

RULES AND GUIDELINES EXAMINATION BOARD FACULTY OF LAW

Valid from 1 September 2026

CONTENTS

1. Scope	2
2. General	2
3. Composition of the Examination Board	2
4. Duties of the Examination Board	2
5. Working method of the Examination Board	3
6. Questions and assignments, subject matter and duration of examinations	4
7. Examination in a form other than that prescribed in the VU Study guide.....	4
8. Oral examinations	4
9. Method of rounding and determination of final grade.....	5
10. Inspection	5
11. Procedure for written examinations	6
12. Graduation.....	6
13. Free programme.....	7
14. Degree classification (Judicia)	7
15. Degree Certificate and statement	8
16. Exemption from educational units	8
17. Replacement assignment and exemption from practical exercise/study group sessions	9
18. Academic misconduct, fraud and plagiarism in examinations and final degree assessments	9
19. Procedures and Measures.....	10
20. Irregularities	11
21. Retention periods.....	11
22. Annual Report	11
23. Amendments to these Rules and Guidelines	11
24. Unforeseen circumstances/hardship clause	11
25. Date of commencement.....	11
Appendix 1 Procedural Rules Examinations	12
Appendix 2 VU Amsterdam examination regulations.....	13

1. SCOPE

The rules, as described in Article 7.12b, third paragraph, of the Higher Education and Research Act (*Wet op het Hoger onderwijs en Wetenschappelijk onderzoek, WHW*) are adopted by the Examination Board 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 and Master's degree programmes of the Faculty of Law for which the Examination Board has been set up.

These regulations apply to anyone enrolled in the degree programme in this academic year, irrespective of when the student started the degree programme.

2. GENERAL

1. The terms used in the Teaching and Examination Regulation (hereafter: OER) also apply to these regulations. The definition of all other terms used is in accordance with the definition used in the Higher Education and Research 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 provisions from the OER shall take precedence.

3. 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. The members of the Examination Board are appointed by the Faculty Board.
3. Before a member is appointed, the Faculty Board will consult with the Examination Board regarding the proposed appointment.
4. Board members are appointed for three years and may be re-appointed.
5. The Faculty Board appoints a chairperson, not being the external member. The chairperson is responsible for the general procedural matters of the Examination Board. The chairperson appoints another member to deputize in case of absence.
6. The Faculty Board is responsible for guaranteeing that the Examination Board operates in an independent and expert manner.

4. DUTIES OF THE EXAMINATION BOARD

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

- a. 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;
- b. safeguarding the quality of examinations and final degree assessments;
- c. determining guidelines and instructions for assessing and determining the results of examinations and final degree assessments within the framework of the OER;
- d. granting exemptions for one or more examinations;
- e. 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 applicant has passed a supplementary examination on the relevant subject matter;

- f. determining in exceptional cases that the assessment method laid down in the Study guide may be deviated from;
- g. granting partial or complete exemption for the attendance requirement in case of a demonstrably severe, chronic or prolonged impediment for the student for the purpose of admission to examinations;
- h. ensuring that measures are taken in cases of academic misconduct;
- i. appointing examiners to conduct (interim) examinations and determine the results;
- j. granting a degree certificate, including a diploma supplement, as proof that the student has successfully completed the final degree assessment;
- k. 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;
- l. issuing a statement of results attained to persons who have successfully completed more than one examination but are not eligible for a degree certificate;
- m. granting a postponement of graduation;
- n. preparing an annual report of its activities.

5. WORKING METHOD OF THE EXAMINATION BOARD

- 1. In principle, the Examination Board meets once a week or when the chair deems necessary. The meetings are not open to the public.
- 2. The Faculty Board may add an Official Secretary 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. A request or complaint must in any case include substantiation or a description, respectively. The request must be complete and contain all necessary information
- 5. The Examination Board will take a decision within thirty working days of receiving a complaint or request. The Examination Board may postpone this decision and inform the interested parties of this in writing.
- 6. 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 additional examination opportunity.
- 7. The Examination Board of the degree programme that the course taken by a student from a degree programme at a different institution forms part of, 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.
- 8. If the Examination Boards concerned are both competent with regard to the subjects referred to in paragraphs 6 and 7, the Examination Boards will determine by mutual agreement what decision is to be taken.
- 9. If the decision of the Examination Board requires the weighing of interests, the following aspects shall be taken into account, among other things:
 - a. quality: safeguarding the quality of examinations or final degree assessments;
 - b. efficiency requirements: the Examination Board aims to prevent serious study delay for students as well as a significant (excessive) additional workload for lecturers or the degree

programme. The assessment will take into account that the efforts required of the degree programme must not be disproportionate;

c. special circumstances: the Examination Board will take into account the interests of students who due to special circumstances beyond their control have fallen behind in their studies.

