

Regulations Boards of Examiners, Faculty of Humanities (Rules & Guidelines pursuant to Section 7.12 (b)(3) of the Higher Education and Research Act)

These regulations include the rules for the Boards of Examiners with regard to proper testing procedures, as well as guidelines for evaluating test results. These regulations are subject to the provisions and regulations of the Higher Education and Research Act (WHW), the Education and Examination Regulations and the Student Charter. Each faculty and study programme has its own Education and Examination Regulations to clarify the rights and duties of the students and Utrecht University. The University Student Charter stipulates the rights and duties of all Utrecht University students.

These faculty regulations apply to all Boards of Examiners within the Faculty of Humanities. Each individual Board of Examiners is free to supplement these regulations with study programme-specific rules and guidelines, provided these additions do not conflict with the faculty regulations.

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PARAGRAPH 1 – GENERAL STIPULATIONS

Art. 1.1 – Scope of application

These regulations apply to all tests and examinations of all Faculty of Humanities Bachelor- and Master programmes. The glossary of terms included in these study programmes' Education and Examination Regulations also apply to these regulations.

The faculty has appointed eight Boards of Examiners for the following (clusters of) bachelor's programmes:

- Media and Culture, Music Studies
- History, Art History
- Philosophy, Islam and Arabic, Theology
- Artificial Intelligence
- Language and Culture Studies, Liberal Arts and Sciences
- German Language and Culture, English Language and Culture, French Language and Culture, Italian Language and Culture, Keltic Language and Culture, Dutch Language and Culture, Spanish Language and Culture.
- Communication and Information Studies, Linguistics, Literary Studies
- Philosophy, Politics and Economics

The faculty has appointed two Boards of Examiners for the following clusters of master's programmes:

- Academic master's programmes (60 and 90 EC)
- Research Master's programmes (120 EC)

Art. 1.2 – Board of Examiners

1. Each Bachelor Board of Examiners appoints one or more of its members to conduct the board's daily affairs. In the Master Boards of Examiners, each member is responsible for the issues pertaining to the master's programmes assigned to that member.
2. All decisions of the Board of Examiners are determined by a simple majority vote. In the event of a hung vote regarding a student request, the request is considered to be denied. For the Academic Masters Board of Examiners, in the event of a hung vote the chairperson casts the deciding vote.
3. The chair and all members of the Board of Examiners are authorized signatories.
4. The Board of Examiners provides a decision within six weeks of receipt of a written request. This period may be extended during the summer recess (July and August).
5. The Board of Examiners will be supported in its work by an official secretary. This official secretary will not sit on the Board of Examiners. The official secretary will:
 - a. prepare, convene and take minutes at the meetings;
 - b. monitor the implementation of decisions taken;
 - c. communicate decisions taken to students and other interested parties;
 - d. draw up regular reports;
 - e. archive requests processed, objections and decisions taken.
6. The Board of Examiners may authorize the official secretary to communicate and sign off decisions of the Board of Examiners on its behalf. For this purpose the Board of Examiners will give the official secretary written authorization, containing the frameworks and general instructions relating to exercising the delegated authority.
7. The Board of Examiners may authorize the official secretary to check on behalf of the Board of Examiners whether all the course units belonging to the examination programme of the course have been successfully completed and that the student has therefore passed the examination. To this end, the Board of Examiners will give the official secretary written authorization, containing the frameworks and general instructions relating to exercising the delegated authority.
8. The Board of Examiners may also call on the support of the study programme employees. They will act in a purely advisory capacity.

Art. 1.3 – Examiners

1. Members of the academic staff who are charged with teaching a course and who hold a University Teaching Qualification (UTQ, in Dutch BKO) are appointed as examiners. In addition to a UTQ, examiners for MA courses must hold a PhD.
2. The course coordinator must meet the requirements set out in the first point.

3. The school registers all examiners, so that it is known which persons are authorized to administer examinations and to determine the results thereof.
4. Members of the academic staff who are not qualified as examiner may be involved in compiling examinations only under supervision of an examiner. They may determine results of an examination only on the basis of assessment criteria that have been laid down beforehand.
5. The Board of Examiners may appoint experts from outside the study programme as examiners. Prior to the appointment, the board will determine whether the proposed examiner holds qualifications equivalent to the demands posed in the first point.
6. The Board of Examiners may withdraw the appointment as an examiner in the event that the examiner fails to comply with the applicable legislation or regulations or guidelines of the Board of Examiners, or if the competence of the examiner concerning the making, administering or marking of tests repeatedly proves to be of insufficient quality.

