

# Rules and Regulations of the Board of Examiners of the Master's programmes of the Graduate School of Life Sciences, Utrecht University

2024-2025

## Rules & Guidelines pursuant to section 7.12 (b)(3) of the Higher Education and Research Act (see appendix)

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## PARAGRAPH 1 – GENERAL STIPULATIONS

### Art. 1.1 - Scope of application

These rules and regulations apply to the tests, assessments and final examinations, the procedures regarding the study components and the graduation procedure of the Master's degrees in, Biomedical Sciences, Biosciences, Health Sciences, Neuroscience and Cognition, and Science and Business, the Master's programmes of the Graduate School of Life Sciences and to all students who are registered for these Master's programmes.

The Master's degrees are offered by the Graduate School of Life Sciences, Utrecht University, within the Faculties of Medicine, Veterinary Medicine, and Science, hereinafter referred to as 'the School'.

The terms defined in the Education and Examination Regulations of these Master's degrees also apply to these rules and regulations.

### Art. 1.2 - Board of Examiners

1. The Board of Examiners has charged the chair and the co-chair to manage the daily course of affairs of the Board of Examiners (Daily Board of Examiners).
2. The Board of Examiners will take decisions by an ordinary majority of votes. If the votes are equal, the request of the student will be rejected.
3. The chair and co-chair of the Board of Examiners are authorized signatories. The Board of Examiners may authorize the official secretaries 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 secretaries written authorization, containing the frameworks and general instructions relating to exercising the delegated authority.
4. The Board of Examiners must take a decision within six weeks of receipt of a request.
5. 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.
6. The Board of Examiners will be supported in its work by two official secretaries. The official secretaries will not be members of the Board of Examiners. The official secretaries will ensure the following:
  - a. preparation, convocation and keeping of minutes at the meetings;
  - b. monitoring of the implementation of decisions taken;
  - c. communication of decisions taken to students and other interested parties;
  - d. drawing up annual reports;
  - e. archiving requests processed, objections and decisions taken.
7. The Daily Board will check whether all the study components belonging to the Master's programme have been successfully completed and whether the student has therefore passed the examination.

### 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 assessment;
- 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 with their studies;

- motivate students to terminate their studies as quickly as possible, if it is unlikely that they will pass the examination;
- 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. Examiners are members of the academic staff of Utrecht University, UMC Utrecht, the Princess Máxima Centre or the Hubrecht Institute (e.g. no PhD candidates or postdocs). An examiner is appointed by the Board of Examiners of the School.
2. An examiner is responsible for the assessment of a course or study component.
3. The Board of Examiners may withdraw the appointment of an examiner in the event that the examiner fails to comply with the applicable legislation, regulations or guidelines of the Board of Examiners, or if the competence of the examiner in the area of examinations (creating, invigilating, assessing thereof) proves to be of insufficient quality.
4. 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 – ORGANIZATION AND GOOD PROCEDURE**

### **Art. 2.1 - Procedures during the Master's programme**

From admission to graduation, students have to use the available forms and follow the procedures described on the [GSLS students' site](#). In addition to the information provided on the GSLS students' site, the following guidelines apply:

#### **Art. 2.1.1 - Approval of Board of Examiners for programme components**

1. Prior approval by the Board of Examiners is obligatory for each and every of the following components of the Master's programme: the major research project, business internship, profile and profile project, writing assignment, and - in specific cases, see 5.4 - the elective component.
2. The application form has to be submitted via Osiris Case at least 30 working days before the start of the particular study component. It is not allowed to start a study component without approval of the Board of Examiners.
3. After the examiner and programme coordinator have approved the application, the Board of Examiners will take a decision within 20 working days (not including academic holidays).

#### **Art. 2.1.2 - Major research projects, profile projects and business internships**

1. All major research projects, profile projects and business internships are to be conducted under the responsibility of an examiner (article 1.4). Daily supervision is done by the examiner, supervisor host institute and/or one or more experts in the field, e.g. a PhD candidate or post doc.
2. The research projects are unique and independent learning components of the Master's programme. Hence, the topics of the major research project and the profile project have to be clearly distinct.

#### **Art. 2.1.3 - Writing assignment**

1. The writing assignment is a unique and independent learning component of the Master's programme. Hence, the topic of the writing assignment has to be clearly distinct from the topic(s) of the major research project and profile project.
2. The format of the writing assignment has to conform to that of a review paper in the relevant research field or to that of a grant proposal for PhD research.
3. The literature provided in the application form for gaining approval for starting the writing assignment should be recent and therefore cannot be older than five years. At least two references should be less than three years old.

