



Faculty of Humanities
CoH Examinations Board

Rules and Guidelines of the Examinations Board of the College of Humanities within the meaning of Section 7.12b, paragraph 3 of the Dutch Higher Education and Research Act

These Rules and Guidelines have been adopted within the framework of the Teaching and Examination Regulations and form an integral part of the provisions laid down in the Faculty Regulations and in the Dutch Higher Education and Research Act (WHW).

Articles in the Teaching and Examination Regulations, the Faculty Regulations and the WHW relating to the duties and powers of the Examinations Board or that are otherwise relevant are included in the endnotes to these Rules and Guidelines.

*The Faculty Cum Laude Regulations can be found in the A-Z list on the UvA-web
(student.uva.nl/humanities/az)*

The Invigilator Protocol and the Regulations Governing Fraud and Plagiarism for UvA Students form part of these Rules and Guidelines

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This document is a translation of ‘Regels en Richtlijnen van de examencommissie van het College of Humanities’, originally published in Dutch. This translation is provided for information purposes only. In the event of a difference of interpretation, the original Dutch version of the Rules and Guidelines of the Examinations Board of the College of Humanities is binding.

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Section 1 – General provisions

1.1 – Applicability of the Rules and Guidelines

The Rules and Guidelines apply to the examination components and examinations for all Bachelors' programmes that fall under the College of Humanities (CoH).

1.2 – Adoption and validity of the Rules and Guidelines

The Rules and Guidelines are adopted by the Examinations Board each year. This takes place prior to the start of the academic year and after the dean has adopted the Teaching and Examination Regulations (OER) and after 1 September in case a change or adaptation of the OER calls for this.

1.3 – Definitions

The definitions in the Teaching and Examination Regulations also apply to these Rules and Guidelines. The other terms have the meanings ascribed to them by law.

1.4 – Hardship clause

The Examinations Board will decide on any cases not provided for in these Rules and Guidelines. In cases where the provisions of these Rules and Guidelines have an unreasonable and unfair effect on a student, the Examinations Board may establish an exception rule.

Section 2 – The CoH Examinations Board

2.1 – Composition of the Examinations Board

1. The Examinations Board consists of ten members, namely the chairs of the nine cluster meetings and one external member.
2. The members of the Examinations Board elect from their midst a chair by a majority of votes.
3. By virtue of their position, the chairs of the cluster meetings are the deputy chairs of the Examinations Board.
4. Delegates are appointed for each cluster so that each Bachelor's programme within a cluster is represented.
5. In case of a long-term absence, the duties of a member or delegate will be temporarily taken over by a substitute nominated by the Examinations Board.
6. The official secretary is charged with running the day-to-day affairs of the Examinations Board and is not a member of the Board.

2.2 – Appointment of the Examinations Board

The composition of the Examinations Board and procedures for the appointment and discharge of its members are laid down in the Faculty Regulations. Positions that are incompatible with Examinations Board membership are also set out in the Faculty Regulations.¹

2.3 – Meeting frequency, decision-making and working methods

1. The Examinations Board meets at least four times per year on general matters of relevance to all degree programmes.

¹ *Faculty Regulations (d.d. August 2017)*

Clause 36

1. The Dean sets up an examinations board for each study programme or group of study programmes.
2. The Dean appoints the members of examinations boards. As a general rule, the members of examinations boards are lecturers in the programme concerned or in one of the programmes in the same group of programmes, although at least one member must be an external member.
3. The Dean appoints, suspends and dismisses examinations board members on the recommendation of the programme director and department chair, and after consulting the other board members.
4. A programme director or College or Graduate School director cannot also be a member of an examinations board within the Faculty.
5. Examinations board members are appointed for up to three years. They are eligible for immediate reappointment.
6. The College and Graduate School Directors provide a secretary for every examinations board within their College or Graduate School.

2. For general meetings of the Examinations Board and decisions regarding general rules, the Committee shall reach decisions by a majority of votes.
3. A 2/3 majority quorum, i.e. seven members, is required to make legally valid decisions and to amend and adopt the Rules and Guidelines.
4. The nine clusters meet at least three times a year concerning cases relevant for the programmes of their cluster.
5. Requests can be dealt with by the chair of the relevant cluster meeting and a delegate acting on behalf of the relevant degree programme. The chair of the cluster meeting formally sanctions all decisions.
6. Before deciding on a request, the cluster meeting ascertains whether the request falls within the terms of any guidelines or general decisions adopted by the Examinations Board, or is similar to a previous request.
7. If deemed necessary, the general meeting can be asked to issue a ruling.
8. If a member or deputy of the Examinations Board is involved in a request or complaint, that person shall not take part in the decision making.
9. The Examinations Board i.c. the cluster meeting shall issue its ruling in the form of a reasoned decision.
10. For cases being dealt with by the Examination Appeals Board (CBE), the chair is responsible for defending the decisions by means of a written defence or in a hearing.
11. The meetings of the Examinations Board are closed.

2.4 – Annual report

At the end of each calendar year, the Examinations Board will formulate a report detailing its activities during the preceding academic year. The Examinations Board will send the annual report to the dean. The annual report is publicly available.

Section 3 – Duties of the Examinations Board

3.1 – Duties of the Examinations Board

The duties of the Examinations Board are, in a general sense, described in the Dutch Higher Education and Research Act (WHW).² Within this legal framework, the Examinations Board of the College of Humanities considers the following to be her key tasks:

² *WHW*

Section 7.12. Examinations Board

1. Each programme or group of programmes at the institution has an Examinations Board.
2. The Examinations Board is the body that determines in an objective and expert manner whether a student meets the criteria set out in the Teaching and Examination Regulations with regard to the knowledge, insight and skills required for obtaining a degree.[..]

Section 7.12b Tasks and authorities of the Examinations Board

1. In addition to the duties and powers set out in Sections 7.11 [issuing degree certificates] and 7.12(2), an Examinations Board has the following duties and powers:
 - a. ensuring the quality of the tests and examinations without prejudice to Section 7.12c [appointment of examiners],
 - b. the adoption of guidelines and instructions within the context of the Teaching and Examination Regulations referred to in Section 7.13 [OER], in order to assess and record the results of tests and examinations,
 - c. by the most appropriate Examinations Board, granting students permission to follow a personalised programme as referred to in Section 7.3c [elective degree programme], the examination for which leads to the conferral of a degree. The Examinations Board must also determine to which of the institution's programmes this personalised programme is considered to belong for the purpose of applying this Act, and
 - d. granting exemptions from one or more tests.
2. If a student or external student commits fraud, the Examinations Board can withdraw that person's right to take one or more tests or examinations indicated by the Examinations Board for a period determined by the Examinations Board that does not exceed one year. In cases of serious fraud, at the proposal of the Examinations Board, the institutional management can terminate the enrolment of the person concerned in the relevant degree programme.
3. The Examinations Board sets rules for performing its duties and exercising its powers referred to in the first paragraph under a, b and d, and in the second paragraph for the measures it can take in this regard.[..]
4. If a student submits a request or complaint to the Examinations Board that concerns an examiner who is a member of the Examinations Board Committee, the examiner concerned may not take part in handling the request or complaint.
5. The Examinations Board draws up an annual report of its activities. The Examinations Board submits the report to the institutional management or to the dean.

