

# Regulations Examination Committee

MBA Programmes Business School Nederland

Version: 1.4/1403

## Article

### 1. General

1. The Board of Directors (hereinafter referred to as the Board) sets up an Examination Committee for all MBA programmes of the Business School Nederland.
2. The Board guarantees and ensures that the Examination Committee will act in an independent and professional manner.
3. The Examination Committee's most important task is to determine objectively whether a student meets the criteria that are set in the education and examination regulations with regards to the knowledge, insight and skills that are necessary for obtaining the MBA degree. The committee also guarantees the validity and reliability of the tests, assignments and examinations.

## Article

### 2. Constitution and appointment

1. The Board appoints the members of the Examination Committee and a secretary from BSN's personnel, supplemented with one (or more) external expert(s), if required. Through this they aim to ensure that the Committee has adequate expertise represented in the following areas:
  - a. Programme content;
  - b. Testing and assessment;
  - c. Didactic concept and philosophy of the Action Learning MBA, both the national programme variants (Executive and Young Professional MBA) as well as the international variant (International Action Learning MBA).
  - d. Administrative and coordinating support.

After appointment, the Committee appoints a chairperson and a deputy chairperson from among its members.

2. Not eligible are:
  - a. Students of BSN
  - b. Members of the Board of BSN
  - c. Shareholders of BSN
3. If there is reason to, the Board enables the members of the Examination Committee to get training for the purpose of executing their activities.
4. The constitution of the Examination Committee and changes to it are made known to students via the student site.
5. The Committee is nominated and appointed for a period of one year, with the possibility of a yearly reappointment.

## Article

### 3. Termination of membership

1. Membership of a committee member ends when:
  - a. The period of one year has elapsed and the committee member is not reappointed, or;
  - b. The committee member wishes to terminate the membership and has received approval for this from the Board, or;
  - c. The Board wishes to remove the committee member from the committee for well founded reasons (article 3.3)
2. If a vacancy arises, the Board will appoint a new member as soon as possible. Such vacancy will not be of any influence on the duties and competences of the Examination Committee.
3. The Board – whether or not so advised by the Examination Committee – can dismiss a member from his/her position in cases where that member evidently:
  - a. Does not take his job seriously and/or;
  - b. Cannot execute his duties over such a long period, that it makes the proper functioning of the Examination Committee impossible or it endangers said Committee seriously and/or;
  - c. He is involved in irregularities with regards to the activities of the Examination Committee.

4. A member of the Examination Committee that disagrees with the dismissal decision can lodge a written appeal with the Board, within two weeks after the announcement of such decision.
5. Before deciding on the appeal as meant in the previous clause, the Board will hear the appellant. The decision of the Board with regard to the appeal is final.

#### Article

### 4. Meetings

1. The Examination Committee usually meets four times a year, preferably in full constitution. If necessary more meetings may be convened at the request of any member.
2. The meetings of the Examination Committee are not open to the public, unless the chairperson decides otherwise.
3. The chairperson is authorised to invite people outside the Examination Committee to join (a part of) the meeting in order to advise the committee if required. These persons have no vote in the decision-making of the committee.

#### Article

### 5. Duties and responsibilities

With respect to article 1.3, the Examination Committee is responsible for:

1. Securing the quality of all examinations.
2. Setting criteria for appointment of examiners.
3. The appointment of examiners and terminating such appointments.
4. The examination policy.
5. Evaluating (substantial) changes in the curriculum and advising management on these.
6. Dealing with complaints / disputes with regards to tests, assignments and examinations, for as far as these are not satisfactorily dealt with according to the complaints procedure as described in the EER.
7. The supervising of:
  - a. Holding examinations according to the agreed procedures.
  - b. Observing the criteria for internal and external examiners.
8. Determination of:
  - a. The examination regulations based on best practice during the examinations.
  - b. The report concerning the procedures during examinations.
  - c. The result of the examinations.
9. The periodical evaluation of:
  - a. The examination procedures.
  - b. The procedures for tests, assignments and criteria and assessment criteria.
10. Investigating cases of (alleged) plagiarism, and taking action where applicable.
11. Requests for exemption and requests for postponement of study.
12. Granting permission to a student with regards to deviating from the prescribed study route.
13. Awarding a degree to those students which the Examination Committee has determined have met all requirements. The degree is signed by the chairperson or the deputy chairperson.
14. Granting the predicate "Distinction" to a degree according to the applicable rules as laid down in the EER.

15. Accepting nominations by the Viva Committee concerning the granting of the predicate "Cum Laude".
16. Determining the diploma transcript.
17. The verification of each dissertation that is awarded with a provisional overall result of less than 70.
18. Monitoring the assessment quality of the Dissertations through a 12-monthly sample comprising 10% of the Dissertations submitted within that period.

#### Article

### 6. Plagiarism

1. Plagiarism is the wrongful action of a student aimed at publishing another's ideas, expressions, thoughts or language, as his/her own.
2. In case of plagiarism, the Examination Committee is authorised to declare test results, that demonstrably have been influenced by this, as invalid. The student concerned will have to rewrite the test at a later stage.
3. With severe plagiarism, the Examination Committee can advise the Board to end the registration of the student either temporarily or permanently.

#### Article

### 7. Appointment of examiners

1. The Examination Committee appoints the examiners.
2. Before such an appointment, the Examination Committee assures that:

Nominees for the position of external examiner:

1. Hold a Dr. degree or an M degree with substantial business research focus.
2. Have extensive (> 10 years) professional experience in the field of business administration.
3. Are involved in the actuality of management practice.
4. Have proven experience in assessment of master theses in comparable educational programmes.
5. is in no other fashion attached to BSN.

Exceptions in respect of criterion 5 may apply (for instance, a lecturer who is/has been incidentally invited to provide a seminar or guest-lecture). Decisions on such exceptions will be left to the discretion of the Examinations Committee.

Nominees for the position of internal examiner:

1. Hold an M degree with substantial business research focus.
2. Have extensive (> 10 years) professional experience in the field of business administration.
3. Are involved in the actuality of management practice.
4. Have proven experience in supervision of bachelor or master theses in comparable educational programmes; and
5. Have proven experience in assessment of master theses in comparable educational programmes;

#### Article

### 8. Decision-making and reporting

1. The Examination Committee takes decisions with a normal majority of votes. In cases of an equal division of votes, the chairperson has a casting vote. The decision is binding within Business School Nederland.
2. Contrary to the previous clause, the Examination Committee can grant a mandate to the chairperson and/or the vice chairperson to take a decision on behalf of the Examination Committee in urgent cases. In matters that occur between the meetings, out of session resolutions can be handled by e-mail.

3. Decisions of the Examination Committee are recorded in minutes. The minutes are approved by the Examination Committee. Written documents for realization or further completion of decisions from the Examination Committee are at least signed by or on behalf of the chairperson.
4. The Examination Committee draws up an annual report for the benefit of the Board, as meant in article 7.12b, fifth clause WHW. The topics for discussion are decided in consultation with the Board beforehand. In any case the following will be recorded in the annual report:
  - a. The number of graduates per programme variant,
  - b. Percentages with regards to the various designations,
  - c. The number of students that started per programme variant,
  - d. The way in which the Examination Committee organises expertise development of its members,
  - e. If applicable, a description of recorded cases of fraud and the measures taken by the committee,
  - f. If applicable, a description of cases in which the Examination Committee has decided to allow a student to deviate from the prescribed study route, as well as the nature and reason thereof.
  - g. The Examination Committee has to inform the Board of any decisions and minutes taken on an ad hoc basis.
5. The annual report is to be released to the Board by 30 January of the following year.