

2013-2014 Rules and Regulations

Adopted by the Examining Boards of the Joint Degree BSc Tourism (NHTV/WU)

CONTEXT - WHW (Higher Education and Research Act)

According to Article 7.13 of the WHW (Higher Education and Research Act), an Examining Board establishes rules concerning the implementation of the duties and competencies referred to in Article 7.12 clause 1 sub a, b and d of the WHW and Article 7.12 clause 2, and about the measures that the Examining Board can take in this regard. These rules must be compatible with the established Education and Examination Regulations and the testing policy.

This concerns the following duties and competencies:

- Establishing regulations and guidelines within the framework of the Education and Examination Regulations to assess and record the results of interim examinations and final evaluations, including rules about the corresponding tasks and competencies and the measures the Examining Board can take in this regard;
- Establishing rules about the tasks and competencies to assure the quality of the interim examinations and final evaluations, and the measures that the Examining Board can take in this regard;
- Establishing rules about tasks and competencies when granting exemptions for one or more interim examinations, and the measures that the Examining Board can take in this regard;
- Establishing rules about the tasks and competencies concerning the detection of fraud committed by students, and the measures that the Examining Board can take in this regard;

In addition, the Examining Board can, under conditions that it specifies, decide that not every interim examination must be passed in order to pass the final evaluation.

DEFINITIONS

For the purposes of these Rules and Regulations, the subsequent terms are defined as follows:

Examining Board, the Examining Board as referred to in Article 7.12 WHW. The body that, in an objective and expert fashion, determines whether students comply with the conditions in the Education and Examination Regulations with respect to the knowledge, understanding and skills that are necessary for obtaining a degree.

Education and Examination Regulations (EER), the Education and Examination Regulations, as referred to in Article 7.13 WHW; Wageningen University has one set of Education and Examination Regulations for the Bachelor's degree programmes and one set for the Master's degree programmes.

Interim examination, an interim examination as referred to in Article 7.10 clause 1 WHW. An examination of the knowledge, understanding and skills of the student, as well as the assessment of the results of that examination. An interim examination may be administered in various forms, for example a written examination, an oral exam, a practical, a paper, a presentation or a combination of these forms.

Partial interim examination, a component of an interim examination. The provisions in these Rules and Regulations that apply to interim examinations also apply accordingly to partial interim examinations, unless explicitly stated otherwise.

Final evaluation, The final evaluation of the degree programme as referred to in Article 7.3 clause 3 WHW.

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Article 1 Granting examination competencies/appointing examiners

Examiners are appointed to administer interim examinations and determine the results of these examinations.

Article 2 Interim examinations and the testing method

1. The WU Study Handbook (which is a component of the Education and Examination Regulations) and the course outlines specify which interim examinations and partial examinations are linked to a subject and how the interim examinations will be given.
2. The examiner is responsible for making sure that the students understand the requirements for the interim examinations. These requirements are listed in general terms in the WU study handbook and in greater detail in the course guide. The questions and assignments on the interim examination must be clear and should cover all the learning outcomes as evenly as possible.
3. The Examining Board is authorised, at the request of the student, to grant permission to take an interim examination in a different fashion than described in the WU study handbook.
4. The term of validity of the interim examinations is specified in the Education and Examination Regulations. The Examining Board is authorised to extend this term of validity.

Article 3 Registering for subjects, interim examination and final evaluations; failure to take interim examinations

1. Registration for third year courses is mandatory.
2. Registration for third year courses may be done up until the relevant period date specified in the WU Study Handbook.
3. Registration for a third year course also involves the student registering to sit the next exam.
4. In the first year of the programme, the student is registered to sit first year exams. In the second year of the programme, the student is registered to sit second year exams.
5. A particular exam may be sat for without having had followed the course. Registration for such an exam is required. Registration may be done up until the relevant period date specified in the WU Study Handbook or in the NHTV Osiris student progress monitoring system.
6. Should a candidate wish not to sit for a third year exam even though he or she is enrolled for same, he or she may request the examiner to be dismissed. This may be done up until the exam begins. Such dismissal will be marked with the notation 'A.V.' ("dismissed by request"). An examination for which a candidate did not request to be dismissed and did not present him- or herself will be marked 'N.V.' ("did not appear").

