

**Faculty of Science****Rules and Guidelines of the Examinations Boards (excluding those of  
the MSc in Logic)  
Academic Year 2021-2022**

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## 1. General provisions

### *Article 1.1 - Applicability of the Rules and Guidelines*

These Rules and Guidelines (as referred to in Section 7.12b, paragraph 3 of the Dutch Higher Education and Research Act) apply to the interim and final examinations of the Bachelor's programmes:

<i>Natural and Social Sciences;</i>	<i>Physics and Astronomy;<sup>1</sup></i>
<i>Biology;</i>	<i>Psychobiology;</i>
<i>Biomedical Sciences;</i>	<i>Chemistry;<sup>1</sup></i>
<i>Future Planet Studies;</i>	<i>Mathematics;</i>
<i>Computing Science;</i>	<i>Interdisciplinary electives and honours</i>
<i>Information Sciences;</i>	<i>modules, offered by the Institute for</i>
<i>Artificial Intelligence;</i>	<i>Interdisciplinary Studies (IIS).</i>

and the Master's programmes:

Artificial Intelligence;	Forensic Science;
Biological Sciences;	Information Studies;
Biomedical Sciences;	Mathematics,
Brain and Cognitive Sciences;	Physics and Astronomy; <sup>1</sup> Software
Chemistry; <sup>1</sup>	Engineering;
Computational Science; <sup>1</sup>	Stochastics and Financial Mathematics,
Earth Sciences;	Security and Network Engineering.

Hereinafter referred to as: the degree programmes, and are in line with the Teaching and Examination Regulations (OER) of these degree programmes. These Rules and Guidelines apply to anyone taking courses in the programme in this academic year, irrespective of when he or she began the programme. An overview of the Examinations Boards within the Faculty of Science to which these Rules and Guidelines apply can be found in Appendix 2.

### *Article 1.2 – Definitions*

The terms defined in the Teaching and Examination Regulations of the academic year indicated also apply to these Rules and Guidelines. The following definitions are used in these Rules and Guidelines:

- a. Invigilator: the individual appointed by an examiner to be present on his/her behalf (and possibly with him/her) during an examination. The examiner ensures that the invigilator has no conflict of interest in performing his/her duties as invigilator. The examiner, if present, also acts as an invigilator;
- b. External member: A member of the Examinations Board who is not a lecturer in the degree programme in question or in one of the programmes to which these Rules and Guidelines apply.

The remaining terms shall have the meanings ascribed to them by the Act.

<sup>1</sup> This programme is provided jointly by the University of Amsterdam and Vrije Universiteit Amsterdam.

### *Article 1.3 – Standards*

In reaching decisions, the Examinations Board and/or the examiner will apply the following standards as guidelines and will, in the event of any conflict, weigh one standard against another:

- a. safeguarding the quality and selection requirements for an examination;
- b. efficiency requirements, expressed among other ways, in an effort to avoid wasting students' time as much as possible;
- c. leniency with regard to students whose study progress is at risk of being delayed by circumstances beyond their control;
- d. equal treatment of students in equal situations.

## **2. The Examinations Board**

### *Article 2.1 – Composition of the Examinations Board*

1. The Examinations Board shall consist of at least a chairperson, vice-chairperson and an external member. At least one member shall be part of the teaching staff of the programme concerned or one of the programmes for which these Rules and Guidelines are intended. Members of the Executive Board or persons who otherwise have financial responsibility within the institution may not be part of an Examinations Board. An overview of the Examinations Boards within the Faculty of Science can be found in Appendix 3.
2. The external member is not a chairperson or vice-chairperson.
3. The members of the Examinations Board are appointed by the dean on the basis of their expertise in the field of the degree programmes.
4. The Examinations Board shall nominate one of its members as the chairperson. The chairperson is responsible for the day-to-day affairs of the Examinations Board. The chairperson will designate another member to deputise in their absence.
5. Before the appointment of a member, the Examinations Board will present its views on the intended appointment to the dean.
6. Members of the Examinations Board shall be appointed for three years and may be reappointed.
7. The dean shall ensure that the Examinations Board is able to operate independently and professionally.
8. The Examinations Board may set up one or more subcommittees with specific duties, derived from the duties of the Examinations Board itself, on which non-members of the Examinations Board may also hold seats. The subcommittee's duties are defined separately, see document 'Structure of the Examinations Board...' in Appendix 2 for an overview of the currently established subcommittees and their duties.

