may comprise several parts.

1. Admission to the Practical Exercise. Enrolment in a course entitles a student to participate in the Practical Exercise of that course.
2. Exclusion from the Practical Exercise. The Board of Examiners may, if a student by way of punitive sanctions is excluded from taking part in the examination of a course, also exclude that student from taking part in the Practical Exercise of that course.
3. Exemption of the Practical Exercise. At the student's request, the Board of Examiners, having consulted the programme director or programme coordinator in question, may grant a full or partial exemption from a Practical Exercise without the right to participate in the examination of the course being affected if the student:
    a. either has successfully completed a Practical Exercise of a University or Higher Vocational Degree in The Netherlands or abroad that is of a comparable in content and level;
    b. or can demonstrate by work experience or otherwise that sufficient knowledge and skills in respect of the course in question have been obtained.

    In case of a full or partial exemption from the obligation to take part in a Practical Exercise has been granted, the Board of Examiners is entitled to set additional conditions. Granting exemption from the obligation to take part in a Practical Exercise has no consequences for the assessment of the course examinations.
4. Requirements regarding the participation in the Practical Exercise and performance to be delivered. If in the TER and the course documentation, the Practical Exercise is set as a precondition for participation in the examination of the course, presence during the Practical Exercise may be set as mandatory. Also, requirements such as the timely submission of (partial) assignments and the correct response to questions regarding the work may in the context of the Practical Exercise be set. The examiner of the course may set requirements with regard to the minimum number of parts of the Practical Exercise in which must have been participated. Also, the examiner of the course may require the student to have taken part in on ore more specific parts.
5. Assessment of the Practical Exercise. The assessment of achievements of a student in the context of the Practical Exercise must take place according to requirements set out and published before of ultimately at the start of the course. The assessment will in terms of *sufficient* or *insufficient* only.
6. Admission to the examination. If the Practical Exercise is set as a precondition for the examination of a course and if that Practical Exercise is assessed as insufficient, the student loses the right to participate in the examination. No grade will in that case be registered in Progress.
7. Repairing the Practical Exercise. If a student has not met the requirements of the Practical Exercise and, as a consequence, the Practical Exercise is assessed as insufficient, the Practical Exercise needs to be repeated in its entirety to be eligible to take the course examination. In case the student was unable to meet all requirements of the Practical Exercise due to personal circumstances, the Board of Examiners may, at the request of the student and after having consulted both the student advisor and the course coordinator, grant the student a full or partial exemption of the requirements of the Practical Exercise to which exemption conditions may be attached and in which case it is up to the student to prove that the requirements of the Practical Exercise have all been met. Previous (partial) exemptions do not prohibit a (partial) exemption for the Practical Exercise.
8. Determining and publishing the assessment of the Practical Exercise. The Examiner of the course determines the result of the Practical Exercise and provides the student administration with the information required to admit a student to the examination. The

deadline by which the result of the Practical Exercise must be communicated to students is no more than 10 working days after the last component of the Practical Exercise. When the examiner doubts the authenticity of the work (i.e., whether it was truly created by the student) during the exam or verification process, the examiner has the right to provide a negative assessment ('fail' on practical exercise) and forward this issue to the Examination Board. In situations of consecutive parts in which knowledge, skills, and/or insights acquired in previous parts are essential to the projected learning outcomes of subsequent parts and/or if a specific part of the Practical Exercise is crucial for sufficient assessment of the Practical Exercise, the assessment of the previous part must be published before the subsequent part. In case of a negative assessment regarding presence or performance during the Practical Exercise that will prevent a student from taking part in the examination of the course, the examiner of the course must provide an argumentation for the negative assessment based on the requirements with regard to the Practical Exercise, published before the start of the course.

