

Rules and Regulations of the Examining Boards of Wageningen University

Introduction

According to Article 7.12b of the WHW (Higher Education and Research Act), an Examining Board establishes *rules* concerning its tasks and authorities that have been legally allocated and the *measures* that it can take in that regard. These rules must be compatible with the established Education and Examination Regulations of Wageningen University.

Table of Contents

Chapter 1	Scope, definitions and authorities of the Examining Board	3
Article 1	Scope of the Rules and Regulations	3
Article 2	Definitions	3
Article 3	Tasks and authorities of an Examining Board	3
Chapter 2	Final examinations and programmes	4
Article 4	Procedure for approving the individual examination programme	4
Article 5	Approval of a flexible programme	5
Article 6	Final examination: result, diploma, graduation ceremony	5
Article 7	Designation 'cum laude'	5
Chapter 3	Interim examinations: Examiners, assessment, result	6
Article 8	Appointing Examiners	6
Article 9	Assessment of interim examinations, announcing results, inspection of the interim examinations	6
Article 10	Validity period of passed interim examinations	7
Article 11	Retention period of assignments and completed interim examinations	7
Chapter 4	Interim examinations: exemptions	7
Article 12	Exemptions: previously acquired knowledge, conscientious objections, dissection-free variant	7
Chapter 5	Interim examinations: course of affairs	8
Article 13	Registration for interim examination	8
Article 14	Monitoring of preconditions for taking interim examinations	8
Article 15	Failure to take the interim examination	8
Article 16	Examination method	8
Article 17	Rules on the course of affairs during interim examinations, general aspects	8
Article 18	Supplementary provisions concerning the course of affairs related to written interim examinations in writing	9
Article 19	Supplementary provisions concerning the course of affairs related to oral interim examinations	9
Article 20	Supplementary provisions concerning written assignments	9
Chapter 6	Interim examinations: Fraud	10

Article 21	Fraud: definition and prohibition	10
Article 22	Procedure following detection of fraud, measures and sanctions	10
Chapter 7	Adaptations for students with a disability or chronic illness	11
Article 23	Studying with a disability or chronic illness: adaptations.....	11
Chapter 8	Appointment and procedure of Examining Board, assessment policy	11
Article 24	Appointment and composition of the Examining Board	11
Article 25	Meetings and procedures of the Examining Board	12
Article 26	Quality assurance, assessment policy	12
Chapter 9	Complaints and Appeal.....	12
Article 27	Right to submit complaints.....	12
Article 28	Right of appeal.....	13
Article 29	Procedure.....	13
Chapter 10	Final provisions and implementation	13
Article 30	Changes.....	13
Article 31	Publication.....	13
Article 32	Date of enactment	13

Chapter 1 Scope, definitions and authorities of the Examining Board

Article 1 Scope of the Rules and Regulations

These Rules and Regulations have been adopted by the Examining Boards of Wageningen University and apply to the Bachelor's and Master's programmes that have been included in the Central Registry for Higher Education (*Centraal Register Hoger Onderwijs*) in the name of Wageningen University, with the exception of the Bachelor's degree programme in Tourism (BTO) and the Master's degree programme in Water Technology (MWT).

Article 2 Definitions

For the purposes of these regulations, the subsequent terms are defined as follows:

