

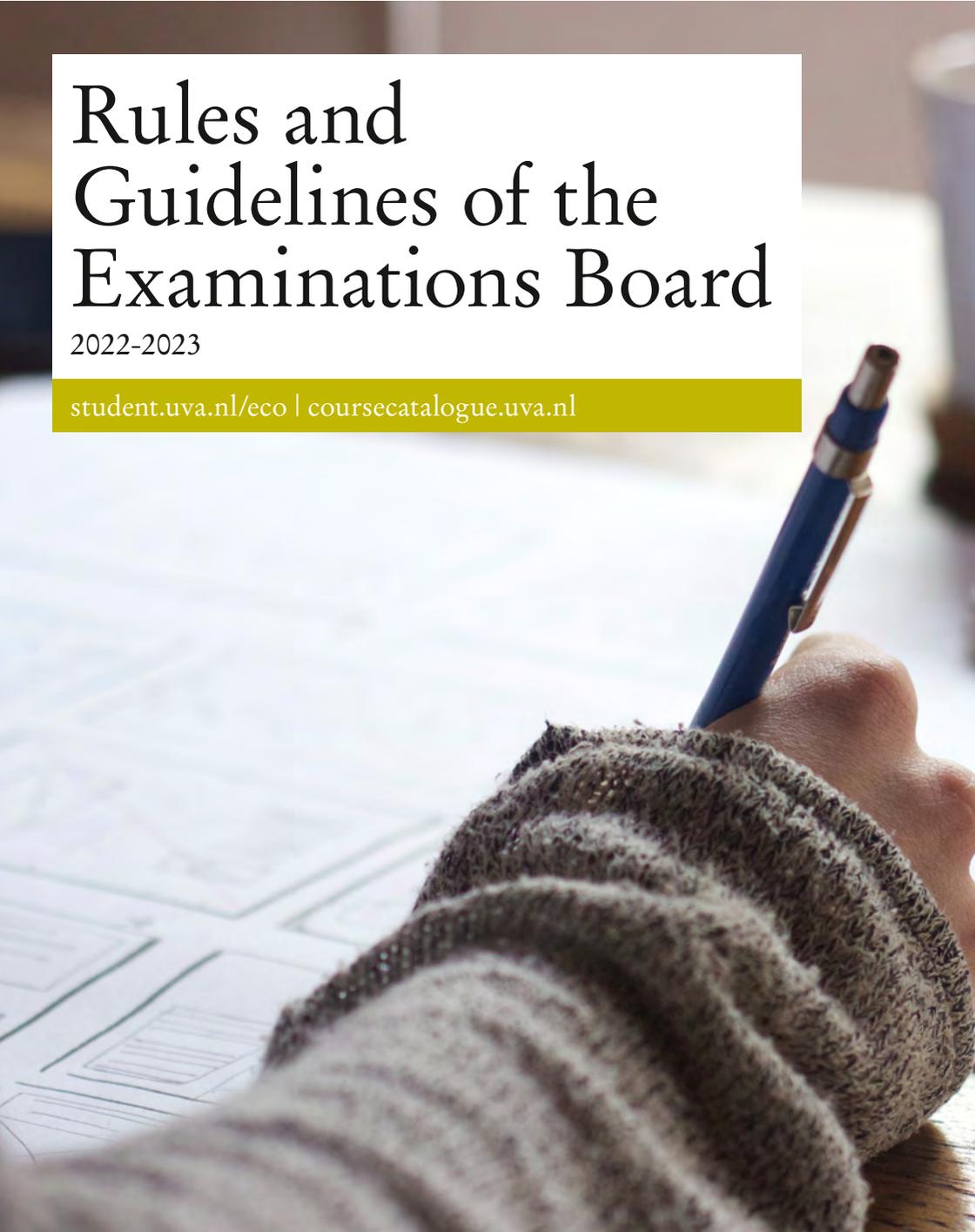


UNIVERSITY OF AMSTERDAM
Economics & Business

Rules and Guidelines of the Examinations Board

2022-2023

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The Rules and Guidelines of the Examinations Board are supplementary and do not form part of the Teaching and Examination Regulations. As provided in legislation (Section 7.12b para 3 WHW), the content of these Rules and Guidelines falls under the exclusive authority of the Examinations Board. The Faculty Student Council, Boards of Studies and Works Council have no advisory powers or right of consent over these provisions. For a detailed explanation of the status of the Rules and Guidelines, see the Assessment Policy Framework adopted by the Executive Board on 16 December 2010.

These regulations are divided into the following chapters:

- A. General provisions
- B. Examiners and examinations
- C. Fraud and plagiarism
- D. Study programmes
- E. Concluding provisions

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Chapter A General provisions

Article 1 Applicability

Article 1.1 Applicability of the regulations

1. These Rules and Guidelines apply to the assessments and examinations in the Faculty's Bachelor's and Master's degree programme(s) and are in keeping with the Teaching and Examination Regulations (OERs) for these degree programmes, as established by the Dean.
2. These Rules and Guidelines apply to everyone who follows (courses for) a Bachelor's/Master's degree course or Executive Education programme (NVAO accredited and not subsidised by the government) at the Faculty of Economics and Business.