- a. carrying out systematic checks on assessment records or parts thereof, based on annually changing subjects;
- b. establish whether a student meets the requirements set in the Teaching and Examinations Regulations with respect to insight and qualifications needed to obtain a degree;
- c. assigning examiners;
- d. establishing guidelines and instructions for examiners, including in relation to tests and assessment;
- e. issuing recommendations to the institutional management;
- f. dealing with student requests;
- g. dealing with appeals from students against their Negative Binding Study Advice;
- h. investigating alleged cases of fraud and plagiarism and imposing any sanctions;
- i. advising the dean on the Teaching and Examination Regulations.³
- j. safeguard the intern quality of the Examinations Board by means of an annual self-assessment of which the results will be published in the annual report.

3.2 – Duties and powers of the chair

The chair of the Examinations Board:

- a. is responsible for ensuring the independent and expert functioning of the Examinations Board and the cluster meetings, and is accountable for this;
- b. is accountable for and defends the policy and decisions made in respect of internal and external parties such as the Examination Appeals Board (CBE);
- c. signs degree certificates and diploma supplements;
- d. advises the dean, on behalf of the Examinations Board, regarding the appointment of Examinations Board members;
- e. prepares meetings together with the official secretary;
- f. chairs the meetings of the Examinations Board;
- g. is responsible for drawing up the annual report, which the Examinations Board must approve by a majority of votes..

3.3 – Duties and powers of the deputy chair

All members of the Examinations Board (with the exception of the external member) are deputy chairs and may replace the chair in his or her absence. In such cases the deputy chairs have the same duties and powers as the chair. In addition to this, the members of the Examinations Board chair one of the nine clusters meetings.

The chair of the cluster meeting:

- a. Safeguards - within the programme(s) of their own cluster and in close consultation with the Examinations Board - the quality of assessment and testing within the framework of the Teaching and Examination Regulations and the Rules and Guidelines;
- b. Is responsible for the independent and expert functioning of the cluster meeting and can be called to account for this;
- c. Prepares the cluster meetings;

³ *Universiteitsreglement (22 december 2016)*

Article 31

1 The dean establishes the Teaching and Examination Regulations for each study programme. To this end he solicits the advice of the Board of Studies, the programme director, the Examinations Board and the director of the College or Graduate School to which the study programme belongs.

Faculty Regulations (d.d.augustus 2017)

Clause 14

1. Each year, the Dean sets the Teaching and Examination Regulations for each degree programme. To that end, and in accordance with the Act, the Dean seeks advice or approval from the Programme Committee, the Works Council and the Student Council. The Dean also seeks advice from the Examinations Board, the College or Graduate School Director and the CoH or GSH Council as applicable.
2. The Dean regularly reviews the Teaching and Examination Regulations. The Dean incorporates into his or her review the annual review by the Programme Committee of the implementation of the Teaching and Examination Regulations referred to in Section 9.18(1)(b) of the Act.
3. The Dean sets additional rules concerning the manner in which exemptions are obtained from the requirement relating to the diploma that gives access to the programme or examinations, or the set of courses or subjects associated with that diploma.
4. The Dean informs the Executive Board of his or her intention to draft joint regulations relating to one or more degree programmes in conjunction with one or more deans from other faculties.

- d. Chairs the cluster meetings;
- e. Represents their cluster in the general meeting of the Examinations Board.;

3.4 – Duties of the external member

The external member of the Examinations Board:

- a. critically observes the workings and decisions of the Examinations Board from his/her external position;
- b. advises the Examinations Board upon request or out of own initiative.

3.5 – Duties of the delegates

The delegates represent their degree programme within the cluster meeting and monitor, in close consultation with the Examinations Board, the quality of assessment and testing within the context of the Rules and Guidelines and the Teaching and Examination Regulations.

- a. The delegates deal with requests from students of their degree programme and provide the Examinations Board with advice on these matters.
- b. Based on the Teaching and Examination Regulations and the recorded decisions, the delegates check whether a student meets the graduation requirements and issue the chair of the cluster meeting with advice on this matter.
- c. All delegates can replace the vice-chairperson if they are absent; in this situation, they have the same duties and responsibilities as the vice-chairperson excluding the authority to sign certificates and diploma supplements as stipulated in section 3.2 paragraph c.

3.6 – Duties of the official secretary

The official secretary:

- a. prepares meetings together with the chair;
- b. convenes meetings together with the chair;
- c. ensures that the minutes of Examinations Board meetings are taken and that these minutes and decisions are archived;
- d. draws up the annual report, in collaboration with the chair;
- e. handles and monitors correspondence on behalf of the Examinations Board;
- f. can, in the event of standard decisions, handle students' requests on behalf of the Examinations Board;
- g. reviews proposed positions and decisions of the Examinations Board against the relevant decision-making frameworks, procedures and statutory provisions;
- h. monitors the procedural progress of decision-making;
- i. manages the files of the Examinations Board;
- j. supervises the filing of documents designated for student files.

3.7 – Authority to sign

A digital archive is kept of the signature and initials of all Examinations Board members.

Examinations Board documents are signed as follows:

- a. Decisions: signature of the chair or deputy chair, or a stamp of the chair's signature accompanied by the official secretary's initials.
- b. Student requests in InProces: digitally processed by the appropriate cluster.
- c. Degree certificate: signature of the chair or deputy chair.

Section 4 – Examiners

4.1 – Appointment of examiners⁴

1. Lecturers who a) hold a doctorate, b) are appointed to a position at the Faculty of Humanities and c) have their University Teaching Qualification (BKO), are appointed examiner for specific courses or components within their field of expertise.
2. A professorship by special appointment is considered an appointed position at the Faculty of Humanities.
3. Examiners meet the criteria of an appointed position at the Faculty of Humanities up and until two years after their retirement.
4. Lecturers who do not meet the three conditions stipulated in paragraph 1, can be nominated for appointment by the programme director or department chair as examiner for specific courses. The appointment is done by the Examinations Board of the CoH.
5. In the event of serious shortcomings in the performance of duties the Examinations Board, following a warning, can withdraw a previous appointment as examiner.

