

# **Regulations of the Board of Examiners**

## **Faculty of Social and Behavioural Sciences**

**2023-2024**

**(provisions under Art. 7.12b (3) of the WHW [in Dutch: Wet op het hoger onderwijs en wetenschappelijk onderzoek (Higher Education and Scientific Research Act)]**

Regulations of the Boards of Examiners, established by the Boards of Examiners of the Bachelor's degree programmes Interdisciplinary Social Science, Cultural Anthropology and Developmental Sociology, Educational Sciences, Pedagogical Sciences, Psychology and Sociology, the one-year Master's degree programmes Interdisciplinary Social Science, Cultural Anthropology, Educational Sciences, Pedagogical Sciences, Psychology and Sociology and the two-year Master's degree programme Cultural Anthropology: Sociocultural Transformation, Development and Socialisation in Childhood and Adolescence, Educational Sciences: Learning in Interaction, Methodology and Statistics for the Behavioural, Biomedical and Social Sciences, Migration, Ethnic Relations and Multiculturalism, Social and Health Psychology and Sociology and Social Research at Utrecht University.

These regulations enter into force on 1 September 2023.

### **Preamble**

The Faculty of Social and Behavioural Sciences has three Boards of Examiners: one board for Bachelor's programmes, one board for one-year Master's programmes and one board for two-year Master's programmes. Each degree programme that falls under a particular Board of Examiners shall be represented by at least one representative. This so-called "principal member" is charged with looking after the day-to-day business of the Board of Examiners as it pertains to the degree programme they represent. Requests are submitted to the Board of Examiners centrally and are dealt with by the different core representatives. The chairpersons of the three Boards of Examiners consult regularly, during which the examination policies of the three boards are aligned.

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## SECTION 1 – GENERAL PROVISIONS

### **Art.1.1 - Scope**

These regulations apply to assessments and tests applied by the following degree programmes offered by Utrecht University:

Bachelor's degree programmes:

- 1 Interdisciplinary Social Science
- 2 Cultural Anthropology and Sociology of Development
- 3 Educational Sciences
- 4 Pedagogical Sciences
- 5 Psychology
- 6 Sociology

One-year Master's degree programmes:

- 1 Interdisciplinary Social Science
- 2 Cultural Anthropology
- 3 Educational Sciences
- 4 Pedagogical Sciences
- 5 Psychology
- 6 Sociology

Two-year Master's degree programmes:

- 1 Cultural Anthropology: Sociocultural Transformation
- 2 Development and Socialisation in Childhood and Adolescence
- 3 Educational Sciences: Learning in Interaction
- 4 Methodology and Statistics for the Behavioural, Biomedical and Social Sciences
- 5 Migration, Ethnic Relations and Multiculturalism
- 6 Social and Health Psychology
- 7 Sociology and Social Research

The terms described in the Education and Examination Regulations for these degree programmes also apply to these regulations.

### **Art. 1.2 – Board of Examiners**

1. The Board of Examiners appoints from among its members, members in charge of the day-to-day affairs of the Board of Examiners.
2. The Board of Examiners makes decisions on the basis of a simple majority. If the vote is tied, the student or their request is rejected.
3. The chairperson and all members of the Board of Examiners are authorised signatories. The Board of Examiners can authorise the official secretary to communicate decisions made by the Board of Examiners and sign them on behalf of the Board of Examiners. To this end, the Board of Examiners issues a written authorisation to the secretary detailing the parameters and general instructions for carrying out the delegated authorisation.
4. The Board of Examiners must take a decision within six weeks of receipt of the request.
5. Minutes are taken of Board of Examiners meetings. The minutes are approved by, or on behalf of, the chairperson.
6. The Board of Examiners is supported in its work by an official secretary. The official secretary does not sit on the Board of Examiners.

### **Art. 1.3 - Standards**

In its decisions, the Board of Examiners is guided by the following standards:

- a. the retention of quality standards of an examination or test;
- b. efficiency standards, expressed inter alia in efforts to limit, as far as possible, loss of time for students;
- c. protecting students from themselves in the event of their wishing to take on an excessive study load;
- d. leniency in relation to students who, through circumstances outside their control, have experienced delays in the progress of their studies.

