

AUC Board of Examiners Rules and Guidelines 2026-2027

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1. General

1.1. Scope

- 1.1.1. These Rules and Guidelines apply to the examinations in AUC's Bachelor's programme and exist in conjunction with the Academic Standards and Procedures (AS&P).
- 1.1.2. These Rules and Guidelines apply to both faculty and students. The current version of the Rules and Guidelines applies irrespective of the academic year in which the student was first enrolled.

1.2. General Provisions

- 1.2.1. The definitions of terms given in the AS&P also apply to these Rules and Guidelines. The other terms have the meanings ascribed to them by law.
- 1.2.2. In the event that a provision in these Rules and Guidelines conflicts with a provision in the AS&P, the provision in the AS&P shall prevail.

2. The Board of Examiners

2.1. Composition of the Board

- 2.1.1. The Board of Examiners (BoE) shall consist of five or six members, who shall all be experts in the areas covered by the programme. At least one member shall be part of the teaching staff of the programme concerned and one shall be an external member not associated with the programme. Any person who has any type of managerial position or financial responsibility in the institution shall not form part of the BoE.
- 2.1.2. The members of the BoE shall be appointed by the AUC Bestuur. Before the appointment of a member, the Dean consults with the BoE on the proposed appointment.
- 2.1.3. Members of the BoE shall be appointed for a term of three years and may be reappointed.
- 2.1.4. The BoE shall nominate one of its members, but not the external member, as its chairperson. The chairperson is responsible for the day-to-day management of the BoE. If necessary, they will designate another member to deputize during their absence.

2.2. Duties of the Board

- 2.2.1. The duties of the BoE are determined by the Higher Education and Research Act (*'Wet op het hoger onderwijs en wetenschappelijk onderzoek'* hereinafter WHW) and include:
 - a. Determining objectively and expertly whether a student satisfies the requirements laid down in the AS&P with regard to the knowledge, understanding, and skills required for obtaining a degree;
 - b. Ensuring the quality of all examinations;
 - c. Establishing guidelines and instructions within the framework of the AS&P as the basis for marking and awarding results in interim and final examinations;
 - d. Granting exemptions from taking one or more examinations;
 - e. Taking measures in the event of fraud or plagiarism;

- f. Appointing examiners to conduct examinations and determine their results;
- g. Issuing degree certificates, with the diploma supplements appended to them, as proof that the study programme has been successfully completed;
- h. Granting students permission to follow a flexible curriculum, the successful completion of which will lead to the obtaining of a degree;
- i. Issuing certificates for successfully completed examinations to students who have successfully taken more than one examination, but to whom a degree certificate cannot be issued;
- j. Drawing up an annual report on its activities.

2.2.2. The BoE annually advises the AUC Bestuur on the AS&P.

2.3. Working method of the Board

- 2.3.1. The BoE shall operate professionally and independently of the AUC Bestuur.
- 2.3.2. The BoE shall meet at least five times a year or whenever the chairperson deems it necessary. The meetings are not held in public.
- 2.3.3. During the teaching period, a delegation consisting of at least two BoE members meets weekly to take decisions on requests submitted to the BoE. In case a request is not covered by established policy, it shall be discussed at a plenary meeting.
- 2.3.4. The BoE is assisted by an official secretary.
- 2.3.5. In the event of a request or complaint involving a member of the BoE, this shall be handled in the absence of the member concerned.
- 2.3.6. Requests or complaints shall be submitted via the designated electronic form. The request or complaint must always include the reasons for the request or a description of the complaint. Whenever possible, they shall be supported by documentation.
- 2.3.7. In principle, the BoE shall make a decision within six weeks of having received the request or complaint.

3. Examiners

3.1. Appointment of Examiners

- 3.1.1. The BoE shall appoint examiners to conduct examinations and determine their results. Examiners may be experts external to the institution.
- 3.1.2. To be appointed, examiners must meet the criteria required by the BoE (Appendix 1). In case a lecturer does not meet the criteria, the BoE shall appoint a core faculty member with related expertise as the formal examiner for the course.
- 3.1.3. The Head(s) of Studies shall propose examiners to the BoE and provide information demonstrating that the examiner criteria have been fulfilled.

