

Faculty Medical Sciences Rules and Regulations Boards of Examiners for the academic year 2024-2025

The Board of Examiners of the degree programme in Human Movement Sciences, having regard to Articles 7.12b.1 and 3 of the Higher Education and Research Act (WHW),

HAS DECIDED

to set the following Rules and Regulations for the following degree programmes:

- Master's degree programme in Human Movement Sciences
- Master's degree programme in Sport Sciences

Article 1 – Definitions

The following definitions apply to these Rules and Regulations:

- TER: the Teaching and Examination Regulations (TER) the Master's degree programme in Human Movement Sciences and the Master's degree programme in Sport Sciences, last decreed in May 2023.
- Examinee: the person who participates in an interim or final examination.
- Final assessment: the final assessment for the Master's degree, which is considered to be passed if all the requirements of the entire Master's degree have been satisfied.
- Test or examination: a test of the knowledge , understanding and skills of students, including an assessment of the results.
- Student: a person registered at the University for the purpose of following course units and/or taking examinations leading to the conferring of an university degree.

Article 2 – Day-to-day operation of the Board of Examiners

1. The Board of Examiners will appoint from its members a board of at least three members, who will be charged with the administrative duties of the Board of Examiners. This committee is accountable to the Board of Examiners.
2. The administrative duties include:
 - a. day-to-day operations include decisions regarding the approval of course units, as referred to in Article 7.3.d WHW
 - b. decisions concerning regulations that, at the request of the student, may deviate from current provisions
 - c. making decisions concerning exemptions
 - d. preparations to determining the results of final assessments
 - e. determining measures in the event of an infringement of the due procedure during an examination within the meaning of Article 11 or in the event of cheating within the meaning of Article 12.

Article 3 – Taking examinations

1. The Board of Examiners will appoint one or more examiners for each examination.
2. Every examination comprises a survey conducted by the examiner of the knowledge, understanding and skills of the student and an assessment of the results of that survey.
3. In the event that the one and the same examination is held and assessed by more than one examiner, whether or not held at the same time, the relevant Board of Examiners will ensure that the examiners all use the same assessment criteria. To this end, the assessment criteria will be set out in writing by the examiners concerned in advance. If necessary, the Board of Examiners will appoint one of the examiners to be the main examiner.
4. The examiner determines whether the conditions for admission to the examination have been met.
5. If a student has already passed the exam for a course, the student can take that exam again. The most recent mark will apply.

Article 4 – Alternative modes of assessments

With the permission of the examinees, an examiner may decide that a certain examination will be an oral examination rather than a written one.

N.B.

This variation of the main rule of individual assessment may be useful when assessing, for example, a jointly produced piece of work.

Article 5 – Determining the result of the final assessment

1. The Board of Examiners determines the result of examination by a simple majority vote.
2. If the votes tie, the examinee has not passed.

Article 6 –Times

1. Written examinations are taken at the times determined by the Board of Examiners before the start of the relevant semester, in consultation with the examiners concerned and in bearing in mind the provisions of the OER.
2. When determining the times as referred to in Article 6.1, as far as possible examinations shall not be planned concurrently.
3. Changes to a time as referred to in Article 6.1 will only take place in the event of force majeure, for example, due to unavailability of the required examination space.
4. Oral examinations are held at a time to be determined by the examiner or examiners concerned, if possible after consultation with the examinee.
5. The provisions of Article 6.4 apply *mutatis mutandis* as much as possible to examinations that are taken other than written or oral.

Article 7 – Registration for examinations

1. Students who satisfy all the entrance and progress requirements for a certain course unit do not have to do anything special in order to sit the exam for that course unit. For modes of assessment requiring registration in ProgRESS WWW, students are automatically registered for the exam and/or resit after registering for a course unit in ProGRESS WWW.
2. Examinees who register for a course unit as pointed in Article 7.1 and did not participate the first regular examination, will automatically be registered for the resit.
3. Examinees who did not register for a course unit as pointed in Article 7.1 can submit a request to the Board of Examiners to participate the examination concerned at most one week before the appropriate examination. Such a request may be submitted by means of a standard form, which is available from the Human Movement Sciences Student Administration Office.
4. In view of article 7.1, 7.2 and 7.3 the automatical registration does not mean that an examinee is authorized to participate an examination.
5. In exceptional circumstances, the Board of Examiners may depart from the provisions of Article 6.1 with regard to the place and time of registration.