### **Art. 2.1.4 - Examiners of major research projects, profile projects, business internships and writing assignments**

1. The writing assignment, major research project, profile project and/or business internship of the same student should have at least two different examiners. For Epidemiology students, the examiner for the major research project cannot be the same as for the writing assignment.
2. Major research projects, profile projects, business internships and writing assignments have to be marked by the examiner and a second reviewer. If the project, business internship or writing assignment is performed internally, the second reviewer is an expert in the field and is not directly involved in the supervision of the student or the project the student has been working on. They may be from outside Utrecht University. They are a senior scientist/professional in the field (not a PhD candidate). If the project, internship or writing assignment is performed externally, the supervisor at the host institute acts as second reviewer. The supervisor host institute is an expert in the field (not a PhD candidate- or postdoc).

### **Art. 2.1.5 - Elective component**

1. Students may fill the elective component with Master degree courses. Depending on the course this requires the following approval:
  - a. For courses offered by the Graduate School of Life Sciences (GSLS), no approval is required.
  - b. Face-to-face courses outside the GSLS at a Dutch university (both UU and non-UU) require prior approval of the programme coordinator. The student has to provide the programme coordinator with all the information needed to evaluate the suitability of the course. This information has to include the level of the course (has to be Master's level), as well as its length and intensity (hours/day), supervision/guidance, books to be studied, examination procedures, and any other relevant material.
  - c. Other face-to-face courses, including those taken abroad, require prior approval from the programme coordinator and the Board of Examiners. The request will only be taken into consideration if it meets the criteria as described on the [Students' site](#) and all required information is provided to the Board of Examiners.
  - d. Courses attended online outside the GSLS (both UU and non-UU) require prior approval of the programme coordinator and the Board of Examiners. The request will only be taken into consideration if it meets the criteria as described on the [Students' site](#) and all required information is provided to the Board of Examiners.
  - e. Students may request whether they may fill (a part of) the electives with summer schools. Approval must be obtained from the Board of Examiners. The request will only be taken into consideration if it meets the criteria as described on the [Students' Site](#).
2. As described in Art. 3.7 of the Education and Examination Regulations, electives can be used to extend some of the profiles. If the extension is requested after starting the profile, this has to be done via Osiris Case or in writing to the Board of Examiners stating the reasons for extension and describing the content and credit load of the extra work to be done. This request has to be supported by the examiner (in case of extension of a research project within the profile), the profile coordinator (not in case of extension of the General Research profile) and the programme coordinator. In case of the extension of a profile project, please note that delays will not

- be awarded with extra credits.
3. The major research project and the writing assignment cannot be extended for more credits.
  4. Students can fill their elective component with a technical training or mini-project. Approval by both the programme coordinator and the Board of Examiners must be obtained in advance.

### **Art. 2.2 - Language**

1. Assessments have to be provided in English and students have to fill out assessments in English. Exceptions are described in the Education and Examination Regulations appendix 1.
2. Reports of projects, internships and writing assignments have to be written in English, with the exception of internships and writing assignments conducted in companies or government organizations that require a Dutch report. In this case, an English summary must be provided. No more than one report in Dutch is allowed during the Master's degree programme.
3. Plain language summaries, as part of a research project report or writing assignment, have to be written in English or Dutch (the latter is only allowed if the supervisor is fluent in Dutch).

### **Art. 2.3 - Times of assessments**

1. In scheduling the times of the assessments, the Board of Examiners must prevent as far as possible that assessments overlap.
2. The times of assessments will be determined and announced at least two weeks in advance.
3. Changes to the schedule may be made only in cases of force majeure.
4. If possible, oral assessments are to be administered by the examiner(s) at a time set after consulting with the student.
5. The times of written resits 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.

### **Art. 2.4 - Non-participation in a test due to force majeure**

1. If the student fails to appear at the test or final assessment for the course at the time for which they have registered, they will be excluded from participation in the resit for the course.
2. In accordance with Art. 5.8, second paragraph of the Education and Examination Regulations, the Board of Examiners may – after consulting the academic counselor - decide to allow participation in the resit nevertheless if the student has reported this as soon as possible and demonstrates that they were prevented from participating in the test or final assessment for reasons of force majeure.

### **Art. 2.5 - Order during a test**

1. The examiner is present during a written test. If not, the examiner will mandate a fellow teacher to be present as substitute.
2. The examiner will ensure that an adequate number of invigilators are appointed for the written tests. These invigilators will ensure that the test proceeds properly.
3. The student must identify himself/herself by his or her valid proof of identity.

If a student is unable to identify him/herself, the examiner is responsible whether or not to admit the student. If the student is admitted, the examiner notes the student's name and student number, takes a photo and indicates that the test is only valid when the student can show his ID at a later time to the examiner.