### **Art. 1.4 - Examiners**

1. The Board of Examiners appoints members of the academic staff who are charged with teaching a course as examiners. The Board of Examiners may furthermore appoint other members of the academic staff and experts outside the degree programmes as examiners. The examiners are responsible for the assessment of the course.
2. The Board of Examiners ensures that the examiner does their job properly and may revoke the appointment as an examiner in the event that the examiner fails to comply with the applicable laws and regulations or guidelines of the Board of Examiners, or if the competence of the examiner concerning tests (making, administering, assessing) repeatedly proves to be of insufficient quality.
3. The Board of Examiners registers all examiners so that it is known which persons are authorised to administer tests and assess their results.

### **Art. 1.5 – Invigilators**

1. A person who is not an examiner is authorised to take part in the invigilation of written or digital tests.
2. The examiner is present at the written or digital test. The examiner must ensure that sufficient invigilators are appointed for the test, who see to it that the test proceeds in an orderly fashion.
3. The following may act as an invigilator: the examiner, colleague teachers, research assistants, other employees of the Faculty of Social and Behavioural Sciences and invigilators from the 65plus Employment Agency.

## SECTION 2 – ORGANISATION OF TESTS AND PROPER PROCEDURE

### **Art. 2.1 - Times of tests**

1. Written tests are taken at times set by the Board of Examiners at least two months before the test commences.
2. When setting the times of the tests, the Board of Examiners prevents any overlap of tests as far as possible.
3. Changes to the set times may only be made in case of circumstances beyond their control.
4. If possible, oral tests are administered by the examiner(s) in question at a time set in consultation with the student.
5. The times of written supplementary tests (including papers) are determined and announced at least two weeks in advance. At least five working days must pass between the announcement of the results and the resit test. A 10-day term applies to papers.
6. The times of oral tests is set and published at least 5 days in advance.

### **Art. 2.2 – Order during a written or digital test**

1. The examiner bears final responsibility for the invigilation. The specific rules that apply during the test are set out on the cover sheet of the test paper. The invigilators follow the examiner's instructions.
2. The student must identify themselves on the request of or by reason of the Board of Examiners with 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 the instructions of the examiner or invigilator, which are given before, during and immediately after the test.
4. During the test, the invigilator regularly walks passed the desks and checks that students are adhering to the instructions.
5. Bags must remain closed on the floor until the test paper has been handed in.
6. Jackets must be hung in the cloakroom or kept under the chair until the test paper has been handed in.
7. It is not permitted to have any electronic devices (including mobile phones and smart devices) within reach during the test. An exception to this point can be made only when this is explicitly mentioned on the cover sheet of the test paper.
8. After the first half hour, it is possible to visit the toilet, but only with the permission of the invigilator.
9. The examiner and the invigilator ensure that there is as little (noise) interference as possible during the test.
10. Should the student fail to follow one or more instructions as referred to in the third paragraph (3), they may be excluded by the examiner from further participation in the test in question. As a consequence of the exclusion, no result will be determined for that test.
11. Latecomers will be admitted to a test within at most 15 minutes after the start of the examination. If a student is prevented from being present within this time limit due to circumstances beyond their control, the examiner will decide if they can still be admitted to the test.
12. Students may not leave the room where the test is being administered within 30 minutes of the start of the examination.
13. Once participants have left the examination room, no more latecomers will be admitted to the test.
14. When students come to hand in their work, the invigilator collects the written work, including non-completed questions.
15. The student is issued with an acknowledgement of receipt (in the case of a paper-based test) as proof of submission.

16. In the event of a fire or another emergency, it is the duty of the examiner and the invigilator to guide the group of examinees outside via the nearest exit.

**Art. 2.3 – Academic fraud**

1. Should an invigilator ascertain academic fraud, or an attempt to commit fraud, they will inform the student and the examiner of this and take possession of the evidence. The student is given the chance to complete their work.
2. The procedure is as follows:
  - a. The examiner completes an "exam incident report" (see Appendix).
  - b. The examiner submits the "exam incident report" along with the evidence to the Board of Examiners.
  - c. The Board of Examiners handles the matter further.

## SECTION 3 – ASSESSMENT OF TESTS, THESIS

### **Art. 3.1 – Assessment of tests**

1. The Board of Examiners ensures that written tests are assessed on the basis of predetermined, written standards, possibly adjusted on the basis of a correction.
2. The weighting of the interim results in establishing the final mark is laid down in the course catalogue or the syllabus.
3. If more than one assessor is involved in assessing the test, the examiner ensures that all examiners carry out their assessment based on the same criteria.
4. The method of assessment is 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 paper, the following rules apply:
  - a. The guideline for (individual or collective) assessment of group work must be established beforehand by the lecturer and communicated to the student.
  - b. The supervisor regularly makes sure that all students make a proportional contribution to the final product.
  - c. Students can be assessed individually based on the work they have done.
6. The last mark given applies in assessing the result of a test/course.

