

Rules and Guidelines of the Examination Board

Faculty of Humanities

Valid from 01-09-2024

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1. **Scope**

The rules, as described in Article 7.12b, third paragraph, of the Higher Education and Research Act are adopted by the Examination Board and further referred to as the Rules and Guidelines of the Examination Board.

These Rules and Guidelines apply to examinations and final degree assessments for the Bachelor's/Master's degree programmes of the Faculty of Humanities.

These regulations apply to anyone enrolled in the degree programme in this academic year, irrespective of when he or she started the degree programme.

2. **General**

1. The terms used in the Teaching and Examination Regulations (TER) also apply to these regulations. The definition of all other terms used is in accordance with the definition used in the Act.
2. In the event that any provision in these regulations conflicts with a provision in the TER applicable to the relevant degree programme, the provision from the TER shall take precedence.

3. **Composition of the Examination Board**

1. The Faculty Regulations apply to the composition of the Examination Board. At least one member of the Examination Board works as a lecturer within the programme or one of the programmes to which these Rules and Guidelines apply. At least one member of the Examination Board is not affiliated with the degree programme(s). Members of the Executive Board and persons otherwise bearing financial responsibility within the institution may not take a seat on the Examination Board.
2. Before a member is appointed, the Faculty Board will consult with the Examination Board regarding the proposed appointment.
3. Board members are appointed for three years and may be re-appointed.
4. The members of the Examination Board are appointed by the Faculty Board.
5. The Examination Board appoints one of its members to act as chairperson (external members are not eligible for this position). The chairperson is responsible for the general procedural matters of the Examination Board. The chairperson appoints another member to replace him/her in case of absence.
6. The Faculty Board is responsible for guaranteeing that the Examination Board operates in a manner that is independent and expert.

4. Duties of the Examination Board

The duties of the Examination Board are laid down by law. These include drawing up rules for the performance of duties and exercise of powers and taking measures with regard to:

- a. determining in an objective and expert manner whether or not students meet the conditions set in the OER relating to the knowledge, insight and skills necessary to be awarded a degree;
- b. safeguarding the quality of examinations and final degree assessments;
- c. determining guidelines and instructions for assessing and determining the results of examinations and final degree assessments within the framework of the TER;
- d. granting exemptions for one or more examinations;
- e. extending the limited period of validity of an examination or exemption if a student submits a reasoned request to that effect. The Examination Board can decide to permit an extension of validity only after the individual making the request has passed a supplementary examination on the relevant subject matter;
- f. determining in exceptional cases that the assessment method laid down in the TER may be deviated from;
- f. ensuring that measures are taken in cases of academic misconduct;
- g. appointing examiners to conduct examinations and determine the results;
- h. granting a degree certificate, including a diploma supplement, as proof that the student has successfully completed his/her final degree assessment;
- i. Granting permission to students to take part in a free-choice study programme, the final degree assessment for which leads to the awarding of a degree;
- j. issuing a statement of results attained to persons who have successfully completed more than one examination but are not eligible for a degree certificate;
- k. preparing an annual report of its activities.

5. Working method of the Examination Board

1. In principle, the Examination Board meets once every six weeks or as often as its chairperson deems necessary. The meeting schedule is published well in advance. The meetings are not open to the public.
2. The Faculty Board may add an Administrative Secretary to the Examination Board.
3. Any request or complaint involving a member of the Examination Board will be handled without the member in question being present.
4. A request or complaint must in any case include substantiation or a description, respectively.

