1. General provisions

Article 1.1 – Applicability of the Rules and Guidelines
These Rules and Guidelines (as referred to in Section 7.12b paragraph 3 of the Dutch Higher Education and Research Act (Wet op het hoger onderwijs en wetenschappelijk onderzoek, WHW) apply to the interim and final examinations in the Bachelor's programmes:

Aardwetenschappen; Beta-Gamma; Bio-Exact; Biologie; Biomedische Wetenschappen; Future Planet Studies; Informatica;

and the Master's programmes:

Artificial Intelligence; Astronomy and Astrophysics; Biological Sciences; Biomedical Sciences; Brain and Cognitive Sciences; Chemistry; Computational Science; Earth Sciences; Forensic Science; Information Studies;

hereinafter referred to as: the programme(s). These Rules and Guidelines apply to any person enrolled in one of these programmes in the academic year indicated, regardless of the date on which he or she commenced the programme.

These Rules and Guidelines are not applicable for the Master’s programme Logic. For this Master’s programme there is a separate document with the name ‘Rules and Guidelines of the Examinations Board M.Sc. Logic’.

Disclaimer: This translation is provided for information purposes only. In the event of a difference of interpretation, the original Dutch version of this document is binding.
Article 1.2 - Definitions
The terms defined in the Teaching and Examination Regulations (Onderwijs- en Examenregeling, OER) also apply to these Rules and Guidelines. In these Rules and Guidelines, the following terms shall have the following meanings:

a. The Act: the Dutch Higher Education and Research Act (Wet op het hoger onderwijs en wetenschappelijk onderzoek, WHW);
b. Examinations Board: the Examinations Board of one or more study programmes of the faculty, within the meaning of Section 7.12 of the Act;
c. Examiner: the person appointed by the Examinations Board for the purpose of holding examinations and determining their results, within the meaning of Section 7.12c of the Act;
d. Invigilator: the person appointed by an examiner to be present on his or her behalf (and if possible with him or her) during an examination. The examiner must ensure that the invigilator will not experience any conflicts of interests by performing his or her tasks as an invigilator;
e. Examination: an assessment of the student’s knowledge, understanding and skills relating to a component. The examination can be held in either written or oral form. The assessment is expressed in terms of a final mark. Educational activities such as a presentation do not fall within the scope of the definition of an oral examination but a partial grade can be awarded for a presentation. An examination may consist of one or more partial interim or other examinations. A resit always covers the same material as the original examination.

The other terms have the meanings ascribed to them in the Act.

Article 1.3 - Principles
In making decisions, the Examinations Board or examiner shall be guided by the following principles, and in cases of conflict shall weigh the interest of one principle against that of the other:

a. to uphold the quality and selection requirements of interim and final examinations;
b. the efficacy of requirements as manifested in, among other things, efforts to minimise delays for students;
c. to show clemency towards students whose study progress is in danger of being delayed due to circumstances beyond their control.

2. The Examinations Board

Article 2.1 – Composition of the Examinations Board
The Examinations Board shall consist of at least a chairperson and a vice-chairperson.

Article 2.2 - Duties of the Examinations Board
The duties and powers of the Examinations Board are regulated in the Act. These include determining the rules for the execution of duties and powers and taking measures with regard to:

• determining objectively and professionally whether a student satisfies the requirements laid down in the OER with regard to the knowledge, understanding and skills required to obtain a degree;
• ensuring the quality of interim and final examinations;
• establishing guidelines and instructions within the framework of the OER as the basis for marking and awarding results in interim and final examinations;
• granting exemptions from one or more interim or other examinations;
• taking measures in the event of fraud;
• appointing examiners to conduct interim or other examinations and determine their results;
• issuing the degree certificate, with the diploma supplement attached, as proof that the final examination has successfully been passed;
• granting a student permission to take a set of electives, the examination for which will lead to the awarding of a degree;
• issuing a certificate of passed interim or other examinations to students who have passed more than one interim or other examination but for whom a degree certificate cannot be issued;
• granting students admission to a Master’s programme, in correspondence with the framework drawn upon in the OER;
• drawing up an annual plan and annual report on its activities.

