

## **Examination Board Rules and Guidelines SBE**

*English version* <sup>1</sup>

Academic year 2025-2026

Vrije Universiteit Amsterdam  
School of Business and Economics

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<sup>1</sup> These Regulations and Guidelines are also available in Dutch. The Dutch version prevails in conflict of interpretation.

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## 1. Scope

The rules, as described in Article 7.12b, third paragraph of the Higher Education and Research Act are adopted by the Examination Board SBE and further referred to as the Rules and Guidelines of the Examination Board. These Rules and Guidelines apply to examinations and final degree assessments for the Bachelor's degree programmes in Bedrijfskunde, Econometrics and Data Science, Econometrics and Operations Research, Economics and Business Economics, and International Business Administration, the premaster programmes in Business Administration, Digital Business and Innovation, Entrepreneurship, Finance, Marketing, and Transport and Supply Chain Management, and the Master's degree programmes in Accounting and Control, Business Administration, Digital Business and Innovation, Econometrics and Operations Research, (Spatial, Transport and Environmental) Economics, Finance, Marketing, and Transport and Supply Chain Management of the School of Business and Economics (SBE) for which the Examination Board SBE has been set up. These regulations apply to anyone enrolled in the degree programme in this academic year, irrespective of when they started the degree programme.

## 2. General

1. The terms used in the Teaching and Examination Regulations (OER) also apply to these regulations. The definition of all other terms used is in accordance with the definition used in the Act.
2. In the event that any provision in these regulations conflicts with a provision in the OER applicable to the relevant degree programme, the provision from the OER shall take precedence.

## 3. Definitions

Below is a list of key terms and their definitions within the context of this document:

1. **Act:** The Higher Education and Research Act (WHW)
2. **Teaching and Examination Regulations:** the Teaching and Examination Regulations (TER, Dutch acronym: OER) for the bachelor's programmes Bedrijfskunde, Econometrics and Data Science, Econometrics and Operations Research, Economics and Business Economics and International Business Administration, the pre-master's programmes Business Administration, Finance, Transport and Supply Chain Management, Entrepreneurship and Marketing and the master's programmes Accounting and Control, Business Administration, Digital Business and Innovation, Econometrics and Operations Research, (Spatial, Transport and Environmental) Economics, Finance, Marketing and Transport and Supply Chain Management, as adopted by the SBE Board.
3. **Final examination:** the completion of the bachelor's or master's programme
4. **Examination:** a final assessment of the student's knowledge, understanding and skills relating to a component. The assessment is expressed in terms of a final mark. An examination may consist of one or more constituent examinations. A resit will always cover the same material as the initial exam. A resit is in any case offered when the result of the exam represents more than 20% of the final grade.
5. **Examiner:** lecturer authorized by the Examination Board to assess an examination, constituent examination or practical
6. **Co-reader:** lecturer who evaluates and comments on the (constituent) examination before it is taken by the examiner.
7. **Canvas:** electronic system intended for the sharing of educational information.
8. **Dashboard (vu.nl):** a monitor system in which all information for VU-students is bundled, including grades, personal schedule with times and locations of courses and examinations for which the student is enrolled.
9. **Admissions committee:** body that acts on behalf of the Executive Board or SBE Board to assess whether an applicant may be admitted to the programme.
10. **Unreasonable study delay:** The Examination Board defines "unreasonable" study delay as a situation in which a student must wait more than six months for the next regular examination opportunity for that course and has no other educational obligations during that period.

#### 4. Composition of the Examination Board

1. The Faculty Regulations apply to the composition of the Examination Board. At least one member of the Examination Board works as a lecturer within the programme or one of the programmes to which these Rules and Guidelines apply. At least one member of the Examination Board is not affiliated with the degree programme(s). Members of the Executive Board and persons otherwise bearing financial responsibility within the institution may not take a seat on the Examination Board.
2. Before a member is appointed, the Faculty Board will consult with the Examination Board regarding the proposed appointment.
3. Board members are appointed for three years and may be re-appointed.
4. The members of the Examination Board are appointed by the Faculty Board.
5. The Examination Board comprises of at least three members, all of whom are experts in the subject matter of the degree programmes.
6. The Examination Board appoints one of its members to act as chairperson (external members are not eligible for this position). The chairperson is responsible for the general procedural matters of the Examination Board. The chairperson appoints another member to replace them in case of absence.
7. Sub-examination boards/sub-boards may be appointed within an examination board. Sub-examination boards/sub-boards take decisions on behalf of the examination board in question.
8. The Faculty Board is responsible for guaranteeing that the Examination Board operates in a manner that is independent and expert.

#### 5. Duties of the Examination Board

The duties of the Examination Board are laid down by law. These include drawing up rules for the performance of duties and exercise of powers and taking measures with regard to:

1. Determining in an objective and expert manner whether or not a student meets the conditions set in the OER relating to the knowledge, insight and skills necessary to be awarded a degree;
2. Safeguarding the quality of examinations and final degree assessments;
3. Determining guidelines and instructions for assessing and determining the results of examinations and final degree assessments within the framework of the OER;
4. Granting exemptions for one or more examinations;
5. Extending the limited period of validity of an examination or exemption if a student submits a reasoned request to that effect. The Examination Board can decide to permit an extension of validity only after the individual making the request has passed a supplementary examination on the relevant subject matter;
6. Determining in exceptional cases that the assessment method laid down in the OER may be deviated from;
7. Ensuring that measures are taken in cases of academic misconduct;
8. Appointing examiners to conduct examinations and determine the results;
9. Granting a degree certificate, including a diploma supplement, as proof that the student has successfully completed his/her final degree assessment;
10. Granting permission to students to take part in a free-choice study programme, the final degree assessment for which leads to the awarding of a degree;
11. Issuing a statement of results attained to persons who have successfully completed more than one examination but are not eligible for a degree certificate;
12. Preparing an annual report of its activities.

