

Erasmus School of
History, Culture and
Communication

Examination Board ESHCC

Rules and Guidelines 2023-2024

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PARAGRAPH 1 – GENERAL PROVISIONS

Article 1.1 – Applicability of the regulation

1. The Rules and Guidelines of the Examination Board, hereafter referred to as R&G, apply to the academic year 2023-2024. This R&G applies to the assessments and exams of the Bachelor and (Research) Master degree programmes of the Erasmus School of History, Culture and Communication (ESHCC).
2. The degree programmes are provided by the Erasmus School of History, Culture and Communication, hereafter referred to as: the faculty.
3. If this regulation and the translated version contradict each other, the Dutch text prevails.

Article 1.2 – Definitions

Unless stated otherwise, this R&G uses the same definitions as in the Teaching and Examination Regulations (hereafter TER).

Article 1.3 – Procedure of the Examination Board

1. In addition to the Examination Board's duties assigned by the law, the following duties apply:
 - the issuing of the binding study advice, on behalf of the dean
2. The by-laws of the Examination Board describe the division of duties within the Examination Board and the manner in which the Examination Board performs its duties.
3. Requests to the Examination Board must be submitted via Osiris, accompanied by any relevant appendices. The Examination Board will take a decision within six weeks after receipt of the request and will inform the student accordingly per email.

Article 1.4 – Appointment examiners

1. The Examination Board appoints examiners to administer exams and to determine the results thereof. The appointment will be announced in writing. The Examination Board will ensure that the examiners meet the required expertise requirements.
2. Examiners are impartial and professional and provide the Examination Board with the desired information upon request.
3. The Examination Board may rescind an appointment if there is significant cause to do so. Significant causes include, in any event, if an examiner repeatedly fails to comply with laws and regulations or the Examination Board's R&G, if the examiner commits fraud or if the examiner's competence in the field of assessment (construction, administering, evaluation) has repeatedly proven to be of insufficient quality.

Article 1.5 – Quality assurance of assessment

1. The framework within which the Examination Board assures the quality of assessments consists of:
 - The assessment plans established by the programs.
 - The assessment policy established by the programme management.
 - The assessment protocol established by the Examination Board.
2. Prior to, during or after the exam, the Examination Board may determine that the exam must be taken (again) in another manner or at another point in time. This can be done in the event of identified or well-founded suspicions of irregularities, such as:
 - Large-scale or organized fraud that renders the exam results unreliable and whereby it cannot be established (for the time being) which individual students are or are not involved;
 - A technical defect in the event of digital testing that renders the exam results unreliable.
3. If there have been irregularities and the exam has been administered in whole or in part, the Examination Board may decide that the exam cannot be evaluated for the student(s) concerned and must therefore be declared invalid or that the evaluation must be declared invalid. The same applies if it turns out at any point in time that the exam or the organization and procedures surrounding the exam do not meet the requirements set by the assessment plan, assessment policy or other regulations.

PARAGRAPH 2 – EXEMPTIONS

Article 2.1 – Exemption of courses

1. With due observance of the conditions laid down in the TER, the Examination Board may grant a student an exemption for a course unit of the study programme as referred to in Article 7.4 of the WHW.

2. To this end, the student must submit a request in OSIRIS Student at least six weeks before the start of the course term concerned.
3. The Examination Board will hear the examiner of the course concerned before deciding on the request.
4. A decision not to grant the exemption will be substantiated with reasons by the Examination Board.

PARAGRAPH 3 – RULES REGARDING REGISTRATION AND PROPER COURSE OF AFFAIRS DURING EXAMS

Article 3.1 – Rules of order for exams

1. The Rules of Order are an integral part of the R&G and can be found on the [website](#) of the EUR.
2. Students may only take part in the exam or resit after timely registration in Osiris.

