

**Regulations for the Board of Examiners  
Utrecht University School of Governance  
(Rules & Guidelines pursuant to Section 7.12 (b)(3) of the Higher Education and  
Research Act)**

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Regulations adopted by the Board of Examiners of Utrecht University school of Governance on 21 April 2016.

## **SECTION 1 – GENERAL STIPULATIONS**

### **Art. 1.1 – Scope of application**

These Regulations are applicable to the tests and examinations of the Bachelor's and Master's Degree Programmes of Utrecht University School of Governance.

The terms defined in the Education and Examination Regulations (EER) of the degree programmes are also applicable to these regulations.

### **Art. 1.2 – Board of Examiners**

1. The Chair of the Board of Examiners is charged with managing the daily course of affairs of the Board of Examiners and is assisted by an official secretary.
2. The Board of Examiners takes decisions by an ordinary majority of votes. If the votes are equal, the student or the request is rejected.
3. The Chair and all members of the board of Examiners are authorised signatories.
4. 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.
5. The Board of Examiners can mandate the official secretary to check whether students have successfully concluded the separate components of their Bachelor's or Master's Degree Programme, and whether they thereby meet the criteria set for the examination. To this end, the Board of Examiners will give the official secretary the 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:

1. the retention of quality criteria in an examination or test;
2. efficiency requirements, expressed *inter alia* in efforts to:
  - a) limit as far as possible loss of time for students, who can thereby make rapid progress with their studies;
  - b) encourage students to terminate their studies as quickly as possible, if it is unlikely that they will pass an examination or test;
3. Leniency towards students who, through no fault of their own, 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 authorised to administer examinations and to determine the results thereof.

## **SECTION 2 – ORGANISATION OF TESTS AND PROPE RPROCEDURE**

### **Art. 2.1 – Dates and times of tests**

1. Written examinations are administered on dates and at times that have always been determined by the Board of Examiners prior to the beginning of the teaching period in question.
2. When determining the dates and times of the examinations an effort is made to prevent examinations from coinciding.
3. Changes in predetermined dates or times only occur in cases of force majeure.
4. Oral examinations are administered on a date and at a time determined by the examiner or examiners in question, if possible after consulting with the student.
5. Dates and times for the second examination opportunity of written examinations are determined and made known at least two weeks beforehand. There should be at least five working days between making known the results of the first examination opportunity and the date and time of the second examination opportunity.

### **Art. 2.2 – Registering for tests**

When a student is enrolled to participate in a course, he is automatically registered for the first test opportunity belonging to this course. Whether he may subsequently take part in the second test opportunity within the academic year depends on the provisions in Art. 5.5 paragraph 1 of the Education and Examination Regulations (EER).

### **Art. 2.3 – Order during an examination or test**

1. The examiner will ensure that an adequate number of invigilators are appointed for the written examinations. These invigilators will ensure that the test proceeds properly.
2. Students must identify themselves on request by the examiner or invigilator by a valid proof of identity. Admission to the test will be denied if a student is unable to identify oneself.
3. Students 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 paragraph, the student may be excluded by examiner from further participation in the test in question. As a consequence of the exclusion, no result will be determined for that test.
5. The duration of a test must be such that students reasonably have enough time to answer the questions.
6. Late arrivals 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 the student 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 the participants have left the room, no more late arrivals will be admitted to the test.
9. Students must hand over their bags, coats and electronic devices to the invigilators at the start of the test.
10. Students who prove to be in possession of mobile phones or other electronic devices during the test will be excluded from further participation in that test.

## **SECTION 3 - ASSESSMENT OF TESTS AND THESES**

### **Art. 3.1 – Assessment 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 ensure 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 one's test was reached.
5. For the assessment of the result of a test/course the last mark awarded applies.

### **Art. 3.2 – Assessment of research assignments and theses**

1. The Board of Examiners sees to it that the assessment criteria for research assignments and theses are adopted and that they are included in the study manual of the course in question as well as in the guidelines for the Bachelor's and Master's research seminar.
2. In the event of practical exercises requiring a contribution by several students to one joint assignment, the Board of Examiners applies the guideline that the supervisor regularly makes certain that the students who participate in a joint assignment contribute to it equally.
3. The assessment of the thesis is done by two examiners. The final result is arrived at by averaging the mark given by these examiners. In case the assessment of the examiners differs by more than two points, or the two examiners in charge disagree on awarding the thesis as 'pass' or 'fail', the Board of Examiners takes a decision about the final result. This decision is binding for all parties concerned.
4. The examiners provide insight into the way they arrived at the final conclusion by means of the assessment form.

### **Art. 3.3 – Subsequent discussion**

1. As soon as possible after the result of an oral test is made known, either on request of the student or on the initiative of the examiner, a subsequent discussion takes place between the examiner and the student whereby the examiner motivates the decision.
2. During a period of 20 working days, beginning on the day the result of a written test was made known, the student may ask the examiner for a subsequent discussion. The subsequent discussion takes place at a time and place specified by the examiner.
3. In the event a collective subsequent discussion is organized, the student may only submit a request as referred to in Paragraph 2, if the student was present at the collective discussion and motivates the request in the event the student was prevented from attending the discussion due to force majeure.
4. The provisions in the previous paragraph will apply by analogy if the examiner offers the student the opportunity to compare the student's answers to the examination questions to model answers.

### **Art. 3.4 – Registration of test results**

All results obtained for courses of the Bachelor's or Master's degree programme are registered in Osiris after the examiner has given the authorisation for the registration of the results.