10. Students can submit an appeal against the decision taken by the Examination Board to the Examination Appeals Board within six weeks of the announcement of the decision.

6. QUESTIONS AND ASSIGNMENTS, SUBJECT MATTER AND DURATION OF EXAMINATIONS

1. The examination questions and problems will not cover anything beyond the previously announced examination material. The main points of this examination material will be published prior to the start of the programme component that prepares students for the examination in question. No later than one month before the date of the examination in question, students will be notified of the exact scope of the examination material.
2. 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.
3. The duration of each examination is such that students can reasonably be expected to answer the questions in the time given.

7. EXAMINATION IN A FORM OTHER THAN THAT PRESCRIBED IN THE VU STUDY GUIDE

1. At an examiner's request, the Examination Board may decide that an examination shall be conducted in a different form than the form stipulated in the study guide.
2. At the student's request, the Examination Board may permit an examination to be conducted in a different form than the form stipulated in the study guide. Further regulations in this respect: the student demonstrates that due to special circumstances, taking the examination in the regular manner would represent a disproportionate burden for the student and, if applicable, the student meets the attendance requirement for the course and based on this is allowed to sit the examination.
3. At the student's request, the Examination Board may permit a student to take an interim examination outside the normal timetable if exceptional circumstances give cause to do so, provided the student meets the attendance requirement for the course if in place and based on this is allowed to sit the examination. .
In case of an examination outside the normal timetable, the examiner determines the form of examination.
4. Based on article 3.5 sub 4 of the OER, the Examination Board may grant students an extra opportunity to sit an interim examination, in that case the examiner determines the form of examination. Per academic year a student can be granted one extra opportunity based on article 3.5 sub 4 of the OER per degree programme.

8. ORAL EXAMINATIONS

1. Unless specified otherwise by the OER for the relevant educational unit, no more than one student will take an oral examination at the same time.
2. The Examination Board or the examiner may, in exceptional cases, decide that an oral examination is not conducted in public.

3. 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 interests against the interests of administering a public examination.
4. An oral examination will be taken in the presence of a second examiner.

9. METHOD OF ROUNDING AND DETERMINATION OF FINAL GRADE

1. In determining the final grade, the weighted average of partial results shall be truncated after two decimal places, after which the following table shall apply:

From	To	Grade
1.00	1.24	1.0
1.25	1.74	1.5
1.75	2.24	2.0
2.25	2.74	2.5
2.75	3.24	3.0
3.25	3.74	3.5
3.75	4.24	4.0
4.25	4.74	4.5
4.75	5.49	5.0
5.50	6.24	6.0
6.25	6.74	6.5
6.75	7.24	7.0
7.25	7.74	7.5
7.75	8.24	8.0
8.25	8.74	8.5
8.75	9.24	9.0
9.25	9.74	9.5
9.75	10.0	10

2. The examiner assesses the examination component within the period specified in article 3.4 sub 1 of the OER. In case of force majeure the examiner may request the Examination Board to extend the period.
3. Students pass an examination component when it is assessed with a grade of at least six.
4. The assessment of examination components takes place in accordance with standards which have been recorded beforehand as much as possible and which may be adjusted in accordance with the results of the assessment of the component.
5. In case of an blatant mistake in the registration of the result which comes to light directly after the publication, the Examination Board decides.
6. An examiner will only assess those theses for which the examiner has approved the subject beforehand and arrangements with the student for the supervision have been made.
7. Students who participate in an examination, but who fail to submit any work for assessment will be awarded a grade of 1 (one) for the component in question.

10. INSPECTION

1. A moment for inspection as stipulated in article 3 sub 9, OER is offered; the examiner determines the manner and time.

2. If students were unable to inspect their marked work at the specified time demonstrably through no fault of their own, an alternative option for inspection will be offered.
3. On the basis of the method of assessment, it should be possible for students to determine how their grade for the degree component was derived.
4. If a student has lodged an appeal regarding the manner in which the marking of the student's work was determined, then the student will be supplied with a copy of the student's marked work at the request of the student.