PARAGRAPH 2 – ORGANIZATION OF TESTS

Art. 2.1 – Times of tests

1. The dates for written tests shall be determined and announced no later than the second week of the course block.
2. The dates for oral tests may be determined by the examiner responsible for that test, if possible in consultation with the student.
3. The times of written resit examinations will be determined and announced at least two weeks in advance. At least five days will pass between the announcement of the results and the resit examination. Resit tests must be scheduled before the end of the course block following the relevant course.
4. Test dates may only be rescheduled in the event of force majeure.

Art. 2.2 – Non-participation in a test due to force majeure

1. If the student fails to appear at a test or final examination for the course for which he has registered, he will be excluded from participation in the resit examination for the course.
2. If a student is prevented from participating in a test or final examination due to force majeure, he must give notice of his absence in accordance with the "*Guideline exams missed due to illness or force majeure*", as published on the student website. The notice of absence must be substantiated with evidence.
3. If the student misses a required partial test (i.e. a test for which you need to obtain a minimum grade) or the final test of a course, has reported his absence on time, and demonstrates that he was absent for reasons of force majeure, the student will be allowed to participate in a resit examination (Art. 5.8, third paragraph of the Education and Examination Regulations).
4. If the student who has participated in a resit examination on grounds of the previous point receives a final (failing) mark of at least 4,0, he will be given one additional or substitute test or assignment (Art. 5.5 of the Education and Examination Regulations).
5. Requests for a test dispensation as specified in the fourth point must be submitted to the examiner, as soon as possible after the final mark has been published.
6. If the request is denied by the examiner, the student may submit the request to the board of examiners.

Art. 2.3 – Rules of conduct during a test or examination

1. For written examinations, the examiner will ensure that an adequate number of invigilators are appointed. These invigilators will ensure that the test proceeds properly.
2. The student must identify himself on request by or on behalf of the Board of Examiners by a valid proof of identity. Admission to the test will be denied if the student is unable to identify himself.
3. The student must follow instructions of the examiner or invigilator which are given before, during and immediately after the test.
4. Should the student fail to follow one or more instructions as referred to in the third point, he may be excluded by the examiner from further participation in the test. As a consequence of the exclusion, no result will be determined for that test. If the student feels that the examiner's decision was unjustified, he may submit an appeal to the Board of Examiners. The Board of Examiners shall then issue a definitive decision on the matter after consultation with both the examiner and the student.
5. The duration of a test must be such that students reasonably have enough time to answer the questions.

6. Latecomers will be admitted to a test 30 minutes at most after the start of the test. If a student is prevented by force majeure from being present within this time limit, the examiner will decide whether he can still be admitted to the test.
7. Students may not leave the room where the test is being administered within 30 minutes of the start of the test.
8. No latecomers will be allowed entry into the test after any participants have left the hall.
9. Students who are copying others or making use of explicitly forbidden material (pre-programmed calculators, mobile phones, books, syllabi, notes, etc.) will be excluded from the test. The examiner notifies the Board of Examiners, conform Article 2.4.
10. A student is only entitled to the use of special facilities in tests if this is specified in an educational facilities contract. The student must inform the examiner of the contents of the contract and of which facilities he would like to make use of before the start of a course.