9. Validity. The result of the Practical exercise is valid only in the semester in which the course is offered. At the request of the student, the Board of Examiners may decide to prolong the validity of his or her result of the Practical Exercise. At the request of the programme director or programme coordinator, the Board of Examiners may also decide to prolong the general validity of the results of the Practical Exercise of a specific course.
10. Right of inspection. Within 6 weeks after the day of publication of the results of the Practical exercise a student by his or her request, must be provided with the arguments for the assessment or be enabled to inspect the work assessed. The requirements regarding the performance and presence must be published in writing in the course documentation before the start of the course.
11. Appeal. Exclusion of the examination of a course because of an insufficient assessment of the Practical Exercise is to be considered a decision by the Board of Examiners. It may be challenged by filing an appeal within six weeks after publication of the decision at the CBE. The Board of Examiners may grant a student objecting or appealing the exclusion from the examination of a course a provisional admittance to the examination. Depending on the outcome of the procedure, the result of the examination will be declared valid or invalid.

Article 11. Irregularities, including fraud

1. An irregularity is taken to mean: any act or omission of a student in contravention of the rules, regulations, and instructions with regard to examinations.
2. Fraud is taken to mean any irregularity committed by a student that fully or partly impedes the correct assessment of the knowledge, understanding and skills of the student her/himself or of one or more fellow students. Fraud is also taken to mean falsifying or omitting data with the view to influencing the outcome of research (data fraud). Acts in conflict with the stipulations of the subs 7, 8, 9, or 11 of article 9 or the subs 7, 8, 9, or 11 of article 9A can also be regarded as fraud.
3. Plagiarism[12] is taken to mean: copying the work of oneself or another person without correct reference to the source. If copying work results in complete or partial impediment

[2] Examples of plagiarism are:
- using texts of others without reference to the source,
- copying the structure of texts written by others or using other people's ideas without reference to the source,

to the determination of a correct assessment of knowledge, understanding and skills then this shall be taken to be fraud.

4. The Board of Examiners takes measures to prevent irregularities.
5. If the Board of Examiners classifies a document as the result of an irregularity or of irregularities, fraud and plagiarism included, then the Board of Examiners shall also declare this document to be invalid, which must be considered as a corrective sanction.
6. In case of irregularities that do not qualify as fraud, only corrective sanctions may be imposed.
7. In case of fraud, both corrective and punitive sanctions may be imposed.
8. The Board of Examiners may mandate that the examiner of a course qualify a document as the product of an irregularity or irregularities and declare the document invalid, which must be considered a corrective sanction.
9. If an irregularity or irregularities have been observed by an examiner of a course, the examiner shall report the observed irregularity or irregularities to the Board of Examiners. The report must state which rule(s), instruction(s), or direction(s) the student has breached or what rule(s), instruction(s), or direction(s) the student has contravened. Also, the report must indicate what documents qualify for being declared invalid.
10. A student whose work is to be declared invalid must be informed without delay of this corrective sanction, the observed irregularities, and the actual sanction.
11. In case of fraud (as defined in sub two of this article) committed by a student, the Board of Examiners may, by way of punitive sanction, deny this student the right, for a period of no more than a year, to take part in one or more designated examinations. Substitute examinations taken and passed elsewhere during the period of the ban period shall not be recognized. In case of serious fraud, the Board of Examiners, may request the University Board of the University of Groningen to peremptorily terminate the fraudster's registration in the degree programme EMMAV.
12. In the case of fraud found by the examiner of the course in question, the examiner shall submit a report of the fraud to the Board of Examiners. This report must at least detail the manner in which the fraud was found and the reasons why the examiner defines the act or omission as fraud.
13. If a suspicion of fraud is alleged by another than the examiner of the course in question, then the chair of the Board of Examiners must examine whether there is fraud or not. The chair reports her/his findings to the Board of Examiners.
14. In case of alleged fraud, as stated by the examiner of the course in question, the chair of the Board of Examiners, on behalf of the Executive Board, shall decide on the basis of the allegation of fraud reported by the examiner whether or not the student is to be accused of fraud.
15. In case the allegation of fraud is made by other than the examiner of the course in question, the Executive Board of the Board of Examiners decides, based on the allegation of fraud expressed in a report by the chair of the Board of Examiners, whether or not the student is to be accused of fraud.
16. If a student is accused by the Board of Examiners of having committed fraud, then the student in question shall be immediately informed of the charge. In its charge the Board of Examiners shall deal with the nature of and the reasons for the charge. Also, the charge will be accompanied by the report on the basis of which the charge is levied.

