Rules and Guidelines
of the Shared- Examination Board  ECRO

Master's degree Program in Cardiovascular Research
Master’s degree program in Oncology

Academic year 2015-2016
VU University Amsterdam
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Article 1 Scope of application

1. Rules and Guidelines as stipulated in Article 7.12, paragraph 4 of the Higher Education and Research Act (Wet op het hoger onderwijs en wetenschappelijk onderzoek, WHW).
2. Rules and Guidelines are confirmed by the Central Examination Board (Central-EB) en de Shared Examination Board Epidemiology, Cardiovascular Research en Oncology (Shared-EB ECRO).
3. These Rules and Guidelines apply to the interim examinations and final examinations in the Master’s programs (Cardiovascular Research and Oncology) and are related to the Academic and Examination Regulations (OER) that apply to these programmes, to be adopted by the Faculty Board
4. These regulations apply to all students following the degree programme in this academic year, irrespective of when he or she started the degree programme.
5. Depending on the responsibilities of the Central-EB and the Shared-EB ECRO, as described in the manual for Examination Boards, articles in these Rules and Guidelines will be applied by the Shared-EB ECRO and Central-EB. In the manual for Examination Boards further elaboration is given on procedures and protocols that are related to articles described in these Rules en Guidelines.

Article 2 Definitions

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

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Act</td>
<td>The Higher Education and Research Act (WHW).</td>
</tr>
<tr>
<td>Academic and Examination Regulations</td>
<td>The Academic and Examination Regulations (OER) for the Master’s programme in Cardiovascular Research and for the Master’s programme Oncology of the Faculty of Medicine VUMc, as adopted by the Faculty Board</td>
</tr>
<tr>
<td>Central Examination Board</td>
<td>The CEC acts conform the Act (WHW ). The central examination board supervises the two sub-examination boards.</td>
</tr>
<tr>
<td>Functional handicap</td>
<td>Handicap that is temporarily or permanent in nature, which limits the student in following classes, taking exams and/or practical education</td>
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<tr>
<td>Final examination</td>
<td>The collection of successfully completed interim examinations in the components included in the programme, possibly also supplemented by an assessment of the student’s knowledge, understanding and skills by examiners designated by the Examination Board.</td>
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<tr>
<td>Interim examination or partial interim examination</td>
<td>An assessment of the knowledge, understanding, attitude and/or skills of the examination candidate, as well as the evaluation of the results of that assessment. An interim examination can take various forms and may be referred to in different ways: test, assessment, assignment, report, thesis, recitation, presentation etc.</td>
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<tr>
<td>Examiner</td>
<td>The individual designated by the central Examination Board to conduct interim examinations and assess the grading, in accordance with Article 7.12c of the Act.</td>
</tr>
<tr>
<td>Invigilator</td>
<td>The individual designated by the examiner to be present on his or her behalf during the completion of an interim or final examination.</td>
</tr>
<tr>
<td>Practical component</td>
<td>A practical educational exercise as defined in</td>
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Article 3  Working method of the Central-EB
1. The Central-EB is responsible for carrying out the legal tasks of the examination boards according to the WHW.
2. The Central-EB has mandated subtasks to the sub-examination board ECRO (Shared-EB ECRO).
3. The members of the Central-EB are appointed by the Board of Directors.
4. The board of directors guarantees the independent and competent functioning of the Central-EB.
5. The compilation, task setting and procedures of the Central-EB is elaborated in the “Handboek Examencommissie School of Medical Sciences (SMS)”. 

Article 4  Composition of the Shared-EB ECRO
1. The Shared-EB ECRO comprises of at least four members, all of whom are experts in the subject matter of one of the three degree programs.
2. At least one member teaches within one of the three degree programs to which these RR apply.
3. The Shared-EB ECRO appoints a chairperson from amongst its members. The chairperson is responsible for the day-to-day management of the Shared-EB ECRO.
4. The Shared-EB ECRO assigns a vice-chairperson who will replace the chairperson in his/her absence.
5. The appointment of the members of the Shared-EB ECRO will be prepared by a nomination advisory committee, which advises the Board of Directors.
6. Before a member gets appointed, the Board of Directors hears the Central-EB and the Shared-EB ECRO about the intended appointment. This will take place by the representation of a member of the Shared-EB ECRO in the nomination advisory committee.
7. The Central-EB takes care that the independent and expert functioning of the Shared-EB ECRO is quarantined.
8. A member of the Shared-EB ECRO is appointed for three years and may be reappointed once.
9. The fulfillment of vacancies takes place for the remaining term and should be as soon as possible when a vacancy occurs.
10. The Faculty Board is responsible for guaranteeing that the Shared-EB ECRO operates in a manner that is independent and with relevant expertise.

