

TIAS

SCHOOL FOR
BUSINESS AND SOCIETY

EXAMINATION BOARD RULES AND GUIDELINES

TIAS BUSINESS SCHOOL BV

2023-2024

Table of Contents

Chapter 1.	Terms and Definitions.....	3
Chapter 2.	Membership and Appointment	3
Chapter 3.	Duties and Procedures.....	3
Chapter 4.	Preliminary and Final Examinations.....	6
Chapter 5.	Fraud and Plagiarism	8
Chapter 6.	Grade Verification.....	10
Chapter 7.	Additional Provisions	12

Examination Board Rules and Guidelines

The Examination Board Rules and Guidelines are not part of the Study Program Regulations, but rather are supplemental in nature. According to the Act (Section 7.12b(3) WHW) the contents of these Rules and Guidelines fall under the exclusive authority of the Examination Committee.

Chapter 1. Terms and Definitions

Article 1.1 Scope

1. The Examination Board Rules and Guidelines (hereinafter the “Rules and Guidelines”) apply to all final and other examinations in the current academic year for all Executive Master, MBA and MSc programs and the premaster at TIAS, hereinafter the “programs”, regardless of the program start date.
2. The Appendix for the relevant program to the TIAS Study Program Regulations may adopt program-specific addenda and exemptions to the Rules and Guidelines, which shall be regarded as special provisions of these Regulations.

Article 1.2 Terms and Definitions

The terms defined in the applicable Study Program Regulations shall also apply to these Rules and Guidelines. Other terms are used with the definitions set out in the law.

Chapter 2. Membership and Appointment

Article 2.1 Examination Committee Membership and Appointment

1. The Examination Committee shall consist of at least one chair, one deputy chair and one outside member who is not an employee of TIAS.
2. The Executive management team of TIAS shall appoint the chair and members of the Examination Committee based on their expertise in the area of the programs at TIAS. Before appointing a member, the Executive Management Team of TIAS shall receive input from the current members of the Examination Committee.
3. The Examination Committee shall appoint a chair and deputy chair from amongst its members, with the exception of the outside member, if the Vice Dean does not appoint these parties.
4. Members of the Examination Committee shall be appointed to 3-year terms, and may be reappointed once.
5. Members of the Executive Management Team or other persons with financial responsibility within TIAS will not be elected as members of the examination board.
6. The Executive Management Team shall ensure the independence and expertise of the Examination Committee.
7. The Executive Management Team may assign a secretary to support the Examination Committee in secretarial, procedural and legal matters.

Chapter 3. Duties and Procedures

Article 3.1 Examination Committee Duties and Authority

1. The Examination Committee is the body that issues objective and informed decisions as to whether a student meets the conditions of the Study Program Regulations regarding the knowledge, understanding and skills needed to obtain a degree or title.
2. The Examination Committee is legally authorized to:
 - a. Set rules and guidelines to safeguard examination quality as well as the quality of the organization and procedures around preliminary examinations and final examinations.

- b. Appoint examiners to administer preliminary exams and set rules on the verification of the results of the preliminary exams.
 - c. In cases of fraud, revoke the right of a student to take one or more preliminary exams, for a timeframe of up to 1 year as determined by the Examination Committee or, the Executive Management Team of TIAS can, at the recommendation of the examination board, permanently terminate the student of the program.
 - d. Issue decisions on requests for joint programs.
 - e. Under the conditions set out in the Study Program Regulations, determine that a student need not have passed all preliminary exams in order to pass the final examination.
 - f. Determine whether a preliminary examination should be administered orally, in writing or otherwise.
 - g. Grant exemptions from one or more preliminary exams and/or from attending lectures.
 - h. Issue decisions on whether to grant admission to one or more final examination components.
 - i. Issue decisions regarding inspection of documents produced by the student for one or more components of the final examination.
 - j. Decide on requests for special facilities and determine whether additional evaluation of the knowledge and skills of the student is necessary.
 - k. Determine whether a student meets the conditions of the Study Program Regulations on the knowledge, understanding and skills needed to obtain a degree.
 - l. Issue the certificate and addenda after the Institutional Board confirms compliance with all procedural requirements for such.
 - m. Issue a declaration on the completed components in a program if a certificate cannot be issued.
3. The Examination Committee is authorized to declare a preliminary examination or component thereof invalid if proper assessment of the knowledge, understanding and/or skills of the student appears not to be reasonably possible for the preliminary examination or component thereof or if the quality of the preliminary examination or component thereof cannot be guaranteed.
 4. The Examination Committee shall assess requests to approve student-designed programs as referred to in Section 7.3j of the Act. This request shall be submitted according to the procedure as per Article 3.2 (4 to 7), at least 30 days before the start of the program.