1. *Exam, Final exam*: the final bachelor's or master's exam for each bachelor's or master's programme, as referred to Article 7.3 section 3 of the WHW.
2. *Examining Board*: the four boards established by the Executive Board, as referred to in Article 7.12 of the WHW, who are each responsible for issues regarding interim examinations and final exams of a particular group of programmes. The body that, in an objective and knowledgeable fashion, determines whether students comply with the conditions in the Education and Examination Regulations with respect to the knowledge, understanding and skills that are necessary for obtaining a degree.
3. *Examiner*: the person appointed by the Examining Board to conduct interim examinations and determine their outcome.
4. *Education and Examination Regulations*: the Education and Examination Regulations, as referred to in Article 7.13 WHW;
5. *Online education*: specialisation of a master's programme, submitted online. A number of deviating rules apply to online education, included in Chapter 11 of the EER.
6. *Study Handbook*: forms a part of the EER and contains the education-specific part of the EER and is published on the internet: www.studiegids.wu.nl (Dutch) of www.studyhandbook.wu.nl (Eng).
7. *Course guide*: document in which the Examiner provides course-specific information about the content, learning outcomes, how the students can achieve the learning outcomes and the testing method to determine whether the learning outcomes have been achieved. Should there be differences between the Course guide and the Study Handbook, then the Study Handbook is binding.
8. *Interim examination, resit / resit-examination*: an assessment of knowledge, understanding and skills, to review whether the learning outcomes related to a course, have been achieved.

Article 3 Tasks and authorities of an Examining Board

An Examining Board has the following tasks and authorities:

1. Education programme (curriculum) and final examination
 - a. approving the individual examination programme of the student;
 - b. determining whether a student or *extraneus* meets the conditions that have been established regarding the knowledge, understanding and skills that are required for passing the final examination;
 - c. granting a degree certificate and supplement, and issuing the declaration of passed interim examinations (Article 7.11 WHW);
 - d. deciding on a request for postponed graduation;
 - e. granting permission to a student to take a flexible programme (Article 7.3d WHW).
2. Interim examinations and exemptions
 - a. appointment of Examiners;
 - b. adopting guidelines and instructions to assess the results of interim examinations and final examinations;
 - c. granting exemptions for one more interim examinations;

- d. establishing rules for the course of affairs during interim examinations;
 - e. making decisions and/or taking measures as a result of fraud committed by a student.
3. Other tasks and authorities
- a. adapting education and interim examinations for students with a disability;
 - b. assuring the quality of the interim examinations and final examinations;
 - c. on behalf of the Executive Board of the university, executing the Binding Study Advice regulation;
 - d. executing the other tasks and authorities allocated to the Examining Boards that are described in the Education and Examination Regulations;
 - e. adopting and amending these Rules and Regulations;
 - f. providing advice to the Executive Board concerning the adoption, amendment or periodic assessment of the Education and Examination Regulations;
 - g. preparing an annual report about its activities for the Executive Board.

Chapter 2 Final examinations and programmes

Article 4 Procedure for approving the individual examination programme

1. The individual examination programme for each Bachelor or Master student (Article 18 sub a. Education and Examination Regulations) must be approved by the Examining Board.
2. Within one year after completing the first phase of the Bachelor's degree programme (BSc-1), the study advisor discusses the individual Bachelor's examination programme with the student.
3. Before the *Bachelor's student* has completed 120 credits in his or her study programme (including possible exemptions), the student submits his individual examination programme for review to the Examining Board via the Wageningen University student information system (hereinafter referred to as: student information system).
4. Before the *Master's student* has completed 60 credits in his study programme (including possible exemptions), the student submits his individual examination programme for review to the Examining Board via the student information system.
5. The Examining Board gives her approval to the individual study programme based on a qualitative and quantitative review. During this process the Examining Board also assesses the following:
 - substitution of a course from the prescribed programme by another course at Wageningen University or elsewhere;
 - the components of an individual minor (if any);
 - the modification of a described BSc minor;
 - the inclusion of subjects from outside Wageningen University in the free choice portion of the individual examination programme;
 - with two or more study programmes: whether the individual examination programmes comply with the requirements laid down in the Education and Examination Regulations.
 The student is permitted to replace a course in the prescribed programme with a more extensive version of that course from Wageningen University.
5. The review of the free-choice component focuses on assuring the magnitude in terms of study load and the level of the individual interim examinations in relation to the final examination of the Bachelor's programme. Furthermore, the Examining Board determines whether the content of the free-choice component contributes to the learning outcomes of the study programme.
6. If the Examining Board did not give their approval, the student again consults with the study advisor to either adapt the argumentation and/or the examination programme. A negative decision will be motivated by the Examining Board.
7. The relevant Examining Board makes a decision within four weeks after the request has been submitted, or if the deadline falls on a scheduled holiday, within 14 days after the holiday. The Examining Board can postpone the decision for no more than 14 days. The student will be notified about the postponement before the expiration of the deadline referred to in the first sentence of this clause.