Article 5  Working method of the Shared-EB ECRO
1. The Shared-EB ECRO meets 10x per year or as often as its chairperson deems it to be necessary. The timetable of meetings will be published promptly.
2. Meetings are not held in public.
3. The Faculty Board is entitled to allocate an official secretary to the Shared-EB ECRO.
4. For the Shared-EB ECRO meetings the chairperson and the official secretary draw up the agenda, which will be send to all members at least one week before the meeting including all conference pieces. Minutes are made of all meetings and are send to the members within two weeks after the date of the meeting.
5. A complete request or complaint should be filed to the official secretary of the Shared-EB ECRO at least 10 days before the date of the meeting.
6. The request should be filed with the required appendixes as prescribed by the rules on the website of the master programs.
7. The Shared-EB ECRO decides within 30 work days after getting the received request and communicates the result to the applicant in writing and by e-mail. The decision to the request can be postponed once for maximal 10 days. The applicant will be informed about this in writing.
8. The Shared-EB ECRO can only make a decision when at least two members are present. When the decision needs voting, this will be performed using a standard majority rule. When detainment of votes takes place, the vote of the chairperson is decisive.

9. When a complaint or request of a student is considered in the examination board meeting, which involves an examiner who is a member of the examination board, the examiner will not take part in the handling nor the decision regarding the issue.

10. When any exam or request will be discussed in the Shared-EB ECRO meeting about an exam of the examiner/mentor/tutor who is member of the Shared-EB ECRO he/she will not have part in the decision.

11. All members of the Shared-EB ECRO are bound to concealment: no information will be provided to outsiders of the master programs about the issues discussed in the Shared-EB ECRO meeting.

12. The Shared-EB ECRO safeguards its position and functions distinct from the students and the organization.

13. The chairperson may mandate the authorization of the Shared-EB ECRO (in as well as outside the entitlement representative) to one of the members of the Shared-EB ECRO.

14. The procedure for signing the degree certificate is established by the Central-EB.

15. The Shared-EB ECRO draughts order regulations for the (interim)exams, which is attached a appendix 2 of these current Rules and Regulations.

16. Remaining regulations about the assignment, responsibility and operation of the Shared-EB ECRO are delineated in the “Handboek Examencommissie School of Medical Sciences” including the distribution of tasks between the Central-EB and the Shared-EB ECRO.

Article 6 The examiners

1. The Central-EB appoints examiners for the exams of each of the master programs after being advised by the Shared-EB ECRO.

2. The examiners are responsible for the quality of the exams, right conditions for taking the exams and establish the resulting marks.

3. The final assessment of an exam is determined under the responsibility of the examiner of that particular educational unit and gets legal validity as soon as it is signed by the examiner or the mandated coordinator/assessor who has been given authority to sign.

4. The examiners are charged with the selection and control of their appointed mandated functioning coordinator/assessor for that particular educational unit.

5. The course coordinator is in principle examiner of his/her course.

6. The examiner establishes the results of a particular educational unit after receiving the available data of one or more assessors.

7. The examiner delivers a report to the Shared-EB ECRO of the exam(s), which is/are under his/her responsibility.

8. The names and signatures of the examiners and mandated assessors/coordinators are maintained by the register of examiners.

Article 7 Registration for interim examinations

1. Registration for written interim examinations is done via the internet. This registration must be in accordance with the guidelines determined in the regulation ‘Registration for courses and interim examinations’.

2. Registration for oral interim examinations occurs in consultation with the examiner.

Article 8 Exams by students with a disability

1. Students suffering from dyslexia can - when showing a declaration in writing of an accomplished expert to the master program coordinator - apply for an extension of the written exam with half an hour.