4. The student must follow instructions of the Board of Examiners, or the examiner or invigilator, which are given before, during and immediately after the test.
5. 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 him or her the opportunity to be heard on the matter.
6. The test must be such that students reasonably have enough time to answer the questions.
7. Latecomers will be admitted to a test 30 minutes at most after the start of the test, however the latecomers have no right to continue after the planned ending of the test. If a student is prevented by force majeure from being present within this time limit, the Board of Examiners, or examiner, will decide whether they can still be admitted to the test.
8. Students may not leave the room where the test is being administered within 30 minutes of the start of the test.
9. After a participant has left the room, no more latecomers will be admitted to the test.
10. Bags, coats, and electronic devices should not be accessible to the students during the test, unless specifically permitted.
11. Students who prove to be in possession of mobile phones or other electronic devices within reach during the test will be treated as described in art. 2.5.12.
12. When the examiner suspects a student of fraud during the test, the examiner;
  - informs the student concerned of the suspicion;
  - asks a co-invigilator to be witness;
  - confiscates evidence, such as crib notes, or, if this is not possible (e.g. in case of fraud committed with the help of a mobile phone), the examiner collects evidence by taking photos or other means;
  - draws up a report (using the 'process verbaal' form), describing what has happened and what they have observed;
  - allows the student to finish the test;
  - sends the student's test, his report, and any evidence separately to the Board of Examiners within one working day.



## PARAGRAPH 3 – ASSESSMENT

### Art. 3.1 – Marking of tests and assignments

1. The Board of Examiners has to see to it that tests are marked on the basis of predetermined, written standards, possibly adjusted on the basis of a correction.
2. The weighting of the interim results in the final grade are specified in the University Course Catalogue and/or the digital learning environment.
3. If more than one lecturer or supervisor is involved in the marking of a test or (group) assignment, the examiner has to see to it that all lecturers c.q. supervisors mark it on the basis of the same standards.
4. The manner of marking has to be transparent.
5. If within a course a number of students contribute towards a single joint assignment, the following rules apply:
  - a. the guideline for the individual or collective marking of group work must be established beforehand by the lecturer and notified to the student;
  - b. the supervisor will verify that all students contribute proportionally to the end product;
  - c. students may be marked individually on the basis of the work they have performed.
6. The last mark obtained counts as the result of a test/course.

### Art. 3.2 – Assessment of major research projects, profile projects, business internships and writing assignments

1. The Board of Examiners will ensure that the assessment criteria for major research projects, profile projects, business internships and writing assignments are adopted and that these are included in the guides.
2. The Board of Examiners will only accept assessments from appointed examiners (article 4).
3. In principle, projects or internships have to be performed on an individual basis. If, due to the type of research, several students contribute to the result of a single project, the Board of Examiners will use the following guidelines:
  - i. agreements on the division of tasks among the students has to be set out in writing by the examiners responsible prior to the start of the work;
  - ii. students will be assessed individually on their performance. The final version of the student's own work must be assessed.
4. Writing assignments and reports of major research projects, profile projects and business internships need to be assessed based on the original work of the student. Hence, the work needs to be assessed before input of other (co)authors has been processed for publication.
5. The assessment of **research projects and business internships** is as follows:
  - a. An interim assessment (about 2-3 months after start project) on performance is mandatory. The use of the rubrics is highly recommended. The student has to provide a written summary of the interim assessment, and approved by the examiner, in Osiris Case as soon as possible after the interim assessment took place. A Pass will then be awarded. The written summary must include the criteria already met, criteria needing more attention and new agreements on improvement.

- b. The final assessment of **research projects** (major research projects and profile projects) is based on an evaluation of three elements: research skills, the written report, and the final presentation. In principle, these elements make up 60%, 30% and 10% of the final mark, respectively. In case of a project within the UU or UMCU the research skills will be judged by the examiner, the marks for the report and the final presentation by the examiner and the second reviewer. In case of an external research project, the research skills will be judged by the supervisor host institute in consultation with the UU or UMCU examiner, and the marks for the report and the final presentation will be judged by the UU or UMCU examiner and the supervisor host institute. In this case, the final presentation has to be given both at the host institute and at the department of the examiner. Alternatively, the examiner can be present during the final presentation at the host institute.
  - c. The final assessment of **business internships** is based on an evaluation of three elements: content, process, and presentation. All elements will be judged by the examiner and the supervisor host institute according to weighting described on the assessment form. The final presentation has to be given both at the host institute and at the department of the examiner. Alternatively, the examiner can be present during the final presentation in the host institute.
6. The final version of the **writing assignment** will be graded by the examiner and the second reviewer. If the writing assignment is performed externally, the writing assignment will be graded by the UU or UMCU examiner and the supervisor host institute.
  7. The final assessment of writing assignments, major research projects, profile projects and business internships is determined by the examiner (and if applicable, in close consultation with the daily supervisor) with taking the marks of the second reviewer or supervisor at the host institute into consideration.
  8. If the examiner's and second reviewer's marks differ by two or more points, the Board of Examiners will be notified by the examiner. The Board of Examiners will then decide on how to proceed.
  9. The examiner has to provide insight, using the assessment criteria, into the way in which the final assessment has been reached. The examiner has to provide a signed motivation for the final grade (e.g. using the available Rubrics), which has to be handed in together with the assessment form.
  10. The assessment, including rubrics and motivation of the grade, has to be submitted via Osiris Case<sup>1</sup>.