PARAGRAPH 4 - FRAUD

Article 4.1 – Fraud

1. Fraud is understood to mean: Any acts or omissions of a student aimed at rendering it impossible, either wholly or in part, for the examiner or the Examination Board to make a proper assessment of the student's knowledge, understanding and skills or of the knowledge, understanding and skills of fellow students.
2. The following are in any case considered as fraud:
 - a. to appropriate the questions or assignments or model answers of an exam before the date or time on which the exam is scheduled;
 - b. to pose as someone else during the exam or to have themselves represented by someone else at the exam;
 - c. to consult or have within reach books, workbooks, notes or other sources of information of which the use is not explicitly permitted during the exam;
 - d. not turning off and/or having within reach mobile phones, smartphones and watches and other devices which can connect to the internet or carrying these devices with you during a toilet visit while taking an exam;
 - e. to consult with the exams of other students during the exam or to exchange information with them or with others in any way either inside or outside of the exam room. Providing others the opportunity to commit fraud will also be rebuked as fraud;
 - f. to submit a paper, in return for payment or not, that was (partly) written by another person or by Artificial Intelligence software;
 - g. to amend already handed in exams during the inspection afterwards;
 - h. to commit (self)plagiarism. Plagiarism is understood to mean to copy from their own or someone else's work an extract larger than a couple of words literally or translated for the purpose of a paper, thesis or any other type of assessment being part of the teaching without indicating this by means of quotation marks, citations or another univocal typographic means, and without including bibliographically traceable and correct acknowledgements.
3. For online proctored exams, the following activities are also considered fraud:
 - a. use of someone else's ID or student card;
 - b. use or attempted use of unpermitted sources and resources, such as internet, mobile phone;
 - c. the omission or improper performance of the room scan;
 - d. the student is no longer in sight of the webcam and/or has switched off the microphone, while taking the exam, insofar this takes place outside the (possible) authorized breaks;
 - e. (attempted) technical modifications that undermine the proctor system;
 - f. reaching out – through any means – to fellow students during the exam;
4. Depending on the gravity of the committed fraud, including repeated fraud, the Examination Board can impose sanctions on the student, including in any case the following:
 - a. reprimand;
 - b. nullification of the paper concerned;
 - c. nullification of the (intermediate) exam concerned;
 - d. exclusion from the exam concerned for a period of one year at most;
 - e. exclusion from one or more exam rounds;
 - f. exclusion from handing in the thesis for a period of one year at most;
 - g. a combination of the above measures;
 - h. proposal to the Executive Board to definitively end the registration for the degree programme

concerned.

5. If fraud or plagiarism is detected in a group assignment, all members of the group will be held accountable. Every member of the group is required to show evidence that proves their innocence.
6. Before the Examination Board decides upon a case of fraud, it will investigate the state of affairs.

PARAGRAPH 5 – EVALUATION OF AND REQUIREMENTS EXAMS

Article 5.1 – The questions and assignments

1. The questions and assignments do not go beyond the previously indicated sources from which the course matter is derived. These sources are for the main part revealed before the start of the teaching preparing for the exam.
2. The exam represents the learning objectives of the program as regards content and form.
3. The questions and assignments of exams are clear and unambiguous, and are stated in such manner or contain such directions that the student can know how elaborate and detailed his/her answers must be.
4. When preparing an exam, the examiner will ensure that the answers to the questions and assignments will not be directly traced from previous exams.
5. The examiner will always ask for peer review by one of the colleagues on the questions and assignments of the exam.
6. The examiner acts in administering an exam in accordance with the regulations concerning the administration of exams, stipulated in the Teaching and Examination Regulations and the ESHCC's Assessment Protocol.

PARAGRAPH 6 – THE EVALUATION AND REQUIREMENTS FOR PASSING EXAMINATIONS

Article 6.1 – Evaluation

1. The evaluation of exams takes place, where reasonably possible, in accordance with model answers and standards.
2. The method of evaluation is transparent to such a degree that students can verify how the results of their exams were established.
3. If an exam is administered by more than one examiner and the result is evaluated by various examiners, they must ensure that the evaluation is conducted using the same standards.

