

# Rules and Guidelines of the Examination Board for the Master Societal Transitions 2023-2024

## Section 1 General provisions

### Article 1.1 Applicability of the Regulations

These regulations apply to the 2023-2024 academic year and govern the examinations and master examination of the master programme Societal Transitions and are applicable to all students that are enrolled in this programme.

### Article 1.2 Definitions

Unless stated otherwise, the definitions used in the Teaching and Examination Regulations for the master programme Societal Transitions will also be used in the present Rules and Guidelines.

### Article 1.3 The Examination Board

1. The duties and powers of the Examination Board are stipulated in Sections 7.10,7.11, 7.12, 7.12b and 7.12c of the Act.
2. The Examination Board appoints an executive committee consisting of at least two persons who are charged with the day-to-day business of the Board.
3. Requests submitted to the Examination Board should be sent by email or by post and should have the relevant documents attached. The Examination Board will give its decision within three weeks of receipt of a request and will inform the student of its decision by email.

## Section 2 Examiners and Quality assurance

### Article 2.1 Examiners

1. Prior to the start of a course the programme director will propose to the Examination Board the teacher(s) under whose responsibility the course will be given. The Examination Board then takes a decision about the appointment as examiner of the suggested teacher(s) for the course in question.
2. The Examination Board verifies that the examiners meet the set expertise requirements.
3. The Examination Board may set binding guidelines and assessment standards for interim and final examinations.
4. On request, the examiners will provide the Examination Board with information about the examinations and the corresponding results.
5. The Examination Board may revoke the appointment of an examiner if it has a serious reason to do so.

### Article 2.2 Quality assurance of the examinations and master examination

1. The programme director, in consultation with the Examination Board, draws up a test plan for the programme. This plan will include a systematic description of all the tests.
2. The Examination Board draws up a protocol for the production and supervision of examinations and for marking and administering the results.
3. The Examination Board is responsible for the evaluation of the examinations.

4. The Examination Board will inform the Programme Director about the result of these evaluations.

## Section 3 Discipline during lectures and examinations

### Article 3.1 Discipline during lectures and other education activities

These provisions apply to the lectures and other education activities provided by the Erasmus University Rotterdam and to the rooms, including the computer rooms.

1. Entering a classroom after a lecture has started is prohibited without the consent of the person teaching.
2. Discipline during the lecture.
  - a) The distracting use of electronic communication devices during the lecture is prohibited.
  - b) The distracting consumption of food or beverages during the lecture is prohibited.
  - c) Recording and distributing lectures and lecture material without the knowledge or consent of the lecturer is prohibited.
  - d) The lecturer giving the lecture may have the person who is disrupting the lecture removed from the classroom.
3. Discipline in the buildings of the EUR.
  - a) The distracting use of electronic communication devices is prohibited.
  - b) The distracting consumption of food or beverages is prohibited.
  - c) The person responsible for the building in question may have the person causing the disruption removed from the premises.
  - d) The Dean of the Erasmus School of Philosophy may impose measures on anyone who is repeatedly guilty of disrupting the proper course of affairs during lectures or in classrooms, pursuant to the procedure laid down in the [‘Regulations relating to the maintenance of order in EUR buildings and on EUR sites and relating to the efficient or legal use of EUR facilities’](#).

### Article 3.2 Disciplinary rules for examinations

1. For all rules regarding registration for exams, order during written exams, order rules about exams, see the [Order Rules for written exams](#).
2. When exceptional circumstances preclude the regular organisation of written exams (e.g. because of Covid-19 restrictions) and no reliable alternatives are available, the examiner may decide to organise the exam using online proctoring, after having obtained permission from the Examination Board. This is arranged in conformity with EUR-norms concerning online proctoring.

## Section 4 Fraud and sanctions

### Article 4.1 Fraud

1. The term fraud is understood to mean any acts or omissions on the part of a student that make it impossible for the examiner and the Examination Board to form an accurate opinion of the student's acquired knowledge, insight and skills (or those of their fellow students).
2. The student must avoid any possible appearance of fraud in connection to themselves during the examination. When in any doubt about this, the student should immediately report to the invigilator.
3. The following shall in any event be deemed to be fraud:
  - a. obtaining knowledge concerning the questions or assignments in a certain examination prior to that examination;
  - b. assuming someone else's identity or being represented by someone else during an examination;
  - c. consulting or having within reach information sources (e.g., books, syllabi, personal paper, notes written on skin or on fabric, calculators that can be programmed, mobile telephones and smartphones), the use of which is not explicitly permitted during an examination. Mobile

