University of Amsterdam
Economics & Business



2026-2027

# Rules and Guidelines of the Examination Board

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The Rules and Guidelines of the Examinations Board (R&R) 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 5 December 2022.

The utmost care has been taken in the content of these Rules and Guidelines. However, changes may occur in the meantime, due to rapid developments in AI. This may make it necessary for the examination board to adjust the form and weight of examination components. When this is the case, this will be announced in an appropriate manner as timely as possible.

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 UvA Economics and Business'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. These Rules and Guidelines are readopted at least annually; the version for the current academic year is applicable regardless of when a student started.
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 UvA Economics and Business.

Bachelor's

- Bachelor of Science Actuarial Science
- Bachelor of Science Business Administration
- Bachelor of Science Business Analytics
- Bachelor of Science Econometrics and Data Science
- Bachelor of Science Economics and Business Economics
- Bachelor of Science Fiscale Economie

Master's

- Master in 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 Economics
- Master of Science Business Information Technology Management
- 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 in International Finance (MIF)



Executive Education programmes

- Executive Programme in Management Studies (EPMS)
- Executive Master of Finance and Control (EMFC)
- Executive Master in Insurance and Risk (EMIR)
- Executive Master of Auditing Studies (EMAS)
- Executive Master in Actuarial Science and Mathematical Finance (ASMF)

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:
   - Pre-master Accountancy and Control
   - Pre-master Actuarial Science and Mathematical Finance
   - Pre-master Business Administration
   - Pre-master Data Science and Business Analytics
   - Pre-master Econometrics
   - Pre-master Economics and Business Economics
   - Schakelprogramma Fiscale Economie
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)
   - Pre-masters Executive Programmes
   - ESG Academy

**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.
6. The chair, or the chair's replacement in his or her absence, represents the examination board.

## 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 and status

1. 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.
2. The reservation is hereby made that, rules with regard to guaranteeing the assessment or rules following an OER amendment (see the disclaimer there) can be further adjusted.
3. Any communications by examiners or in the course catalogue that are contrary to the provisions of these rules are unauthorised and invalid.

# Chapter B – Examiners and examinations

## Article 5 – Examiners

**Article 5.1 – Appointment of examiners**

1. The Examinations Board annually appoints examiners for each course to conduct examinations and determine the results of these examinations per course, and record this in the systems. 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.
4. If only one of the two assessors is an appointed examiner, the other assessor should have at least a relevant Master's degree.

**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**

1. The examiner is primarily responsible for the content, form and quality of the assessment.
2. 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.
3. The examiner may not adjust the assessment as set out in the course catalogue for individual or a group of students without the consent of the Examination Board.
4. The examiner must ensure that the part that is resitable weighs enough to enable passing the course in the resit.
5. The examiner is responsible for ensuring that an exam runs smoothly, as laid down in article 7 of this regulation.
6. 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, overlapping examinations of the same programme will be avoided as far as possible. Only if examinations coincide because of a change in timetable after registration of the course, or in case of obvious errors in the timetable, can the student request an adjustment from the examination board.
4. The deadline for a final assignment or take home exam should be treated in the same manner as an exam date and therefore may not be changed without the consent of the examination board.
5. 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.
6. If an examination is held digitally and there is a (technical) malfunction preventing the examination from continuing, the examination board will decide if and when a new examination will be scheduled.

**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 monitors the quality of assessment and examinations and is supported by the assessment committee. The assessment must comply with the principles set out in the faculty's assessment policy and the guidelines in the Assessment Protocol, which is appended to these regulations.The duration of every examination is such that students have enough time, within reason, to answer the questions.
3. 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.
4. Additional examination opportunities in August, contrary to what is stated in the course catalogue regarding the assessment format, may be taken orally, provided this involves fewer than 10 students. Any other alternative examinations requires the consent of the Examination Board.
5. Only teachers and the assessment organisation have access to the (draft) examination questions prior to the taking of examinations. Students and student assistants may not be part of the examination organisation and therefore have no access.
6. If (due to externally imposed measures) examinations are not possible in an exam room, the Examination Board decides whether and under what conditions an alternative method of examinations can be used. OER articles 4.4.1 and 4.4.6 are taken into account.