#### 6. Working method of the Examination Board

1. In principle, the Examination Board meets once a month or as often as its chairperson deems necessary. The meeting schedule is published well in advance. The meetings are not open to the public.
2. The Faculty Board may add one or more Administrative Secretaries to the Examination Board.
3. Any request or complaint involving a member of the Examination Board will be handled without the member in question being present.
4. Requests or complaints must be submitted via the applicable form on Dashboard. The request or

- complaint must in all cases include the reasons for the request or a description of the complaint, the date, name and student number, the programme that is attended and the first year of registration for that programme.
5. Complaints must be submitted within six weeks after the day of the event to which the complaint refers. If a complaint is submitted late, it can only be accepted for processing if there are well-founded reasons for its late submission.
  6. The Examination Board will decide within no more than 30 business days of receiving a complaint or notice of request. The Examination Board may postpone this decision and inform the interested parties of this in writing.
  7. If the decision of the Examination Board requires the weighing of interests, the following should be considered, among other things:
    - a. Safeguarding the quality of examinations or final degree assessments;
    - b. Efficiency requirements: the Examination Board aims to prevent students falling badly behind in their studies, as well as lecturers or the degree programme having a significant/excessive additional workload. It will be considered in the assessment that the efforts required of the degree programme should not be disproportionate;
    - c. Leniency: the Examination Board will exercise leniency towards students if they have fallen behind in their studies due to special circumstances beyond their control.
  8. Students can submit an appeal against the decision made by the Examination Board directly to the Examination Appeals Board within six weeks of the announcement of the decision.
  9. The Examination Board assures quality by conducting investigations into the quality of testing and examination in accordance with an annual plan. The Examination Board conducts the investigation in accordance with the provisions of the *Handreiking voor Examencommissies* (Guidelines for Examination Boards).
  10. The Examination Board uses the *Kader Toetsbeleid* (Assessment Policy Framework) to assure the quality of tests and exams.
  11. Students taking a course elsewhere as part of their degree programme, should contact the Examination Board of the degree programme of which the course is part, if they wish to request an exemption or an additional examination opportunity.
  12. The Examination Board of the degree programme of which the course forms part that is taken by a student who is doing a degree programme at a different institution, is responsible for investigating the suspicion that academic misconduct has been committed by the student. Its findings are reported to the Examination Board of the programme the student is enrolled in. This Examination Board then determines whether academic misconduct or plagiarism has been committed and, if so, what measure will be imposed on the student.
  13. If the Examination Boards concerned are both competent with regard to the subjects referred to in Paragraphs 11 and 12, the Examination Boards will determine by mutual agreement what decision is to be taken.

## 7. Questions and assignments, subject matter and duration of examinations

1. None of the individual examination questions or problems will cover anything beyond the previously announced examination material.
2. The provisions of the first paragraph are applicable mutatis mutandis to a final examination if the Examination Board wishes to take the initiative to test the student's knowledge.
3. In the event of a resit in a following academic year, the student will sit the examination based on the material set for that examination in the following academic year, unless the Examination Board decides otherwise at the request of the examiner.
4. A written examination in year 1 and 2 of the bachelor's programmes with a study load of 3 or 6 ECTS credits may not exceed two hours. In certain cases, deviation from this provision is possible with approval of the Examination Board.  
A written examination in year 3 of the bachelor's programmes and the master's programmes may not exceed two hours and forty-five minutes.
5. The exam questions for written and digital exams must be submitted by the examiner to the education office no later than 10 days before the exam date. The questions must be submitted in

- such a way that they are ready for reproduction.
6. If, for urgent reasons, examiners are unable to meet the deadline set in paragraph 5, they must contact the coordinator of the study administration as soon as possible. If the exams can no longer be reproduced centrally, they must be reproduced by the examiner or the examiner's departmental secretariat and submitted to the study administration in good time, as instructed by the study administration coordinator.
  7. The questions and assignments for a written exam are such that, measured by reasonable standards, students have sufficient time to answer the questions.  
The question must be clear. It must be clear how detailed the student's answer must be. The (provisional) points value per question is given.
  8. To the extent applicable, the cover page of the questions and assignments will at least indicate the following:
    - a. the name of the course;
    - b. the duration of the exam;
    - c. the name of the responsible examiner;
    - d. the name of the co-reader of the examination;
    - e. the number of questions and assignments;
    - f. the type of questions;
    - g. answer instructions;
    - h. the rules applicable and the attributes allowed during the exam, to the extent that these deviate from those recorded in the present regulations;
    - i. the (provisional) scoring system;
    - j. the (provisional) marking standard;
  9. A resit exam will be offered in any case if the result of the exam accounts for more than 20% of the final grade. No minimum required grade may be set for a partial exam that does not allow for a resit.
  10. If a student enrolls in a course that has already been completed with a passing grade, the student must retake all components of the course, except for practical exercises, provided that these are still valid as referred to in Article 9.2 of the OER SBE Bachelor's Programs or Article 8.2 of the OER SBE Master's Programs.

## 8. Examination in a form other than that prescribed by the OER

1. At an examiner's request, the Examination Board may decide that an examination shall be conducted in a different form than that stipulated in the OER.
2. At the student's request, the Examination Board may permit an examination to be conducted in a different form than that stipulated in the study guide. In the request, the student demonstrates that taking the exam in the regular manner would place a disproportionate burden on them due to their special circumstances. The decision on a possible alternative form of assessment will be taken by the Examination Board after consultation with the examiner for the course.
3. In any case, the alternative form of the exam cannot be Online Proctoring.
4. The tests or exams are administered in the language specified in the study guide. At the student's request, the Examination Board may decide that another language, which both the examiner and the student have sufficient command of, may be used.
5. Pursuant to Article 3.5, paragraph 4 of the OER, the Examination Board may grant a student an additional opportunity to take an examination, in which case the examiner shall determine the form of the examination. Per academic year, a student may be granted one additional examination opportunity for a programme based on Article 3.5, paragraph 4 of the OER.

