

Health Sciences Examination Board Internal Regulations

PREAMBLE

The Health Sciences Examination Board has been set up for the Health Sciences Bachelor's degree programme and Master's degree programme. Words importing the masculine gender in these Regulations include the feminine.

Article 1 General provisions

Examination Boards are independent bodies and perform an essential and authoritative role in testing and testing policy at programme level. Each programme or group of programmes must have an Examination Board. Examination Boards operate on the basis of the role, responsibilities and duties set out in the Higher Education and Research Act (*WHW, Wet Hoger Onderwijs*) and on the basis of demonstrable independence and expertise. An Examination Board must have internal regulations setting out its independence, delegated tasks and meeting frequency.

Article 2 Composition of the Examination Board

- 1)
 - a. The Dean shall appoint the members of the Examination Board on the basis of their expertise in the field of the programme or group of programmes concerned.
 - b. The Dean shall ensure that the Examination Board is able to operate in an independent and expert manner.
 - c. The Dean shall consult the members of the Examination Board concerned before appointing a member nominated by the programme management.
- 2)
 - a. The Examination Board shall consist of a minimum of five and a maximum of seven members.
 - b. The Examination Board shall elect a vice-chair from among its members.
 - c. The members of the Examination Board shall not be part of the programme management.
 - d. At least one member shall be from outside the programme and shall be expert in the areas of responsibility of the Examination Board.
 - e. The members, excluding those from outside the programme, shall be closely involved in the Bachelor's and/or Master's degree programme (preferably with experience of module coordination) and in possession of a UTQ (University Teaching Qualification) and in future possibly an SEQ (Senior Examination Qualification). The main areas of study in the Health Sciences programmes, as stated in the Programme-Specific Appendix, must be represented on the Examination Board through its members.
 - f. The Examination Board may ask staff involved in the programme, e.g. the Programme Director, Programme Coordinator, Module Coordinators, Study Adviser, abactis for advice.
- 3)
 - a. The Executive Committee (EC) shall consist of the chair and vice-chair.
 - b. Voting rights are reserved for the members of the Examination Board.
 - c. The Examination Board shall take decisions by a simple majority vote. In the event of a tie, the chair shall have the casting vote.
 - d. Decisions may only be taken by the Examination Board if at least two members of the Examination Board are present.
- 4) The Examination Board shall be assisted by the abactis and a staff member of the Educational Affairs Office acting as minutes secretary.
- 5) The term of office of Examination Board members shall be two years. They may be reappointed a maximum of two times.
- 6) All members should preferably not be replaced at the same time, in order to guarantee the level of knowledge on the Examination Board.

- 7) The composition of the Examination Board shall be decided at the latest in the June prior to the academic year.

Article 3 Role and duties of the Examination Board

The Examination Board is be the body that shall determine, in an objective and expert manner, whether a student meets the conditions laid down in the Education and Examination Regulations with regard to the knowledge, skills and attitude required for obtaining a degree. To this end, the Examination Board shall supervise the construction of the testing and assessment system and compliance with the procedures and regulations concerning testing and examination. It is also the body to which students may submit requests and complaints concerning testing, examination, study schedules and all related matters.

Examination Boards shall themselves lay down rules for examinations without outside consultation. These shall be set out in a separate document, the 'Rules of the Examination Board'.

The Examination Board's duties are as follows:

1. General

- a. To establish guidelines and instructions within the framework of the Education and Examination Regulations in order to assess and determine the results of examinations
- b. To appoint the examiners;
- c. To assess irregularities in testing and examination;
- d. To draw up and revise the 'Rules of the Examination Board';
- e. To draw up and revise these internal regulations;
- f. To deal with student requests;
- g. To assess transitional arrangements;
- h. The Examination Board shall produce an annual report of its activities. The Examination Board shall submit the report to the Dean and discuss it with him.

2. Quality assurance of testing and examination

- a. The Examination Board shall periodically audit the entire testing system, from testing policy to the quality of individual tests, based on a protocol.
- b. The Examination Board shall periodically audit the quality of final projects.

3. Dealing with requests

- a. Establishing the composition of the graduation committees of the Bachelor's and Master's degree programme in accordance with criteria set out in the Rules of the Examination Board;
- b. Assessing requests for additional testing opportunities;
- c. Assessing study plans of students taking a track other than the regular track set out in the Education and Examination Regulations;
- d. Granting exemption from one or more study units or parts thereof based on previous passes in higher education examinations;
- e. Assessing flexible programmes for the Bachelor's and Master's degree programme;
- f. Dealing with other applications by students.

4. Awarding certificates and supplements

- a. Assessing whether students meet the requirements for the final Bachelor's and Master's degree audit;
- b. Awarding the distinction 'cum laude' to successful candidates;
- c. Issuing Bachelor's and Master's degree certificates and supplements by means of signing by the chair of the Examination Board – or the chair of the graduation committee, if mandated.