**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**

*Removed.*



**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. Points are never awarded for mere attendance.
2. The assessment of written examinations is carried out with reference to standards that are laid down in writing in advance by the examiner and that may be adjusted as a result of marking. In the case of multiple-choice examinations, the chance of guessing correctly is always taken into account when assessing the grades.
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. When assessing Bachelor's and Master's theses, an assessment form is used, which can be found on the thesis's digital learning environment. The assessment is carried out by two designated thesis assessors. If these two assessors are unable to agree on a final mark, the thesis coordinator will act as a third assessor and determine which mark applies. If the thesis coordinator was already one of the first two assessors, the Examination Board will appoint a third assessor.
6. The student should answer the exam questions in his/her own words whenever possible. The 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.
7. Except for theses, the same maximum mark can be obtained in a resit as in the regular examination opportunity.

**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 orally about the submitted work. 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.
3. If the assessment for a course consists not only of invigilated, centrally administered (partial) examinations but also of assessment components taken under uninvigilated conditions, at least 70% of the final mark for the course must be determined by examinations taken under invigilated conditions. A mark of at least 5.5 is required in the final examination to pass the course. See also Article 4.5.4 of the OER 2026–2027.
    a. Take-home assignments are only allowed if they comply with the AI safety checklist. The maximum grade weight for the partial examinations that are not taken in a room controlled by UvA Economics and Business Administration (such as take-home assignments, tests during lectures, etc.) is 30%.
4. For courses where Art. 6.8.3 does not apply, a student must give a presentation, including critical questioning of the final take-home assignment. The presentation should demonstrate adequate understanding of the relevant material. If the presentation is part of the learning objectives of the course, it will cover at least 20% of the final grade. This individually assessed part of the course will require a grade of at least 5.5 to pass the course. If the presentation is not part of the learning objectives, it will be a prerequisite that must be met to pass the course. The course coordinator will communicate the requirements for this presentation and register any shortcomings.
5. The examinations board may grant exemption for Art 6.8.3 and 6.8.4 if the course coordinator demonstrates that the examination is not vulnerable to inappropriate use of AI. Only for the thesis, the course coordinator may choose to safeguard the use of AI during the supervision process. The course catalogue should then state 'AI use is allowed provided the student adheres to the rules specific to the thesis.' These rules should be posted on the thesis course's digital learning environment. If a document with these safeguarding rules is missing, the exception is null and void.

**Article 6.9**

Upon request, students are obliged to submit the data collected for their thesis or other assignments as well as the code used to carry out the analysis.



## 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 or 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. Students are required to take their student ID card to the examination for the purpose of registering the exam result. If the student ID card is not brought to the examination, the student must follow the instructions of the (chief) invigilator and assessment department to still get the examination registered. If these instructions are not followed, the examination will not be marked and a NAP will be registered.
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 or (chief) invigilator 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 that are scheduled for two hours or less, unless the examiner or (chief) invigilator gives permission for this. When permission is given, the student must follow the instructions of the examiner or (chief) invigilator. During toilet visits it is not allowed to speak and the student may not be in possession of examination material and/or 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 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 via Canvas. 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. For courses belonging to the first or second year of the bachelor's programme, only the 'UvA calculator' is allowed as a calculator, unless a graphical/programmable calculator is explicitly allowed.
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 he has done.
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.



**Article 7.5 - Rules regarding digital examinations where the student is not in a room controlled by UvA Economics and Business**

This article will only take effect for degree programmes under externally imposed circumstances and with the consent of the examination board.

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 programmes, browsers and tabs must be closed during the exam, unless stated otherwise.

**Article 7.6 - Rules regarding examinations with online proctoring**
This article will only take effect for degree programmes under externally imposed circumstances and with the consent of the examination board.