4.2 – Duties and powers of examiners

Examiners are responsible for the content, format and quality of the tests. They provide information to the Examinations Board via assessment records and at the Examinations Board's request. They are expected to act in accordance with the instructions in the Assessment Policy Action Plan.⁵ Examiners must also comply with the provisions of the Teaching and Examination Regulations, such as:

- a. ensuring timely publication of the course manual, including the assessment regulations;
- b. organising a minimum number of tests for each course;
- c. marking the tests in a timely manner;
- d. providing feedback;
- e. informing students and the Examinations Board in case tests will not be marked within the ascribed marking period;
- f. organising inspection;
- g. registering final marks in a timely manner;
- h. monitoring for fraud and plagiarism and when this is suspected informing the Examinations Board in accordance with the Regulations Governing Fraud and Plagiarism for UvA Students

⁴ *Dutch Higher Education and Research Act (WHW)*

Section 7.12c. Examiners

1. The Examinations Board assigns examiners to administer and determine the results of examinations.
2. The examiners provide the Examinations Board with the requested information.

Faculty Regulations Faculty of Humanities (d.d. August 2017)

Clause 37

1. Examinations boards set their own Examinations Board Regulations each year, including rules regarding the appointment of examiners, procedures during examinations and measures to be taken in this context. These rules are set within the framework of the Teaching and Examination Regulations and in accordance with the university template for Rules and Guidelines for Examinations Boards.
2. The regulations set by examinations boards are made available for inspection at a location accessible to students.
3. Examinations boards prepare annual reports.
4. Examinations boards provide the Dean, the College or Graduate School Director and the programme director with information upon request.

⁵ This 'Kader Toetsbeleid' is available in Dutch: <https://medewerker.uva.nl/fgw/beleid/onderwijs/toetsbeleid.html>

Section 5 – Tests⁶

5.1 – Dates and times of examination components and tests

1. Tests are administered on dates and at times set upon commencement of the relevant course of study and announced via the UvA timetable website.
2. The examiner will determine the time and place of individual exams. The date and time of an individual test will be announced in due time (at least ten days in advance).
3. Dates and times may only be changed in the event of force majeure.

5.2 – Absence from examination components and tests

If a student fails to attend a test for which they are registered, the examiner can record this as an unused test opportunity (NAP (niet aanwezig met pogen/not attended)).

5.3 – Order during tests in the form of the written examination

1. The duration of a written test is such that students have reasonably sufficient time to answer the questions or complete the assignments.
2. The Invigilator Protocol established by the Examinations Board applies during written tests. The Invigilator Protocol is attached to these Rules and Guidelines.

5.4 – Assessment⁷

1. In addition to TER part A art. 4.6 par. 2 the Examinations Board specifies that grades of 5,49 and lower are considered failing grades.
2. Each examination component represents an investigation by the examiner into students' knowledge, insight and skills, together with an assessment of the results of that investigation.

⁶ TER BA Part A 2021-2022

Article 4.5 Examination opportunities

1. Students will have two opportunities each academic year to take part in examinations for units of study within their degree programme, unless otherwise stipulated in Section B. The possibility to do a resit does not apply to each of the individual tests.
2. Paragraph 1 does not apply to the examination of an internship and the thesis. There are different arrangements for the internships and for the theses. Students can find the arrangements in the applicable internship regulations* or thesis regulations*.
3. In the event of a resit, the most recent result will apply.
4. Test resits will take place within a reasonable period after the announcement of the results. Consult article 4.4, paragraph 3 as well. The opportunity to inspect the results of the original test is planned at least five days before the date of the resit.
5. The examination regulations stipulate the testing procedures for a unit of study, the weighting of tests in the calculation of the result for the unit of study, whether there are any compensation possibilities between the tests and, if so, what they are, the format of the resit and the conditions attached to admission to the resit. The examination regulations are incorporated in the course manual.
6. A unit of study worth 6 credits is comprised of at least two tests. A unit of study worth 12 credits is comprised of at least four tests.
7. Testing is distributed over the duration of the unit of study.

⁷ TER BA Part A 2021-2022

Article 4.3 Oral tests

1. Oral tests will not be administered to more than one person at once, unless otherwise agreed by the first examiner and the students or justified by the nature of the test.
2. The Examinations Board may determine that an oral test will be administered in the presence of a second examiner. If no second examiner is present during the test, a sound recording (or video recording in the case of units of study offered as a part of the Linguistics programme's Sign Linguistics track) will be made of the test. In exceptional cases, students may submit a substantiated request to the Examinations Board in order to have a second examiner attend.

Article 4.15 Resitting a pass

1. If a student resits a pass, the most recent mark is the one that counts. If a student resits a pass and fails, the fail will count.
2. The thesis and any internships assessed with the annotation 'all criteria satisfied' (AVV) are excluded from the opportunity to resit a pass.
3. If a student wishes to use the option to resit a pass, they must notify the lecturer concerned in writing and the programme administration, using a form on the website, within five working days after the opportunity to inspect the test results.
4. In principle, the rules for resitting a pass are the same as for a fail. These rules are set out in the course manual. In addition to the foregoing, students who resit an essay marked with a pass must write an essay on the basis of a new assignment. Should these rules provide insufficient clarity, the Examinations Board will decide the format and content of the resit.

Article 4.6 Marks and other results

1. Marks are given on a scale from 1 to 10, with a maximum of one decimal.
2. A mark of 5.5 or above is considered a passing grade.
3. If the annotation for a unit of study is not expressed in the form of a mark, then the annotation will be either 'criteria satisfied' (AVV) or 'criteria not satisfied' (NAV). The result NAV will not be recorded on the diploma supplement.

3. Written tests are assessed on the basis of criteria and standards that are determined and recorded in advance.
4. Recorded criteria and standards may be adjusted by the examiner in response to the assessment of written tests.
5. In the event that more than one examiner is involved in the assessment of a test, the course coordinator will ensure that all examiners use the same criteria and standards for the assessment.
6. The assessment method must be sufficiently transparent so that students can understand how their test result was determined.
7. For practical assignments involving contributions by multiple students, the examiner will apply the following guideline: the final result of the component for each student involved must be partly based on an individual assessment.
8. If a student has not finished all of the course's assessments, the examiner will mark the course with final grade NAV (niet aan de eisen voldaan/not met requirements)
9. If a student has not taken part in any of the course's assessments, the examiner will mark the course with NAP (niet aanwezig met pogening/not attended).
10. The possibility of a resit does not apply to all examination components. A resit must be possible for the most important learning aims .

5.5 – Inspection of written tests and post-exam discussion of oral examinations

1. The student's right of inspection is described in the Teaching and Examination Regulations (Article 4.12).⁸ In the case of an oral test, post-exam discussion takes place as soon as possible after notification of the result.
2. The student may submit a substantiated request for a review of the mark to the examiner within five days of the inspection or post-exam discussion, to which the examiner will respond within 20 working days.
3. For appeals against final grades, see section 9.1

Section 6 – Thesis⁹

6.1 – Thesis regulations

Every degree programme has a thesis regulation that has been adopted by the Examinations Board and that contains rules on the following as a minimum:

4. Students who do not sit an examination for which they are registered will receive the annotation 'not in attendance, counted as exam attempt' (NAP). The NAP annotation will be registered as an examination attempt, but this result will not be recorded on the diploma supplement.

