

RULES AND GUIDELINES EXAMINATION BOARD

TIAS BUSINESS SCHOOL BV

2019-2020

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Title 1. Definitions

Article 1.1 Scope

These rules and guidelines are applicable to the preliminary examinations and final examinations, in the academic year 2019-2020 in all Executive Master, MBA and MSc programs and the Pre-Master of TIAS Business School BV (TIAS), referred to below as “programs”, regardless of when a participant has started a program.

In case there are program specific additions and exceptions to the Teaching and Examination Regulations, these are laid down in the Appendix of the program in concern and are integral part of these rules and guidelines.

Article 1.2 Definitions

1. Where the terms that appear in these regulations also appear in the Dutch Higher Education and Research Act (WHW), they will have the meaning given to them in that Act.
2. In this regulation the following definitions apply:
 - a. The Act: the Dutch higher education and research act (de Wet op het hoger onderwijs en wetenschappelijk onderzoek, WHW).
 - b. Teaching and Examination regulations (TER): the Teaching and Examination Regulations for the degree programs as referred to in section 7.13 of the Act;
 - c. Admissions Board: the board responsible for the admission procedure;
 - d. Examination Board: a board appointed by the Executive Board of TIAS within the meaning of Section 7.12 of the Act.
 - e. Vice-Dean: member of the Executive Board, who is responsible for all the programs.
 - f. Academic Director: the one who is responsible for the content of a program.
 - g. Program Manager: tasked with the day-to-day affairs of a program.
 - h. Invigilator: an examiner or person appointed under the responsibility of the Examination Board, who is present during preliminary examinations with a view to supervising the orderly and correct holding of a preliminary examination;
 - i. Secretary: Executive secretary of the Examination Board tasked with supporting the Board;
 - j. Participant: a person who is enrolled in a TIAS program and who has the intention to receive education and/or to undergo preliminary examinations and further testing as part of one or more educational programs.
 - k. Examinee: a person who undergoes a preliminary examination or a final examination.
 - l. Examiner: a faculty member or external expert who sets preliminary examinations for a module and has been designated as such by the Examination Board.
 - m. Module: an educational unit of the program, in the sense intended by the law.
 - n. Preliminary examination: written, online or oral test. This includes assignments, essays, presentations, games, portfolio etc.;
 - o. Test: investigation of the knowledge, understanding and skills of a participant in the area of a module and assessment of the results of this investigation;
 - p. Retake: a second opportunity to complete a module;

- q. Final examination: the totality of preliminary examinations passed in modules belonging to a degree program, if necessary supplemented by an investigation by examiners designated by the Examination Board of the knowledge, understanding and skills of a participant.
- r. Review committee: committee appointed by the Examination Board, responsible for checking the quality of theses and other tests.

Title 2. Composition and appointment

Article 2.1 Composition and appointment of the Examination Board

1. The Examination Board consists of at least a chairperson and a deputy chairperson.
2. The chairperson and the members of the Examination Board are appointed by the Vice-Dean on the basis of their competence in the field of the degree programs of the school. The Vice-Dean consults the sitting members of the Examination Board before appointing a new member.
3. At least one of the members of the Examination Board is not affiliated with TIAS as a member of the staff.
4. The Examination Board appoints a chairperson and a deputy chairperson, not being the external member, if this has not been done by the Vice-Dean.
5. A member of the Examination Board is appointed for three years and can be re-appointed one more time.
6. The Vice-Dean ensures that the Examination Board can function independently with access to the necessary expertise.

Title 3. Duties and procedures

Article 3.1 General duties

The Examination Board is the body established for the purpose of determining both objectively and professionally whether a participant satisfies the requirements set by the Teaching and Examination Regulations with reference to knowledge, insight and skills required to earn a degree.

Article 3.2 Daily routine

The chairperson or, in his or her absence, the deputy chairperson is responsible for looking after the day-to-day affairs of the Examination Board with support from the secretary of the Examination Board.

Article 3.3 Decisions of the Examination Board

1. The Examination Board takes decision by an ordinary majority of votes.
2. In the event of a tied vote, the chairperson of the Examination Board has the casting vote.