Article 3.2 Examination Committee Procedure

1. The chair or, in their absence, the deputy chair shall be tasked with overseeing the day-to-day affairs of the Examination Committee, supported by the secretary of the Examination Committee.
2. The Examination Committee shall meet at least five times a year, or as deemed necessary by the chair. Meetings shall not be public.
3. The Examination Committee shall prepare an annual report on its activities. The Examination Committee shall submit this report to the Dean and the Academic Council of TIAS.
4. A request shall only be submitted to the Examination Committee:
 - a. By the student himself
 - b. Within the timeframe set out in the Study Program Regulations
 - c. With adequate supporting arguments.
5. If a written request to the Examination Committee does not meet the conditions referred to in paragraph 4, the Examination Committee shall decline the request, stating the reasons. The student may complete and re-submit the request within the timeframe indicated in paragraph 4(b).

6. The Examination Committee shall issue its decision within no more than 30 working days after receipt of the written request.
 - a. This timeframe may be extended once, by up to 10 working days, on legitimate grounds.
 - b. The student shall be notified of such before the end of the timeframe referred to in the first sentence of this paragraph.
 - c. In exceptional cases, if the Examination Committee assessment cannot be completed within the aforementioned timeframe due to circumstances, the timeframe may reasonably be further extended, provided the student expressly agrees to such.
7. If a student submits a request or complaint to the Examination Committee that involves an examiner or Academic Director who is a member of the Examination Committee, this examiner or Academic Director shall recuse themselves from the handling of the request or complaint.
8. The Examination Committee shall make decisions by a simple majority of votes.
9. The chair of the Examination Committee shall cast the tie-breaking vote in the event of a tie.

Article 3.3 Powers

1. The Examination Committee has granted the Academic Directors the following powers, provided they are exercised in accordance with the guidelines of the Examination Committee:
 - a. Appoint examiners
 - b. Decide whether to grant admission to modules and/or preliminary examinations that are a component of the final examination
 - c. Verify grades before they are announced
 - d. Decide on alternative dates for preliminary examinations
 - e. Issue academic transcripts.
2. The Examination Committee has granted the examiners the power to prepare, evaluate and communicate the results of the examinations.
3. The Examination Committee has granted the Program Managers the power to organize the administration of final and preliminary examinations.
4. The Examination Committee has granted the following powers to the secretary of the Examination Committee:
 - a. Decide on requests for exemptions from mandatory modules in a program, provided this is handled according to the guidelines set by the Examination Committee.
 - b. In the absence of the chair, the secretary may sign decisions issued by the Examination Committee on behalf of the chair.
 - c. On request from an alumnus or alumna, issue a declaration that said person has passed all mandatory components of a specific program.
 - d. On request from an alumnus or alumna, issue a declaration that a certificate has been issued for a specific program.
5. The Examination Committee has granted the alumni officers the power to issue certified or other copies of transcripts on request from alumni.
6. The Examination Committee has granted the Assessment Board the power to spot-check student preliminary and final examinations for quality. The Assessment Policy sets out the procedure for this.
7. If the Examination Committee deems it necessary, it may exercise the delegated powers itself after informing the delegated party thereof.

Chapter 4. Preliminary and Final Examinations

Article 4.1 Examination Contents

1. The questions and tests for a final or preliminary examination should reflect the learning goals of the module. This subject matter shall be mainly known before the start of the program prepared for the preliminary or final examination.
2. It shall be reasonably possible to complete the questions and tests for a preliminary or final examination within the set timeframe.
3. A preliminary or final examination may consist of multiple parts, each with a predefined weighting.
4. The Examination Committee may set requirements on group assignments, in particular to ensure individual traceability of study results.

Article 4.2 Online Testing

The digital learning environment may administer online preliminary and final examinations in the form of submission of assignments and completion of online quizzes or examinations. The digital learning environment shall indicate the conditions and circumstances for administration of these online examinations.