Article 4 Regulations about the course of affairs during and related to interim examinations

1. The duration of an interim examination is announced in advance on internet.
2. The examiner is responsible for keeping order during the interim examination.
3. To participate in an interim examination, students must be present on time. Students who are not present on time are not permitted to take the examination.
4. While sitting an examination, students must be able to show valid proof of registration along with a legal ID.
5. Students are required to follow the instructions of the Examining Board and/or the examiner that are published before the interim examination is given, and the instructions that are given during the examination itself.
6. If students do not comply with the provisions in clauses 4 and 5 above, the Examining Board is authorised to exclude them from further participation in the corresponding interim examination.
7. The exclusion referred to in clause 6 above can be imposed only if the Examining Board gives both the student and the examiner the opportunity for a hearing. This exclusion is in force for a maximum of one year after the irregularity has been ascertained.

Article 5 Specific provisions about written interim examinations

1. During an examination, students can only have the following items on their desks: proof of registration and a legal ID, the assignments, paper for writing the assignments, writing instruments and a ruler. With permission of the examiner, the following items are also allowed: a calculator, literature, other study materials and other personal possessions, exclusively for personal use.
2. If students are permitted to consult handbooks, legislation or other sources during an interim examination, these documents must not contain notes, unless this is explicitly permitted by the examiner or the invigilator.

3. The permitted use of handbooks, legislation or other sources during the interim examination is announced beforehand in writing or digitally and is also announced on the examination form. The use of simple translation dictionaries, if free of notes and note papers, is permitted. Students are obligated to show any materials they have in their possession to the examiner or invigilator, and to relinquish these materials if asked to do so.

Article 6 Subject assessment

1. A subject is considered passed if one of the following conditions is satisfied: the mark for the subject is at least 6 (after rounding), a Satisfactory Testimonial is awarded for the subject or an exemption is granted for the subject.
2. Exam evaluations are expressed in terms of whole numbers 1, 2, 3, 4 and 5 (fail) and real numbers 6, 6.5, 7, 7.5, 8, 8.5, 9, 9.5 and 10 (pass).
3. Course part results are registered by the examiner in his or her own records. Course part results are expressed in terms of those numbers listed in paragraph 2. The study handbook and course outline explain how interim examinations determine the final mark.

Article 7 Regulations and guidelines to assess interim examinations and determine the result

1. The Examining Board can provide the examiners with regulations and guidelines concerning the assessment of interim examinations. These regulations primarily concern the quality assurance of interim examinations and final evaluations, partly in the light of the knowledge, understanding and skills that are required for obtaining a degree.
2. An examination is evaluated according to established and published evaluation criteria. In the event one exam is evaluated by several examiners (e.g. due to a large number of candidates), the Examining Board shall ensure that the examiners evaluate the exam on the basis of the same established standards.

Article 8 Fraud and misconduct: prohibitions

The following prohibitions apply to students:

- a. to take an interim examination without being entitled to do so.
- b. during the interim examination, to possess and/or refer to books, syllabuses, notes or other documents which are not explicitly permitted in Article 8 above.
- c. during the interim examination, to look at the work of other students, or to exchange information with them, in any manner whatsoever, inside or outside the examination room.
- d. during the interim examination, to impersonate someone else.
- e. during the interim examination, to allow someone to impersonate them.
- f. to switch the distributed question forms and/or answer forms or to exchange them with others.
- g. before the date or time on which the interim examination is taken, to be in the possession of the questions or assignments on the corresponding interim examination.
- h. to commit any form of plagiarism, defined here as copying a passage longer than a few sentences, literally or in translation, without indicating that this has been quoted by means of quotation marks or other clear typography, for a paper, thesis or any other form of text that is part of a subject or other educational component and without correct sourcing.
- i. during the interim examination, to have calculators, computers, mobile phones or apparatus with comparable functions, unless this is been explicitly permitted in advance by the examiner.
- j. prevent, partially or entirely, the correct assessment of their knowledge, insight and/or skills by means of deceptive action or omission.

Article 9 Fraud and misconduct: sanctions and procedure

1. Students who violate the provisions in or pursuant to the previous article or provide the opportunity to act in violation thereof are guilty of fraud. With respect to all interim examinations, students who are deceptive by action or omission and thus prevent, partially or entirely, a correct assessment of their knowledge, are guilty of fraud.
2. If fraud is detected during or with respect to an interim examination, or if there is serious suspicion of fraud, then the examiner or the invigilator immediately informs the student concerned and makes a note on the work that is submitted by the student. In addition, the examiner or invigilator confiscates any evidence of fraud. The student can continue with his or her interim examination.