Bachelor

- Bachelor of Science *Actuariële Wetenschappen*
- Bachelor of Science *Econometrie en Operationele Research*
- Bachelor of Science *Fiscale Economie*
- Bachelor of Science Business Administration
- Bachelor of Science Economics & Business Economics
- Bachelor of Science Business Analytics

Master

- Master of Business Administration (MBA)
- Master of Science Accountancy & Control
- Master of Science Actuarial Science and Mathematical Finance
- Master of Science Business Administration
- Master of Science Business Analytics
- Master of Science Business Economics
- Master of Science Data science and Business Analytics
- Master of Science Econometrics
- Master of Science Economics
- Master of Science in Finance
- Master of Science *Fiscale Economie*
- Master of Science in International Finance (MIF)

Executive

- Executive Programme in Management Studies (EPMS)
- Executive Master of Finance and Control (EMFC)
- Executive Master of Science in Insurance and Risk (EMIR)
- Executive Master of Science of Internal Auditing (EMIA)

3. Chapters A,B,C and E of these Rules and Guidelines apply to everyone who follows (courses for) a pre-Master's programme (schakelprogramma) at the Faculty of Economics and Business:
 - Schakelprogramma MSc Accountancy & Control
 - Schakelprogramma MSc Business Administration
 - Pre-master MSc Business Economics
 - Pre-master MSc Econometrics
 - Pre-master MSc Economics
 - Schakelprogramma MSc Fiscale Economie
 - Pre-MSc (schakelprogramma) Fiscale Economie voor zij-instroom vanuit hbo FE
 - Pre-MSc (schakelprogramma) Fiscale Economie voor instroom vanuit hbo AAVRAVAC of BE
 - Pre-MSc (schakelprogramma) Executive Programme in Management Studies
4. Chapter C of these Rules and Guidelines applies in any case to everyone who follows (courses for) a professional programme at the Faculty of Economics and Business:
 - Postmaster Actuarial Practice Cycle (APC)
 - Executive Programme of Digital Auditing (EPDA)
 - Postmaster Accountancy (PMA)

Article 1.2 General

The concepts described in the OER that apply to the programme in question also apply to these regulations. Other concepts are defined in accordance with legislation.

Article 2 Examinations Board

Article 2.1 Composition of the Examinations Board

1. The Examinations Board consists of experts in the field of the degree programme(s). At least one member is linked to the degree programme in question, or to one of the degree programmes to which these Rules and Guidelines apply, as a lecturer. At least one member is external to the degree programme(s). Members of the Executive Board or persons who otherwise bear financial responsibility within the organisation may not sit on an Examinations Board.
2. Members of the Examinations Board are appointed by the Dean on the basis of their expertise in the field of the degree programme(s).
3. The Examinations Board appoints one of its members, with the exception of the external member, as chair. The chair is responsible for the daily business of the Examinations Board. The chair appoints another member to replace him or her in case of absence.
4. Before appointing a member, the Dean hears the Examinations Board about the intended appointment.
5. Members of the Examinations Board are appointed for three years and can be re-appointed.
6. The Dean is responsible for safeguarding the independent and expert functioning of the Examinations Board.

Article 2.2 Tasks of the Examinations Board

The tasks of the Examinations Board are provided by law. This includes the establishment of rules on the implementation of the tasks and competencies and taking measures in relation to:

- a. establishing, in an objective and expert manner, whether a student satisfies the conditions set out in the OER regarding the knowledge, insight and skills needed in order to be awarded a degree
- b. safeguarding the quality of assessments and examinations
- c. establishing guidelines and instructions in the context of the OER in order to assess and determine the results of assessments and examinations
- d. granting exemptions from taking one or more examinations
- e. taking measures in the case of fraud
- f. appointing examiners for the holding of examinations and determining their results
- g. awarding a certificate, along with a degree certificate supplement, to prove that a student has passed the examination
- h. awarding an exam-pass confirmation to a student who has passed more than one examination, but who cannot be awarded a certificate
- i. producing an annual report on its activities.

Article 2.3 Procedures of the Examinations Board

1. As a rule, the Examinations Board meets once a month or whenever the chair deems it necessary. Meetings are not public.
2. The Dean can appoint an official secretary to the Examinations Board in order to support the work of the Board.
3. A request or complaint involving a member of the Examinations Board should be handled in the absence of the member involved.
4. Requests will only be processed if properly motivated.
5. After receiving a petition, the Examinations Board takes a decision within six weeks. Petitions can only be submitted to the Examinations Board using the digital petitions form. The Examinations Board communicates its decision by email.

Article 3 Annual report

The Examinations Board produces a report on its activities over the preceding academic year and endeavours to do this before 1 December. The Examinations Board sends the annual report to the Dean. The annual report is public.

Article 4 Changes

Amendments to the rules and regulations will not apply to the current academic year, unless they can reasonably be considered not to be detrimental to students' interests or this is inevitable under the circumstances.