11. 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 2).
 - a. If a student is unable to supply the documentary evidence referred to in the first paragraph, the student may be barred from participating in the examination or the examination which the student has 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 accordance with the VU Student Charter, the wearing of face-covering clothing is prohibited during examinations. The student receives an NS (No Show) for the exam, any work submitted will not be assessed.
3. In consultation with the faculty education office, the examination organisation sees to it that enough invigilators are appointed for the written examination, who will ensure that the examination is conducted properly.
4. If the examination is not conducted in a common examination room as described in the VU Amsterdam Examination Regulations, the faculty examination organisation will ensure that enough invigilators are present.
5. Students are obliged to follow the instructions of the invigilator(s).
6. The examiner ensures that all students sitting an examination have the same period of time in which to complete the questions.
7. The examiner is physically present at the location of the examination during the first half hour of the exam and for an examination which is not digital also during the last half hour. Additionally, the examiner is available by phone for the duration of the examination. When an exam takes place in multiple buildings, then the examiner insures that in each building a lecturer is present during the first half hour of the examination to assist with possible start-up issues. The examiner gives the faculty examination organization the phone numbers where the examiner and any lecturers present can be reached.
8. When processing the examination the examiner will act with due diligence and in accordance with the General Data Protection Regulation (EU regulation 2016/679).

12. GRADUATION

1. The Examination Board will determine the result of the final degree assessment once it has established that the student has passed all of the educational units in the programme. The final degree assessment takes place on the date on which the final examination has been successfully taken.

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 (ten) working 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.

13. 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 Examinations 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.

14. DEGREE CLASSIFICATION (JUDICIA)

1. The classification "cum laude" ("with merit") is awarded by the Examination Board if the examinee:
 - a. was awarded a grade of at least an 8,0 for the thesis, and
 - b. was awarded a grade of at least a 7,0 as final result for the educational unit for the other degree components, and
 - c. has obtained a weighted grade average of at least a full 8,0 for all degree components.
2. The classification "summa cum laude" ("with distinction") is awarded by the Examination Board if the examinee:
 - a. was awarded a grade of at least a 9,0 for the thesis, and
 - b. was awarded a grade of at least an 8,0 as final result for the educational unit for the other degree components, and
 - c. has obtained a weighted grade average of at least a full 9,0 for all degree components.
3. When applying the criteria for awarding degree classifications as described in paragraph 1 and 2:
 - a. only the results obtained during the first examination participation are taken into account; a student participates 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, a student participates once a final version has been submitted;
 - b. for the calculation the rounded final results of the degree components as registered in the official student administration records are used;
 - c. degree components completed extra-curricularly are not included in the calculation of the judicia;
 - d. exemptions granted and assessments not expressed as a number (VD = Pass) are disregarded, with the exception of exemptions relating to a previously written thesis.

Any such previous thesis must have been awarded a grade of at least an 8,0 for the *judicium "cum laude"* and at least a 9,0 for the *judicium "summa cum laude"*;

- e. the weighted grade average is not rounded.
- 4. When a student pursues two specialisations, a *judicium* can be awarded in case the student meets the criteria for the *judicium* on the basis of the final results of one of the specialisations, plus the final results of degree components of the second specialisation to come to a classification based on 60 EC, where degree components with the highest final results may be included.
- 5. The *judicium* classification is recorded on the degree certificate.

15. DEGREE CERTIFICATE AND STATEMENT

1. The Examination Board will award a degree certificate as proof that the student has passed the final degree assessment. The Examination Board will append a diploma supplement to the degree certificate outlining the nature and content of the completed degree programme. The diploma supplement is drawn up in Dutch and in English and meets the requirements of the European format.
2. 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.

16. EXEMPTION FROM EDUCATIONAL UNITS

1. A request for exemption from an examination must be submitted to the Examination Board before the start of the relevant degree component using the form designated for this purpose on the VU website.
2. After consulting the relevant examiner, the Examination Board can grant exemption from an examination or practical exercise on the basis of an examination, assessment component or practical exercise in higher education successfully completed in the Netherlands or elsewhere that corresponds in terms of content, level and study load with the component for which an exemption is requested.
3. If the Examination Board grants an exemption for an examination that is part of an educational unit that involves more than one examination, the exemption can only be granted once all other components of the educational unit have been passed. In that case, the exemption is registered as the final result for the educational unit.
4. 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.
5. Exemption for degree components based on examinations completed elsewhere which are part of the first year of the Bachelor's programme can only be granted in case the student has obtained at least 42 EC in first year courses within one study year. In case the student has been granted a deferment of the binding recommendation on continuing of studies (bsa), this requirement must be met within the period of deferment and the decision on the deferment of the bsa must be submitted with the request for exemption.
6. In order for a degree certificate for a Master's programmes to be issued, no more than 12 EC may be exempted.