⁸ TER BA part A 2021-2022

Article 4.9 Right of inspection

1. For a period of 30 working days after the announcement of the results of a written and/or digital test, students will be entitled, upon request, to inspect their assessed work, the constituent questions and assignments and the standards on which the assessment was based.
2. The examiner can determine that the inspection or post-test discussion referred to in paragraph 1 take place at a specified place and at a specified time. The time and location referred to in the previous sentence will be announced during the test, on Canvas*, in the course manual or on the Faculty website. Students have the right to inspect their work even if the examiner does not organise an inspection opportunity, in which case students can request to see their assessed work.
3. If a student cannot be present at the time and location referred to in the second paragraph due to exceptional circumstances (at the discretion of the examiner) or participation in university education, they will be offered an alternative opportunity.
4. Students submitting an appeal against the manner in which their work was assessed to the Examination Appeals Board will be provided with a copy of their assessed work upon request.
5. For a period of 20 working days after the announcement of the result of a written test, students can request a copy of their work, if it concerns a paper or essay questions within a test.
6. The examiner is not obliged to organise the inspection session for tests before the inspection of the last test. If the subject matter of a test overlaps (in part) with the last test, the lecturer must organise an inspection session no later than one week before the last test, if possible.
7. The right to inspection as described in this article applies in full to digital tests.

Article 4.10 Post- test discussion

1. If a collective post-test discussion has been organised, then an individual post-test discussion will only take place if the student attended the collective post-test discussion or was unable to attend the collective post-test discussion due to force majeure (at the discretion of the examiner) or participation in university education.
2. Students who meet the requirements stipulated in paragraph 1 may request an individual post-test discussion from the relevant examiner. The examiner will determine the time and place of the post-test discussion.

⁹ The term 'thesis' is understood to mean the final examination component of the Bachelor's programme.

1. the scope of the thesis and how it fits into the curriculum;
2. the thesis admission requirements;
3. the requirements applicable to the topic;
4. where applicable, the set requirements for an action plan;
5. the final deadline for completion of the examination and procedures for handling extensions;
6. agreements concerning supervision and interim evaluations;
7. the set requirements for end products (language, report length and structure, layout, duration of presentation, etc.);
8. the method used to assess the end-product(s), including the assessment criteria and the assessment form used;
9. options if students have complaints about the supervision or the assessment of the thesis;
10. The period within which the results of a thesis are to be determined.

6.2 – Thesis assessment

1. The thesis is preferably assessed by two examiners. The assessment of the second examiner can be limited to a part of the assessment criteria.
2. If there is no second examiner, the reliability of the assessment of the thesis will be guaranteed in different ways.
3. The examiner uses the assessment form as found in the thesis regulations and adopted by the Examinations Board for the assessment.
4. The ‘dual thesis’ concept in which one thesis is written to complete more than one degree programme is not permitted. One thesis equivalent to the required number of credits is written and assessed for each degree programme.

Section 7 – Fraud and plagiarism

1. If fraud and/or plagiarism is suspected during an exam, the examiner must act in accordance with the UvA Regulations governing Fraud and Plagiarism, which is attached to these Rules and Regulations.¹⁰
2. Fraud and plagiarism cases will be processed by the chairman and one or more delegates of the degree programme in question. A written report will be made of the hearing. The chairman of the cluster meeting ratifies the decision.

Section 8 – Electives

8.1 – Request for advance approval and recognition of credits

1. A request for advance approval is required in order to take:
 - electives outside the UvA;
 - a minor outside the UvA;
 - a modified curriculum for a Faculty of Humanities minor;
 - an internship (unless the Teaching and Examination Regulations stipulate that this forms an integral part of the curriculum);
 - courses abroad);
2. Students are responsible for submitting appropriate course descriptions/ minor descriptions/internship plan (depending on the request). The request can only be considered when the necessary documents are complete.

¹⁰ TER BA part A 2021-2022

Article 4.13 Fraud and plagiarism

1. The provisions set out in the Fraud and Plagiarism Regulations for UvA Students* apply in full.
2. Electronic detection software will be used to detect plagiarism in texts. In submitting a text, a student implicitly consents to the text being entered in the database of such a detection program.

3. A minor from outside the UvA is only registered as a minor if it is also classed as a minor at the university in question.
4. A modification of the curriculum of a Humanities' minor is needed and usually only possible if parts of the minor are part of the required courses of the student's degree programme.
5. The Examinations Board takes the following rulings into account when pre-approving elective courses:
 - The maximum of first year courses is 12 EC
 - The maximum of practical/production courses is 12 EC.
 - Language acquisition courses should at least have the level of UvA courses.
 - The content of the courses may not overlap with UvA courses that the student has already obtained or will obtain in the future.
 - Students may take a maximum of 12 ECTS in internships

8.2 – Recognition of credits obtained abroad

Only courses that were obtained during the time that someone was officially registered as a student at the UvA can be considered for registration. Courses obtained prior to enrollment at the UvA may serve as a ground for exemption (see 9.3) The student is responsible for submitting the approval decision from the Examinations Board and the documents showing that the courses have been passed in order for the credits to be recognised and entered in SIS.

For recognition of credits obtained abroad it is required, apart from requesting it, to provide an original list with end results as well. The Education Desk can make a certified copy when at least two of the three of the requirements for authenticity are met:

1. Wet stamp
2. Signature
3. Watermark paper

When the host university has not provided an original transcript of the end results on paper, the Examinations Board will not process the request, unless:

1. The host university makes a transcript of end results accessible with a verification code or verification link.
2. The host university emails the transcript of end results directly to the international office or the Examinations Board.

In principle, verification can only take place when the verification instructions of the host university are provided in Dutch, English, French or German.

8.3 – Results obtained abroad

If a student has followed courses abroad with the Examinations Board's permission and wants to include these in their programme, the Examinations Board determines how many credits will be awarded and whether a mark or 'criteria satisfied' designation (AVV) needs to be recorded in SIS. The options are:

1. AVV;
2. AVV with the original mark in the description;
3. a mark converted to the Dutch system. This conversion can only be carried out by:
 - a. the academic internationalisation officer;
 - b. an Examinations Board member/delegate.

Section 9 – Requests

9.1– Decision period

1. The Examinations Board shall reach a decision within 20 working days of receiving a request.
2. Lecture-free days (no scheduled classes or assessment) are non-working days.

3. Notifications of a final grade of a course are done by way of an SIS generated e-mail. An appeal to an examination result must be submitted to the Examinations Appeals Board (CoBEx) within six weeks of the notification of the result. The Examinations Board may also be approached in the interim.

9.2 – Dispensation from admission requirements

When deciding about dispensation of admission requirements the Examinations Board will consider the following matters:

- How important is participation in a course for the study progress and timely graduation?
- How likely is it that the student will pass the course? (For how many courses is the student registered? Has the student followed the course that was set as an entry requirement?)