Chapter B Examiners and examinations

Article 5 Examiners

Article 5.1 Appointment of examiners

1. The Examinations Board appoints examiners to hold examinations and determine the results of these examinations per course. The Examinations Board will apply the following criteria when appointing examiners:
 - the examiner should also be the course coordinator;
 - the examiner should be employed by the UvA
 - the examiner should be a professor, associate professor, teacher 1 or 2 or postdoctoral teacher/researcher 3 or 4.
2. All three criteria must be met, although the second and third criteria do not apply to the professional programmes.
3. Following the submission of a reasoned request by the Programme Director, the Examinations Board is permitted to deviate from the criteria outlined above.

Article 5.2 Appointment of thesis examiners

1. For thesis supervision at least one of the two assessors must be appointed as the thesis examiner. The Examinations Board will apply the following criteria when appointing the thesis examiner:
 - the examiner should be employed by the UvA;
 - the examiner should hold a PhD.
2. Both criteria must be met. A thesis examiner is appointed for three years, after which they may be re-appointed.
3. Following the submission of a reasoned request by the Programme Director, the Examinations Board is permitted to deviate from the criteria outlined above.

Article 5.3 Signing authority

1. The examiner is authorised to sign for the exam marks and mark amendments for the course for which he/she has been appointed as examiner. The examiner is also authorised to advise regarding exemptions and recommendations relating to components passed at a different Dutch or foreign university.
2. A thesis examiner is authorised to sign for the marks and mark amendments for theses.
3. The examiner informs the Examination Board of any amendment to the final mark in SIS after the end of the term for appeals.

Article 5.4 Tasks and responsibilities relating to holding exams

The examiner is primarily responsible for the content, form and quality of the assessment. The examiner should ensure that the learning objectives and the method of assessment for a course are communicated beforehand. The examiner should communicate clearly to students which cut-off score provisions and assessment schemes will be used. The examiner is responsible for ensuring that an exam runs smoothly, as laid down in article 7 of this regulation. The examiner provides the Examination Board with the information demanded in relation to examining.

Article 6 Examinations

The general rules in the Teaching and Examination Regulations for the Bachelor's and Master's degree programmes of the FEB provide for rules concerning admissions, notice and perusal of written examinations. This article provides for more detailed regulations in relation to written examinations, including interim examinations, assignments and theses.

Article 6.1 Dates and times of examinations

1. Written examinations are held in the examination periods which are announced via www.rooster.uva.nl at the time that the course registration for the courses in question starts.
2. Oral or individual written exams are taken at a time to be determined by the examiner(s), which is established as soon as possible after consultation with the student.
3. When establishing the dates and times of examinations, an attempt will be made to avoid overlap between examinations of the same programme as far as possible.
4. Changing the established dates and times to a time outside the planned examination period or changing the examination date to a date within a week before the previously set examination date, only takes place in cases of force majeure on the part of the faculty, and is then assessed by the examination board.

Article 6.2 Registration for examinations

A student who is not enrolled at the UvA and/or has not registered on time or registered incorrectly for the course concerned in the university student information system (SIS) has no right to an exam result, despite having participated in the course under examination and/or having participated in the exam.

Article 6.3 Assessment

1. The questions and problems in the examination will remain within the limits of the previously announced examination material. The main lines of this examination material will be announced prior to the start of the teaching in preparation for the examination. No later than one month before students take the examination, a definitive announcement will be made of the precise extent of the material.
2. The Examinations Board supervises the quality of assessment and examinations.
3. The duration of every examination is such that students have enough time, within reason, to answer the questions.
4. The duration of the examination and the nature of the questions (oral or written; open, multiple choice or otherwise) shall be determined by the examiner and shall not be changed after the publication of the course catalogue without the consent of the Examination Board.
5. Additional examination opportunities in August may, contrary to what is stated in the course catalogue, be taken orally or in another alternative manner, this to be determined by the examiner, provided that less than 10 students are involved.
6. Only examiners and the examination organisation have access to the (draft) examination questions prior to the taking of examinations.
7. If (due to externally imposed measures) a physical examination is not possible, the examination board decides whether and under what conditions online examinations may be used.

Article 6.4 Marks

Courses that are passed at a foreign university will not be shown as a mark in SIS, but with an 'AVV', and with a 'pass' on the degree certificate supplement. This applies to both extra-curricular courses and to courses that are included as electives.

Article 6.5 Digital assessment

If an examination is administered in digital form and a technical or other problem occurs that prevents the examination from continuing, the Examinations Board will decide if and when a new examination will be scheduled.

Article 6.6 Assessment

1. Every examination, including oral examinations, entails an investigation by the examiner of the student's knowledge, insight and skills, as well as an assessment of the results of this investigation.
2. The assessment of written examinations is carried out with reference to standards that are set out beforehand in writing and that may be adjusted as a result of marking.
3. In the case that more than one lecturer is involved in assessing an examination, the examiner should ensure that all lecturers use the same standards for assessment.
4. The manner of assessment is such that the student can verify how the result of his or her examination was reached.
5. For assessing the Bachelor's and Master's thesis an assessment form will be used.
6. The student should answer the exam questions in his/her own words. De examiner is authorised to mark down or assign a mark of zero to any answer that is fully or for the most part made up of verbatim quotes.