2. In case of any other disability than mentioned under article 8.1, an ad-hoc-decision will be made by the Shared-EB ECRO.
Article 9 Approval for internships, optional courses and individual study plans
1. Students must apply for approval for internships, literature studies, and optional courses in writing before they are allowed to start these educational activities.
2. The approval will be granted by the appropriate responsible examiner on behalf of the Shared-EB ECRO.
3. The student must act in accordance to the procedures and forms as described in the master programs study manuals.
4. When the student participates in a particular education without written consent, the Shared-EB ECRO is privileged to withdraw the student from that educational unit and void the potential study points.

Article 10 Working language for interim or final examination
1. The interim or final examination will be completed in English.
2. The language of the literature that is used for instruction cannot be different from the language of instruction.

Article 11 Questions and assignments, subject matter and duration of interim
1. None of the individual questions or assignments in the interim examination will relate to anything other than the previously announced interim examination material. This material is primarily announced prior to the start of the period in which the teaching for this interim examination takes place. Full publication of details of the materials will take place at the latest one month before the interim examination is sat. Publication is on the online study guide or BlackBoard. At the start of the education the details of the materials are definitive and are not modified until the examination.
2. The Shared-EB ECRO or the relevant examiner will provide students with the opportunity to consult a written example of the interim examination, as well as model answers and the standards that will apply to assessment.
3. The educational materials relevant for the examination are similar for the following re-sit examination. However, when the re-sit examination takes place in a following study year, the student has to consult the course-coordinator to acquaint him/herself with possible changes in that specific education unit.
4. Each interim examination will have sufficient length to ensure that students have enough time in order to answer the questions. In principle, written interim examinations have a maximum duration 2.5 hours. The examiner can decide whether the examination has a shorter duration or not. There is no minimum duration.
5. A written exam is provided with a cover sheet, which in any case includes: - the name of the course and the course code; - the date, start time and end time of the exam; - what tools are permitted in making the exam (calculators, reference books, etc.); - mode of response or fill-instruction; - scoring or weight per question; - order rules or measures to prevent fraud; - the date on which the results will be announced (this must lie within the time stated that the OER); - date and, if need be, means of inspection (i.e. within 20 days after publication in accordance with the OER).

Article 12 Procedure for the completion of written final examination components
1. In order to participate in an interim examination, students must show valid proof of registration and a valid ID.
2. Access to the examination room will be refused to students who have not registered for the examination, unless the examiner decides differently.
3. Students are obliged to follow the instructions of the examiner and/or invigilator(s).
4. Unless this is expressly permitted, it is forbidden to take books, notes or other items that may serve as assistance into the examination room. Portable telephones or similar devices should be turned off.
5. Any student who arrives later than thirty minutes after the officially scheduled starting time will be excluded from sitting the examination, unless the examiner decides differently.
6. It is not permitted to leave the examination room within thirty minutes after the officially scheduled starting time.
7. It is not permitted to wear clothing which covers most or whole of the face.
8. It is not permitted to eat or drink, unless the examiner decides differently.
9. During the examination it is not permitted to leave the examination room for toilet visits. Exceptions can be made in special circumstances, such as a medical condition, but only if the candidate has notified the examiner or the invigilator beforehand and, if applicable, has submitted a medical certificate.
10. When students leave the examination room, all examination materials and evaluation forms provided must be handed in or left with a blank sheet facing upwards, unless the examiner decides differently.
11. The student is not allowed to leave the examination room within the last 15 minutes of the examination.
12. When the exam is handed in, the student signs his name on the entry list as proof of participation.
13. In highly exceptional cases, the invigilator can decide to permit exceptions to the provisions in paragraphs 9.4, 9.5 and 9.6. This must always be reported to the relevant examiner and/or the Shared-EB ECRO.
14. Any student who fails to abide by the provisions of these articles may be excluded from further participation in the relevant examination by the Shared-EB ECRO or the examiner.

Article 13 Invigilation of interim examinations
1. In principle, the examiner (with primary responsibility) for the examination will be responsible for invigilating during an examination. The execution of the procedures is the task of educational program. Preferably, the examiner is present at the exam but should at least be within reach (physically or by phone).
2. Any invigilators other than the examiner will, in the first instance, be selected and instructed by the examiner or the Shared-EB ECRO and will act on behalf of the relevant examiner or the Shared-EB ECRO. Student assistants are only permitted to invigilate in the presence and under the supervision of the examiner (with primary responsibility). If the examiner responsible is unable to attend for urgent reasons, he or she is responsible for designating one or more suitably authorized invigilators.
3. For every 60 participants, the presence of least two invigilators is desirable.

