

**Rules and Regulations (R&R)**  
**bachelor and master programmes**  
Erasmus School of Social and Behavioural Sciences  
2021-2022

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## **SECTION 1 - GENERAL PROVISIONS**

### **Article 1. Applicability of these policy rules**

These regulations apply to the 2021-2022 academic year and govern the exams and final examination of the bachelor and master programmes at the Erasmus School of Social and Behavioural Sciences (ESSB), with the exception of the Erasmus University College's Liberal Arts and Sciences bachelor programme. These rules and regulations apply to all students enrolled in these programmes, as well as to students enrolled in other programmes who are taking components of the above-mentioned programmes. The regulations are also binding for the ESSB examination board and examiners working for ESSB. If reference is made to the law, reference is made to the Higher Education and Scientific Research Act (Dutch: WHW). In the application of these Rules and Regulations, the General Administrative Law Act (Dutch: Awb) will be followed in so far as not excluded by the WHW or other specific legislation.

### **Article 2. Definitions**

Unless stated otherwise, the same definitions will be used in these Rules and Regulations as formulated in the Education and Examination Regulations (EER) of the Erasmus School of Social and Behavioural Sciences (ESSB). In addition, the following definitions are applicable:

- a. Test: all the graded components of a course.
- b. Partial mark: a test may consist of several test components which are all assessed with a mark. This is a partial mark. A partial mark may relate to a test, a paper, a substantial assignment or a combination of several smaller assignments which together result in one partial mark.
- c. Valid mark: a valid mark is a result that fulfils the minimum standard of 4.0 or 5.5. A valid mark is not necessarily the same as a passing mark.
- d. Corrector: tutor or PhD candidate who, within the frameworks adopted by the coordinator, assists in assessing test components taken by a student.
- e. Digital learning environment: the systems used within EUR and ESSB such as (but not limited to) Canvas, MyEUR, Osiris, digital test system
- f. Repeater student: a student who does not take courses nominally (because the course was not passed the first time or because the student did not attend the course the first time).

### **Article 3. Working method of the examination board**

1. The duties of the examination board are set out in Articles 7.11, 7.12, 7.12b and 7.12c of the Higher Education and Research Act (WHW).
2. All additional duties of the examination board are specified in the Faculty Regulations.
3. The examination board is also governed by internal regulations which describe the internal division of duties and responsibilities and the way in which it carries out its duties.
4. Requests to the examination board must be submitted by students via an online contact form, accompanied by any relevant attachments. The examination board aims to take a decision within 20 working days after receipt of the request and no later than within the statutory term for decision-making of 8 weeks, and informs the student of this by student email.
5. If a decision cannot be given within the statutory term, the examination board will inform the student within that period, specifying a reasonable term within which the student can expect the decision.
6. A request that relates to participation in or an exemption from a course must be substantiated and submitted no later than 6 weeks before the start of the course in question via a fully completed online contact form, including all the required attachments. Incomplete and/or late applications will not be considered, with the exception of late applications for units that start before 15 October of the academic year in question.

## **SECTION 2 - EXAMINERS**

### **Article 4. Appointing examiners**

1. With regard to the implementation of the provisions of Article 7.12c of the Act, the ESSB examination board appoints examiners for the purpose of administering examinations and determining the results of these examinations. For this purpose, it has adopted the criteria as stated in the second through the fifth paragraph of this article.
2. Academic staff with a position at the EUR who meet the qualification criteria (in accordance with the Collective Labour Agreement (CLA) for Dutch Universities) are competent to act as examiners:
  - professors
  - associate professors
  - assistant professors
  - other academic staff
3. Supplementary criteria are included in Appendix VIII regarding the authority to act as examiner for the assessment of the bachelor and master theses.
4. The examination board may deviate from the criteria in paragraph 2 and may also appoint other persons as examiners, including external persons and persons working at the faculty on the basis of a hosting agreement. In principle, PhD candidates and tutors act as correctors. It is the examiner, appointed by or on behalf of the director of the department as a practical or course coordinator, who ultimately bears responsibility for testing and assessment.
5. Examiners are independent and have the required expertise. The independence of an examiner is conferred by law. Examiners have the necessary expertise if they possess the required academic qualifications and the required examining qualifications. The examining qualifications are expressed in the minimum requirement that the examiner has obtained a University Teaching Qualification (Dutch: BKO).
6. The examination board verifies that the examiners meet the expertise requirements. No later than 1 July in the preceding academic year in which the appointment shall take effect, the examination board receives a substantiated request from or on behalf of the department director for the appointment of a candidate as an examiner.
7. In cases where the intended examiner does not (yet) have the required qualifications, consultations will take place between the director of the department and the examination board to discuss a conditional appointment. A conditional appointment is an appointment under conditions to be determined later that could be related to the working method and professionalisation of the person involved.
8. The examiners will receive a letter from the examination board stating that they have been appointed as examiners and the duration of their appointment.
9. The examiners will provide the examination board with the requested information.
10. The examination board may revoke an appointment if it has serious cause to do so. Serious grounds exist in any case if the examiner repeatedly fails to comply with laws and regulations or the rules and regulations of the examination board, if the examiner commits fraud, or if the examiner's competence in the area of testing (construction, taking, assessment) has repeatedly proven to be of insufficient quality.

### **Article 5. Safeguarding the quality of tests and the examination**

1. An assessment policy and an assessment plan for each programme will be prepared by or on behalf of the vice dean of education. These will contain a systematic description of all tests and how they relate to the intended learning outcomes and final qualifications. The assessment policy and assessment plan will serve as a framework in which tests will be developed and conducted. The examination board advises the education management in this regard. Supplemental to the assessment policy and assessment plan, the examination board draws up a test protocol with

respect to the construction, holding, assessment, analysis and administration of examinations and test results. This protocol is binding for examiners.

2. The examination board monitors the quality of the tests with the support of the test committee. In that context, the examination board periodically inspects the operation of the PDCA quality cycle regarding testing by the education management and, complementary to this, compliance with policy and regulations related to testing and the quality of testing. Supplementary to the test protocol, the examination board may set binding guidelines and assessment standards for tests and examinations for this purpose.

### **SECTION 3 - RULES FOR TEST REGISTRATION AND PROPER CONDUCT DURING TESTS**

#### **Article 6. Rules on participation in tests**

1. With the exception of the ESSB-specific rules set out below, EUR's Disciplinary Rules for Written Examinations apply to examination registration and proper examination procedures. EUR's Disciplinary Rules for Written Examinations can be accessed on <https://www.eur.nl/en/education/practical-matters/examinations>. The Rules of Conduct for Online Tests also apply to online exams (see Appendix VII for this). In the event of a conflict, the rules set out in the Rules and Regulations of ESSB's Examination Board will prevail.
2. Only the student who has attended all the meetings of a component (or in compliance with article 18 has met attendance), is entitled to be awarded the credits of the component in question.
3. The educational office enrolls all students who are registered for a course for the test (course enrollment = test enrollment). The student who studies nominally is thereby automatically registered by the educational office for all tests.
4. A repeater student should register for the courses still to be taken, after which registration for the test will be arranged by the educational office. Students who wish to retake only a course test, without wishing to retake the course, must register for participation in the test through the program's digital learning environment.
5. Students who did not register for a test cannot be guaranteed access to the test. Students cannot take online tests at their own risk.

#### **Article 7. Rules for taking courses and tests for students repeating courses**

##### **A. Rules for Repeating courses**

1. Bachelor-1 students who are allowed to repeat courses based on the binding study advice, may take every component of the bachelor-1 year until they complete the bachelor-1.
2. Bachelor-2, bachelor-3 and master students may only repeat courses if this is permitted by the EER.
3. The following rules apply to all students who repeat courses:
  - a. In the next academic year, students who repeat courses and who have already satisfied the attendance requirements are not obliged to register for a course or practical that they still need to complete. They are not required to attend the sessions of the course or practical unless they do not complete the course in the next academic year.
  - b. Students who repeat courses and choose to register to participate in a course or practical are required to satisfy the attendance requirements and all other requirements of that course or practical, regardless of whether they passed the attendance in the year before.
4. Students choosing to participate in a course or practical (and thus attend the sessions) must register via the programme's digital learning environment no later than one month before the commencement of each course or practical they wish to retake. The right to participate in a course or practical lapses if the registration period is exceeded.