Article 3.4 Powers of the Examination Board

1. The Examination Board is authorized by law to:

1. Draft rules and guidelines for the purpose of assurance of the quality of preliminary examinations and the final examination, and assurance of the quality of the organization and procedures concerning preliminary and final examinations;
 2. Designate examiners to hold preliminary examinations, and set the rules how the results of preliminary examinations are determined;
 3. In case of fraud, taking account of the principles of legal equality and proportionality, the Examination Board may decide to ban the participant from participating in examinations for a period not exceeding one year, or permanently terminate enrollment of the participant concerned in a degree program, according to article 3.6.1.
 4. Decide on a request for a joint degree program;
 5. Decide, based on the conditions it may stipulate in the Teaching and Examination Regulations, that a participant does not have to pass every preliminary examination to pass the final examination;
 6. Decide whether a test should be taken orally, in writing or in a different format;
 7. Grant exemptions from one or more preliminary examinations;
 8. Decide on consent with regard to access to one or more parts of the final examination of the participant's academic record;
 9. Decide upon the right of inspection of documents produced by the participant for one or more parts of the final examination;
 10. Decide upon requests for special facilities and whether a supplementary examination of the knowledge and skills of a participant is necessary;
 11. Decide whether a participant complies to the requirements for being granted a degree, as laid down in the Teaching and Examination Regulation concerning knowledge, insights and skills;
 12. Issue a degree certificate and supplements, after the Executive Board has indicated that the participant has satisfied all procedural requirements for being granted a degree.
 13. Issue a testimony on the successfully completed parts of a program, if a degree certificate cannot be issued.
2. The Examination board is entitled to declare a test or examination (or a part of it) invalid if it is not possible to form a correct judgement about the knowledge, the understanding and/or de skills of the examinee on that test/examination (or a part of it) or if the quality of the test/examination (or a part of it) cannot be guaranteed.

Article 3.5 Flexible degree programs

A request for approval of a flexible degree program as referred to in section 7.3d of the Higher Education and Research Act must be submitted by the participant with the Examination Board in sufficient time to give the Examination Board a reasonable period in which to grant approval for the holding of the first preliminary examination, taking into account the periods within which the Examination Board makes decisions. The request should state reasons.

Article 3.6 Mandates

1. The Executive Management Team has granted the Examination Board the power to permanently terminate the enrollment of the participant involved in a degree program in the cases stated in the articles 3.4.3, 5.3.3 and 5.4.2.
2. The Examination Board has granted the following powers to the Academic Directors, on the condition that those powers are executed conform the guidelines of the Examination Board:
 - a. Appointing examiners;

- b. Deciding on admission to modules and/or preliminary examinations that are part of the final examination;
 - c. Approving all grades before grades are communicated to the participants
 - d. Deciding on a substitute moment for taking a preliminary examination;
 - e. Co-signing the certificate;
 - f. Issuing a testimony on study results obtained.
3. The Examination Board has granted the examiners the power to draft and assess preliminary examinations.
4. The Examination Board has granted the Program Managers the power to take at hand the organization of preliminary examinations of the programs.
5. The Examination Board has granted the following powers to the Secretary of the Examination Board:
 - a. Deciding upon exemption requests for mandatory modules of a program, on the condition that these requests are dealt with conform the guidelines of the Examination Board;
 - b. In the absence of the chairperson, the secretary may sign decisions made by the Examination Board on behalf of the chairperson.
 - c. At the request of an alumnus, issue a testimony that the alumnus has successfully completed all mandatory parts of a program.
 - d. At the request of an alumnus, issue a testimony that the diploma for a specific program has been issued.
6. The Examination Board has granted the alumni officers the power to issue a (certified) copy of the overview of marks, at the request of the alumnus.
7. The Examination Board has granted the Review Committee the power to randomly check assessments and theses of participants. The procedure is written down in the document: Assessment Policy Plan.
8. Should the Examination Board deem it necessary, it may exercise the mandated powers to itself after first informing the mandated party.

Article 3.7 Time limits for decisions

1. A written request submitted to the Examination Board must be supported by a reasoned argument. The Examination Board decides on a request within thirty working days of its receipt. This period may be extended once for not more than ten working days with a valid reason. The participant is informed thereof before the end of the period referred to in the second sentence. In exceptional cases, if the assessment of the Examination Board cannot be completed within the above-mentioned period, the period can in reasonableness be extended again, provided that the participant explicitly agrees.
2. If a written request to the Examination Board does not meet all the requirements as stated in the previous paragraph, the Examination Board will not accept the request, and informs the participant that the request is dismissed or that it is given no further consideration for lack of grounds. The participant may complete the request, within the timeframe mentioned in the Teaching and Examination Regulations, and submit the completed request.
3. Requests that are not submitted with the Examination Board within the timeframe mentioned in the Teaching and Examination Regulations will be dismissed.