Art. 2.4 – Fraud and plagiarism

1. Fraud and plagiarism are defined in the Education and Examination Regulations (art. 5.15). This description is not exhaustive: a Board of Examiners may also deem other types of behaviour to be fraud or plagiarism.
2. Examiners have access to detection software to systematically check students' work, written assignments, etc. for cases of plagiarism. For this reason, the student must provide a digital version of his or written work at the examiner's request. Bachelor's and master's theses are always checked for plagiarism using appropriate software.
3. Suspected cases of fraud or plagiarism must be submitted in writing to the relevant Board of Examiners (the Board for the study programme for which the student is registered). The examiner must also submit the material on which the suspicion is based, or further substantiate this suspicion. The examiner is also responsible for informing the student in writing of the suspected fraud or plagiarism and the grounds for such suspicion.
4. The Board of Examiners informs the student in writing that it has received an accusation of fraud or plagiarism and requests the student to provide, within 10 working days, his own version of events in writing. The student will also be informed of the possibility to attend a meeting with the Board of Examiners and give an explanation to the members of the board. The examiner will receive a transcript of the letter to the student.
5. The Board of Examiners gives the examiner the opportunity to provide further information.
6. The meeting in which the accusation of fraud or plagiarism is discussed will be attended by at least two members of the Board of Examiners. In the event that another Board of Examiners is involved a member of this board will also receive an invitation. The Board of Examiners can, if necessary, invite the examiner for a separate interview or to attend the meeting with the student. Minutes are made of the discussion and outcome of the meeting.
7. The Board of Examiners decides whether or not fraud or plagiarism has been committed and what the appropriate sanctions are. If necessary the Board of Examiners can submit the case to other parties before a final decision is made. Sanctions are applied in accordance with what is set out by the Education and Examination regulations.
8. The Board of Examiners informs the student of its decision in writing and of any sanctions if applicable. The examiner also receives a copy of this letter.
9. If a case of fraud or plagiarism is confirmed, this decision will be noted in the student's digital records. If the student is removed from the relevant course module they will receive an FR in Osiris. All documentation relevant to the case will be archived by the official secretariat.
10. The Board of Examiners may give advice to the course coordinators on how to prevent fraud and plagiarism.

Art. 2.5 – Tests, questions and assignments

1. The test(s) within a course are detailed in the course catalogue.
2. The questions and assignments in the test:
 - do not cover content other than what has been previously specified as the material to be covered in the test;
 - are clear and unambiguous and give the student a clear idea of the level of detail required in the answer.
3. The content and structure of the test represent the educational goals.
4. The examiner ensures that students receive a timely and satisfactory insight into the demands of the test and that these demands are clearly and appropriately published.

PARAGRAPH 3 – ASSESSMENT

Art. 3.1 – Marking of test

1. Tests are to be marked on the basis of (if possible) predetermined, written standards, possibly adjusted on the basis of a correction.
2. If more than one examiner is involved in the marking of a test, the Board of Examiners must ensure that all examiners mark it on the basis of the same standards.
3. The manner of marking must be such that the student can check how the result of his test was reached.
4. The weighting of the interim results in reaching the end result is laid down in the academic programme catalogue.
5. If in the case of practical exercises several students contribute towards a single joint project, the following rules apply:
 - the guideline for the individual or collective marking of group work must be established beforehand by the lecturer and notified to the student;
 - the supervisor will regularly satisfy himself or herself that all students make a proportional contribution to the end product;
 - students may be marked individually on the basis of the work they have performed.
6. The last mark given will apply in assessing the result of a test/course.

Art. 3.2 – Assessment of internships

1. The grading of internships should be based on pre-established, and (if necessary) corrected criteria.
2. Internships are assessed by a lecturer from the programme (the examiner), with input from the daily supervisor.
3. The examiner will provide insight, using an assessment form, into the way in which the final assessment has been reached.

Art. 3.3 – Assessment of theses

1. The grading of theses (both BA and MA) should be based on pre-established assessment criteria. The criteria are included in the manual and are transparent for both students and examiners.
2. A thesis is assessed by at least two assessors. At least one of the assessors is an appointed examiner. The second assessor is a member of academic staff. For the assessment of MA theses both assessors must hold a PhD. The final grade is determined in mutual consultation between the examiners.
3. In addition to the faculty's EER, article 5.3.3: the thesis must always be submitted to a third examiner in the event that the examiners cannot unanimously decide on a grade. The decision of the third examiner is binding.
4. The examiners will provide insight into the way in which the assessment has been reached by individually filling out an assessment form. On behalf of all the examiners, the supervisor provides the student with a written motivation of the final assessment.

Art. 3.4 – Subsequent discussion

1. As soon as possible after the result of an oral test is made known, if a student so requests or on the initiative of the examiner a subsequent discussion will be held between the examiner and the student, in which the examiner will give reasons for the decision.
2. During a period of 30 days, starting on the day after the results of a written test were made known, the student may request a discussion with the examiner. The discussion will be held at a place and time determined by the examiner.
3. If a collective discussion is organized, the student can submit a request as referred to in the second paragraph only if he was present at the collective discussion and he gives reasons for that request, or if he was prevented by force majeure from attending the collective discussion.
4. The provisions of the preceding point will apply by analogy if the examiner offers the student the opportunity to compare his answers with model answers.