**B. Rules on participating in tests for courses that are repeated**

1. The period and method for registering for the test will be announced in the relevant programme's digital learning environment.
2. Only students who have satisfied the attendance requirements for a component are entitled to their results being registered for the relevant examination component. Students must register for a test via the digital learning environment as described in art. 6.4.
  - a. Students may only participate in a test if they have registered for it properly and within the time specified.
  - b. If a student takes a test without having registered for it properly and timely, no results will be given for the test.
3. If a student takes a test on campus without having registered for it in a proper manner, he/she does so at his/her own risk (subject to article 6.5). The test score concerned can only be registered in OSIRIS if the ESSC has received payment of the administration fees, as set out in Article 5.1, paragraph 5 of the EER. Payment can be made from the penultimate working day before the test up to 3 working days after the day on which the test was taken. Students cannot take online tests at their own risk.

**Article 8. Functional impairment**

Students with a functional impairment may use specific facilities in order to support their educational activities and take tests in a manner adapted as much as possible to their functional impairment, in accordance with the conditions set out in the EER. Students should submit a request for this to the student advisor as soon as possible, but not later than 1 month before the start of the next component. The request should include a written statement by an authority authorised for this purpose. Based on the student advisor's recommendation, the examination board will make a decision regarding the allocation of the required facilities. A student can only rely on allocated facilities if these are organisationally feasible.

**Article 9. Double test administration**

The examination board can, subject to conditions, accommodate students who are taking two written tests on the EUR campus at exactly the same time by administering two tests. The student should submit a request to the examination board for this purpose.

1. The request should be submitted at least 6 weeks before the test by means of the online contact form. The student should clearly state the courses concerned.
2. The use of an additional examination facility based on a functional impairment, as set out in article 8, should be stated in the request.
3. The request will only be granted if this can be organized. Online tests are excluded from double test administration.
4. At least one of the tests should be for a course given at the ESSB. If the second test is for a course given at another faculty, the approval of the relevant examination board may be required before a double test administration can be arranged.
5. The two tests are administered at the same time as the regular assessment but, depending on the availability of exam rooms and invigilators, start earlier or end later.
6. The length of both tests remains unchanged. Students are entitled to a 30-minute break between tests. However, they may not leave the room on their own during the break.
7. Students who have finished both tests may not leave the room until 15 minutes after the start of the regular test; they must wait until this time before they can leave the room.

## **Article 10a. Exemptions and choosing electives**

### **A. General**

Subject to the conditions set out in the EER, the examination board can grant a student exemption for an examination component. The student should submit a request for this purpose.

1. A request for exemption can only be dealt with if the student is enrolled in the programme and has been linked to an examination programme.<sup>1</sup>
2. Exemption is only granted based on (complete) components that were successfully completed (a pass mark  $\geq 5.5$ ) and represent at least as many ECs as the component for which exemption is to be granted. A component can serve only once as basis for exemption. A component that was previously successfully completed cannot form the basis for several exemptions.
3. A request for exemption must be submitted no later than 6 weeks before the start of the component concerned, stating reasons, by completely filling in the examination board's online contact form, including all the appendices requested therein. Requests that are incomplete and/or submitted too late will not be dealt with, with the exception of tardy requests relating to components starting before 15 October.
4. Requests related to the choice of minor<sup>2</sup> and/or the choice of an elective may also be submitted after this date. The student will then bear the risk of the examination board rejecting the request.
5. The examination board can ask for advice before it makes a decision regarding a request for exemption.
6. No mark is given for an exemption. Exemptions are registered in Osiris as 'EX'.
7. Exemptions are not a factor in the calculation of average marks (e.g. in order to determine the distinction).
8. Identical components with the same course code that were previously successfully completed at the ESSB are automatically included in the examination programme. Components that were successfully completed at the ESSB and are identical in terms of content, study load and level but that have a different name and/or course code are also regarded as identical components. However, these are only included in the examination programme at a student's request.
9. No rights may be derived from exemptions that were previously granted to other students.
10. A conditional approval of an exemption based on a course that has yet to be taken is valid for 1 year (12 months).

### **B. Bachelor Programmes**

11. With the exception of that which is stated in paragraph 8 of this article, no exemptions are granted in bachelor-1.
12. In bachelor-2 and bachelor-3, exemption may be granted based on courses that are similar in terms of content and level.
13. Exemption for the minor may be granted based on a programme at university of applied sciences level completed in the Netherlands or (a combination of) university-level components completed in the Netherlands that are equivalent to the minors in EUR's minor register in terms of study load and level. The programme concerned or (a combination of) university-level components may not overlap with EUR's curriculum. Exemption may also be granted for the minor based on a

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<sup>1</sup> Different regulations apply to the pre-masters. See Article 10(c) for this.

<sup>2</sup> The rules given in the digital learning environment apply to Pedagogical and Educational Sciences students who are still on an exchange programme during block 3 (the 'Pick Courses' page for students who are going (abroad) on an exchange programme). With regard to Public Administration students (incl. MISOC) who are still on an exchange programme during block 3, an alternative course should be at least equivalent in terms of study load (ECs). Public Administration students (incl. MISOC) who are still on an exchange programme during block 4 can only receive exemption for attendance. Under certain conditions, Sociology students who are still on an exchange programme during block 4 can receive complete exemption for the block. These criteria are: 1) at least bachelor-3 level, 2) content-wise a sociological course, 3) at least 7.5 ECs and 4) no substantive overlap with ESSB's Sociology curriculum, with the exception of the course of block 3.4.



programme completed abroad if this is at least equivalent to the Dutch university of applied sciences level.<sup>3</sup> The implementation rules set out in Appendix IV (Minors) apply.

14. Exemption can only be granted for the elective in bachelor-3 Psychology based on a completed programme at university of applied sciences level or a completed university-level course at minimally bachelor-2 level that does not overlap substantively with the programme's standard curriculum and that represents at least a similar number of ECs. Exemption can also be granted for the elective in bachelor-3 Psychology based on a programme completed abroad if it is at least equivalent to the Dutch university of applied sciences level.<sup>4</sup>
15. No exemption is granted for the bachelor thesis. This also applies to the internship in the bachelor phase.

#### C. (Pre-)Master Programmes

16. With the exception of that which is stated in paragraph 10 of this article, no exemptions are granted for components of the (pre-)master programme.
17. Excepting that which is stated in paragraph 16 of this article, a supplement to the EER shall apply, stating that an exemption for the elective in the Public Administration master programme may be granted based on a completed course in a programme accredited in the Netherlands, provided it is similar in terms of content, study load and level to the component that will be exempted.

#### **Article 10b. Studying abroad**

1. Students are given the opportunity to take courses at partner universities abroad.
2. International exchanges is handled by the Exchange Office of ESSB's Marketing, Recruitment and Admissions (MRA) Team. A student can only take part in an international exchange programme if he/she has completed bachelor-1. If a student does not satisfy this condition, he/she will not be permitted to take courses abroad in order to obtain credits for the optional extension courses. Students are not obliged to complete the bachelor-2 before they go on an international exchange. However, this is recommended in view of the entry requirements for bachelor-3 components that are set out in the EER.<sup>5</sup>
3. In order to qualify for an international exchange programme, a student needs to submit a request to ESSB's Exchange Office in the academic year that precedes the international exchange year in a timely manner and in accordance with the timeline given in the digital learning environment.
4. The student and the examination board agree on a study plan for the international exchange programme. This plan specifies i.a. the courses that will be taken, the number of ECs associated with these courses and when these courses will be taken. The selected courses must satisfy the criteria for the minor<sup>6</sup> and, if applicable, for the elective Psychology and as described in article 10a, paragraph 4. Deviations from this agreement are subject to consent.
5. The study plan must be agreed before the student leaves for the foreign university.
6. The Academic Coordinators, the designated contact persons within the departments, assess the courses selected by outgoing students in the light of the applicable criteria and give their approval to the (changes in the) study plan on behalf of the examination board.
7. If a student wishes to change a course listed in the (approved) study plan before or during the exchange programme, he/she must submit the intended change to the Academic Coordinator for approval. Correspondence is handled by the Exchange Office.
8. At the end of an international exchange programme, the obtained certificates (transcript of academic records/grade list) of the courses that were taken and other relevant documents are submitted to the educational office through the Exchange Office. On behalf of the examination

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<sup>3</sup> This is determined by the central Admissions Office or by Nuffic.

<sup>4</sup> This is determined by the central Admissions Office or by Nuffic.

<sup>5</sup> Article 4.2 of the EER for ESSB's Bachelor programmes. Participation in an international exchange programme does not legitimise exceptions to the entry requirements.

<sup>6</sup> See Article 3.6 of the EER for Bachelor Programmes and Article 9 of these Rules and Regulations for this.

board, the educational office, based on these certificates, will include the courses taken abroad in the examination program of the program, provided they are courses for which prior approval has been granted. If the space within the examination program which is available for exchange has already been filled in another way (for example by obtaining a minor), the exchange courses will not be included in the examination program, but printed on a separate document and added to the diploma.