Title 4. Tests and preliminary examinations

Article 4.1 The content of preliminary examinations

1. The questions and assignments of a preliminary examination are to be representative for the learning goals that have been dealt with in the module. The material for the examination will be announced before the start of the educational part that principally prepares for the preliminary examination.
2. The questions and assignments of the preliminary examination are to be reasonably answered in the time span of the preliminary examination.
3. A preliminary examination or a final examination can consist of sub-assessments with a pre-determined weighting each.
4. The examination board can set additional requirements for group assignments.

Article 4.2 Online preliminary examinations

Within the digital learning environment, online preliminary examinations can be taken in the form of submitting an assignment and making an online quiz or test. The terms of and conditions in which these online preliminary examinations are taken will be announced on the digital learning environment.

Article 4.3 The order during written and online preliminary examinations

1. The participant is to behave civilly.
2. The participant is to follow up the instructions of the invigilator during the test or preliminary examination.
3. For participation in a preliminary examination, an examinee is to be present at the location at the scheduled starting time or logged into the online test location.
4. If an examinee is not on time, until maximally 30 minutes after the start, he/she is still allowed to participate in the test or examination, taking into account the regular scheduled end time. This does not apply to online examinations, if the nature of the test does not allow this.
5. When participating in a preliminary examination, the examinee is not allowed to leave the room earlier than 30 minutes after the start of the test or preliminary examination.
6. The examinee is not allowed to leave the room without consent of the invigilator.
7. The examinee is obliged to, at the request of the invigilator, to identify him/herself by means of a passport, identity card or driver's license.
8. The examinee who cannot identify him/herself can be banned from participation in the test or preliminary examination in concern.
9. Communication devices (such a mobile phones) and data carriers are to be switched off in advance and kept out of reach of the examinee, unless they are explicitly allowed for the test.
10. In addition to the above, for online examinations the following applies: the examinee is not permitted to use other possibilities offered by the electrical device on which the exam is taken, than which are strictly necessary for the examination, unless expressly stated. This means for instance that it is not allowed to open other tabs or software and search the Internet or in files.
11. After completion of the preliminary examination, or after expiration of the time span of the test, the examinee is to hand in the assignments together with the answer sheet and any

piece of scrap paper. He/she is not allowed to take these documents without consent of the examiner.

12. With handing in an assignment as mentioned in paragraph 11 is also understood saving and closing of digital document in the correct way or the digital submission / termination of an online exam.
13. Title 5 applies to all tests and preliminary examinations.

Article 4.4 Surveillance

1. Invigilators act on behalf of the Examination Board or examiner.
2. If an examiner or invigilator discovers an instance of academic fraud, he must as soon as possible after the exam inform the examinee and include a note of this with the work to be submitted by the examinee. The examiner or invigilator, as the case may be, is authorized in this connection to confiscate as evidence materials or equipment used to cheat, if and in so far as this is necessary for checking.

Article 4.5 Ensuring quality of theses and assessments

1. The Examination Board, in consultation with the Academic Director, establishes a test plan per program in which all the tests are described systematically.
2. The Review Committee monitors the quality of the examinations and theses by means of randomized control. The procedure is described in the Assessment Policy Plan.
3. The Examination Board assesses regularly (at least once every six years) the quality of all tests, the relationship to the learning outcomes and the assessment criteria and structures.