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. Wearing headphones, earphones or earplugs is not allowed.
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 programme) 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. If the student does not follow the instructions of the examiner or invigilator regarding identification, does not give permission for a photograph to be taken on the spot, and/or the student does not identify himself in a timely manner afterwards, the examination will not be marked. The examination board will make a decision to this effect. The decision not to record a result can only be reversed by the examination board.
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 student must include his/her name and student number 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.

This article also applies to all assignments, partial exams and other forms of assessment.

**Article 7.10 - Oral Examinations**

The Examination Board has established 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 must follow the examiner's instructions during the exam inspection.

## Article 8 – Examination facilities and personal circumstances

**Article 8.1 - Extra facilities for students with a disability**

1. A student with a disability or chronic illness may request special facilities for written examinations that are held centrally in an examination hall. No facilities are available for short tests taken during a lecture or seminar.
2. Standard facilities are extra examination time, examination sheets in adapted format or extra toilet visits. A full list of exam facilities is provided on the student website.
3. Examination facilities are tailored to the student's individual disability as much as possible, but may not change the quality or difficulty of the examination. In all cases, the student must meet the final qualification requirements of the study programme.
4. If the examination facility consists of the allocation of extra examination time, this consists of half an hour extension of the examination time for examinations lasting two hours or more and fifteen minutes extension of the examination time for examinations lasting less than two hours.
5. The student dean decides on behalf of the examination board on the granting of standard examination facilities and indicates the period of validity of the decision. In case of a chronic disability or illness, the period of validity of the decision may be unlimited. A student may appeal to the Examination Appeals Board (CBE) within six weeks of notification of the decision as issued by the student dean. The student may also contact the Examination Board within this period for a reconsideration of the decision, but this will not suspend the appeal period to the CBE.
6. Applications for structural examination facilities are made via the procedure as described on the website and must be submitted to the student dean at least 6 weeks before the start of the examination period.
7. The examination board decides on the granting of non-structural, one-off or non-standard examination facilities that are necessary if the disability first occurs within 6 weeks before the examination.
8. A request for examination facilities shall be rejected if granting them would place a disproportionate burden on the organisation or resources of the faculty or university.



**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;
e. membership of a university representative advisory council or Board of Studies;
f. membership of a visitation committee, as described in chapter 5a of the WHW;
g. membership of the board of a student organisation named in the UvA profiling fund regulation; ('*Regeling Profileringsfonds UvA*');
h activities in individual cases of general benefit to society or in the interest of the university, to be determined by the Dean with due regard to the guidelines established by the Executive Board.
i. top-class sport status: the student has been granted official UvA top-class athlete status by the Dean and can show that his sports schedule will lead to a study delay.

# Chapter C – Fraud and plagiarism

The fraud and plagiarism regulations set out in this chapter apply to all assessed and non-assessed components that contribute to the final mark for a course or thesis.

## 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. This is not allowed. 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, including sources and references;
   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;
   g. unauthorised collaboration on an assignment.
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 or work generated by AI, 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 programme codes, or work generated by AI 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) unless the use is explicitly permitted in the course catalogue and is necessary to achieve the learning objectives of the course. This entry requires permission from the examiner and the Examination Board. For the thesis only, a course may choose to use safeguarding during the supervision process; in that case, this course is exempt from the above. The course catalogue should then state 'AI use is allowed provided the student complies with the rules specific to the thesis.' These rules should be posted on the thesis subject's digital learning environment. If a document with these safeguarding rules is missing, the exception is void.
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 assignment 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 assignment that counts toward the final mark is shared with others who are due to submit the same or a comparable assignment, but are not part of the same group for the assignment; this occurs before the last (resit) deadline for submitting the assignment has passed; and plagiarism is found to have been committed, any sanctions for plagiarism may be imposed on the person(s) who shared the assignment.
4. If a group assignment is completed by persons who are not part of the same group for the assignment, any sanctions for fraud can 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 fraud and/or plagiarism is suspected, the examiner will notify the student as soon as possible and also notify the Examinations Board in writing, submitting the written documents 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.
8. The Examination Board may instruct the examiner to ask the student questions on the substance of the subject matter to assess their mastery of the material at a time to be determined by the Examination Board. All parties are required to cooperate with this.