9. Courses taken by a student for the purpose of language acquisition cannot compensate for components of the programme's examination programme.
10. A course obtained at a foreign university will be registered as an alphanumerical component, to which a 'P' (Pass) will be assigned as the result.
11. Courses that were successfully completed at a foreign university are not a factor in the determination of the *cum laude* or *summa cum laude* distinction.
12. Courses that students completed and/or ECs that students obtained on their own initiative abroad at a host university with which the ESSB does not have an exchange agreement ('free movers') are not included in the students' examination programme, nor in the grade administration.

## **SECTION 4 – FRAUD & MISCONDUCT**

### **Article 11. Forms of fraud and misconduct**

1. 'Fraud' is understood to mean: the acts or omissions of a student that make it impossible for the examiner and the examination board to form a sound opinion of the knowledge, understanding and skills that he/she has acquired or of the knowledge, understanding and skills of his/her fellow students.
2. Students should avoid even the appearance of fraud during an exam. If a student accidentally breaks the rules, he/she should immediately report this to the invigilator.
3. The following will in any event be deemed to be fraud:
  - i. obtaining knowledge concerning the questions or assignments in a certain examination prior to that examination;
  - ii. assuming another person's identity or having another person assume one's identity during a test;
  - iii. consulting information sources (e.g. books, syllabuses, notes written on one's own paper, on the skin or on textile, programmable calculators, mobile phones, smartphones and any other electronic devices that could contain information) during a test that are not specifically approved on the cover sheet, or having these sources within reach. Mobile phones, smartphones, etc must be and remain turned off;
  - iv. copying from fellow students during a test or exchanging information with them, in whatever way, inside or outside the exam room. Enabling someone to commit fraud also qualifies as fraud;
  - v. exchanging the question and/or answer sheets that were handed out to him/her with others or taking and/or copying question and/or answer sheets without permission;
  - vi. making subsequent changes in previously submitted answer scripts during an exam review;
  - vii. committing plagiarism, which is understood to mean here: copying more than a few words for a (group) assignment, thesis or other form of text that forms part of an examination, from one's own or someone else's work, verbatim or in translation, without showing this by means of quotation marks or another clear typographical tool, even if a correct and traceable bibliographical reference is included. Enabling someone to commit plagiarism is also regarded as fraud;

- viii. making it partly or completely impossible, through acts or omissions, to form a sound opinion of his/her knowledge, understanding and skills in some other way<sup>7</sup>;
- ix. assuming another person's identity or having another person assume one's identity at compulsory tutorials and tests;
- x. collaborating without permission on the report of an individual assignment;
- xi. other forms of misconduct;
- xii. For the purposes of these regulations, inciting to commit, taking part in and attempting fraud also qualify as fraud.

The following are likewise prohibited:

- xiii. taking part in a test without being entitled to do so;
  - xiv. making it partially or completely impossible in any other way to form an accurate opinion of the student's knowledge, insight and skills through deceitful actions or omissions.
4. Academic achievements consisting of written work may only be evaluated in credits once.
  5. Students are not permitted to submit (part of) a previous thesis, assignment or any other form of text already written in connection with the student's present or previous programme at or outside the faculty a second time in the same course or a different course, without first consulting and obtaining the approval of the examiner (with respect to the part for which the text is submitted a second time, or is intended to result in credits a second time). Nor are students permitted to use any part of a previous assignment, modified or otherwise, when writing a thesis, assignment or any other text for the purpose of obtaining credits for it a second time, without first consulting and obtaining the approval of this examiner.
  6. In addition to the general obligation to provide clear source references, students are under a special obligation to be completely transparent at all times with respect to re-using their own work, and can be held explicitly accountable on this point.
  7. Misconduct includes inappropriate behaviour as described in the Code of Conduct for ESSB Students (see appendix VI):
    - a. Within the context of their programmes, students must behave in a manner befitting a good student and refrain from inappropriate behaviour while registered as student. This applies specifically, but not exclusively, to situations where examination components or other programme components require actions and/or skills to be carried out or exercised on persons (patients or clients). This also applies to situations where a student has contact (as part of his/her programme) with persons who are present at and/or work in the institution (such as a health care or educational institution) where he/she is following or is expected to follow part of the programme.
    - b. In this regard, 'inappropriate behaviour' is understood to mean i.a.: oral or written (online) discriminatory, insulting, hurtful or otherwise negative remarks, or insolent or extremely impolite verbal behaviour, or belligerence, or no or too little respect, decency or hygiene, or violation of the duty of confidentiality, or fraudulent practices, forgery of documents, fraud, deliberate deception, or unacceptable behaviour, including sexual harassment. This includes behaviour that is in violation of EUR's Integrity Code.

#### **Article 12. Sanctions for fraud and misconduct**

1. Students who act in violation of the rules set out in this section, of the rules for (online) exams set out in article 6, or of the Code of Conduct referred to in Appendix VI are guilty of fraud or misconduct.
2. If there is suspicion of fraud during or in connection with the administration of a test, the invigilator or examiner will inform the student about this as soon as possible. The invigilator or

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<sup>7</sup> See Appendix V (Collusion: when collaboration becomes fraud) for a more detailed explanation of (the limits of) collaboration.

examiner should make a note of this on the student's submitted work and confiscate any proof. The student will be given the opportunity to complete the test and submit his/her work.

3. The invigilator should report the detected or suspected fraud immediately after the test by means of a standard reporting form to the Student Administration's Department for Exam Administration Team. He/she should also enclose any proof. If the student refused to hand over any proof, this will be stated on the form. The Student Administration's Department for Exam Administration Team forwards the report form filled in by the invigilator, together with any proof, to the examination board immediately after the examination period.
4. If, following submission of a test component, fraud is detected or seriously suspected (e.g. because the answers correspond with another version of the test component), the examiner should report this to the examination board. He/she should also enclose any proof. The examiner should inform the student about the report and the withholding of a mark until the examination board has formed an opinion. See also article 15, paragraph 5. The examination board will contact the student when the report is being dealt with.
5. If, following submission of a (group) assignment or thesis, plagiarism is detected or seriously suspected (e.g. with a plagiarism scanner), the examiner should report this to the examination board. He/she should also enclose any proof. The examiner should inform the student about the report and the withholding of a mark until the examination board has formed an opinion. See also article 15, paragraph 5. Once the report has been submitted for review, the examination board will subsequently contact the student.
6. Depending on the seriousness of the committed fraud or misconduct, including repeated fraud, the examination board can impose sanctions on the student, including in any case the following:
  - a. a reprimand;
  - b. invalidation of the (group) assignment concerned;
  - c. invalidation of the test (component) concerned;
  - d. invalidation of the thesis concerned;
  - e. exclusion from the test concerned for at most 1 year;
  - f. exclusion from one or more tests;
  - g. a combination of the above-mentioned measures;
  - h. a proposal to the Executive Board to terminate the enrolment in the programme concerned.
7. If fraud or plagiarism is detected in a group assignment, this will be attributed in equal measure to each individual group member. The burden to prove the contrary rests on each individual group member.
8. The examination board will look at the facts before making a decision.
9. If a student whose major is not at the ESSB is found to have committed plagiarism or fraud, the examination board of the programme concerned will be informed about this.

### **Article 13. Judicium abeundi**

Pursuant to Article 7.42a of the WHW, the executive board of the institution may terminate or refuse a student's enrolment for a programme in special cases on the recommendation of the examination board, the dean or a body comparable to the dean at the institution and after carefully weighing up the relevant interests, if the student's conduct or utterances demonstrate his or her unsuitability for practising one or more professions for which the attended programme constitutes a training, or for practical preparation for such professional practice.

## **SECTION 5 - THE ASSESSMENT AND REQUIREMENTS FOR SUCCESSFUL TEST COMPLETION**

### **Article 14. Assessment standards**

1. The assessment of written tests will be carried out on the basis of model answers and norms wherever reasonably possible.

2. Each student is assessed individually. At least 60% of the final mark must be attributed to individual performances (whether or not in the context of group assignments). This means that any individual assignments shall have a weight of at least 60% in the final grade, or, in the case of group assignments with a greater weight than 40%, a proportionate part of their assessment must be based on individual input. Different students in the group can therefore be given different marks.
3. The method of assessment must be transparent enough to enable students to determine how their individual assessment and their test results have been established.
4. In the event that a test is held by more than one examiner and the results are assessed by several examiners, these examiners must ensure that this is done on the basis of the same standards. If necessary, the examination board will assign final responsibility for the assessment to a single examiner.

