Rules and Regulations Examination Board Behavioural Science 2016-2017

**Article 1  Scope**
These rules and guidelines are applicable for the examinations in all courses and the final degree in the Behavioural Science Research Master’s programme.

**Article 2  Definitions**
Where the terms used in the present regulations are also used in regulations applied under or pursuant to the Structural Regulations ('Structuurregeling') these terms will have the same meaning as the meaning given to them in those regulations. Furthermore the following terms will be understood to mean:

a. Education and Examination Regulations ('EER'): the education and examination regulations that apply for the programme in question;
b. Examination: a (partial) evaluation both of the knowledge, the understanding and the skills concerning a specific part of a programme and the assessment of the results of that evaluation.

**Article 3  Composition**
1. The dean will determine the number of members the Examination Board will have.
2. At least one member does not belong to the degree programme’s staff.
3. The chair and the other members will be appointed by the dean, having consulted the previous Examination Board, on behalf of the Executive Board.

**Article 4  Day-to-day affairs**
1. The Examination Board will appoint a vice-chair who replaces the chair when he/she is absent.
2. The Examination Board will appoint a secretary, from among its members or otherwise, who will be responsible for preparing the meetings and implementing the decisions.
3. The chair and the secretary will be responsible for handling day-to-day affairs.
4. The Examination Board will authorise the chair and the secretary to sign specific documents, either jointly or severally, on behalf of the Examination Board.

**Article 5  Working procedure**
The Examination Board may lay down standing orders for working procedures. Decisions will be taken by majority vote and will preferably be unanimous.

**Article 6  Examination procedure**
1. Notwithstanding the provision in the Education and Examination Regulations, the Examination Board will be responsible for determining the date, time and place of written course examinations and the procedures and dates for registration (and deregistration). The Examination Board will delegate this task to the director of studies.
2. The Examination Board will be responsible for the publication - in good time - of the date, time and place of the examinations referred to in the first sub-clause. Changes will not be permitted except in a situation of force majeure (preferably before the semester in questions starts). The Examination Board will delegate this task to the director of studies.
3. In the event an examinee has failed to register or has failed to register in due time, he or she will in principle be excluded from participation in the examination. However, via the relevant form the examinee can submit a written request to be admitted to the examination. Should the Examination Board reach a positive decision, the party concerned may be granted admission.
4. An examinee who decides not to participate in an examination should notify the examiner five working days prior to the examination. In the event of a prompt deregistration due to illness or other special personal circumstances, the Examination Board may determine that the examination can still be taken. If the examinee fails to participate in the examination unannounced, a ND (niet deelgenomen) will be administered for this examination and the Examination Board may impose a sanction.
5. The Examination Board will be responsible for invigilation procedures during written examinations and will lay down the invigilation regulations. The Examination Board may also give further
instructions. The Examination Board will have this taken care of by the director of studies or by a designated coordinator.

6. Examinees will be held to comply with the instructions of the invigilators. Upon request, examinees will provide sufficient identification.

7. Any failure to comply with instructions, whether in full or in part, will be regarded by the Examination Board as constituting fraud.

8. The duration of an examination will be set in such a way that the examinee will reasonably have enough time to answer all the questions.

9. Examinees who arrive more than 15 minutes after the start of an examination will be excluded from participation. During the first half hour after the start of an examination, examinees will not be permitted to leave the room.

**Article 7 Specific tasks of the examiner**

1. The examiner ensures that examinations are conducted in an orderly fashion.

2. The examiner may determine that examinees are not permitted to take the printed examination questions with him/her at the end of the examination.

3. The examiner determines in advance and publishes in due time which auxiliary materials may be used by the examinees during the examination.