Article 6.7 Publication MC answers

Answers to multiple choice questions should not be published on Canvas before the examination results have been registered in SIS.

Article 6.8 - Monitoring use of artificial intelligence

1. If an examination, partial examination, or assignment is declared invalid on the basis of Article 7.9, the student may be required to write a substitute version of the examination or assignment in a limited time, under controlled conditions. The student may also be obliged to take a substitute test orally, or to answer questions orally on a substitute written assignment. The examination board decides which obligations are imposed.
2. If an examination, partial examination, assignment or thesis is made without supervision, the examiner has the right to ask the student additional questions about the submitted work by telephone. The examiner shall inform the examination board if this gives rise to the suspicion that article 7.9 is applicable. The examination board will then decide whether or not to invalidate the exam. The examiner who wants to ask the student questions by telephone shall announce this at the latest when the assignment is given, together with an interval of several hours in which the student must be available.

Article 7 Order during exams

Article 7.1 Examiners and invigilators

1. In the case of a written examination, the examiner should ensure that a sufficient number of invigilators are appointed to see that the examination runs smoothly. Students must be supervised by a supervisor throughout the entire examination. If toilet visits are permitted, at least two supervisors must be present, preferably a man and a woman.
2. If several invigilators are present at the examination, one chief invigilator is appointed to take final responsibility.
3. The examiner must be available by telephone during the examination; the examination organisation may also request physical presence.

Article 7.2 Admission to the examination and movements during the examination

1. It is obligatory for a student, when required to do so by an examiner or invigilator, to show proof of identity by a valid UvA student ID card and another valid form of ID. If the student is unable to produce proof of identify, he/she may be denied entry to the examination.
2. For registration purposes, students are required to take their student ID card to the examination. If the student ID card is not brought to the examination, the student must follow the instructions of the (chief) invigilator to register the examination. If these instructions are not followed, the examination will not be marked.
3. Latecomers may be admitted to an examination up a maximum of thirty minutes after the start of the examination. If, due to circumstances beyond their control, a student is unable to be present within this time limit, the examiner can decide whether the student may still be admitted to the examination. After participants have left the hall, latecomers will no longer be admitted to the examination.
4. During the examination, it is not permitted to use the toilet for examinations of two hours or less, unless the chief invigilator gives permission for this. When permission is given, the student must follow the instructions of the chief invigilator. During toilet visits it is not allowed to speak and the student may not be in possession of examination material and aids.
5. Students may not leave the room where the examination is being held within thirty minutes of the start of the examination. Moreover, the examiner can decide that students are not permitted to leave the room where the examination is being held in the final fifteen minutes of the examination. Students must remain seated for the entire examination, unless an invigilator decides otherwise.

Article 7.3 Resources during the exam

1. Students should have only a pen and a ruler on their table and, in case of a multiple choice exam, a pencil and an eraser, unless supplementary aids are indicated on the cover page of the examination. Information about supplementary aids will be given in lectures. Mobile telephones or other electronic equipment should be switched off and stored in a locker or in a bag or briefcase next to the examination table. The bag or briefcase should be closed.
2. The use of graphing and/or programmable calculators during an examination is never permitted, unless it is explicitly stated on the cover page of the examination that their use is permitted.
3. Reference works must not contain annotations.

Article 7.4 Handing in supporting documents and information

1. Every student who has received the examination from the (chief) invigilator is obliged to hand in the work that has been made.
2. All other documents, including the examination questions (if handed out on separate sheets), rough work and all other papers handed out during the examination, must be handed in to the invigilator at the end of the examination, unless the chief invigilator determines otherwise.
3. Students must give permission for photographs to be taken of documents and other matters that are pertinent to the question whether the provisions in Articles 6, 7 and 8 have been complied with.
4. Students must supply any data gathered for their thesis or other assignments and any code used to conduct analyses upon request.

Article 7.5 Rules regarding digital examinations where the student is not in a room controlled by the FEB

1. Students will be informed via Canvas at least two weeks in advance regarding the items required and the detailed procedure for the digital exam.
2. Students are responsible for a proper working internet connection and the necessary hardware and software. If a student is unable meet this requirement, he/she will not be able to take or complete the test and the student will not be entitled to a replacement exam.
3. As soon as a student logs into the system, the attempt will be registered as a used examination opportunity.
4. If a student encounters technical issues during the exam, these must be reported immediately in accordance with the relevant procedure.
5. If a student is unable to complete the exam in its entirety due to technical issues, the student must take the resit exam. If a student fails the resit, the Examinations Board will review the student's individual case to determine whether he or she might be eligible for an additional resit opportunity.