**Article 15. Establishing the results of a test**

1. The results of a test comprising a number of partial grades will be established taking the following into account:
  - a. The final marks will be expressed as a numerical score rounded to one decimal place on a scale from 1.0 to 10.0;
  - b. A test consists of a maximum of three partial marks. A partial mark may consist of several components; there is no minimum mark for such components (see paragraphs e and f.);
  - c. Each of the partial marks will be awarded a specific weighting. The weightings thus determined are listed in the course guide or the course manual;
  - d. The test result is determined by a weighted averaging of the unrounded results for the partial tests. When rounding, the first decimal is rounded up if the second decimal is a 5 or higher and rounded down if the second decimal is a 4 or lower;
  - e. All partial marks must be 4.0 or higher before a final mark can be determined. A partial mark < 4.0 is invalid. A 5.5 is the minimum score for a 'pass' mark;
  - f. In deviation from what was stipulated under e., at in the bachelor 3, pre-master and master of DPECS, a minimum partial mark of 5.5. is applied. Within these components, a partial mark < 5.5 is invalid;
  - g. If a test consists of a number of partial tests, a student who is admitted to the test is admitted to all the relevant partial tests. For the bachelor and master theses, a different regulation may apply, to be determined by the thesis coordinator and recorded in the course manual. If the student has not taken a partial test, no result will be determined for the relevant test;
  - h. If the course manual states that the students must fulfil certain obligations (which are not assessed substantively), no result will be determined if these obligations have not been met; no bonus or malus points will be awarded, but the student can still satisfy the relevant obligation by means of a resit;
  - i. In written assignments, the quality of language and spelling may be taken into account in the assessment if this is indicated in the course manual. Failure to meet the quality requirements in terms of language and spelling may only disqualify the assignment for substantive assessment if the quality defects render the content of the work incomprehensible;
  - j. A substantial deviation from the required length of a written assignment can lead to the assignment not being assessed substantively;
  - k. In the event of illegible handwritten texts (such as answers to open questions in a written examination), no result shall be determined. The legibility of the handwriting is assessed by the examiner. The student will still have the opportunity satisfy the relevant obligation by means of a resit.
2. A test result of 5.5 or higher will qualify as a 'pass'. In other words, the student has achieved a satisfactory result in the examination. In the bachelor 1, credits for the whole cluster are only

awarded when a valid mark has been achieved for all components of the cluster and when the cluster average is 6.0 or higher. Rounding shall be done as defined in article 15, paragraph 1.d.

3. Alphanumerical results will be given in Osiris in the following cases:
  - a. Students who are registered for a test but who have not actually taken it are awarded 'NA' (Not Attended);
  - b. Students who enrolled for a course but did not take all the test components will be awarded 'NF' (Not Fulfilled) for the relevant test component(s);
  - c. Students who have completed one component, but not received a mark for it, are awarded a 'P' (Pass);
  - d. Students who have been granted an exemption by the examination board will be awarded 'EX' (Exemption);
  - e. When a student has participated in an online test, and it is impossible to determine a result due to circumstances, a CBD (Cannot be determined) can be registered;
  - f. Test results obtained abroad will be recorded as 'P' (Pass);
  - g. If fraud has been established, the result will be recorded as 'FR' (Fraud).
4. If a student is not allowed to take a test, any results given for the relevant test will be invalidated. This is also the case if, for example, the student is not entitled to enrol for a course or practical because the associated EC's have already been awarded (article 4.1, paragraph 5 of the EER).
5. If a written test is not taken under the supervision of an invigilator, such as an assignment or thesis, the examiner must carry out a plagiarism check. The examiner must determine whether there is any suspicion of plagiarism. In the event of suspicion of plagiarism, the examiner must report this to the examination board and will not determine a result. The examiner informs the student of the notification and the withholding of the result.
6. The procedure for establishing marks is as follows:
  - a. If, on the basis of the interim test results, there are any indications that the results are invalid, remarkably high or remarkably low, the examiner must inform the test committee immediately. The examiner will provide the test committee with an analysis of the possible reasons for the results;
  - b. After consulting the test committee, the examiner will determine the test result per student;
  - c. The examiner informs the Educational Office of the marks within the period specified and these marks are processed in Osiris;
  - d. Students are informed of their marks;
  - e. Any corrections (exclusively in favour of the student) to the result based on the exam review are immediately forwarded by the examiner to the Educational Office and processed in Osiris;
  - f. Once the marks have been established, the examiner retains the right to change the result if there are valid reasons for doing so, in principle no later than before the end of the academic year in which the test or resit in question was taken. If this is the case, it is necessary to inform the examination board to make changes.
7. In all cases, marks are only established if the student held a valid registration in the programme when the test was taken.

#### **Article 16. Exam review procedure**

1. Students who took a written or online test or retook a written or online test will be given the opportunity to inspect their assessed work within 15 working days of the result having been made known.
2. Notwithstanding the time-limit specified in paragraph 1, summer re-sits (June/July) must be inspected in good time, and no later than 5 working days before the start of the new academic year.
3. The examiner organises the inspection. He/she also decides on how the inspection will take place. The examiner should in any case provide an explanation of the content of the test or re-sit and the applied standard in the form of an answer guide.

4. An exam review does not serve as a test evaluation but only serves to inform the students of the correct answers and to give them the opportunity to check whether any obvious or apparent mistakes were made when awarding the points or determining the mark.
5. No appeal against the examiner's mark may be lodged with the Examination Appeals Board. Nor can the student request the examination board to form an independent opinion regarding his/her result. However, an appeal may be lodged with the Examination Appeals Board against the manner in which the mark was determined.
6. Revisions are carried out professionally and exclusively by examiners, no later than before the end of the academic year in which the relevant test or re-sit was taken. If the review results in a different mark, the student will be informed about this by e-mail. The examiner sends the corrected grades to the education office for processing in Osiris.

**Article 17. Requirements for passing tests for courses in the programme**

1. If the compensation scheme does not apply, the tests for the courses in the programme (see the relevant EER for these courses) will be deemed to have been passed if these tests are concluded with at least a 5.5.
2. Pursuant to Article 7.12b, paragraph 3 of the WHW, the examination board may decide, subject to conditions it will set, that not every interim test needs to be passed to determine that the final examination has been passed. The examination board implements this in accordance with Appendices II and III of the EER.

**Article 18. Absence of tutorials or practical training sessions during the bachelor and master**

1. A student must attend all the sessions of a curriculum component in order to satisfy its requirements. As such, the tutorial group meetings and practical sessions count as a practical exercise (article 7.13, second paragraph under d and t, of the WHW).
2. In the master, as an exception to paragraph 1, a student does not have to attend all tutorial group meetings of a course in order to satisfy the requirements of that course. The program director, at the request of the course coordinator, may decide to deviate from this policy and stipulate through the course manual that attendance for the tutorial group meetings of that course is mandatory.
3. At the request of the practicum coordinator, the program director of the master's program may decide to deviate from the policy described in paragraph 1 and determine through the practical manual that attendance for the meetings of a practicum is not mandatory.
4. If a student is absent, he/she must have a valid reason for this. All absences are registered in the digital learning environment. A student who arrives late can also be registered as absent. This is at the discretion of the lecturer or tutor.
5. Students who missed one or more tutorial group meetings/practical sessions can still satisfy the requirements of a component if he/she attended at least 80% of the tutorial group meetings/practical sessions of the component.<sup>8</sup>
6. For some practicals, one or more sessions are compulsory (so-called 'test meetings'). If these sessions are missed, the practical training cannot be completed unless it is possible to retake the test meetings.
7. If a student attended all the tutorial group meetings/practical sessions of a component (or, subject to paragraphs 5 and 6, completed one or more alternative assignments) but failed the assessment, he/she does not need to attend the tutorial group meetings/practical sessions again in the next academic year. He/she may then only take part in the assessment of the component.
8. A more detailed version of the department's absence policy is included in Appendix III. This policy also applies to the faculty's minors.

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<sup>8</sup> If an examination component comprises ≤7 tutorials/practical training sessions, non-attendance of 1 tutorial/session is allowed. If a course comprises more than 7 tutorials/sessions, 2 absences will be allowed.

9. A student who, due to his/her activities for a representative advisory body (Faculty Council, University Council, Programme Committee) or study-related activities organized by Cedo Nulli, cannot satisfy the attendance requirement, can submit a request to the examination board for a tailor-made arrangement.
10. A student who, due to personal circumstances (see article 7.4 paragraph 8 and paragraph 9 of the EER), cannot comply with the obligation to attend as mentioned in paragraph 1 and who misses more meetings than is considered permissible as described in paragraph 5, must report this in time to the student advisor. The student advisor may make tailor-made arrangement with due observance of the regulation as described in Appendix III. The notification is considered timely if the student advisor is informed within 20 working days after the start of the circumstances.