Article 4.3 Order during written and online exams

1. Students shall conduct themselves in an orderly manner.
2. During the preliminary examinations, students shall follow invigilator instructions.
3. To take a preliminary examinations, students shall be present at the location or logged into the online testing environment by the start time.
4. Students not appearing on time shall still be permitted to take the preliminary examination up to 30 minutes after its start, but the regularly scheduled end time shall apply. The above shall not apply to online preliminary examinations whose nature or design prevents such.
5. Students taking preliminary examinations in a room arranged by TIAS shall not be permitted to leave the examination room until 30 minutes after the start of the examination.
6. Students shall not leave the examination room without the permission of the invigilator.
7. Students shall present identification to the invigilator on request, in the form of a passport, ID card or driver's license. Students who cannot present identification may be excluded from the preliminary examination.
8. Means of communication (including cell phones) and data carriers shall be turned off in advance and placed out of student reach, unless their use is expressly permitted for the preliminary examination.
9. In addition to the above, the following also applies for online preliminary examinations: without express permission, students shall not use any capabilities offered by the electronic device used to administer the preliminary examination other than those strictly necessary to take the examination. Some examples here would be opening additional tabs, files or software, or searching the Internet or within files.
10. If fraud is suspected during a preliminary examination:
 - a. The student shall always be offered the opportunity to complete the preliminary examination.
 - b. If and to the extent necessary for verification, the invigilator may confiscate material or equipment used to commit fraud, as evidence.

- c. The invigilator shall complete the “Suspected Fraud Report” (“Melding vermoeden van fraude”) form and ensure its submission to the examiner.
 - d. The examiner shall inform the Examination Committee. In accordance with Article 5.3, the Examination Committee may impose penalties.
11. After completion of the preliminary examination or after the preliminary examination end time, the student shall submit the exercises, along with the answer sheet and any scrap paper. Students shall not be permitted to keep these items without the approval of the invigilator.
 12. The meaning of the term ‘submission’ as used in paragraph 11 shall include proper saving and closing of a digital document, or digital submission/completion of an online examination.
 13. Section 5 shall apply to all final and preliminary examinations.

Article 4.4. Quality Assurance for Final Projects and Testing

1. In consultation with the Academic Director, the Examination Committee shall draw up a testing plan with a systematic description of all tests for each program.
2. The Assessment Board shall conduct spot-checks to monitor the quality of the preliminary examinations and papers. The Assessment Policy sets out the procedure.
3. The Examination Committee shall conduct regular quality checks (at least once every 6 years) on testing for all programs, its relationship to the learning goals, and the evaluation structures.

Chapter 5. Fraud and Plagiarism

Article 5.1 Definition of Fraud

1. The terms 'fraud' and 'plagiarism' are used to refer to an action or omission by a student that makes it impossible, in whole or in part, to evaluate their knowledge understanding and skills.
2. The following cases shall always be considered fraud:
 - a. Possession of cheat sheets, electronic devices or any other materials with comparable properties or functions whose consultation or use is not expressly permitted during the preliminary examination.
 - b. Copying of the work of other examinees during the examination or exchanging information with other students or third parties, in any way whatsoever inside or outside of the room where the examination is taken or administered.
 - c. Impersonation of another student during a preliminary examination, or having a person other than the student take the preliminary or final examination.
 - d. Switching of the preliminary or final examination and/or answer sheets or exchanging these with others.
 - e. Obtaining the preliminary or final examination questions, exercises or answers before the examination, for oneself or others.
 - f. Application of changes to the preliminary or final examination answers after the examination end time and/or after submission of the examination answers.
 - g. Tampering with or misrepresenting research results from a research project or final project, with deceptive intent. This applies in the following cases:
 - i. Misrepresentation, forgery or cherry-picking of data used for research.
 - ii. Deliberate misrepresentation of third-party opinions, interpretations or conclusions.
 - h. Facilitation or instigation of fraud by other students.
 - i. Reuse of one's work from a particular module for a different module without examiner approval.
 - j. Registration for or participation in a preliminary or final examination from which the student has been banned by or on behalf of the Examination Board due to fraud.
3. The following cases shall always be considered plagiarism:
 - a. Inclusion of third-party data, text, images, arguments or ideas in an essay or any other work without citing the source in accordance with generally accepted rules in academia.
 - b. Near word-for-word copying of passages from third-party works (including from other languages) without due attribution and without the use of quotation marks.
 - c. Paraphrasing of passages from third-party works without clear acknowledgment that this is a summary of the ideas of others and without any source citation.
 - d. Presentation of third-party ideas or discoveries as one's own.
 - e. Images or passages from previously submitted own work in an essay or any other paper without citing the source, in accordance with generally accepted rules within the academic world;

Article 5.2 Plagiarism Detection Software

1. TIAS uses plagiarism detection software. An examiner shall ask a student to submit a digital version of a paper to check for plagiarism and/or fraud. This digital version may be subject to requirements with regard to file format and protection, where required for proper software functioning.