## **SECTION 4 – ASSURING THE QUALITY OF EXAMINATIONS**

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

The Board of Examiners will ensure that:

1. a testing policy/testing plan is in place and is implemented;
2. tests are compiled in line with the learning objectives for the course in question;
3. uniform agreements are made on the way in which tests are compiled.

### **Art. 4.2 – Determining the quality of testing**

1. The Testing Committee, a subcommittee of the Board of Examiners, is charged with the analysis and consultations regarding the quality of testing. To this end the committee investigates on its own initiative or in response to complaints, evaluation of results, success rates, etc., the quality of individual examinations with reference to validity (they measure knowledge skills and competencies) and reliability (they are consistent and accurate) and inform the Board of Examiners hereof.
2. The Board of Examiners may order the Testing Committee to provide information, undertake research and make proposals concerning the structure of the tests. The Testing Committee is obliged to follow these orders. The Testing Committee 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 test concerned is invalid, and that all participants must repeat the entire test as soon as possible. The Board of Examiners will set the date on which the test 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 test.
2. Except in the event of fraud or plagiarism as referred to in Art. 5.14/5.15 paragraph 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. 4.4 – Assuring the quality of the examinations (exit level of the graduates)**

The Board of Examiners will ensure that:

1. the exit qualifications for the course as described in the Education and Examination Regulations Art. 3.1, are translated into testable learning objectives for each course;
2. 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.



## **SECTION 5 – EXAMINATION PROGRAMME, EXEMPTION, AND OPTIONAL COURSES**

### **Art. 5.1 – Exemption**

1. The student, who wishes to qualify for one or more exemptions, must submit a motivated request to the Board of Examiners. The request must be sent by e-mail to Examencommissie.usbo@uu.nl and contains:
  - a. name, postal address, and student number;
  - b. a statement of the grounds upon which the exemption is requested;
  - c. for which course or courses the exemption is requested;
  - d. a certified copy of the certificate, list of marks or supplement, or proof of examinations passed previously (to be attached separately on paper if it concerns results not obtained at Utrecht University);
  - e. and/or a description of knowledge and experience acquired outside higher education, accompanied by relevant documents as proof.
2. The Board of Examiners submits the request for opinion to the examiner or examiners who is/are charged with the education for the course or courses for which the exemption is requested.
3. The Board of Examiners decides within six weeks of receipt of the request about granting the exemption.
4. During the Bachelor's degree programme a student may request an exemption for the optional courses or part of these courses on the basis of study results obtained at an institution of higher education before starting one's studies at the School of Governance. This is granted by the Board of Examiners taking into account the provisions in Art. 3.6 of the Bachelor's Education and Examination Regulations.

### **Art. 5.2 – Optional courses Bachelor's**

1. Supplementary to the provisions in Art. 3.6 and 3.7 of the Bachelor's Education and Examination Regulations, all the study results obtained while the student is enrolled as a Bachelor, are included as extra components in the optional courses of the examinations programme and thus they are mentioned on the International Diploma Supplement.
2. An exception to the provision in Paragraph 1 of this Article is made for students who follow a second Bachelor's degree programme alongside the Public Administration and Organization Science programme. In this case the Board of Examiners determines in consultation with the student which components are to be included in the USG optional courses and thus in the examination programme.
3. All the study results included in the examination programme count for the calculation of the cumulative average mark (see Art. 6.6 of the Bachelor's EER) and the calculation for the 'cum laude' classification (see Art. 6.2 of the Bachelor's EER).
4. Deviation from the provisions in Paragraphs 1 and 3 of this Article is only possible after a written request by the student in which the student demonstrates that for a follow-up course or position a specific average mark is necessary. In this event the Board of Examiners may decide in consultation with the student to indicate the optional components that are eligible for inclusion in the optional courses and thus in the examinations programme of the student.
5. Study results of optional components that were taken at a Dutch institution will, on request of the student and after approval of the Board of Examiners as regards their content, be processed in the examinations programme of the student, compliant with the provisions in Art. 5.4 paragraph 1 of the Bachelor's EER.
6. Study results of optional components that were taken at an institution abroad will, on request of the student and after approval of the Board of Examiners as regards their content, be processed in the examinations programme of the student, whereby:

- study load and level will be converted to the Dutch standard;
- from 1 September 2018 onward only alphanumeric 'F/P' (fail / pass) will be included in the examinations programme without a conversion to the Dutch grading system;
- on the International Diploma Supplement the original marks as obtained at the institution abroad will be included.

### **Art. 5.3 – Processing results Master's**

1. Only extra components at Master's level taken during the regular duration of the degree programme may on request of the student be mentioned as extra components on the International Diploma Supplement accompanying the Master's examination.
2. Study results of components that were taken at a Dutch institution will be processed compliant with the provisions in Art. 5.4 paragraph 1 of the Master's EER. These provisions are applicable to the master's Research in Public Administration and Organisational Science as well.

## **SECTION 6 – COMPLAINTS AND APPEALS**

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

1. The first person to 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.
2. 'Testing and marking' is understood to mean all situations where there is a formal assessment moment that leads to a mark or an alphanumeric 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 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 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 Department's Testing Committee. 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 course coordinator may decide to adjust the marks and the standard.
5. If the final test result has already been published, the amended result may no longer be to the disadvantage of one or more students.
6. 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 course coordinator and 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/alphanumeric 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 Utrecht University 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.

## **SECTION 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 2020.
2. The Board of Examiners will ensure the publication of these regulations, as well as any amendment thereto, via the internet.