6. Examiners or the examinations board may decide to include a time restriction on each question and to block students from going back to previous questions. Students must be informed of these restrictions in a timely manner.
7. By taking part in the exam, students give permission for their submitted work to be recorded in the plagiarism detection software.
8. Students must complete the exam on their own. No one else may be present in the room. Aids that are permitted will be explicitly listed in the detailed procedure. Any other aids are expressly forbidden.
9. The student's actions or failures to act that make it wholly or partially impossible to accurately judge his/her knowledge, understanding and skills, will be regarded as fraud. Actions such as sharing or attempting to share information during the exam (that is to say: during the entire time that the examination is being taken, including the extra time allowed for in Article 8.1), seeking or attempting to seek help and gaining access to the questions beforehand will also be regarded as fraud.
10. All other programs, browsers and tabs must be closed during the exam, unless stated otherwise.

Article 7.6 Rules regarding examinations with online proctoring

In addition to Article 7.5, the following rules apply to online exams that include online proctoring:

1. Students will be informed via Canvas at least two weeks in advance regarding the items required and the detailed procedure for online proctoring.
2. By taking part in the exam, students agree to the recording and collection of data by the proctoring system used.
3. Exams with online proctoring have a maximum duration of two hours, unless the Examinations Board grants permission for a longer duration.
4. During the exam, students must remain seated and visible to the invigilator at all times. Students are not permitted to use the toilet.
5. The room in which the test will be taken must have adequate lighting. No other people or sources of sound may be present. The test must be taken at a table or desk that is completely empty, with the exception of aids that are explicitly listed in the procedure.
6. Scrap paper is not permitted during the test, unless stated otherwise on the cover page or in the online instructions. In that case, students must show both sides of the scrap paper at the beginning of the exam.
7. Calculators are not permitted, unless stated otherwise on the cover page or in the online instructions. Calculators need to meet the pre-defined conditions and must be shown at the beginning of the exam.
8. At the start of the exam, students must identify themselves by showing a student ID card only.

9. Students must be recognisable during the examination. Among other things, this means that sunglasses may not be worn. Caps may be worn, provided they are worn backwards.
10. Students may not make any technical adjustments that intentionally or unintentionally undermine the online proctoring system. In addition, the instructions given in the detailed procedure must be followed at all times.
11. A desk scan must be performed at the start of the exam. If there is a disturbance during the exam, another desk scan must be performed when the exam is resumed. If an unauthorised aid is detected, this will be considered fraud. If it cannot be determined whether an unauthorised aid has been used, the exam may be declared invalid.
12. Students must remain in view of the working webcam throughout the duration of the exam and the microphone must be turned on for the entire exam as well.
13. Latecomers will be admitted up to 10 minutes after the exam has started.
14. If the internet connection with the examination (that is to say: the invigilation program) fails, it must be reconnected as soon as possible. The time that a student is disconnected from the examination will be checked by the invigilator afterwards. If the connection is interrupted too often (more than three times) or for too long (more than 10 minutes), the examination may be declared invalid.

Article 7.7 Irregularities during the exam

1. If students fail to comply with the rules in Article 7, this may lead to the Examinations Board declaring their examination invalid, without prejudice to any consequences described in Chapter C.
2. The instructions that are provided by the Examinations Board or the examiner or chief invigilator before, during and immediately after the end of an examination should be followed by the student. Should a student fail to follow one or more instructions, he may be barred by the Examinations Board or the examiner from further participation in the examination concerned or it may be decided to declare his or her examination invalid.
3. Observed irregularities will be reported in writing by the examiner or chief invigilator to the Examinations Board.

Article 7.8 Identification of the submitted work

The name of the student and his student ID card number should be included on every answer sheet that is handed in.

Article 7.9 Invalidation

If fraud, irregularities or other circumstances make it impossible to have a reasonable degree of certainty that the examinations are a reflection of the knowledge and skills of only those students who took part in that examination, the examination board is authorised to declare the examination invalid for all, or a particular group of, participants. If necessary, the board of examiners will be responsible for dealing with the consequences of this.

Article 7.10 Oral Examinations

The Examination Board may draw up further regulations concerning the taking of oral examinations.

Article 7.11 Rules regarding inspection

1. Students may not take screenshots of examinations taken digitally or of digital inspections and must follow the instructions of the examiner.
2. Students who fail to follow one or more instructions of the examiner during the inspection may be excluded from participation in the next examination.

Article 8 Facilities and personal circumstances

Article 8.1 Extra facilities for students with a disability

1. Students with dyslexia or another mental or physical disability may be eligible for extra examination time; namely, a half-hour extension to the exam time for examinations lasting two hours or longer, and a fifteen-minute extension for examinations lasting less than two hours and/or other provisions.
2. In order to be eligible for additional examination time and/or other provisions due to disability, the following conditions need to be satisfied:
 - a. Students should be in possession of a declaration from the student dean stating that the student has the right to additional exam time and/or other provision(s).
 - b. Registration for extra exam time and/or other facilities should be carried out in conformity with the instructions on the website for students.
 - c. Deregistration for extra examination time and/or other facilities should be done according to the instructions on the website for students. If students do not deregister in time, there may be consequences, as described on the student website.