### **Article 19. Resits**

1. The EER regulates how many courses may be retaken during a particular study phase. A full resit covering all components and learning goals is offered for all courses a student wishes to resit in accordance with these regulations.
2. Students may include partial marks obtained solely during the current and subsequent academic year in the final mark for the resit, with 'attendance' also being regarded as a partial result. Partial results for the minor lapse after the minor in question has been resat (in the current academic year). The same may apply to the partial mark of a research proposal for the bachelor or master thesis if the thesis coordinator decides this and it is stipulated in the course manual.
3. If a curriculum component lapses, students who have already taken this component but who have not yet passed it have the choice between:
  - a. using two test attempts for the lapsed component during the first academic year in which it is no longer offered; or
  - b. taking a conversion course.

In principle, the test moments of the lapsed course should coincide with the tests for the conversion course. Participation in both the tests of the lapsed component and the (test of the) conversion course is not allowed. Students who have not yet taken the component of the curriculum that lapses are only eligible to take the conversion course.
4. If the weight of the partial tests of a component has been adjusted and the student has not passed all the partial tests in the preceding academic year, the examination board may permit the student to sit for the partial tests not yet completed in line with the 'lapsed curriculum', if the component consists of multiple partial tests and the partial marks already obtained are still valid.
5. If a test comprises several partial marks, each partial mark can be retaken. If an assignment component consists of several components, it is not necessary to arrange separate resits and the resits may take another form.

### **Article 20. Professional conduct**

1. Only the Psychology and Pedagogical Sciences programs have professional conduct as an examination component.
2. If the professional conduct examination components in bachelor-1, bachelor-2 and bachelor-3 are marked, the final score should be at least a 5.5 or satisfactory on average. There is no lower limit for a valid mark for partial results within professional conduct.
3. Students with a failing (partial) result for professional conduct may be advised to report to the student advisor.
4. The professional conduct component has one retake opportunity per undergraduate year during the summer term.
5. In Bachelor 1, if a fail grade is obtained for professional conduct, this may lead to a negative binding study advice.



6. Professional conduct is registered for incoming exchange students but does not factor into the registration of the courses they have taken within the faculty.

#### **Article 21. Bachelor and Master Theses, Internship**

The rules regarding the bachelor and master theses of the programmes and carrying out internships are included in Appendix I.

### **SECTION 6 - THE EXAMINATION**

#### **Article 22. The Final examination**

1. If all examination components of the curriculum have been passed or an exemption has been granted for these examination components, the examination board shall determine that the examination has been conducted and completed.
2. The examination board will establish whether all the requirements have been fulfilled for the awarding of the relevant certificate to the student following the course.
3. The examination board will determine the grade for the final examination after the examinations associated with the programme and other examination components have been completed. The examination board can grant the Examination Administration a mandate for the abovementioned competencies.
4. The desire to improve on 'satisfactory' results obtained is not in itself ground for postponing the conferral of a degree.
5. For programmes in which students are allowed by the EER to take resits after receiving 'satisfactory' results in the bachelor 3 year or the master, a degree will not be actively conferred by the ESSB Examination Administration during a period to be defined every year, in order to safeguard the right to resit. Students are still allowed to submit a request for degree conferral to the ESSB Examination Administration during the period in question. The period in which degrees are not actively conferred is communicated via the digital learning environment. Information is also provided there about how students may request degree conferral themselves.

#### **Article 23. Certificates and statements**

1. As proof that the examination has been passed, a certificate is awarded by the examination board after the Executive Board of the Erasmus University or the mandated officer has declared that the procedural requirements that apply to the issue of the certificate have been met.
2. One certificate shall be awarded for each programme.
3. The grade list that comprises part of the certificate lists the components corresponding to the examination.
4. The examination board adds an English-language diploma supplement to the certificate that conforms to the agreed-upon European standard format.
5. The certificate, the grade list and the diploma supplement will be signed by the chair of the examination board.
6. The procedure for applying for a certificate is given in the digital learning environment. On behalf of the examination board, the Examination Administration issues the certificate, the related grade list and the supplement to the student in person, unless the student opts for the plenary diploma ceremony.
7. Students who have passed more than one test but who cannot be awarded a certificate may ask the examination board to issue a statement mentioning in any event the examinations that have been passed. This statement concerning the study results that have been obtained is issued by Examination Administration on behalf of the examination board.

#### **Article 24. (*Summa*) *cum laude* classification**

The (*summa*) *cum laude* classification is awarded for the bachelor or master exam if all of the following conditions have been met:

1. The classification is based on the weighted average of the final marks, whereby the student did not repeat any marked component<sup>9</sup>.
2. The weighting is based on the relative share of the examination component in the programme, expressed as the number of credits (ECs) assigned to this component.
3. If the weighted average of the final marks over all the examination components is equal to or greater than the score of 8.25 and if the lowest obtained mark is not lower than a 6.5, the *cum laude* (excellent) classification is awarded. The bachelor thesis must also be given at least a 7.5. A mark of at least 8.0 must be obtained for the master thesis.
4. If the weighted average of the final marks over all the examination components is  $\geq 9.00$  and if the lowest obtained mark is  $\geq 6.5$ , the *summa cum laude* (excellent) classification is awarded. The bachelor thesis must also have been given at least a 9.0. This also applies to the master thesis.
5. Exemptions and any *Pass* registrations (P) do not factor into the determination of the distinction.
6. If a student believes he/she is eligible for a (*summa*) *cum laude* registration, the student should check immediately after receiving the diploma that this is correctly stated. If this is not the case, the student must immediately contact the examination board so that, if necessary, a rectification can be carried out.

### **SECTION 7 – FINAL PROVISIONS and implementing provisions**

#### **Article 25. Hardship clause and right of appeal**

1. When dealing with a substantiated written request, the examination board can derogate from the provisions of these rules and regulations if the rejection of the request would result in an unfairness of a preponderant nature.
2. An appeal against decisions by the examination board or examiners may be lodged with the Board of Appeal for Examinations (in accordance with Section 7.61 of the (Dutch) Higher Education and Research Act) of the institution where the person concerned is registered.
3. No appeal against the examiner's mark may be lodged with the Examination Appeals Board. Nor can the student request the examination board to form an independent opinion regarding his/her result. Without prejudice to article 8, paragraph 4, subsection 3(b) of the (Dutch) General Administrative Law Act, students can only lodge an appeal against the manner in which the final mark was determined with the Examination Appeals Board, within 6 weeks of registering the mark in Osiris.

#### **Article 26. Revising the rules and regulations**

1. The rules and regulations that apply to the current academic year will not be revised unless this is not detrimental to the students' interests.
2. In the event that nationally binding measures relating but not limited to public health affect what is laid down in these rules and regulations, the examination board can make relevant changes. Changes will be made in the light and spirit of the existing provisions of these rules and regulations.

#### **Article 27. Entry into Force**

These rules and regulations, as adopted by ESSB's examination board on 1 July 2021, come into force on 1 September 2021. These rules and regulations have been translated into English. If there is a difference between the English translation and the Dutch version, the Dutch version will prevail.

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<sup>9</sup> If the resit is the first time a test is taken, the mark is not regarded as a resit.

## **Appendix I – Bachelor and master theses, internship**

### **General**

1. The thesis is an individual assignment that a student must write on his own.
2. In order to be able to determine the authenticity of what was written, the final version of the thesis should (also) be submitted electronically.
3. If the mark, measured on a 10-point scale, is equal to or greater than 5.5, the number of credits associated with the thesis or internship is awarded.
4. If the thesis was found to be unsatisfactory, the (revised) thesis may be resubmitted one time in the current academic year.
5. By embarking on an internship, the student undertakes to carry out the internship to the best of his/her ability, subject to ESSB's Code of Conduct (Appendix VI). If it appears that this requirement has not been satisfied, the supervising lecturer can, following consultation with the organisation supervisor and/or the second assessor, request the examination board to terminate the internship prematurely.
6. The examination board decides on situations that are not covered by these rules.
7. The general rules for assessing a thesis are set out in Appendix VIII.