8. The student can request a change in an approved programme or in a programme that has been submitted for approval to the Examining Board via the student information system by following the procedure described above. It is possible to request a change until the day before the last interim examination in an approved individual examination programme.

Article 5 Approval of a flexible programme

1. The Examining Board decides on a request for permission to follow a flexible programme.
2. The Examining Board indicates which study programme offered by Wageningen University is most compatible with the flexible programme and determines whether it is coherent and the level complies with the learning outcomes of that study programme.
3. The preconditions and procedure for requesting a flexible program and the corresponding criteria are specified in the regulation on Flexible Bachelor's and Master's programme Wageningen University: Wageningen UR > Education & Study programmes > Current students > Examining Boards under 'Flexible Programme' (<http://www.wageningenur.nl/en/Education-Programmes/Current-Students/Examining-Boards.htm>)

Article 6 Final examination: result, diploma, graduation ceremony

1. Wageningen University ascertains that a student has passed the final examination (in the Bachelor's or Master's programme) as soon as passing marks for all subjects from the have been registered in the student information system.
2. As an exception to the provisions in clause 1 of this Article, the student also passes the Bachelor's final examination if a mark of five (5) is earned for one of the interim examinations in the first-year programme. This exception is on the condition that all other first-year subjects have been passed during the first year of enrolment for the BSc study programme.
3. During a meeting of the Examining Board, it ratifies the automatically determined result of the final examination in accordance with clause 1 or 2.
4. As proof that the Bachelor's and Master's final examination has been passed, the Examining Board issues a degree certificate. This takes place after the university administration has declared that the procedural requirements for issuance have been met. The degree certificate is signed by the secretary and one other member of the Examining Board.
5. The final examination date is the date on which the last passing mark has been entered in the student information system, or if this date is later: the date of approval of the (amended) individual examination programme. The final examination date is also the date on the degree certificate.
6. During the academic year, there are 11 opportunities when a degree certificate can be awarded. For Bachelor's and Master's students, there are two and five graduation ceremonies per year, respectively.

Article 7 Designation 'cum laude'

1. Students who have demonstrated exceptional competence in their final examination are awarded the designation 'cum laude' by the Examining Board. In that case, the designation 'cum laude' is placed on the degree certificate.
2. In any case, the Examining Board awards the designation 'cum laude' to a *Bachelor's final examination* if all the following conditions are met:
 - a. all study units of the individual examination programme have been passed or given a satisfactory testimonial;
 - b. the weighted average of all marks for interim examinations in the individual examination programme, excluding the BSc thesis, is at least 8.0;
 - c. the mark for the BSc thesis is at least 8.0.
3. The Examining Board awards the designation 'cum laude' to a *Master's final examination* if all the following conditions are met:

- a. the weighted average of all marks for interim examinations of the study units of the individual examination programme is – excluding the marks for the MSc thesis, the MSc internship or a second MSc thesis – at least 8.00;
 - b. the mark for the MSc thesis in the specialisation/major is at least 9.0;
 - c. the MSc internship or second MSc thesis, and an additional MSc thesis or MSc internship (if any), are assessed with a mark of at least 8.0.
4. Students who have been granted full or partial exemption for components of the approved individual examination programme on the basis of a study programme at a different institution for higher education are not eligible for the designation 'cum laude', unless the Examining Board decides otherwise.
 5. The rules for the designation 'cum laude' apply without exception to the flexible programmes.
 6. The Examining Board has the authority to deviate from the rules for awarding the designation 'cum laude'.