7. Exemption of the free electives component(s) of the Master's programmes can be granted on the basis of a completed academic Master's programme, to a maximum of 12 EC. Further regulation concerning this is: the full free elective(s) part of this academic Master's programme must be filled with educational component(s) completed with a passing grade.
8. The Bachelor's and Master's thesis or graduation project are excluded from the possibility for exemption.

17. REPLACEMENT ASSIGNMENT AND EXEMPTION FROM PRACTICAL EXERCISE/STUDY GROUP SESSIONS

1. Prior approval must be obtained from the Examination Board if a student wishes to meet the requirements for specific examinations by obtaining results at a different faculty or (Dutch or foreign) university. A study result for a replacement assignment for which a pass mark has been obtained at a foreign university, may be registered as 'geslaagd' or 'pass'.
2. When a student is demonstrably impeded chronically or for a prolonged period of time to fulfill the attendance requirement due to severe grounds, the Examination Board can upon request grant a partial or complete exemption for this requirement for the purpose of admission to the examinations. The examiner determines, in view of the exit qualifications of the programme, if the student must meet substitute requirements before being admitted to the examination. These substitute requirements must be appropriate and do justice to the exit qualifications and the exemption.
Except in cases of force majeure, the exemption must be requested before the start of the education period in which it should take effect.
3. Students can request the Examination Board to provide a replacement assignment for practical components. If the Examination Board honours this request, the examiner determines which substitute requirements the student must meet. In all cases, the student must meet the final attainment levels for the degree programme.

18. ACADEMIC MISCONDUCT, FRAUD AND PLAGIARISM IN EXAMINATIONS AND FINAL DEGREE ASSESSMENTS

1. Academic misconduct is defined as any act or omission by a student that partially or entirely precludes making an accurate assessment of the knowledge, understanding and skills of the student, or those of another student.
2. Academic misconduct includes (non-exhaustive):
 - a. being in possession of aids or resources (e.g. pre-programmed calculator, mobile phone, smart watch, books, syllabi, notes and the like) which the student is not expressly permitted to consult;
 - b. not presenting for inspection items the student is in possession of during the examination at the request of the examiner or the invigilator;
 - c. copying from or exchanging information with another student during the examination;
 - d. assuming someone else's identity during the examination;
 - e. allowing someone else to assume the student's identity during the examination;
 - f. obtaining details of examination questions before the date or time at which that examination is scheduled to take place;
 - g. changing, extending or amending a section of the examination after it has been submitted for final assessment;
 - h. continuing to work on an examination after the official examination time has ended, with the exception of those who have been granted extra time;

- i. submitting work that has been wholly or partially generated using artificial intelligence, in a manner which is not permitted by the examiner;
 - j. falsifying (research) data or sources;
 - k. plagiarism.
3. Plagiarism includes the following (non-exhaustive):
- a. using or copying another person's written work, data or ideas without providing full and appropriate source references;
 - b. 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;
 - c. paraphrasing the contents of another person's text without sufficient referencing of sources;
 - d. submitting previously submitted or comparable texts (or parts thereof) for assignments for other degree components (self-plagiarism);
 - e. copying work from other students and presenting this work as one's own;
 - f. submitting assignments that were obtained from a commercial agency or that were written by someone else (whether or not for payment).

Fraud detection software may be used for the detection of academic misconduct. By submitting a text, the student implicitly consents to the inclusion of the text in the database of the relevant detection software.

