Regulations of the Board of Examiners Utrecht University School of Economics

(Rules & Guidelines pursuant to Section 7.12 (b)(3) of the Higher Education and Research Act)

These Regulations take effect on 1 September 2025.
Adopted by the board of examiners for the Bachelor and Master study programmes Economics and Business Economics at Utrecht University, on 24 June 2025.

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PARAGRAPH 1 – GENERAL STIPULATIONS

Art. 1.1 – scope of application
These Regulations apply to the interim and final examinations of the Bachelor and Master study programmes Economics and Business Economics.
The terms defined in the Education and Examination Regulations of this study programme also apply to these Regulations.

Art. 1.2 – Board of Examiners
1. The Board of Examiners will appoint a member from its ranks who is charged with managing the daily course of affairs of the Board of Examiners.
2. The Board of Examiners will take decisions by an ordinary majority of votes. If the votes are equal, the student or their request is rejected.
3. The chair and all members of the Board of Examiners are authorized signatories. 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. The Board of Examiners must take a decision within six weeks of receipt of an application.
4. Decisions taken by a Board of Examiners will be recorded in minutes. These minutes will be approved, at least by or on behalf of the chair.
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 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.

Art. 1.3 - standards
In its decisions, the Board of Examiners will be guided by the following standards:
a. the retention of quality criteria in an examination or test;
b. efficiency requirements, expressed *inter alia* in efforts to:
    - limit as far as possible loss of time for students, who can thereby make rapid progress which their studies;
    - encourage students to terminate their studies as quickly as possible, if it is unlikely that they will pass an examination or test;
c. protecting students from themselves in the event that they wish to take on an excessive study load;
d. leniency in relation to students who, through factors outside their control, have experienced delays in the progress of their studies.

Art. 1.4 - examiners
1. The Board of Examiners will appoint members of the academic staff charged with teaching a course as examiners. The Board of Examiners may furthermore appoint other members of the academic staff and experts outside the study programme as examiners. The examiners are responsible for the testing of the course.
2. 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.

3. The Board of Examiners will register all examiners so that it is known which persons are authorized to administer examinations and to determine the results thereof.

PARAGRAPH 2 – ORGANISATION OF TESTS AND GOOD PROCEDURE

Art. 2.1 – times of tests

1. Written tests are to be administered at times set by the board of examiners at least 30 days before the start of the term in question.
2. In setting the times of the tests, the board of examiners must prevent any overlap of tests as far as possible.
3. Changes to times set may be made only in cases of force majeure.
4. If possible, oral tests are to be administered by the examiner(s) in question at a time set after consulting with the student.
5. The times of written resit examinations will be determined and announced at least two weeks in advance. At least five working days will pass between the announcement of the results and the resit examination.

Art. 2.2 – registration for interim tests

1. Participation in a written test is possible only after proper and timely registration through Osiris Student within the university course registration period.
2. The board of examiners may allow departure from the period referred to in paragraph 1 if the student demonstrates that they are prevented from registering in time by force majeure.

Art. 2.3 – non-participation in a test due to force majeure

1. If the student fails to appear at the test or final examination for the course at the time for which he or she has registered, they will be excluded from participation in the resit examination for the course.
2. In accordance with Art. 5.8, second paragraph of the Education and Examination Regulations, the Board of Examiners may decide to allow participation in the resit examination nevertheless if the student demonstrates that they were prevented from participating in the test or final examination for reasons of force majeure.
3. Requests for the test dispensation as referred to in the second paragraph must be submitted as soon as possible, together with documentary evidence, to the Board of Examiners. In case of illness the request must be submitted to the Study Advisors.

Art. 2.4 – order during a final or interim examination

1. The examiner must see to it that an adequate number of invigilators are appointed for the written interim examinations, who see to it that the examination runs properly.
2. The student must identify himself/herself on request by or on behalf of the Board of Examiners by his or her student card and a valid proof of identity. Admission to the test will be denied if the student is unable to identify themselves.
3. The student must follow instructions of the Board of Examiners, or the examiner or invigilator, which are given before, during and after the test.
4. Should the student fail to follow one or more instructions as referred to in the third paragraph, they may be excluded by the Board of Examiners or examiner from further participation in the test in question. As a consequence of the exclusion, no result will be determined for that test. Before the Board of Examiners takes a decision, at the student's request, they must give them the opportunity to be heard on the matter.
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 examination. If a student is prevented by force majeure from being present within this time limit, the Board of Examiners, or examiner, will decide whether he or she 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. After participants have left the room, no more latecomers will be admitted to the test.
9. Bags must be kept closed and placed on the floor until the test is handed in.
10. Coats must be placed in the cloakroom or folded away under the student's chair.

11. The use of electronic gear (also including mobile phones and smart watches) during the exam is forbidden with exception of non-programmable calculators with a sheer numerical memory. Exceptions to this rule are only allowed if clearly stated on the front page of the exam.
12. After the participants have left the room, no more latecomers will be admitted to the interim examination.
13. Students who prove to be in possession of mobile phones, smart watches or other electronic devices during the interim examination will be excluded from further participation in that interim examination.