### *Article 2.2 – Termination of Examinations Board membership*

Membership of the Examinations Board may be terminated if:

1. The term of appointment ends and the member in question is not eligible for reappointment.
2. The member is to take up a position that is incompatible with membership of the Examinations Board.
3. The employment of an internal member is terminated.
4. The external member starts teaching in one of the degree programmes that fall under the Examinations Board.
5. The member wishes to terminate the membership.
6. In the event of inadequate performance by a member, by decision of the dean.

### *Article 2.3 – Duties of the Examinations Board*

1. The duties and powers of the Examinations Board are set out by law. These include defining

rules for the execution of duties and powers and taking measures with regard to:

- determining objectively and professionally whether a student satisfies the requirements laid down in the OER with regard to the knowledge, understanding and skills that are required for obtaining a degree;
- ensuring the quality of all examinations;
- establishing guidelines and instructions within the framework of the OER in order to assess and determine the results of all examinations;
- granting exemptions from taking one or more examinations;
- ensuring the quality of the organisation and the procedures surrounding examinations;
- taking measures in the event of fraud and plagiarism;
- appointing examiners to conduct examinations and determine their results;
- issuing the degree certificate, with the diploma supplement appended to it, as proof that the final examination has been successfully taken;
- granting a student permission to follow a flexible curriculum, the final examination for which will lead to the obtaining of a degree;
- issuing a certificate of passed interim or other examinations to students who have passed more than one interim or other examination but for whom a degree certificate cannot be issued;
- drawing up an annual report on its activities.

#### *Article 2.4 – Requests and complaints to the Examinations Board*

1. The Examinations Board only handles requests or complaints that include the reason for the request or a description of the complaint. A request or complaint shall be accompanied by documents that are necessary for the decision and which can reasonably be obtained by that person.
2. An authorised representative shall submit a written authorisation together with a request or a complaint.
3. A request to deviate from the curriculum must be submitted to the Examinations Board in writing, supported by reasons, no later than eight weeks before the start of the desired component to be replaced.
4. The Examinations Board shall take a decision within eight weeks of receiving a written request.
5. An authorised representative shall submit a written authorisation together with a written request or a complaint.

#### *Article 2.5 – Meetings of the Examinations Board*

1. The Examinations Board shall meet at least twice a year or whenever its chairperson deems such to be necessary. The meeting is closed in principle.
2. The agenda and minutes shall be adopted by the chairperson after consultation with the members.

#### *Article 2.6 – Decision-making*

1. Advisers may be consulted at the invitation of the Examinations Board. These advisers may attend the meeting, or parts thereof, as guests.
2. In the event of a request or complaint involving a member of the Examinations Board, this shall be handled in the absence of the member concerned.
3. Decisions by the Examinations Board are taken by a majority of votes present or, in the event of a tie, by the chairperson.

### 3. Examiners

1. Each year, the Examinations Board shall appoint examiners to conduct examinations and to determine their results.
2. The Examinations Board is entitled to appoint experts from outside the institution as examiners.
3. The examiners shall furnish the Examinations Board with any information requested.
4. The appointment of examiners takes place in line with the examiner profile as stated in the Guide for UvA Examinations Boards 2016, paragraph 6.
5. Instead of an examiner already appointed, the Examinations Board can appoint another examiner, from within or outside the Faculty, if
  - a. the appointed examiner or examiners is or are reluctant to administer an examination;
  - b. the relationship between the examiner or examiners and the student is disturbed to such an extent that it can no longer reasonably be required that the latter take the examination with that examiner or examiners;
  - c. there are other extremely compelling circumstances.

## 4. Examinations

### *Article 4.1 – Dates and times of examinations*

1. Written examinations will be conducted on dates and times that will be determined and announced at least 30 days before the commencement of the component concerned.
2. Oral or individual written examinations shall be conducted at dates and times to be determined by the examiner or examiners, where possible following consultation with the student.
3. In determining the dates and times of examinations, in relevant cases, every effort shall be made to try to prevent examinations coinciding.
4. The fixed dates and times shall only be modified in the event of force majeure.
5. The Examinations Board will ensure that the rules in paragraphs 1 to 4 are observed. Students can report deviations from these rules to the Examinations Board.