9.3 – Exemptions¹¹

1. Students who, based on legal regulations or the Teaching and Examination Regulations or regulations adopted by the Examinations Board, believe they may be entitled to an exemption from, or to a special arrangement for, one or more examination components, must submit a request, supported by reasons, to the Examinations Board.
2. The request must include originals or certified copies of the relevant documentary evidence.
3. Exemptions cannot be granted from the thesis or the preparatory course for the thesis.
4. A student will in principle be granted an exemption from 30 ECTS of electives based on a degree certificate for a degree programme with an applied emphasis completed no longer than six years ago.
5. A student will in principle be granted an exemption from 42 ECTS of electives based on a degree certificate for a degree programme in an academic discipline completed no longer than six years ago.
6. No exemptions will be registered in the extracurricular space.

9.4 – Free curriculum

Students who wish to follow free curriculum within their Bachelor's programme must submit a request, supported by reasons, to the Examinations Board. The requirements that an elective degree programme must meet are set out in the Teaching and Examination Regulations.¹²

9.5 – Transcripts for successfully completed examination components¹³

The Examinations Board may issue a student who has passed one or more examination components, but who cannot be issued with a degree certificate, with a transcript for the successfully completed examination components. The student must submit a request to the Educations Desk.

9.6 – Transitional arrangement

In the event that, after a change to the curriculum of a degree programme, the transitional arrangement published in the TER does not suffice or has not provided for a certain situation, the Examinations Board shall decide on any individual or general amendments in the transitional arrangement.¹⁴

¹¹ TER BA part A 2021-2022

Article 4.7 Exemption

1. The Examinations Board may exempt a student from taking one or more units of study at that student's written request. The Examinations Board will make a decision within 20 working days of receiving the request.
2. Such exemptions do not apply to the thesis (in any form). If the degree programme includes other units of study that are excluded from exemption, they are listed in Section B of the Teaching and Examination Regulations.
3. A maximum of 150 ECTS credits in the curriculum can be exempted.
4. The student will be awarded the credits for which the exemption was granted. Instead of a mark, these credits will be recorded with the designation of 'exemption'

¹² For more information see TER part B of the programme, article 4.3 Free curriculum.

¹³ Dutch Higher Education and Research Act (WHW)

Section 7.11 5. Students who have passed more than one examination and to whom no diploma can be presented may request a statement from the relevant Examinations Board indicating which examinations they have successfully completed, with a description of which modules they relate to, the number of ECTS credits obtained and when they passed the examinations.

¹⁴ TER BA Part A 2021-2022

9.7 – Appeals against Negative Binding Study Advice¹⁵

In processing appeals against Negative BSAs, the Examinations Board bases itself first and foremost on the TER (OER) and the Procedure Binding Study Advice FGw. In addition to this, the following provisions apply:

1. The nine cluster meetings process the appeals from students belonging to their own programme(s);
2. Prior to the hearings the appeals are discussed in a general meeting of the Examinations Board;
3. Students who have obtained less than 36 ECTS will be summoned for a hearing, unless the general meeting deems this unnecessary on account of significant personal circumstances;
4. In case dispensation is granted, the Examinations Board will generally demand that the student finish all first-year courses (60 ECTS) in the second year as an additional requirement.

9.8 – Extra provision for the purpose of graduating

If the following three requirements are met, the Examinations Board can take a request for an extra re-sit or another adjustment of the test regulations into consideration:

1. The request is intended to prevent a disproportionate delay of graduation;
2. The request refers to one second- or third-year course the student has followed but not completed because they failed to meet both examination opportunities;
3. With the exception of this one course, the student has completed all components of the graduation programme. The bachelor thesis has been completed or is in an advanced stage (to be assessed by the supervisor).

Section 10 – Examinations¹⁶

10.1 – Examination date

If a student (nearly) meets the requirements for graduation for the degree programme for which he or she is enrolled, he or she will need to apply for a degree certificate at the Education Desk. After the Examination Board's cluster meeting has determined that the student meets the requirements, the Examinations Board will set the graduation date and issue the degree certificate.

Article 9.2 Transitional provisions

Contrary to the provisions of the prevailing Teaching and Examination Regulations, students who started their degree programmes under previous Teaching and Examination Regulations will be subject to the transitional arrangements outlined in Section B.

Article 4.2 Type of tests

3. Where a unit of study is no longer offered, Section B will include a transitional arrangement for a period of at least one year.

¹⁵ TER BA part A 2021-2022

Article 6.4 Binding study advice for full-time propaedeutic students

1. After the end of their second semester students will receive an advice regarding the continuation of studies in their degree programme. If a student has obtained fewer than 48 credits this advice will comprise a rejection with a binding character.
2. As soon as possible after the resits of the second semester, students will receive a written notification from the dean stating whether they have been granted a definitive positive binding study advice or can expect to receive a negative binding study advice. The same procedure applies to students who are granted dispensation from the binding study advice in their first year of enrolment and who fail to obtain at least 48 first-year credits during their subsequent year of enrolment.
3. Students who have obtained at least 48 credits towards the propaedeutic phase of their degree programme at that time will receive a definitive positive binding study advice.
4. Students who have obtained fewer than 48 credits towards the propaedeutic phase of their degree programme at that time will receive a provisional negative binding study advice.
5. Credits awarded for units of study that are not part of the propaedeutic phase of a degree programme are not included when calculating the number of credits obtained for the purpose of the binding study advice.
6. Exemptions granted for units of study that are part of the propaedeutic phase of a degree programme are included when calculating the number of credits obtained for the purpose of the binding study advice.

¹⁶ TER BA part A 2021-2022

Article 4.11 Bachelor's final examination

1. The Examinations Board will determine the final results and date of graduation upon receipt of the student's request thereto and after it has established that the student has passed all of the units of study within the programme.

10.2 - Annotations¹⁷

The criteria for awarding the Cum Laude annotation are described in the Faculty of Humanities Cum Laude Regulations that can be found in the A-Z list at www.student.uva.nl/humanities. The Examinations Board supervises the correct implementation of the Cum Laude Regulations and decides when there is any doubt or lack of clarity. Additionally, the Examinations Board, in the event of unfairness, is entitled to administer the Cum Laude annotation to students who do not quite meet the requirements set out in the regulations. The regulation regarding the minimum grade of the Thesis will stand in all cases.

10.3 Graduating with more than 180 ECTS

1. If a student does not reach 180 ECTS due to a transitional arrangement, the difference must be compensated in the elective space. The Examinations Board considers an individual provision unnecessary for degree programmes of a maximum of 185 ECTS.
2. If a student has obtained additional ECTS on top of the compulsory 180, the unessential electives will be placed in the extracurricular space.
3. If a minor exceeds the compulsory elective space, a student can graduate with a study program of more than 180 ECTS.