Article 8.2 Personal circumstances

Personal Circumstances are defined exclusively as the following:

- a. illness on the part of the student;
- b. a physical, sensory or other functional disorder on the part of the student;
- c. pregnancy of the student;
- d. special family circumstances; membership of a university representative advisory council or Board of Studies;
- e. membership of a visitation committee, as described in chapter 5a of the WHW;
- f. membership of the committee of a student organisation that the ministry has designated in the context of regulations on administrative provisions for national graduation support in higher education ('Regeling administratieve bepalingen landelijke afstudeersteun hoger onderwijs');
- g. membership of the board of a student organisation named in the UvA profiling fund regulation; ('Regeling Profileringsfonds UvA');
- h. championship sport status: the student has been granted official UvA status as a high-level athlete by the Dean and can show that his sports schedule has led to a study delay.

Chapter C Fraud and plagiarism

Article 9 Definitions

Article 9.1 Definitions fraud and plagiarism

1. Fraud and plagiarism are defined as any act or omission on the part of the student that makes an accurate assessment of his/her knowledge, insight and skills, or those of another student, 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 or the model answers 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, including chatting in a group app within the examination time.
 - c. after a failed attempt to upload, subsequently submitting other work than the work the student made during the examination.
 - d. deliberately handing in an illegible document;
 - e. claiming extra time for the examination while this facility was not requested or the request for it was rejected;
 - f. violation of the rules of order during exam inspections
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
 - f. the use, including in rewritten form, of texts generated by artificial intelligence (AI, such as ChatGPT).
6. If fraud or plagiarism was premeditated, but not committed due to circumstances beyond the student's control, a sanction may be imposed as if the fraud or plagiarism had been committed.

Article 9.2 Complicity

1. Sanctions may be imposed on the perpetrator, co-perpetrator and accomplice of fraud and plagiarism.
2. If one of the authors of a joint essay commits plagiarism, the other authors may be deemed co-perpetrators of plagiarism if they could have known or should have known that the other author committed plagiarism. In any case, authors must have carried out adequate and detailed checks to verify that their co-authors acted in compliance with the fraud and plagiarism rules.
3. If an essay that counts toward the final mark is shared with others who are due to submit the same or a comparable essay, but are not part of the same group for essay-writing purposes; this occurs before the deadline for submitting the essay has passed; and plagiarism is found to have been committed, any sanctions for plagiarism may be imposed on the person(s) who shared the essay.
4. If a group assignment is completed by persons who are not part of the same group for the assignment, any sanctions for fraud will be imposed on those persons.

Article 9.3 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 9.4 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 9.5 within a period of four weeks, stating the possibility of appeal with the Examinations Appeals Board.
4. If fraud and/or 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.
7. If a student acts in violation of the provisions in Article 7 or Article 9, the Examinations Board will be informed in writing by the examiner or chief invigilator. Any evidence should be sent with this report. The Examinations Board will come to a decision regarding any sanction after having heard the student. It may also hear the lecturer or the invigilator.

Article 9.5 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.
2. 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.

3. 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.
4. 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.
5. 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.

Fraud

6. In the event of conduct as specified in Article 9.1, paragraph 3, 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.
7. In the event of conduct as specified in Article 9.1, paragraph 2, 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) may be suspended for the duration of the sanction.

Plagiarism

8. In the event of conduct as specified in Article 9.1, 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 may be suspended for the duration of the sanction.
9. In the event of conduct as specified in Article 9.1, 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 may be suspended for the duration of this period.

10. If, following the investigation as referred to in Article 9.4, paragraph 4, it should transpire that plagiarism has been committed previously, the Examinations Board may decide to invalidate any previously obtained results for course components where plagiarism was detected.
11. In cases of serious fraud, including serious forms of plagiarism, where the Examinations Board has imposed the maximum sanction, the Executive Board may permanently terminate the enrolment of the student involved, at the recommendation of the Examinations Board.

Article 9.6 Aggravating circumstances

1. If a student was previously issued a written warning or a sanction in connection with fraud or plagiarism, the Examinations Board has the power to impose a more severe sanction in the case of subsequent instances of fraud or plagiarism.
2. If a student was previously issued a written warning or a sanction in relation to detected fraud or plagiarism, this will result in complete exclusion from participation in all interim or other examinations or other any forms of assessment for the degree programme for a maximum period of 12 months.

Article 9.7 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.

Chapter D Study programmes

Article 10 Examinations

Article 10.1 Establishment of graduation requirements

1. The Bachelor's or Master's degree programme followed by the student should be in accordance with the Teaching and Examination Regulations applying in the academic year in which the curriculum is put to the Examinations Board for assessment.
2. If it is no longer possible to complete a curriculum as a result of the disappearance of courses, the Examinations Board will decide how the curriculum should be completed.