4. Assessments

4.1. Assessments

- 4.1.1. Each assessment, including oral examinations, shall involve a testing of students' knowledge, understanding, and skills by the examiner and an evaluation of the result of this test.
- 4.1.2. The type of assessment shall be communicated to students in the course manual before the beginning of the course. Questions and assignments in assessments shall not be on areas outside of the assessment subject matter.
- 4.1.3. The dates and times for assessments shall be published at the beginning of the course in the course manual and/or announced in the virtual learning environment (Canvas).
- 4.1.4. If more than one examiner is involved in the evaluation of an assessment, all examiners shall apply the same evaluation standards for the assessment.
- 4.1.5. The method of assessment shall be such that students are able to verify how the grades of the examinations have been determined.

4.2. Quality assurance

- 4.2.1. To ensure the quality of all assessments, the BoE shall apply the Assessment Framework and the Policy on Generative AI.
- 4.2.2. The BoE regularly advises the Director of Education on quality assurance issues regarding assessments and Capstone theses.
- 4.2.3. The Board of Examiners' Assessment Committee shall assure the quality of assessments, for example through the peer review system and independent assessment sampling. It shall also conduct periodic checks to ensure that assessment practices are operating effectively and consistently with institutional requirements.
- 4.2.4. Following a student's completion of the academic record check, the BoE shall check that every graduating student has fulfilled the degree requirements.

4.3. Procedure during examinations

- 4.3.1. When taking an examination, students may be asked to show valid proof of enrolment, such as a student card, and a valid identity document (driving licence, passport or identity card).
- 4.3.2. Examiners shall ensure that a sufficient number of invigilators is appointed to oversee written examinations and make sure that examinations proceed in an orderly fashion. If there are more than 50 students, at least 2 invigilators must be present. For every additional 50 students there must be an additional invigilator.
- 4.3.3. Students must follow the instructions given by the invigilators.
- 4.3.4. When taking an examination, students shall only use equipment permitted by the examiner.
- 4.3.5. If a disruptive circumstance arises during an examination, the examiner may determine whether to terminate or temporarily suspend the examination. If any special circumstances arise prior to, during or after the examination, the examiner shall draw up a report detailing the circumstances and submit the report to the BoE.

4.4. Invalidation of an examination

- 4.4.1. If an exam or assessment is declared invalid on the basis of article 3.2.10 AS&P, whereby the student's own performance cannot be assessed with sufficient clarity, the Board of Examiners may decide that the student shall be re-examined under controlled circumstances using an alternative assessment.

5. Exemptions

5.1. Requesting an exemption

- 5.1.1. Any student wishing to be granted an exemption from the AS&P within the legal mandate of the BoE must first obtain approval from the BoE. Requests for exemptions must be submitted to the BoE via the intended electronic form.

6. Other Requests

6.1. Semester abroad and off-campus course requests

- 6.1.1. Any student wishing to meet the degree requirements by studying at another faculty or university, in the Netherlands or elsewhere, must first obtain approval from the BoE.
- 6.1.2. The BoE will consider off-campus course requests and study abroad programme requests provided that they meet the requirements of the AS&P and the requirements of the Study Abroad Guidelines or the Off-campus Course Guidelines.
- 6.1.3. Under responsibility of the BoE, the relevant Head(s) of Studies is authorised to decide how courses taken abroad will count towards the degree requirements.
- 6.1.4. Off-campus courses and study abroad courses count towards the degree in the chronological order in which they have been taken. If off-campus courses run simultaneously, and if more off-campus courses will be taken than those that can be counted towards the AUC degree, the student has to indicate to the BoE which of them should count towards the AUC degree prior to commencing them. Should students fail to indicate this prior to the start of the course, off-campus and study abroad courses will count towards the AUC degree in the order in which the grades have been obtained.