### **Art. 3.3 – Assessment of elective component**

1. All elements of the elective component are graded separately.
2. The assessment of a mini-project has to consist of at least two components, a report and an additional method considered suitable for the project. For very small miniprojects, the Board of Examiners may decide that one assessment method is sufficient. The assessment, including rubrics and motivation of the grade, has to be submitted via Osiris Case<sup>1</sup>.

### **Art. 3.4 - Assessment of theoretical courses/modules**

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<sup>1</sup> With the exception of study components which were started before 2022 and not registered in OSIRIS Case; in these cases, assessment must be done via the PDF assessment form and handed in at the student administration.

The student receives a mark for each course, preferably a numeric grade. For courses taken outside UU, a formal transcript or a signed personal letter from the institute has to be handed in at the student administration for OSIRIS registration.

### **Art. 3.5 - Subsequent discussion**

1. As soon as possible after the result of an **oral** test has been 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. The student may request an inspection of the marked work with the examiner within a period of 20 working days, starting on the day after the results of a **written** test were announced. This inspection will be held at a place and time determined by the examiner.
3. If a collective inspection is organized, the student can submit a request as referred to in the second clause of this article only if they were present at the collective inspection and they gave reasons for that request, or if they were prevented by force majeure from attending the collective inspection.
4. The provisions of the preceding clause will apply mutatis mutandis if the examiner offers the student the opportunity to compare his or her answers with model answers.

### **Art. 3.6 - Fraud and plagiarism**

All research project and internship reports, writing assignments, essays, computer codes and other written assignments must be checked for plagiarism with the plagiarism detection programme provided by Utrecht University. In this case, the documents have to be uploaded to the plagiarism detection programme by the student and sent to the account of the examiner. If applicable, computer codes can be checked with a detection programme for software similarities, called MOSS. In all cases, the examiner has to send proof of the plagiarism check to the administration office. In case of suspected plagiarism, the Board of Examiners must be notified, in accordance to article 5.14 of the Education and Examination Regulations.

In addition to art. 5.14 clause 2 of the Education and Examination Regulations on fraud and plagiarism, the Board of Examiners will notify the examiner about any decision in a fraud or plagiarism case.

## **PARAGRAPH 4 – ASSURING THE QUALITY OF EXAMINATION**

### **Art. 4.1 - Assuring the quality of testing**

The Board of Examiners will ensure that:

1. an assessment policy/plan is in place, and implemented;
2. assessments are created in line with the learning aims and final terms of the course in question;
3. uniform agreements are made on the way in which assessments are created.

### **Art. 4.2 - Assessment of the quality of testing**

1. The Assessment Support Panel, a sub-committee of the Board of Examiners, is charged with monitoring the quality of assessment. To this end, it will test the quality of individual examinations on the basis of random samples – following complaints, evaluation of results, pass rates and suchlike – in relation to the validity (do they measure knowledge, skills, and competences) and reliability (whether they are consistent and accurate) and will inform the Board of Examiners of this.
2. The Board of Examiners may give the Assessment Support Panel an assignment to provide information, undertake research and make proposals concerning the organization of the assessments.

### **Art. 4.3 - Declaration of invalidity of assessment for all participants due to quality shortcomings**

1. If it becomes apparent that an assessment 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 that the assessment concerned is invalid, and that all participants must repeat the entire assessment as soon as possible. The Board of Examiners will set the date on which the assessment 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 assessment.
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 is not allowed to declare an assessment invalid on the basis of a quality shortcoming as described in art. 4.3.1, if the final assessment results have already been published.