Article 2.3 – Requests to the Examinations Board
1. Petitions and complaints must in any case be accompanied by the grounds for the request or a description of the complaint and the date.
2. Any request to deviate from the curriculum must be submitted in writing, stating reasons, to the Examination Board not later than eight weeks before the commencement date of the component for which the replacement is being requested. Such a petition will in any case be refused if the level and scope of the proposed replacement component(s) is/are not at least equal to those of the component to be replaced.
3. The Examinations Board shall take a decision within four weeks of receiving a written request at the latest (except in the academic holidays).

Article 2.4 – Frequency of meetings of the Examinations Board
1. The Examinations Board shall normally meet twice annually or if deemed necessary by its chairperson.
2. The agenda and minutes will be adopted by the chairperson in consultation with the members.
3. This meeting is closed to the public.

Article 2.5 - Decision-making
1. Advisers may be consulted at the invitation of the Examinations Board. These advisers may attend all or part of the meetings as guests.
2. In the event of a request or complaint involving a member of the Examinations Board, the matter will be discussed in that member's absence.
3. The Examinations Board shall make decisions by a majority of votes present; in cases where the votes are tied, the chairperson shall have the casting vote.

3. Examiners

Article 3.1 - Examiners
1. The Examinations Board shall appoint examiners on an annual basis to conduct interim and other examinations and determine their results.
2. The Examinations Board is entitled to appoint experts from outside the institution as examiners.
3. The examiners shall furnish the Examinations Board with any information requested.

4. Interim and other examinations

Article 4.1 – Dates and times of interim or other examinations
1. Written (interim) examinations shall be conducted on dates and times that shall be determined and made known to students at least 30 days before the commencement of the teaching concerned.
2. Oral or individual written (interim) examinations shall be conducted at dates and times to be determined by the examiner(s), where possible following consultation with the student.
3. In determining the dates and times of interim or other examinations, the best effort shall be made to try to prevent examinations from coinciding, where relevant.
4. The set dates and times shall only be modified in the event of force majeure.
5. The Examinations Board monitors compliance with the rules set out in paragraphs 1 to 4 inclusive. Students may report deviations from these rules to the Examinations Board.

**Article 4.2 – Registration for interim or other examinations**

1. Participation in an interim or other examination shall only be possible if students are properly registered for the component in time and in the prescribed manners and if they are registered in the University of Amsterdam’s Student Information System (SIS). The UvA Course Catalogue describes the registration procedure.

2. In exceptional circumstances the examiner can deviate for individual cases from the stated in paragraph 1.

**Article 4.3 – Deregistering for interim or other examinations**

In the event that a student fails to appear at the prescribed time for an interim or other examination for which he or she has registered, the examiner shall be entitled to record this as an unused opportunity to take that examination (by means of the mark of ‘no show’ (*niet aanwezig, n.a.*), with repercussions for the potential applications of other regulations relating to additional examination opportunities. The student may also be excluded from participation in the examination of the component during the current academic year.

**Article 4.4 – Order during interim or other examinations**

1. The examiner determines the order during examinations. For written interim or other examinations, the examiner shall ensure that sufficient numbers of invigilators are appointed in order that the examination can proceed in good order.

2. In addition to paragraph 1: In the case of 50 or more students at least two invigilators are required to be present. For every 50 students additional to this an extra invigilator is required.

3. Students must complete examinations entirely independently, unless determined otherwise by the examiner.

4. The student shall be obliged, at the request of the examiner or invigilator, to provide proof of identity by means of valid proof of registration (student card) and a valid identity document, with a passport photograph showing a good likeness. Any students unable to identify themselves can be refused access to the interim or other examinations.

5. If a student has not enrolled in the component, he or she may be refused admission to the examination room or, upon inspection, may be asked to leave the examination.

6. Students must follow all instructions from the Examinations Board, the examiner or the invigilator issued before, during or immediately after the interim or other examination. This also applies to instructions issued prior to the examination by way of the UvA Course Catalogue, the component website, Blackboard or Sakai. If a student fails to follow one or more instructions, he or she may be excluded by the Examinations Board or the examiner from further participation in the examination concerned, while taking into account the stated in paragraph 12. If a student is excluded, he or she will not receive a result for that examination (the mark/final mark will be recorded as ‘no show’ (*niet aanwezig, n.a.*)).

