

Rules and guidelines of examination board SBE EE (2024-2025)

Content

1. Scope	2
2. General	2
3. Composition of the examination board	2
4. Duties of examination board	3
5. Working methods of the examination board	3
6. Registration for examinations	4
7. Questions and assignments, material and duration of examinations.....	4
8. Oral examination	5
9. Inspection and review.....	5
10. Quality assurance	5
11. Order during the administration of written examinations	5
12. Graduation.....	6
13. Iudicia.....	6
14. Certificate and declaration	7
15. Exemption for (parts of) units of study.	7
16. Substitute assignment and exemption from practical exercise/work group meetings ...	7
17. Fraud and plagiarism in examinations.	8
18. Procedure and Sanctions	9
19. Irregularities	9
20. Retention periods.....	10
21. Annual Report	10
22. Amendments to these Rules and Guidelines.	10
23. Unforeseen cases / hardship clause.	10
24. Entry into force.....	10
Appendix 1 SBE EE examiner certification requirements.....	11
Appendix 2 Prevailing 'Free University - Examination Regulations'.	12

1. Scope

Rules and Regulations as referred to in article 7.12b, third paragraph, Higher Education and Scientific Research Act ("HRA"), and established by the examination board.

These Rules and Regulations apply to the exams and examinations¹ in the master program(s):

- MSc Executive Master in Finance and Control,
- MSc IT Audit Compliance & Advisory,
- MSc Geographical Information Sciences,
- MSc Change Management,
- Part-time MSc Marketing
- Part-time MSc Business Administration
- Certified Public Controller
- Compliance & Integrity Management
- Executive Coaching
- Treasury Management & Corporate Finance
- Executive Master Business Administration Leading with Purpose
- Master Business Administration International Business

These regulations apply to the (training) staff and anyone attending the program in this academic year, regardless of the time, when he started the program.

2. General

1. The terms defined in the Teaching and Examination Regulations ("OER") applicable to the relevant program also apply to these regulations. The other terms have the meaning assigned to them by the WHW.
2. In the event that a provision in these regulations conflicts with a provision in the OER applicable to the program in question, the provision in the OER shall apply.

3. Composition of the examination board

1. The Examination Board consists of three or four members, experts in the field of the program(s), test development and/or quality assurance. At least one member is a lecturer at one of the programs for which these Rules and Guidelines are intended. At least one member is from outside the programs. Members of the Executive Board or persons who otherwise bear financial responsibility within the institution cannot be members of an Examination Board.
2. Before a member is appointed, the Faculty Board ("FB") shall hear the Examination Committee on the proposed appointment.
3. A member of the examination board is appointed for three years and may be reappointed.
4. Members of the examination committee are appointed by the FB.
5. The examination board appoints one of its members, with the exception of the external member, as chairperson. The chairperson shall be in charge of the day-to-

¹ The term examination/examination component includes all summative tests, including final works such as theses. The term examination is the set of examinations/examinations of a program.

day business of the examination board. He shall appoint another member as vice chairperson to replace him in his absence.

6. Within an examination committee, sub(examination) committees, such as test committees, may be appointed. A decision by a sub(examination) committee is made in the name of the examination committee concerned.
7. The FB shall ensure the independent and competent functioning of the examination board.

4. Duties of examination board

The duties of the examination board are regulated by the HRA. This includes, in any case, establishing rules on the performance of duties and powers and taking measures with regard to:

1. Determining in an objective and competent manner whether a student meets the requirements of the OER with respect to knowledge, understanding and skills necessary for obtaining a degree;
2. Ensuring the quality of tests and examinations;
3. Establishing guidelines and directions within the framework of the OER to assess and determine the results of examinations and tests;
4. granting exemptions from taking one or more examinations;
5. extending the limited period of validity of an examination or exemption, if a student makes a reasoned request. The examination board may decide to grant an extension of validity only after the applicant has passed an additional examination of the relevant material;
6. providing in special cases that the form of test established in the OER may be deviated from;
7. handling written reports of suspected fraud;
8. appointing examiners to conduct examinations and determining their results;
9. issuing the certificate, with the diploma supplement attached, attesting to the successful completion of the examination;
10. issuing a certificate of passed examinations of a program under the examination board to the person who has passed more than one examination but to whom a certificate cannot be issued;
11. preparing an annual report of its activities;