### **A. Sociology**

#### **1. Bachelor thesis**

- a. The thesis trajectory of the bachelor in Sociology (bachelor thesis) is open to Sociology students who have been admitted to the trajectory pursuant to Article 4.2 of the EER. Supplementary to the EER, a student who, as a result of a missing or unsatisfactory result in the block preceding the thesis trajectory, has not satisfied the entry requirement, is conditionally admitted to the thesis trajectory until the marks of the block preceding the thesis trajectory have been made known. If the student still does not satisfy the entry requirement, his/her right to proceed further with his/her thesis will lapse with immediate effect and he/she will forfeit his/her registration.
- b. The bachelor thesis is an account of an empirical research.
- c. The guidelines and assessment criteria for the bachelor thesis are set out in the course manual, which is published in the digital learning environment.

#### **2. Master Thesis**

- a. The thesis trajectory of the master in Sociology is open to students who are enrolled in EUR's Sociology programme as master student and who satisfy the applicable entry requirements.
- b. The thesis trajectory always comprises an empirical study and an report of this study set out in an individual academic report (master thesis). Students should always register with Sociology's thesis coordinator for a thesis. Students should register with the coordinator before they start on their thesis, subject to the applicable procedure set out in the course manual in the digital learning environment.
- c. The guidelines, rules and assessment criteria for the thesis trajectory are published via the digital learning environment in the block book of the master thesis course. Students must follow the procedures for theses set out herein.

#### **3. Internship (as a separate course)**

- a. Daily supervision of the internship will be carried out by the person who is acting as practical internship supervisor on behalf of the practical organisation and who is specified as such in the internship agreement (organisation supervisor).
- b. An examiner (institutional supervisor) will supervise the student at a distance.

- c. During the practical internship period, the student will participate in several sessions at the university.
- d. In consultation with the organisation supervisor, the student must draw up a work plan for the practical internship to be approved and signed by the organisation supervisor, the institutional supervisor and the relevant student. This internship work plan must be signed and submitted to the institutional supervisor no later than 1 week after commencement of the practical internship. The work plan must also be uploaded to the digital learning environment.

## **B. Public administration and MISOC**

### **1. Bachelor**

- a. The bachelor project of the bachelor-3 programme cannot be started until the requirements set out in Article 4.2 of the EER have been satisfied and the student is registered as Public Administration or MISOC student. Supplementary to the EER, a student who, as a result of a missing or unsatisfactory result in the block preceding the thesis trajectory, has not satisfied the entry requirement, is conditionally admitted to the thesis trajectory until the marks of the block preceding the thesis trajectory have been made known. If the student still does not satisfy the entry requirement, his/her right to proceed further with his/her thesis will lapse with immediate effect and he/she will forfeit his/her registration.
- b. The requirements that a bachelor project must satisfy are set out in the Bachelor Project Manual in the digital learning environment.

### **2. Master**

- a. The department should appoint a supervisory lecturer as first reader before work is started on a thesis. This lecturer should agree to the set-up and content of the thesis.
- b. The requirements to be met in the master thesis are specified in the Master Programme Thesis/Final Project Guidelines in the digital learning environment.

### **3. Internship (master)**

- a. A student may not start on a master-phase internship unless at least 15 ECs were obtained for the master courses.
- b. Before commencing the internship, students must request a supervisory lecturer to approve the structure and content of the internship.
- c. The internship coordinator must be informed of the internship no more than 4 weeks before its commencement.
- d. Extended or additional internships may not be counted as electives or extra electives and therefore do not result in any credits. However, in special cases, this extended or additional internship may be noted on the list of marks accompanying the master diploma.

## **C. International Public Management and Public Policy**

### **1. Thesis**

- a. After the student has attended the courses of blocks 1 and 2 and has successfully completed the 'Atelier Master/Professional Development 1' course, the programme director assigns a thesis supervisor. Students can make suggestions to the programme director. The thesis supervisor appoints a second reader.
- b. Mandatory participation in thesis circles is part of the thesis supervision process.
- c. Master's thesis must meet the requirements laid out in the Thesis Guidelines of the Master of International Public Management and Policy.

## **D. Psychology**

### **1. Bachelor**

- a. The final examination of the bachelor in Psychology (bachelor thesis) is open to students who have been admitted to this exam pursuant to Article 4.2 of the EER.
- b. The bachelor thesis is an account of a literature or empirical study.
- c. The guidelines and assessment criteria for the bachelor thesis are published in the digital learning environment.

### **2. Master**

- a. The final examination of the master in Psychology is open to students who are enrolled in the EUR's Psychology programme as master student and who satisfy the applicable entry requirements.
- b. The entry requirement that applies to internships is registration for the practicals of 3.4, 3.5 and 3.6, forming part of the bachelor degree that secured admission to the relevant master degree. Students entering a programme from outside the EUR must have followed practicals that are equivalent to those of 3.4, 3.5 and 3.6.
- c. Students should always register with the internship coordinator for the Psychology programme for an internship and thesis. Students should register with the internship coordinator before they start an internship, subject to the applicable procedure set out in the internship handbook in the digital learning environment.
- d. The guidelines, rules and assessment criteria for the final examination are published via the digital learning environment in the 'Internship, research and thesis' manual. Students must follow the procedures for internships and theses set out herein.
- e. If a student follows two specialisations, a combined research internship for these two specialisations is a possible option, provided that the internship coordinator and the internship committee member have consented to this. Exemptions for research internships conducted during a different master are not possible.

## **E. Pedagogical and Educational Sciences**

### **1. Bachelor**

- a. The final examination of the bachelor in Pedagogical and Educational Sciences is open to bachelor-3 students who are enrolled in EUR's Pedagogical and Educational Sciences programme and who have been admitted to this programme pursuant to Article 4.2 of the EER.
- b. The internship may be a practical or research internship.
- c. In all cases, the internship and thesis (as part of the research internship) must first be approved by the internship committee, which will verify whether the internship fulfils the relevant preconditions. The internship may not commence if it has not been approved.
- d. The bachelor thesis constitutes a report on a literature study or empirical research carried out by the student.
- e. The guidelines and assessment criteria for the internship and bachelor thesis will be published in the digital learning environment.

### **2. Master**

- a. The final examination of the master in Pedagogical and Educational Sciences is open to students who are enrolled in EUR's Pedagogical and Educational Sciences programme as master student and who satisfy the applicable entry requirements.
- b. In all cases, the internship and thesis (as part of the research internship) must first be approved by the internship committee. The internship may not commence if it has not been approved.

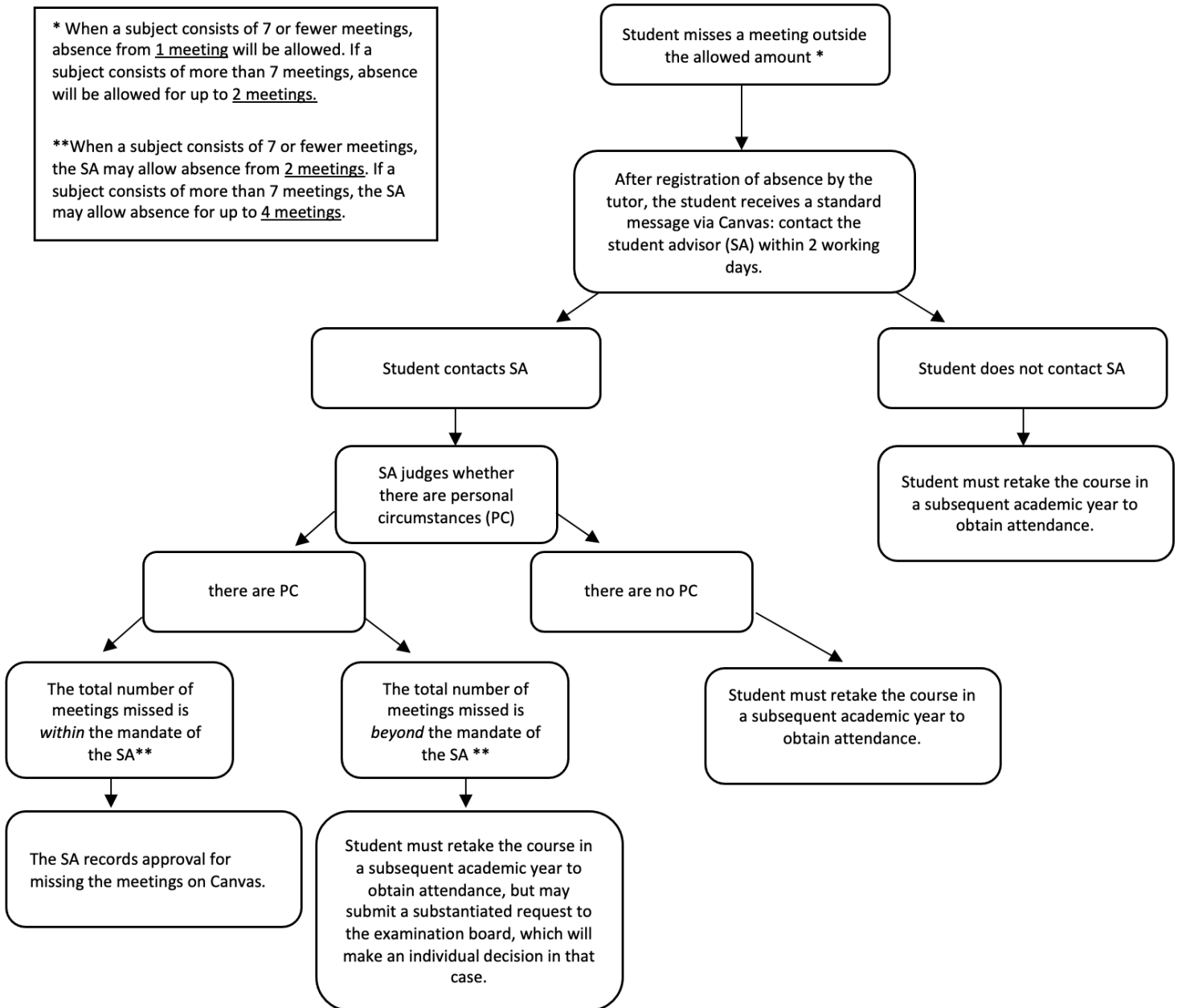
- c. Students may only start collecting data for the research internship if the first and second assessors have both approved the research proposal.
- d. The final examination will in any event comprise a piece of empirical research and an individual academic report on it (master thesis).
- e. Students may only commence the internship on condition that they simultaneously take part in education from the master programme, or have already taken part in it.
- f. The guidelines, regulations and assessment criteria for the final examination will be published in the digital learning environment. Students must observe the procedures for the thesis as described herein.
- g. If a student follows two specialisations (within the same master programme), a combined research internship for these two specialisations is possible, provided that the internship coordinator has consented to this.

