



FACULTY OF SCIENCE

**Rules and Guidelines of the Examinations Board M.Sc. Logic
Academic year 2013-2014**

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 (*Wet op het hoger onderwijs en wetenschappelijk onderzoek*, WHW)) apply to the Master's programme in Logic, hereinafter referred to as “the programme”. These Rules and Guidelines apply to any person enrolled in this programme in the academic year indicated, regardless of the date on which he or she commenced the programme.

Article 1.2 - Definitions

The terms defined in the Teaching and Examination Regulations (Onderwijs- en Examenregeling, OER) also apply to these Rules and Guidelines. In these Rules and Guidelines, the following terms shall have the following meanings:

- a) *The Act*: the Dutch Higher Education and Research Act (*Wet op het hoger onderwijs en wetenschappelijk onderzoek*, WHW);
- b) *Examinations Board*: the Examinations Board of the M.Sc. in Logic, within the meaning of Section 7.12 of the Act;
- c) *Examiner*: the person appointed by the Examinations Board for the purpose of holding examinations and determining their results, within the meaning of Section 7.12c of the Act;
- d) *Examination*: an assessment of the student's knowledge, understanding and skills relating to a component. The examination can be held in many forms; typical forms are: *written classroom exams* (a written exam that takes place in a fixed room during a fixed time under the supervision of the examiner and/or invigilator(s)), *take-home exams* (a written exam that is done by the students at home and submitted before a fixed deadline), *oral exams* (an examination in the presence of the two examiners), *term papers* (research papers written by the students over a longer period of time), *presentations* (an oral presentation in front of the entire class), *homework exercises* (regular homework exercises to be handed in before a given deadline), or others. The assessment is expressed in terms of a final mark. The examination for a course may consist of one or more partial examinations. A resit always covers the same material as the original examination.

- e) *Invigilator*: the person appointed by an examiner to be present on his or her behalf (and if possible with him or her) during an examination. The examiner must ensure that the invigilator will not experience any conflicts of interests by performing his or her tasks as an invigilator;
- f) *Final examination*: the examination of the last component to be completed. In the M.Sc. in Logic, the last component is always the M.Sc. thesis. The final examination is also referred to as *thesis defense* (for details, cf. Article 4.7).
- g) *Graduation date*: the date stated on the diploma on which the degree is legally conferred. Cf. Article 5 for details.

The other terms have the meanings ascribed to them in the Act.

Article 1.3 – Principles

In making decisions, the Examinations Board or examiner shall be guided by the following principles, and in cases of conflict shall weigh the interest of one principle against that of the other:

- a) to uphold the quality and selection requirements of examinations;
- b) the efficacy of requirements as manifested in, among other things, efforts to minimise delays for students preparing for examinations;
- c) to show clemency towards students whose study progress is in danger of being delayed due to circumstances beyond their control.

2. *The Examinations Board*

Article 2.1 – Composition of the Examinations Board

The Examinations Board shall consist of at least a chairperson and a vice-chairperson.

Article 2.2 - Duties of the Examinations Board

The duties and powers of the Examinations Board are regulated in the Act. These include determining the rules for the execution of duties and powers and taking measures with regard to:

- a) determining objectively and professionally whether a student satisfies the requirements laid down in the OER with regard to the knowledge, understanding and skills required to obtain a degree;
- b) ensuring the quality of examinations;
- c) establishing guidelines and instructions within the framework of the OER as the basis for marking and awarding results in examinations;
- d) granting exemptions from (parts of) one or more examinations;
- e) taking measures in the event of fraud;
- f) appointing examiners to conduct examinations and determine their results;

- g) issuing the degree certificate, with the diploma supplement attached, as proof that the student has graduated;
- h) granting a student permission to take a set of electives, the examination for which will lead to the awarding of a degree;
- i) issuing transcripts to students, including students who have passed one or more examinations but for whom a degree certificate cannot be issued;
- j) granting students admission to the programme, in correspondence with the framework drawn upon in the OER;
- k) drawing up an annual plan and report on its activities.