### *Article 4.2 – Order during examinations*

1. The examiner determines the order during an examination. The examiner shall ensure that a sufficient number of invigilators are appointed to oversee the written examination and make sure that the examination proceeds in an orderly fashion.
2. Supplementary to the provisions in paragraph 1: in the case of an examination in an exam room, at least two invigilators shall be present if there are 50 or more students. An additional invigilator is required for each additional 50 students. An invigilator must be present in the room at all times.
3. An examination must be taken entirely independently by the student, unless determined otherwise by the examiner.
4. The student is obliged to provide proof of identity, at the request of the examiner or invigilator, by means of valid proof of registration (student ID card) and a valid identity document (passport, identity card or driving licence). For the degree programmes that fall under the ES/IS Examinations Board (see Appendix 2), students who are unable to identify themselves will be denied access to the examination. For the other degree programmes, students who are unable to identify themselves may be denied access to the examination.
5. Students who have not yet registered for the course may be denied access to an examination or be sent away from the examination during an inspection.
6. Students must follow the instructions of the Examinations Board, the examiner or the invigilator that are issued before, during and immediately after the end of an examination. This also applies to instructions announced before the start of an examination via the course catalogue/study guide, the website of the course, Canvas or Sakai. If a student fails to follow one or more instructions, the Examinations Board or the examiner may exclude him or her from further participation in the examination in question, subject to the provisions in paragraph 12. The consequence of this exclusion is that no result can be recorded for the examination in question (registration as mark/final mark 'non-attendance').
7. The duration of an examination shall be such that students can be reasonably expected to have sufficient time to answer the questions. A written interim or other examination will take a maximum of three hours, with the exception of students with disabilities who fall under Bachelor's Teaching and Examination Regulations (OER-A) Article A-6.5.6 / Master's Teaching and Examination Regulations (OER-A) Article A-5.2.6.
8. Students are expected to arrive 10 to 15 minutes before the examination commences. Students arriving late shall be admitted to an examination in an exam room no later than 30 minutes after the examination commences. If, as a result of force majeure, a student cannot be present within this time limit, the examiner shall decide whether he or she may still be admitted to the examination. In the event of an online examination, latecomers will not be admitted after the examination has commenced.

9. Students are not allowed to leave the room in which the examination is being conducted within the first 30 minutes of the start of the examination and within the last 15 minutes before the end of the examination. If the examination lasts one hour or less, students may not leave the room where the examination is being conducted during the examination.
10. No students arriving late may be admitted to the examination after one or more participants have left the room.
11. Aids, such as mobile phones, laptops, etc., or study materials may not be used during an examination unless the student has received express permission to do so from the examiner or invigilator. If specific electronic equipment is permitted for the purpose of completing the examination, the examiner shall set further rules for this. This will be published on the cover page of the examination.
12. If fraud is detected or suspected during an examination, for example being in possession of a mobile phone or other electronic device that is not switched off during the examination, the student will always be given the opportunity to complete the examination. The invigilator will fill in the 'Reporting irregularities' form (Appendix 2 of the invigilation protocol) completely and make sure it is sent to the examiner. The examiner will notify the Examinations Board. Sanctions may be imposed by the Examinations Board in accordance with the 'Regulations Governing Fraud and Plagiarism for UvA Students'.
13. Toilet breaks are permitted during the examination. Students must follow the instructions of the examiner or the invigilator. During toilet breaks, no talking is allowed and the student may not be in the possession of any unauthorised aids. In the case of online examinations, an examiner may decide on the basis of compelling circumstances (e.g. the nature of the examination) that toilet breaks are not permitted. Students must be informed before the start of the component if toilet breaks are not permitted.
14. Students' coats and bags (closed) must be left on the floor or in a place indicated by the invigilator (e.g. in a locker, compulsory for IWO Blue, Red and REC M3.01) during an examination in an exam room.
15. In case any special circumstances, as referred to in paragraphs 6, 12 and 13, occur before, during or after an examination, the invigilators shall draw up a report at the end of the examination, providing a description of the incident. The report shall be sent to the chairperson of the Examinations Board.
16. If an examination in an exam room is conducted digitally, appropriate alternative provisions must be in place to ensure that, in the event of a fault, technical or otherwise, the examination in question can still be conducted on the same day, if reasonably possible.
17. In the case of an examination in an exam room, the student must ensure that his or her work (on screen or on paper) is not visible to students in the vicinity when he or she leaves the workplace prematurely or otherwise.
18. Supplementary to the Teaching and Examination Regulations (OER A) Article A- 4.13 paragraph 2, students who participate in an examination implicitly consent to their work being included in the database of the relevant detection program.
19. The rules and guidelines in this article are included in the Faculty of Science invigilation protocol.
20. Special adjustments to the order during examinations for students with disabilities are laid down in the OER and the Memorandum on Guidance for Students with Disabilities of the University of Amsterdam and the Amsterdam University of Applied Sciences.

