

2013-2014 Rules and Regulations Examining Boards Wageningen University

Adopted by the Examining Boards of Wageningen University

The Examining Boards of Wageningen University have aligned and coordinated their Rules and Regulations. These Rules and Regulations have been adopted for the academic year 2013–2014

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.

The Bachelor's degree programmes:

- Agrotechnologie (Biosystems Engineering) (BAT)
- Bedrijfs- en consumentenwetenschappen (Management, Economics and Consumer Studies) (BBC)
- Biologie (Biology) (BBI)
- Biotechnologie (Biotechnology) (BBT)
- Bodem, Water, Atmosfeer (Soil, Water, Atmosphere) (BBW)
- Bos- en natuurbeheer (Forest and Nature Management) (BBN)
- Dierwetenschappen (Animal Sciences) (BDW)
- Economie en beleid (Economics and Policy) (BEB)
- Gezondheid en maatschappij (Public Health and Society) (BGM)
- Internationaal land- en waterbeheer (International Land and Water Management) (BIL)
- Internationale ontwikkelingsstudies (International Development Studies) (BIN)
- Landschapsarchitectuur en ruimtelijke planning (Landscape Architecture and Planning) (BLP)
- Levensmiddelentechnologie (Food Technology) (BLT)
- Milieuwetenschappen (Environmental Sciences) (BMW)
- Moleculaire Levenswetenschappen (Molecular Life Sciences) (BML)
- Plantenwetenschappen (Plant Sciences) (BPW)
- Toegepaste communicatiewetenschap (Applied Communication Science) (BTC)
- Voeding en gezondheid (Nutrition and Health) (BVG)

The Master's degree programmes:

- Biosystems Engineering (MAB)
- Animal Sciences (MAS)
- Applied Communication Science (MCS)
- Aquaculture and Marine Resource Management (MAM)
- Bioinformatics (MBF)
- Biology (MBI)
- Biotechnology (MBT)
- Climate Studies (MCL)
- Development and Rural Innovation (MDR)

- Environmental Sciences (MES)
- Earth and Environment (MEE)
- Food Quality Management (MFQ)
- Food Safety (MFS)
- Food Technology (MFT)
- Forest and Nature Conservation (MFN)
- Geo-Information Science (MGI)
- Hydrology and Water Quality
- International Development Studies (MID)
- International Land and Water Management (MIL)
- Landscape Architecture and Planning (MLP)
- Leisure, Tourism and Environment (MLE)
- Management, Economics and Consumer Studies (MME)
- Meteorology and Air Quality
- Molecular Life Sciences (MML)
- Nutrition and Health (MNH)
- Organic Agriculture (MOA)
- Plant Biotechnology (MPB)
- Plant Sciences (MPS)
- Urban Environmental Management MUE)

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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: 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.

Article 1 The Examining Board

1. The university administration appoints an Examining Board for each degree programme or group of programmes.
2. The Examining Board performs all duties with which it is charged by or pursuant to the WHW or the regulations of the university
3. The university administration establishes the Examining Board and appoints its members based on their expertise in the field of the corresponding degree programme or group of programmes.
4. The Executive Board appoints the members for a predetermined period. The members can be reappointed.
5. The university administration ensures that the independent and expert operation of the Examining Board is adequately safeguarded.

Article 2 The meetings of the Examining Board

1. The meetings of the Examining Board are closed to the public.
2. The Examining Board can decide to mandate its rightful competencies to the chair and/or secretary to the extent this is not in conflict with the Act (WHW) or these regulations.
3. The Examining Board can acquire advice from staff of the degree programme, such as study advisers.
4. All decisions made by the Examining Board are recorded in writing and, if applicable, are included in the student's file.