Article 2.3 – Decision period for Requests to the Examinations Board

1. Petitions and complaints must be submitted to the Examinations Board with a letter explaining the reasons for the petition or complaint.
2. Any request to deviate from the curriculum must be submitted in writing, stating reasons, to the Examination Board not later more than eight weeks before the commencement date of the component for which the replacement is being requested. Such a petition will in any case be refused if the level and scope of the proposed replacement component(s) is/are not at least equal to those of the component to be replaced.
3. The Examinations Board shall take a decision within four weeks of receiving a written request at the latest (except in the months of July and August academic holidays).

Article 2.4 – Meetings of the Examinations Board

1. The entire Examinations Board shall normally meet at least twice per academic year, or more often if deemed necessary by its chairperson.
2. The agenda and minutes will be determined by the chairperson in consultation with the members.
3. This meeting is closed to the public.
4. Advisers may be consulted at the invitation of the Examinations Board. These advisers may attend all or part of the meetings as guests.
5. Decisions of the Examinations Board can also be reached by discussions via electronic mail.
6. In the event of a request or complaint involving a member of the Examinations Board, the matter will be discussed in that member's absence.
7. The Examinations Board shall make decisions by a majority of votes present; in cases where the votes are tied, the chairperson shall have the casting vote.

3. Examiners

Article 3.1 - Examiners

1. The Examinations Board shall appoint examiners on an annual basis to conduct examinations and 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 relevant information requested.

4. Examinations

Article 4.1 – Dates and times of examinations

1. Written classroom examinations shall be conducted on dates and times that shall be determined and made known to students under the responsibility of the Examinations Board at least 30 days before the commencement of the teaching concerned.
2. Other examinations shall be conducted at dates and times to be determined by the examiner(s), where possible following consultation with the student.
3. In determining the dates and times of examinations, the best effort shall be made to try to prevent examinations from coinciding, where relevant.
4. The set dates and times shall only be modified in exceptional circumstances and if all relevant parties agree.
5. The Examinations Board monitors compliance with the rules set out in paragraphs 1 to 4 inclusive. Students may report deviations from these rules to the Examinations Board.

Article 4.2 – Registration for examinations

1. Participation in an examination shall only be possible if students are properly registered for the component in time and in the prescribed manners and if they are registered in the University of Amsterdam's Student Information System (SIS). The UvA Course Catalogue describes the registration procedure.
2. Participation in the examination may be refused if the student does not register or fails to register in time. In exceptional circumstances the examiner can deviate from this.

Article 4.3 – Deregistering for examinations

In the event that a student fails to appear at the prescribed time for an examination for which he or she has registered, the examiner shall be entitled to record this as an unused opportunity to take that examination (by means of the mark of 'no show' (*niet aanwezig*, n.a.), with repercussions for the potential applications of other regulations relating to additional examination opportunities. The student may also be excluded from participation in the examination of the component during the current academic year.

Article 4.4 – Order during examinations

1. The examiner determines the order during examinations.
2. Special adaptations of the order during examinations for students with a disability are regulated by the OER and the *Nota Begeleiding van studenten met een functiebeperking Universiteit en Hogeschool van Amsterdam*.
3. Students must complete examinations entirely independently, unless determined otherwise by the examiner.
4. Students must follow all instructions from the Examinations Board, the examiner or the invigilator issued before, during or immediately after the examination. This also applies to instructions issued prior to the examination by way of the UvA Course Catalogue, the component website, Blackboard or Sakai. If a student fails to follow one or more instructions, he or she may be excluded by the Examinations Board or the examiner from further participation in the examination concerned, while taking into account the stated in paragraph 5. If a student is excluded, he or she will not receive a result for that examination (the mark/final mark will be recorded as 'no show' (*niet aanwezig*, n.a.)).
5. In case of doubt of the identity of the student, the examiner or invigilator may request proof of identity by means of valid proof of registration (student card) and a valid identity document, with a passport photograph showing a good likeness. Any students unable to identify themselves can be refused access to the examinations.
6. In the case of suspected fraud during an examination, the examiner has to send a written report of the incident to the Examinations Board.
7. For written classroom examinations, the examiner shall ensure that sufficient numbers of invigilators are appointed in order that the examination can proceed in good order. In the case of 50 or more students at least two invigilators are required to be present.
8. For written classroom examinations, students not enrolled in the class (see Article 4.2) may be refused admission to the examination room or may be asked to leave the examination.
9. For written classroom examinations, the duration of the examination shall be such that students can be reasonably expected to have sufficient time to answer the questions. Written classroom examinations have a maximum duration of three hours.
10. For written classroom examinations, no student may leave the room within the first 30 minutes of the exam. During these 30 minutes, students arriving late to the exam may be admitted at the discretion of the examiner or invigilator. In exceptional cases, the examiner or invigilator may deviate from this rule.
11. For written classroom examinations, the examiner or invigilator decides about the rules of leaving the examination room during the examination. Students who have left the examination room are bound by the rules of the exam and are not allowed to use aids not permitted by the rules of the examination while not in the examination room.