2. All papers and final projects submitted shall be checked using plagiarism detection software.
3. The contents of the projects checked with plagiarism detection software shall be stored in the database of the software developer and shall only be used to check other works for plagiarism.
4. On written request, the work may be deleted from the database after it is checked for plagiarism.

Article 5.3 Procedures and Penalties in the event of Fraud

1. As soon as possible after the examination, the examiner shall use the “Suspected Fraud Report” form to inform the Examination Committee of the findings and of the potential fraud.
2. In processing and evaluating a potential case of fraud, the Examination Committee shall offer the student the opportunity to be heard before making its decision.
3. Depending on the seriousness of the fraud, and in accordance with the principles of legal equality and proportionality, the Examination Committee may decide to revoke the right of the student to take examinations for a period of up to 1 year, or the Executive Management Team of TIAS, at the recommendation of the Examination Board may decide, to permanently disenroll the student from a program.
4. If plagiarism is detected in a group assignment, it shall be attributed proportionately to all group members. The group shall be responsible for disproving the charge.
5. If plagiarism is detected in a final module, it shall not be evaluated, and the penalty imposed shall be either revocation of the right to take examinations for a period of up to 1 year or or the Executive Management Team of TIAS, at the recommendation of the Examination Board may decide, to permanently disenroll the student from a program.
6. Submission of the final project shall count as an opportunity, even if it is not evaluated due to plagiarism.
7. As quickly as reasonably possible, the Examination Committee shall report its decision in writing to the student, the Academic Director and the Program Manager for the program in question.
8. Unless explicitly indicated, TIAS strongly discourages the use of large language models for the purposes of assignments, prioritising independent thinking, creativity and personal understanding when it comes to evaluating one’s educational progress. In case the assessor is uncertain if the criteria independent thinking, creativity and personal understanding have been met, the assessor can invite the student for an additional oral exam (involving two assessors). This oral exam serves to further discuss the topic(s) researched and discussed in the paper. If the assessors determine that the student’s knowledge and understanding of the topic(s) is (are) insufficient when considering depth and understanding the assignment, the assignment will be marked as insufficient. In that case the student will be requested to redo the assignment

Article 5.4 Repeated Infringements

1. In cases of decisions to take measures as per Article 5.3(3 and 5), the Examination Committee may take into account past instances of fraud by the student that Examination Committee deems to have been demonstrated.
2. In cases of repeated and demonstrated cases of fraud, can the Executive Management Team of TIAS, at the recommendation of the Examination Committee, decide to permanently disenroll the student from a particular program.

Chapter 6. Grade Verification

Article 6.1 Grading

1. The examiner shall evaluate the results of a preliminary or final examination, and the Academic Director shall verify the grade in accordance with Article 3.3(2)(c). If more than one examiner is involved in grading an examination, the Academic Director shall ensure that all examiners apply the same grading standards.
2. If a module features two or more preliminary examinations, the final grade shall be made up of the grades obtained on the individual preliminary examinations, in accordance with Article 4.1(3). The examiners in question shall determine the values of the examination grades, expressed in numbers, and the Academic Director shall announce these values using the digital learning environment before the start of the module, as per Article 3.3(2)(c).
 - a. It shall not be permitted to compensate for grades of less than 5.00 on examinations or parts thereof using grades obtained on examinations of parts thereof from the same module.
3. The grade for a module shall be expressed on a scale of 0 to 10, in increments of 0.5. The grade 5.5 shall not be awarded. Grades between 4.75 and 5.49 shall be rounded to 5.0, and those between 5.50 and 6.24 to 6.0. The following conversion table applies for letter-based grades:

Grade in numbers	Grade in letters
9,0 or higher	A+
8,5	A
8,0	A-
7,5	B+
7,0	B
6,5	B-
6,0	C
5,5	D
5,0 of less	F

4. A student shall pass a module if the rounded module grade is satisfactory, i.e. 6.0 or higher (in letters, C or better).
5. If a student has successfully completed a (partial) examination (5.5 or higher), a resit is not possible
6. In the case of a resit of a (partial) examination, the highest possible mark is 6.5. This resit mark counts towards the average final mark of the module
7. The examiner may set additional requirements, such as participation in possibly ungraded assignments (such as on the digital learning environment). These additional requirements shall be announced before the start of the module. Failure to meet these requirements may render it impossible to award a grade. The additional requirements and associated consequences shall be posted on the electronic learning environment.
8. The rules and guidelines for examinations are available in Article 4 of the Study Program Regulations, as per Section 7.13 of the WHW.