## 9. Procedure for written examinations

1. Students are obliged to be validly registered at the time of participating in an examination and to provide proof of identity in accordance with the provisions of the VU Amsterdam Examination Regulations (Appendix D).
  - a. If a student is unable to supply the documentary evidence referred to in the first paragraph, they may be barred from participating in the examination or the examination which they have

- handed in will be declared invalid. The registration for the examination will be retained.
- b. It is not possible for a student to take part in a digital exam without making use of the personal VUnet ID and password. Students are responsible for knowing both codes.
  2. In consultation with the faculty education office, the testing organisation sees to it that enough invigilators are appointed for the written examination, who will ensure that the examination is conducted properly.
  3. If the examination is not conducted in a common examination room as described in the VU Amsterdam Examination Regulations, the faculty education office will ensure that enough invigilators are present.
  4. Students are obliged to follow the instructions of the invigilator(s).
  5. During an examination, the student must sign the list of examination candidates and the answer form in the presence of the invigilator.
  6. Late arrival at the exam does not entitle students to extra time to complete the examination.
  7. Silence must be observed during the exam. Students are not permitted to leave their seats without the invigilator's permission.
  8. When leaving the room where the exam is being held, the exam paper must be handed in to the invigilator. If a student refuses to hand in the work to be assessed, this will be noted in the official report. The exam paper that has not been handed in will then be registered as an invalid exam by the Examination Board (result NVD).
  9. If the student fails to comply with one or more provisions of this article, the examiner or invigilator may exclude them from further participation in the examination in question, or the Examination Board may subsequently declare the examination invalid.

#### *9a. Oral examinations*

1. The Examination Board or the examiner may, in exceptional cases, decide that an oral examination is not conducted in public.
2. A student may submit a reasoned request to the Examination Board to deviate from the public nature of the examination. The Examination Board will weigh the student's interest against the interests of administering a public examination.
3. When participating in an oral exam, the student is required to present valid identification and/or their student ID card.

#### *9b. Procedure during practicals*

1. The manager of the practical, or the manager of the research group will, where necessary, ensure that assistants are designated for the practical tests in order to supervise the smooth conduct of the practical or experiment.
2. Students are required to be validly enrolled and to identify themselves in accordance with the provisions of the VU Examination Regulations (*Tentamenregeling VU*) when participating in a practical.
3. Students are obliged to follow all the instructions of the practical manager, given before or during the practical.
4. Any student who fails to abide by the provisions included or intended in paragraphs 2 and 3 may be excluded from further participation in the relevant practical by or on behalf of the Examination Board. As a consequence of this exclusion, no result will be issued. Before the Examination Board reaches a decision, it will invite the student to present their case.

### **10. Assessment of examinations**

1. Examinations will be marked on the basis of pre-agreed standards, recorded in writing in advance.
2. Marking and assessment will be transparent to enable the student and the Examination Board to check how the results of the examination were reached.
3. If non-examiners are called in to mark and assess written examinations, this will be done under the full responsibility of the examiner concerned.
4. Examiners are free to determine the maximum number of points possible per examination and/or the maximum number of points per section of an examination. The rules for converting the number

of points awarded into a mark must be determined prior to the examination and made known to the students at the start of the examination.

5. The mark for an examination will be a figure on a scale of 1 to 10 and may be expressed with one decimal point.
6. Notwithstanding what is stipulated in paragraph 5:
  - a. the mark 0 (zero) cannot be awarded; this is reserved in case the exam is declared invalid by the Examination Board.;
  - b. marks between 5.0 and 6.0 will not be awarded. Marks from 5.0 to but excluding 5.5 will be rounded to 5; marks from 5.5 to 6.0 will be rounded to 6.
7. The significance of the marks awarded is as follows:
 

|    |                        |   |                          |
|----|------------------------|---|--------------------------|
| 10 | excellent              | 5 | almost satisfactory      |
| 9  | very good              | 4 | unsatisfactory           |
| 8  | good                   | 3 | extremely unsatisfactory |
| 7  | more than satisfactory | 2 | poor                     |
| 6  | satisfactory           | 1 | extremely poor           |
8. Wherever references are made in the present Regulations and Guidelines to "unsatisfactory" marks, this will be deemed to be marks of 5 or less.
9. If the results of an examination are such that the examiner needs to intervene in the assessment, they will need prior permission of the Examination Board.
10. When assessing a thesis, the opinion of a third assessor is mandatory if
  - a. the difference between the determined final marks (unrounded) of the first and second assessor is 1.5 or more;
  - b. the final grade (rounded) determined by both assessors is 9.0 or higher.
  - c. the first examiner gives an unsatisfactory assessment and the second, on the other hand, gives a satisfactory assessment, and they cannot agree on a joint assessment.

## 11. Inspection and reflective discussion

1. If the student was unable to inspect his/her marked work during the specified period through no fault of their own, an alternative option will be offered.
2. If a student has lodged an appeal regarding the marking of their work, they will be supplied with a copy of the marked work at their request.

## 12. Recording of the result

1. Examination results are recorded by the examiner or the programme administration.
2. Results are only considered official after they have been recorded in Dashboard and formally published.
3. Students can access the assessment via the student portal Dashboard.
4. The student is entitled to appeal against the manner in which the assessment was reached. For details about the right to appeal, please refer to the Student Charter.
5. If there is no result determined for a student on the list of examination candidates, a 'no-show' (NS) or '*niet voldaan*' (NVD) will be recorded.
6. In case of an assessment of a bachelor's or master's thesis, both the grade form, signed by two assessors, and the completed (digital) thesis assessment form and plagiarism score are to be submitted.

## 13. Results certificate

If the student has sound reasons for requesting a separate certificate for an examination, this will be provided.