5. Methods of operation of the examination board

1. As a rule, the examination board meets once every 6 weeks or whenever its chairperson deems it necessary. The meeting schedule is published in a timely manner. The meeting is not open to the public.
2. The FB may add an official secretary to the examination board.
3. In the case of a request or complaint, involving a member of the examination board, processing shall take place outside the presence of the member concerned.
4. In any case, a request or complaint shall include a justification for the request or description of the complaint.
5. The examination board shall make a decision no later than 20 working days after receiving a complaint or petition. The examination board may adjourn the decision and shall notify interested parties in writing.

6. Insofar as the decisions of the board of examiners require a balancing of interests, the following interests, among others, are taken into account:
 - a. safeguarding the quality of the tests and examinations;
 - b. efficiency requirements: the board of examiners strives to prevent serious study delays for students, as well as an (excessive) extra workload for lecturers or the program. The assessment takes into account that the efforts for the program are not disproportionate;
 - c. leniency: the examination board shows leniency towards students who have incurred study delays due to special circumstances through no fault of their own.
7. Within six weeks of publication, the student may appeal the decision of the examination board to the Examination Appeals Board (MSc programs) or the executive dean SBE Executive Education (other programs).

6. Registration for Examinations

Anyone enrolled in the program will be automatically enrolled for the (re)examinations according to the curriculum. The examination board may specify, adopt additional rules regarding the organization of and procedures for conducting exams and examinations.

7. Questions and assignments, material and duration of examinations
 1. The questions and assignments of the examination do not exceed the examination material announced beforehand. This examination material is essentially announced before the start of the course preparing for the examination. No later than one month before the examination is to be held, the exact scope of the material shall be definitively announced.
 2. The relevant examiner will provide students with the opportunity to peruse a sample written examination, as well as an answer guideline so that it is clear how points will be awarded.
 3. In the event of a re-examination in a subsequent academic year, the student shall take the re-examination on the material established for that subsequent academic year, unless the examination board determines otherwise at the request of the examiner.
 4. The duration of written examinations with a study load of 3 or 6 credits is a maximum of 3 hours. In certain cases this may be deviated from with the permission of the examination board. The duration of each examination is such that the student reasonably has sufficient time to answer the questions.
 5. The examination board may extend the maximum duration of a (partial) examination for students with sensory and/or physical disabilities, as well as for students with a foreign-language prior education. The examination board may also designate a separate examination room for the students in question. The examination board can issue a guideline for a certain situation, for example with respect to dyslexia.
 6. The examination board oversees the quality of tests and examinations.
 7. The assignments of a written examination are handed in by the examiner to the secretariat of the program no later than 5 working days before the examination date. The assignments must be submitted in such a way that they are ready for reproduction or can be made available via a digital testing environment.
 8. Papers of a written examination that are ready later than 5 working days before the examination date at the latest, should not be handed in to the secretariat of the

program but should be reproduced by the examiner himself and brought to the examination rooms on the relevant examination day.

8. Oral examination

1. Oral examinations will not be given to more than one student at a time, unless otherwise specified in the OER or testing plan of the respective program.
2. In principle, an oral examination is not public. The examination board or the examiner may determine in a special case that an oral examination is public. Exceptions with regard to the non-public nature of an oral examination, for example in the context of quality assessment roles such as of curatorium members, must be described in the program's examination plan.
3. In case the student and the examiner cannot come to an agreement, a student may submit a reasoned request to the examination board to deviate from the closed nature of the session. The examination board weighs the interest of the student against the interest of the closed session.
4. A second teacher shall be present when an oral examination is conducted. If it is not possible to conduct the examination with two examiners, an audio recording will be made (with or without video)

9. Inspection and debriefing.

1. If the student was prevented through no fault of his/her own from learning about the assessed work within the designated period, the student will be offered an alternative opportunity.
2. The student who attended the collective debriefing or was demonstrably prevented from doing so through no fault of his own, may request an individual debriefing from the relevant examiner. The debrief will take place at a time and place determined by the examiner.
3. If a student has appealed the grading of his work, a copy of his graded work and its assessment will be provided to him upon his request.