Section 11 – Validity period and retention periods¹⁸

1. Student examination answers, including essays and other written materials for which a mark or partial mark is allocated, are kept for at least two years after the exam result has been determined.
2. Bachelor's theses will be stored digitally and permanently.
3. The assessment record, and answer model, will be stored (in the assessment files) for at least seven years.
4. Study materials, syllabi and other teaching materials must be kept for at least two years; because of quality supervision and the possibility of (interim) visitations.
5. Diploma supplements are retained by the Education Desk for ten years and then transferred to the UvA's archive.

2. A degree certificate can only be awarded once the Executive Board declares that the student has complied with all the procedural requirements, including the payment of tuition fees.

3. Contrary to the provisions of paragraph 1, if there is any suspicion of fraud or plagiarism, the Examinations Board may institute an inquiry to assess the student's knowledge of one or more Bachelor's units of study before determining the results of the Bachelor's examination.

4. Contrary to the provisions of paragraph 1, the Examinations Board may delay the determination of the date of the Bachelor's examination upon the request of a student who qualifies for a degree certificate.

5. There are 12 fixed Bachelor's examination dates per academic year. These can be found at the website Graduation and requesting a degree certificate*.

Article 4.12 Degree certificate and statement

1. The Examinations Board issues a degree certificate as proof that the student has passed their Bachelor's final examination. The model of the degree certificate is set by the Executive Board. The Examinations Board will add a diploma supplement to the degree certificate providing insight into the nature and content of the completed programme. The diploma supplement will be written in English and will comply with the European format.

¹⁷ TER BA part A 2021-2022

Article 4.18 Cum Laude

Students who pass the Bachelor's final examination and satisfy the relevant criteria laid down in the Cum Laude Regulations of the Faculty of Humanities* will receive the designation of 'cum laude' for the examination.

¹⁸ TER BA part A 2021-2022

Article 4.8 Validity period of results

1. The dean may limit the validity period of examinations that a student has passed and of exemptions they have been granted if the knowledge, insight and/or skills that were tested is or are demonstrably outdated.

2. Section B determines which examinations that a student has passed and which exemptions they have been granted are subject to a limited validity period.

3. Contrary to the provisions of paragraph two, in individual cases the Examinations Board may decide to extend the validity period of an examination that has been passed or an exemption that has been granted. The Examinations Board may extend the validity period of examinations in the event of an exceptional circumstance within the meaning of Section 7.51 paragraph 2 of the WHW.

4. The validity period of a test is limited until the end of the unit of study in question

Article 4.19 Retention periods

Retention periods for assignments, answer models and the assessed work of examinees are laid down in the Rules and Guidelines of the Examinations Board of the College of Humanities*.

6. If a student has appealed against an assessment result, the completed assessment and grading norms are always retained until the appeal has been settled, guaranteeing the authenticity of these documents.
7. A decision by the Examinations Board is, unless stated otherwise in the decision, valid for 6 years.

Section 12 – Objections and appeals procedures

1. A student can lodge an appeal with the Examination Appeals Board against decisions from the Examinations Board and examiners.
2. The procedure for lodging an appeal as referred to above is described in the ‘Complaints, objections and appeals’ chapter of the Students’ charter that can be found in the A-Z list at student.uva.nl/humanities..

Section 13 – Conclusion and transitional provisions

13.1 – Amendment

1. Amendments to these Rules and Guidelines may be adopted in a separate decision by the Examinations Board.
2. These Rules and Guidelines will not be amended during the current academic year, unless the interests of the students will not reasonably be harmed as a result.

13.2 – Entry into force

These Rules and Guidelines enter into force on 1 September 2021 and replace the previous Rules and Guidelines of the CoH Examinations Board with effect from that date.



Attachments

Invigilator Protocol

Regulations governing Fraud and Plagiarism for UvA Students



Faculty of Humanities

Invigilator Protocol*

Guidelines and considerations for invigilators and students

Preparation

Those qualified to serve as invigilators are the examiner in charge and/or replacements he or she designates, preferably also experts in the field. Persons who are not examiners may be appointed as invigilators provided that at least one examiner is either present at the exam location or is contactable by telephone.

The number of invigilators depends on the number of students, the number of rooms, room capacity and other specific features of the room(s). As a general rule regarding the number of invigilators, one invigilator is normally sufficient for up to 50 students, two for up to 100 students, and three or four for up to 200 students.

The invigilator must be present at the test location 15-20 minutes in advance, depending on the number of students. If necessary, the invigilator will ensure that desks and chairs are placed in the exam formation and that the room is orderly and will distribute exam and scrap papers on each desk. The invigilator will admit students to the room approximately 10 minutes before the scheduled exam start time.

If any special circumstances arise prior to, during or after the examination, the invigilators shall draw up a report describing the circumstances once the examination has ended.

Electronic devices

Before entering the exam room, students shall switch off electronic devices such as mobile phones and place them in a bag. The bag must be closed and placed on the ground.

Students who appear to be in possession of a mobile phone or other electronic device which is not switched off during a written exam may be excluded from further participation in the written exam. Sanctions may also be imposed on the basis of the Fraud and Plagiarism Regulations.

The examiner shall specify additional rules if specific electronic devices are permitted for the purposes of taking a written exam.

* *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.

During the examination

Students must be present at the start of the examination. Latecomers can only be admitted to a written examination up to 30 minutes after the start of the examination. If force majeure should prevent a student from arriving within this period, the invigilator shall decide whether he or she can still be admitted to the written exam. Latecomers shall not be entitled to extra time at the end of the exam.

Invigilators are responsible for enforcing procedures during the written exam.

Invigilators' conduct must not unduly disturb students during the examination.

Students must follow instructions issued by the invigilator. If a student fails to follow one or more instructions during an exam, the invigilator may exclude the student in question from further participation in the written exam.

The invigilator will announce the exam which is being administered and remind students that their tests will not be marked if they have not registered for the course in SIS and if they have not obtained a confirmation of admission from the Examinations Board, in which case students sit the test at their own risk. In the event of any questions about this, the invigilator shall not enter into a discussion but shall refer students to the Examinations Board.

The written exam is considered to have officially commenced from the moment the invigilator starts handing out the questions.

The invigilator is responsible for ensuring students do not lend each other any items during the exam.

The invigilator is responsible for ensuring that students hand in their completed exams within the time limit.

If an invigilator establishes fraud during an exam, he or she must inform the student(s) involved and the examiner in charge. The invigilator will prepare a report regarding the fraud. Depending on the severity of the case, the invigilator can exclude the student(s) from further participation in the exam on the spot. The invigilator will collect all the exam work the student has completed up to that point along with any supporting evidence and hand these over to the Examinations Board as soon as possible. The Examinations Board shall be responsible for the subsequent handling of the fraud.

The written exam will end at the moment the invigilator informs the students that their time is up. He or she will collect the exam papers from all the students who are still present.