7. The duration of an interim or other examination shall be such that students can be reasonably expected to have sufficient time to answer the questions. Written interim or other examinations shall have a maximum duration of three hours.

8. Students arriving late may be admitted to an interim or other examination until 30 minutes after commencement of the examination. If, as a result of force majeure, the student cannot be present within this time limit, the examiner shall decide whether he or she may still be admitted to the examination.

9. Students shall no longer be permitted to leave the room in which the interim or other examination is being conducted within 30 minutes of commencement of the examination and from 15 minutes before the end of the examination. In the case of examinations with a duration of one hour or less, students shall not be permitted to leave the examination room at any time during the
examination.
10. No students arriving late may be admitted to the interim or other examination after one or more participants have left the room.
11. Students are not permitted to use aids such as mobile telephones, laptops and the like or study materials during an examination unless the examiner or invigilator gives explicit permission for this. If specific electronic equipment is permitted for the purpose of completing the interim or other examination, the examiner shall set further rules for this.
12. In the event of detected or suspected fraud during an examination, such as students who are found to be in possession of a mobile phone or other electronic equipment that is not switched off during the examination, the student shall always be permitted to complete the examination. Sanctions may be imposed by the Examinations Board in accordance with the Fraud and Plagiarism Regulations of the University of Amsterdam.
13. Students are not permitted to use the toilet during an examination unless the examiner or invigilator gives permission for this, in which case the student must follow the examiner’s or invigilator’s instructions. Students are not permitted to talk whilst using the toilet and are not permitted to be in possession of unauthorised aids.
14. Students may take the examination questions with them after the examination. If the examination sheet is also used as the answer sheet, the lecturer must make the examination available afterwards either on paper, Blackboard, Sakai or the component website.
15. In the event that any particular circumstances as referred to in paragraphs 6, 12 and 13 occur before, during or after the interim or other examination, the invigilators will draw up a report after the examination has ended, providing a description of the incident. The report will be sent to the chair of the Examinations Board.
16. If an interim or other examination is administered within the faculty digitally, appropriate alternative provisions must be in place in order to ensure that the examination concerned can still be conducted on the same day in the event of a (technical) fault, if reasonably achievable.

Article 4.5 - Assessment
1. Each interim or other examination shall consist in the examiner testing the candidate’s knowledge, understanding and skills and assessing the results of that test.
2. Examination questions and problems shall never exceed the examination content announced in advance. Examination questions shall be clear and unambiguous and such that students can correctly judge how extensive and detailed their answers should be. The subjects of the questions shall be representative of the whole of the component content. The content and scope of the examination shall be fixed as from the commencement of the component and not subject to any change before the final examination.
3. The manner in which the examination for each component will be administered will be announced in the UvA Course Catalogue before the component in question commences, specifying:
   a. the form that the interim or final examination will take;
   b. to what extent any interim examinations will be taken into account in the final assessment;
   c. to what extent any written assignments, practical work and oral presentations will be taken into account in the final assessment;
   d. in the case of resits, if the examination will take a different form.
4. The Examinations Board shall ensure that examinations are assessed within the time frames mentioned in the OER and on the basis of transparent standards.
5. If more than one examiner is involved in the marking of an interim or other examination, the Examinations Board shall ensure that all examiners apply the same standards to their marking.
6. Marking shall take place in such a way that examinees can verify how their examination results were determined.
7. The most recent result shall determine the final mark.
8. If practical exercises involve several students making a contribution to a single joint assignment, the Examinations Board shall apply the following guidelines: If in the examiner’s opinion one or more students have made an insufficient contribution to the joint assignment, the examiner will discuss this with the student(s) in question. The student concerned will be given an opportunity to expand his or her contribution. If this does not yield the desired improvement according to the examiner and/or if the Examinations Board deems it necessary, the Examinations Board may take appropriate measures.

9. The Bachelor’s and Master’s thesis shall be assessed by at least the examiner and a second assessor. The mark shall be documented through the completion of an assessment form.