- telephones, smartphones, etc. should be switched off and remain off during examinations;
- d. copying from or exchanging any information whatsoever with fellow students, either inside or outside the examination room, during the examination; giving another person the opportunity to commit fraud will also be deemed fraud;
  - e. exchanging or swapping the issued question papers or answer papers with other students;
  - f. making any changes to previously submitted examination answers during a subsequent inspection;
  - g. committing plagiarism, which shall be taken here to mean the copying of a passage containing more than a few words from their own or someone else's work, either literally or in translation, in an individual or group assignment, project, graduation report or any other type of text that is part of an examination, without indicating this by quotation marks, even if a bibliographically traceable and correct source reference is included. Providing other students with the opportunity to commit plagiarism is also deemed to be fraud;
  - h. ghostwriting: have someone (or something, such as generative AI) else write or edit, wholly or in part, text that forms part of an exam or thesis, without permission from the examiner;
  - i. taking the examination without being entitled to do so;
  - j. making it partially or completely impossible, by means of misleading acts, omissions or in any other way, for the examiner and the Examination Board to form an accurate assessment of the student's knowledge, insight and skills.
4. Academic achievements in writing may only be evaluated in EC once. Students are not permitted to submit a previously written thesis, graduation report, assignment or any other form of text written in connection with the student's present or previous programme at or outside the Erasmus School of Philosophy a second time in the same course or a different course without first consulting the examiner and obtaining their approval (with respect to the part for which the text is submitted a second time or is intended to result in EC a second time) or to use any part of a previously produced project, either in amended form or otherwise, when writing a graduation report, assignment or other project for the purpose of obtaining EC for a second time, without prior consultation with the examiner and obtaining their approval.
  5. Students have an obligation to provide clear and scrupulous source references. They also have an obligation to be completely transparent at all times with respect to re-using their own previous work.
  6. If a written examination is not taken under the supervision of an invigilator, such as an assignment or graduation report, the examiner must carry out a plagiarism check.

#### Article 4.2 Sanctions

1. Students who act in breach of the rules specified in Articles 4.1.3, 4.1.4 and 4.1.5 of these Regulations or give reason to do so are guilty of fraud.
2. If fraud is established or there is a grave suspicion of fraud during an examination, the invigilator or examiner must inform the student without delay. The invigilator or examiner must note this down on the work to be submitted by the student and must take possession of any documentary evidence. The student will be given the opportunity to finish the examination and to hand in their work.
3. The invigilator must report the suspected or established fraud to the Department for Exam Administration on a standard report form immediately after the examination has finished. Any documentary evidence must be submitted together with this report. If the student refused to hand over any such documentary evidence, the invigilator must state this on the form. The Department for Exam Registration must send the report form filled in by the invigilator, together with any documentary evidence, to the Examination Board immediately after the end of the examination period.
4. If plagiarism is established after an individual or group project, assignment or graduation report has been submitted, or if there are grave suspicions of plagiarism (e.g. by using a plagiarism detection tool), the examiner must report this to the examination board as soon as possible, also providing evidence.

5. The examination board investigates the case and gives the student the opportunity to react to the suspicion; the student is given one week to respond.
6. Depending on the gravity of the fraud committed and taking any previous instances of fraud by the same student into account, the Examination Board may impose sanctions on the student, including the following:
  - a. a reprimand;
  - b. invalidation of the relevant individual or group project or assignment;
  - c. invalidation of the relevant examination;
  - d. invalidation of the relevant graduation report;
  - e. exclusion from the relevant examination for a period not exceeding one year;
  - f. exclusion from one or more examination periods;
  - g. exclusion from the graduation project evaluation for a period not exceeding one year;
  - h. a combination of the aforementioned measures;
  - i. a proposal submitted to the Executive Board to permanently terminate the student's enrolment in the master programme in Philosophy.
  - j. if fraud or plagiarism is established with respect to a group project, this will be imputed equally to each member of the group. The onus of proving the contrary lies with each member of the group.

## Section 5 Examinations: Content and assessment

### Article 5.1 Content of the examinations

1. Changes to the topics of the examination during the course must be within the previously announced intended learning outcomes.
2. The student may lodge an appeal against changes in the topics of the examination during a course with the Examination Board.
3. The questions and assignments of the examination will cover the topics of the course in a balanced way, with due regard to the learning objectives of the course in question.
4. The questions and assignments of an examination must be clear and unambiguous, and phrased so that the student will know how extensive and detailed the answers must be.

### Article 5.2 Assessment standards

1. Written examinations will be assessed on the basis of clear standards which are preferably incorporated into model answers.
2. In the event an examination is arranged by more than one examiner and the result of the examination is assessed by several examiners, those examiners must ensure that the assessment is based on the same standards. If necessary, the Examination Board will assign final responsibility for the examination assessment to a single examiner.

### Article 5.3 Marks

1. An examination result of 5.5 or higher will qualify as a passing mark. Marks with more than one decimal will be rounded off to one decimal, as follows: 4 or lower will be rounded down, 5 or higher will be rounded up.
2. Alphanumerical results will be given in the following cases:
  - students who are registered for an examination but who have not actually sat it will be awarded an NS (No Show);
  - students who are enrolled for a course but did not take a certain examination component will be

- awarded an NC (Not Completed) for the relevant examination component;
  - students who completed a component but did not receive a mark for it may be awarded a C (Completed);
  - students who have been granted exemption by the Examination Board will be awarded an EX (Exempted);
3. If a student has not enrolled and thus is not eligible to take an examination, any grade given for the relevant examination will be declared null and void.