Article 10.2 The granting of degree certificates

1. Once the student has requested the degree certificate in accordance with the procedure and the time limits indicated on the website, the Examinations Board undertakes to check the graduation requirements, set an examination date and grant the degree certificate. For programmes that fall into the category Executive Education or professional training, a diploma or certificate will be issued automatically when the last results have been obtained.
2. To request a degree certificate a valid registration for the degree course in question at the UvA is required.
3. The degree certificate must be collected by the student in person or by an authorised person, unless the student is invited for a graduation ceremony by the Education Desk. The dates for graduation ceremonies are published annually on the student website.
4. The examination date is the last working day of the month in which the student requests the degree certificate. For students in Executive Education or professional training, the examination date is the last working day of the month in which the last result was obtained.
5. Only on the basis of exceptional personal circumstances or to correct an error made by the organisation, a different graduation date may be applied.

Article 10.3 Extra-curricular courses

1. Extra courses can be stated on the Bachelor's degree certificate supplement on condition that the following requirements are met:
 - a. the course was passed at the UvA or another Dutch university, or at a university abroad
 - b. the course was passed during the period in which the student was enrolled for a degree programme at Economics and Business Administration
 - c. the level of the course is at least that of a second-year Bachelor's course. It is permitted to deviate from this requirement with a maximum of 12 ECTS. In this case, the level of the course should be at least that of a first-year Bachelor's course
 - d. there is no overlap between the course and other courses within the student's programme;
 - e. a minor programme may be included as an extra component
 - f. exemptions for extra-curricular subjects are not permitted.
2. Extra courses can be listed on the Master's degree certificate supplement on condition that the following requirements are satisfied:
 - a. the course was passed at the UvA or another Dutch university, or at a university abroad
 - b. the course was passed during the period in which the student was enrolled for a degree programme at Economics and Business Administration
 - c. the level of the course should be that of a Master's course
 - d. the content of the course is related to the Master's programme
 - e. there is no overlap between the course and other courses in the student's Master's programme
 - f. exemptions for extra-curricular subjects are not permitted.
3. In order to be able to include courses as extra-curricular courses, a request should be made to the Examinations Board at least six weeks prior to the degree certificate request.

Article 10.4 Cum laude

If a student has performed excellently or achieved a (very) clear pass ('with distinction'), the class 'cum laude' can be awarded.

1. A Bachelor's student has performed excellently (cum laude) if the following conditions are met:
 - a. the weighted average of all courses of the examination is at least 8.00;
 - b. the result for the Bachelor's thesis is at least 8.0;
 - c. there are no resits for any course. A NA registration is not seen as an exam attempt;
 - d. exemptions have been granted for a maximum of 30 ECTS;
 - e. all courses of the programme mentioned on the degree certificate are completed within the nominal study duration.

2. A Master's student is considered to have performed excellently (*cum laude*) if the following conditions are met:
 - a. the result for every individual course is at least a mark of 8.0. As an exception to this, the student may have earned a mark of 7.0 or 7.5 for no more than one course (with the exception of the Master's thesis);
 - b. the weighted average of all parts of the examination is at least 8.00;
 - c. there are no resits for any course. A NA registration is not seen as an exam attempt;
 - d. exemptions have been granted for a maximum of 12 ECTS;
 - e. all courses of the programme mentioned on the degree certificate are completed within the nominal study duration.
3. Extra-curricular courses, exemptions, honours courses, courses passed abroad and courses that are not assessed with a figure, are not taken into account when assessing whether a student should be given a *cum laude* class.
4. Programmes whose courses are assessed with a letter grade according to the 'UvA Letter' system are excluded from the *cum laude* regulation.

Article 10.5 Transitional arrangements *cum laude*

1. Bachelor's students who commenced their degree programme prior to 01-09-2016 are not required to complete their programme within the nominal study duration.
 2. For students who commenced their degree programme prior to 01-09-2017, an NAP registration will count as an exam attempt.
 3. Students who suffered a study delay between 15 March 2020 and 31 August 2020 on account of the coronavirus crisis may still qualify for a *cum laude* under one of the following leniency rules:
 - Students who started their Bachelor's programme on 1 September 2017 and students who started their Master's programme on 1 September 2019 or 1 February 2020 may still qualify for a *cum laude* in spite of study delays. These students qualify for a *cum laude* if they completed their degree programme within four years (nominal + 1).
- Or:
- For courses for which the first AND second examination opportunities were offered between 15 March 2020 and 31 August 2020, the condition that a course must have been passed at the first attempt does not apply. If the student passes the course by way of a resit in the 2019-2020 academic year, he or she may still qualify for a *cum laude*. Bachelor's students may use the third thesis deadline and still qualify for a *cum laude*. For all courses for which the first OR both examination opportunities were offered either before or after this period, the condition that a course must have been passed at the first attempt in order to qualify for a *cum laude* applies.

Article 10.6 Special mentions on the degree certificate supplement

A minor programme of no more than 30 ECTS can be mentioned as such on the Bachelor's degree certificate supplement if permission is granted by the Examinations Board and if this concerns a minor that does not consist of courses that are offered within the programme for which the student is enrolled, with the exception of the minors 'Entrepreneurship' and 'Amsterdam Data Science'.