Chapter 3 Interim examinations: Examiners, assessment, result

Article 8 Appointing Examiners

1. The Examining Board appoints Examiners on the recommendation of the relevant chair group. The Examiners are responsible for giving interim examinations and determining the results.
2. The Examining Board has adopted the following requirements for designating candidates as an Examiner:
 - a. Examiner for courses (including the Academic Master Cluster - AMC)
 - Basic Qualification for Education (BKO) successfully completed, or other demonstrable experience in education, and
 - involvement with the course as course coordinator or lecturer
 - b. Examiner for thesis and internship
 - Doctoral degree or other demonstrable experience with the relevant subject matter, or a member of a Graduate School in the corresponding field.
3. The Examining Board ensures that the Examiners assess the interim examinations in accordance with the assessment policy and act in accordance with the Education and Examination Regulations and these Rules and Regulations.
In cases where a specific interim examination is assessed by multiple Examiners, the Examining Board appoints a lead Examiner.
4. For each chair group, where possible, the same individual is appointed as Examiner for all theses to ensure that the theses are assessed in a similar fashion.

Article 9 Assessment of interim examinations, announcing results, inspection of the interim examinations

1. The interim examination is the assessment whether the student has met the requirements for passing the course (the learning outcomes).
2. The Examiner is responsible for the assessment of the interim examination.
3. For all study units (courses, AMC, theses and internships) the assessments are expressed as a mark on a scale from 1 to 10. In exceptional cases (for example for study units/courses consisting of a series of excursions) the Examining Board can give permission beforehand to assess the result with a testimonial (satisfactory/unsatisfactory).
4. Marks lower than 6 are rounded off to whole points. Marks higher than or equal to 6 are rounded off to half points.
5. A subject is passed if one of the following conditions is satisfied: the mark for the subject is at least 6 (after rounding off), a satisfactory testimonial is awarded or an exemption is granted.
6. The course guide describes possible partial interim examinations and how the results of these partial examinations determine the final result for the examination of the course. This description

- may not be contrary to the rules determined in the Study Handbook. The results of partial interim examinations for a course are recorded by the Examiner in his or her own administration;
7. The thesis and internship are assessed by at least two experts, being the Examiner and the internal supervisor of the thesis or internship.
 8. The Examiner is responsible for the timely registration and announcement of the results of an interim examination via the student information system, within the deadlines referred to in the Education and Examination Regulations.
 9. The Examiner organises inspection of the interim examination during a consultation about the completed work according to the relevant guidelines laid down in the Education and Examination Regulations.

Article 10 Validity period of passed interim examinations

The validity period of the results of passed interim examinations and partial interim examinations is specified in the Education and Examination Regulations. Under exceptional circumstances, the Examining Board is authorised to extend the validity period at the request of the student.

Article 11 Retention period of assignments and completed interim examinations

1. The Examiner retains the interim examination assignments, the answer keys, the assessment strategy and the course guide for a period of two years from the date of the interim examination.
2. The Examiner retains the completed interim examinations and the internship reports for a period of two years from the date the results are announced.
3. The Examiner is responsible for ensuring that the theses (BSc and MSc) are permanently stored with the corresponding signed assessment forms and corresponding materials, if any. For the MSc thesis, this is done by uploading theses to the Thesis Online depot of the Wageningen University central library. For the BSc thesis, the Examiner is responsible for archiving; this can also be done in the Thesis Online depot.

Chapter 4 Interim examinations: exemptions

Article 12 Exemptions: previously acquired knowledge, conscientious objections, dissection-free variant

1. If a student has previously acquired knowledge and competencies which are essentially equivalent with the learning outcomes of a subject that is part of the individual examination programme, the Examining Board, on a written request by the student, can grant an exemption from the interim examination. For this purpose, the Examining Board requests advice from the relevant Examiner.
2. For students transferring from an institution of higher education with which Wageningen University has a cooperation agreement, the Examining Board, if applicable, can grant an exemption by applying the grounds specified in the agreement of Wageningen University with that institution.
3. The Examining Board can grant exemption from a mandatory practical assignment based on conscientious objections. The student requests such an exemption from the Examining Board at least two months before the practical assignment is scheduled. The Examining Board can determine that the student must complete a substitute practical assignment.