Dyslexic students with a declaration from the Student Counsellor will be given the opportunity to spend longer on the exam if notification was provided by the study adviser no less than four weeks before the exam.

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Identification

The invigilator must establish the identity of the student.

The student is obliged to provide identification by showing a valid proof of enrolment (student card) with a representative photograph, as well as a legally permitted identity document.

If the student is unable to show a student card and valid proof of identity, the student may be denied access to the exam unless he or she complies with the following procedure:

- a. the student allows himself or herself to be photographed with his or her work by the invigilator
- b. the student subsequently identifies himself or herself to the invigilator, before a deadline specified by the invigilator.

The student's exam will not be assessed until his or her identity has been verified.

Students must place their student card and proof of identity on the desk in a visible manner.

Leaving the room

Students may not leave the examination room during the first 30 minutes of a written exam.

Once any examinee has left the room, no more latecomers will be admitted to the written exam.

The examiner/invigilator can also decide that students may not leave the room in which the written exam is being taken within 15 minutes of the end of the written exam.

This Invigilator Protocol was adopted by the CoH Examinations Board and the GSH Examinations Board on 1 December 2016



REGULATIONS GOVERNING FRAUD AND PLAGIARISM FOR UVA STUDENTS

Adopted by the Executive Board in decision no. 2019-084871 dated 9 July 2019.

Disclaimer: This translation is provided for information purposes only. In the event of a different interpretation, the original Dutch version of this document is binding.

Article 1 Definitions

1. Fraud and plagiarism are defined as any act or omission on the part of the student which makes an accurate assessment of his/her knowledge, insight and skills partially or wholly impossible. Plagiarism is a form of fraud.
2. Serious fraud, within the meaning of Section 7.12b, subsection 2 of the Dutch Higher Education and Research Act (WHW), shall, in any case, mean:
 - a. assuming the identity of another person during an examination;
 - b. allowing someone else to assume one's identity during an examination;
 - c. obtaining or being facilitated in obtaining the questions of the relevant examination before the time at which the examination is to take place;
 - d. fabricating and/or falsifying survey or interview responses or research data;
 - e. fraud during or outside of the inspection period for a paper/examination that has been assessed;
 - f. fraud relating to examination results;
 - g. engaging in other serious forms of plagiarism, as referred to in paragraph 4 of this Article.
3. Furthermore, 'fraud' is taken to include in any event:
 - a. being in possession during an examination of any aids of which the use is not expressly permitted;
 - b. attempting during an examination to read what another candidate is writing, or exchanging information inside or outside the examination room.
4. 'Serious forms of plagiarism' is taken to include in any event:
 - a. making use of or reproducing another person's texts, data or ideas to a significant degree without acknowledgement of sources;
 - b. presenting the structure or central body of ideas taken from third-party sources as one's own work or ideas;
 - c. reproducing the work of fellow students and passing it off as one's own;
 - d. reproducing another person's audio, visual or test materials, software or program codes without reference to the sources, and in doing so passing these off as one's own work;
 - e. submitting papers that have been written by someone else (whether or not in exchange for payment), including papers that were acquired from a commercial institution.
5. Furthermore, 'plagiarism' is taken to include in any event:
 - a. making use of or reproducing another person's texts, data or ideas without complete and correct source references;
 - b. presenting the structure or central body of ideas taken from third-party sources as one's own work or ideas, even if a reference to other authors is included;
 - c. failing to clearly indicate in the text – for instance by means of quotation marks or a particular layout – that literal or near-literal quotations have been included in the work, even if a correct reference to the sources has been included;



- d. paraphrasing the contents of another person's texts without sufficient reference to the sources;
 - e. submitting a text that has previously been submitted, or is similar to a text that has previously been submitted, in the context of assignments for other courses without correct acknowledgement of sources;
6. 'Examinations Board' is taken to mean the Examinations Board of the degree programme responsible for the course in relation to which fraudulent conduct has been detected.
 7. 'Examination' is taken to mean any examination per course component of the knowledge, insight and skills of the student, which results in an assessment. This shall include (final) papers.

Article 2 Complicity

1. A sanction may be imposed both on the perpetrator and any co-perpetrators of fraud and plagiarism.
2. If the work of a fellow student is reproduced with the consent and/or cooperation of the fellow student, the latter is a co-perpetrator of plagiarism.
3. If one of the authors of a joint essay commits plagiarism, the other authors are co-perpetrators of plagiarism if they could have known or should have known that the other author committed plagiarism.

Article 3 Detection of plagiarism

Electronic detection software may be used to detect plagiarism in texts. In submitting a text, a student implicitly consents to the text being entered in the database for the purpose of plagiarism detection.

Article 4 Procedure

1. If a case of fraud or plagiarism is detected, the examiner will immediately inform the student and, at the same time, notify the Examinations Board in writing, submitting the texts and findings.
2. The Examinations Board will give the student the opportunity to be heard within a period of two weeks.
3. The Examinations Board shall determine whether fraud or plagiarism has been committed and shall notify the student in writing of its decision and sanctions in accordance with Article 5 within a period of four weeks, stating the possibility of appeal with the Examinations Appeals Board.
4. If plagiarism is detected or suspected in a specific paper, the Examinations Board may decide to investigate papers previously submitted by the same student(s) for plagiarism. The student is

obliged to cooperate with this investigation and may be required to provide digital versions of previous papers.

5. The written warning or sanction that has been imposed shall be recorded by the Examinations Board.
6. If an Examinations Board should impose a sanction on a student who is not enrolled in the programme, the relevant Examinations Board will inform the Examinations Board of the UvA degree programme in which the student is enrolled.

Article 5 Sanctions in the event of fraud and plagiarism

1. After fraud or plagiarism has been established, the Examinations Board shall at least issue a written warning.

Fraud

2. In the event of conduct as specified in Article 1, paragraph 3 under a and b, the examination submitted shall be declared invalid and the student shall be excluded from participation in the first subsequent examination or possibly the first two subsequent examinations for the course concerned.
3. In the event of conduct as specified in Article 1, paragraph 2 under a to g, the work that has been produced through fraudulent conduct shall be declared invalid and the student shall be totally excluded from participation in all interim or other examinations or any other forms of assessment in the study programme for a maximum period of 12 months. If the fraudulent conduct relates to a Bachelor's or Master's thesis or another final paper, the supervisory activities of the thesis supervisor(s) will be suspended for the duration of the sanction.