Article 4.6 – Post-examination discussion
1. During a period of 30 days, starting on the day on which the results of a written interim or other examination are announced, the student shall be entitled to submit a request to discuss that examination with the examiner. Any discussion of an oral examination shall take place as soon as possible but within a period of 30 days after the announcement of the results. The discussion shall take place at a time and location to be determined by the examiner.
2. If a collective discussion is organised, students may only submit a request as stipulated in the previous paragraph if they have attended the collective discussion and provide reasons for the request or if they have been unable to attend the collective discussion for reasons beyond their control.

5. Final examinations

Article 5.1 – Date of final examinations
1. The examination date recorded on the diploma is the first examination date following the date on which a student applied for a diploma. The date on which the certificate is awarded may be later than the examination date.
2. Contrary to paragraph 1, a diploma may bear an examination date of 31 August 2013 provided the following conditions are met:
   a. the student applied for the diploma before 1 October 2013;
   b. the last component was completed no later than 31 August 2013.
   Additional provisions regarding this subject can be found in the OER.
3. Following a substantiated request by a student who qualifies for a diploma, the Examinations Board may delay setting the date of the final examination.

Article 5.2 – Degree classifications (Iudicia)
1. The Examinations Board assesses whether to add the qualification of cum laude to the diploma.
2. Cum laude guidelines for Bachelor’s programmes:
   a. If a student shows exceptional competence in the final examination, the Examinations Board may decide to add the qualification of cum laude to the diploma.
   b. Students can be deemed to show exceptional competence in an examination if they meet the following conditions:
      1. no component is marked with less than a 7 (seven);
      2. the result for the Bachelor’s thesis is at least an 8 (eight). In case in a Bachelor programme’s there are several components that are considered to be part of the Bachelor’s thesis, this is mentioned in Appendix 1;
      3. the weighted average of all Bachelor’s programme components, excluding the thesis, is at least an 8 (eight);
   c. Students who have taken a resit for four or more components and/or who have not completed the programme within 3.5 years will not receive the qualification of cum laude.
   d. When determining the weighted average, the mark for each component will be assigned a
weighting factor corresponding to the number of credits that the component is worth. Components marked with a ‘pass’ will not be included in the calculation of the weighted average.

e. Exemptions will not count towards awarding the qualification of cum laude. Where more than 1/3 of a curriculum is comprised of exemptions, the qualification of cum laude will not be awarded.

f. The weighted average will be calculated over the components that are mentioned on the diploma supplement. If a Bachelor’s programmes defers from this rule, this is mentioned in Appendix 2.

g. In addition to the stated in paragraph 2f: If a student earns more than 180 credits, the weighted average will be calculated over the components mentioned on the diploma supplement.

3. *Cum laude* guidelines for Master’s programmes:

a. If a student shows exceptional competence in the final examination, the Examinations Board may decide to add the qualification of *cum laude* to the diploma.

b. Students can be deemed to show exceptional competence in an examination if they meet the following conditions:
   1. no component is marked with less than a 7 (seven);
   2. the result for the Master’s thesis is at least an 8 (eight). In case in a Master’s programme’s there are several components that are considered to be part of the Master’s thesis, this is mentioned in Appendix 1;
   3. the weighted average of all Master’s programme components, excluding the thesis, is at least an 8 (eight);

c. Students who have taken a resit for two or more components and/or have not completed the programme within:
   1. the official duration of the programme + 6 months in the case of a full-time Master’s programme, or
   2. the official duration of the programme + 1 year in the case of a part-time Master’s programme

will not receive the qualification of cum laude.

d. When determining the weighted average, the mark for each component will be assigned a weighting factor corresponding to the number of credits that the component is worth. Components marked with a ‘pass’ will not be included in the calculation of the weighted average.

e. Exemptions will not count towards awarding the qualification of *cum laude*. Where more than 1/3 of a curriculum is comprised of exemptions, the qualification of *cum laude* will not be awarded.

f. The weighted average will be calculated over the components that are mentioned on the diploma supplement. If a Bachelor’s programmes defers from this rule, this is mentioned in Appendix 2.

g. In addition to the stated in paragraph 3f: If a student earns more than 60 credits within a one-year Master’s programme of 120 credits within a two-year Master’s programme, the weighted average will be calculated over the components mentioned on the diploma supplement.

