

# Rules and Guidelines

## For the Examinations of Mastermath Courses

Mastermath is a collaboration between the master programmes in mathematics at nine Dutch universities. The Rules and Guidelines apply to the Mastermath courses. They come into force on September 1, 2019.



### Article 1 – General stipulations

- a. For each student the OER (Onderwijs en Examenreglement) of the master program of the student applies. These Rules and Guidelines are additions to the various local OERs that are related to the particular character of the nationwide program of courses.
- b. Each student falls under the authority of the examinations board (EC) of the master programme of the student.

### Article 2 – Frequency of the exams

- a. For each course there is an examination during the period that immediately follows the period of class meetings, and a retake in the weeks following the regular examination.

### Article 3 – Rules of an examination

- a. The rules of the examination of a course are stated in the course description which is issued by the examiner. The course descriptions are to be published on the website [elo.mastermath.nl](http://elo.mastermath.nl) at least one week before the start of the classes.
- b. The teacher is required to provide students with a representative set of practice exercises, a mock exam, or a previous exam that reflects the scope and difficulty of the actual examination. These materials are intended to help students prepare adequately for the assessment.
- c. The rules of the examination of a course give full information about the following points:
  1. the form of the final examination (e.g. oral or written),
  2. the form of the retake,
  3. the composition of the final grade after the exam,
  4. the composition of the final grade after the retake (e.g. whether homework still counts).
- d. At least 60% of the final grade must consist of verifiably individual work (e.g. a written exam, but not homework). Other components of the grade can only be taken into account if the total grade on the verifiably individual work is at least 5.0.
- e. Also students who passed an exam can participate in the retake.
- f. In the case of a retake, the OER of the student's university determines which result counts (e.g. highest or latest grade).

### Article 4 – Participation in an examination

- a. An examination can only be taken by students that are registered for that course with Mastermath.
- b. The participants in an exam are obliged to identify themselves by student card and legal identity card on request of the examiner.

### **Article 5 – Place and date of an examination**

- a. As a rule, both the written examination and the oral examination take place in the location where the classes of the course have taken place.
- b. A written examination is scheduled between 10.00 and 21.00 hrs.

### **Article 6 – Guidelines for the assessment**

- a. The grading of an examination is executed at least one week (7 calendar days) before the retake examination *and* within three weeks (15 working days) after the examination. The examiner forwards the results immediately to the participants in the examination and sends a list of the results to the office of Mastermath.
- b. For *oral examinations* additional regulations apply:
  1. A second examiner must be present. Alternatively a video recording can be made.
  2. The grade is communicated to the student immediately after the examination.
  3. The examiner gives a short written motivation for the grade of each student.
- c. The final grade is expressed as a half integer between 1 and 10, with the exception that 5.5 is not allowed as a final grade.
- d. The results that are received by the office of Mastermath are filed. The results are forwarded immediately to the administrations of the examinations of the relevant universities.

### **Article 7 – Right of inspection**

During 30 working days after the announcement of the results of a written exam by the examiner, student has the right of inspection of the graded papers of his or her own examination.

### **Article 8 – Fraud**

In case an examiner suspects a student commits fraud, the examiner must immediately inform the student and Mastermath, and Mastermath will inform the examinations board of the master programme of the student of the suspicion of fraud. The examiner cannot exclude the student from further participation in the examination.

### **Article 9 – Right of appeal**

- a. A student has the right of appeal against a decision of an examiner. This appeal can be filed with Mastermath or directly with the examinations board of the master programme of the student.
- b. Complaints of the student pertaining the execution of these Rules and Guidelines may be filed with Mastermath.
- c. A student has the right of appeal against the decision of Mastermath, as referred to in items a and b. The appeal must be filed with the examinations board of the programme of the student.

### **Article 10 – Final Stipulation**

- a. Mastermath may decide not to follow the stipulations of these Rules and Guidelines provided that the interests of the student are respected.