10. Quality assurance

1. In ensuring the quality of exams and examinations, the examination board uses the "Handbook of Educational Quality VU Testing Framework, version 2019.

11. Order during the administration of written examinations

1. When participating in an examination, students are required to be able to show a valid proof of identity bearing a signature when requested to do so. The following identity documents can be used: passport, Dutch identity card, ID card from an EEA country or a Dutch foreigner's document.
2. Participation in a digital test is not possible without using the student's personal VUnet ID and password. The student is responsible for having these credentials ready.

3. The examiner shall ensure that sufficient invigilators are appointed for the purpose of the written examination, who shall ensure that the examination is or has been conducted in good order.
4. When using a common examination room or digital testing environment, the examiner may delegate the responsibility for ensuring the presence of sufficient invigilators to the designated central organizational unit (e.g., the program secretariat or a more central VU staff department).
5. The student is obliged to follow the guidelines and instructions provided in advance regarding the taking of an examination or the instructions of the invigilator(s).
6. If the student is unable to comply with the requests of the invigilator, as referred to in paragraphs 1 & 5 of this article, the examination will be declared invalid in principle.
7. Further details regarding the taking of written examinations can be found in the current 'Vrije Universiteit - Examination Regulations' attached as Appendix 2 to this R&R.

12. Graduation

1. The examination board establishes the result of the examination once it has determined that the student has successfully completed the units of study belonging to the program. The examination is completed on the date on which the last examination was passed.
2. A certificate may be awarded only after the College Board has certified that the student has met all procedural requirements, including payment of tuition.
3. The student may request the examination board to postpone graduation and therefore not yet proceed with the awarding of the certificate. The request must be made within 10 working days after the student has been notified of the intended graduation date or has met the requirements to graduate. The examination board shall allow postponement of graduation, provided that the postponed graduation date falls within the applicant's nominal length of study plus one year. The examination board may decide otherwise in special cases.

13. Iudicia

1. If a student has performed with excellence, a designation of "cum laude" may be awarded.
2. Cum laude master's degree
The iudicium cum laude is awarded if the following conditions are met:
 - a. A result of 7.0 (unrounded) or higher has been obtained for all units of study, with the exception of the thesis (such as a thesis);
 - b. the result for the thesis work is at least an 8.0 (non-completed);
 - c. only the results obtained in a first participation are taken into account;
 - d. grades were obtained within the nominal study period, to be increased by a maximum of two months per academic year;
 - e. the weighted average (based on EC) of all units of study is at least an 8.0 (unrounded). The weighted average is determined from unrounded grades. Extra curricular grades do not count;
 - f. exemptions make up no more than 20% of the nominal credits to be earned.

14. Certificate and statement

1. As proof of successful completion of the examination, a certificate is issued by the examination board. The examination board adds a diploma supplement to the certificate that provides insight into the nature and content of the completed program. The diploma supplement is drawn up in English or in Dutch and conforms to the European format.
2. Anyone who has passed more than one examination and to whom no certificate as referred to in the first paragraph of this article can be issued, will receive, upon request, a statement to be issued by the examination board in question, in which at least the examinations that have been passed are listed, together with the educational units involved, the number of ECs that were obtained and when the examinations were passed.