5. The Examination Board will make a decision within no more than 30 business days of receiving a complaint or notice of request. The Examination Board may postpone this decision and inform the interested parties of this in writing.
 6. Students taking a course elsewhere as part of their degree programme, should contact the Examination Board of the degree programme of which the course is part, if they wish to request an exemption or an additional examination opportunity.
 7. If a student is taking a course from a degree programme from another faculty, and academic misconduct is suspected, the Examination Board of the degree programme of which the course forms part will investigate the suspicion that academic misconduct has been committed by the student. Its findings are reported to the Examination Board of the programme the student is enrolled in. This Examination Board then determines whether academic misconduct has been committed and, if so, what measure will be imposed on the student.
 8. If the Examination Boards concerned are both competent with regard to the subjects referred to in Paragraphs 6 and 7, the Examination Boards will determine by mutual agreement what decision is to be taken.
 9. If the decision of the Examination Board requires the weighing of interests, the following should be taken into account, among other things:
 - a. safeguarding the quality of examinations or final degree assessments;
 - b. efficiency requirements: the Examination Board aims to prevent students falling badly behind in their studies, as well as lecturers or the degree programme having a significant/excessive additional workload. It will be taken into account in the assessment that the efforts required of the degree programme should not be disproportionate;
 - c. leniency: the Examination Board will exercise leniency towards students if they have fallen behind in their studies due to special circumstances beyond their control.
 10. Students can submit an appeal against the decision made by the Examination Board directly to the Examination Appeals Board within six weeks of the announcement of the decision.
- 6. Questions and problems, study material and duration of examinations**
1. None of the individual examination questions or problems will cover anything beyond the previously announced examination material. The main points of this examination material will be published prior to the start of the programme component that prepares students to sit the examination in question. No later than one month before the date of the examination in question, students will be notified of the exact scope of the examination material.
 2. In the event of a resit in a following academic year, the student will sit the examination based on the material set for that examination in the following academic year, unless the Examination Board decides otherwise at the request of the examiner.
 3. The Examination Board monitors the quality of examinations and final degree assessments.

7. Examination in a form other than that prescribed by the TER

1. At an examiner's request, the Examination Board may decide that an examination shall be conducted in a different form than that stipulated in the TER.
2. At the student's request, the Examination Board may permit an examination to be conducted in a different form than that stipulated in the TER.

8. Oral examinations

1. Unless specified otherwise by the TER for the relevant educational unit, no more than one student will take an oral examination at the same time.
2. The Examination Board or the examiner may, in exceptional cases, decide that an oral examination is conducted in public.
3. A student may submit a reasoned request to the Examination Board to deviate from the public nature of the examination. The Examination Board will weigh the student's interest against the interests of administering a public examination.
4. An oral examination will be conducted in the presence of a second lecturer. If an oral examination is conducted by means of a video call, it is sufficient for a single examiner to be present and to make a sound recording.

9. Inspection and reflective discussion

1. If the student was unable to inspect his/her marked work during the specified period through no fault of his/her own, an alternative option will be offered.
2. Students who have attended the collective reflective discussion, or who were unable to attend through no fault of their own, can submit a request for an individual reflective discussion to the relevant examiner. The discussion shall take place at a time and location to be determined by the examiner.
3. If a student has lodged an appeal regarding the marking of his/her work, he/she will be supplied with a copy of the marked work at his/her request.

10. Quality assurance

1. Quality is assured in accordance with the provisions of the Guide for Examination Boards ('Handreiking Examencommissies').
2. The Examination Board applies the Assessment Policy Framework ('Toetsbeleid') of the Faculty of Humanities to ensure the quality of examinations and final degree assessments.
3. The length of each examination is such that the student can reasonably be expected to answer the questions in the time given.

11. Procedure for written examinations

1. Students are obliged to be validly registered at the time of participating in an examination and to provide proof of identity in accordance with the provisions of the VU Amsterdam Examination Regulations.
 - a. If a student is unable to supply the documentary evidence referred to in the first paragraph, he/she may be barred from participating in the examination or the examination which he/she has handed in will be declared invalid. The registration for the examination will be retained.
 - b. It is not possible for students to take part in a digital exam without making use of the personal VUnet ID and password. Students are responsible for knowing both codes.
2. In consultation with the faculty education office, the testing organisation sees to it that enough invigilators are appointed for the written examination, who will ensure that the examination is conducted properly.
3. If the examination is not conducted in a common examination room as described in the VU Amsterdam Examination Regulations, the faculty education office will ensure that enough invigilators are present.
4. Students are obliged to follow the instructions of the invigilator(s).