## Section 6 The graduation project

### Article 6.1 The graduation project

1. The student discusses the subject of the graduation project with the intended supervisor (first examiner). After the intended supervisor has approved the subject of the graduation project, the student submits their proposal for the subject of the graduation project and the intended supervisor to the Examination Board. At the same time, the student, in agreement with the intended supervisor (first examiner), proposes an advisor (second examiner). If the Examination Board approves the subject of the graduation project and the intended examiners, the Examination Board will notify the student. The letter will also be sent to the supervisor and the advisor.
2. The student drafts the design of their graduation project. Once this draft has been approved by the supervisor (who may consult other experts), it is submitted to the advisor for approval. The advisor sends the Application Form Advisor to the supervisor and the Examination Board. Once the draft has been approved by the advisor (who may consult other experts), the student can start work on the graduation project itself.
3. The graduation project report should contain approximately 15,000 to 20,000 words.
4. Once the supervisor has approved the graduation project (report), it is submitted to the advisor for advice, at least twenty working days before the final submission date fixed by the Examination Board. (Please see Article 7.1 of these Regulations for the examination day.) In the advice formal and/or material shortcomings are discussed and suggestions for remedying these shortcomings are given.
5. The advisor sends her or his advice both to the supervisor and to the Examination Board.
6. The supervisor can ask the advisor to provide a clarification of their advice and then sends the advice to the student. The supervisor can provide the advice with additional explanation.
7. After the student has incorporated the advice in their graduation project report, the student sends the report to the supervisor and the advisor.
8. The advisor fills in an evaluation form, including her or his mark for the report and forwards the evaluation form to the supervisor. The supervisor fills in an evaluation form as well, including her or his preliminary mark for the report, and forwards both evaluation forms to the Examination Board.
9. The total preliminary mark for the graduation project consists of the average of the preliminary marks of the supervisor and the advisor, unless one of the two assessors gives an insufficient mark; in that case the insufficient mark is the final mark.
10. If the difference between the preliminary marks of the two assessors is 1,5 or more points, the Examination Board assigns a third assessor. In addition, if one of the two assessors gives an insufficient mark for the graduation project report while the other gives a sufficient mark, each of the two assessors can ask the Examination Board to assign a third assessor.
11. If the graduation project is evaluated by three assessors, the total preliminary mark consists of the average of their three marks, unless two of the three assessors have given an insufficient mark. In that case the total preliminary mark will consist of the average of the two insufficient marks.
12. In case the student has to revise the graduation project report (as meant in 6.1.7) because the

advisor has deemed the project report insufficient, this revision will be considered as a resit.

## Section 7 The exam and the distinction

### Article 7.1 The examination day

1. The Examination Board stipulates the date for the master examination. During this examination the student will defend their graduation project.
2. The master examination may only be held if the student has submitted the following items 20 working days prior to the intended date of the examination day mentioned in the previous paragraph:
  - two paper copies and a PDF copy of the approved graduation project report and the PDF copy of a 100-word summary, which are both to be filed with the university thesis repository;
  - the letter applying for the master examination.
3. After the examination, the assessors will discuss the final mark for the graduation project. The final mark is based on the total preliminary mark mentioned in Article 6.1 clause 9, plus or minus a maximum of 0.5 point that considers the student's defense of their graduation project.
4. After the examination, the supervisor will be given an opportunity to briefly address the student in question, after which the Dean of the Erasmus School of Philosophy or their deputy presents the certificate to the student. The Dean can be represented by the supervisor.
5. The supervisor writes a report of the examination that includes the final mark for the graduation project and forwards the report to the Examination Board.

### Article 7.2 The distinction

1. One single distinction may be mentioned on the statement of the results of the master examination: 'with honours' ('Cum Laude').
2. This distinction is conferred if:
  - a. the weighted average of the final marks for the courses of the master programme is 8.25 or higher and the final mark for none of these courses is lower than 7.0;
  - b. the mark for the graduation project is 8,25 or higher;
  - c. the granted exemptions (please see Article 5.10 of the Course and Examination Regulations) do not exceed 20% of the overall course load of 60 EC;
  - d. the student has not been the subject of a sanction due to fraud or plagiarism.
3. The Examination Board can confer the distinction to students who have not fulfilled the criteria mentioned under clause 2 on special grounds.

### Article 7.3 Free curriculum

A student may themselves compile a research master curriculum programme leading up to a final examination. When necessary, the University Board determines which Examination Board will be charged with the authority to judge on this matter (WHW 7.3h).

## Section 8 Transitional and final provisions

### Article 8.1 Special clause

In cases where these regulations do not provide for, unambiguously, or that manifestly have an unreasonable outcome, a decision will be taken by the Examination Board.

### Article 8.2 Amendments

1. Amendments to these Regulations will be laid down by the Examination Board.
2. Amendments to these regulations have no effect in the ongoing academic year unless such amendments will not unreasonably prejudice the interests of students.
3. No amendment may disadvantage a student by influencing a decision that was already taken previously in accordance these Regulations.
4. The provisions of Article 8.1 also apply to questions that might arise from differences between the current Regulations and previous versions.

### Article 8.3 Publication

The Examination Board is responsible for the publication of these Regulations, as well as for any amendments.

### Article 8.4 Effective date

These Regulations will come into effect on 1 September 2023.