Article 3 Granting examination competencies/appointing examiners

1. Examiners are appointed to administer interim examinations and determine the results of these examinations. The Examining Boards provide regulations to the chair holders regarding the nomination of examiners.
2. The following criteria are applied:

For course subjects:

- Basic Qualification for Education (BKO), or other demonstrable experience in education, and
- Involvement with the subject as primary contact person or lecturer

For other course components (theses and internships):

- PhD in, or demonstrable experience with, the subject, or membership in a graduate school.

The following requirements are set for thesis assessment:

- The thesis is assessed by the examiner and other individuals, for example the supervisor
- For each chair group, where possible, the same individual is appointed as examiner for all theses to ensure that the theses are assessed in a similar fashion.

Article 4 Interim examinations and the testing method

1. The Study Handbook (which is a component of the Education and Examination Regulations) specifies 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 study handbook and in greater detail in the course guide. The definitive subject matter for the interim examination is announced no later than the start of the period.
3. The questions and assignments on the interim examination must be clear and should cover all the learning outcomes as evenly as possible.
4. 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 study handbook.
5. 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. For partial examinations, the provisions in clause 6 of this article apply.
6. The results of the partial interim examinations for a subject are valid for a period of one year, calculated from the beginning of the period when the student registered for the subject, unless stated otherwise in the testing plan.

Article 5 Registering for subjects, interim examination and final evaluations; failure to take interim examinations

1. Registration for subjects is mandatory. This registration includes registration for the subsequent interim examination. This registration takes place online via SSC: <http://ssc.wur.nl>.
2. Students can register for subjects up to the date in the corresponding period that is listed in the Study Handbook (agenda academic year).
3. It is possible to take an interim examination without having taken the corresponding subject. In this case, registration for the examination is also mandatory. This registration can take place up to the date in the corresponding period that is listed in the Study Handbook (agenda academic year).
4. Students who do not register on time for an interim examination are not permitted to take the examination.
5. If an examination candidate decides not to take an interim examination, but has registered for the examination, then he or she can request the examiner to cancel the registration. This is possible until the moment that the interim examination actually begins. This cancellation is reported with the designation 'A.V.' (cancelled on request). If a candidate does not appear at the interim examination, but has not requested cancellation of his or her registration, then he or she will be given the assessment 'N.V.' (did not appear).
6. Examination candidates who have been given the assessment 'N.V.' for an interim examination are excluded from the next opportunity for that exam, unless they can make an acceptable appeal based on force majeure or personal circumstances, and submit this request to the examiner no later than two weeks after the interim examination.
7. An 'N.V.' is considered to be an earned result. If an 'N.V.' is given, any previous mark becomes void. An 'A.V.' is not considered to be a result. Any previous mark on the interim examination retains its validity.

Article 6 Regulations about the course of affairs during and related to interim examinations

1. The duration of an interim examination is announced in advance on the agenda (*roosterboekje*), which is available online.
2. The examiner is responsible for keeping order during the interim examination.
3. A staff member who is an expert in the field should be contactable by phone during every exam.

4. 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, unless the examiner (or his/her replacement) decides otherwise.
5. While sitting an examination, students must be able to show valid proof of registration along with a WUR-card or legal ID (passport, ID or driver's licence).
6. 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.
7. If students do not comply with the provisions in clauses 5 and 6 above, the Examining Board is authorised to exclude them from further participation in the corresponding interim examination.
8. The exclusion referred to in clause 7 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.
9. Oral examinations are public unless the Examining Board or the Examiner has decided otherwise in an exceptional case or if the student has objected to a public examination. With the aim of maintaining order, or at the request of the student, the examiner can decide to not hold the oral examination in public.

Article 7 Specific provisions about written interim examinations

1. During an examination, students can only have the following items on their desks: proof of registration, a WUR-card or 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.
4. 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 8 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. The final mark for the subject must be based partially or entirely on an assessment that has taken place under the direct supervision of an examiner.
3. The assessments of interim examinations are expressed as a mark from 1 to 10 points. Marks lower than 6 are rounded to whole points. Marks greater than or equal to 6 are rounded to half points.
4. The results for partial interim examinations for a subject are recorded by the examiner in his/her own administration; these results do not have to be rounded. The Study Handbook and the course guide specify how the partial interim examinations are combined to determine the final mark for the subject.