- not clearly indicating that sections of the text are literal or virtually literal quotations,
- submitting the same or similar texts for different assignments.

17. Before the Board of Examiners decides to impose sanctions as per sub 5 and/or sub 6 and/or sub 7 of this article, the Board shall give the student an opportunity to rebut the allegation. It is up the Board of Examiners to decide whether or not this rebuttal is to take place in writing.
18. Students are at all times responsible for the work to which they claim (co-)authorship. At the same time a student is at all times responsible for the work that is submitted in her/his name or on behalf of her/him. If a work is written by a team all members of the group are liable in case of fraud. In exceptional circumstances the Board of Examiners can deviate from this.
19. If fraud is detected after a (partial) grade or a final grade is determined then the Board of Examiners is authorized to declare this grade void. This authority lapses after one after the discovery but no later than the award of the diploma.

Article 12. Questions and assignments

1. The questions and assignments of the examination will be confined to the sources on which the examination is based and must be published in advance. The precise scope of the materials and the method of examination are published at the start of programme that prepares for the examination.
2. An examiner must record the results of a part of an examination (examination session) or a partial examination.
3. The Board of Examiners shall ensure that examination papers shall be stored for at least 5 years and that individual work, and presentation papers are stored for at least 3 years.

Article 13. Examination results and review sessions

In addition to what is set out in the Teaching and Examination Regulations with regard to examinations, the following also applies:

1. Publication of the written results is no later than 20 working days after the day of the examination. The examiner will ensure that the examination results are handed in to the Faculty Student Administration Office by 10 a.m. on the morning of the day that the marking period of publication of the examination results expires. Subsequently, the Faculty Student Administration Office will ensure they are processed and the results are published on the same day.
2. If it is foreseeable that examiners will exceed the marking period due to circumstances beyond their control, this will be stated on the examination sheet. A new date for the results will also be given. Before the examination is taken, the programme director will be asked for permission to exceed the marking period.
3. The awarded grade is considered definitive once 6 weeks have passed after the exam, except for new facts or circumstances.
4. After publication of the examination results via ProgRESS, the examiner must state the date and place for inspection in Brightspace. Students have the right to an oral explanation of the results.
5. If an examination is taken more than once, then the highest grade counts.
6. Once a student takes the exam, she/he must hand in the answer form, and the faculty will award a grade. Thus, requests from students not to assess their submitted work will not be granted.

Article 14. Certificate, diploma supplement, and declaration of examinations taken

1. The student shall receive a certificate and a diploma supplement from the Board of Examiners as proof of successfully passing the examination. The certificate and the diploma supplement shall be signed by the Chair and a member of the Board acting as Secretary of the Board of Examiners. The degree ceremony is open to the public, unless the Board stipulates otherwise.
2. The diploma supplement will state which units the final assessment comprises.
3. Students who have passed more than one examination and are not eligible for a degree certificate may request to be presented with a document stating the examinations they have passed.
4. Examinees of the EMMAV will be issued with a Master's degree certificate, accompanied by a diploma supplement.

Article 17. Final Project

Article 17.1 Introduction

1. These regulations comprise general rules that apply to the final project of the degree programme. These regulations will be further detailed and complemented in two manuals:
    a. M&A and Valuation Portfolio Part III (EBE053A05)
    b. Valuation assignment in M&A setting (EBE057B10)
2. The Manuals referred to in sub 1 of this article, include in any case further information about the requirements in respect of admission, the registration procedure, the topic, the form and structure and the learning outcomes of the last two Portfolios (Portfolio III and IV) serve as the Final Project, as well as information about supervision and the assessment procedure.
3. The form referred to in sub 2 of this article is a list of assessment aspects explicitly used to determine the final grade.
4. The documents referred to in sub 2 of this article are available via the corresponding course pages within the online learning environment (Brightspace).