Article 14 Procedure during practicals
1. The responsible manager of the practical, fieldwork, excursion or the manager of the research group will, where necessary, ensure that assistants are designated for the practicals in order to supervise the smooth running of the practical, fieldwork, excursion or experiment.
2. At the request of the Shared-EB ECRO, or on its behalf, students are obliged to identify themselves by presenting a valid proof of registration.
3. Students are obliged to follow all the instructions of the practical manager (given before or during the practical) and to follow the (safety) rules which apply in the implementation of the practical.
4. Any student who fails to abide by the provisions included or intended in paragraphs 11.2 and 11.3 may be excluded from further participation in the relevant practical by or on behalf of the Shared-EB ECRO. As a consequence of this exclusion, no result will be issued. Before the Shared-EB ECRO reaches a decision, it will invite the student to present his or her case.
5. If a risk evaluation has been established for the course, the student has to adhere to the rules and sign for this prior to the start of the course. When his/her signature is absent on the risk evaluation, the student can be excluded from the course.

Article 15 The assessment of interim examinations
1. Final marks are expressed according to one of the following ranges:
2. in whole or half numbers on scale from 1.0 – 10.0 where 10 is the highest mark, or;
3. as level indicator on the scale as ‘well’, ‘Pass’, ‘Fail’, or;
4. as a level indicator on the scale ‘met’, ‘not met’.
5. The final marks with a number from 5.1 to 5.9 are not awarded. The final mark 5.5 is rounded by the examiner up to a 6, providing that at least 5.50 has been achieved before rounding up.
6. If a component includes partial exams, the result for these subsidiary components can, in addition to the series listed in paragraph 1, also be expressed as: numbers on a scale from 1.0 to 10.0 with differences of a tenth interval point. The final mark is stipulated as the weighted average of the results. The weight of each partial interim examination must be mentioned in the study guide. The final mark will be rounded off as follows: less than 0.25 will be rounded down, 0.25 to 0.74 rounded to 0.5, more than 0.74 will be rounded up.

7. In the assessment, the marks will have the following significance:

10 Outstanding
   a. 9 Very good
   b. 8 Good
   c. 7 Very satisfactory
   d. 6 Satisfactory
   e. 5 Unsatisfactory
   a. 4 Very unsatisfactory
   f. 3 Poor
   g. 2 Very poor
   h. 1 Exceptionally poor

8. Assessment will take place in such a way that examinees can determine how their examination results were reached.

Article 16 Re-sit of (written) exams
1. (written) exams that have been passed with sufficient results can not be re-done.
2. In any case of re-sit of an exam the highest score is valid.
3. Each exam may be re-done once every study year.

Article 17 Recording of the result
1. Final marks are recorded by the faculty’s Education Office.
2. Students can access details of the assessment via the student portal by means of secure access.
3. The student is entitled to appeal against the manner in which the assessment was reached. For details of this, please refer to the Student Charter.

Article 18 Extension of the validity period of exam results
1. The Shared-EB ECRO is permitted to extend the validity period as established in the “OER” on the basis of each individual request.
2. This request for extension of the validity period should be received by the Shared-EB ECRO at least one month before the expiration of the validity period of that particular educational unit.
3. After the expiration of the validity period, a request for extension shall no longer be considered by the Shared-EB ECRO. Only in specific individual cases the Shared-EB ECRO can make exceptions to this rule.
4. In the request for extension of the validity period of exam results, the student has to show a study plan, which indicates that he/she will graduate within twelve months. This plan should be feasible and measurable and it should be signed by the study advisor (in agreement with the examiner of that particular master program that needs to be finalized).
5. An extension without any further demands will only be granted when there is perspective of graduating within twelve months.
6. A validity period will be extended with a maximum of twelve months on basis of an assessment of the actuality of the exam materials.
7. When a student does not graduate after twelve months, the validity of the exams expires after all. The Shared-EB ECRO will decide in what way the required study points can still be acquired.
8. When the student motivates the expiration of the validity period based on personal circumstances, the Shared-EB ECRO may inquire further information from the study advisor and/or coordinator.
Article 19 Retention period of the exams
1. The written exams and the reports of oral exams of the students are retained for three years after the examination date by the educational administration of the institute.
2. The original lists with the marks, which are signed by the examiners, will be archived and retained for five years.
3. Final reports that are finalized with sufficient results have to be retained at the institute for at least seven years. This is necessary to evaluate the quality of the master program of the whole period since the last accreditation.

