

Minutes/Decisions of Board of Examiners meeting, 14th July 2016 (approved)

Present: Peter van Bergeijk, Howard Nicholas, Rachel Kurian (Chair), Lubna Sharwani (Secretary) and Nynke Jo Smit (Academic Registrar).

Apologies: Erwin Ploeger (External Member)

1. Transparency and internal communication

The BoE discussed a letter from Linda Johnson requesting, among other items, short minutes of the BoE meetings. The BoE decided to publish the approved minutes/decisions on its website in Moodle.

2. Received grade sheets

Only five grade sheets (out of 17) were received on the 14th of July (the date mentioned in the letter of appointment): ISS-3201, ISS-3303; ISS-4307; ISS-4341 and ISS-4344. Some examiners have reported that DREA has indicated 21st of July to them. This jeopardized the Board's planning. Decision: as a practical solution the Board will review grades after they have been published in Osiris. Grades with suspicion of plagiarism or in need of a second grader cannot be published; all other grades will be published.

3. Delegation of application penalties for late submission

The BoE decided to delegate the task of applying penalties for late submission according to a fixed schedule to the Academic Registrar for term III.

4. Plagiarism cases

Members of the BoE (some of them during their holidays) will review potential cases of plagiarism and meetings will be set up as soon as possible so that students can register in time for the re-submissions in August. The grades of these students will not be released and published in Osiris till after the meeting.

5. RTA

BoE discussed the RTA for 2017/18 and will send several suggestions to DREA.

6. Summer Period:

The Academic Registrar and the Chair of the BoE will remain in contact over the summer holidays to handle important issues, particularly pertaining to the needs/circumstances of the students.

7. Confidential matters