Article 17.2 Assessment Procedure Final Project/Portfolio III and Valuation assignment in M&A setting

1. A Standard Assessment Form is used to assess Portfolio III (EBE053A05) and Portfolio Valuation assignment in M&A setting (EBE057B10).
2. The assessment criteria outlined in the assessment form, as mentioned in subsection 1 of this article, are expressed in a well-balanced manner in the final grade, including the weighting of the criteria.
3. If the student writes the Portfolio externally, the supervisor assigned by the faculty or programme can ask the supervisor in the company or the organization for advice on the criterion 'process of the practical execution of the research'.

4. An oral defense is part of the assessment.
5. The grades for Portfolio III and Portfolio IV are determined by two examiners on the basis of the final project that is submitted on or before a pre-determined date and based on pre-determined assessment aspects. (see sub 2 of this article)
6. Before arriving at a joint assessment about the grade to be awarded, the examiners assess the final project independently of each other.
7. If appointed as an examiner for portfolios, the supervisor can also function as an examiner.
8. If the paper is not assessed by an examiner who also functions as the supervising lecturer, then the assessment of the criterion, the 'process', will be formed by both examiners based on a brief report from the supervising lecturer. This report can be submitted by the supervisor either in writing or orally. The assessment in respect of the process as recorded on the assessment form must reflect the supervisor's report.
9. If the student writes the thesis externally, the first examiner can ask the company or organization supervisor for advice on the criterion 'process of the practical execution of the research'.
10. If the examiners think that the submitted final paper, after a defense, could be eligible for a sufficient grade, then the examinee will be granted an opportunity to explain and defend the portfolio. If, however, the examiners think that the portfolio is not eligible for a sufficient grade, they will assess the portfolio without the examinee's oral explanation or defense.
11. An oral defense should take place no later than 15 working days after the final date referred to in sub 5 of this article, unless otherwise agreed to due to urgent reasons. Both examiners are to be present at the defense. At the request of the student or examiner, an external supervisor can also attend the oral defense, but the latter only has an advisory role with respect to the assessment.
12. After the defense, both examiners determine whether the portfolio is sufficient or insufficient and assign a grade.
13. Except for situations in which examiners assess the work differently, the examinee shall receive a copy of the completed assessment form within 20 working days after the final date, including the completed assessment form (per rubric criterion and with a final grade). The text per rubric criterion must justify the awarded grade adequately. If the portfolio is assessed as insufficient, the justification of the grade must give the student sufficient information to improve the portfolio.
14. If the two examiners cannot agree on the assessment, one of the two examiners shall be replaced by an independent third examiner, who will be approached for that purpose by the course coordinator or the programme director. The independent third examiner determines, based both on the paper and the assessments with which one of the examiners mentioned under sub 5 of this article, she/he will give a joint assessment of the work. Within 20 working days after the final date as per sub 5 of this article, both shall arrive at a unanimous assessment and set the grade. The examinee shall be informed of this grade without any delay.
15. If the portfolio is qualified as a *fail,* then the student in question will have one opportunity to repair it according to a time frame set by the programme. The definitive determination of the grade takes place at the end of this period. At the student's request, she/he can defend this repair orally. The repair will be assessed with a grade not higher than a 6.
16. After the grade for the repair is determined, the student receives a copy of the completed assessment form, including the assessment rubric. The text per rubric must sufficiently justify the awarded grade.

17. If the two examiners cannot agree on the assessment regarding the repair, one of the two examiners shall be replaced by an independent third examiner, who will be approached for that purpose by the course coordinator or the programme director. The independent third examiner determines, based both on the paper and the assessments with which one of the examiners mentioned under sub 5 of this article, she/he will give a joint assessment of the work. Within 20 working days after the final date specified in sub-section 5 of this article, both parties shall reach a unanimous assessment and set the grade. The examinee shall be informed of this grade without any delay.
18. If the repair is insufficient, the student must re-register for Portfolio III and/or Valuation assignment in M&A setting.