*Article 4.3 Additional rules on degree programme protocols for online examinations*

1. It is the student's responsibility to take the examination at a location with suitable conditions and with facilities such as an internet connection and hardware and software as specified by the examiner.
2. If the student encounters technical problems during the examination, these must be reported immediately according to the applicable procedure.
3. If the student receives a 'fail' or 'failed to meet the requirements' (NAV) for the examination due to technical problems on the part of the student, the student will be referred to the resit.
4. Examiners may decide to include a time restriction per block of questions. Students must be informed of any restrictions before the start of the course component by means of the study guide.
5. All other programs, browsers or tabs not specifically allowed for the examination must be closed during the examination.
6. During the examination, the student must remain seated and be visible to the invigilator at all times; with the exception of toilet breaks (see Article 4.2.13).
7. The room in which the examination is taken must be sufficiently lit.
8. If scrap paper is allowed, the student must show the scrap paper (both front and back) at the beginning of the examination.
9. If a calculator is allowed, it must meet the predefined conditions and be shown at the beginning of the examination.

*Article 4.4 – Additional rules concerning oral examinations*

1. The examiner must submit a written, reasoned request to the Examinations Board if an oral interim or other examination is desired. If the Examinations Board grants this request, the conditions set out in paragraphs 2 to 5 must be met, along with those in Article A-4.3 of the Teaching and Examination Regulations (OER-A) of the Faculty of Science.
2. An assessment report of an oral interim or other examination shall be made by the examiner.
3. An assessment report of an oral interim or other examination shall be retained for at least two years after the result of the examination has been determined.
4. The examiner may replace a written interim or other examination with an oral interim or other examination only with the consent of the student.
5. Supplementary to Article A-4.3.2 of the Teaching and Examination Regulations (OER-A) of the Faculty of Science, online oral examinations are not public.

*Article 4.5 – Assessment and announcement*

1. Each examination shall involve the testing of the student's knowledge, understanding and skills by the examiner and an assessment of the results of this test.
2. The questions and assignments included in examinations will not relate to areas outside the examination material announced in advance. The questions of an examination must be clear and unambiguous and such that the student understands how comprehensive and detailed the answers must be. The topics of the questions must be representative of all the examination material. At the start of teaching, the content and scope of the examination material are finalised and will not be changed up to the final examination.
3. For each component, the course catalogue and/or study guide announces at the start of the component how the examination will be administered, including:
  1. the format of the examination, or each interim examination;
  2. the extent to which any interim examinations are included in the final assessment;
  3. the extent to which any written assignments, practical assignments and oral presentations are included in the final assessment;

4. deviating examination formats at a second or later examination opportunity.
4. The Examinations Board shall ensure that the assessment of examinations takes place within the time limits referred to in the OER and on the basis of transparent standards.
5. If more than one examiner is involved in the assessment of an examination, the Examinations Board shall ensure that all examiners apply the same standards when assessing the examination.
6. The method of assessment shall be such that the student is able to verify how the results of his or her examination have been arrived at.
7. If practical exercises involve several students making a contribution to a single joint assignment, the Examinations Board will apply the following guidelines: If one or more students contribute too little to the joint assignment, at the discretion of the examiner, the examiner will discuss this with the student or students concerned. The student concerned will be given the opportunity to increase his or her contribution. If, according to the examiner, this does not lead to the desired improvement, and/or if the Examinations Board deems it necessary, the Examinations Board may take appropriate measures.
8. The assessment of the Bachelor's and Master's thesis is carried out by at least the examiner and a second assessor. The examiner and second assessor initially give their assessments independently of each other, after which they arrive at a joint assessment. The determination of the mark is documented by filling in an assessment form. Before the mark is determined, the thesis must be uploaded in DataNose and checked for plagiarism.
9. Marks for components provided by a foreign university are converted to 'requirements met' (AVV) or 'failed to meet the requirements' (NAV).

## 5. Final examinations

### *Article 5.1 – Date of final examination*

1. The examination date on the degree certificate is the date on which the student requests the degree certificate. The student must be enrolled in the programme for which he/she is requesting a degree certificate at the time of the request.

The degree certificate may be awarded at a later date than the examination date.

Further provisions on this topic can be found in the OER. Following a reasoned request by a student who qualifies for being awarded a diploma, the Examinations Board may delay setting the date of the final examination.