Art. 3.5 – Recording the final results

The examiner will record the final results of a course in Osiris, by means of Osiris lecturer. Alternatively, the Student Desk enters the final results of a course in Osiris following authorization by the examiner.

PARAGRAPH 4 - EXEMPTIONS, APPROVAL OF COURSE UNITS

Art. 4.1 – Exemption

1. Students wishing to receive one or more exemptions must submit a request with grounds to the Board of Examiners. The request contains:
 - the student's name and student number;
 - a description of the grounds on which the exemption is being sought;
 - for which course(s) the exemption is being sought;
 - an authenticated copy of the student's diploma, examination results or proof of tests previously taken;
 - and/or a description of the knowledge and experience the student has obtained outside of higher education, accompanied by the relevant documents showing this.
2. The Board of Examiners may submit the request for advice to the examiner(s) charged with the teaching of the course(s) for which the exemption is being sought.

Art. 4.2 – Approval of courses

1. Students wishing to follow one or more courses outside the regular programme and/or offered by a different University must submit a request with grounds to the Board of Examiners. The request contains:
 - the student's name and student number;
 - a description of the contents, level and assessment of the courses for which approval is being sought;
 - an indication of the way in which the student wishes to include the course(s) in the education programme.
2. The Board of Examiners may submit the request, if necessary, to the programme coordinator or a specialist member of academic staff for advice.
3. If approval concerns courses outside UU, following their completion the student will submit a certified transcript or student progress report stating the grades and credits earned. On this basis, the results are registered in Osiris.
4. Bachelor courses taken outside Utrecht University are registered with an indication of the level (1-2-3).

PARAGRAPH 5 – ASSURING THE QUALITY OF EXAMINATIONS

Art. 5.1 – Assuring the quality of testing

The Board of Examiners will ensure that:

- a testing plan is in place, and that this is implemented;
- tests are compiled in line with the learning objectives and final attainment levels for the course in question;
- uniform agreements are made on the way in which tests are compiled.

Art. 5.2 – Determining the quality of testing

1. The faculty appoints a testing panel.
2. The testing panel is charged with providing analysis and advice concerning the quality of the tests
3. The Board of Examiners may order the testing panel to provide information, undertake research and make proposals concerning the structure of the tests. The testing panel is obliged to follow these orders. The testing panel is responsible to the Board of Examiners for carrying out these orders.

Art. 5.3 – Declaration of invalidity of test for all participants due to quality shortcomings

1. If it becomes apparent that the test has such serious quality shortcomings that it cannot be ascertained whether and to what extent the students have achieved the learning objectives of the course, by virtue of its quality assurance role pursuant to Section 7.12b (1)(a) of the Higher Education and Research Act the Board of Examiners may decide immediately that the examination concerned is invalid, and that all participants must repeat the entire examination as soon as possible. The Board of Examiners will set the date on which the examination will be repeated. This date will be no later than two weeks after establishing the quality shortcomings, so that the participants will still be able to benefit from their preparations for the examination.
2. Except in the event of fraud or plagiarism as referred to in Art. 5.14 (4) of the Education and Examination Regulations, the Board of Examiners may no longer declare a test invalid if the final test results have already been published.

Art. 5.4 – Assuring the quality of examinations (final level of the graduates)

The Board of Examiners will ensure that:

- the exit qualifications for the degree/study programme as described in the Education and Examination Regulations are translated into testable learning objectives for each course;
- it is systematically examined whether there is a sufficient connection between the course objectives and the final attainment levels, or the sum of the learning objectives for each course corresponds to the exit qualifications for that course.

Art. 5.5 – Board of Examiners' own investigation to maintain quality of examination

1. A student has passed the examination if all parts of the examination programme have been successfully completed. Contrary to the above, the Board of Examiners may decide that in order to pass the examination the student must have complied with the requirements relating to the Board of Examiners' own investigation as referred to in Section 7.10(2) of the Higher Education and Research Act into the knowledge, understanding and competence of the student.
2. The Board of Examiners will only conduct such an investigation if it establishes that there are certain facts or circumstances that lead it to the conclusion that the Board of Examiners cannot vouch for the student having obtained the exit qualifications for the course (as referred to in Art. 3.2 of the Education and Examination Regulations).
3. If the Board of Examiners exercises its authority to conduct an investigation as referred to in the first paragraph, it will inform the student(s) concerned in writing of its decision, giving reasons and drawing the student's attention to the option to submit an appeal to the Examination Appeals Board.