12. Graduation

1. The Examination Board will determine the result of the final degree assessment once it has established that the student has passed all of the educational units in the programme. The final degree assessment takes place on the date on which the final examination has been successfully taken [, unless the final degree assessment includes an administrative procedure to be carried out by the Examination Board itself].
2. A degree certificate can only be issued once the Executive Board has certified that the student has met all procedural requirements, including the payment of tuition fees.
3. The student may ask the Examination Board to postpone graduation and therefore not to proceed with awarding the degree certificate. Any such request must be submitted within 10 days after the student is informed of the intended graduation date or meets the requirements for graduation. The Examination Board allows graduation to be postponed, provided the postponed graduation date falls within the nominal duration of the programme for the student, plus one year. The Examination Board may decide differently in exceptional cases.

13. Free programme

1. Under certain conditions, students have the option of departing from the standard curriculum as prescribed by the programme and composing their own study programme.
2. The composition of such a programme requires the prior approval of the Examination Board that has the greatest jurisdiction over the programme components.

3. The free programme is put together by the student from the educational units offered by VU Amsterdam or another institution of higher education and must at least have the size, breadth and depth of a regular Bachelor's programme. The student must ensure that the proposed programme will enable admission to at least one Master's programme, though this does not mean the student is under any obligation to actually take this Master's programme.

14. Degree classifications (*judicia*)

1. If a student completes the programme with outstanding results, the classification 'cum laude' may be awarded.
2. 'Cum laude', Bachelor's programme

The classification 'cum laude' is awarded to students who have met the following conditions:

- a. Received a 6.0 or a 6.5 for no more than two components;
 - b. For the other components, with the exception of the graduation project, grades of 7.0 or higher have been obtained;
 - c. The grade for the graduation project is at least an 8.5; for the bachelor's degree in Philosophy, Politics and Economics the result for the graduation project is at least an 8.
 - d. The grades were achieved within the nominal duration of study, which may be extended by a maximum of two months per academic year;
 - e. The weighted average of all degree components excluding the graduation project of the Bachelor's programme is at least an 8.0. The weighted average is determined on the basis of the unrounded average. Extracurricular grades are not counted;
 - f. Exemptions make up no more than 20% of the nominal credits required, except in the case of exemptions granted by the Examination Board within the shortened bachelor Philosophy, for which a maximum of 33⅓% applies.
 - g. Only the results obtained during the initial participation are taken into account.
 - h. the *judicium* 'cum laude' will not be awarded if the student has been sanctioned for academic misconduct (fraud) or plagiarism during the programme.
3. When applying the criteria for awarding degree classifications as described in paragraphs 1 and 2, the rounded final results of the degree components as registered in the official student administration records are used.

When applying the criteria for awarding degree classifications, a student will be deemed to have participated in an examination once the examination location has been entered or, in the case of a digital examination, once the examination environment has been accessed. In the case of papers and assignments assessing skills, the student will be deemed to have participated once a final version has been submitted.

4. 'Cum laude', Master's programme

- a. Master's students must meet the requirements set out in paragraph 2 with the exception of a. a grade of 7.0 has been assigned for all components;
- b. The following exceptions apply to the 2-year Philosophy master programme and Filosofie van Cultuur en Bestuur master programme:
 1. the maximum of 20% exemptions applies only to the remaining philosophy courses (and not for the exemptions granted on the basis of the non-philosophical courses).
 2. the grades were achieved within the nominal duration of study of the chosen scientific discipline, plus a maximum of 2 years

15. Degree certificate and statement

1. The Examination Board will award a degree certificate as proof that the student has passed his/her final degree assessment. The Examination Board will append a diploma supplement to the degree certificate outlining the nature and content of the degree programme. The diploma supplement is drawn up in Dutch and/or in English and meets the requirements of the European format.
2. Those who have passed more than one examination but who are not entitled to a certificate as referred to in paragraph 1 may, on request, receive a statement issued by the relevant Examination Board which at the very least states the examinations passed, specifying the educational units concerned, the number of credits thus obtained and when the examination results were achieved.