15. Exemption for (parts of) units of study

1. A request for exemption from taking an examination is submitted to the examination board no later than six weeks before the start of a unit of study.
2. The examination board, after seeking the advice of the relevant examiner, may grant exemption from an examination on the grounds of:
 - a. a previously successfully completed examination or practical in higher education within the Netherlands or abroad, which corresponds in content, level and study load to the part for which exemption is requested
 - b. or knowledge and/or skills of comparable content, level and scope acquired outside higher education.
3. If the examination board grants exemption for an examination belonging to a unit of study consisting of more than just that examination, the exemption can only be granted when all other components within the unit of study have been passed. In that case, the exemption is registered as a final result for the unit of study.
4. No exemption will be granted by the examination board for an examination taken at another faculty or university during the period in which the student is excluded from participating in examinations due to fraud.
5. A maximum of 30% EC can be exempted for the issuance of a certificate for the master's program. No exemption is granted for the final dissertation of a program.

16. Substitute assignment and exemption from practical exercise/work group meetings

1. If a student wishes to fulfill the requirements of certain examinations by obtaining a result (as a substitute assignment) at another faculty or (Dutch or foreign) university, prior approval from the examination board is required. A study result for a substitute assignment obtained at a foreign university can be registered as 'pass' or 'pass'.
2. In special cases, if requested, the examination board may exempt or partially exempt a student from the obligation to participate in a practical exercise or a working group meeting.
3. The student may ask the examination board for a substitute assignment for practical exercise or a working group meeting. If the examination board honors the request, it will determine, in consultation with the examiner, what substitute requirements the student must meet. The final objectives of the program must be met by the student at all times.

17. Fraud and plagiarism in examinations.

1. Fraud is defined as any act or omission of a student that makes it wholly or partially impossible to make an accurate assessment of his knowledge, understanding and skills, or those of another student.
2. In any case, the following are considered fraud:
 - a. be in possession of aids (pre-programmed calculator, cell phone, smartwatch, books, syllabi, notes, etc.) during the examination, the consultation of which is not expressly permitted;
 - b. cheating or exchanging information during the exam;
 - c. impersonating someone else during the exam;
 - d. be represented by someone else during the examination;
 - e. take possession of the assignments of the examination in question before the date or time at which the examination will take place;
 - f. adjusting, expanding or changing an examination item after it has been turned in for final review;
 - g. continuing to work on the examination after the end of the examination time, except for those who have been granted extra examination time;
 - h. the submission of work generated by artificial intelligence, without being allowed as a tool, as being one's own work;
 - i. falsifying (research) data;
 - j. failure to produce source data (such as audio and film recordings of interviews, system printouts and source documents).
 - k. plagiarism.
3. In any case, the following are considered plagiarism:
 - a. knowingly or unknowingly using or copying someone else's texts, data and/or ideas without full or proper acknowledgement of the source;
 - b. failure to indicate clearly in the text, for example through quotation marks or a particular design, that the text is taken verbatim from the work of another author, even if a correct source citation is included;
 - c. paraphrasing the content of other people's texts without sufficient source references;
 - d. submitting a previously submitted or similar (parts of a) text for assignments of other examination sections;
 - e. Taking work from fellow students and passing it off as one's own;
 - f. submitting papers acquired from a commercial institution or written (whether for a fee or not) by someone else.

Electronic detection programs may be used in the detection of fraud. By submitting the text, the student implicitly consents to its inclusion in the database of the respective detection program.

18. Procedure and Sanctions.

1. If the examiner² suspects fraud³, he immediately reports this in writing to the examination board. The examination board will notify the student in writing of this report, accompanied by the relevant evidence (such as a plagiarism score printout).
2. The examination board will invite the student to be heard on the alleged fraud and will decide on the basis of the documents and, if possible, on the information brought in by the student during the hearing. A further explanation may be required of the examiner.
3. If the examination board has determined that fraud has occurred, a sanction will be imposed.
4. In cases of fraud, the examination board, with due regard to the principles of legal equality and proportionality, may award the examination or paper, to which the fraud or plagiarism relates, the grade 0 (to the fraudsters) or declare it invalid (for all students) and furthermore exclude the student(s) from the next relevant examination.
5. In case of recidivism or serious fraud, the examination board may exclude the student from participating in one or more designated tests or examinations for up to one year. If serious fraud is established, the examination board may propose to the Executive Board the permanent termination of the student's enrollment.
6. In urgent cases not provided for in these Rules and Regulations regarding fraud or plagiarism, the examination board shall decide, in compliance with the principles of due process.
7. If a student takes a course at another program or at a program of another faculty and fraud is suspected, the examination board of the program to which the course belongs shall investigate the suspicion of fraud by the student. The examination board of the program the student is taking is notified of the findings. The latter examination board decides whether, and what measure will be imposed on the student, if fraud is suspected.
8. If one or more students have violated examination rules, the Examination Board shall hear the views of the student(s), the invigilator and the examiner to determine whether this is a case of repeated misconduct or intent. If this is evidently not the case or there is a case of 'force majeure', it may impose the sanction 'warning'. In all other cases, the sanctions listed in Article 18 from paragraph 3 through paragraph 7 apply.