Art. 5.6 – Registration of examinations

After the Board of Examiners has determined that a student has satisfied the examination criteria of the study programme, the examination secretariat is responsible for the registration of the examination. The examination secretariat also registers which certificates are awarded to the student candidates.

PARAGRAPH 6 – COMPLAINTS AND APPEALS

Art. 6.1 - Complaints about testing and marking

1. The first point of contact for students with a complaint about testing and marking is the lecturer, who as the examiner is responsible for determining the result of the test. If there are several examiners for the course, the course coordinator is the first point of contact as the 'representative' for all examiners involved in the test (provided that the course coordinator is also an examiner). The lecturer or course coordinator will endeavor to reach a solution in an informal manner.
2. 'Testing and marking' is understood to mean all situations where there is a formal assessment moment that leads to a mark or an alphanumerical result relating to learning objectives and exit qualifications that are laid down in the Education and Examination Regulations.
3. If the quality of the test is at issue and the complaint has implications for the result of the test, the lecturer and/or course coordinator will ensure that a quality analysis is carried out to assess whether the test meets the general quality requirements as referred to in paragraph 4. In the case of wide-ranging complaints or complex issues concerning content, third parties will be consulted if necessary, such as a specialist lecturer, a testing expert or the faculty testing panel. The quality analysis will be conducted as soon as possible, preferably before the test results are published.
4. If the quality analysis reveals that the test does not meet one or more quality requirements, the lecturer and/or course coordinator may decide to adjust the marks and the standard. If the final test result has already been published, the amended result may no longer be to the disadvantage of one or more students.
5. The Board of Examiners may make use of its statutory authority pursuant to Section 7.12b (1)(b) of the Higher Education and Research Act: *'to lay down guidelines and rules from within the framework of the education and examination regulations (...), to assess and establish the result of tests and examinations'*. The lecturer and/or course coordinator will observe the guidelines and rules laid down by the Board of Examiners.

Art. 6.2 - Appeal against decisions concerning testing and marking

1. Students may submit an appeal against the decisions of examiners or the Board of Examiners to the Examination Appeals Board within six weeks of publication of the mark/alphanumerical result. See <http://students.uu.nl/praktische-zaken/regelingen-en-procedures/klachten-bezwaar-en-beroep/college-van-beroep-voor-de-examens-cbe>.

2. Art. 54 of the Administration and Management Regulations of UU stipulates that a formal complaint will not be dealt with if it concerns conduct against which the person involved may lodge an appeal. Since an appeal may be submitted to the Examination Appeals Board against decisions relating to testing and marking, complaints about testing will not be dealt with according to the formal complaints procedure of Utrecht University. This means that the complaints procedure described in Art. 6.1 is not formal in nature.

PARAGRAPH 7 – FINAL PROVISIONS

Art. 7.1 – Annual report

1. The Board of Examiners will draw up an annual report of its activities for each academic year and will send this to the dean.
2. The annual report will contain the following parts:
 - a. composition of the Board of Examiners;
 - b. monitoring of quality of the tests and examinations (final level of the graduates);
 - c. quantitative information;
 - diplomas awarded (plus number with distinction (cum laude));
 - requests for exemption or approval;
 - requests for a special examination dispensation;
 - cases of fraud;
 - binding study advice;
 - d. recommendations.

Art. 7.2 – Safety net provisions

Students who find themselves to be delayed in their studies through circumstances outside their control will be treated reasonably and fairly by the Board of Examiners and Examiners.

Art. 7.2 – Amendments

1. Amendments to these regulations will be laid down by the Board of Examiners in a separate decision.
2. An amendment to these regulations does not relate to the current academic year, unless the introduction of the amendment does not in all reasonableness harm the interests of the students.

Art. 7.3 – Entering into force and publication

1. These regulations enter into force on 1 September 2018.
2. The Board of Examiners will ensure the publication of these regulations, as well as any amendment thereto, via the internet.