## **Appendix II Second area of specialisation - bachelor or master programme**

1. Students are allowed to take one or more extra courses, as far as there is capacity for this within the study programme. To this end, the educational management determines annually, no later than 30 September, how many places are available for students in the next full academic year, in addition to the capacity required for nominal students and students who are retaking courses.
2. From 1 October until 1 August of an academic year, students can submit a request to take one or more extra courses via the contact form at the educational office. The available capacity within courses is divided on the basis of the order in which these requests are received, until the predetermined number of places is filled.
3. Admission to extra courses is subject to the following conditions:
  - a. that the student meets the entry requirements or admission requirements that apply to the particular subject or specialisation. Such requirements are laid down in the Education and Examination Regulations; and
  - b. of any curriculum changes that affect the relevant course or specialisation. Such changes are announced through the Education and Examination Regulations.
4. Taking extra courses is at the student's own responsibility and risk, e.g. in case of any conflicting schedules.
5. Extra courses are not part of the regular examination program.
6. An overview of the results obtained for the extra courses is printed on a separate document and added to the diploma.
7. As an exception to paragraph 6, if a student completes a complete second specialization after permission from the educational office, the extra courses belonging to this second specialization will be included as extra-curricular on the list of marks attached to the diploma.
8. Only when a student has permission from the educational office to pursue a full second specialization, the student must submit his or her own request for deferral of degree completion to the ESSB Examination Administration if the student anticipates completing the first specialization earlier than the second specialization. The educational office will inform students of the procedure to be followed to terminate deferral of degree granting once the second specialization is completed.

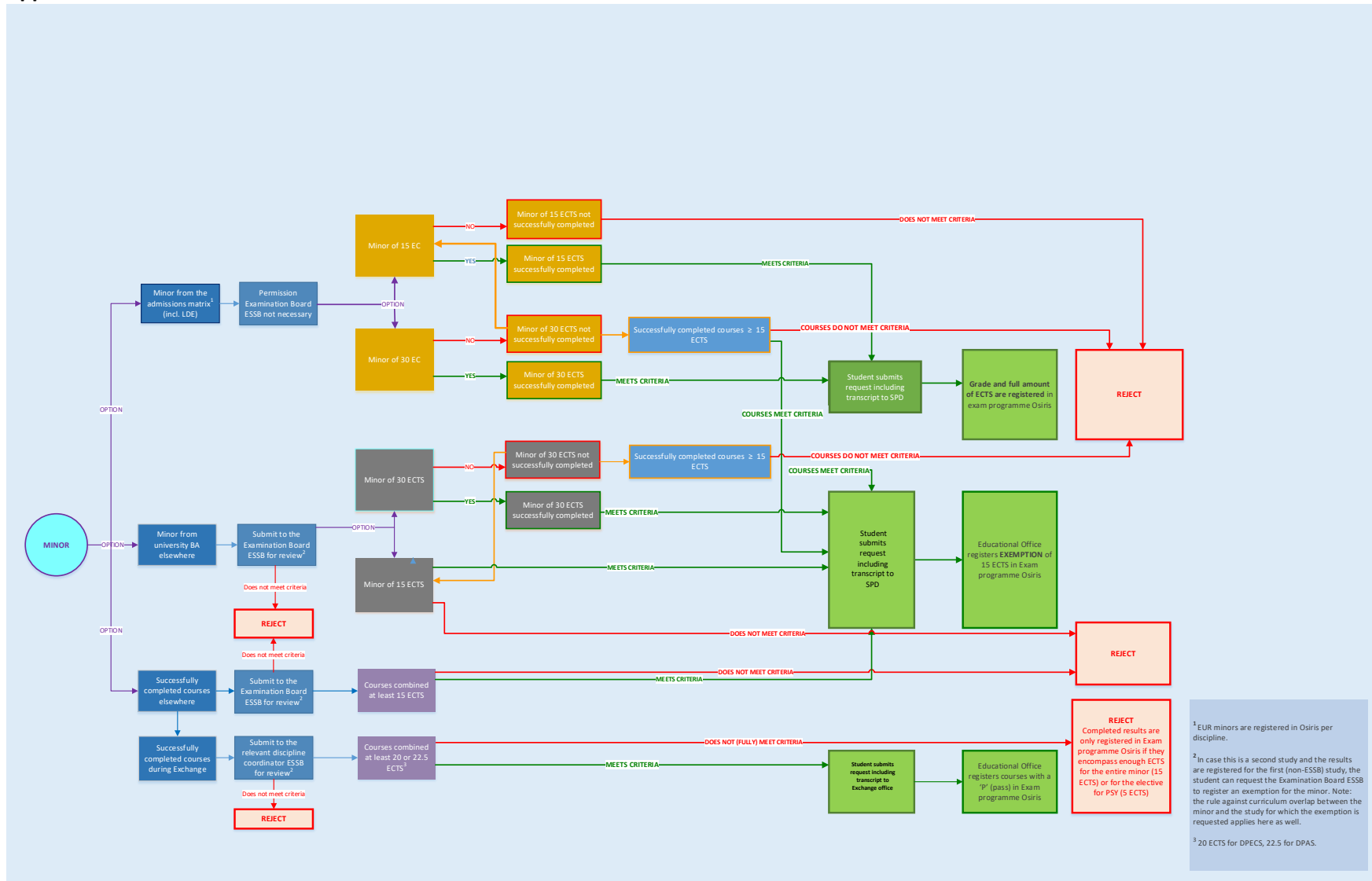
### Appendix III Flow chart absence policy

Attendance and absence at educational meetings are recorded by the tutor on Canvas. Article 18 in these Rules and Regulations describes the rules regarding attendance. In case of more absence than allowed, the flow chart below describes the consequences.





## Appendix IV Minors



## Appendix V Collusion: When collaboration becomes fraud

Within the boundaries of the assignment students are allowed to work with other students. It is also permitted to ask others for feedback on your own work, for example to assess whether your arguments are easy to follow or to spell check the work. More importantly, sharing thoughts and ideas is an important feature of academic work. However, it is also important to ensure that your own work is a clear reflection of your own ability.

So bear the following guidelines in mind:

- In the case of an individual report, (including an individual report as part of group work, for example in the case of jointly collected research data), the student must write a personal report in his or her own words.
- The student is responsible for work that he or she submits and is therefore personally responsible for ensuring that this work reflects his or her own ability.

If the collaboration becomes too intense, students run the risk of collusion. Collusion is a form of fraud and any suspected collusion will be referred to the examination board. This may lead to sanctions.

What is collusion?