If a dissection-free variant exists for a course, the student can submit a request to the Examining Board to substitute the course in his individual examination programme with this variant. The conditions under which a request can be made for taking a dissection-free variant are described in the course guide for the relevant course.

Chapter 5 Interim examinations: course of affairs

Article 13 Registration for interim examination

1. The Education and Examination Regulations contain a provision that students are required to register for courses and interim examinations, and that registration for a course also entails registration for the corresponding interim examination (Article 32 Education and Examination Regulations).
2. Students can also register for just the interim examination.
3. During the registration period, students can cancel their registration for an interim examination.

Article 14 Monitoring of preconditions for taking interim examinations

The Examiner determines whether the preconditions (if any) for taking the interim examination have been met. The preconditions are specified in the Study Handbook or the course guide for the course.

Article 15 Failure to take the interim examination

1. A student who has registered for an interim examination and who does not cancel this registration in a timely fashion, but does not wish to take the examination, can request the Examiner to reject this registration. This is allowed until the moment that the interim examination actually begins. This rejection is reported with the designation 'A.V.' (*'rejected on request'*). A 'A.V.' is not considered to be a result. Any previous mark on the interim examination retains its validity.
2. The interim examination of a student who has not cancelled his registration on time, and has not requested the Examiner to reject the registration, but still does not take the examination, is given the assessment 'N.V.' (*'did not appear'*). An 'N.V.' is considered to be an earned result. If a 'N.V.' is given, any previous mark becomes void.
3. A student who has been given the assessment 'N.V.' for an interim examination is excluded from participation in the first subsequent interim examination opportunity, unless the Examiner determines that the student has made an acceptable appeal based on force majeure or personal circumstances. The student must submit this request in writing to the Examiner within two weeks after the interim examination for which he has received an 'N.V.'

Article 16 Examination method

1. The Study Handbook specifies for each course the examination method.
2. The Examiner is responsible for ensuring that the students understand the requirements for the interim examination in time. These requirements are listed in general terms in the Study Handbook and in greater detail in the course guide. The definitive subject matter for the interim examination will be announced no later than the beginning of the education period.
3. The Examiner is responsible for ensuring that the questions and assignments on the interim examination are clear, cover all the *learning outcomes* in a balanced fashion and do not go beyond the specified subject matter.
4. The magnitude of an interim examination must be such that the student has sufficient time to answer the questions. The duration of the interim examination will be announced beforehand in the schedule on the Internet and on MyPortal.
5. In exceptional cases, the Examining Board can allow the student to take the interim examination in a different way than described in the Study Handbook and/or at a different time. If applicable, the student must cancel his registration for the original interim examination.

Article 17 Rules on the course of affairs during interim examinations, general aspects

1. The Examiner is responsible for keeping order during the interim examination.
2. An interim examination is given in writing or orally. A computer interim examination is a written examination.
3. To take the interim examination, the student must be present on time. A student who is not present on time will not be permitted to take the examination, unless the Examiner (or his replacement) decides otherwise.

4. During an interim examination, the student must be able to show identification: a WURcard in combination with a valid, legal proof of identity (passport, identity card or driver's license).
5. Students are required to follow the instructions of the Examining Board and/or the Examiner that are published before the interim examination is given, and the instructions that are provided during the examination itself.
6. If a student does not comply with the provisions in clauses 4 and 5 above, the Examiner or invigilator is authorised to exclude him from further participation in the relevant interim examination. In case of such exclusion no result from the interim examination will be determined. The Examiner reports this to the Examining Board.