6.2. Credit transfers and course waivers

- 6.2.1. Under responsibility of the BoE, the Director of Education is authorised to decide, in consultation with the relevant Head(s) of Studies, appropriate credit transfers and course waivers for students who are not yet enrolled at AUC. Requests submitted after enrolment are decided by the BoE.
- 6.2.2. Credits transferred do not contribute to the credits needed for BSA (article 3.7 AS&P).
- 6.2.3. Students who have been granted a credit transfer may only apply for study abroad from their third semester at AUC.
- 6.2.4. Students who have been granted a credit transfer or course waiver are still bound to the first year course requirements of article 2.4.2 AS&P, except where courses have been specifically identified as waivers or credits have been transferred specifically for these requirements.

7. Adjustments

7.1. Types of adjustments

- 7.1.1. The BoE makes a procedural distinction between adjustment requests due to long-term, ongoing, foreseeable circumstances and exemption requests due to acute, unexpected circumstances.

7.2. Procedures for adjustments

- 7.2.1. Requests for adjustments can be submitted at any time, but to obtain a declaration in time for the start of the semester students must submit their request at least six weeks in advance.
- 7.2.2. Requests for adjustments due to long-term, ongoing, foreseeable circumstances must be submitted in accordance with the procedure outlined on the AUC website. This category includes:
 - a. Long-term (mental) health conditions;
 - b. Long-term learning difficulties;
 - c. Topsport athlete status or cultural top performer status at the (inter)national level, as designated by either UvA or VU;
 - d. Membership of AUC co-governance bodies.
- 7.2.3. Requests for exemptions due to acute, unexpected circumstances must be submitted first to the lecturer, as soon as possible after the circumstance occurs. Should the lecturer deny the request, students may appeal the decision to the Board of Examiners.
- 7.2.4. Documentation supporting a request must be submitted for all types of adjustments.

7.3. Criteria for weighing exceptional personal and mitigating circumstances

- 7.3.1. When considering exceptional personal or mitigating circumstances, the BoE shall seek to ensure equal treatment of students and to respect reasonable expectations. As such, the BoE shall, insofar as possible, decide comparable cases consistently and take previous decisions into account.
- 7.3.2. In cases where exceptional circumstances justify a deviation from established practice, the BoE shall have regard to the purpose of the applicable regulations and the educational objectives of the AUC programme. Any decision shall, insofar as possible, remain consistent with the academic standards and in line with the learning outcomes of the programme.
- 7.3.3. In deciding requests for adjustments and exemptions based on exceptional personal and mitigating circumstances, the Board of Examiners shall take into account:
 - a. The applicable provisions of the Higher Education and Research Act (WHW) and the Academic Standards and Procedures (AS&P);
 - b. The nature and severity of the circumstances, including circumstances beyond the reasonable control (*force majeure*) and a disability or medical circumstance;
 - c. The causal relationship between the circumstances and the request or the student's academic performance;
 - d. The extent to which the student has taken, where possible, reasonable steps to prevent or mitigate the academic consequences of the circumstances;

- e. Whether the circumstances were reported to the tutor or the Student Life Officer within three weeks of the student becoming aware of them, unless the circumstances reasonably prevented timely reporting;
 - f. The available documentation supporting the circumstances and their relevance to the request. Where medical documentation is required, it shall be provided by a credentialed professional. Disclosure of the precise diagnosis is not required.
- 7.3.4. In addition to the general criteria set out above, the Board shall consider the following factors when deciding on the requests listed below:
- a. Possible unreasonableness of a serious nature or manifestly unfair consequences arising from the BSA regulations:
 - The extent to which circumstances attributable to AUC contributed to the situation giving rise to the request.
 - b. Requests related to not fulfilling all requirements for study abroad:
 - The extent to which circumstances attributable to AUC contributed to the student's inability to fulfil the requirements.
 - c. Requests for extensions beyond five working days after the end of the teaching period:
 - The advice of the relevant lecturer;
 - The extent to which circumstances attributable to AUC contributed to the need for an extension;
 - Any exceptional personal or mitigating circumstance relevant to the request.
 - d. Requests to complete the Capstone before the final semester:
 - Any exceptional personal or mitigating circumstance relevant to the request;
 - The extent to which circumstances attributable to AUC contributed to the need to complete the Capstone earlier.