**Article 9.5 – Sanctions in the event of fraud and plagiarism**

1. The examination board uses the following hierarchy of sanctions, increasing in severity:
    1. Warning.
    2. Exclusion for one examination opportunity of the course concerned.
    3. Exclusion for the remaining examination opportunities of the course concerned, in the current academic year, or, if there are not two regular examination opportunities left in the current academic year, added one or two examination opportunities in the upcoming academic year.
    4. Exclusion from the examination of all courses for a specified period that includes at least the next examination period, but does not exceed three months.
    5. Exclusion from examination of all courses for a specified period between three and six months.
    6. Exclusion from examination of all courses for a period of at least six months up to a maximum of a calendar year. In the case of a full calendar year this can be combined with a proposal for expulsion in accordance with paragraph 8 of this article and WHW 7.12b sub 2.
2. The exclusion from examination under sanctions 2 and 3 shall never extend to a time later than a calendar year from the date of the decision.
3. Exclusion from examination always concerns examinations that have yet to be taken, counting from the date of the decision.
4. In the case of sanctions 2 and 3, the student may be excluded from a course other than the one in which the fraud or plagiarism occurred, for example to avoid disproportionate consequences or if the course in question is subject to transitional arrangements.
5. If an invalidation based on Article 7.9 has already made it impossible to use an examination opportunity, the sanction need not coincide with this already unusable examination opportunity.
6. If an invalidation on the basis of Article 7.9 covers only part of the examination of a course, and the student has obtained a sufficient result for this course before the date of the decision and in spite of this invalidation of a partial result, sanctions 2 and 3 may include exclusion for a course other than the one in which the fraud or plagiarism was committed, so that the result for the course in question is maintained.
7. If, after an investigation as referred to in Article 9.4, paragraph 4, it appears that plagiarism was committed earlier, the examination board may decide to declare invalid any results previously obtained for components in which plagiarism was found.
8. For a thesis course, no supervision needs to be offered during an exclusion.
9. After the examination board has imposed the maximum sanction in case of serious fraud, including a serious form of plagiarism, the Executive Board (CvB), at the proposal of the examination board, may permanently terminate the enrollment of the person involved.

**Article 9.5A**

1. If fraud or plagiarism has been established, a warning may only be imposed if:
   a. The fraud or plagiarism is of very limited scope, and the student has never previously taken courses at at least bachelor's level prior to this academic year, or
   b. The hardship clause gives cause for this.
2. In all other cases, a sanction will be imposed according to the following standards:
   a. For conduct as described in Article 9.1, third or fifth paragraph, and without application of Article 9.6: sanction 2 or 3.
   b. Same, but with application of art 9.6: sanction 3, 4 or 5, where each time a sanction is imposed, the sanction is at least one grade higher than the previous one.
   c. The maximum sanction in case of fraud or plagiarism is exclusion from all examinations for a period of six months.
   d. For conduct as described in Article 9.1, second or fourth paragraph, and without application of Article 9.6: sanction 3 or higher.
   e. Same, but with application of art 9.6: sanction 4 or higher, where each time a sanction is imposed, the exclusion is for a longer period than the previous one.
   f. The maximum sanction in case of serious fraud or serious plagiarism is exclusion for all examinations for a period of one calendar year, with nomination for expulsion.