Article 6.2 Examination Retention Period

1. The preliminary and final examination assignments, answer keys, testing plan and study guide shall be stored for 2 years after the examination date.
2. Completed preliminary and final examinations shall be stored for 2 years after the result announcement date.
3. Theses shall be stored for 7 years with the corresponding evaluation forms signed by the relevant parties, and any associated materials.

Article 6.3 Final Examination Grade Verification

1. A student shall pass the final examination by successful completion of all components of a program and any applicable additional evaluations of knowledge, understanding or skills by examiners appointed by the Examination Committee.
2. At least the examiner and a second evaluator shall evaluate the master thesis, including the defense (if applicable). The grade shall be determined by completing the thesis evaluation forms. Where applicable, a third evaluator shall be arranged.
3. The final grades of the modules are rounded off (rounded off to .0 or .5, whereby the grade 5.5 is not used). The final grade of the program is determined by adding up the rounded final grades of the modules and calculating the average thereof, weighted by the number of credits per module. The final grade of the program is not rounded. Graduation with distinction is determined by the unrounded final mark of the program. When calculating the final grade, exam components with the predicate "passed" and exemptions are not included.

Article 6.4 Awarding of Academic Distinctions

1. If a student graduates "cum laude" or "with distinction", an academic distinction shall be awarded.
2. Students shall graduate "cum laude" (with honors) if they meet all of the following conditions:
 - a. The unrounded weighted average final grade, for all modules of the program, is at least 8.0.
 - b. No module grade is less than 7.0.
 - c. The grade for the final module is at least 8.0.
 - d. Exemptions for the student do not exceed 20% of the total number of ECTS points in the master program.
 - e. The program was completed within 6 years.
 - f. No cases of fraud were deemed proven during the studies.
3. Students shall graduate "with distinction" if they meet all of the following conditions:
 - a. The unrounded weighted average final grade, for all modules of the program, is at least 7.5.
 - b. No module grade is less than 7.0.
 - c. The grade for the final module is at least 7.5.
 - d. Exemptions for the student do not exceed 20% of the total number of ECTS points in the master program.
 - e. The program was completed within 6 years.
 - f. No cases of fraud were deemed proven during the studies.

Article 6.5 Certificates and Declarations

1. The Examinations Committee shall award a certificate as proof of passing the final examination after the Institutional Board indicates that the student has met all procedural requirements, including payment of tuition.
2. A member of the Examination Committee and the Dean of TIAS shall sign the certificate.
3. The certificate referred to in paragraph 1 shall indicate all final examination components, and any qualifications awarded for such.
4. The certificate shall include a list of all final examination components. This list shall also indicate the grade obtained for each final examination component.
5. The Examination Committee shall attach an addendum to the certificate for the final examination that was passed. This addendum is intended to provide details on the contents and nature of the program, to facilitate international recognition. All addenda shall contain at least the following information:
 - a. The name of the program and the offering institution.
 - b. Confirmation of the academic level of the program.
 - c. A description of the content of the program.
 - d. Program study load.
 - e. The language of program instruction and final examination administration.
6. The addendum shall be written in English and in the agreed standard European format.
7. The certificate is a valuable document that shall only be issued once. In the event of loss or theft, a student may use DUO to request proof of graduation.
8. A person who has passed one or more final examination components and to whom a certificate cannot be issued may request a declaration from the Academic Director of the program in question, indicating at least the final examination components that have been passed.

Chapter 7. Additional Provisions

Article 7.1 General Hardship Clause

In specific unfair situations, the Examination Committee may deviate from these Rules and Guidelines for the benefit of a student.

Article 7.2 Right to Appeal

Students shall be entitled to lodge an appeal with the Academic Council of TIAS against decisions of the Examination Committee, for a period of 6 weeks after their announcement.

Article 7.3 Amendments to the Examination Committee Rules and Guidelines

Amendments to this document shall only affect an academic year that is already underway if this does not harm the interests of the students.

Article 7.4 Entry into Force

These Regulations is effective as of 1 September 2023 and supersedes all prior versions.

Thus adopted by the Examination Committee of TIAS on 1 September 2023.