Article 10.7 Transitional arrangement for the division of bachelor's programs EB / BA & EBE

1. Students who have not completed their Economics and Business Administration or Economics & Business programme by 31 August 2021 may transfer to the Business Administration or Economics & Business Economics programme. This transfer opportunity is valid until 31 August 2024.
2. The Examinations Board will determine which courses for the old degree programme count towards the curriculum for the new degree programme. Students may lodge a transfer request with the Examinations Board from 1 February 2021.
3. Marks for courses passed while students were enrolled in the old degree programme and which also form part of the curriculum for the new degree programme (e.g. because of a transitional arrangement) will be recorded for the new degree programme.
4. The existing rules for electives will continue to apply without exception.
5. The existing rules for extracurricular courses will continue to apply without exception. No exemptions can be obtained by passing extracurricular courses.
6. The names of electives, minors and courses passed abroad while students were enrolled in the old degree programme will be recorded and students will be granted exemptions.

Article 11 Exemptions

Article 4.8 of the Teaching and Examination Regulations for the Bachelor's and Master's programmes in Economics and Business Administration provides for the rules on exemptions. This article provides for supplementary rules and guidelines on exemptions.

1. A request for an exemption from taking an examination should be submitted to the Examinations Board no later than six weeks prior to the start of the part concerned, using the form intended for this on the website.
 2. The petition must contain:
 - a. certified copy of the original result list or degree certificate and mark list. Only certification by the institution where the degree programme/course was followed or certification by the Faculty Administration of Economics and Business Administration (by showing the original and including a copy when submitting the request) will be accepted;
 - b. the course description for the course or courses followed;
 3. If an exemption is being requested on the grounds of courses that do not form part of a completed degree programme, the Examination Board will apply the guideline that the exam results concerned may be no older than three years (for Master's courses) or six years (for second-year and third-year Bachelor's courses), respectively, unless the course lecturer believes exceeding these maximums to be justifiable in terms of content.
 4. An exemption from a Master's degree course will only be granted if the student has already completed a Bachelor's degree programme when taking the replacement course.
 5. Students taking both the Actuarial Science and Mathematical Finance and Econometrics Master's degree programmes can apply for exemption from overlapping courses and/or optional subjects on the condition that at least one optional subject of 5 ECTS is taken without exemption within both degree programmes.
 6. Bachelor's students who commenced their degree programme prior to 01-09-2017 can be exempted from courses totalling a maximum of 90 ECTS. However, the following exceptions apply for these students:
 - Students who have a completed Bachelor's in Economics and Business Administration cannot request an exemption for the minors or the optional subjects of the Bachelor's in Fiscal Economics.
 - Students who have a completed Bachelor's in Fiscal Economics cannot request an exemption for the minors or optional subjects of the Bachelor's in Economics and Business Administration.
- Students who have a completed Bachelor's in Econometrics and Operations Research cannot request an exemption for the minors or the optional subjects of the Bachelor's in Actuarial Science.
 - Students who have a completed Bachelor's in Actuarial Science cannot request an exemption for the minors or the optional subjects of the Bachelor's in Econometrics and Operations Research.
 - Students who are following both the Bachelor's in Econometrics & Operations Research and the Bachelor's in Actuarial Science can only request an exemption for courses that are compulsory for both degree programmes. It is not possible to request an exemption for electives within the degree programme in Econometrics & Operations Research or for the electives within the degree programme in Actuarial Science.
 - Students who are following both the Bachelor's in Economics and Business Administration and the Bachelor's in Fiscal Economics can only request an exemption for courses that are compulsory for both degree programmes. It is not possible to request an exemption for electives within the degree programme in Economics and Business Administration or for the electives within the degree programme in Fiscal Economics.

Chapter E Concluding provisions

Article 12 Retention periods

Paper versions of Bachelor's theses or Bachelor's graduation projects and Master's theses will be retained for at least seven years. Digital versions will be retained indefinitely.

Examination problems and computations, including projects and other written materials for which a mark or interim mark has been given and examination results, as well as Bachelor's theses or Bachelor's projects and Master's theses, certificates and certificate supplements, will be retained in accordance with the time periods set out in the *Archiving Selection List for Universities and University Medical Centres 2020* (*Selectielijst Universiteiten en Universitaire Medische Centra 2020*).

Article 13 Appeals procedure

1. If a student is unable to agree with a decision by an examiner or the Examinations Board, there is the option of submitting an appeal against this decision within six weeks to the Examinations Appeals Board. The appeals procedure can be found at www.uva.nl.
2. If the appeal is directed at the assessment of the student's work, the student may only appeal against the way the mark came about. For this the student must use the answer key to show that mistakes were made in determining the examination result. The student is informed that the Examinations Appeals Board (CBE) does not carry out a substantive re-assessment of the examination, and during the appeals procedure will only check that the examiner arrived at the result in all reasonableness.

Article 14 Hardship clause

The Examinations Board can make an exception rule in those cases where the provisions of these regulations have an unreasonable and unfair impact on the student.

Article 15 Applicability of regulations

These regulations enter into force on 1 September 2022.

Adopted on 07-07-2022 by the Examinations Board for the degree programmes stated in Article 1.1 of these regulations.

Supplemented by Article 6.8 and Article 9.1(5)(f) on 30 January 2023.