**Article 9.5B**

1. For conduct not covered by these regulations, the examination board may, depending on the seriousness of the fraud or plagiarism committed, impose a sanction consisting of (a combination of) invalidation of the submitted examination, exclusion from the examination in question for a maximum of 12 months, or complete exclusion from participation in all examinations, examinations or other forms of assessment for all UvA Economics and Business Administration programmes for a maximum period of 12 months. If the work is declared invalid, a NAP will be recorded as a result.
2. The examination board shall not grant exemptions on the basis of results obtained elsewhere, obtained in the period for which the student, pursuant to this article, was excluded from participating in examinations in the programme.
3. If the student is enrolled in courses for more than one programme, the examination board will consult with the examination boards of the other programmes for which the student is enrolled before applying any sanction.
4. If the observed conduct relates to a module of the honours programme, the examination board may determine that further participation in the honours programme will be denied.



**Article 9.6 - Aggravating circumstances**

1. If a student was previously issued a written warning, invalidation 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, invalidation 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 programmes of UvA Economics and Business 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. Upon graduation, the Bachelor's or Master's degree programme followed by the student should be in accordance with the Teaching and Examination Regulations in effect in the academic year in which the student started the programme, taking into account the transitional regulations.
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 programmes, a valid enrolment in the relevant programme at the UvA is required and 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 – Elective space and extra-curricular courses**

1. Free-choice electives and extra-curricular 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 courses are not permitted.
   g. Summer (or winter) courses may be counted towards the free-choice space up to a maximum of 6 EC. A summer (or winter) course is part of a special programme offered by a university outside the regular degree programmes, and completion of which does not lead to a degree These courses may not be assessed online and may not consist solely of take-home assignments.
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' or 'summa cum laude' can be awarded.

1. A Bachelor's student has performed excellently (cum laude or summa cum laude) if the following conditions are met:
   a. the weighted average of all courses of the examination is at least 8.00 (cum laude) or 9.00 (summa cum laude);
   b. the result for the Bachelor's thesis is at least 8.0;
   c. there are no resits for any course. A NAP registration is not seen as an exam attempt;
   d. exemptions have been granted for a maximum of 30 ECTS.
   e. all courses mentioned on the degree certificate are completed within the nominal study duration of the programme, counted from the start of the enrolment period.
2. A Master's student is considered to have performed excellently (cum laude or summa 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 or 9.00 (summa cum laude);
   c. there are no resits for any course. A NAP registration is not seen as an exam attempt;
   d. exemptions have been granted for a maximum of 12 ECTS.
   e. all courses mentioned on the degree certificate are completed within the nominal study duration of the programme.
3. Extra-curricular courses, exemptions, honours courses, courses passed abroad and other courses that are not assessed with a numerical grade, are not taken into account when assessing whether a student should be given a (summa) cum laude designation.
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**
*Removed.*

**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 programmes EB / BA & EBE**
*Removed.*

## 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. Students taking both the Master's in Actuarial Science and Mathematical Finance and the Master's in Econometrics can include the compulsory courses and or electives that are identical in both programmes on the diploma, with the condition that at least one restrictive elective is unique and not listed on the other diploma.
5. For bachelor students who started their programme before 01-09-2017 a maximum of 90 EC of exemptions applies. However, these students are subject to the additional rulings as mentioned in the Rules and Guidelines Examination Board 2024-2025. Per 31-08-2028 the rights that can be derived from this article will expire.

# 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 *Selectielijst Universiteiten en Universitair 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. f 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.
3. As long as the appeal procedure has not been completed, the student is responsible for the correct re-enrollment, timely degree application or taking a re-sit. If, during the appeal procedure, the student participates in the re-sit of the course against which the appeal is lodged, then (contrary to what is stipulated in the OER) the highest grade obtained applies. If, as a result of an accepted settlement proposal, the student is allowed to participate in an (extra) examination opportunity, the OER provision does apply and the last grade obtained counts.

## Article 14 – Hardship clause

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

## Article 15 – Applicability of regulations

These regulations enter into force on 1 September 2026.

Adopted on 30 June 2026 by the Examinations Board for the degree programmes stated in Article 1.1 of these regulations



# Appendices

1. Assessment Protocol
2. AI Safety Checklist
3. Remote Exam Guidelines
4. Invigilators' Protocol and Exam Instructions

These documents have not yet been added to this version. Students cannot derive any rights from these documents.