12. For written classroom examinations, students are not permitted to use aids such as mobile telephones, laptops and the like or study materials during an examination unless the examiner or invigilator gives explicit permission for this. If specific electronic equipment is permitted for the purpose of completing the examination, the examiner shall set further rules for this.
13. For written classroom examinations, in the event of detected or suspected fraud during an examination, the student shall always be permitted to complete the examination. Sanctions may be imposed by the Examinations Board in accordance with the Fraud and Plagiarism Regulations of the University of Amsterdam.

Article 4.5 - Assessment

1. Each examination shall consist in the examiner testing the candidate's knowledge, understanding and skills and assessing the results of that test.
2. Examination questions and problems shall never exceed the examination content announced in advance. Examination questions shall be clear and unambiguous and such that students can correctly judge how extensive and detailed their answers should be. The subjects of the questions shall be representative of the whole of the component content. The content and scope of the examination shall be fixed as from the commencement of the component and not subject to any change before the examination.
3. The manner in which the examination for each component will be administered will be announced in the UvA Course Catalogue before the component in question commences, specifying:
 - a) the form that the examination and/or resit will take;
 - b) to what extent the different examination components will be taken into account in the final assessment;
4. The Examinations Board shall ensure that examinations are assessed within the time frames mentioned in the OER and on the basis of transparent standards.
5. If more than one examiner is involved in the marking of an examination, the Examinations Board shall ensure that all examiners apply the same standards to their marking.
6. Marking shall take place in such a way that examinees can verify how their examination results were determined.
7. The most recent result shall determine the final mark. Some examination components do not allow resits due to their nature (e.g., homework, presentations, practical work).
8. If practical exercises involve several students making a contribution to a single joint assignment, the Examinations Board shall apply the following guidelines: If in the examiner's opinion one or more students have made an insufficient contribution to the joint assignment, the examiner will discuss this with the student(s) in question. The student concerned will be given an opportunity to expand his or her contribution. If this does not yield the desired improvement according to the examiner

and/or if the Examinations Board deems it necessary, the Examinations Board may take appropriate measures.

9. The assessment of the Master's thesis is described in detail in Article 4.7.

Article 4.6 – Post-examination discussion

1. If possible, students may take the examination questions with them after the examination. If the examination sheet is also used as the answer sheet, the lecturer must provide the examination questions to students upon request.
2. During a period of 30 days, starting on the day on which the results of an examination are announced, the student shall be entitled to submit a request to discuss that examination with the examiner. The discussion shall take place at a time and location to be determined by the examiner.
3. The examiner can also arrange a special office hour for discussion of the exam (within 30 days of the exam) for all students. In this case, students may only submit a request for individual discussions if they have taken part in the special office hour, but provide reasons why an additional individual meeting is necessary or if they have been unable to attend the office hour for reasons beyond their control.

Article 4.7 – Assessment of the Master's thesis

1. The Master's thesis shall be assessed by a committee consisting of a chairperson who has to be a member of the Examinations Board, the supervisor(s), and additional experts who were not involved in the supervision and are independent from the supervisor(s).
2. The student has to publically defend his or her thesis in a *thesis defense*. The *thesis defense* consists of a presentation of the thesis by the student aimed at the general audience (approximately 20 minutes) and a question period (approximately 30 minutes). The performance in the thesis defense is taken into account in the determination of the mark.
3. The thesis committee mentioned in paragraph 1. has at least three members; all committee members must hold an MSc or equivalent degree; at least three committee members must have a PhD; at least two committee members (possibly including the chair) must be experts who were not involved with the supervision; the number of these experts must not be smaller than the number of supervisors; the majority of the committee members should be affiliated with the ILLC (exceptions to this rule may be granted by the Board of Examiners in exceptional cases); all committee members should be physically present at the defense (exceptions may be granted under special circumstances).
4. The thesis committee makes decisions about failing and passing as well as about the mark by majority decisions. In the case of a tie, the vote of the chair of the thesis committee breaks the tie. If the thesis committee is unable to reach a decision, they can report to the Examinations Board and request a decision from them.
5. The mark of the thesis shall be documented through the completion of an assessment report. The details of the procedure of writing the assessment report is described in a document entitled

Assessment of M.Sc. Logic Theses agreed upon by the Examinations Board on 14 December 2011 and amended on 8 October 2012. This document will be provided to the members of the thesis committee.

