



Faculty of Sciences

Rules and Guidelines for examinations

Art. 1 Examination Board

- 1.1 The members of the Faculty of Sciences Examination Board, hereafter referred to as the faculty examination board, are appointed by the Faculty Board. The Faculty Board also appoints a chairperson from among these members. There are a total of eleven members.
- 1.2 Faculty examination board decisions are taken by majority vote. The board's decisions must be taken by at least half of the members.

Art. 2 Sub-boards and day-to-day matters

- 2.1 The faculty examination board has five sub-boards, one for each cluster of Bachelor's and Master's programmes:
 - in Chemistry and Pharmaceutical Sciences,
 - in Physics and Astronomy,
 - in Mathematics, and Business Mathematics and Informatics,
 - in Computer Science, Artificial Intelligence, and IMM/Information Sciences,
 - in Medical Natural Sciences.The sub-boards are designated accordingly. Each sub-board has no more than three members. The first four sub-boards mentioned above are disjoint.
- 2.2 From among their members, the sub-boards elect an executive board, consisting of a chairperson and a secretary.
- 2.3 Day-to-day matters in the faculty examination board are dealt with by the sub-boards.
- 2.4 Sub-board decisions are taken by majority vote.

Art. 3 Approval of selected subjects

- 3.1 The selected group of optional subjects requires written approval from the relevant sub-board. The same applies with respect to exemptions to, and departures from, the programme set out in the Academic and Examination Regulations (AER). With regard to such matters, the board will examine the cohesion between individual elements of the group of selected subjects, and the level of the subjects in question.
- 3.2 Examination candidates must submit their definitive selected subjects for the Bachelor's degree examination to the relevant sub-board for approval, at least six months before applying for the final examination. The selected subjects for the Master's examination must be submitted for approval no later than six months after the start of the Master's programme. The sub-board will decide on this matter within a month, and will inform the student of its decision. A copy of the decision is kept in the student's file at the Education Office.



Art. 4 Applying for the final examination

- 4.1 Candidates who wish to register for a final examination can do so at the Education Office, in accordance with the rules and deadlines published by that office.
- 4.2 When registering, candidates must see to it that their group of selected subjects has been approved, and that they have either a pass mark or an exemption for each component subject.
- 4.3 A special rule applies to applications for final examinations in August. The Education Office will publish details of this at the start of the academic year.

Art. 5 Sitting final examinations

- 5.1 The date on which candidates sit the final examination (examination date) is the same as the date for the scheduled meeting of the sub-board in question.
- 5.2 Final examinations are held each month, with the exception of July. The final examination dates are set in consultation with the Education Office, and are published at the start of the academic year.
- 5.3 A special rule applies to sitting final examinations in August. The Education Office will publish details of this at the start of the academic year.

Art. 6 Final examination results

- 6.1 In the course of its meeting, the sub-board in question determines the results of the final examinations. Examination candidates who have obtained a pass mark for all examination components have passed the entire final examination.

Art. 7 Degree certificate

- 7.1 As proof that a candidate has passed the final examination, the sub-board in question awards a degree certificate (diploma) signed by the chairperson of this sub-board and by the dean of the faculty.
- 7.2 At the degree award ceremony, the successful examination candidate is given a diploma supplement, signed by the chairperson and the secretary of the sub-board in question, and containing the final results achieved in each of the examination components.
- 7.3 The sub-board can assign a degree classification to a degree certificate. The only degree classification used by the faculty is “cum laude”. This classification is recorded in the diploma supplement.
- 7.4 In theory, the award of a degree classification of “cum laude” is subject to the following 3-points criterion:
- the weighted average mark (with credits) is at least 8;



- less than 50 percent of the selected subjects consist of exemptions (measured in credits);
- none of the marks obtained is below 7.

In special cases, the sub-board may only depart from the rule set out in point three, in the student's favour.

Art. 8 Degree ceremony

- 8.1 The degree ceremony takes place during a public meeting of the examination board. Other procedures are available to students, upon request.
- 8.2 The dates of degree ceremonies are set in consultation with the Education Office, and are published at the start of the academic year.

Art. 9 Signing authority

- 9.1 The chairperson and secretary of a sub-board sign the degree certificate, the diploma supplement and the examination sheet in their respective capacities as chairperson and secretary of the faculty examination board.
- 9.2 In the absence of a sub-board's chairperson or secretary, another member of the examination board can stand in for the individual in question.
- 9.3 On behalf of the faculty examination board, a member of a sub-board signs the final random sampling check on the examination results entered and checked by the Education Office.

Art. 10 Academic misconduct

- 10.1 If examiners observe or suspect academic misconduct, they are required to submit a written substantiated report of the incident to the sub-board in question, using an academic misconduct protocol supplied by the Education Office.
- 10.2 Following this report, the sub-board in question launches its own investigation.
- 10.3 If the investigation referred to in paragraph 2 reveals evidence of academic misconduct, the sub-board can deny the student the right to sit one or more interim or final examinations. The examination board may give guidelines and instructions to examiners concerning the evaluation of the person sitting the examination, and with regard to determining the result of the examination.
- 10.4 The exclusion referred to in paragraph 3 applies for a maximum of one year, and cannot be deferred by an appeals procedure.



Art. 11 Amendments

- 11.1 Amendments to these Rules and Guidelines (R&G) are made by a separate decision of the faculty examination board. This requires a two thirds majority of the members of the board.
- 11.2 Amendments which affect the current academic year and/or the subsequent academic years are only applicable to students whose interests are not damaged by them, by any reasonable assumption.

Art. 12 Unforeseen situations

- 12.1 In cases that are not provided for by these regulations, the decision of the faculty examination board is final.

Art. 13 Appeals procedure

- 13.1 A student can lodge an appeal with the Examination Appeals Board of the VU University Amsterdam against a decision taken by the examination board or by an examiner appointed by that board.

Art. 14 Date of commencement

- 14.1 These rules and guidelines come into force on 31-08-2007.