8. Retention periods

8.1. Retention periods

- 8.1.1. Examinations papers and model answers, including any essays and other written materials for which a (partial) mark has been awarded, and examinations results, shall be kept for a period of two years.
- 8.1.2. Digital versions of the Capstone theses shall be retained for at least seven years.

9. Annual report

9.1. Annual Report

- 9.1.1. Each year by 1 December, the BoE shall compile a report of its activities from the previous academic year and submit a copy to the Management Team.

10. Hardship clause

10.1. Hardship clause

- 10.1.1. In cases where the provisions of these Rules and Guidelines have unreasonable and unacceptable repercussions for a student, the BoE may make an exception.

11. Appeals procedure

11.1. Appeals procedure

- 11.1.1. If a student does not agree with a decision of the BoE they may submit an appeal against the decision with the VU Central Examinations Appeals Board (hereinafter VU COBEX). Appeals must be submitted within 6 weeks of the date on which the decision was communicated. The procedure for appeals can be found on the VU COBEX website.

12. Amendments and entry into force

12.1. Amendments to these Rules and Guidelines

- 12.1.1. Amendments to these Rules and Guidelines shall only be made before the start of the academic year, unless the proposed amendment will not unfairly compromise the interests of students.

12.2. Entry into force

- 12.2.1. These Rules and Guidelines shall enter into force on 1 September 2026.

Adopted by the Board of Examiners of Amsterdam University College on 1 September 2026.

Appendix 1

Examiner Appointment Criteria

1. Types of Examiner Appointment

- 1.1. There are two types of appointment that may be granted to examiners at AUC, depending on the criteria that the examiner has fulfilled. The appointments may be as follows:
 - 1.1.1. A standard three-year appointment (hereinafter 'Standard Appointment');
 - 1.1.2. A specific course three-year appointment (hereinafter 'Specific Appointment').

2. Criteria for a Standard Appointment

- 2.1. Examiners at AUC may be granted a Standard Appointment provided that they have:
 - 2.1.1. The UFO profile Docent 1, 2, or 3; or full professor (HGL), associate professor (UHD), or assistant professor (UD); and
 - 2.1.2. A completed Ph.D.; and
 - 2.1.3. A completed BKO or an equivalent teaching qualification.

3. Criteria for a Specific Appointment

- 3.1. Examiners at AUC may be granted a Specific Appointment provided that they have:
 - 3.1.1. The UFO profile Docent 1, 2, or 3; or full professor (HGL), associate professor (UHD), or assistant professor (UD); and
 - 3.1.2. A Ph.D. equivalence consisting of:
 - a) A minimum of 4 years' experience in academic teaching; and
 - b) At least an academic Master's degree in a relevant field of expertise.
 - 3.1.3. And a completed BKO or an equivalent teaching qualification.

4. Appointment of a Proxy Examiner

- 4.1. Whereby a lecturer does not meet all the criteria listed above, the BoE shall appoint a core faculty member with related expertise, such as the course coordinator, as formal examiner for the course. The core faculty member shall act as peer review partner for assessments, collaborate or provide input on the course manual, oversee the grading, and submit the final grades.

5. Capstone Supervisors and Readers

- 5.1. Capstone Supervisors and Readers at AUC may be appointed provided that they have:
 - 5.1.1. A completed Ph.D.; and
 - 5.1.2. A research background in the student's major.
- 5.2. Whereby a Capstone Supervisor or Reader does not meet the requirement of article 5.1.1. Appendix 1, the BoE may still decide to grant the appointment provided that Ph.D. equivalence has been demonstrated. In this case Ph.D. equivalence is proved through a demonstrable publication record and independent research experience.