Title 5. Academic fraud

Article 5.1 Definition of academic fraud

1. "Academic fraud" is deemed to mean an act or omission by an examinee which makes it fully or partly impossible to correctly assess his or her knowledge, understanding and skills.
2. The following are in any event always deemed to constitute academic fraud:
 - a. possessing crib notes, electronic equipment or any other material with comparable characteristics or functions the consultation or use of which during the preliminary examination is not expressly permitted;
 - b. copying the work of a fellow examinee or third parties during a preliminary examination or exchanging information with them in any way at all inside or outside the examination hall;
 - c. passing oneself off during the preliminary examination as someone else or arranging for another person to take the preliminary examination instead of the examinee;
 - d. exchanging the preliminary examination and/or answer sheets or swapping them with others;
 - e. obtaining prior to the preliminary examination for oneself or one or more other examinees the questions, and assignments or answers from the relevant preliminary examination;
 - f. altering the answers to the preliminary examination after the test time has expired and/or the answers have been handed in;
 - g. including in an essay or other piece of work of data, text, reasoning or the thoughts of others without stating the source in accordance with the generally accepted rules in the academic world; plagiarism of this kind occurs for example where:
 - i. passages are copied almost literally from the work of another person (including from another language) without due acknowledgement and without the use of inverted commas, and/or
 - ii. passages from the work of another person are paraphrased without duly acknowledging that this are the views or ideas of another person and without stating the source, and/or
 - iii. presenting the ideas or discoveries of another person as one's own ideas or discoveries;
 - h. when carrying out research or a final project, manipulating or incorrectly reporting the research results with a view to deception; this occurs in any event where:
 - i. data used for the research are misrepresented, invented or selectively used in an inappropriate manner;
 - ii. positions, interpretations and conclusions of other persons are deliberately misrepresented.
 - i. enabling or encouraging fellow participants or examinees to cheat;
 - j. using one's own existing work already done for another course/module, without the permission of the examiner;
 - k. registering for or participating in a preliminary examination from which the examinee has been barred by or on behalf of the Examination Board for academic fraud;

Article 5.2 Anti-plagiarism software

1. TIAS uses anti-plagiarism software. With a view to checking for plagiarism and/or academic fraud the examiner requires the examinee to submit a paper in electronic form. There may be requirements regarding file format and security, if the correct operation of the software requires this.
2. All submitted papers and final theses will be checked with anti-plagiarism software.
3. The assessments which have been checked by means of the anti-plagiarism software are stored in the database of the software developer and solely used to check other assessments for plagiarism.
4. On written request, the contents of the work can be removed from the database after the work has been checked for plagiarism.

Article 5.3 Procedures and penalties in the event of academic fraud

1. As soon as possible after the end of the written or examination concerned, the examiner must inform the Examination Board of the facts discovered or the suspected instance of academic fraud.
2. While processing and assessing a suspected case of fraud, the Examination Board must give the examinee the opportunity to be heard before it makes a decision.
3. Depending on the seriousness of the academic fraud and taking account of the principles of legal equality and proportionality, the Examination Board may decide to ban the participant from participating in examinations for a period not exceeding one year, or decide to permanently terminate enrollment of the participant in a degree program, as stated in article 3.6.1.
4. If plagiarism is discovered in group work, the plagiarism will be attributed to each of the group members equally. The burden of disproving plagiarism rests on the group.
5. If plagiarism is discovered in a final module, the module will not be assessed and the participant will be banned from participating in examinations for a period not exceeding one year. Handing in the final thesis counts as an attempt, even if the thesis is not assessed due to plagiarism.
6. The Examination Board will give the examinee, as well as the AD and the PM concerned, written notice of its decision as quickly as reasonably possible.

Article 5.4 Repeat offences

1. When deciding on a measure as referred to in article 5.3, paragraphs 3, and 5, the Examination Board may take into account any previous instances of academic fraud committed by the examinee and found to have been proved by the Examination Board.
2. In the case of repeated and proven instances of academic fraud, the Examination Board can, as stated in article 3.6.1, permanently terminate enrollment in a degree program of the participant concerned.

Title 6. Determination of the result

Article 6.1 Assessment of the result

1. The examiner assesses the result of a module, the AD determines the result, as stated in article 3.6.2c. In the event that more than one examiner is involved in grading an examination, the Examination Board will see to it that all examiners grade according to the same standards.
2. In the case of a module in which two or more preliminary examination are taken, the final grade is then composed of the grades obtained for the individual preliminary examination. The examiners concerned determine the weighting of the numeric grades for the preliminary examinations and announce this weighting before the module begins. They will also determine whether and, if so, how insufficient grades for partial preliminary examination can be compensated and announce this on the digital learning environment before the lectures begin. Results of sub-assessment below 5.00 may not be compensated with results obtained for sub-assessments of the same module.
3. The result of a module is expressed on a scale of 0 to 10, with intermediate grades of 0.5. The mark 5.5 is not awarded. Results between 4.75 and 5.49 are rounded off to 5.0; results between 5.50 and 6.24 are rounded off to 6.0. There is a corresponding grade conversion in letters:

Numeric grade	Letter grade
8.5 or more	A
8.0	A-
7.5	B+
7.0	B
6.5	B-
6.0	C
5.0	D
4.5 or less	F

4. A participant will be deemed to have passed a module if the grade is a pass grade, i.e. a numeric grade of 6.0 or higher (letter grade of C or better).
5. In case a participant has successfully completed a module, a retake is not possible.
6. The examiner may set additional requirements, such as participating in (not assessed) online assignments. These additional requirements are announced prior to or at the start of the module concerned. Failure to fulfill the requirements may mean that no result can be determined. The additional requirements and corresponding consequences are published on the digital learning environment.
7. The rules and regulations for grades and passing are described in the Teaching and Examination Regulations, Title 4.