### *Article 5.2 – Annotation*

1. The Examinations Board decides whether the annotation 'cum laude' is added to the degree certificate.
2. Cum laude guideline for Bachelor's programmes:
  - a. If the student has demonstrated an exceptional level of competence during the final examination, the Examinations Board may decide to award the annotation 'cum laude' on the degree certificate.
  - b. An exceptional level of competence is demonstrated on a final examination if the student has met the following conditions:
    1. a mark of at least a 7 (seven) for each component;
    2. a mark of at least an 8 (eight) for the Bachelor's thesis.
    3. the unrounded weighted average mark for all components of the Bachelor's programme, excluding the Bachelor's thesis, is at least an 8 (eight). Appendix 1 shows which components are included in the Bachelor's thesis;
    4. only one examination opportunity was used for each component, with the exception of a maximum of three components in which a second examination opportunity may have been used. In addition, a second examination opportunity may have been used for a maximum of two components that the student took and took an examination for in the period between 15 March 2020 and 31 August 2020;
    5. all marks for the degree programme were obtained within the nominal duration of the study programme plus six months. For students who have completed the double Bachelor's programme in Mathematics and Physics or Mathematics and Computing Science, 'cum laude' is also awarded if the student has obtained all the marks of the programme within four years. For students who were enrolled in the programme concerned in the period between 15 March 2020 and 31 August 2020, a supplement of six months applies on top of the duration set in paragraph 5.
  - c. In determining the weighted average, each mark for a component is assigned a weighting factor that is proportional to the credits for that component.
  - d. Exemptions and components assessed with the 'requirements met' designation are not taken into account for the awarding of 'cum laude'.
  - e. The 'cum laude' distinction is awarded only if less than one-third of the curriculum consists of exemptions and/or components assessed with the 'requirements met' designation.
  - f. When determining whether the requirements, as referred in Article 5.2.2, have been met, all components, except extracurricular components (including the components belonging to an approved honours programme), mentioned on the diploma supplement are taken into account.

3. Cum laude guideline for Master's programmes:
  - a. If the student has demonstrated an exceptional level of competence during the final examination, the Examinations Board may decide to award the annotation 'cum laude' on the degree certificate.
  - b. An exceptional level of competence is demonstrated on a final examination if the student has met the following conditions:
    1. a mark of at least a 7 (seven) for each component;
    2. the mark for the Master's thesis is at least an 8 (eight), applicable to each individual component. Appendix 1 shows which components are included in Master's thesis;
    3. the unrounded weighted average mark for all components of the Master's programme, excluding the Master's thesis, is at least an 8 (eight);
    4. only one examination opportunity was used for each component, with the exception of a maximum of one component in which a second examination opportunity may have been used; In addition, a second examination opportunity may have been used for a maximum of two components that the student took and took an examination for in the period between 15 March 2020 and 31 August 2020;
    5. all marks for of the degree programme were obtained within the nominal duration of the study programme plus six months for a full-time programme, or within the nominal duration of the study programme + 1 year for a part-time programme. For students who were enrolled in the programme concerned in the period between 15 March 2020 and 31 August 2020, a supplement of six months applies on top of the duration set in paragraph 5.
  - c. In determining the weighted average, each mark for a component is assigned a weighting factor that is proportional to the credits for that component.
  - d. Exemptions and components assessed with the 'requirements met' designation are not taken into account for the awarding of 'cum laude'.
  - e. The 'cum laude' distinction is awarded only if less than one-third of the curriculum consists of exemptions and/or components assessed with the 'requirements met' designation.
  - f. In determining whether the requirements, as referred in Article 5.2.3, have been met, all components, except extracurricular components mentioned on the diploma supplement are taken into account.
4. These cum laude guidelines replace all previous cum laude guidelines. Students who feel they can appeal to expectations raised on the basis of previous guidelines, may submit a reasoned request to the Examinations Board to be awarded the 'cum laude' distinction.
5. In special cases and for each specific programme, the Examinations Board may deviate from the provisions in the second and third paragraphs of this article, deciding to either award or withhold the 'cum laude' distinction.

#### *Article 5.3 – Honours*

1. Supplementary to the Teaching and Examination Regulations (OER-A) for Bachelor's programmes, Article A-5.1 paragraph 7, subparagraph 3: when determining the average (weighted) mark for all components of the Bachelor's programme, extracurricular components, including the components belonging to an approved honours programme, are not taken into account.
2. Supplementary to the Teaching and Examination Regulations (OER-A) for Bachelor's programmes, Article A-5.1 paragraph 7: whether the conditions in OER A-5.1 paragraph 7 have been met is determined by the date of the last result of the degree programme in the honours programme, rather than the date of the final examination request.