## 14. Final examination

If the examinations for the programme components relating to the degree programme have been completed successfully, the final examination has been completed.



## 15. Graduation

1. The Examination Board will determine the result of the final degree assessment once it has established that the student has passed all the educational units in the programme. The determination of the exam date is regulated in the *Regeling Afgifte Getuigschriften en Certificaten*.
2. A degree certificate can only be issued once the Executive Board has certified that the student has met all procedural requirements, including the payment of tuition fees.
3. The student may ask the Examination Board to postpone graduation and therefore not to proceed with awarding the degree certificate. Any such request must be submitted within 10 days after the student is informed of the intended graduation date or meets the requirements for graduation. The Examination Board allows graduation to be postponed, provided the postponed graduation date falls within the nominal duration of the programme for the student, plus one year. The Examination Board may decide differently in exceptional cases.

## 16. Degree certificate and statement

1. The Examination Board will award a degree certificate as proof that the student has passed their final degree assessment. The Examination Board will append a diploma supplement to the degree certificate outlining the nature and content of the degree programme. The diploma supplement is drawn up in Dutch or in English and meets the requirements of the European format. The certificate will be signed by the chair of the Examination Board and the student.
2. In the diploma supplement are mentioned all the components that the final examination consists of, including the study load and the results achieved. Components that are part of the final examination but exceed the total of credits needed to achieve the final examination will be mentioned as extracurricular on the diploma supplement. In addition, the supplement will include components that are not part of the final examination but in which the student was examined at their request before the result of the final examination was determined, if these components have been completed with a pass grade and in accordance with the following:
  - a. Components offered at the VU that have been completed with a pass grade but do not form part of the final examination will be mentioned as extracurricular on the diploma supplement, and
  - b. Components passed but offered elsewhere than the VU will not be mentioned on the diploma supplement.
3. The results recorded in the diploma supplement are rounded to whole and half marks. The words Exemption (VRS), Insufficient (OV), Sufficient (V) and Good (G) as well as Completed (VD) and Not completed (NVD) are abbreviated. The abbreviation NVD is used in cases where the student has not fulfilled all the requirements of the course, and as a result no mark, V or VD can be awarded. Results obtained at a university abroad will not be translated to the Dutch 1-10 scale but will be recorded as V (sufficient).
4. The Grade Point Average (GPA) stated on the diploma supplement is the rounded weighted average result in proportion to the number of credits for all components that the final examination consists of, insofar as these components have been graded with a mark. The average is determined based on rounded figures.
5. Those who have passed more than one examination but who are not entitled to a certificate as referred to in paragraph 1 may, on request, receive a statement issued by the relevant Examination Board which at the very least states the examinations passed, specifying the educational units concerned, the number of credits thus obtained and when the examination results were achieved.

## 17. Degree classifications (*judicia*)

1. If a student completes the programme with outstanding results, the classification '(summa) cum laude' may be awarded.
2. In order to qualify for the classification, all examination results need to be obtained using a single examination opportunity. Resits of both passed or failed components, compensation for insufficient grades, not completed (NVD) or any record concerning academic misconduct in the student's file will disqualify from the classification (*summa*) cum laude.

3. If an internship makes it impossible to graduate within the periods mentioned below, the candidate must first complete all components of the final examination within the set period, request a postponement of graduation and graduate after the internship is completed.
4. 'Cum laude' bachelor's programme  
The classification 'cum laude' is awarded to students who have met the following conditions:
  - a. Received a 6.0 or a 6.5 for no more than two components;
  - b. For the other components, with the exception of the bachelor thesis, grades of 7.0 or higher have been obtained;
  - c. First final results that are not assessed with a figure are to be sufficient;
  - d. The grade for the bachelor thesis is at least an 8.0;
  - e. The weighted average of all degree components excluding the graduation project of the Bachelor's programme is at least an 8.0. The weighted average is determined on the basis of the unrounded average. Extracurricular grades are not counted;
  - f. Exemptions make up no more than 20% of the nominal credits required;
  - g. Only the results obtained during the initial participation are taken into account;
  - h. The grades were achieved within the nominal duration of study, which may be extended by a maximum of two months per academic year. A period of board membership at Aureus or Kraket will not be taken into account for the calculation of the study duration.
5. 'Cum laude' Master's programmes  
The classification 'cum laude' is awarded to students who have met the following conditions:
  - a. For all components, with the exception of the master thesis, grades of 7.0 or higher have been obtained;
  - b. First final results that are not assessed with a figure are to be sufficient;
  - c. The grade for the master thesis is at least an 8.0;
  - d. The weighted average of all degree components is at least an 8.0. The weighted average is determined on the basis of the unrounded average. Extracurricular grades are not counted;
  - e. Exemptions make up no more than 20% of the nominal credits required;
  - f. Only the results obtained during the initial participation are taken into account;
  - g.
    1. The master's programme of 60 EC is completed within a maximum of 14 months, or
    2. The master's programme of more than 60 EC: a minimum of 60 EC is completed within a maximum of 14 months, or
    3. The part-time master's programme is completed within a maximum of 28 months, or
    4. Two master's programmes mentioned in Article 1 are completed within a maximum of 24 months
    5. A period of board membership at Aureus or Kraket will not be taken into account for the calculation of the study duration.
6. Summa cum laude  
The classification 'summa cum laude' is awarded to Bachelor's and Master's students who have met the following conditions:
  - a. For the other components, with the exception of the thesis, grades of 8.0 or higher have been obtained;
  - b. First final results that are not assessed with a figure are to be sufficient;
  - c. The grade for the thesis is at least a 9.0;
  - d. The weighted average of all degree components is at least a 9.0. The weighted average is determined on the basis of the unrounded average. Extracurricular grades are not counted;
  - e. Exemptions make up no more than 20% of the nominal credits required;
  - f. the bachelor's program has been completed within the duration of study defined in paragraph 4(h) and the master's program has been completed within the duration of study defined in paragraph 5(g).
7. When applying the criteria for awarding degree classifications as described in paragraphs 4, 5 and 6, the rounded final results of the degree components as registered in the official student administration records are used.  
When applying the criteria for awarding degree classifications, a student will be deemed to have participated in an examination once the examination location has been entered or, in the case of a digital examination, once the examination environment has been accessed. In the case of papers

and assignments assessing skills, the student will be deemed to have participated once a final version has been submitted.