16. Exemption from educational units

1. A request for exemption from an examination must be submitted to the [secretary of the] Examination Board [at least [six] weeks] before the start of the relevant degree component [using the form designated for this purpose on the faculty website].
2. After consulting the relevant examiner, the Examination Board can grant exemption from an examination or practical based on the following:
 - a. an examination or practical in higher education successfully completed in the Netherlands or elsewhere that corresponds in terms of content, level and study load with the component for which an exemption is being requested
 - b. [or knowledge and/or skills that are comparable in terms of content, level and scope, acquired outside higher education].
3. If the Examination Board grants an exemption for an examination that is part of an educational unit that involves more than one examination, the exemption can only be granted once all other components of the educational unit have been passed. In that case, the exemption is registered as the final result for the educational unit.
4. No exemption can be granted for a thesis or final assignment.

The Examination Board does not grant exemptions from examinations sat at another faculty or university in the period during which the student has been debarred from sitting examinations due to academic misconduct.

17. Replacement assignment and exemption from practical exercise/study group sessions

1. Prior approval must be obtained from the Examination Board if students wish to meet the requirements for specific examinations by obtaining results at a different faculty or (Dutch or foreign) university. A study result for a replacement assignment for which a pass mark has been obtained at a foreign university, may be registered as 'geslaagd' or 'pass'.
2. In exceptional cases, the Examination Board may, if requested, exempt a student, or partially exempt a student, from participating in a practical exercise or a study group session.
3. Students can request that the Examination Board provides a replacement assignment for practical components. If the Examination Board honours this request, it will determine in consultation with the examiner which substitute requirements the student must meet. In all cases, the student must meet the final attainment levels for the degree programme.

18. Academic misconduct in examinations and final degree assessments

1. Academic misconduct is defined as any act or omission by a student that partially or entirely precludes making an accurate assessment of his or her knowledge, understanding and skills, or those of another student.
2. Academic misconduct includes:
 - a. being in possession of aids or resources during an examination (e.g. pre-programmed calculator, mobile phone, smart watch, books, syllabi, notes and the like) which the student is not expressly permitted to consult;
 - b. copying from or exchanging information with another student during an examination;
 - c. assuming someone else's identity during an examination;
 - d. allowing someone else to assume your identity during an examination;
 - e. obtaining the details of examination problems before the date or time at which the examination is scheduled to take place;
 - f. changing, extending or amending a section of an examination after it has been submitted for final assessment;
 - g. continuing to work on an examination after the official examination time has ended, with the exception of those who have been granted extra time;

- h. submitting work that has been generated using artificial intelligence, as if it were one's own work, in cases in which artificial intelligence is not permitted to be used as an aid;
 - i. falsifying data/research data;
 - j. plagiarism.
3. Plagiarism includes the following:
- a. using or copying another person's written work, data or ideas without providing full and appropriate source references;
 - b. failing to show clearly in the text, for example through the use of quotation marks or an appropriate layout, that text is being cited directly from another author, even where correct source references have been included;
 - c. paraphrasing the contents of another person's text without sufficient referencing of sources;
 - d. submitting previously submitted or comparable texts (or parts thereof), for assignments for other degree components;
 - e. copying work from other students and presenting this work as one's own work;
 - f. submitting papers that were obtained from a commercial agency or that were written by someone else (whether or not for payment).

Fraud detection software may be used for the detection of academic misconduct. By submitting a text, the student implicitly consents to the inclusion of the text in the database of the relevant detection software that is used by the VU.

19. Procedures and penalties¹

1. If the examiner suspects academic misconduct, he or she will report this immediately to the Examination Board in writing. The Examination Board will inform the student of this report in writing, enclosing/attaching the relevant documentary evidence.
2. The Examination Board will invite the student to present his or her case and will decide whether academic misconduct has been committed on the basis of the evidence and, where possible, the information provided by the student at the hearing. Further information may be required from the examiner.
3. If the Examination Board finds that academic misconduct has indeed occurred, a penalty will be imposed.
4. In cases of academic misconduct, with due regard to the principles of legal fairness and proportionality, the Examination Board can declare the examination or the paper to which the academic misconduct relates to be invalid and assign a grade of 0 if it is the final grade, and may also exclude the student from the following relevant examination.
5. In the event of serious or repeated academic misconduct, the Examination Board may debar the student from participating in one or more examinations or final degree assessments for a

¹ see Appendix 3 for an elaboration

maximum of one year. If serious academic misconduct is identified, the Examination Board can advise the Executive Board that the student's registration should be terminated permanently.