5. Graduation

Article 5.1 – Date of graduation

1. After the final examination (thesis defense), the student can apply for the diploma at the ESC. The graduation date recorded on the diploma is the first examination date following the date on which a student applied for a diploma. The date on which the diploma is handed to the student may be later than the graduation date.
2. Contrary to paragraph 1, a diploma may bear an graduation date of 31 August 2013 provided the following conditions are met:
 - (a) the student applied for the diploma before 1 October 2013;
 - (b) the last examination component was completed no later than 31 August 2013. Additional provisions regarding this subject can be found in the OER.
3. Following a substantiated request by a student who qualifies for a diploma, the Examinations Board may delay setting the date of the graduation.

Article 5.2 – Degree classifications (Iudicia)

1. The Examinations Board assesses whether to add the qualification of *cum laude* to the diploma.
2. This can and shall be done if
 - a) no component is marked with less than a 7 (seven);
 - b) the result for the Master's thesis is at least an 8 (eight);
 - c) the weighted average of all Master's programme components, excluding the thesis, is at least an 8 (eight).
3. Students who have taken more than two resits or have not completed the programme within 30 months shall not receive the qualification of *cum laude*.
4. When determining the weighted average, the mark for each component will be assigned a weighting factor corresponding to the number of credits that the component is worth. Examination components marked with a 'pass' will not be included in the calculation of the weighted average.
5. Exemptions will not count towards awarding the qualification of *cum laude*, unless the Examinations Board decides otherwise. Where more than $\frac{1}{3}$ of a curriculum is comprised of exemptions, the qualification of *cum laude* will not be awarded.

6. These *cum laude* guidelines replace all previous cum laude guidelines. Students who believe they qualify for a *cum laude* qualification on the grounds of expectations derived from previous guidelines can submit a substantiated request to the Examinations Board.
7. In exceptional cases relating to individual study programmes the Examinations Board may deviate from the provisions of paragraphs 2 to 5 of this Article.

6. Exemptions

Article 6.1 – Exemptions and Transfer Credits

1. The Examinations Board can exempt a student from the requirement of taking an obligatory component. The Examinations Board shall do that if the student provides evidence that he or she has mastered the material of that component. The Examinations Board will typically consult the examiner of the relevant component.
2. The Examinations Board can allow a student to replace an obligatory component with another component. The Examinations Board will typically consult the examiner of the relevant component.
3. A student may apply to the Examinations Board for the approval of credits for courses taken at a different postgraduate programme at the UvA or another university. This is only possible for courses at Master's level that are directly relevant to the MSc Logic programme and only in case there is no overlap with other courses taken by the student. These courses will be registered in SIS as exemptions, unless the Examinations Board decides otherwise.
4. The Examinations Board can accept up to 40 ECST as exemptions.

7. Retention periods

Article 7.1 – Retention period

1. Examination papers and scripts, including any assignments and other written materials for which a (partial) mark has been awarded, shall be retained for at least 2 years after the result of the examination has been determined.
2. Master's theses shall be retained for at least 7 years.
3. Examination results (diploma supplements, source documents) shall be retained for at least 30 years.
4. The foregoing is subject to the UvA Regulations governing Retention Periods for Records and Information.

8. *Hardship clause*

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

9. *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 (COBEX) within six weeks of that decision. The appeal procedure is available on the website of the UvA.

10. *Amendments*

These Rules and Guidelines may not be amended during the current academic year, unless preserving the original provision doing so would be unreasonably detrimental to students' interests.

11. *Effective date*

These Rules and Guidelines shall come into force as of 1 September 2013.

Thus drawn up by the Examinations Board for the Master's programme in Logic of the University of Amsterdam on the 18th of June 2013.