### **Art. 3.2 – Assessment of dissertation, research assignments, theses**

1. The examiner ensures that assessment criteria are established for the dissertation, research assignments and theses and that these are included in the course or thesis manual.
2. If practical exercises involve multiple students contributing to a single joint paper, the examiner applies the following guidelines:
  - a. Agreements on the division of tasks among the students who are to perform the work must be laid down in writing by or on behalf the examiner responsible before the start of the work.
  - b. Students are marked individually on the basis of the work they have performed.
3. The assessment of the thesis is performed by two assessors. The first assessor assesses the final product and gives a written reasoned numerical assessment. The second assessor assesses the final product and gives a written reasoned numerical assessment. The first and the second assessor deliberate and finalise the mark. If the first and the second assessor do not come to an agreement, the Board of Examiners will appoint a third assessor, who provides a binding final assessment.
4. The assessors provide insight into the way that the final mark was reached by means of an assessment form.

### **Art. 3.3 – Mark for the remedial test**

1. The examiner may decide to award a maximum mark for the remedial test.
2. Awarding a maximum mark for the remedial test is laid down in the course catalogue and/or the course guide.

**Art. 3.4 - Follow-up**

1. As soon as possible after the publication of the result of an oral test, either at the request of examiner or the student, a follow-up interview is held between the examiner and the student, during which the examiner motivates their decision.
2. During a period of 30 days, starting on the day after the results of a written test are made known, the student may request a follow-up interview with the examiner. The follow-up interview is held at a place and time determined by the examiner.
3. If a collective follow-up interview is organised, the student can only submit a request as referred to in the second paragraph (2) if they were present at the collective discussion and they motivate that request, or if they were prevented due to circumstances beyond their control from attending the collective discussion.
4. The provisions of the preceding section shall apply accordingly if the examiner offers the student the opportunity to compare their answers with model answers or an assessment template.

**Art. 3.5 - Recording the final results**

The examiner records the final results of a course component in Osiris, using Osiris teacher.



## SECTION 4 – EXAMINATION QUALITY ASSURANCE

### **Art. 4.1 - Quality assurance of tests**

The Board of Examiners ensures that:

1. There is an assessment policy/assessment plan that is implemented.
2. Assessments are compiled on the basis of the learning objectives and intended learning outcomes of the course.
3. Uniform agreements are made on the way in which tests are compiled.

### **Art. 4.2 - Quality analysis of tests**

1. The Assessment Committee is charged with providing analysis and advice concerning the quality of tests. To this end, it tests 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 informs the Board of Examiners of their findings.
2. The Board of Examiners may order the Assessment Committee to provide information, undertake research and make proposals concerning the structure of the assessment. The Assessment Committee is obliged to follow these orders. The Assessment Committee is accountable to the Board of Examiners for carrying out these orders.

### **Art. 4.3 – Declaration of invalidity of tests for all participants due to quality shortcomings**

1. If it turns out that the test has such serious quality defects that it cannot be ascertained whether/to what extent the learning objectives of the course have been achieved by the students, the Board of Examiners may, from its quality assurance role pursuant to Article 7.12b(1)(a) of the Higher Education and Scientific Research Act, immediately decide that the test in question is invalid and that all participants must retake the entire test at short notice. The Board of Examiners determines the date on which the test must be retaken. This date may be no later than two weeks after the quality shortcomings were identified, so that participants can still benefit from their preparation for the test.
2. Except in cases of academic fraud or plagiarism as referred to in Art. 5.14, paragraph 4 of the Education and Examination Regulations, the Board of Examiners can no longer decide to invalidate a test if the final test result has already been published in any way.

### **Art. 4.3a – Declaration of invalidity of online proctored tests due to irregularities**

1. The Board of Examiners may invalidate an online proctored test of one or more students if, during the test, there was insufficient insight into the possibility of cheating or there were insufficient fraud-proof conditions.
2. If the situation referred to in the first paragraph (1) is the result of an irregularity that is for the student's account and risk, the student will not be given an extra opportunity. If the student was confronted with circumstances beyond their control during the test, the student can request a new test opportunity. If the situation is for the university's account, a new testing opportunity will be planned.
3. Irregularities will be at the student's expense and risk if the student has not complied with the instructions accompanying the online proctored test.