6. In urgent cases relating to academic misconduct that are not covered by these Rules and Guidelines, the Examination Board will make a decision, with due regard to the principles of due process.

20. Irregularities

If the Examination Board concludes that one or more examination components, or an entire examination, was not completed in the prescribed manner or that an examination component or examination was not held in the proper manner, it will declare the examination, or the relevant component thereof, invalid.

21. Retention periods

Bachelor's theses and final assignments and Master's theses are retained for a period of at least seven years.

Examination problems are retained for at least seven years, starting from the end of the academic year in which the examination was put together. Exam question answers, including essays and other written materials for which a mark/partial mark has been awarded and examination results are retained for at least two years after the end of the academic year in which the answers have been given. For the purposes of programme re-accreditation, an arbitrary selection of answers is retained for seven years. In relation to the remainder, the Examination Board follows the terms stipulated in VU Amsterdam's List of Retention Periods.

22. Annual report

Before 1 November, the Examination Board will compile a report on its activities over the last academic year. The Examination Board will send the annual report to the Faculty Board. On request, the annual report or parts thereof can be made available to interested parties.

23. Amendments to these Rules and Guidelines

No amendments are made in relation to the current academic year, unless there is a reasonable expectation that this will not be detrimental to the interests of the students.

24. Unforeseen circumstances/hardship clause

In any circumstances not covered by these Rules and Guidelines, or in circumstances where the provisions in these regulations are unreasonable or unfair to the student, the Examination Board will have the final say.

25. Entry into force

These Rules and Guidelines take effect on 1 September 2024.

Thus adopted by the Examination Board on 31 August 2024.

Appendix 1: Maximum exemptions

Programme	Max exemption	Remarks
Bachelor (180 EC)		
Ba Archaeology	30 EC + 30 EC minor For a double bachelor within ACASA: submit programme to Examination Board for review	
Ba Communication and Information Studies	30 EC + 30 EC minor	
Ba Philosophy	30 EC + 30 EC minor Shortened: 30 EC + 30 EC minor	
Ba History	30 EC + 30 EC minor	
Ba Griekse en Latijnse taal en cultuur	30 EC + 30 EC minor For a double bachelor within ACASA: submit programme to Examination Board for review	
Ba Literature and Society	30 EC + 30 EC minor	
Ba Media, Kunst, Design en Architectuur	30 EC + 30 EC minor	
Ba Oudheidwetenschappen	30 EC + 30 EC minor For a double bachelor within ACASA: submit programme to Examination Board for review	

Ba Philosophy, Politics and Economics (PPE)	18 EC	
Master's (60 EC)		
Ma Archaeology	12 EC	
Ma Classics and Ancient Civilizations	12 EC	
Ma Communication and Information Studies	12 EC	
Ma Heritage studies	12 EC	
Ma History	12 EC	
Ma Arts and Culture	12 EC	
Ma Linguistics	12 EC	
Ma Literary Studies	12 EC	
Master's (120 EC)		
Ma Classics and Ancient Civilizations Research	24 EC	Core courses in the programme are excluded
Ma Curating Art & Cultures	24 EC	
Ma Philosophy	30/30/36/42 for resp. PBH/PNS/PLG/FCB	For non-philosophical courses
Ma Humanities Research Master	24 EC	Core courses in the programme are excluded. This applies to both the 3 general core courses, as the 2 track specific core courses

For all programmes: no exemption can be granted for a thesis

Appendix 2: Examination Regulations

These examination regulations apply to both centrally supported examination rooms (supported by IT and Corporate Real Estate and Facilities) and faculty supported examination rooms. In the interests of clarity and for the practical implementation of these examination regulations by invigilators, examiners and students, the decision was made to draw up one set of regulations for both types of rooms. As regards centrally supported examination rooms, Examination Boards are not free to deviate from the provisions outlined below as these are the Executive Board's conditions for the use of these examination rooms. As regards faculty supported examination rooms, Examination Boards are free to make any adjustments to their own faculty's provisions as they deem necessary in such cases, on the condition that the Examination Board in question clearly indicates these deviations and communicates any deviations to the invigilators, examiners, students and other stakeholders within the faculty.^[1] VU Amsterdam strongly advises avoiding or limiting deviations as much as possible and adhering to the provisions outlined below.