Article 20 Final examination
1. If the examinations for the programme components relating to the degree programme have been completed successfully, the final examination has been completed.
2. As an exception to paragraph 20.1, prior to assessing the result of the examination, the Shared-EB ECRO can undertake an assessment of the student’s knowledge with regard to one or more degree programme components, if and in so far as the results of the relevant examinations in question warrant it.

Article 21 Determining the result of the final examination
1. As soon as the student has met all the obligations of the degree programme, the Shared-EB ECRO will prepare for the awarding of the certificate.
2. The certificate will be issued with the date on which the Shared-EB ECRO has determined the result.

Article 22 Judicium
1. If a student has given proof of particular competence, the designation ‘cum laude’ may be awarded. This designation ‘cum laude’ will be included on the certificate.
2. A Master’s student receives the designation ‘cum laude’ when he or she achieves a weighted average mark of at least 8 for all components of the final examination, is awarded no mark lower than a 7 and achieves all marks within 3 years after the start of his or her study.
3. Exemptions granted by the Shared-EB ECRO are not taken into account when determining judiciums.
4. No Judicium will be awarded if the student has been awarded exemptions amounting to 20% of the total amount of ECTS of the Master’s Programme
5. No Judicium is awarded when a student is guilty of fraud.
6. The Shared-EB ECRO can (with arguments) deviate from the criteria called in paragraph 22.2.

Article 23 Assignment of Topmaster status
1. Since 2002, the Master Oncology program has acquired permission from the Ministry of Education to assign certain students to achieve the Topmaster status. The Shared-EB ECRO selects the students eligible for the Topmaster status on basis of the OER.
2. The Topmaster status renders the student the possibility to gain additional intensification of the study by taking additional optional courses (total 12 ECTS).
3. The literature study has to have the high standard that it can be submitted as a review in a peer-reviewed journal.
4. In addition, the second internship should be performed in a renowned research institute abroad.
5. In order to be considered as Topmaster the student should:
   a. Have a mark for the Bachelor/HLO scientific internship of > 7.5.
   b. Have an average of >7.5 for the compulsory courses with a minimal score of only one 7.0.
   c. Have passed all courses within the first opportunity for that educational unit.
6. Only the top 20% of that particular study year is allowed to participate in the Topmaster program.
7. In exceptional situations the Shared-EB ECRO can deviate from the above with specified motivation.
Article 24 Certificate, list of marks and diploma supplement
1. The Shared-EB ECRO grants a degree certificate as proof that the student has successfully passed his/her examination after the Executive Board has confirmed that the procedural requirements for issuing the certificate have been met.
2. The certificate will be signed by the chair of the Shared-EB ECRO.
3. In the diploma supplement, details will be given of the components included in the final examination, their study load along with the results achieved and the average final mark. In addition, the certificate will include reference to components that are not included in the final examination but in which the student was examined at his or her request before the result of the final examination was determined, providing that these components have been passed.
4. The Shared-EB ECRO will append a diploma supplement to the certificate, outlining the nature and content of the degree programme.

Article 25 Standards
1. In making decisions, the Shared-EB ECRO and the examiner will apply the following standards as guidelines, and in the event of any conflict will weigh these standards against each other:
   a. Maintenance of the quality and selection-demands of the exam or part of the exam.
   b. Personal circumstances of the student
2. The Shared-EB ECRO will consult, when necessary, the master program coordinator before they decide according to individual cases.

Article 26 Exemption from an interim examination or practical
1. A request for exemption from an interim examination must be submitted at least six weeks before the start of the relevant component to the official secretary of the Shared-EB ECRO using the form designated for this purpose on the faculty website.
2. After consulting the relevant examiner, the Shared-EB ECRO can grant exemption from an interim examination, practical or fieldwork based on the following:
   a. a successfully completed interim examination, practical or fieldwork in higher education in the Netherlands or elsewhere, which corresponds in terms of content, level and study load with the component from which exemption is sought;
   b. knowledge and/or skills that are comparable in content, level and extent acquired outside higher education.
3. A thesis or final assignment can not be exempted.
4. Prior approval is required from the Shared-EB ECRO if a student wishes to meet the requirements for specific interim examinations by studying at a different faculty or university (in the Netherlands or abroad).
5. The Shared-EB ECRO will take a substantiated decision within one month of receipt of the request (or if this period is completely or partly during a period when there are no academic classes, within one month of the end of this period). This term can be extended, if the required information has not been received in time. The person making the request will be informed of this postponement.
6. The person making the request will be informed of the decision in writing.

