

EST – Guide on Regulations for Students

(In addition to the EST Programme Guide)

Specific Pre-master regulation

- **Maximum of 2 test attempts for each course in pre-master**
(in case a course has partial exams, pre-master students have max. 2 attempts for each partial exam as well)
- **Maximal registration period in the pre-master's trajectory is 1 year**
(also for part time students!)

Exams: frequency, periods, registration and withdrawing from registration

- Each academic year, two opportunities are offered to take a written or oral exam for a specific course.
 - a. There is always one opportunity to sit an exam at the end of the period in which the applicable course has been taught.
 - b. A second opportunity to sit an exam is (in general) offered in the subsequent period.
- The aforementioned also applies to courses that are evaluated with an assignment: there are again two opportunities to submit an assignment; the first opportunity at the end of the period in which the course study has been taught; the second opportunity at the end of the subsequent period.
- This implies that also assignments/papers have strict (timely announced in the course's Canvas environment) deadlines.
- If a student fails to submit an assignment / a paper timely, then the teacher will grade it with 'Insufficient', which will be registered in Osiris.
- A student can only participate in a course if he/she has timely enrolled in the course before the start of the course via OSIRIS (and - via Osiris - in Canvas).
- Registration for the course implies also registration for the 1st exam.
- In case a student did not pass the 1st exam, then he/she needs to register again (via Osiris!) for the 2nd attempt, in case it concerns a written test. This has to be done between 40 and 14 days before the scheduled exam/deadline by the student himself/herself.
(For assignments it is not possible/necessary to register for retakes via Osiris. Instead, this is done via communication with the teacher of the course.)
- If an exam has been completed successfully (final grade 5.5 or more) then this grade is final. If a student (due to exceptional circumstances) would like to improve the grade, he/she has to send a motivated written request to the Examination Board.
- Only the Examination Board can make exceptions regarding the number of times that a student can take an exam and the mode in which exams can be taken.
- Only the Examination Board can grant a student, at his/her request, an exemption from an exam or practical exercise. If applicable, the involved teacher/examiner will be consulted first.

Exam formats and information about the exams

- Before the start of a course or at the first meeting of the teaching period of a course, the responsible teacher/examiner will publish the following information about the exam in Canvas:
 - a. the exam requirements (i.e. which material will be examined)
 - b. further information about the mode of examination
 - c. the aspects and criteria that will play a role in the assessment/grading of an exam and/or assignment (a **rubric**)

d. in case of a series of tests or a combination of exam formats, the weight to be attributed to each of the constituent elements in determining the exam's final result.

- The student has the right to view model exam questions, trial exams or representative past exams, including the corresponding model answers and norm criteria for the evaluation.

Confirmation and publication of the exam results

- The teacher will grade a written exam/assignment and will have registered the grades in Osiris within 15 working days.
- The result of an oral exam is made known to the student within one working day.
- Should the teacher/examiner not be able to meet the term due to extraordinary circumstances, he/she reports this with reasons to the Examination Board and the students.
- If a course has been passed (i.e. graded 6 or more) then this grade is final.
- If a student wants to improve a sufficient grade then he/she must have a written confirmation of the Examination Board. [This confirmation can be obtained from the Examination Board by submitting a written, motivated request to the Examination Board]
- If the quality of an exam or assignment is not sufficient (in Osiris: 'NVD'= (in Dutch: *Niet Voldaan*) this grade counts as a first attempt. Such an insufficient first attempt will also be registered in Osiris if a student does not hand in the paper/assignment at due date.

Right of inspection and justification

- Since the examiner has to justify the results of an exam/assignment in writing or orally, the student may (if no plenary discussion is held), submit a request for a post-hoc individual discussion to the examiner within ten working days of publication of the exam results. An individual or plenary discussion must be held within five weeks of publication of the exam results. After this term of five weeks the student will no longer have the right to a post-hoc discussion of his/her exam work and the justification of the assessment by the examiner.
- During inspection of the exam the student is not allowed to copy or reproduce any of the examination materials, in any possible way.

Class attendance

Students are obliged to attend all classes of courses that contain seminars and/or practicals.

Language:

The language of instruction in the master's programme is English (except for temporary decisions by the Examination Board to allow study programme parts in Dutch).

This means:

- All study materials are in English
- All classes (seminars, workshops, practicals, and others) are taught in English
- All written examinations and interim examinations are in English
- All papers/assignments have to be submitted in English
- All presentations (including the Final Presentation) are prepared in English

Course evaluations

In order to inform the programme committee and the programme director fully and thus to ensure a reliable quality control, **students are obliged to complete the paper-based or online course evaluation forms.**

Upon having received the results of the course evaluations, the teachers will respond to the results stipulating how they will anticipate to the results.