## 18. Exemption from educational units

1. A request for exemption from a component or an examination must be submitted to the Examination Board at least six weeks before the start of the relevant component. The Examination Board will take a motivated decision within six weeks after receiving the request. This period can be extended if the required information was not provided on time. The applicant will be informed about this suspension.
2. After consulting the relevant examiner, the Examination Board can grant exemption from an examination or practical based on having successfully completed an examination or practical in higher education successfully in the Netherlands or elsewhere that corresponds in terms of content, level and study load with the component for which an exemption is being requested.
3. The Examination Board does not grant exemptions from examinations sat at another faculty or university in the period during which the student has been debarred from sitting examinations due to academic misconduct.
4. In the first year of a bachelor's degree programme, a maximum of 12 or 18 EC is granted in exemptions. The exemptions are granted conditionally and will be executed only if the student complies with the applicable BSA-standard without these exemptions.
5. To include a course in the minor, it has to be passed during the present programme.
6. If two bachelor's programmes of the university are combined, components from one programme of the university cannot be included in the minor space of the other bachelor's programme.
7. The following exemptions apply to the provision stated in paragraph 5 of this article: If the following bachelor's programmes of the university are combined, components from one programme of the university can be included in the minor space of the other bachelor's programme:
  - a. Combination Econometrics and Operations Research – International Business Administration
  - b. Combination Econometrics and Operations Research – *Bedrijfskunde*
  - c. Combination Econometrics and Operations Research – Economics and Business Economics
  - d. Combination Econometrics and Data Science – International Business Administration
  - e. Combination Econometrics and Data Science – *Bedrijfskunde*
  - f. Combination Econometrics and Data Science – Economics and Business Economics
8. Exemptions are not possible in the pre-master's programmes.
9. If two master's programmes of the university are combined, the sum of the credits that can be obtained with the exempted courses may not exceed 18 EC for both master's programmes combine.
10. When including an alternative elective in the master's programme, the following applies:
  - a. The replacement component must be at least the same size and level as the component to be replaced, and
  - b. The replacement component must be or will be completed during the duration of the master's programme of which the component to be replaced is a part, and
  - c. The replacement component must be in line with the learning outcomes of the master's programme.

## 19. Free programme

1. Under certain conditions, students have the option of departing from the standard curriculum as prescribed by the programme and composing their own study programme.
2. The composition of such a programme requires the prior approval of the Examination Board that has the greatest jurisdiction over the programme components.
3. The free programme is put together by the student from the educational units offered by VU Amsterdam or another institution of higher education and must at least have the size, breadth and depth of a regular Bachelor's or Master's programme. The student must ensure that the proposed Bachelor's programme will enable admission to at least one Master's programme, though this does not mean the student is under any obligation to actually take this Master's programme.

## 20. Academic misconduct in examinations and final degree assessments

### *a. Academic misconduct*

Academic misconduct is defined as any act or omission by a student that partially or entirely precludes making an accurate assessment of his or her knowledge, understanding and skills, or those of another student.

### *b. Academic misconduct in preparing assignments*

1. An assignment is understood to mean any written, audio-visual or digital product submitted by the student in order to be awarded an assessment as part of the curriculum.
2. Without prejudice to the provisions of the law, it is forbidden to include in an assignment any file, whether in processed or unprocessed form, such as a text, an illustration, a digital or audio-visual file, without acknowledging the author and the original location of the file, or, if it is impossible to identify an author, without acknowledging the original location of the file. This is considered plagiarism. Arguing based on fictitious sources is considered fraud.
3. If arguments in a written assignment are based on sources in the reference list that do not exist or are incorrectly cited, the Examination Board will consider this to be fraud.
4. Electronic detection software programs may be used to detect plagiarism in texts. In submitting a text, the student implicitly consents to the text being entered into the database of the detection program concerned.
5. Plagiarism includes the following:
  - a. Using or copying another person's written work, data or ideas without providing full and appropriate source references;
  - b. Presenting work produced with the aid of artificial intelligence (AI) as one's own. In the course manual, the use of AI can be explicitly permitted under certain conditions;
  - c. Failing to show clearly in the text, for example through the use of quotation marks or an appropriate layout, that text is being cited directly from another author, even where correct source references have been included;
  - d. Paraphrasing the contents of another person's text without sufficient referencing of sources;
  - e. Submitting previously submitted or comparable texts (or parts thereof), for assignments for other degree components;
  - f. Copying work from other students and presenting this work as one's own work;
  - g. Submitting papers that were obtained from a commercial agency or that were written by someone else (whether or not for payment).

### *c. Academic misconduct in written examinations*

1. Academic misconduct includes:
  - a. Any contact with another student in the course of the examination;  
Looking at the work of another student, accidentally or on purpose, while the student's own work has not yet been submitted;
  - b. Using an ID other than their own identification;  
assuming someone else's identity during an examination;  
allowing someone else to assume your identity during an examination;
  - c. Having items other than those permitted in the examination hall;
  - d. Being in possession of aids or resources during an examination (e.g. pre-programmed calculator, mobile phone, smart watch, books, syllabi, notes and the like) which the student is not expressly permitted to consult;
  - e. Exchange of information;
  - f. Obtaining the details of examination problems before the date or time at which the examination is scheduled to take place;  
modifying, expanding, or changing an exam component after it has been submitted for final assessment;
  - g. Continuing to work on an examination after the official examination time has ended, with the

- exception of those who have been granted extra time;
- h. Submitting work that has been generated using artificial intelligence, as if it were one's own work, in cases in which artificial intelligence is not permitted to be used as an aid;
- i. Falsifying data/research data or sources;
- j. Plagiarism;
- k. Lending or borrowing another student's resources without requesting the invigilator's permission;
- l. Using information which is despatched or received directly or via a network during the examination or sending information in the course of the examination;
- m. Submitting the work of another student for marking;
- n. Deliberately not taking the designated seat;
- o. Accessing the digital exam environment from outside the exam room.