- Collusion means: accepting an unreasonable amount of help from another person, because of which the submitted work no longer constitutes a genuine elaboration of the assignment by the student him or herself.
- Examples of collusion are:
  - Putting someone else's report into your own words (i.e. sharing assignments).
  - Having a data analysis performed by someone else and then presenting this as your own work.
  - Submitting a report that has been rewritten by someone else (for example someone from a thesis writing agency), whereby the work of the other person goes further than only providing feedback, so that the report is more a representation of the other person's ability than of your own ability.
- There is no collusion when:
  - The assignment is a group product, whereby different students make their own contribution, combine them and then put the names of all the students on the report.  
*Please note! The bachelor thesis may be based on group work, but always remains an individual product. It must therefore be written in your own words.*
  - Some parts of individual reports may be similar (without being exactly the same) because these parts are the result of group work (for example the method section of theses which are based on the same thesis project).
  - A student requests feedback which helps him or her to improve their own report (for example because the feedback highlights linguistic errors or lack of clarity in the argumentation).

## Appendix VI: Code of Conduct for ESSB Students

1. Within the context of their programmes, students must behave in a manner befitting a good student and refrain from inappropriate behaviour while registered as student. This applies specifically, but not exclusively, to situations where examination components or other programme components require actions and/or skills to be carried out or exercised on persons (patients or clients). This also applies to situations where a student has contact (as part of his/her programme) with persons who are present at and/or work in the institution (such as a health care or educational institution) where he/she is following or is expected to follow part of the programme.
2. In this regard, 'inappropriate behaviour' is understood to mean i.a.: oral or written (online) discriminatory, insulting, hurtful or otherwise negative remarks, or insolent or extremely impolite verbal behaviour, or belligerence, or no or too little respect, decency or hygiene, or violation of the duty of confidentiality, or fraudulent practices, forgery of documents, fraud, deliberate deception, or unacceptable behaviour, including sexual harassment, or violation of privacy. This includes behaviour that is in violation of EUR's Integrity Code.
3. Students are not allowed to start, take part in or resume a programme component or to take a test if this conflicts with the EER, the Rules & Regulations of the examination board or a decision by the examination board. In case of doubt, the student should ask the examination board for information.
4. The examination board is authorised to take appropriate measures in the form of sanctions in the situations referred to in the above-mentioned paragraphs, either directly or indirectly through the Dean or institutional management. Supplementary to and in support of the first and second paragraph and to clarify what may be expected of students in the bachelor and master programmes, the faculty has issued guidelines regarding client-specific skills and contact with clients. These guidelines are set out in a document that, if necessary, is revised before the start of the academic year and that can be accessed on and downloaded from the website. These guidelines apply to every student who has contact with clients as part of his/her programme.

## **Appendix VII: ESSB's Examination Board's 2020-2021 Rules of conduct for online tests**

EUR's general 2020-2021 Disciplinary Rules for Examinations and ESSB's 2020-2021 Rules & Regulations (R&R) for Bachelor and Master Programmes (which contain a separate section on fraud and misconduct) apply to ESSB students who take tests.

The rules and criteria set out herein still apply to written online tests, even if these are not taken in a controlled environment. The main criteria are:

- Only students who are entitled to take a test can do so.
- The test serves to assess the knowledge, understanding and skills of individual students. Students therefore take the test individually and under their own name.
- To ensure that each student is aware of the rules, an integrity statement is required with each written test. If a student does not agree to the integrity statement, the test is invalid and will not be graded.
- Students are not allowed to have contact with fellow students regarding the assessment during the test and up to 45 minutes after the end of the designated test time. This means, for example, that you are not allowed to hold discussions about the test on social media within the above-mentioned timeframe, not even if you have finished the test.
- When asked, every student should identify himself/herself by showing at least one of the following IDs to the invigilator: a student card of the university, a driving-licence, an ID card or a passport.
- It is forbidden to consult information sources or use other tools during the test that were not approved in advance by the lecturer and that are not specified on the cover sheet. This also applies to calculators if these are not identified on the cover sheet as having been approved.
- It is forbidden to use mobile phones, smartwatches and headphones during the exam.
- It is forbidden to work together with others during an exam.
- Test questions may not be copied and/or disseminated in any way.
- A violation of (one of) the above rules will be regarded as fraud and can be punished by the examination board, resulting in invalidation of the exam concerned and/or exclusion from one or more subsequent exams.

In addition, practical rules regarding the test environment, the manner of logging in and identifying oneself and toilet visits apply to exams with online supervision (online proctoring). You are expected to follow all the relevant supplementary guidelines that are provided.

The examination board is authorised to declare test results invalid if the evaluation of the test administration shows that irregularities occurred during the test.

## **Appendix VIII: Assessment rules for theses**

### **1 Bachelor thesis**

The general rules for assessing bachelor theses are set out below. Further specifications can be found in the thesis manuals of the various programmes. These specifications may not conflict with these rules.

Assessment of the bachelor thesis:

- The thesis is assessed by the thesis supervisor and an independent assessor who is not involved in the day-to-day supervision.
- The thesis supervisor and the independent assessor for the bachelor thesis should be appointed as examiner at the EUR and be active in the discipline of the relevant programme or in a related discipline.
- If the thesis supervisor is not a staff member with a doctorate (e.g. a tutor, doctoral candidate or external assessor from the field), the independent assessor should always be a staff member with a doctorate of the programme.
- If the thesis supervisor is not a staff member with a doctorate or a doctoral candidate of the programme or a related discipline at the EUR, the examination board will decide whether or not to appoint him/her as examiner. In this case, the examination board applies the following criteria: the person should at least have a master degree in a relevant discipline, have demonstrable affinity with and knowledge of academic research and have demonstrable expertise in the course area of the thesis.
- The assessment is based on criteria (assessment form) that are set out in the course guide or can be accessed in the digital learning environment.
- The thesis supervisor checks the thesis for plagiarism before the assessment is made.
- The thesis supervisor fills in an assessment form and suggests a final mark.
- The independent assessor fills in, independently of the thesis supervisor, an assessment form and suggests a (recommended) final mark.
- The thesis supervisor and second assessor discuss their assessments and determine the final mark. The consensus meeting may prompt assessors to revise their (recommended) mark, e.g. if the meeting leads them to revise their opinion about the assessment of a particular section of the thesis. However, assessors are by no means expected to replace their recommended final mark with the consensus mark.
- If, following the consensus meeting, one of the assessors finds the bachelor thesis to be unsatisfactory (a mark of less than 5.5) and the other assessor does not, an extra (third) assessor should be called in.
- If, following the consensus meeting, there is a difference in opinion of more than 1 point, an extra (third) assessor should be called in.
- The final opinion is recorded in the definitive assessment form. This form is based on the forms of the thesis supervisor and the second assessor and, if necessary, the extra (third) assessor.

### **2 Master thesis**

The general rules regarding the assessment of the master thesis are set out below. Further specifications can be found in the thesis manuals of the various programmes. These specifications may not conflict with these rules.

Assessment of the master thesis:

- The master thesis is assessed by the thesis supervisor and an independent assessor who is not involved in the daily supervision.
- The thesis supervisor and independent assessor in the master phase are employed as examiner at the EUR and active in the discipline of the relevant programme or in a related discipline.
- If the thesis supervisor is not a staff member with a doctorate (which is usually the case with

academic lecturers and doctoral candidates),

1. he/she will act as corrector during the assessment of theses, i.e. he/she will work under the supervision of an examiner. If the thesis supervisor is a doctoral candidate, this is usually the (co-)supervisor.
  2. the independent assessor should always be a staff member with a doctorate of the programme.
- Assessors from outside the EUR (external assessors) must be appointed as examiners by the examination board. In this case, the examination board applies the following criteria: the person has a PhD in a relevant discipline and has demonstrable expertise in the field of the thesis.
  - In the case of external assessors, the independent assessor should always be a staff member with a doctorate of the programme.
  - The assessment is based on criteria (assessment form) that are set out in the course guide or can be accessed in the digital learning environment.
  - The thesis supervisor checks the thesis for plagiarism before the assessment is made.
  - The thesis supervisor fills in an assessment form and suggests a final mark.
  - The independent assessor fills in, independently of the thesis supervisor, an assessment form and suggests a (recommended) final mark.
  - The thesis supervisor and the independent assessor compare their assessments and determine the final mark.
  - If one of the assessors finds the master thesis to be unsatisfactory (a mark of less than 5.5) but the other does not, an extra (third) assessor should be called in.
  - In case of a difference in opinion of more than 1 point, an extra (third) assessor is called in.
  - The final opinion is recorded in the definitive assessment form. This form is based on the forms of the thesis supervisor and the independent assessor and, if necessary, the extra (third) assessor.