Article 6.2 - Determining examination results

1. The final grade for a course is determined as a number rounded to the first decimal place on a scale from 0.0 to 10.0.
2. Determining the result of an exam consisting of a number of intermediate exams shall take place in accordance with the following:
 - a. The result of each of the intermediate exams is recorded as a number with a single decimal point on a scale of 0.0 to 10.0.
 - b. Each of the intermediate exams has been assigned a specific weight. The weights are stated in the course guide.
 - c. Determination of the exam result occurs through a weighted averaging of the results of the intermediate exams while also taking into account any supplementary program-specific provisions. For rounding off the weighted average to a number with a single decimal, the second decimal is rounded up or down. A 5 or higher will be rounded up and a 4 or lower will be rounded down (for example a 5.44 is a 5.4 and 5.45 is rounded to 5.5).
 - d. If an examination consists of a number of intermediate examinations, a student admitted to sit for an examination is admitted to sit for all relevant intermediate examinations. If a student has participated in at least one intermediate examination, but has not participated in all intermediate examinations, the result will be determined as follows: the weighted average of the results of intermediate examinations will be calculated using a result of 0.0 for intermediate examinations where the student did not participate.
 - e. If the student did not participate in any intermediate examinations of an examination, no result will be determined for the examination in question.
3. An examination result of 5.5 or higher is considered a 'passing grade'. This means the student has successfully passed the examination.
4. Some curriculum components are concluded with the term Pass / Fail.

5. If a student is not admitted sitting an exam, any result determined for the examination in question is considered invalid.
6. If a written examination takes place without an invigilator, for example for a paper or a thesis, then the examiner is required to review the work for plagiarism. If fraud is suspected, the examiner is required to investigate the matter further. In the case of a suspicion of plagiarism, the examiner shall report to the Examination Board conform to the Flowchart Plagiarism.

Article 6.3 – Bachelor thesis assessment and grading

1. The bachelor theses are assessed by the thesis supervisor and a second reader. Both must have been appointed as examiner.
2. The bachelor thesis supervisor and the second reader formulate their judgment independently of one another. Both complete a separate assessment form.
3. When the suggested grades of the supervisor and second reader diverge by 1.0 or less, the final thesis grade is determined in consultation between the thesis supervisor and the second reader.
4. If the supervisor and second reader cannot come to an agreement, the Thesis Coordinator will assign an arbiter (cf. Art. 6.5).
5. After adoption of the grade the supervisor fills in a new final assessment form, based on the previous two forms.
6. Only the final assessment form is available for the student as feedback.
7. All three assessment forms are filed for future reference.

Article 6.4 – Master thesis assessment and grading

1. The master theses of the specialisation programmes Global History and International Relations, Applied History, the specialization programmes in the MA Arts & Culture, the specialization programmes in the MA Media Studies and the research master Media Studies are assessed by the thesis supervisor and a second reader. Both must have been appointed as examiner.
2. The master theses in the Erasmus Mundus programme GLOCAL are assessed by a supervisor from the ESHCC History department, a second reader from the Universitat de Barcelona and a third reader from the University of Glasgow.
3. The master thesis supervisor, the second reader and third reader (GLOCAL) formulate their judgment independently of one another and they each complete a separate assessment form.
4. When the suggested grades of the supervisor, the second reader and third reader (GLOCAL) diverge by 1.0 or less, the final thesis grade is determined in consultation between the thesis supervisor, the second reader and the third reader (GLOCAL).
5. If the supervisor, second reader and third reader (GLOCAL) cannot come to an agreement, the Thesis Coordinator will assign an arbiter (cf. Art. 6.5).
6. After adoption of the grade the supervisor fills in a new final assessment form, based on the previous two forms.
7. Only the final assessment form is available for the student as feedback.
8. All three assessment forms are filed for future reference.

Article 6.5 - Thesis assessment: arbiter

1. An arbiter is assigned by the thesis coordinator if there is disagreement between the supervisor and second reader about the passability of the thesis, or when the suggested grades diverge by 1.1 grade point or more.
2. The arbiter will give a binding advice on the final grade.
3. The arbiter is limited to the bandwidth that is defined by the two proposed grades from supervisor and second reader. The final grade should never be higher than the highest proposed grade and never lower than the lowest proposed grade. The arbiter can still work independently, that is without knowing the grades already proposed, but if the grade falls outside of the given bandwidth, it must be changed to the closest grade already proposed by supervisor or second reader.
4. The arbitrator will construct a final assessment form. This final form is available for the student as feedback.
5. All relevant assessment forms are filed for future reference.