3. Supplementary to the Teaching and Examination Regulations (OER A) for Bachelor's programmes, for students who were enrolled in the period between 15 March 2020 and 31 August 2020, an additional six months applies on top of the duration referred to in the OER A for Bachelor's programme Article A-5.1 paragraph 7.

## **6. Exemption**

1. An exemption from an examination implies that the student is deemed to have passed the relevant examination without a mark being awarded. Requests for exemption from an examination must be submitted to the Examinations Board.
2. Supplementary to the Teaching and Examination Regulations (OER A) Article A-4.7 paragraph 1, subparagraph c, see Appendix 1 for an overview of the components included in the Bachelor's or Master's thesis.

## **7. Fraud and plagiarism**

1. The provisions of the 2019 Regulations governing Fraud and Plagiarism for UvA Students apply in full.
2. Supplementary to the regulations referred to in paragraph 1, and Article 4.2.12 of these Rules and Guidelines, the sanctions described in the 2019 Regulations Governing Fraud and Plagiarism for UvA Students are the maximum sanctions.
3. If, in the opinion of the Examinations Board, one or more parts of an examination or an entire examination have not been taken in the prescribed manner, or if the an examination or an examination has not been conducted properly, the Examinations Board will declare the examination or the part of the examination in question invalid.

## **8. Retention periods**

Bachelor's theses or final assignments and Master's theses shall be saved (digitally) or retained (on paper) for at least seven years.

For examination papers and model answers, including any essays and other written materials for which a full or partial mark has been awarded, and examination results, a retention period applies as determined in the Department of Records and Information Services (DIV) matrix for retention periods for educational documents (Appendix 3).

## **9. Annual report**

The Examinations Board shall compile a report of its activities in the previous academic year by 1 November. The Examinations Board shall send copies of the annual report to the dean.

## **10. Hardship clause**

The Examinations Board may make exceptional arrangements in cases where the provisions of these Rules and Guidelines have unreasonable or unfair repercussions for the student.

## **11. Emergencies**

In the event of an emergency, the Examinations Board may permit deviations from the provisions of these Rules and Guidelines in order to minimise any negative consequences for students.

## 12. Appeal procedure

If a student does not agree with a decision by an examiner or the Examinations Board, he or she has the option of lodging an appeal against the decision with the Examination Appeals Board (CBE) within six weeks of that decision. The appeal procedure can be consulted at [www.uva.nl](http://www.uva.nl).

## 13. Amendments to these Rules and Guidelines

No amendments will be made that apply to the current academic year, unless there is a reasonable expectation that this will not compromise the interests of the students.

## 14. Entry into force

1. These Rules and Guidelines take effect on 1 September 2021.
2. These Rules and Guidelines have been adopted by the Examinations Boards of the following Bachelor's programmes:  
*Artificial Intelligence, Biology, Biomedical Sciences, Chemistry, Computing Science, Future Planet Studies, Information Science, Mathematics, Natural and Social Sciences, Physics and Astronomy, and Psychobiology,*  
and the Master's programmes:  
*Artificial Intelligence, Biological Sciences, Biomedical Sciences, Brain and Cognitive Sciences, Chemistry, Computational Science, Earth Sciences, Forensic Science, Information Studies, Mathematics, Physics and Astronomy, Software Engineering, Stochastics and Financial Mathematics, and Security and Network Engineering,*  
of the University of Amsterdam, on 1 September 2021.

## Appendix 1: Overview of components included in the Bachelor's or Master's thesis

It is possible for several components to be included in the Bachelor's or Master's thesis within a degree programme. In accordance with Article 5.2.3.b, this means that for each individual component listed below, the required mark must be achieved in order to qualify for the annotation 'cum laude'.

In the event of a major in the Master's programme, combined programme or free curriculum, other components may apply. This information can be obtained from the relevant Examinations Board.