3. As soon as possible after the interim examination during which fraud was detected, or, if the examiner or invigilator is unable to immediately ascertain whether fraud has actually been committed, as soon as possible after the fraud has been ascertained, the examiner or invigilator will make a written report about the fraud. If the student concerned has refused to relinquish possible evidence, then this is noted in the report. The examiner submits this report to the Examining Board and can propose sanctions. The Examining Board gives the student the opportunity to submit written commentary on the report.
4. Depending on the severity of the fraud, including repeated fraud, the chair of the Examining Board can impose the following sanctions:
 - a. reprimand;
 - b. the decision that no result will be determined for the corresponding interim examination;
 - c. exclusion from the corresponding interim examination for no more than one year;
 - d. exclusion from the final evaluation for no more than one year;
 - e. exclusion from one or more interim examination periods and exclusion from practicals, theses and internships during one or more terms;
 - f. during a period of no more than one year, the sanctioned individual is not permitted to submit one or more papers;
 - g. a combination of the above measures;
5. If the Examining Board believes that serious fraud has been committed, it may propose termination of the enrolment of the student concerned. If proposed by the Examining Board, the Executive Board is authorised to terminate the enrolment of the student concerned.
6. The Examining Board informs the student(s) in writing about the sanction(s) that have been imposed.

Article 10 Use of plagiarism scanners

When reviewing dissertations, examiners may make use of plagiarism scanners. Examiners may require students to hand in their work (e.g. assignments, essays etc.) via the plagiarism scanner.

Article 11 Retention period for interim examinations and examination assignments

1. The examiner retains the interim examination assignments, the solution keys, the testing plan and the course guide for a period of six years from the date of the interim examination.
2. The examiner retains the completed examinations for a period of two years from the date of the examination.

Article 12 Assessment and determination of Bachelor's final evaluation

1. The Bachelor's degree programmes is completed successfully when all required subjects have been passed.
2. If one of the interim examinations belonging to the BSc1 component is assessed with a mark of 5 (unsatisfactory) within the first year of enrolment in the Bachelor's programme, and the other interim examinations in this BSc1 component during the same time period were passed, along with the examinations in the BSc2 and BSc3 components, then the student has also passed the Bachelor's final evaluation.
3. The Examining Board determines the results of the final evaluation when all interim examinations have been completed.

Article 13 Degree certificates

1. As proof that the Bachelor's final evaluation has been passed, the Examining Board awards a degree certificate. The degree certificate is signed by the secretary and by one of the other members of the Examining Board.
2. The degree certificate indicates the study programme, the degree, the major and/or specialisation and the minor.
3. On the diploma supplement, the subjects that are part of the final evaluation are listed with the corresponding credits. Furthermore, subjects that are not part of the final evaluation (extra subjects) are listed for which the examinee has requested – before the determination of the final evaluation – to take the corresponding interim examinations, provided that these have been passed.
4. If the final evaluation indicates that the student has shown exceptional competence, this can be reported on the degree certificate with the designation 'with distinction'. The Examining Board is authorised to allocate the designation 'with distinction'.

Article 14 The designation 'with distinction'

1. The Examining Board allocates the designation 'with distinction' if the following conditions have been met:
 - a. all interim examinations for subjects that are part of the final evaluation have been passed,
 - b. the weighted average of all interim examinations, excluding the Bachelor's thesis, is at least 8.0,
 - c. the mark for the Bachelor's thesis is at least 8.0.
2. The designation 'with distinction' is based on assessments obtained at WU or other universities. Students who receive partial or complete exemptions based on a different type of prior education do not qualify for the designation 'with distinction', unless the Examining Board decides otherwise. This also applies to exemptions for the internship. Exemptions that are based on transfers between programmes within WU do not affect the 'with distinction' designation.
3. 'With distinction' does not cover the mark received for an extra course.
4. The rules for the designation 'with distinction' apply without exception to the flexible programmes.
5. The Examining Board is authorised to deviate from the regulations in the award of the 'with distinction' designation. Should a student be found to have committed a fraud, this designation will not be awarded.

Article 15 Approval of flexible programme

1. The Examining Board decides on a request for permission to follow a flexible programme, basing its decision on whether the flexible programme is compatible with the domain of a degree programme, is coherent and complies with the learning outcomes of the degree programme.
2. On the degree certificate it is stated that a flexible programme has been completed, and the name of the regular degree programme is shown.

Article 16 Date of enactment

These regulations go into effect on 1 September 2013.

Thus adopted by the Examining Boards for the Joint Degree Tourism of NHTV and Wageningen University.