Article 6.2 Period for which tests are kept

The results of written preliminary examinations should be kept for seven years.

Article 6.3 Determination of the result of examination and award of academic distinctions

1. A final examination is deemed to have been passed if the examinee has completed with a passing result all parts of the degree program and – where necessary – if the supplementary examination of the knowledge, understanding and skills by examiners designated by the Examination Board has been passed.
2. The assessment of the master thesis is done by at least the examiner and a second examiner. The determination of the grade is done by completing the thesis assessment forms. If the situation requires this, a third examiner will be involved.
3. The final grade for the program is calculated from the unrounded weighted average module grades. The weight of each module is determined by the corresponding study load. When calculating the final grade, exam components with "achieved" and exemptions are not included.
4. The result of the final examination is determined by the Examination Board. If a participant has performed cum laude, or with distinction, an academic distinction is awarded.
 - a. a participant taking the Master's degree final examination performs 'cum laude' (with honor) if he/she achieves an unrounded weighted average grade of at least 8.0 for all modules of the program combined and no module grade lower than 7.0 and a grade of at least 8.0 for the final module;
 - b. a participant taking the Master's degree final examination performs 'with distinction' if he/she achieves an unrounded weighted average grade of at least 7.5 for all modules of the program combined, no module grade lower than 7.0, and a grade of at least 7.5 for the final module;
 - c. the study load per examination part is taken into account in determining the overall weighted average;
 - d. no academic distinction is awarded if the participant has been granted exemptions worth 20% or more of the total number of ECTS credits of the Master's degree;
 - e. no academic distinction will be awarded to a participant in the case of proven academic fraud during the program;
 - f. No academic distinction will be awarded in case four years or more were needed to complete the studies;
 - g. In the computation of averages for the purpose of awarding of cum laude or with distinction only the first obtained results are taken into account (results of second chances/re-takes are not taken into account when computing the average).

Article 6.4 Certificates and declarations

1. A degree certificate is issued by the Examination Board as proof that the final examination has been passed, after the Executive Board has indicated that the participant has satisfied all procedural requirements. The certificate is signed by a member of the Examination Board and the Academic Director of the program in concern.
2. The certificate as referred to in paragraph 1 lists the parts of the examination and, when the occasion arises, what qualification this confers.
3. A list of modules is provided with the certificate.
4. The Examination Board issues a supplement to the degree certificate for the final examination that has been passed. The objective of the supplement is to provide an insight into the contents and nature of the degree program pursued with a view to facilitating its international recognition. All supplements contain at least the following information:
 - a. The name of the degree program and the institution providing it,
 - b. Verification of the academic level of the degree program,
 - c. A description of the contents of the degree program, and
 - d. The study load of the degree program,

- e. The language of the completed program and tests.
The supplement is formulated in the English language and meets the agreed standard European format.
- 5. The diploma and supplement are official documents and are only issued once. In case of loss or damage to the documents, TIAS can provide a formal letter as proof of completion of studies.
- 6. A person who has passed one or more examination parts and to whom no certificate can be issued will receive, at his or her request, a declaration issued by the Examination Board stating at least the examination parts passed.

Title 7. Other stipulations

Article 7.1 Annual report

The Examination Board draws up an annual report of its activities. The Examination Board submits the report to the Vice-Dean and the Academic Council of TIAS.

Article 7.2 General hardship clause

The Examination Board may, in the event of an injustice, decide in individual cases to make an exception to the provisions of the preceding articles in the participant's favor.

Article 7.3 Right of appeal

A right of appeal to the Academic Council of TIAS lies against decisions of the Examination Board during a period of 30 working days after they are notified to the participant.

Article 7.4 Changes to the Rules and Guidelines for the Examination Board

No changes relating to the current academic year will be made unless it is reasonable to suppose that these will not harm the interests of examinees.

Article 7.5 Language

In the case of discrepancy between the Dutch and the English texts resulting from translation, the Dutch text will prevail.

Article 7.6 Effective date

These rules and guidelines will enter into force on 1 September 2019 and replaces all previous versions.

As adopted by the Examination Board for the TIAS degree programs on 1 September 2019.