### Bachelor's:

Degree programme	Component/components
Natural and Social Sciences	See degree programme of the major
Biology	Bachelor's project: Biology
Biomedical Sciences	Bachelor's project: Biomedical Sciences
Future Planet Studies	See degree programme of the major
Computing Science	Graduation project: Bachelor's programme in Computing
Information Sciences	Graduation project: BSc in Information Science
Artificial Intelligence	Graduation project: BSc in AI
Physics and Astronomy	Bachelor's project: Physics and Astronomy
Psychobiology	Bachelor's project: Psychobiology – Scientific Internship
Chemistry	Bachelor's project: Chemistry
Mathematics	Bachelor's project: Mathematics

### Master's:

Degree programme	Component/components
Artificial Intelligence	Master's Thesis: AI
Biological Sciences	Research Projects, Literature Review
Biomedical Sciences	Research Proposal, Research Projects, Literature Review
Brain and Cognitive Sciences	Research Project 1, Research Project 2, Literature thesis
Chemistry	Final Research Project
Computational Science	Master's Thesis: Computational Science
Earth Sciences	Master's Thesis Research: Earth Sciences 1
Forensic Science	Research Project: Forensic Science
Information Studies	IS track: Master's Thesis: IS (IS) BIS track: Master's Thesis: IS (BIS) DS track: Master's Thesis: IS (DS) HCM track: Master's Thesis: IS (HCM)* *For students in the 2014-2015 cohort and earlier who have already completed the Thesis Design MSc IS (HCM): Thesis Design MSc: IS (HCM) and Master's Thesis: IS (HCM)
Mathematics	Master's Project: Mathematics
Physics and Astronomy	Research Project (including thesis and colloquium)
Software Engineering	Preparation of Master's Project: Software Engineering, Master's Project: Software Engineering
Stochastics & Financial Mathematics	Master's Project: Stochastics and Financial Mathematics
Security and Network Engineering	Research Project 2

**Appendix 2: Overview of the Examinations Boards in the Faculty of Science with the accompanying subcommittees, duties and powers**

<b>Name of Examinations Board:</b>	<b>Accompanying subcommittees:</b>
<b>Earth and Life Sciences (ELS)</b>	Bachelor's programme in Psychobiology
	Bachelor's programme in Biomedical Sciences & Master's programme in Biomedical Sciences
	Bachelor's programme in Biology & Master's programme in Biological Sciences
	Master's programme in Earth Sciences
	n/a
<b>Natural and Social Sciences &amp; Future Planet Studies</b>	n/a
<b>Brain and Cognitive Sciences</b>	n/a
<b>Exact and Information Sciences (ES/IS)</b>	Bachelor's programme in Physics and Astronomy (JD) & Master's programme in Physics and Astronomy (JD)
	Bachelor's programme in Chemistry (JD) & Master's programme in Chemistry (JD)
	Bachelor's programme in Mathematics & Master's programme in Mathematics & Master's programme in Stochastics and Financial Mathematics
	Bachelor's programme in Computing Science & Master's programme in Computational Science (JD)
	Bachelor's programme in Artificial Intelligence & Master's programme in Artificial Intelligence
	Bachelor's programme in Information Science & Master's programme in Information Studies
	Master's programme in Security and Network Engineering & Master's programme in Software Engineering
	Fraud and Plagiarism Committee
	Assessment Committee
	n/a
<b>Forensic Science</b>	

**Structure of the Examinations Board for Earth and Life Sciences, Faculty of Science**

**Adopted on 06 September 2021 by the Examinations Board for ELS for the Rules and Guidelines of the Examinations Boards (RRvE) of the Faculty of Science.**

**This document is an updated version of the memorandum 'Structure of the Examinations Board for Earth and Life Sciences, Faculty of Science' of December 2015. This concerned a very outdated description of the structure of the Examinations Board, which has been revised at the request of the**

**Examinations Board and has now been added to the RRvE as an appendix in this form.**

#### **Structure of the Examinations Board**

**The Examinations Board for Earth and Life Sciences consists of the following four subcommittees:**

Subcommittee	Degree programme	Number of subcommittee members
Bio/BS	BSc in Biology and MSc in Biological Sciences	3
BMW/BMS	BSc in Biomedical Sciences MSc in Biomedical Sciences	5
ES	MSc in Earth Sciences	2
PB	BSc in Psychobiology	3

The subcommittees each have a chairperson and at least one member who may act as a deputy chairperson in the chairperson's absence. The chairpersons of the subcommittees together form the overarching Examinations Board for Earth and Life Sciences. The Examinations Board for ELS will draw up a joint policy in its meetings if desired. The Examinations Board for ELS draws up a joint annual report.

#### **Subcommittees' powers**

**The subcommittees of the Examinations Board for ELS operate as separate examinations boards, including decision-making as described in the RRvE. The subcommittees have the power to make their own decisions with regard to student requests, guaranteeing the quality of final examinations and dealing with cases of fraud, all within the frameworks established for this purpose. The duties of the Examinations Board as described in the RRvE therefore also apply to the separate subcommittees, with the exception of the annual report (see above).**

## Structure of the Examinations Board for Exact and Information Sciences, Faculty of Science

Adopted on 13 September 2021 by the Examinations Board for ES-IS for the Rules and Guidelines of the Examinations Boards (RRvE) of the Faculty of Science.