Article 17.3 Public Domain and Confidentiality

1. Classification of Final Project
   At the start of the Final Project (Portfolio III and Portfolio IV), the student must indicate under which category the project falls:

   (a) Public:
   The Final Project is open to the public. A public project will be made available through the University of Groningen's and/or Vrije Universiteit Amsterdam's repository and is accessible to students and staff of the respective institutions. The Final Project must not contain confidential data. If necessary, confidential data may be included in one or more appendices, which will be accessible only to the examiners. The thesis itself must be comprehensible and complete without these appendices. The project will also be stored for accreditation purposes.

   (b) Confidential:
   The Final Project contains data that cannot be shared publicly. The thesis must be stored and remain accessible for accreditation purposes. It can only be consulted under the supervision of authorized parties, such as examiners, programme management, or accreditation committees.

2. Assessment and Verification
   The Final Project must always be accessible and verifiable. Confidential Portfolios can be consulted under supervision.

Article 18. Right of appeal

1. A decision taken by an examiner or the Board of Examiners may be appealed against before the university's Board of Appeal for the Examinations of the University of Groningen (via https://www.rug.nl/education/laws-regulations-complaints/cbe/beroepen-indienen or https://www.rug.nl/education/laws-regulations-complaints/complaintobjectionappeal).
2. If an appeal is lodged against a decision taken by an examiner, the appellant should lodge a formal appeal stating the reasons for the appeal with the Central Portal for the Legal Protection of Student Rights (CLRS) of the University of Groningen within 6 weeks of the decision.
3. If the interests of the appellant require an immediately enforceable decision, a request for a provisional ruling stating the reasons may be submitted to the chair of the Board of Appeal for the Examinations of the University of Groningen.

Article 19. Amendments to the rules and regulations

No amendments shall be made that apply to the current academic year, unless it can be assumed that the interests of students will not be harmed.

Article 20. Final provisions

In case of divergences of interpretation between the Dutch language version and the English language version of the Rules and Regulations of the Board of Examiners the Dutch language version shall prevail.

Article 21. Date of commencement

These Rules and Regulations of the Board of Examiners will take effect on September 1st, 2025.
As decreed by the Board of Examiners: ..../..., 2025.

II Regulations for Grading Assignments and Partial Exams

Article 1. Definition of Assessment

1. The test of a course may comprise an exam sitting component and an assignment component.
2. The assignment component may consist of several sub-assignments. Based on the sub-assignments, a single assignment grade is calculated.
3. The exam (sitting) component may consist of several partial examinations. The partial examinations determine a single exam grade.
4. In conformity with Article 6.3 of the FEB's TER Master programmes, students can take the exam component (exam sitting) twice per year.

Article 2. Definition Assignments Component

An assignment component is defined in this regulation as: all of the (group) assignments, (group) presentations, homework assignments, cases, practicals and similar activities including presentations and interaction conditions (both individually and as a group) of participants of the (group) assignments, (group) presentations, homework assignments, practicals and similar activities.

Article 3. Definition of Exam (sitting) Component

In these regulations, the exam (sitting) component is defined as the whole of the individual testing of knowledge, understanding, and skills of the student at a time and location determined by the Universities under the direct supervision of an examiner.

Article 4. Assignment Grade

If various assignments are assessed in a course, a single composite grade rounded to one decimal place shall be calculated. This will be the assignment grade.

Article 5. Exam Grade

If, various partial exams are assessed in a course, then one joint grade will be calculated, rounded off to one decimal. This will then be the exam grade.

Article 6. Minimum Requirements Results

Examiners may set minimum requirements to be obtained for the assignment grade and the exam grade.

Article 7. Weighting Coefficients Exam Grade and Assignment Grade

The weighting coefficients of the exam grade and the assignments grade may vary per course and are set by the examiner of the relevant course.