Article 27 Deviations from regular programmes
1. Any request to deviate from the curriculum must be submitted to the Shared-EB ECRO in writing and with reasons. The Shared-EB ECRO will make a decision within six weeks of receiving the request. A negative decision will be issued with regard to the request:
   a. in all cases in which no replacement component is followed that has at least the same level and size as the component it replaces.
   b. in all cases in which no set of replacement components is followed that has at least the same level and size as the set of components it replaces.
2. Any request to complete a component of the degree programme at another university in the Netherlands or abroad must be approved by the Shared-EB ECRO before the education at the
other university commences. If approval is granted, the results achieved at the other university will be incorporated in the student’s personal study programme.

3. A student registered on a degree programme at VU University Amsterdam is entitled to compose the programme from teaching components provided by the university, if a final examination is also offered for these components. Any such programme must be approved by the Shared-EB ECRO which will also indicate the degree programme at VU University Amsterdam to which the programme is deemed to belong for the purposes of applying the law.

Article 28 Academic misconduct in examinations

1. Academic misconduct
The term ‘academic misconduct’ is understood to mean the actions a student takes or fails to take, which make it completely or partly impossible to properly assess his/her knowledge, understanding and/or skills.

2. Academic misconduct during written examinations
If academic misconduct is identified or suspected during a written examination, the invigilator will indicate this immediately on the answer sheet in the presence of the student. After the examination, the invigilator will compile a written report on the academic misconduct that has been identified or suspected. In this, the examiner or invigilator is authorized to seize as evidence the materials or equipment used for the academic misconduct and to keep these for as long as is necessary to carry out investigations.

3. Academic misconduct in preparing assignments
a) An assignment is understood to mean any written, audiovisual or digital product submitted by the student in order to be awarded an assessment as part of the curriculum.

b) Without prejudice to the stipulated in the Act, 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 audiovisual 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 (also referred to as plagiarism).

4. Academic misconduct identified after completion of the examination
a) If academic misconduct is identified or suspected after a written examination has been completed, the examiner will report this immediately to the Shared-EB ECRO and will submit evidence.

Article 29 Sanctions and Procedures in relation to fraud and misconduct

1. If the examiner determines or has good reasons to suspect that academic misconduct has taken place, he or she must report this immediately in writing to the Shared-EB ECRO. The Shared-EB ECRO will inform them and the student of having received this report in writing.

2. The Shared-EB ECRO will report this to the subcommittee Fraud who will establish whether this might be fraud and who will invite the student to present his or her case. Based on the evidence (also when necessary after obtaining additional information from the person who reported the fraud) and the information provided by the student in this hearing the subcommittee will decide whether fraud has been committed.

3. Further information may be asked from the examiner.

4. In the case that the subcommittee fraud is convinced that fraud has taken place, they will decide about potential sanctions.

5. With due regard to the principles of legal fairness and proportionality, the Central-EB can declare the interim examination or the assignment to which the academic misconduct relates to be invalid and also exclude the student from the following relevant examination.

6. In the event of repeated or serious types of academic misconduct, the Central-EB may exclude the student from participation in one or more interim or final examinations at VU University Amsterdam that it may designate for a maximum of one year, or can propose to the Executive Board that the student’s enrolment be terminated permanently.

7. The Central-EB will not grant exemptions for (interim) examinations that are done on another faculty during the period in which the student is excluded from participating in exams.

8. The student can appeal directly to the Examination Appeals Board against the decision by the Central-EB within six weeks after publication of the decision.
9. In urgent cases relating to academic misconduct not covered by these rules and guidelines, the Central -EB will make a decision with due regard to the principles of an appropriate procedure.

Article 30 Year report
By December 1, the Share-EB will compile a report on its activities during the previous academic year. Share-EB Board will send the annual report to the Faculty Board.

Article 31 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 damage the interests of the students.

Article 32 Unforeseen circumstances
In any circumstances not covered by these Rules and Guidelines, the Shared-EB ECRO will decide.

Article 33 Entry into force
These Rules and Guidelines come into force on September 1, 2015.