### Structure of the Examinations Board

The Examinations Board for Exact and Information Sciences consists of the following seven subcommittees:

Subcommittee	Degree programme	Number of subcommittee members
WIS/Math	BSc in Mathematics, MSc in Mathematics, MSc in Stochastics and Financial Mathematics	4
NS/PhA	BSc in Physics and Astronomy, MSc in Physics & Astronomy	5
SCH/Chem	BSc in Chemistry, MSc in Chemistry	4
KI/AI	BSc in Artificial Intelligence, MSc in Artificial Intelligence	4
IK/IS	BSc in Information Science, MSc in Information Studies	4
SE/SNE	MSc in Software Engineering, MSc in	2

	Security and Network Engineering	
INF/CLS	BSc in Computing Science, MSc Computational Science	4

The subcommittees each have a chairperson and at least one member who may act as a deputy chairperson in the chairperson's absence. The chairpersons of the subcommittees, together with a central chairperson and an external member, constitute the meeting of the overarching Examinations Board for Exact and Information Sciences. The Examinations Board for ES-IS will draw up a joint policy in its meetings if desired. The Examinations Board for ES-IS draws up a joint annual report.

#### **Subcommittees' powers**

**The subcommittees of the Examinations Board for ES-IS operate as separate examinations boards, including decision-making as described in the RRvE.** The subcommittees of the Examinations Board for ES-IS have the mandate to act with full authority and accountability with regard to the degree programmes attached to them. This means that they have the power to make their own decisions with regard to student requests, guaranteeing the quality of final examinations and dealing with cases of fraud, all within the frameworks established for this purpose. The duties of the Examinations Board as described in the RRvE therefore also apply to the separate subcommittees, with the exception of the annual report (see above).

### Appendix 3: Department of Records and Information Services (DIV) matrix for retention periods for educational documents

A. ONTVANGST EN CREATIE OPLEIDINGSDOCUMENTEN			B. BEHEER OPLEIDINGS-DOCUMENTEN	
Werkprocessen ↓	Actoren/auteurs	Documenten	Bewaartermijnen tot 1/1/2020	Bewaartermijnen vanaf 1/1/2020
1. Inrichting en regelgeving onderwijs en examens				
	CvB	(Jaarlijkse )Model Onderwijs- en Examenreglement Bachelor- en Masterprogramma's	Blijvend	Blijvend
		WHW artikel 7.13, lid 1	BSD artikel 60.057b	Selectielijst 2020 proces 44
	Decaan (gehoord opleidingsdirecteur en - commissie en examencommissie)	(Jaarlijkse )Onderwijs- en Examenreglement (OER) per opleiding	Blijvend	Blijvend
		WHW artikel 9.15, lid 1	BSD artikel 60.057b	Selectielijst 2020 proces 44
	CvB (gehoord CSR)	(Jaarlijks) Studentenstatuut (universitaire deel)	Blijvend	Blijvend
		WHW artikel 7.59	BSD artikel 60.118	Niet specifiek vermeld, statuten algemeen: Selectielijst 2020 proces 4
	Opleidingsdirecteur	(Jaarlijks) Opleidingsstatuut (studentenstatuut per opleiding) NB: verwerkt in studiegids	Blijvend	Blijvend
		WHW artikel 7.59	BSD artikel 60.118	Niet specifiek vermeld, statuten algemeen: Selectielijst 2020 proces 4
	CvB	Kader toetsbeleid	Blijvend	Blijvend
			Beleid op hoofdlijnen	Niet specifiek vermeld, beleidsdocumenten, Selectielijst 2020 proces 34
	CvB	Handreiking Examencommissie's	Blijvend	Blijvend
			Beleid op hoofdlijnen	Niet specifiek vermeld, beleidsdocumenten: Selectielijst 2020 proces 34
	CvB	Regelingen Plagiaat en Fraude Studenten Uva	Blijvend	Blijvend
		WHW artikel 7.12b. Lid 3, de WHW belegt de verantwoordelijkheid voor het regelen bij de Examencommissies	BSD artikel 60.118	Niet specifiek vermeld, beleidsdocumenten: selectielijst 2020 proces 34

<https://medewerker.uva.nl/content-secured/az/documentaire-informatievoorziening-div/documentaire-informatievoorziening-div.html>