Article 9 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. In cases where the same interim examination is assessed by multiple examiners (for example due to a large number of candidates), the corresponding Examining Board will ensure that the examiners conduct their assessments in accordance with the assessment plan. If necessary, the Examining Board will appoint a chief examiner.

Article 10 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 11 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. When reviewing papers, the examiners can use plagiarism scanners. Examiners should require students to submit their work (assignments, essays, etc.) via the plagiarism scanner as much as possible.
3. 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.
4. 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.
5. 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;
 - h. in the context of group education, if the Examining Board ascertains group fraud, then the sanctions referred to in a. – f. above can be applied to all participants in the group that has committed fraud.

6. 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.
7. The Examining Board informs the student(s) in writing about the sanction(s) that have been imposed.

Article 12 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 two 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.
3. The examiner ensures that theses (Bachelor's and Master's) are retained together with the accompanying signed assessment forms and, if applicable, the accompanying materials, for a period of at least seven years from the date of the final assessment. For Master's theses, this is done by uploading the thesis into the Thesis Online depot of the central library of Wageningen University. The examiner is responsible to archive Bachelor's theses himself; this is also possible in the Thesis Online depot.

Article 13 Assessment and determination of Bachelor's and Master's final evaluation

1. The Bachelor's and Master's degree programmes are 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. An 'N.V.' does not count for the provision referred to in clause 2 of this article. However, if the student has earned an 'A.V.', then a previously earned mark of 5 does count for the provision referred to in clause 2 of this article.
4. The corresponding Examining Board determines the results of the final evaluation when all interim examinations have been completed.

Article 14 Degree certificates

1. As proof that the Bachelor's and Master'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.

Article 15 The designation 'with distinction'

1. 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'.
2. 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.
3. The Examining Board allocates the designation 'with distinction' to the final Master's evaluation if the following conditions have been met:
 - a. the weighted average of all marks, excluding the marks for the Master's thesis and Master's internship or second Master's thesis, is at least 8.0,
 - b. the mark for the Master's thesis in the primary field of study is at least 9.0,
 - c. the Master's internship or second Master's thesis, and additional Master's theses or Master's internships (if any), are assessed with a mark of at least 8.0.

4. 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.
4. Marks received for extra subjects are not taken into account when awarding the 'with distinction' designation.
5. The rules for the designation 'with distinction' apply without exception to the flexible programmes.
6. The Examining Board has the authority to deviate from the rules for awarding the designation 'with distinction'.

Article 16 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. Additional information on the requirements for a flexible programme can be found in the regulation 'Flexible Bachelor's and Master's programmes Wageningen University'.
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 17 Quality assurance

1. To assure the quality of interim examinations and final evaluations, the Examining Board has compiled a testing policy. This testing policy includes the following:
 - a. How students are tested regarding their compliance with the final qualifications
 - b. The procedures for testing individual educational components
 - c. The monitoring of this testing by the examiners and the Examining Board.
2. The Examining Board ensures compliance with the testing policy and can provide examiners with guidelines regarding the interim examination process.
3. Important instruments/indicators for quality assurance are the following:
 - a. the testing plans of the degree programmes, which specify how the final qualifications are tested.
 - b. evaluating the quality of testing, together with the examiners, preferably based on a testing plan and assessment criteria per subject
 - c. the opinions of students about the quality of testing and assessment, obtained by means of course evaluations and other methods
 - d. assessment plan reviews by peers as a part of peer reviews of the subjects
 - e. the quality of thesis assessments
 - f. consultation with the Programme Director.

Article 18 Date of enactment

These regulations go into effect on 1 September 2013.

Thus adopted by the Examining Boards for Life Sciences, Social Sciences, Environment & Landscape, and Nutrition & Technology of Wageningen University.