4. These *cum laude* guidelines replace all previous *cum laude* guidelines. Students who believe they qualify for a *cum laude* qualification on the grounds of expectations derived from previous guidelines can submit a substantiated request to the Examinations Board.

5. In exceptional cases relating to individual study programmes the Examinations Board may deviate from the provisions of paragraphs 2 and 3 of this Article.
6. Exemptions

**Article 6.1 - Exemptions**

1. An exemption from an interim or final examination means that the student is deemed to have passed the relevant interim or final examination without the awarding of a mark. A request for exemption from an interim or final examination must be submitted to the Examinations Board.

2. The Examinations Board may exempt a student from taking one or more components at that student’s written request, provided that he or she:
   a. has passed a component in a university or higher professional education programme that is equivalent in both content and level, and/or:
   b. has demonstrated sufficient knowledge and skills with regard to the relevant component through his or her work and/or professional experience.

7. Retention periods

**Article 7.1 – Retention period**

1. Interim or other examination papers and scripts, including any assignments and other written materials for which a (partial) mark has been awarded, shall be retained for at least 2 years after the result of the interim or other examination has been determined.

2. Bachelor’s theses or final assignments and Master’s theses shall be retained for at least 7 years.

3. Interim or other examination results (diploma supplements, source documents) shall be retained for at least 30 years.

4. The foregoing is subject to the UvA Regulations governing Retention Periods for Records and Information (see Appendix 3).

8. Hardship clause

The Examinations Board may make exceptional arrangements in cases in which the provisions of these Rules and Guidelines have unreasonable or unacceptable repercussions for the student.

9. Appeal procedure

If a student does not agree with a decision by an examiner or the Examinations Board, he or she has the option of lodging an appeal against the decision with the Examination Appeals Board (COBEX) within six weeks of that decision. The appeal procedure can be consulted at www.uva.nl.

10. Amendments

These Rules and Guidelines may not be amended during the current academic year, unless preserving the original provision would be unreasonably detrimental to students’ interests.

11. Effective date

1. These Rules and Guidelines shall come into force as of 1 September 2013.

Appendix 1: Overview of Bachelor’s and Master’s programmes that deviate from the stated in article 5.2.2.b and 5.2.3.b

It is possible that in a Bachelor’s or Master’s programme several components are considered to be part of the respectively Bachelor’s or Master’s thesis. In accordance to article 5.2.2.b and 5.2.3.b this implies that for all separate components mentioned below the results have to be at least an 8 (eight) in order to qualify for the qualification *cum laude*.

a. Master’s programme Biological Sciences: Research Projects, Literature Review.
b. Master’s programme Biomedical Sciences: Research Projects, Literature Review.
c. Master’s programme Life Sciences: Research Projects, Literature Review.
d. Master’s programme Brain & Cognitive Sciences: Research Project 1, Research Project 2.
e. Master’s programme Mathematics: Final research report, Final report and presentation.
f. Master’s programme Mathematical Physics: Final research report, Final report and presentation.

Appendix 2: Overview of Bachelor’s and Master’s programmes that deviated from the stated in article 5.2.2.f and 5.2.3.f

It is possible that in a Bachelor’s or Master’s programme not all components mentioned on the diploma supplement will be taken into account while calculated the weighted average. In case a Bachelor’s or Master’s programme deviates from the stated in article 5.2.2.f and 5.2.3.f this is mentioned below.

a. Bachelor’s programme Biologie: Extracurricular components, including components that are part of an approved honours programme, will not be taken into account while calculating the weighted average.
b. Bachelor’s programme Psychobiologie: Extracurricular components, including components that are part of an approved honours programme, will not be taken into account while calculating the weighted average.
c. Bachelor’s programme Biomedische Wetenschappen: Extracurricular components, including components that are part of an approved honours programme and/or an *excellentietaject*, will not be taken into account while calculating the weighted average.
d. Master’s programme Life Sciences: Extracurricular components will not be taken into account while calculating the weighted average.
e. Master’s programme Biomedical Sciences: Extracurricular components will not be taken into account while calculating the weighted average.
## Appendix 3: UvA Regulations governing Retention Periods for Records and Information

