



RULES AND GUIDELINES

OF THE EXAMINATIONS BOARD GRADUATE SCHOOL OF HUMANITIES UNIVERSITY OF AMSTERDAM

Disclaimer:

These Rules and Guidelines are a translation of the *Regels en Richtlijnen van de Examencommissie Graduate School of Humanities 2021-2022* of the University of Amsterdam. In the event of any discrepancy between the two, the text of the Dutch original shall prevail.

Effective from: 1 September 2021

Decreed on: 30 June 2021

ARTICLE I – SCOPE

1. These regulations apply to the testing and the concluding examination of all Master's programmes of the Faculty of Humanities.
2. These regulations apply to students who are enrolled in a Master's programme and to persons applying for admission to a study programme.

ARTICLE II – FORMULATION AND VALIDITY OF REGULATIONS

These regulations are annually formulated by the Examinations Board of the Graduate School of Humanities (GSH) and need to be read in conjunction with the Teaching and Examination Regulations (OER) of the Faculty of Humanities and the legislation contained in the Higher Education and Research Act (WHW).

ARTICLE III – HARDSHIP CLAUSE

The Examinations Board of the GSH has the authority to rule on all cases not covered by these regulations.

The Examinations Board has the authority to waive the following provisions if so compelled by exceptional circumstances or a motivated request. If the waiver has consequences for more than ten students, the Examinations Board must notify the dean before making a decision.

ARTICLE IV – APPOINTMENT, COMPOSITION AND MANNER OF DECISION-MAKING OF THE EXAMINATIONS BOARD

1. The Examinations Board is comprised of seven members, namely the chair, five members who are vice chairs, and one external member.
2. The Examinations Board elects the chair from among its members.
3. The Faculty Board, having heard the Examinations Board, appoints the members for a period of three years. The institute's management ensures that the Examinations Board's independence and expertise are safeguarded.
4. Delegates are appointed by the Dean of the Faculty for each MA cluster for a period of three years. These delegates are tasked with making recommendations about students' requests to the Examinations Board. Also, they are tasked with checking if the graduating students' programmes comply with the OER and the decisions made by the Board. Delegates assist the Board in guarding the quality of the examinations in the masters. The Examinations Board is supported by a committee secretary and a secretariat.
5. A 2/3 majority quorum, i.e. five members, is required to make legally valid decisions and to amend and adopt the Rules and Guidelines.
6. Decisions by the Examinations Board are taken by way of majority vote.

ARTICLE V – TASKS AND POWERS OF THE EXAMINATIONS BOARD

The Higher Education and Research Act (WHW) outlines the tasks of the Examinations Board (article 7.11, 7.12 and 7.12b, including the legislative amendments of 2009):

These include establishing rules about the implementation of the tasks and competences and of the ordinances regarding:

- deciding on the basis of objective criteria and expertise whether a student meets the requirements set in the Rules and Guidelines for Master's Programmes regarding knowledge, insight and skills needed to attain a degree;

- guaranteeing the quality of the tests, the exams and the degree;;
- establishing guidelines and instructions within the framework of the Rules and Guidelines by which to assess and mark tests and exams;
- granting exemptions for the sitting of one or more exams;
- taking measures in case of fraud or plagiarism;
- designating examiners to oversee the taking of exams and determining the results;
- signing a diploma after the Board has declared that all procedural requirements have been met. The degree certificate specifies all relevant details.
- granting permission to those students who seek approval to follow a flexible degree programme;
- issuing a statement of passed examinations to those students who have passed two or more examinations but cannot be issued a diploma;
- issuing a yearly report.

ARTICLE VI – THE EXAMINERS

1. Examiners are responsible for the content, format, grading and quality of the tests. They provide information to the Examinations Board at the Examinations Board’s request. They are expected to act in accordance with the instructions in the Assessment Policy Framework. Examiners must also comply with the provisions of the Teaching and Examination Regulations.
2. 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 as examiner for specific courses or components.
3. A professorship by special appointment is considered a position at the Faculty of Humanities.
4. Examiners meet the criterium of being appointed to a position at the Faculty of Humanities until two years after their retirement.
5. Lecturers who do not meet the three conditions stipulated in paragraph 2, can be nominated for appointment as examiner for specific courses by the programme director or department chair with a reasoned submission.
6. The responsibilities and authority of an examiner are not transferable to non-examiners.
7. In the event of serious shortcomings in the performance of duties the Examinations Board, following a warning, can withdraw an appointment as examiner.