#### *d. Procedures and penalties*

1. If the examiner suspects academic misconduct, they will report this immediately to the Examination Board in writing. The Examination Board will inform the student of this report in writing, enclosing/attaching the relevant documentary evidence.
2. The Examination Board will invite the student to present his or her case and will decide whether academic misconduct has been committed on the basis of the evidence and, where possible, the information provided by the student at the hearing. Further information may be required from the examiner. It is possible that the examination board will only invite the student to a hearing after a provisional decision has been sent.
3. If the Examination Board finds that academic misconduct has indeed occurred, a penalty will be imposed on the student or the group of students involved.
4. In cases of academic misconduct, with due regard to the principles of legal fairness and proportionality, the Examination Board can declare the examination or the paper to which the academic misconduct relates to be invalid or assign a grade of 0 and may also exclude the student from the following relevant examination.
5. In the event of serious or repeated academic misconduct, the Examination Board may debar the student from participating in one or more examinations or final degree assessments at SBE for a maximum of one year.
6. If serious academic misconduct is identified, the Examination Board can advise the Executive Board that the student's registration should be terminated permanently.
7. The determination of fraud means that the student is not eligible for an additional examination opportunity for the course for which the student was excluded from participating in an examination for the course in the same academic year due to fraud, or for which the student was awarded a final grade of 0.
8. The student can appeal directly to the Examination Appeals Board against the decision by the Examination Board.
9. In urgent cases relating to academic misconduct not covered by these Regulations and Guidelines, the Examination Board will decide with due regard to the principles of a proper procedure.

### **21. Irregularities**

If the Examination Board concludes that one or more examination components, or an entire examination, was not completed in the prescribed manner or that an examination component or examination was not held in the proper manner, it will declare the examination, or the relevant component thereof, invalid.

### **22. Retention periods**

The Examination Board follows the retention periods specified in the Retention Periods List for the retention periods of exams, certificates for the propaedeutic phase, graduation projects, and graduation exams: [Onderwijs](#).

### 23. Annual report

Before 1 November, the Examination Board will compile a report on its activities over the last academic year. The Examination Board will send the annual report to the Faculty Board. On request, the annual report or parts thereof can be made available to interested parties.

### 24. Amendments to these Rules and Guidelines

No amendments are made in relation to the current academic year, unless there is a reasonable expectation that this will not be detrimental to the interests of the students.

### 25. Unforeseen circumstances/hardship clause

In any circumstances not covered by these Rules and Guidelines, or in circumstances where the provisions in these regulations are unreasonable or unfair to the student, the Examination Board will have the final say.

### 26. Entry into force

These Rules and Guidelines take effect on 1 September 2025.

Thus, adopted by the Examination Board SBE on 26 August 2025.

## Appendix A

### Explanation of several articles

#### General

In accordance with Article 7.12b, paragraph 3 of the of the Higher Education and Research Act (*Wet op het hoger onderwijs en wetenschappelijk onderzoek*, WHW) the Examination Board will draw up rules with regard to the implementation of the duties and powers of the Examination Board, as referred to in Article 7.12b, paragraph 1 of the WHW. This model Regulations and Guidelines for the Examination Board will serve as a guideline for the Examination Boards establishing these rules. For the sake of transparency and clarity within the university, it is recommended to maintain the article numbering of the model as much as possible and to incorporate any additional article at the end of a chapter. The Regulations and Guidelines cannot be viewed separately from the Teaching and Examination Regulations (TER) that applies to a specific programme, but do not form part of that.

#### Article 4

Each degree programme or group of programmes has an Examination Board. It is therefore possible to instigate a single Examination Board for a Bachelor's degree programme and an associated Master's degree programme. It is also possible to instigate a single Examination Board for Bachelor's programmes within one domain. According to the WHW 2010, experts from outside the degree programme may be appointed as members. These experts may be employed within the institution. Members of the SBE Board or persons who otherwise hold financial responsibility within the School are not appointed.

The SBE Board/the Dean shall hear the members of the existing members of the Examination Board before appointing a new member.

An official secretary will not be a member of the Examination Board.

#### Article 13

Deciding the standards to be applied in assessing examinations (i.e. any type of testing) is very much within the realm of the Examination Board's expertise. Only limited instructions on this are included in the TER. For the rest, the Examination Board is free to decide how assessment takes place. The text included here is intended to provide guidance on this..

#### Article 22

Students are allowed to assemble their own curriculum (the former '*vrij doctoraal*'). The Examination Board will examine whether the proposed programme meets the standards in terms of weight, size and level. The civil effect associated with certain regular examinations - especially the law programmes - does not apply to an examination of an assembled curriculum.

#### Article 23 d sub 6

The WHW 2010 permits the termination of enrolment in the case of very serious academic misconduct. For this purpose, the Examination Board must submit a fully substantiated proposal to the Executive Board. In view of the scope of such a sanction, careful consideration of the interests of both the student and the university is essential.