PARAGRAPH 7 – THE EXAMINATION

Article 7.1 – Establishing the result of the examination

1. After all components of the examination have been successfully completed, the head of the Student Administration will determine the result of the final examination on behalf of the examination board, with due observance of:
 - a. the Teaching and Examination Regulations of the degree programme
 - b. the R&G of the Examination Board of the degree programme.
2. As proof that the examination has been taken, the examination board will issue a certificate after the Executive Board or officer mandated for this purpose has declared that the procedural requirements for issuing the certificate have been met.
3. One certificate will be awarded for each study programme, even if a student completes several specialisation programmes or tracks within a degree programme.
4. The procedure for applying for the certificate can be found on the [website](#). The student to whom a degree has been granted may, in accordance with the conditions as stipulated on the [website](#), request the examination to not issue the certificate yet.
5. The transcript of record that forms part of the certificate must state the components that are part of the examination.
6. The examination board will add to the certificate the diploma supplement in English that meets the European standard format.
7. The certificate, the transcript of records and the diploma supplement are signed by the chair of the examination board.
8. The certificate, the transcript of records and the diploma supplement will be issued, on behalf of the examination board, by the exam organization, unless the student opts for the plenary diploma ceremony.
9. If the student opts for the plenary diploma ceremony, then the student should register themselves in time. The registration procedure will be communicated well in advance.
10. Students who have successfully passed more than one exam and to whom no certificate can be issued may request the examination board to issue a statement listing in any event the exams that have been successfully completed.

Article 7.2 – The judicium (degree classification)

1. The judicium or degree classification of a degree examination is determined by the chair of the Examination Board as the average of grades for all courses in the degree program concerned, weighted according to the number of credits per course, provided that exemptions granted do not exceed sixty percent of the total number of credits.
2. The weighted average grade for a degree program is based on the results for all courses for which a final grade is established and the grade for the thesis. All results are weighted according to their assigned credits.
3. Courses and course elements which are assessed on a pass/fail basis do not count towards the weighted average.
4. The judicium, rounded to the first decimal place, is mentioned on the degree certificate's supplement.
5. If the judicium obtained by the student is 8.25 or higher, this classification will also be indicated on the degree certificate by the words 'Cum Laude'.

PARAGRAPH 8 – TRANSITIONAL AND FINAL PROVISIONS

Article 8.1 – Appeal

1. Appeals against the decision by the examination board or an examiner can be lodged with the university's Board of Appeal for Examinations (CBE).
2. The letter of appeal must be filed with the CBE within six weeks after notification of the decision by sending an email to: cbe@eur.nl. The letter of appeal must include at least the student's name and address, the date, the student's signature, a copy of the decision against which the is appealing, as well as the grounds for the appeal. For more information, see the website of [Legal Protection](#).

Article 8.2 – Hardship clause

In those cases for which this regulation does not provide, which it does not clearly foresee or where it would result in unreasonable outcomes, the examination board will decide.

Article 8.3 – Amendment

1. An amendment to this regulation does not relate to the current academic year, unless this does not reasonably prejudice the interests of the students. Furthermore, a change cannot affect, to the detriment of students, a decision taken by the examination board pursuant to this regulation with regard to a student.
2. In the event that national, binding measures relating to but not limited to public health have an effect on what is laid down in these R&G, the examination board may make appropriate amendments. Amendments will be made in the light and spirit of the provisions of these R&G.

8.4 - Publication

The chair of the examination board will ensure that this regulation, as well as any amendment, is published via the faculty's website.

8.5- Effective date

These regulations were adopted by the examination board of the Erasmus School of History, Culture and Communication. These regulations will enter force on 1 September 2023.

8.6 - Citation

These regulations can be cited as "Rules and Guidelines" of the Examination Board ESHCC.