Selection list for Examinations Boards/programme administrations and secretariats (23 August 2011)

<table>
<thead>
<tr>
<th>Archive Component</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student files</strong></td>
<td>Paper copies of lists of marks and diploma supplements (DS) must be transferred to the UvA’s semi-static archive after ten years. <strong>NOTE: Scan DS in Corsa.</strong> Other documents in the files can be destroyed* prior to transfer (i.e. ten years after closing the file). This also applies to programme-leavers. Contract student data can be destroyed after seven years.*</td>
</tr>
<tr>
<td><strong>Examinations and sample answers</strong></td>
<td>Examinations and sample answers prepared by lecturers must be retained for seven years (in connection with visitations); they can be stored digitally at the central location (programme administration). File names must include at least the component name/code, lecturer surname and exam date.</td>
</tr>
<tr>
<td><strong>Examination answers</strong></td>
<td>Destroy after two years.*</td>
</tr>
<tr>
<td><strong>Examination completion certificates</strong></td>
<td>Destroy individual certificates after five years.* Note: retain overviews.</td>
</tr>
<tr>
<td><strong>Study material, syllabi and other teaching materials</strong></td>
<td>Retain for at least two years in connection with student appeals/objections.*</td>
</tr>
<tr>
<td><strong>Teaching evaluations</strong></td>
<td>Questionnaires can be destroyed one year after processing (in overviews).* Retain overviews.</td>
</tr>
<tr>
<td><strong>Theses</strong></td>
<td>Retain for at least seven years and possibly longer if deemed appropriate. In the case of theses not included in the online thesis database (UB: <a href="http://www.scriptiesonline.uba.uva.nl/">http://www.scriptiesonline.uba.uva.nl/</a>), compile an annual list of submitted theses, specifying the student’s name, date of birth and ID number, the thesis title, year and component and the location. These lists must be transferred to the DIV after no more than ten years; the theses themselves may be retained together in boxes.</td>
</tr>
<tr>
<td><strong>OWI brochures, course catalogues, annual reports etc.</strong></td>
<td>Retain one copy and transfer to DIV in due component (course catalogues are normally retained at the faculty office. Check).</td>
</tr>
<tr>
<td><strong>Correspondence</strong></td>
<td>- correspondence with the Executive Board can be destroyed.* - all photocopies (i.e. only one copy of memoranda needs to be retained), including those sent by other faculty departments or units, invitations for meetings, seminars etc., advertising material and the like can be destroyed.*</td>
</tr>
<tr>
<td><strong>Policy archive, including MT, minutes, policy memoranda etc.</strong></td>
<td>Must be retained and transferred to the DIV (after at most ten years). These are important as they can provide a picture of how the institute operated at a particular time for future researchers.</td>
</tr>
<tr>
<td><strong>Financial</strong></td>
<td>Destroy* after seven or ten years (EU grant).</td>
</tr>
<tr>
<td><strong>Inaugural lectures</strong></td>
<td>Can be destroyed as these are retained at the DIV.</td>
</tr>
</tbody>
</table>

Everything that needs to be retained for a period of more than ten years is transferred to the UvA’s semi-static archive after ten years. See the Transfer Regulations (December 2003), which form part of the Records and Information Regulations.

* Before destroying archive materials an overview must first be submitted to the director of the Department of Records and Information Services (DIV), Ms E.A.M. Baake. Material may only be destroyed after permission to do so has been granted. See the Destruction Regulations (December 2003), which form part of the Records and Information Regulations. Destruction can take place from 1 January following the end of the retention period. As an example, exam completion certificates dated 2002 can be destroyed from 1 January 2008; the destruction date for ‘Destroy after seven years’, ‘ten years’ etc. is determined in the same way. For archive materials not specified in this list, please request instructions from the DIV director (Ms E.A.M. Baake, ext. 2707, email: E.A.M.Baake@uva.nl).