## **Appendix B**

### **Invigilation during written examinations**

In addition to the provisions of Article 9, the following applies:

1. Where the term 'examiner' is used, it should be read as 'chief examiner' where applicable.
2. The examiner responsible for the examination must be available to the School throughout the entire duration of the examination.
3. The examiner or examiners of the examination must be present in the examination room during the first half hour of the examination if the examination is held in a communal examination room.
4. The invigilators will be instructed by or on behalf of the Examination Board about their duties and the procedures to be followed.
5. If the invigilator is required to report to the SBE student administration, the invigilator must do so no later than 30 minutes prior to the examination.
6. The invigilators bring the examination papers to the examination room in pairs and, after the examination, also bring the work to be assessed to the study administration in pairs.
7. The invigilators collect the answer sheets to check that all absent students are accounted for.
8. The invigilators must ensure that the examination starts on time, that it proceeds in an orderly manner in accordance with the rules set out here, and that it ends on time.
9. During the examination, the invigilator may not perform any tasks other than those directly related to the examination.
10. The invigilator shall keep a report in which all special events during the examination are recorded. If the invigilator reports to the SBE study administration, the invigilator shall submit the report (together with any appendices) to that student administration after the examination. The student administration will provide the examiner and, if necessary, the examination board with a copy of the report.
11. In all problematic cases, the invigilator must contact the student administration, which can then contact the examiner responsible for the examination.



## ***Bijlage C***

### **Requirements for examiners SBE**

#### **General**

1. A thorough knowledge of the School's policy with respect to testing and assessment.
2. A good knowledge of the rules and procedures for preparing and administering tests.
3. A good knowledge of the criteria applicable to the assessment of written papers.

#### **Course coordinator (A)**

1. Thorough and broad knowledge of the study material to be tested.
2. Thorough knowledge of the curriculum and the course resulting from the curriculum learning objective.
3. Experience with translating the study material into written and oral examination questions on different levels: reproduction, insight, application, analysis, synthesis and evaluation, both with regard to openended and closed-ended questions.
4. Experience with constructing examinations in such a way that students' knowledge is measured in a reliable and valid way.
5. Experience with assessing answers to exam questions.
6. Experience with translating the study material into topics for written papers and assessing them.
7. Knowledge regarding the quality analysis of examinations and the ability to (let) carry out that analysis.

#### **Supervision and assessment of Bachelor's theses (B)<sup>1</sup>**

1. Knowledge of the eligible thesis topics.
2. Some experience with conducting scientific research relevant to the field.
3. Experience with guiding students regarding skills and knowledge development when writing papers.
4. Experience with assessing and grading written papers.

#### **Supervision and assessment of Master's theses (C)<sup>2</sup>**

1. Thorough knowledge of the eligible thesis topics.
2. Broad experience with conducting scientific research relevant to the field.
3. Broad experience with guiding students regarding skills and knowledge development when writing papers.
4. Broad experience with assessing and grading written papers.

Supervision of theses in general: if the first supervisor is recruited externally, the second supervisor must be employed by the VU.

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<sup>1</sup> In addition to lecturers with a tenure, PhD students / AiOs may also supervise bachelor theses under the following conditions:

1. The examiner is in the last three years of the PhD trajectory, or
2. If the examiner is in the first year of the PhD trajectory: there is a senior second supervisor who not only plays a role in the assessment of the final project, but also in the previous trajectory. This second supervisor also provides feedback on the thesis proposal, supervises the entire process and acts as a source of information for the examiner.

<sup>2</sup> In addition to lecturers with a tenure, PhD students / AiOs may also supervise Master's theses under the following conditions:

1. The examiner is in the last three years of the PhD trajectory, and,
2. There is a senior second supervisor who not only plays a role in the assessment of the final project, but also in the previous trajectory. This second supervisor also provides feedback on the thesis proposal, supervises the entire process and acts as a source of information for the examiner.

## Appendix D

### VU Amsterdam - Examination Regulations

*These examination regulations apply to both centrally supported examination rooms (supported by IT and Corporate Real Estate and Facilities) and faculty supported examination rooms. In the interests of clarity and for the practical implementation of these examination regulations by invigilators, examiners and students, the decision was made to draw up one set of regulations for both types of rooms. As regards centrally supported examination rooms, Examination Boards are not free to deviate from the provisions outlined below as these are the Executive Board's conditions for the use of these examination rooms. As regards faculty supported examination rooms, Examination Boards are free to make any adjustments to their own faculty's provisions as they deem necessary in such cases, on the condition that the Examination Board in question clearly indicates these deviations and communicates any deviations to the invigilators, examiners, students and other stakeholders within the faculty<sup>3</sup>. VU Amsterdam strongly advises avoiding or limiting deviations as much as possible and adhering to the provisions outlined below.*

*Adopted by the Executive Board on 16 July 2024.*

*Appendix to the Rules and Guidelines of the Examination Board.*

In force as of 1 September 2024.

#### **1. Rooms, support and time slots**

- a. Vrije Universiteit Amsterdam offers access to both centrally supported examination rooms and faculty supported examination rooms. Corporate Real Estate and Facilities (FCO), the Information Technology service department (IT) and the Central Exam Organisation (CTO) provide support for examinations held in the centrally supported examination rooms.
- b. Examinations that take place in the faculty examination rooms are supported by faculty Education Offices.
- c. Examinations will be scheduled in the following time slots:

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<sup>3</sup> Points from which it is permissible for Examination Boards to deviate are indicated below in square brackets.

|                                   | Standard examination time | Extra examination time | Total duration of examination         |
|-----------------------------------|---------------------------|------------------------|---------------------------------------|
| Block 1<br>(long – 2 hrs 45 min)  | 08:30 – 11:15             | 11:15 – 11:45          | 2 hrs 45 min - plus 30 min extra time |
| Block 2<br>(short – 2 hrs 15 min) | 12:15 – 14:30             | 14:30 – 15:00          | 2 hrs 15 min - plus 30 min extra time |
| Block 3<br>(short – 2 hrs 15 min) | 15:30 – 17:45             | 17:45 – 18:15          | 2 hrs 15 min - plus 30 min extra time |
| Block 4<br>(long – 2 hrs 45 min)  | 18:45 – 21:30             | 21:30 – 22:00          | 2 hrs 45 min - plus 30 min extra time |

- d. When, in cases of high exception, multiple examinations with different start and end times are scheduled in centrally supported examination rooms at the same time, Corporate Real Estate and Facilities (FCO) will ensure that the different groups of students disturb each other as little as possible when arriving and leaving.
- e. Students who have proof of having been granted extra examination time are allowed to sit their exams, including the extra time, in the regular examination room.