ARTICLE VII - MAINTAINING ORDER DURING EXAMS

1. The examiner is responsible for maintaining order and seeing to it that procedures are followed during exams.
2. The rules governing order during written exams are listed in the separate regulations entitled ‘Invigilator protocol’ (appendix 1).

ARTICLE VIII - ASSESSING EXAMS

1. In addition to article 4 of the OER, part A, the Examinations Board defines a test as an estimation of knowledge, insight, skills and/or attitude as meant in article 7.10 of the

WHW, the result of which is expressed by the examiner in an assessment that solely, or as part of other tests, forms the concluding part of an examination component.

2. The examiner grades students' performance in accordance with the assessment criteria of the course in question.
3. In cases where more than one examiner is involved in the grading of an exam, the Examinations Board ensures that all examiners use uniform standards. Grading is conducted in such a way that the student can understand how the examiner arrived at the final grade.
4. Grading is conducted in such a way that the student can understand how the examiner arrived at the final grade.
5. In addition to article 4 of the OER part A, the Examinations Board determines that the questions and statements of the test are formulated in such a way that students have enough time to give an answer, and that the test represents the educational aims of the examination component.
6. In the case of group assignments, the final course grade for each student must be partly based on an assessment of that individual's performance.
7. A completed exam is graded by an examiner by means of a numerical score on a scale of 1 to 10, with no more than one digit after the decimal point. The grade 1 or 1.0 stands for very poor and the grade 10 or 10.0 is excellent. In addition, the grades AVV (pass) and NAV (fail) can be given, in particular for practical exercises.
8. An exam graded with one digit after the decimal point is considered passed if the grade is 5.50 or higher without being rounded off. If the mark includes no digit after the decimal point, the exam is considered passed if it is marked 6 or higher.

ARTICLE IX – POST EXAMINATION DISCUSSION

1. Students can request to meet with the examiner to discuss their results and the motivation for the grade they received. Such a request must be made within 20 working days after the student has been notified of the results. This discussion will be conducted at a time and place and in the manner determined by the examiner.
2. If a group discussion is organised, students can only request an individual discussion as described in Section 1 above if they have either attended this group discussion and can submit a motivated request for further discussion, or have been prevented from attending the group discussion by factors beyond their control.
3. All exams, model answers and graded theses will be retained for a period of 7 years.
4. A student's other graded work, such as written answers to essay exam questions, papers and other written assignments will be retained for a period of 2 years.

ARTICLE X – FURTHER PROVISIONS CONCERNING THE FINAL REVIEW

1. A graduate student is awarded a Master's degree when s/he has successfully completed all examination components.
2. The Examinations Board reviews the student's record of academic achievement to verify that s/he has indeed satisfied all conditions for receiving a Master's degree.
3. A student who has successfully completed all examination components of the Master's and satisfies the relevant requirements specified in the Cum Laude regulations, will

graduate with honours and be awarded a degree with the distinction ‘Cum Laude’ (appendix 2).

4. The minimum number of credits for a unit of study is set forth in the OER. Permission from the Examinations Board is necessary to have a unit of study with a divergent number of credits registered.
5. When a student – with the approval of the Examinations Board – takes courses at a foreign university that are not part of a joint programme and wishes to add these to his/her study programme, the achieved foreign marks will not be converted to Dutch marks but will be registered as PASS.
6. For each degree programme that a student follows, the student must write a separate thesis which fulfils the thesis requirements of the degree programme for which the master’s thesis is written.

ARTICLE XI –REQUESTS FOR EXEMPTIONS, SPECIAL DISPENSATIONS E.G.

1. The Examinations Board can grant exemptions for examination components if the student has completed an equivalent component of another university degree programme. The student must submit originals or certified copies of the relevant supporting documents with his or her request.
2. The Examinations Board notifies the student of its ruling within 20 working days after receiving the request and required supporting documents or certified copies.
3. Students cannot under any circumstances be exempted from the requirement to complete a Master’s thesis (or a comparable final work product).

ARTICLE XII – THE EXAMINATION BOARD’S RULING PROCEDURE

1. Before ruling on a request, the Examinations Board checks whether the request falls under some general regulation the Board has established or whether there are any precedents. If either is the case, then the chairperson decides on the request in accordance with those regulations or earlier rulings on similar requests.
2. If there is neither a relevant general regulation nor a precedent on the grounds of which the chairperson can make an immediate ruling, s/he consults the delegate from the relevant degree programme or an external expert.
3. The Examinations Board informs the student of its ruling by means of a motivated written decision.