Article 18 Supplementary provisions concerning the course of affairs related to written interim examinations

1. When taking written interim examinations, the surveillance protocol prepared by the Examining Boards is applicable.
2. During a written interim examination, the Examiner can appoint an invigilator to replace him.
3. During each interim examination, the Examiner, or a member of staff with substantive expertise who is appointed for this purpose by the Examiner, must be accessible by telephone.
4. During an examination, students can have only the following items on their desks: the assignments, paper to work out the assignments, writing instruments (without a case) and a ruler. Only with permission of the examiner, the following items are also permitted: electronic calculator, literature or other study material.
5. The use of a mobile phone or other electronic communication devices is not allowed; such devices are also not allowed as a replacement for an electronic calculator.
6. The use of simple, non-explanatory dictionaries is permitted.
7. The use of handbooks, legislation or other sources during the interim examination is permitted only if this has been specified in the Study Handbook and/or the course guide. This permission must also be stated on the examination form.
8. Handbooks, dictionaries, or other reference sources must be free of notes and note sheets, unless these are explicitly permitted by the Examiner or invigilator. Students are obligated to show any materials they have in their possession to the Examiner or invigilator, and to hand over these materials if asked to do so.
9. Interim examinations taken on a computer must be taken on computers provided for that interim examination by Wageningen University.

Article 19 Supplementary provisions concerning the course of affairs related to oral interim examinations

1. In mutual consultation, the first Examiner and student determine when the oral interim examination will be taken.
2. Before taking an oral interim examination, the Examining Board appoints a second Examiner, who attends the interim examination and can also participate in the interrogation. This Examiner will be announced to the student in advance.
3. In exceptional cases, the Examining Board can decide that the oral interim examination will not be taken in public.

Article 20 Supplementary provisions concerning written assignments

1. The Examiner checks written assignments for plagiarism. A plagiarism scanner can be used.
2. To facilitate plagiarism monitoring, the Examiner can place certain requirements on the submission of the written assignments.

Chapter 6 Interim examinations: Fraud

Article 21 Fraud: definition and prohibition

1. Students are forbidden to commit fraud. If a student commits fraud, the Examining Board can take measures that are described in the law and in these regulations.
2. Fraud is defined as committing, or providing the opportunity to commit, the actions summarised in this clause:
 - a. participating in the interim examination without being entitled to do so;
 - b. during the interim examination, possessing or using books, syllabuses, notes or material, whether written, electronic or online, which are expressly prohibited according to the Study Handbook, the course guide or the present chapter of these regulations;
 - c. during the interim examination, cribbing or sharing information with other students or third parties, in any fashion whatsoever, inside or outside the examination room;
 - d. during the interim examination, impersonating someone else;
 - e. allowing yourself to be impersonated by someone else during the interim examination;
 - f. changing or exchanging the distributed question forms and/or answer forms with others;
 - g. before the date or time on which the interim examination is taken, to be in the possession or to take possession of the questions or assignments of the relevant interim examination;
 - h. committing any form of plagiarism, including copying, paraphrasing or translating the work of another author in a paper, thesis, or any other form of text that is part of education without indicating that this is a quotation and without correctly reporting the source;
 - i. during the interim examination, to have calculators, computers, mobile phones or devices with comparable functions, unless this is been explicitly permitted in advance by the Examiner;
 - j. any fraudulent act or omission by or on behalf of the student that wholly or partially hampers or prevents a correct assessment of the knowledge, understanding and/or skills of the student.