Article 8 – Withdrawal from examinations

Examinees who are registered for a first regular examination or a resit as referred to the Articles 7, and who don't want to participate the examination, have to check out before the start of the examination via the Progress WWW registration system or by sending a mail to the Student Administration Office of Human Movement Sciences (Master-BW@umcg.nl)

Article 9 – Request for an additional examination opportunity

1. The examinee can request the Board of Examiners to grant them an additional examination opportunity

2. Such requests may be granted if the examinee did not pass the examination in question due to special circumstances and not granting an additional resit would result in unacceptable study delay
3. The following criteria apply to granting an additional resit for the last course unit in the degree programme:
 - the examination of the course unit in question may not already have been passed
 - it must be the last examination result needed
 - the study delay, should the additional examination opportunity not be granted, would be at least one semester
 - the examinee must have participated the last two regular examination opportunities for the course unit for which the additional examination opportunity is requested and gained marks of at least 4 and 5.

Article 10 – Request for exemption

1. Requests for exemption, stating reasons, must be submitted in writing to the Board of Examiners.
2. The Board of Examiners will hear the relevant examiners before making a decision on the request, taking into account the provisions of the TER.
3. A decision to deny exemption entirely or partially may not be made by the Board of Examiners before the person making the request has been given the chance to put their case.
4. The Board of Examiners will make a decision within a month of receipt of the request. The person making the request will be informed of the decision immediately.

Article 11 – Order during examinations

Aankomst en vertrek

1. The exam room is open 10 minutes prior to the start of the exam.
2. An examinee can arrive and receive access to the exam until 30 minutes after the start of the exam. An examiner may decide to provide access to the exam after these 30 minutes.
3. Examinees may not leave earlier than 30 minutes after the start of the exam.
4. Once an examinee has left the exam, no new participants will get access.
5. When an examinee finishes the exam early, the examinee may leave until 15 minutes before the exam ends.

Tijdens het tentamen

6. The Board of Examiners ensures that invigilators are appointed to supervise examinations; they will ensure that the examination proceeds in good order. The Board of Examiners may delegate this responsibility to the relevant examiner.
7. The examiner (or a competent representative) will always be present during the exam.
8. The examiner is responsible for the course of events during the exam.
9. Examinees must obey the instructions of the Board of Examiners, the examiner or the invigilator, which will be published before the start of the final assessment or the examination, as well as instructions given during or immediately after the examination.
10. If an examinee ignores one or more of the instructions referred to in the former clause, then he or she may be excluded from further participation in the examination in question by the Board of Examiners or the examiner or invigilator. Exclusion means that no result will be given for that examination. Before the Board of Examiners or examiner makes a decision to exclude, they will give the examinee the opportunity to be heard.

11. The duration of every exam is so that the examinee has reasonably sufficient time to answer the questions.
12. Examinees need to make the exam individually. The Board of Examiners or the examiner may make an exception, only if this causes no nuisance.
13. Resources that can provide the examinee of information about the exam matter or can accomplish communication with others, need to be turned off and be out of reach of the examinee during the exam.
14. During an exam, no tools/devices are allowed, unless this is clearly permitted by the examiner.
15. The consumption of food and drinks are allowed during an exam, unless this causes no nuisance. During a digital exam, drinking from a lockable bottle is allowed, the consumption of food is not.
16. Examinees must identify themselves by way of their college card or a legally valid identification.
17. Toilet use is not allowed during the exam, unless the examinee has received permission from the examiner, for example because of medical reasons.
18. An invigilator reports to the examiner in case of suspicion of fraude. The examiner acts conform the regulations of the concerning Exam Committee
19. Unless the Board of Examiners and/or the examiner or someone on its behalf has stated otherwise, or if the nature of the examination questions precludes this, the examinee may not take the examination questions and scrap paper away after the examination.

Article 12 – Cheating

1. Cheating is the act or omission of a student that makes it wholly or partly impossible to correctly assess their own or other's knowledge, insight and skills. Cheating also includes plagiarism, which means copying your own or someone else's work without correct reference to the source.
2. In any case, the following can be considered to be serious cheating:
 - a. impersonating someone else during the exam
 - b. being represented by someone else during the exam
 - c. obtaining assignments and/or model answers for the relevant examination before the time when the examination takes place
 - d. fabricating and/or falsifying survey and/or interview answers and/or research data
3. The Board of Examiners will take certain measures to prevent fraud, including:
 - o clear communication about the penalties for cheating
 - o organizing examinations and tests in such a way that cheating is made as difficult as possible.
4. In the event of cheating during an examination, the examiner may exclude the examinee from taking part in one or more examinations or final assessments, to be determined by the Board of Examiners, for a period of time also to be determined by the Board of Examiners with a maximum of one year. In serious cases of cheating, the Board of the University, on the recommendation of the Board of Examiners, may definitively terminate the student's registration for the degree programme. The Board of Examiners will, however, first inform the student involved of the measure it has imposed.
5. The decision regarding exclusion is made based on the written report of the invigilator about the cheating observed or suspected by them.
6. Before the Board of Examiners makes a decision withing the meaning of Article 12.4, it will give the examinee the opportunity to present their case.
7. In cases requiring swift action the Board of Examiners may decide to impose a provisional ban based on a verbal report by the invigilator. They will ensure that this report is committed to writing immediately after the examination and a copy provided to the examinee.
8. A exclusion means that no result is determined for the examination referred to in Article 12.3.