Article 8. Calculation of Final Grade

The final grade for a course is calculated as the weighted average of the assignment grade and the exam grade and is expressed as an integer. The final grade is exclusively calculated based on an exam grade and/or assignment grade[3]. If, as per Article 6, minimum requirements are set for the assignment grade and/or exam grade, and a minimum requirement is not met, then the final grade will be determined as the minimum of the weighted average (as mentioned in the first sentence of this regulation) and a grade of 5. If the minimum requirement is not met, the final grade is a 5 or less.

Article 9. Registration Final Grade

1. If a student has participated in at least one (partial) exam or one (sub-)assignment, then a final grade must be registered for this student for the relevant course.
2. For a student who has taken part in all compulsory components of the tests of a course, a final grade will be published within 20 working days after the first opportunity of the last test.
3. For a student who has taken part in at least one, but not all compulsory components of the tests, a final grade will be registered within 20 working days after the last re-sit opportunity for all tests.

Article 10. Archiving Results

1. Only the final grade of a course is sent to the University of Groningen's Student Administration, which must be done by the examiner responsible for the course.
2. The course examiner is responsible for archiving the assignment and exam grades.

Article 11. Validity Assignment Grade and Exam Grade

The assignment and examination grade remain valid as long as the course is examined in the same manner, including the weighting coefficients, unless the examiner or someone on her/his behalf announces a change in advance. Any change to the duration of the validity of the assignment and examination grade must be communicated to the students either in writing or digitally, no later than at the start of the course.

[3] Note that this also holds in case the final grade of a course is solely determined by one exam sitting or by multiple exam sittings. In that case, firstly the exam grade is determined (rounded to one decimal) after which the final grade is determined by rounding the exam grade to an integer. For example: the weighted average of 6.45 for two partial exams (exam sittings) result in an exam grade of 6.5 (the weighted average exam grade rounded to one decimal) and this exam grade is – in the absence of an assignment grade – rounded to an integer being the final grade (7). The same principle applies to a course with only assignments.

Article 12. Validity of Exam Grades

The grade of a partial exam is only valid in the (half) semester in which the course is offered. The Board of Examiners can permit the examiner of a course to extend the duration of the validity of the grade of a test.

Article 13. Validity of Grades of Sub-assignments

The grade of a sub-assignment is only valid in the (half) semester the course is offered. The Board of Examiners can allow the examiner of a course to extend the validity duration of the grade of a sub-assignment.

Article 14. The Assignment Grade that counts for more than 25% in the Final Grade

In case the assignment grade counts for more than 25% in determining the final grade the following applies:

a. the exam grade as defined in Article 5 must be at least 5.0,
b. if the assignment grade is less than 5.5 or if it does not comply with the minimum requirement as per Article 6, then a reparation assignment within the block of the course shall be offered once enabling the student to convert the insufficient grade into a grade not higher than 5.5. or to comply with the minimum requirement laid down in Article 6.

Article 15. Assignment Grades that count for 25% or less in the Final Grade

If the assignment grade as defined in Article 4 counts for no more than 25% when determining the final grade, no reparation opportunity needs to be offered in the relevant semester block. If minimal requirements are set for the assignment grade, Article 14.b applies.

Article 16. Form of Exams and Re-sit Exams

If the exam component, as per Article 1, is taken in the form of several partial exams, then the University is not required to set several partial exams for the re-sit examination.

Article 17. Re-sit Sub-assignments or Reparation Partial Exam

For partial exams, no reparation possibility as per Article 14.b of these Regulations needs to be offered.

Article 18. Results as Entry Requirements for Exams and Assignments

Unless otherwise stated in the FEB TER, the following applies:

1. An assignment grade may not be an entry requirement for participation in (partial) exams.
2. A (partial) exam grade may not be an entry requirement for participating in assignments.

Article 19. Publication of Assessment Criteria

The assessment criteria for assignment, the manner in which the assessment counts towards the final grade of the course and the re-sit opportunities must be announced to the students involved in writing or digitally and no later than at the start of the course.