#### **Art. 4.4 - Quality assurance of exams (achieved learning outcome of the graduates)**

The Board of Examiners ensures that:

- a. The intended learning outcomes of the degree programme as set out in the Education and Examination Regulations are translated into testable learning objectives for each individual course.
- b. It is systematically examined whether there is a sufficient connection between the course objectives and the intended learning outcomes, and whether the sum of the learning objectives for each degree programme corresponds to the intended learning outcomes of the programme.

#### **Art. 4.5 – Board of Examiners’ own research to assure exam quality**

1. A student is considered to have 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 Article 7.10 (2) of the Higher Education and Scientific Research Act into the knowledge, understanding and competence of the student.
2. The Board of Examiners will conduct such an investigation only if it establishes that there are certain facts or circumstances that lead to the conclusion that the Board of Examiners cannot vouch that the student has obtained the intended learning outcomes of the degree programme (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 (1), it will inform the student(s) concerned in writing of its decision, with substantiation, thereby also drawing the student’s attention to the option to submit an appeal to the Examination Appeals Board.

## SECTION 5 - EXEMPTIONS

### **Art. 5.1 – Exemption**

1. Students wishing to receive one or more exemptions, must submit a substantiated request to the Board of Examiners. The request must be signed and contain:
  - name, address and student number;
  - a description of the grounds on which the exemption is being requested;
  - the respective course(s) for which the exemption is/are being requested;
  - a certified copy of the student's diploma, list of marks or proof of previously taken tests; and/or
  - a description of the knowledge obtained outside higher education and experience, substantiated with relevant documents.
2. If necessary, the Board of Examiners submits the request to the examiner in charge of coordinating the course for which the exemption is requested for advice.
3. The Board of Examiners makes a decision within 6 weeks of the date of receipt of the request as to whether the exemption will be granted.

### **5.2 – Approval of course components**

1. Students wishing to include course components into the examination programme that require prior permission of the Board of Examiners on the grounds of the Education and Examination Regulations must submit a substantiated request to the Board of Examiners. The request must be signed and contain:
  - name, address and student number;
  - a description of the content, level and assessment of the courses for which approval is being sought;
  - an indication of how the student wishes to include the course(s) in the curriculum.
2. The Board of Examiners submits the request, if necessary, to the programme coordinator or a competent teacher for the degree programme for advice.
3. The Board of Examiners makes a decision within 6 weeks of the date of receipt of the request.
4. If the approval concerns course components outside UU, following their completion the student must submit a certified transcript or a student progress report. Based on the above, the marks and credits will be entered in Osiris.

## SECTION 6 – COMPLAINTS AND APPEALS

### **6.1 – Complaints about testing and assessment**

1. The first point of contact for students with a complaint about testing and assessment is the examiner responsible for determining the result of the test. The examiner will try to reach a solution through informal means.
2. "Testing and assessment" is understood to mean all situations with a formal assessment moment that leads to a mark or an alphanumerical result relating to learning objectives and intended learning outcomes 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 examiner will ensure that a quality analysis is carried out to assess whether the test meets the general quality requirements as referred to in Section 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's Assessment Committee. The quality analysis is conducted as soon as possible, preferably before the publication of the test results.
4. If the quality analysis shows that the test does not meet one or more quality requirements, the examiner may decide to adjust the assessment 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 can make use of its statutory authority under Article 7.12b, (1)(b) of the Higher Education and Scientific Research Act to "establish guidelines and instructions within the framework of the Education and Examination Regulations, to assess and determine the results of tests and examinations." The examiner complies with the guidelines and directions of the Board of Examiners.

### **Art. 6.2 – Appeals against testing and assessment decisions**

1. Students may appeal decisions of examiners or the Board of Examiners to the Examination Appeals Board within six weeks of the announcement of the decision. See <https://students.uu.nl/en/practical-information/policies-and-procedures/complaints-objections-and-appeals/examination-appeals-board>
2. Article 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 decisions regarding testing and assessment can be appealed to the Examination Appeals Board, complaints about testing are not dealt with according to Utrecht University's formal complaints procedure. This means that the complaints procedure described in Art. 6.1 is not formal in nature.

## SECTION 7 – FINAL PROVISIONS

### **Art. 7.1 - Annual report**

1. The Board of Examiners draws up an annual report of its activities for each academic year and send this to the Dean.
2. The annual report contains the following parts:
  - a. Composition of the Board of Examiners.
  - b. Monitoring activities relating to the quality of tests and exams (achieved learning outcome of the graduates):
    - description of the procedures and guidelines for assessment and standardisation of tests; how it has been verified that these are applied;
    - description of the guidelines for assessment and standardisation of research assignments and theses; how it was verified that these are applied;
    - how and how many times the quality of the tests was assessed.
  - c. Quantitative information, numbers:
    - diplomas awarded (plus number with distinction);
    - graduation extension;
    - requests for exemption or approval;
    - cases of academic fraud;
    - recommendations on academic advancement.
  - d. Recommendations.