Explanation

Intention is not a requirement for cheating or plagiarism. It is therefore not necessary to demonstrate that the examinee deliberately intended to cheat or commit plagiarism.

Article 13 – Questions and assignments

1. The questions and assignments for the exam do not exceed the previously announced sources from which the exam material is derived. These sources are generally announced before the start of the teaching that prepares for the exam. The extent of the material to be studied must be published no later than one month before the examination.
2. The questions and assignments that comprise the examination will be spread as evenly as possible over the sources and will be representative of the learning outcomes with regard to content and form.
3. The examination paper will be clear and unambiguous and will contain sufficient indications of the detail required in the answers.

4. No later than four weeks before an examination is held, the Board of Examiners or examiner will announce how the provisions of Article 4.7 of the TER, regarding the manner in which the examination is held, will be implemented.
5. No later than four weeks before an examination is held, the Board of Examiners or the examiner will, if possible, give the examinees the opportunity to see a written sample of such an examination as well as the model answers and the standards on the basis of which the assessment was made.

Article 14 – Allocation of ECTS credit points

1. No ECTS credit points will be awarded for course units for which these have already been awarded.
3. External profile course units: no ECTS credit points will be awarded for courses that are not part of other university master programmes, e.g. summer and winter schools.

Article 15 – Assessment

1. If all the examinations have been passed (i.e. awarded a mark ≥ 5.5), the Master's final assessment has been successfully completed. Practicals may also be assessed as follows: fail (=on); pass (=vo).
2. Exemption from an examination or a practical is considered to be the equivalent of a pass (vo) and will be indicated by vr.
3. Notwithstanding the provisions of article 3.3, the assessment of written examinations will, if possible, be based on standards laid down in writing in advance and possibly adjusted as a result of the correction of the work completed.
4. Assessment will occur such that the examinee can check how the results of their examination have been calculated.
5. Examination marks cannot be raised by means of bonus points for extra assignments.

Article 16 – Feedback session

1. As soon as possible after publication of the results of an oral examination, there will be a discussion of the results between the examiner and the examinee, either on request or on the initiative of the examiner. The results will then be explained.
2. During a period of six weeks, commencing in the day after the announcement of the results of an examination other than an oral examination, the examinee may request a feedback session with the examiner in question. The feedback session will be held at a place and time to be determined by the examiner.
3. If a collective feedback session is organized by or on behalf of the Board of Examiners, the examinee may only submit a request, as referred to in the previous paragraph, if they were present at the collective feedback session and have justified their request, or if they were unable to attend the collective feedback session due to circumstances beyond their control.
4. The provisions in Article 16.3 also apply if the Board of Examiners or the examiner enable the examinee to compare their solutions with model answers.
5. The Board of Examiners may permit exceptions to the provisions of Articles 16.2 and 16.3
6. During the inspection referred to in Articles 16.2 and 16.3, the use of cameras and mobile communication device is not allowed.

Article 17 – Taking examinations at universities abroad

With the approval of the Board of Examiners, a student may take examinations in course units that are part of a degree programme at a university abroad. If these course units are equivalent in content, quality and size to course units of the degree programmes in Human Movement Sciences, the Board of Examiners may decide to replace one or more course units from the degree programme with equivalent course units in degree programmes at universities abroad.

Article 18 – Standards

The Board of Examiners or examiners make their decisions taking into account:

- a. legal, university and faculty regulations and policies
- b. general principles of good governance

Article 16 - Retention periods

1. In connection with possible appeals procedures, assessed work or assessable evidence of the work as well as the attendance list must be kept for at least two months after the announcement of the results.
Exception: if the assessed work, assessable evidence and/or attendance list is part of representative selection for a visitation, an appeal period of two years applies.
2. In respect of re-accreditation of the degree programme, notwithstanding Article 16.1, final papers that meet the criteria set for the Bachelor's and Master's degrees, and the relevant assessment forms must be kept for seven years.
3. If the result was not made known, or if it was not allowed to be made known, the period stipulated in Article 16.1 will commence on the date that the examination was set.
4. The results of examinations and theses must be retained for at least seven years.
5. These terms are based on the Basic Selection List Universities.

Article 20 – Right of appeal

Decisions of the Board of Examiners or examiners can be appealed within six weeks to the Board of Appeal for the Examinations as referred to in Article 7.60 ff.. of the WHW).

Article 21 – Amendments to the Rules and Regulations

No changes will take place that apply to the current academic year unless the change will not harm the interest of students.

Article 22 – Date of commencement

These rules and guidelines will take effect on September 1 2024.

As decreed by the Board of Examiners for Human Movement Sciences, Faculty of Medical Sciences, University of Groningen, May 28 2024.