### **Art. 4.4 – 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-proof.
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. 4.5 - Assuring the quality of examinations (final level of the graduates)**

The Board of Examiners will ensure that:

1. the final qualifications for each Master's programme are described in the Education and Examinations Regulations and are translated into testable learning aims for each study component, as described in the University Course Catalogue and/or the digital learning environment.
2. there is a systematic investigation of whether there is sufficient connection between the learning aims for each course and the qualifications for that Master's programme, or whether the sum of the learning aims for each study component corresponds to the final qualifications for that Master's programme.

#### **Art. 4.6 - 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 to the conclusion that the Board of Examiners cannot vouch for the student having obtained the exit qualifications for the Master's degree programme (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 students 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. 4.7 – Cum laude classification**

1. The 'cum laude' classification will be awarded to the Master's student according to the Education and Examination Regulations art. 6.2.
2. Results from courses taken at a foreign university will not count towards determining whether the student has passed with distinction (cum laude).

#### **Art. 4.8 - Degree certificates**

The degree certificate will state the name of the Master's degree, the name of the Master's programme and if applicable the cum laude distinction.

The International Diploma Supplement (IDS) will include the student's course list

with marks and credits.

## **PARAGRAPH 5 – EXEMPTIONS AND EXTENDING VALIDITY OF STUDY COMPONENTS**

### **Art. 5.1 - Exemption or credit transfer**

1. Students wishing to receive one or more exemptions or credit transfer, have to submit a request with grounds to the Board of Examiners. The request has to be signed by the student and contain:
  - a. the student's name and student number;
  - b. a description of the grounds on which the exemption or credit transfer is being sought;
  - c. for which elements the exemption or credit transfer is being sought;
  - d. an authenticated copy of the student's diploma, test results or proof of assessments 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;
  - e. approval of the programme coordinator;
  - f. if applicable, approval of the examiners charged with the teaching of the courses for which the exemption or credit transfer is being requested.
2. The Board of Examiners will decide within 6 weeks after the date of receipt of the request on whether the exemption or credit transfer will be granted.
3. In case of a request for credit transfer, study components will be taken into consideration only when obtained at a Dutch or international university, and when the components have not been used for any other degree.

## PARAGRAPH 6 – COMPLAINTS AND APPEALS

### Art. 6.1 - Complaints about testing and marking

1. The first contact for students with a complaint about testing and marking is the examiner responsible for determining the result of the assessment. If there is a number of lecturers involved, the course examiner is the first contact as the 'representative' for all lecturers involved in the assessment. The examiner 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 assessment is at issue and the complaint has implications for the result of the assessment, the lecturer and/or examiner will ensure that a quality analysis is carried out to assess whether the assessment meets the general quality requirements as referred to in paragraph 4. For this and in the case of wide-ranging complaints or complex issues concerning content, the Assessment Support Panel has to be consulted, preferably before the test results are published.
4. If the quality analysis reveals that the assessment does not meet one or more quality requirements, the examiner may decide to adjust the marks and the standard. If the final test result has already been published, the amended result may not 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 the examiner 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 the website of the Examination Appeals Board in [Dutch](#) or [English](#).
2. Art. 41 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 complaint's procedure of Utrecht University.



## **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 Board of Studies of the GSLS.
2. The annual report will contain the following parts:
  - a. composition of the Board of Examiners
  - b. monitoring of quality of the assessments and examinations (final level of the graduates):
    - i. description of procedures and guidelines for marking and setting standards for tests; way in which it is ascertained that these are applied;
    - ii. description of guidelines for marking and setting standards for research assignments and theses; way in which it is ascertained that these are applied;
    - iii. 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));
    - i. requests for exemption or approval;
    - ii. requests for a special examination dispensation;
    - iii. 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.
3. In exceptional cases, the Board of Examiners may deviate from these rules and regulations, if this would be to the student's advantage.

### **Art. 7.3 - Entering into force and publication**

These regulations enter into force on 1 September 2024.

The Board of Examiners will ensure the publication of these regulations, as well as any amendment thereto, via the internet.

Adopted by the Board of Examiners for the Master's degrees of the Graduate School of Life Sciences, Utrecht University, 11 June 2024.

## **Appendix – General explanation Higher Education and Research act**

Section 7.12b (3) of the Higher Education and Research Act (Wet op het hoger onderwijs en wetenschappelijk onderzoek, WHW) prescribes that the Board of Examiners must lay down rules relating to:

- marking of assessments
- ensuring the quality of the examinations
- exemptions

These rules of the Board of Examiners are contained in the examination regulations. The rules relating to the organization and proper procedures during the tests are also described. These regulations cannot be considered separately from that laid down and regulated in the Higher Education and Research Act, the Education and Examination Regulations (*Onderwijs- en Examenregeling, OER*) of the courses concerned and the Student's Charter.