Article 4 The Examination Board's procedure

1. Meeting frequency

- a. The Examination Board shall in principle meet once a month and prior to the start of the new academic year.

- b. An additional plenary meeting may be convened on request by two of the members of the Examination Board.

3. Confidentiality

- a. The meetings of the Examination Board shall be closed.
- b. The Examination Board may ask the Study Adviser for advice on decisions to be taken involving individual students; the information provided on students in this connection shall be regarded as confidential.
- c. The agenda, minutes (including audio recordings) and meeting documents of the Examination Board shall be confidential.

4. Agenda and meeting documents

- a. The abactis, in consultation with the Study Adviser, a staff member of the Educational Affairs Office and the chair of the Examination Board, shall draw up the agenda and shall be responsible for compiling the meeting documents.
- b. The staff member of the Educational Affairs Office shall invite the members of the Examination Board to the meeting and shall be responsible for distributing the meeting documents.
- c. The staff member of the Educational Affairs Office shall be responsible for providing an overview exam applications and successful candidates in the form of updated study progress reviews. This relates to all successful candidates in the period between two plenary Examination Board meetings.
- d. The staff member of the Educational Affairs Office shall place student requests on which a decision from the Examination Board is required on the agenda.
- e. The abactis monitors the follow-up.

5. Reporting and filing

- a. The staff member of the Educational Affairs Office shall take minutes of each meeting of the Examination Board. These shall be approved at the next plenary meeting of the Examination Board.
- b. Students who are discussed at the Examination Board meeting shall be informed of the results in writing within two weeks of the meeting. A copy of the letter shall be filed by the staff member of the Educational Affairs Office in the file (JOIN) of the student concerned.
- c. The student concerned shall be informed of decisions taken by the Executive Committee (EC) within two weeks of the signing of the decision by the chair of the Examination Board.
- d. The staff member of the Educational Affairs Office shall manage the files of the Examination Board, in both a hard copy and an electronic version.
- e. The staff member of the Educational Affairs Office shall keep a database of decisions of the Examination Board in order to provide precedents.

6. Allocation of duties

- a. The chair shall chair the meeting, sign certificates, sign the pass records for the Educational Affairs Office, provide any feedback to the Dean and the Programme Director, recommend candidate members to the Dean, and draw up the annual report.
- b. In the absence of the chair, he shall be replaced by the vice-chair.
- c. Insofar as not ruled out by the law or these Regulations, the Examination Board may decide to mandate certain of its powers – with constraints if necessary – to the chair or one of the members of the Examination Board. For the details of the mandate see also Article 5 of these Regulations.
- d. The abactis is responsible for co-drafting the agenda, compiling the meeting documents, checking the minutes, drafting draft letters regarding decisions to students discussed in the examination committee, monitoring the progress of the action points, drafting the Rules of the Examination Board, drafting a list of examiners, informing students and teachers about the OER.
- e. The staff member of the Educational Affairs Office shall deal with practical matters (venue, luncheon, etc.).

Article 5 Mandates

In order to keep the efficiency of Examination Board meetings high and deal with matters meticulously, an Executive Committee (EC) has been set up to take interim decisions based on defined procedures. It is accountable to the plenary Examination Board meeting.

A mandate to all duties of the chair in case of his/her absence has been granted to the vice-chair.

A mandate to sign certificates has been granted to the following persons:

- a. The chair of the graduation committee for Bachelor's degree students taking their Colloquium individually and the vice-chair of the Examination Board;
- b. The chair of the graduation committee for Master's degree students taking their viva individually and the vice-chair of the Examination Board.

A mandate to sign supplements has been granted to the vice-chair.

The staff member of the Educational Affairs Office has been granted to:

- a. processing confirmation of successful completion of education
- b. processing of identical requests for exemption

Specific mandates formulated during an Examination Board meeting (with appropriate constraints) may be granted to enable matters not covered by the above mandate to be dealt with quickly.

Article 6 Facilities for the Examination Board

The department shall facilitate the work of the Examination Board and opportunities for training, advice and support.

Passed at the Examination Board meeting on 20 April 2020.

Appendix

Term of office

Board member	Appointed per	Retiring and eligible for reappointment	Retiring and not eligible for reappointment
P.M. Carrera	Januari 2016	Januari 2018 Januari 2020	Januari 2022
M. Hahnen-Florijn	Februari 2018	Februari 2020 Februari 2022	Februari 2024
J.G. van Manen	Januari 2016	Januari 2018 Januari 2020	Januari 2022
A.C. Bos-Nehles	September 2018	September 2020 September 2022	September 2024
H. Kip	September 2019	September 2021 September 2023	September 2025