Plagiarism

4. In the event of conduct as specified in Article 1, paragraph 5, whereby certain sections of existing texts have been reproduced but the student has in fact conducted his/her own research, the paper submitted shall be declared invalid and the student shall be excluded from participation in the examination of the course concerned or totally excluded from participation in all interim or other examinations or any other forms of assessment for the study programme for a maximum period of 6 months. If the paper is related to a Bachelor's or Master's thesis, the supervisory activities of the thesis supervisor shall be suspended for the duration of the sanction.
5. In the event of conduct as specified in Article 1, paragraph 4, whereby the entire paper or considerable sections of it, including the research presented as being the student's own work, is derived from existing material and research or literature published elsewhere, the paper submitted shall be declared invalid and the student shall be excluded from participation in the examination of the course in question or totally excluded from participation in all interim or other examinations or any other forms of assessment for the study programme for a maximum period of 12 months. If the paper relates to a Bachelor's or Master's thesis, the supervisory activities of the thesis supervisor shall be suspended for the duration of this period.
6. If, following the investigation as referred to in Article 4, paragraph 4, it should appear that plagiarism has been committed previously, the Examinations Board may decide to invalidate any previously obtained results for course components where plagiarism was detected.

7. In cases of serious fraud, including serious forms of plagiarism, the Executive Board at the recommendation of the Examinations Board, may terminate the enrolment of the relevant party permanently, after the Examinations Board has imposed the maximum sanction.
8. In the event of conduct not covered by these Regulations and depending on the seriousness of the fraud, the Examinations Board may impose the following sanctions: the examination submitted may be declared invalid; the student may be excluded from participation in the examination concerned for a maximum period of 12 months; the student may be totally excluded from participation in all interim or other examinations or any other forms of assessment in the study programme for a maximum period of 12 months.
9. The Examinations Board shall not grant any exemptions based on results obtained elsewhere during the period of exclusion from examinations for the study programme that was imposed on the student in accordance with this Article.
10. If the student is enrolled in more than one study programme, the Examinations Board shall consult with the Examinations Board(s) of the other relevant study programme(s) before imposing any sanction.
11. If the conduct established should relate to an Honours Programme module, the Examinations Board may determine that further participation in the Honours Programme may be denied.

Article 6 Aggravating circumstances

If the student has been previously issued a written warning or has been sanctioned in relation to fraud or plagiarism that has been detected, this will result in complete exclusion from participation in all examinations, exams or other forms of assessment for the study programme for a period of up to 12 months.

Article 7 Urgent recommendation to terminate enrolment

In the event of recidivism or in the case of serious fraud / serious plagiarism, in addition to penalising the student, the Examinations Board may also issue an urgent recommendation for the student to terminate their enrolment in the programme.

Article 8 Effective date, official title

These Regulations shall enter into force on 1 September 2019, upon the simultaneous revocation of the 'Regulations governing Fraud and Plagiarism for UvA students 2008, last amended May 2010', and can be cited as the 'Regulations governing Fraud and Plagiarism for UvA students 2019' (*Fraude en Plagiaat Regeling Studenten UvA 2019*).



EXPLANATORY NOTES TO THE ‘REGULATIONS GOVERNING FRAUD AND PLAGIARISM FOR UvA STUDENTS’

Participation/effort requirement

The degree programme must ensure adequate information provision regarding the standards applicable to students in respect of fraud and plagiarism. For that reason, attention will need to be paid to this issue early on in the programme, with the emphasis being on the key principle that fraud has no place within any academic degree programme. Furthermore, there must be sufficient focus within the programme on correct citation and appropriate acknowledgement of sources. Students may also, for example, be asked to sign a declaration of originality.

Definitions

The regulations shall apply to all students studying at the UvA, which also extends to exchange students, external candidates, contract students and guest students.

Although plagiarism may be considered a form of fraud, the two concepts are referred to separately. This simplifies the task of providing definitions and specifying the various penalties.

Tools and devices that are prohibited, unless explicitly stated otherwise, include preset calculators, mobile phones, books, syllabuses, notes, etc.

Creating the opportunity for fraud to take place may also be penalised. This may, for example, include instances of leaving a digital assessment open on a computer screen when (temporarily) leaving the workplace.

The definition in Article 1 primarily refers to interim and other examination situations. This includes all forms of work done by students, such as theses, papers and essays. If the lecturer should detect instances of plagiarism in the preparatory phase of, for example, a thesis or paper, it would be reasonable for the lecturer to address the matter with the student and point the student to the fact that a problem would arise if the draft text should be submitted as the final text. Individual cases will depend on their specific circumstances. More stringent requirements may be imposed on third-year students, for example, than on first-year students in terms of proper citation. Under these regulations, a sanction may also be imposed for plagiarism in draft chapters and preparatory documents for a thesis or a paper.

It is important that there never be any uncertainty as to which particular Examinations Board is dealing with an issue. Problems may arise in this regard, especially where electives are concerned. The principle underlying the Regulations is that the Examinations Board under which the course component in question falls, bears responsibility. If the student is enrolled in multiple programmes at the UvA, then the Examinations Board must consult with the Examinations Board(s) of the other relevant degree programme(s) before imposing a sanction. If the Examinations Board of the relevant programme/course component determines that this is a serious case of plagiarism or fraud, this Examinations Board must consult with the Examinations Board of the programme at which the student is enrolled before imposing a sanction. For documentation purposes, it is crucial that the Examinations Board of the programme in which the student is enrolled is informed of the case of fraud.

Article 2 stipulates that the co-perpetrator may also be penalised in addition to the perpetrator. The ‘perpetrator’ is the party taking the initiative to commit fraud, whereas the ‘co-perpetrator’ will actively participate in the fraud. A co-perpetrator may be reproached for specific conduct or for refraining from specific conduct.

Procedure

In the event that fraud or plagiarism is suspected, the examiner shall immediately inform the Examinations Board. The Examinations Board is responsible for the subsequent procedure. This provision ensures that no undesirable opportunity for negotiation arises between the examiner and the student. In addition, the Examinations Board is better placed to ensure the necessary care in the procedure, procedural uniformity and the student’s legal certainty.

The warnings and/or sanctions imposed will be documented and managed by the relevant Examinations Board that has issued the warning or imposed the sanction.

Sanctions

In accordance with the provisions of Section 7.12b, subsection 2 of the Dutch Higher Education and Research Act (WHW), in the event of fraud and plagiarism the Examinations Board is authorised to exclude the student from one or more interim or other examinations for the study programme as indicated by the Examinations Board, for a maximum period of one year. In addition, in cases of serious fraud, the Executive Board may terminate the enrolment of the relevant student at the proposal of the Examinations Board. The sanction shall clearly indicate to which examinations and any exams of the programme the exclusion shall apply. The Examinations Board must first have imposed the maximum sanction before being able to submit a proposal to terminate enrolment to institutional management.

These regulations include the possibility for the sanction to be limited to a written warning in cases of mild fraud. This meets the explicit wishes of the Examinations Boards.

With regard to sanctioning policy, these regulations sought to align with the existing practices of the Examinations Board and the rulings of the Examination Appeals Board and those of the Higher Education Appeals Board. As a result of the rulings of the Higher Education Appeals Board, these regulations define cases of serious fraud or serious plagiarism.