19. PROCEDURES AND MEASURES

1. If the examiner personally or on the basis of a notification by the invigilator ascertains, or has good reason to suspect, academic misconduct, then the examiner will report this in writing to the Examination Board within five working days after ascertaining the suspicion. The Examination Board will inform the student of this report in writing, enclosing the relevant documentary evidence.
In case of suspected improper use of artificial intelligence, the examiner can first initiate a further investigation into the authenticity of the work submitted, before deciding on submitting a report to the Examination Board.
2. The invigilator or the examiner can request the student to present to them the incriminating material relating to the breach of the rules in question. A refusal to do so will be recorded in the report referred to in paragraph 1.
3. If the breach of the rules is observed during an examination, the student is given the opportunity to complete the examination in the remaining time allotted.
4. The Examination Board gives the student the opportunity to submit a written reaction to the report referred to in paragraph 1 within a reasonable period of time to be determined by the Board.
5. The Examination Board invites the student to be heard on the alleged fraud and decides 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.
6. If the Examination Board finds that academic misconduct has occurred, a measure will be imposed, within six weeks of the end of the period of time referred to in paragraph 4.
7. 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 assignment to which the academic misconduct relates to be invalid or assign a grade of 0 (zero), and may also exclude the student from the following relevant examination.

8. 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 for a maximum of one year. If serious academic misconduct is identified, the Examination Board can advise the Executive Board that the student's registration should be terminated permanently.
9. In urgent cases relating to academic misconduct that are not covered by these Rules and Guidelines, the Examination Board will take a decision with due regard to the principles of due procedure.

20. 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.

21. 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](#)

22. ANNUAL REPORT

Before 1 November, the Examination Board will compile a report on its activities over the previous 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.

23. 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.

24. 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.

25. DATE OF COMMENCEMENT

These Rules and Guidelines take effect on 1 September 2025.

Thus adopted by the Examination Board on 29 June 2026.

APPENDIX 1 PROCEDURAL RULES EXAMINATIONS

The Examination Board has drawn up the following Procedural Rules.

- Students should be present well in advance.
- Students arriving after the examination has started will not be admitted, unless granted permission to do so by the examiner.
- All examination participants must take their places in their allotted examination hall and must provide proof of identity in accordance with the provisions of the VU Examination Regulations (see appendix 2).
- Any books, notes, extracts etc. must be kept in a closed bag, unless their use is explicitly authorized by the examiner or prescribed.
- If a laws collection-book ('Wettenbundel') or a jurisprudence book is allowed to be used during the examination, then a paper version of the book is always allowed.
- A paper version of the laws collection -book may contain (self-made) tabs, if necessary with an article reference (juncto), no keywords. It is not allowed to write anything in the book, it must be completely clean (no keywords, no article references, underscores and highlights are allowed); checks for compliance with these rules will be made once the examination has started.
- A paper version of the jurisprudence book may contain (self-made) tabs with the name of the judgement, but no article references and no keywords. It is not allowed to write anything in the book, it must be completely clean (no keywords, no article references, underscores and highlights are allowed); checks for compliance with these rules will be made once the examination has started.'
- If a laws collection-book ('Wettenbundel') or a jurisprudence book is allowed to be used during the examination and a digital version is used to which notes can be added, then the rules for the paper version are applicable.
- No visits to the toilet are permitted, unless approved by the invigilator.
- No more than one individual may visit the toilet at the same time.
- Examination stationery and notepaper are provided. Students are not permitted to use their own jotting pads or writing paper.
- A ballpoint or fountain pen should be used during the examination and all answers must be in clearly legible handwriting, unless it is a digital examination.
- No talking is allowed once the first examination sheet has been distributed.
- It is forbidden to leave the examination hall during the final 20 minutes of the examination.
- At the end of the examination, both the examination stationery and all other pieces of paper provided (notepaper) must be handed in. Students who fail to submit any work for assessment will be awarded a grade of 1 (one).

For an examination which is taken digitally with the use of online surveillance, the following procedural rules apply:

- The student must begin the examination within 30 minutes of the start of the examination period.
- Before beginning the examination, the student must perform a desk scan and show a valid VU registration card or ID to the camera. Instructions can be found on the VU website.
- Only explicitly permitted materials are allowed to be present during the examination.
- The rules regarding law and jurisprudence books described above are in force fully.

- The student must be visible via the webcam for the duration of the examination, the head and eyes must be clearly visible.
- No visits to the toilet are permitted, unless a toilet facility has been granted.
- No other persons are allowed to be present in the room where the examination is sat during the examination.
- Talking is not allowed during the examination.
- AirPods, Ear pods and headphones are not allowed.
- The examination must be submitted no later than 15 minutes after the examination period has ended.

APPENDIX 2 VU AMSTERDAM EXAMINATION REGULATIONS

See VU Examination Regulations on the *important regulations* page on vu.nl.