### **Art. 7.2 – Amendments**

1. Amendments to these regulations are adopted by the Board of Examiners on the basis of a separate decision.
2. An amendment to these regulations shall not apply to the ongoing academic year unless the interests of the students are not reasonably prejudiced thereby.

### **Art. 7.3 – Entry into force and publication**

1. These regulations enter into force on 1 September 2023.
2. The Board of Examiners ensures the publication of these regulations, as well as any amendment thereto, via the internet.

## **Appendix 1:**

### **Suspected Academic Fraud Reporting Form**

Course coordinator:

Telephone:

Email:

*Hereby reports suspected academic fraud concerning:*

Student name:

Student number:

Degree programme:

*In the course:*

Course title:

Course code:

#### **Date of the test.**

...

#### **What type of test?**

- Test
- Take home test
- Individual paper
- Group assignment
- Other: .....

#### **Percentage of the final grade.**

Counts for ... % of the final grade

#### **Which type(s) of academic fraud is/are involved?**

- The copying and pasting of texts from digital sources such as encyclopaedias and digital journals without quotation marks and references.
- The copying and pasting of texts from the Internet without quotation marks and references.
- The inclusion of printed materials such as books, journals and encyclopaedias without quotation marks and references.
- The inclusion of a translation of the aforementioned texts without quotation marks and references.
- The paraphrasing of the aforementioned texts without references. Paraphrasing should never consist of merely replacing certain words with synonyms.
- The inclusion of images, audio or test material of others without references, therefore passing these off as one's own work.
- The copying of other students' work and passing this off as one's own work. If this happens with permission from the other student(s), the latter is complicit in plagiarism.
- Even when plagiarism is committed in a joint paper by one of the authors, the other authors are complicit if they could have or should have known that the other party committed plagiarism.
- The submission of papers acquired from a commercial institution (such as an Internet site with excerpts or papers) or that are written by someone else, whether or not payment is involved.
- Other, namely: ...

#### **How was this discovered?**

- Urkund
- Other:

#### **Indication of the extent of academic fraud/plagiarism**

- Concerns approximately ... % of the entire paper
- Other: ...

**Appendices:**

- Student's reaction to report of suspected academic fraud

**Please also enclose supporting documents, such as:**

- Course manual with description of assessment.
- Urkund report if applicable.
- The "assignment" the students were given for the assessment.
- Copy of the assessment with the parts marked that were contested.
- Other

## **Appendix 2:**

### **Secretary mandate**

Decision to grant signing and handling mandate to the secretary of the Board of Examiners

#### **The undersigned:**

The Boards of Examiners of the Faculty of Social and Behavioural Sciences of Utrecht University as represented by their chairpersons, Dr. M. den Otter, Dr. A. Poorthuis and Dr. Ir. R. Custers

Pursuant to the provisions in Articles 10:5 and 10:11 of the General Administrative Law Act

#### **Have decided to:**

- A. Grant authority to sign to those members of staff formally appointed as official secretary to the Boards of Examiners of the Faculty of Social and Behavioural Sciences for the signing of the following documents on behalf of the Board of Examiners:
  1. Concerning Binding Study Advice (BSA):
    - Letters for BSAs.
  2. Concerning exemptions:
    - granting of exemptions.
  3. Concerning elective subjects:
    - approval of free elective subjects.
  4. Concerning tests:
    - definitive tests (individual test dossier and meetings list), solely on the grounds of the conditions set out in writing by the Board of Examiners in the case of a provisional assessment;
    - declarations of graduation;
    - requests for a graduation extension pursuant to the Education and Examination Regulations.
  5. Concerning other matters:
    - decisions regarding other requests.
- B. Authorise the staff formally appointed as secretary of the Boards of Examiners of the Faculty of Social and Behavioural Sciences to perform the following acts on behalf of the Boards of Examiners of the faculty (handling mandate):
  1. Handling of individual requests of students within the framework and procedures laid down by the Board of Examiners and the decisions made by the Board of Examiners.
  2. Checking and determination of the test, the result and the test date of the individual students who fulfil all the requirements set out in the Education and Examination Regulations and examination programme for the degree programmes offered by the Faculty and who are thereby eligible to receive a diploma for a given programme and the graduation attestations based on this.