Rules and Guidelines

For the Examinations of Mastermath

(laid down in the meeting of the regieorgaan of January 19th 2010)

Preambule:

The **regieorgaan** is the conference of the directors of the master programs in Mathematics of the Dutch universities, the director of the LNMB (Dutch Network on the Mathematics of Operations Research) and the managing director of Mastermath.

Mastermath is the executive office of the regieorgaan.

The program of courses of Mastermath is laid down by the regieorgaan. This includes the appointments of instructors and examiners, the timetable of the classes, the venues and the number of credits for each course.

An **examination** is a test of the student's knowledge of the course materials as mentioned in the course description.

After the consultation of experts, for each course there is formed a **supervising committee**, whose members are the instructors of the course and other experts, one from each university that has the present course in its program.

The committee for the exams of each of the participating universities appoints one of the professors of the university as **examiner** for each of the courses, that is included in the master program in mathematics of the university

Article 1 – General stipulations

a. The Rules and Guidelines apply to the program of courses of Mastermath.
b. For each student the master program of Mastermath the OER (Onderwijs en Examen Reglement, the legal rules for the exams) of the student's own master program applies. The stipulations in these Rules and Guidelines are additions to the various local OERs that are related to the peculiar character of the nation wide program of courses.

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.
b. If the student does not pass the examination he/she must make an appointment with the instructor for a repeat.

Article 3 – Rules of an examination

a. The rules of the examination of a course are mentioned in the course description which is issued by the examiner.
b. The course descriptions are to be published on the website www.mastermath.nl one week before the start of the classes at the latest.
c. The rules of the examination of a course give full information about the following points:
   1. whether or not the homework assignments must be handed in,
   2. if applicable, how the grades of the hand-in homework contribute to the final grade,
   3. whether the final examination is a written exam, an oral exam, a take home exam or a paper.

Article 4 – Partipation 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. An written examination is scheduled in the time slot from 13.00 through 19.00 hrs.

Article 6 – Guidelines for the assessment

a. The grading of a *written examination* is executed as soon as possible 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. The grading of an *oral examination* is executed immediately after the session of the examination and the result is communicated immediately to the student. The examiner forwards the results immediately to the office of Mastermath.
c. The grading of an *examination that is neither written nor oral* (Article 3, item c3) is executed immediately after the session of the examination in the same way as outlined in part a. and the result is communicated immediately to the candidate. The examiner forwards the results immediately to the participants in the examination and sends a list of the results to the office of Mastermath.
d. The final grade is expressed by an integer from 1 through 10.
e. 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, as laid down in article 6, item a, the student has the right of inspection of the graded papers of his own examination.

Article 8 – Fraud

In case a student commits fraud the examiner may exclude the student from further participation in the examination. The director must report the suspicion of fraud to the committee for the examinations of the university of the student.

Article 9 – Right of appeal

a. A student has the right of appeal against a decision of an examiner. This appeal must be filed with the director of Mastermath.
b. Complaints of the student pertaining the execution of these Rules and Guidelines may be filed with the director of Mastermath. The complaints are attended to by the director.
c. A student has the right of appeal against the decisions of the director, as referred to in items a and b. The appeal must be filed with the committee for the examinations of the university of the student.

Article 10 – Final Stipulation

a. The director may decide not to follow the stipulations of these Rules and Guidelines provided that the interests of the student are respected.
b. These Rules and guidelines come into force effective September 1st 2009.