PARAGRAPH 3 – ASSESSMENT OF TESTS, THESIS

Art. 3.1 – marking of tests

1. The Board of Examiners will ensure that written tests are to be marked on the basis of predetermined, written standards, possibly adjusted on the basis of a correction.
2. The weighting of the interim results in reaching the end result is laid down in the academic programme catalogue.
3. If more than one examiner is involved in the marking of a test, the Board of Examiners must see to it that all examiners mark it on the basis of the same standards.
4. The manner of marking must be such that the student can check how the result of their test was reached.
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 themselves 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 to the assessment of the result of a test/course.

Art. 3.2 – assessment of thesis, research assignments, theses

1. The Board of Examiners will ensure that the assessment criteria for the thesis, research assignments and theses are adopted and that these are included in the course or thesis manual.
2. If in the case of practical exercises several students contribute towards a single joint project, the board of examiners will use the following guidelines:
    - agreements on the division of tasks among the students who are to perform the work must be set out in writing by the examiner(s) responsible prior to the start of the work;
    - students will be assessed individually on the basis of the work they have performed.
3. A thesis must be marked by two examiners. In agreement with the second reader, the thesis supervisor will determine the final grade.
4. The examiners will provide an explanation, using an assessment form, into the way in which the final mark has been reached.

Art. 3.3 – subsequent discussion

1. As soon as possible after the result of an oral test is announced, 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 20 working days, starting on the day after the results of a written test were announced, 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 they were present at the collective discussion and they give reasons for that request, or if they were prevented by force majeure from attending the collective discussion.
4. The provisions of the preceding paragraph will apply by analogy if the examiner offers the student the opportunity to compare their answers with model answers.

Art. 3.4 – recording the final results

The examiner will record the final results of a course unit in Osiris, with the assistance of the Student Administration.

PARAGRAPH 4 – ASSURING THE QUALITY OF EXAMINATION

Art. 4.1 – assuring the quality of testing

The Board of Examiners will ensure that:

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

Art. 4.2 – determining the quality of testing

1. The Test Committee is charged with the provision of analysis and advice in relation to the quality of tests. To this end, it will test the quality of individual tests on the basis of random samples – and following complaints, evaluation of results, pass rates and suchlike – in relation to the validity (they measure knowledge, skills and competences) and reliability (are they consistent and accurate) and will inform the Board of Examiners of this.
2. The Board of Examiners may order the Test Committee 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. 4.3 – 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. 4.3a – declaring online proctored tests invalid in the event of irregularities

1. The Board of Examiners may declare an online proctored test of one or more students invalid if during the test there has been insufficient insight in the possibility of fraud, or if circumstances have been insufficiently fraud-poof.
2. If the situation referred to in the first paragraph is the result of an irregularity that is at the risk and expense of the student, the student will not be given another chance. If a situation arises outside the student's control that the student reports during the test, the student may request another chance. If the situation is at the risk and expense of the university, a new test opportunity will be scheduled.
3. An irregularity at the risk and expense of the student exists if the student has not followed the instructions for the online proctored test.

Art. 4.4 – assuring the quality of examinations (final level for the graduates)

The Board of Examiners will ensure that:

a. the intended learning outcomes for the course as described in the Education and Examination Regulations are translated into testable learning objectives for each course;

b. 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 intended learning outcomes for that course.

Art. 4.5 – 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. 3.1 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.

PARAGRAPH 5 – EXEMPTIONS, APPROVAL OF COURSE UNITS

Art. 5.1 – exemption

1. Students wishing to receive one or more exemptions, must submit a request with grounds to the Board of Examiners. The request must be signed and contain:
   - the student's name, address 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 examinations 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 will submit the request for advice to the examiner(s) charged with the teaching of the course(s) for which the exemption is being sought.
3. The Board of Examiners will decide within 6 weeks of the date of receipt of the request on whether the exemption will be granted.

Art. 5.2 – approval of course units

1. Students wishing to include course units which require prior permission of the Board of Examiners on the grounds of the Education and Examination Regulations must submit a request, giving reasons, to the Board of Examiners. The request must be signed and contain:
   - the student's name, address 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 will submit the request, if necessary, to the programme coordinator or a specialist lecturer for the course for advice.
3. The Board of Examiners will decide within six weeks of the date of receipt of the request.
4. If approval concerns course units outside UU, following their completion the student will submit a certified transcript or student progress monitoring summary. On this basis, the marks and study points will be entered in Osiris.
5. The Board of Examiners will decide at which level bachelor courses outside the UU will be recorded. If it is not possible to determine a level 1, 2 or 3, these courses will be recorded without an indication of level.
6. In the case of courses that will form part of the major, and in the event that the student still has to comply with the level requirement in the course profile, an estimate of the level will be made.

If the course description for this contains insufficient information, the student will be asked to provide a further explanation.

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):
      - description of procedures and guidelines for marking and setting standards for tests; way in which it is ascertained that these are applied;

- description of guidelines for marking and setting standards for research assignments and theses; way in which it is ascertained that these are applied;
- way in which and number of times that the quality of the tests has been examined.

c. quantitative information, numbers:
- diplomas awarded (plus number with distinction (*cum laude*));
- requests for exemption or approval;
- requests for a special examination dispensation;
- cases of fraud;

d. recommendations

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 interests of the students are not harmed as a result in all reasonableness.

Art. 7.3 – entering into force and publication

1. These regulations enter into force on 1 September 2024.
2. The Board of Examiners will ensure the publication of these regulations, as well as any amendment thereto, via the internet.