19. Irregularities

1. If, in the opinion of the examination committee, one or more examination parts or an entire examination have not been taken in the prescribed manner, or if the taking of an examination part or an examination has not taken place in a proper manner, the examination committee will declare the examination or the relevant part thereof invalid.

² If a student or third party reports (suspected) fraud to the examination board, the examiner in question will be asked to determine whether fraud is indeed suspected, and if so, make a written report to the examination board.

³ See also memo "Fraud in EE Education" dated 27-11-2023 from the SBE EE.

20. Retention periods

Master's theses or final papers will be kept for at least seven years. Examination papers and answer models are retained for at least seven years from the end of the academic year in which the examination was prepared. Elaborations, including papers and other written materials for which a grade or partial grade has been assigned and examination results are kept for at least two years after the end of the academic year in which the elaborations were made. For the purpose of re-accreditation of the program, a random selection from the elaborations will be kept for seven years. The examination board otherwise follows what is stipulated in the VU Retention Periods.

21. Annual Report

Before December 1, the examination board prepares a report of its activities for the previous academic year. The examination board forwards the annual report to the FB. If requested, the annual report or parts thereof may be made available to interested parties.

22. Amendments to these Rules and Guidelines.

No changes take place that apply to the current academic year, unless the interests of the students are not reasonably prejudiced thereby.

23. Unforeseen cases / hardship clause

If any situation is not provided for by these Rules and Regulations or in cases where the provisions of these regulations are unreasonable and unfair to the student, the examination board will decide.

24. Entry into force

These Rules and Regulations will take effect for the first time on Sept. 1, 2024.

As adopted by the examination board on September 10, 2024.

Appendix 1 Requirements of examiner SBE EE

Appendix 2 Current 'Free University - Examination Regulations'.

Appendix 1 SBE EE examiner certification requirements.⁴

General

1. Knowledge of faculty policies regarding testing and assessment.
2. Good knowledge of test preparation and administration rules and procedures.
3. Good knowledge of the criteria for grading written papers.
4. Evidence of training in test design/analysis (VU, CITO or equivalent).

Subject Coordinator

1. Basic Teaching Qualification ("BKO").
2. Thorough and broad knowledge of the study material to be tested.
3. Thorough knowledge of the curriculum and the learning objectives resulting from the curriculum for the subject.
4. Experience in translating the study material into written and oral examination questions at different levels: reproduction, understanding, application, analysis, synthesis and evaluation, with respect to both open and closed questions.
5. Experience in composing exams in such a way that students' knowledge on is reliably and validly measured.
6. Experience in grading answers to examination questions.
7. Experience translating study material into topics for written papers and grading them.
8. Knowledge regarding the quality analysis of exams and being able to perform (or have performed) that analysis.

Supervision and assessment of master's theses

1. Thorough knowledge of eligible thesis topics.
2. Broad experience in conducting scientific research relevant to the field and practice.
3. Broad experience in skill- and knowledge-development-oriented supervision of students in writing written papers.
4. Broad experience in reviewing and grading written papers.

⁴ More generally, reference is made to relevant sections in the VU Educational Quality Handbook, version 2019, such as section 3.8.

Appendix 2 Prevailing 'Free University - Examination Regulations'.

This is a separate document.