Adopted by the Executive Board on 16 July 2024.

Appendix to the Rules and Guidelines of the Examination Board.

In force as of 1 September 2024.

1. Rooms, support and time slots

- a. Vrije Universiteit Amsterdam offers access to both centrally supported examination rooms and faculty supported examination rooms. Corporate Real Estate and Facilities (FCO), the Information Technology service department (IT) and the Central Exam Organisation (CTO) provide support for examinations held in the centrally supported examination rooms.
- b. Examinations that take place in the faculty examination rooms are supported by faculty Education Offices.
- c. Examinations will be scheduled in the following time slots:

	Standard examination time	Extra examination time	Total duration of examination
Block 1 (long – 2 hrs 45 min)	08:30 to 11:15	11:15 to 11:45	2 hrs 45 min - plus 30 min extra time
Block 2 (short – 2 hrs 15 min)	12:15 to 14:30	14:30 to 15:00	2 hrs 15 min - plus 30 min extra time

Block 3 (short – 2 hrs 15 min)	15:30 to 17:45	17:45 to 18:15	2 hrs 15 min - plus 30 min extra time
Block 4 (long – 2 hrs 45 min)	18:45 to 21:30	21:30 to 22:00	2 hrs 45 min - plus 30 min extra time

- d. When, in cases of high exception, multiple examinations with different start and end times are scheduled in centrally supported examination rooms at the same time, Corporate Real Estate and Facilities will ensure that the different groups of students disturb each other as little as possible when arriving and leaving.
- e. Students who have proof of having been granted extra examination time are allowed to sit their exams, including the extra time, in the regular examination room.

2. Student ID

- a. In order to participate in an examination, students must show the invigilator a valid ID.^[2] A photo of an ID is not allowed.
- b. The invigilator checks whether the ID shown corresponds to the student in question.
- c. Invigilators will check students' IDs and use the attendance sheet [in case of written exams on paper] to verify that each student is registered for that particular exam.
- d. Students taking part in an electronic assessment should use their personal VUnetID and password. Students are responsible for memorising both codes.

3. Study aids

- a. Students must leave all personal belongings – especially books, notes, smartphones, smartwatches, earplugs from home or anything else that could serve as a study aid – outside the examination room or put them in a place in the examination room designated by the invigilator. The aisles between the tables must be kept free at all times.
- b. In derogation to paragraph a, students may use study aids may during an examination if they have been approved as such in advance by the examiner or the Examination Board. Permitted study aids are also listed on the front page of the examination paper or the official report of the exam.
- c. Any student who has a study aid that is not permitted within reach during an examination, or on a visit to the toilet during the examination, shall be guilty of academic misconduct.

4. Time constraints

- a. The examination room will be accessible to students fifteen minutes prior to the start of the examination.
- b. Once an examination has started, no one is permitted to enter the examination room.
- c. In derogation to paragraph b, the following applies to students who arrive late:

- for the centrally supported examination rooms, students must stay in the waiting room; thirty minutes after the start of the examination in question, they will all be admitted to the examination room together.
 - [For faculty supported examination rooms, students will be admitted up to thirty minutes after the start of the examination in question.]
- d. Students are not permitted to leave the examination room during the first thirty minutes of an examination.
- e. Students who continue to work after the official examination time has ended will be guilty of academic misconduct, with the exception of those who have been awarded extra time.
- f. In the case of an emergency or technical problem that hinders a student or group of students from writing an examination for any period of time, the examiner may deviate from the final time of the examination, as long as the new end time falls within the maximum time slot allowed.

5. Visits to the toilet

- a. Visits to the toilet are permitted no earlier than 90 minutes after the start time of the examination. [In faculty supported examination rooms, no earlier than 90 minutes after the start of the examination.]
- b. Any student who has submitted a medical note to the academic advisor before an examination stating that they should be allowed to visit the toilet within the initial 90-minute period may visit the toilet during the examination within the time period referred to in the first paragraph.^[3]
- c. For each group sitting a given examination in the same examination room, only one student at a time may use the toilet.
- d. Any student wishing to go to the toilet must show the invigilator that they are not carrying any study aids. The invigilator will also ensure that students who visit the toilet during the examination do not have contact with any other students and are not able to use any kind of study aid.
- e. When students leave their seats to visit the toilet, they will ensure that the chances of another student looking at their exam paper are minimal or nil, while leaving all examination materials behind where they were writing the exam.