**Article 8 Fraud and plagiarism**

1. Notwithstanding the provisions in article 1.2 of the EER fraud during a written examination with multiple-choice and/or open-ended questions may consist of:
   a. copying from others or a cheat sheet;
   b. using study aids (e.g. dictionaries, calculators, mobile telephone and cameras) during a course examination without permission;
   c. exchanging information inside or outside the examination room during the examination;
   d. impersonating someone else during a course examination or allowing someone else to represent oneself during a course examination;
   e. being in possession of the assignments for an course examination before that course examination is held;
   f. taking or duplicating the examination papers of an interim examination during the examination or inspection or distributing these without permission of the examiner.

The above list is not exhaustive.

2. Fraud during other exam formats may consist of the fabrication of data and/or falsifying of data and/or plagiarism. Fabrication is defined as inventing or otherwise fabricating research data. Falsification is defined as manipulating or falsely presenting research data and results. Plagiarism is defined as
   a. copying texts, thoughts and/or reasoning of others and presenting these as one’s own.
   b. submitting previously submitted or similar texts for assignments from other programme components without acknowledging the source;
   c. submitting papers obtained from a commercial organisation or written by someone else - whether for payment or not.

The above list is not exhaustive.

3. In addition to the perpetrator, accomplices may also be punished in cases of fraud and plagiarism. If the work copied from a fellow student was copied with the permission and/or assistance of that fellow student, he/she will in any case be considered an accomplice as defined in the previous sentence.

4. Suspicions of fraud or plagiarism may be determined before, during or after a course examination.

5. If the proctor believes he/she has discovered a student committing fraud during a written course examination, the proctor will immediately make note of this on the exam protocol. The proctor will also make note of this on the answer sheet of the participant suspected of fraud, either at the time the fraud is discovered or when the participant submits the examination papers. After the course examination, the proctor will make a written report of the detected fraud. The examinee will be given the opportunity to add a written comment to the report. The written report and any comments
will be handed to the relevant examiner, who is then required to contact the Examination Board for further handling.

6. An examiner may use a plagiarism detection program to investigate plagiarism.

7. If the examiner or any other party involved thinks they may have discovered fraud or plagiarism before, during or after the assessment of other exam formats, he/she must report this to the Examination Board and submit a file with evidence to prove the fraud or plagiarism.

8. The Examination Board will determine whether fraud has been committed after investigating the matter.

9. If an examinee is found guilty of fraud, the Examination Board may exclude him/her from further participation in the examination or course examination in question, as well as from participation in other course examinations for up to one year after the fraud is discovered.

10. In the event of serious fraud, the Examination Board may recommend that the student's enrolment for the degree programme be terminated.

Article 9 Exemptions
1. Applications for exemptions will be submitted in writing, supported by reasons, to the chair of the Examination Board.
2. Before reaching a decision, the Examination Board will consult the examiner in question.
3. The Examination Board will take a decision within one month of receipt of the application.
4. The Examination Board may attach conditions to its decision to grant a full or partial exemption.

Article 10 Determination of examination results
1. The programme will be deemed to have been successfully completed if all examinations have been passed and the Examination Board has determined that the degree certificate can be awarded. Furthermore, the Examination Board will assess if the student meets the requirements posed by the Education and Examination Regulations with respect to the knowledge, understanding and skills required for obtaining the degree.
2. Prior to awarding the degree certificate, the Examination Board will determine whether the examinee has fulfilled all the requirements.
3. A student no longer has the statutory obligation to apply for graduation. For the time being, the usual procedure will be continued.

Article 11 Distinctions
With due observance of the provisions in the Education and Examination Regulations to that effect, the Examination Board will award a distinction if the conditions referred to have been satisfied.

Article 12 Unforeseen circumstances and hardship clause
1. In individual cases not covered by these regulations or insufficiently covered by these regulations, the Examination Board will decide.
2. In rare cases of extreme unfairness the Examination Board will be entitled to make an exception, in favour of the student, to the Education and Examination Regulations and to the present Rules and Regulations.

Article 11 Entry into force
These regulations shall enter into force on September 1, 2016.