## 2. Student ID

- a. In order to participate in an examination, students must show the invigilator a valid ID.<sup>4</sup> A photo of an ID is not allowed.
- b. The invigilator checks whether the ID shown corresponds to the student in question.
- c. Invigilators will check students' IDs and use the attendance sheet [in case of written exams on paper] to verify that each student is registered for that particular exam.
- d. Students taking part in an electronic assessment should use their personal VUnetID and password. Students are responsible for memorising both codes.

## 3. Study aids

- a. Students must leave all personal belongings – especially books, notes, smartphones, smartwatches, earplugs from home or anything else that could serve as a study aid – outside the examination room or put them in a place in the examination room designated by the invigilator. The aisles between the tables must be kept free at all times.
- b. In derogation to paragraph a, students may use study aids may during an examination if they have been approved as such in advance by the examiner or the Examination Board. Permitted study aids are also listed on the front page of the examination paper or the official report of the exam.
- c. Any student who has a study aid that is not permitted within reach during an examination, or on a visit to the toilet during the examination, shall be guilty of academic misconduct.

## 4. Time constraints

- a. The examination room will be accessible to students fifteen minutes prior to the start of the examination.
- b. Once an examination has started, no one is permitted to enter the examination room.

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<sup>4</sup> A valid proof of identity is a university registration card, passport, ID card, driving license or Academic Centre for Dentistry Amsterdam pass.

- c. In derogation to paragraph b, the following applies to students who arrive late:
  - for the centrally supported examination rooms, students must stay in the waiting room; thirty minutes after the start of the examination in question, they will all be admitted to the examination room together.
  - [For faculty supported examination rooms, students will be admitted up to thirty minutes after the start of the examination in question.]
- d. Students are not permitted to leave the examination room during the first thirty minutes of an examination.
- e. Students who continue to work after the official examination time has ended will be guilty of academic misconduct, with the exception of those who have been awarded extra time.
- f. In the case of an emergency or technical problem that hinders a student or group of students from writing an examination for any period of time, the examiner may deviate from the final time of the examination, as long as the new end time falls within the maximum time slot allowed.

#### **5. Visits to the toilet**

- a. Visits to the toilet are permitted no earlier than 90 minutes after the start time of the examination. [In faculty supported examination rooms, no earlier than 90 minutes after the start of the examination.]
- b. Any student who has submitted a medical note to the academic advisor before an examination stating that they should be allowed to visit the toilet within the initial 90-minute period may visit the toilet during the examination within the time period referred to in the first paragraph.<sup>5</sup>
- c. For each group sitting a given examination in the same examination room, only one student at a time may use the toilet.
- d. Any student wishing to go to the toilet must show the invigilator that they are not carrying any study aids. The invigilator will also ensure that students who visit the toilet during the examination do not have contact with any other students and are not able to use any kind of study aid.
- e. When students leave their seats to visit the toilet, they will ensure that the chances of another student looking at their exam paper are minimal or nil, while leaving all examination materials behind where they were writing the exam.

#### **6. Food and drink**

- a. Students are not permitted to eat in the examination room, unless they have been granted permission in connection with a disability or medical condition.<sup>6</sup>
- b. It is only permitted to bring drinks into the examination room in transparent and sealable cups, mugs or bottles, and the invigilator or examiner may check to see whether these have been tampered with by the student.

#### **7. Invigilation**

- a. Examiners are responsible for the content of examinations.
- b. Invigilators are responsible for the orderly conduct of the examination in accordance with the VU Examination Regulations. Invigilation is carried out under the authority of the examiner. Invigilators are required to follow the examiner's instructions.
- c. The examiner will inform invigilators in writing or otherwise prior to the start of the examination of any study aids students are permitted to use, and other relevant details about the examination.
- d. For 50 or more students, at least two invigilators are required to be present. There should be one extra invigilator for every additional 50 students. At least one chief invigilator is present for each exam.

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<sup>5</sup> Prior to this, the student timely applied for a provision, which the student was granted in this case.

<sup>6</sup> Prior to this, the student timely applied for a provision, which the student was granted in this case.

The procedure for conducting interim examinations and the number of students taking the examination may result in a deviating number of invigilators.

- e. Invigilators will ensure that the exam question papers are handed out to students at the same time as much as possible, or that students start digital examinations at the same time.
- f. Students are obliged to follow the instructions of the examiner and the invigilator(s).
- g. To prevent academic misconduct, examiners and invigilators are allowed to check items students are using or are permitted to use during their exams.<sup>7</sup>
- h. If academic misconduct is suspected based on irregularities noted by the examiner or invigilator, then the examiner or the invigilator on the examiner's behalf must notify the student in question of this suspicion. Any materials or resources used in the suspected academic misconduct will be confiscated with proof of receipt. The suspected student may complete the exam. In the official report of the incident, the invigilator will state the student's name, the time it occurred and the alleged misconduct. In the event of suspected academic misconduct, the examiner will decide whether there is cause to report it to the Examination Board in accordance with the applicable rules and guidelines of the faculty.
- i. The examiner will be present in the examination room during the exam or able to be easily contacted by the invigilator in the case of irregularities during an exam.

#### **8. Seat allocation**

The Examination Board may allocate students a specific seat in the examination room. The Examination Board shall inform invigilators of this in a timely fashion.

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<sup>7</sup> This may include such things as drink bottles, telephones, reference books, calculators, smartwatches, etc.