

# Rules and Guidelines of the Examination Board for the Master Societal Transitions 2024-2025

## Section 1 General provisions

### Article 1.1 Applicability of the Regulations

These regulations apply to the 2024-2025 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.

### **Article 2.3 Language of the examination**

1. The language of the examination is English. For exceptions see OER article 3.3.3.
2. For the use of any other language than English in any form of examination other than mentioned in OER article 3.3.3, the student must submit a request to the Examination Board.

### **Article 2.4 Complaints about implementing the role of examiner**

1. Complaints about the implementation of the role of examiner can be filed with the Examination Board.
2. When the substance of the complaint is such that another board has competency, the Examination Board will forward the complaint while notifying the complainant.
3. The complaint is handled in conformity with article 7.12b, section 4 WHW and chapter 9 of the Awb.

### **Article 2.5 Declaring exams invalid**

Before, during or after an exam, the Examination Board can determine that the exam must be carried out (anew) in another way or at another time. This can happen in case of verified or plausible suspicions of irregularities such as:

- large scale or organised fraud making the exam results unreliable, while it cannot (as yet) be established which individual students are involved;
- a technical failure, in case of digital examination, which renders exam results unreliable.

In case of such irregularities, the Examination Board can determine that for the results of an exam which has already been (partly or wholly) finalized, are insufficiently reliable and must therefore be declared invalid. This can also apply when at any time it appears that the exam itself, or the organisation and procedures around the examination, fall short of the requirements imposed by the Examination Protocol, or any other binding rules and regulations.

## Section 3 Discipline during lectures and examinations

### **Article 3.1 Disciplinary rules for examinations**

The Order Rules for written exams of the EUR are an integral part of these Rules & Guidelines and can be found on the EUR website.

## 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 (including, books, syllabi, personal paper, notes written on skin or on fabric, calculators that can be programmed, mobile telephones and smartphones), the use or having within reach 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 or any other unequivocal typographical means, 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, unless specifically instructed by 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. In addition to the general obligation to provide clear and relevant source references, students are under a special obligation to be completely transparent at all times with respect to re-using their own work and they can be held explicitly accountable on this point.
  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 or ghostwriting is established after an individual or group project, assignment or graduation report has been submitted, or if there are grave suspicions of plagiarism or ghostwriting (e.g. based on the Turnitin 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.
7. In addition to the sanctions mentioned in article 4.2.6, and depending on the severity of the fraud (including repeated cases of fraud), the Examination Board can submit a proposal to the Executive Board to permanently terminate the student's enrolment in the relevant bachelor programme
8. 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.
9. If a student who is enrolled in another programme of another EUR faculty is taking ESPhil courses and a fraud sanction is imposed in an examination for such a course, the examination board of the other faculty at which the student is enrolled is informed of this sanction, and vice versa.

## 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 with the Examination Board 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. They are phrased in such a way 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. Each student is assessed individually. Collective parts of the examination may not constitute more than 40% of the exam.
3. The assessment is done in such a way that it can be ascertained, by the student and the Examination Board,

how the individual assessment and the result have been arrived at..

4. 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. Determination of a final mark in an exam consisting of several sub-exams takes into account the following:
  - a) the result of each partial exam is determined as a number with one decimal, on a scale of 1,0 to 10,0
  - b) each partial exam is attributed a relative weight; these weights are mentioned in the course syllabus
  - c) the final mark is the weighted average of the results for the partial exams. When rounding off this weighted average to a number with one decimal, a 5 or higher is rounded off upwards, and a 4 or lower is rounded off downwards (e.g. a 5,44 becomes 5,4; a 5,45 becomes 5,5)
  - d) when an exam consists of a number of partial exams, a student who is allowed to take the exam is allowed to take all partial exams. If the student has participated in at least one partial exam but not all partial exams, the final exam result is established by calculating a weighted average as if the partial exams not taken had the result of 1,0.

If the student has not taken any of the partial exams, no result for the exam is established.

3. 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 an exemption by the Examination Board will be awarded an EX (Exempted);
4. 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.

#### Article 5.4 Resits

1. Written exams cannot have oral resits without permission from the Examination Board.
2. In case an exam consists of multiple parts for which marks are given, a resit opportunity must be offered for at the least the two largest parts. For parts that count for 20% or less in the final grade, no resit needs to be offered.

The resit must be specified in the course description on Canvas.
4. A partial resit for which the mark counts for less than 40% in the final grade, does not count regarding the maximum number of resits allowed.
5. Any part of an exam which counts for less than 40% in the final grade and for which a sufficient mark has been awarded, cannot be resat.

## 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. After the

intended supervisor has approved the subject of the graduation project, the student submits his proposal for the subject of the graduation project and the intended supervisor to the Examination Board. At the same time, the supervisor 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. This notice will also be sent to the supervisor and the advisor.

Appointments as examiner or advisor are reversed only in exceptional cases

2. The graduation project contains two partial exams: an intervention (group product, 40% of the final grade) and an action research report (individual product, 60% of the final grade).
3. The intervention consists of a (group) presentation and a (group) publication of 1000-2000 words.
4. The action research report (individual) contains around 10.000 words.
5. Both partial exams (the group intervention and the individual action research report) are assessed separately, and by both supervisor and advisor, who each fill out an assessment form for each partial exam, including a provisional mark for both, and send these to the Examination Board. The mark for each partial exam is the average of the marks given by supervisor and advisor.
6. In case one of the two assessors gives an insufficient mark for a partial exam, the insufficient mark is the final mark for that product. Each of the two examiners can ask the Examination Board to assign a third assessor. In case the difference between the marks of the two examiners for the individual action research report is 1,5 points or more, the Examination Board assigns a third assessor. In the case of three examiners, the final mark is the average of the three marks, unless two of the three examiners have given an insufficient mark; in that case the final mark is the average of the two insufficient marks.
7. The final mark for the graduation project is the weighted average of the marks given for the partial exams.
8. If all students within a project group/transition team fail the final group intervention assignment, a revised and improved exam product can be submitted by the project group/transition team to meet the requirements of the original assignment. If an individual student within a project group/transition team fails the final group assignment, a new and original examproduct must be submitted by the student to meet the requirements of the original assignment.
9. If a student fails the individual final assignment (Action Research Report) and decides to do a resit of the assignment, a revised and improved exam product can be submitted to meet the requirements of the original assignment.

## Section 7 The exam and the distinction

### **Article 7.1 Certificates and declarations**

1. After all parts of the final examination have been passed, the head of Student Administration determines the result of the final examination on behalf of the examination board, taking into account:
  - a. the Teaching and Examination Regulations of the programme;
  - b. The R&R of the examination board for the programme.
2. As proof that the final examination has been passed, a certificate shall be issued by the examination board, after the Executive Board or the officer mandated to do so has certified that the procedural requirements for issuing the certificate have been met.
3. One certificate is awarded per programme, even if a student completes more than one sub-programme, track or specialisation within that programme.
4. The procedure for applying for the certificate can be found on my.eur.
5. The list of marks forming part of the certificate shall list the components which make up the final examination.
6. To accompany the certificate, the examination board will provide a diploma supplement in English

that complies with the agreed standard format in Europe.

7. The certificate, list of marks and diploma supplement will be signed by the chair of the examination board.
8. The certificate, list of marks and diploma supplement are issued by [...].

A student who has passed more than one interim examination and to whom no certificate can be awarded, may request that the examination board issue a declaration listing the interim examinations that the student has passed.

#### 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 with 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

This (amended) version of the Regulations will come into effect on 14 January 2025.