Article 22 Procedure following detection of fraud, measures and sanctions

1. If fraud is detected during or with respect to an interim examination, or if there is serious suspicion of fraud, then the Examiner or the invigilator immediately informs the student concerned and makes a note on the work that is submitted by the student. In addition, the Examiner or invigilator confiscates any evidence of fraud. The student can continue to work on his or her interim examination.
2. As soon as possible after the interim examination during which fraud was detected, or, if the Examiner or invigilator was unable to immediately ascertain whether fraud has actually been committed, as soon as possible after suspected fraud was detected, the Examiner or invigilator will make a written report about the fraud. If the student concerned has refused to hand over possible evidence, then this is noted in the report. The Examiner submits this report to the Examining Board and can propose sanctions. The Examining Board gives the student the opportunity to submit written commentary on the report or to be heard.
3. Depending on the severity of the fraud, including repeated fraud, the Examining Board can impose the following sanctions:
 - a. reprimand;
 - b. the decision that no result will be determined for the corresponding interim examination;
 - c. exclusion from the corresponding interim examination for no more than one year;
 - d. exclusion from the final examination for no more than one year;
 - e. exclusion from one or more interim examination periods and exclusion from practicals; theses and internships, or any other practical assignments during one or more educational periods;
 - f. during a period of no more than one year, suspending the assessment of papers, written reports or theses;
 - g. a combination of the above measures.

In the context of group education, if the Examining Board ascertains group fraud, then the sanctions referred to in a-g above can be applied to all members of the group that has committed fraud.

4. If the Examining Board imposed a sanction sentenced for serious fraud, and, moreover, is of the opinion that the seriousness of the fraud will justify, it may propose that the Executive Board terminates the enrolment of the student concerned. The Executive Board then makes a decision.
5. The Examining Board informs the student(s) in writing about the sanction(s) that have been imposed, and keeps a copy of these documents in its archives.

Chapter 7 Adaptations for students with a disability or chronic illness

Article 23 Studying with a disability or chronic illness: adaptations

1. A student with a disability or chronic illness can request the Examining Board, acting on behalf of the Executive Board, to adapt the interim examination to his situation or limitations and/or to take additional measures to allow the student to participate successfully in education.
2. The regulation 'Studying with a functional limitation describes the facilities and procedures. This regulation is part of the Student Charter, <http://www.wageningenur.nl/en/Education-Programmes/Current-Students/20152016StudentCharter.htm>

Chapter 8 Appointment and procedure of Examining Board, assessment policy

Article 24 Appointment and composition of the Examining Board

1. The Executive Board has established four Examining Boards: one for each group of study programmes. The members of the Examining Boards and their contact information are listed the Internet: <http://www.wageningenur.nl/en/Education-Programmes/Current-Students/Examining-Boards.htm>
Each Examining Board has a chair, a secretary, a deputy secretary and one or more regular members.
2. Within the frameworks established by law, the Management and Administration Regulations of Wageningen University (BBR), the Education and Examination Regulations and other regulations, the Examining Board operates professionally and independently. It performs all the tasks with which it is entrusted by law.
3. The Executive Board appoints the members of the Examining Board to their function following nomination by the Examining Board concerned. The Executive Board can deviate from the nomination with a substantiated decision.
4. The members are appointed for a term of four years. The members can be reappointed.
5. Regarding the qualifications of the members and the composition of the Examining Board:
 - a. at least one member of the Examining Board must be associated as a lecturer (with one of the study programmes governed by the Examining Board;
 - b. at least one member of the Examining Board must originate from outside the study programmes governed by the Examining Board. This member can be employed outside Wageningen University;
 - c. members of the Examining Board are highly knowledgeable about one or more of the study programmes of the group of programmes governed by the Examining Board;
 - d. members of the Examining Board are not a member of the Executive Board or bear no financial responsibility otherwise within Wageningen University. Members of the Examining Board are not a member of a programme committee nor can they be a study advisor in one of the programmes governed by the Examining Board;

- e. members of the Examining Board comply with the profile for their position.