ARTICLE XIII – UNIVERSITY FRAUD AND PLAGIARISM REGULATIONS

When a student is suspected of fraud and/or plagiarism during an exam, the examiner must immediately act in accordance with the Regulations Governing Fraud and Plagiarism for UvA Students.(appendix 3)

ARTICLE XIV – APPEALS PROCEDURE

1. The student may appeal to the Examination Appeals Board (CBE) to overturn decisions in accordance with Article 7.61 of the Higher Education and Research Act (WHW).
Decisions that can be appealed through this procedure include:
 - a. rulings made by Examinations Boards and examiners; and

- b. rulings with regard to the right to sit exams, not including general rulings on admission to the Master's programme.
2. The procedure which must be followed when filing an appeal as intended here can be found via this [URL](#) (or via the website UvA Home / about the UvA / Organisation / Legal Affairs / Examinations Appeals Board)

ARTICLE XV – SPECIAL MEASURES DUE TO COVID-19

As an exception to the Cum Laude Regulations, the permitted duration of studies is extended for one year a) for students who began a one-year master's programme in 2020-2021 and b) for students who began a two-year master's programme in 2019-2020.

ARTICLE XVI – CHANGES

1. Any changes to these regulations are to be made by means of a separate resolution by the Examinations Board.
2. Changes to these regulations will not affect the current academic year, unless it can be reasonably assumed that students' interests will not be harmed.

ARTICLE XVII – EFFECTIVE DATE

These regulations will take effect on 1 September 2021 and will from this day replace the previous regulations of the Graduate School of Humanities.

Appendix 1: Invigilator Protocol

Appendix 2: Cum Laude Regulations

Appendix 3: 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*

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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

Faculty of Humanities

Cum Laude Regulations

1. General provisions

- a. Without prejudice to the provisions of paragraphs c, d and e, an examinee who sits an exam at the Faculty of Humanities and satisfies the specific conditions laid down for that exam (stated in Articles 2 and 3 of these Regulations) will be granted the designation '*cum laude*' for this exam.
- b. The specific conditions established for granting the designation of '*cum laude*' refer to 'the weighted average exam result'. This means: the weighted mathematical average rounded off to one decimal point of the marks or final marks awarded for each exam component, with the number of credits obtained for an exam component applied as the weighting factor. In the case of exam components for which the final mark is determined by taking the average (weighted or unweighted) of partial marks, the final mark registered in SIS will be used as the basis for calculating 'the weighted average exam result'.
- c. If the examinee also passes other exam components on the exam in question in addition to the exam components required for the curriculum, these additional exam components will not be included in the calculation of the weighted average exam result. The components in question are specified in the annex to the certificate in which these exam components are listed as extracurricular subjects.
- d. In exceptional cases the Examinations Board can deviate from these Regulations.
- e. If the '*cum laude*' designation is granted, this is stated on the certificate. In a certificate drawn up in the Dutch language the designation is indicated with the words '*met lof*' and in the official English translation of the certificate with the words 'with honours'.
- f. These Regulations take effect as from 1 March 2015.

2. Specific conditions for the Bachelor's exam

The designation of '*cum laude*' for the Bachelor's exam is subject to the following specific conditions:

- a. The weighted average exam result for all exam components (180 credits) must be 8.1 or higher. Results for which no mark has been awarded will not be included when calculating the weighted average exam result.
- b. An examinee may be exempted from a maximum of 30 of the 180 credits.
- c. The exam result for the Bachelor's thesis must be 8.0 or higher.

3. Specific conditions for the Master's exam

The designation of '*cum laude*' for the Master's exam is subject to the following specific conditions:

- a. The weighted average exam result for all exam components (60, 90 or 120 credits, as laid down in the Teaching and Examination Regulations of the Master's programme in question) must be 8.5 or higher. Results for which no mark has been awarded will not be included when calculating the weighted average exam result.
- b. An examinee may be exempted from a maximum of 12 of the 60 credits (or 18 of the 90 or 24 of the 120 credits, respectively).
- c. The exam result for the Master's thesis must be 8.5 or higher.
- d. The student must earn the degree within the official duration of the study programme. When a student is enrolled in two or more programmes at the same time, the duration will be calculated taking into account a reasonable extension of the duration in question.

Disclaimer: This translation is provided for information purposes only. In the event of a difference of interpretation, the original Dutch version of this document (Faculteit der Geesteswetenschappen Cum laude regeling) is binding.

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.