6. Food and drink

- a. Students are not permitted to eat in the examination room, unless they have been granted permission in connection with a disability or medical condition.^[4]
- b. It is only permitted to bring drinks into the examination room in transparent and sealable cups, mugs or bottles, and the invigilator or examiner may check to see whether these have been tampered with by the student.

7. Invigilation

- a. Examiners are responsible for the content of examinations.
- b. Invigilators are responsible for the orderly conduct of the examination in accordance with the VU Examination Regulations. Invigilation is carried out under the authority of the examiner. Invigilators are required to follow the examiner's instructions.
- c. The examiner will inform invigilators in writing or otherwise prior to the start of the examination of any study aids students are permitted to use, and other relevant details about the examination.
- d. For 50 or more students, at least two invigilators are required to be present. There should be one extra invigilator for every additional 50 students. At least one chief invigilator is present for each exam. The procedure for conducting interim examinations and the number of students taking the examination may result in a deviating number of invigilators.
- e. Invigilators will ensure that the exam question papers are handed out to students at the same time as much as possible, or that students start digital examinations at the same time.
- f. Students are obliged to follow the instructions of the examiner and the invigilator(s).
- g. To prevent academic misconduct, examiners and invigilators are allowed to check items students are using or are permitted to use during their exams.^[5]
- h. If academic misconduct is suspected based on irregularities noted by the examiner or invigilator, then the examiner or the invigilator on the examiner's behalf must notify the student in question of this suspicion. Any materials or resources used in the suspected academic misconduct will be confiscated with proof of receipt. The suspected student may complete the exam. In the official report of the incident, the invigilator will state the student's name, the time it occurred and the alleged misconduct. In the event of suspected academic misconduct, the examiner will decide whether there is cause to report it to the Examination Board in accordance with the applicable rules and guidelines of the faculty.
- i. The examiner will be present in the examination room during the exam or able to be easily contacted by the invigilator in the case of irregularities during an exam.

8. Seat allocation

The Examination Board may allocate students a specific seat in the examination room. The Examination Board shall inform invigilators of this in a timely fashion.

^[1] Points from which it is permissible for Examination Boards to deviate are indicated below in square brackets.

^[2] A valid proof of identity is a university registration card, passport, ID card, driving licence or Academic Centre for Dentistry Amsterdam pass.

^[3] Prior to this, the student timely applied for a provision, which the student was granted in this case.

^[4] Prior to this, the student timely applied for a provision, which the student was granted in this case.

^[5] This may include such things as drink bottles, telephones, reference books, calculators, smartwatches, etc.

Appendix 3: Elaboration procedure suspicion of fraud

This procedure is a further elaboration of the procedure described in the Rules and Guidelines.

The procedure is as follows:

- if fraud is suspected, the lecturer informs the student(s) of the suspicion and indicates that the matter is transferred to the Examination Board, which will then handle the further communication with the student;
- the lecturer does not enter a grade;
- the lecturer makes it clear to the Examination Board what the suspicion of fraud is based on and in any case sends along the study guide, assignment of the student(s) and, if possible, the Original report;
- if the Examination Board finds that no fraud has been committed, the lecturer will enter the grade;
- if the Examination Board finds that the suspicion of fraud is well-founded, the examination – or parts thereof* – is declared invalid, and a sanction is imposed;
- if it concerns a partial grade, the teacher uses NVD when determining the grade; if it concerns a whole grade, a 0 is assigned. In this case, the secretary of the Examination Board takes care of the registration of the grade.

*Interim assignment which are not graded may constitute fraud.

NOTES. Due to privacy reasons, (suspicion of) the fraud may not be shared between teachers.

NOTES. The fraud policy is set VU-wide by education lawyers. Usually, it is not or hardly modified by faculties.