Article 25 Meetings and procedures of the Examining Board

1. The Examining Board meets 11 times per year.
2. The meetings of the Examining Board are closed to the public. The members of the Examining Board each have an equal vote. Decisions are taken by a simple majority of the members present. Before decisions can be taken, a quorum of three members is required for the Examining Board. In case of a tied vote, a proposal is rejected. The Examining Board can invite external parties to attend a meeting. These parties do not have voting rights.
3. The Examining Board can decide to mandate its rightful competencies to the chairperson and/or secretary to the extent this is not in conflict with the Act or these regulations. The Examining Board records these mandates in writing and includes them in the annual report.
4. The Examining Board can request advice from experts inside or outside Wageningen University.
5. The Examining Board records all its decisions in writing – and where possible in the electronic system as well – and ensures that these decisions are placed in the Board archives. If a decision concerns a student, the Examining Board notifies the student about the decision.
6. For each academic year, the Examining Board formulates an annual plan.
7. The Examining Boards make a joint report to the Executive Board about each academic year. The annual report addresses the realisation of the annual plan of the Examining Board and the other topics that must be included in the report according to the agreements with the Executive Board.

Article 26 Quality assurance, assessment policy

1. To properly assure the quality of interim examinations and final examinations, the Examining Boards of Wageningen University have prepared institution-wide guidelines and instructions for assessment. These guidelines and instructions include the following:
 - a. the method of testing whether the student has met the learning outcomes;
 - b. the procedures for testing in individual teaching methods;
 - c. the role of assessment strategies and assessment criteria in the examination per course;
 - d. the supervision on these aspects by the Examiners and the Examining Boards.
2. The Examining Board monitors compliance with the guidelines and instructions and can give instructions to the Examiners – in line with the guidelines and instructions – relating to the examination.
3. The Examining Boards review whether the guidelines and instructions of Wageningen University are actually being implemented by doing the following:
 - a. monitoring whether *assessment strategies* have been prepared for all courses. The assessment strategies specify how the learning outcomes are covered by the tests,
 - b. evaluating the quality of the tests together with the Examiners based on the assessment strategy and the assessment criteria for each subject,
 - c. obtaining the opinions of students about the quality of testing and assessment by means of course evaluations,
 - d. monitoring whether assessment strategies are also part of the peer review of courses,
 - e. monitoring the quality of the thesis assessments,
 - f. consulting periodically with the Programme Director.

Chapter 9 Complaints and Appeal

Article 27 Right to submit complaints

All students (current, prospective or former students) or *extranei* are entitled to submit a complaint about the behaviour in a particular matter of a body, committee or department of Wageningen University or a person who is employed by Wageningen University. The 'concerned party' can submit the complaint to the central digital desk 'de Faciliteit' (faciliteit@wur.nl, see Article 29). Before the concerned party

submits a complaint, he should try to reach an amicable solution by himself or if required by the student, through mediation by a student counsellor.

Article 28 Right of appeal

1. A concerned party can appeal against all decisions referred to in Article 7.61 clause 1 WHW. These are primarily the following decisions:
 - a. all decisions of the Examining Board or the Examiner;
 - b. decisions based on the provisions in Article 7.29 of the WHW regarding the admission test Colloquium Doctum;
 - c. decisions of the Bachelor's admission committee and the Master's admission committees;
 - d. the decision to de-enrol a student or refuse re-enrolment based on a binding negative study advice.
2. The appeal must be submitted within six weeks after receipt of the decision to the Examination Appeals Board (CBE). For this purpose, the concerned party submits a notification of appeal to *de Faciliteit*.

Article 29 Procedure

The exact method for submitting a complaint or appeal to the *de Faciliteit* and the corresponding procedures are described in the Student Charter > Legal protection.

Chapter 10 Final provisions and implementation

Article 30 Changes

1. Changes to these Rules and Regulations are adopted jointly by the Examining Boards of Wageningen University.
2. No changes are made that apply to the ongoing academic year, unless it can be reasonably assumed that the interests of the students will not be harmed as a result or the changes are necessary due to a statutory obligation.

Article 31 Publication

The Executive Board and the Examining Boards are responsible for suitable publication of these Rules and Regulations and any changes to them.

Article 32 Date of enactment

The Rules and Regulations were adopted on 3 November 2015 by the Examining Boards of Wageningen University and come into effect on 1 September 2015.