Rules and Regulations Examination Board Psychology 2016-2017

The following Rules and Regulations (hereinafter called ‘R&R’) concern the functioning of affairs for the propaedeutic (first-year), Bachelor’s and Master’s examinations in Psychology, as well as the interim examinations of their constituting components, as established by the Examination Board for the Psychology degree programme.

Article 1 Definition of terms

The following definitions apply to these R&R:

1. Education and Examination Regulations: the Education and Examination Regulations of the Bachelor’s and Master’s degree programmes in Psychology, as established by the faculty dean, and hereinafter called the EER;
2. Examination Board: the examination board of the Bachelor’s degree programme and the Master’s degree programme in Psychology;
3. Examiner: the person designated by the Examination Board to administer interim examinations and determine the results of these;
4. Examination components: the courses that have to be taken and their interim examination passed in order to receive a pass for either a propaedeutic, Bachelor’s or Master’s final examination in Psychology, as stipulated in the EER;
5. Interim examination: an examination testing the knowledge, understanding, and skills of the student in relation to a certain examination component, as well as the assessment of this examination, which is administered by at least one examiner designated by the Examination Board;
6. Examinee: the person who is preparing to take and is registered for either the propaedeutic, Bachelor’s or Master’s final examination. This can also refer to an individual who has already taken one of these exams.

Article 2 Applicability of the regulations

1. These R&R apply to the interim and final examinations of the Bachelor’s degree programme and the Master’s degree programme in Psychology (hereinafter called: the programme). The programmes are offered by the school for Psychology and Artificial Intelligence (hereinafter called: the school) within the Faculty of Social Sciences at Radboud University (hereinafter respectively called: the faculty and the university).
2. These R&R apply to all examinees who are enrolled as a student in the Bachelor’s degree programme or the Master’s degree programme in Psychology.
3. The Examination Board may delegate its tasks as stipulated in these R&R to the examiner(s).

Article 3 Composition and procedures of the Examination Board

1. The Examination Board for Psychology consists of at least five staff members who are charged with providing the education of the degree programmes for an extent of at least 0.3 FTE. In compiling the Board, attention is paid to the involvement of the members in the various phases of the study programme. A fifth member is not part of the degree programme’s staff. The student advisor serves on the Examination Board as an advisory member.
2. The chairperson and the other members of the Examination Board are nominated by the director of the school and subsequently appointed for a four-year term by the dean on behalf of the current Examination Board.
3. The Examination Board appoints a vice chairperson, who substitutes for the chairperson in case of his or her absence.
4. Either from its members or elsewhere, the Examination Board appoints a secretary and deputy secretary. The secretary is charged with tasks such as preparing the Examination Board’s meetings and implementing its decisions.
5. The chairperson and the secretary are charged with the daily affairs of the Examination Board.
6. The Examination Board grants the chairperson, the secretary, and the deputy secretary power to sign documents, together or separately, on behalf of the Examination Board.
7. The Examination Board meets at least twice annually.
8. The Examination Board also meets whenever the chairperson deems this necessary or if at least three members of the committee request a meeting.

**Article 4  Registering for final examinations**

1. Students do not need to register separately for the propaedeutic (first-year) examination.
2. For the Bachelor’s and Master’s examinations, students need to register through the Educational Service Point (OSP). This registration will be passed on to the university’s Examinations Office.
3. A set procedure is used in establishing the results of the Bachelor’s and Master’s exams. This procedure is made known at the beginning of every academic year on the degree programme’s student portal.

**Article 5  Determining the results of the examination**

1. At least once per year, at the end of the first-year programme, the Examination Board determines the results of the propaedeutic exam.
2. The Examination Board may also determine the results of the propaedeutic exam during the course of the academic year at intervals of its own choosing.
3. The Examination Board determines the results of the Bachelor’s examination once per month.
4. The Examination Board determines the results of the Master’s examination once per month.
5. An examination is held on a predetermined examination date. All interim examination results must be announced prior to this date.

**Article 6  Certificate and grade list**

1. To show that the final examination has been successfully passed, the Examination Board issues a certificate. The certificate is signed by at least two examiners who have been appointed to that end by the Examination Board. Presentation of the certificate is made in public, unless the Examination Board decides otherwise in special cases.
2. The components of the final examination and their grades are indicated either on the reverse of the certificate, or on an appendix forming part of the certificate. In addition, names and grades are indicated for components that do not form part of the final examination and in which the examinee has been assessed at his or her request.

**Article 7  Registration of exam results**

The Examination Office of the university is responsible for registering the results of the final examinations. This office also registers which certificates have been awarded to examinees.

**Article 8  Administering the interim examinations**

1. The Examination Board determines whether an examinee meets the necessary conditions for admission to the final examination or to one or more components of it.
2. The Examination Board appoints examiners to administer the interim examinations and determine the results of the examination components as indicated in articles 9.5 and 9.6 of the EER.
3. In the testing and assessment, the examiners must adhere to the degree programme’s assessment policy.

**Article 9  Language for interim examinations**

The interim exams for courses taught in English (see article 9.4 through 9.6 of the EER) will be held in English, unless the Examination Board decides otherwise (see also Radboud University’s Code of Conduct for Foreign Language Education, last amended on June 29, 2009).

**Article 10  Registering for the first and second interim examination opportunities**

1. If, for technical reasons, it is not possible for students to register for the first or second sitting of an interim examination through the Student Portal, they are expected to register manually through the Educational Service Point (OSP).
2. The OSP will deregister any student who fails to meet the conditions for course participation as pursuant to article 4.2 of these regulations.

**Article 11  Place, date, and time of written interim examinations**

If a change is made in an earlier publication, or the announcement does not occur in time, the change or announcement should be made through the Blackboard e-learning environment. No additional changes to the date or time of the interim exam may be made in the three weeks leading up to it, unless the Examination Board demonstrates the presence of force majeure.
Article 12 Participation in interim examinations
An examinee is considered to have participated in the interim exam for an examination component when he/she was actually present at that exam. Valid proof that someone was actually present can mean either the signoff by the invigilator on the attendance list or the submission of the full interim exam papers.

Article 13 Order during written interim examination occasions
1. Examinees will be allowed sufficient time (known in advance), in a reasonably-suitable room, to properly take the interim examination.
2. When participating in a written interim examination, the examinee shall identify him- or herself using a valid student card or valid photo ID.
3. The examinee must follow the instructions of the invigilator(s).
4. It is forbidden to take any books, readers, laptops, mobile phones etc. into the room where the interim examination is held, unless explicitly allowed by the examiner.
5. Examinees who arrive more than half an hour after the officially-designated starting time of the interim examination are excluded from participation.
6. It is not permitted to leave the room where the interim examination is taken within half an hour of the officially-designated start time.
7. If an interim examination lasts more than two hours, examinees are allowed to leave the room where the exam is being held after that half-hour period for ‘personal care’ reasons.
8. When leaving the room where the interim examination is being held, students must hand in all supplied examination documents or leave these behind in their entirety.
9. The examinee and the invigilator are required to refrain from disturbing any of the other attendees in any way, both during the interim examination and when leaving the room.
10. Examinees who do not meet the requirements imposed by or pursuant to paragraphs 1 through 9 may be excluded from further participation in the interim examination by the examiner. The invigilator in attendance is authorised to act on behalf of the examiner in this matter.

Article 14 Results of interim examinations
1. One of the following assessment qualifications will be awarded for the result of an interim examination:
   - Extremely low 1 1.5
   - Very poor 2 2.5
   - Poor 3 3.5
   - Highly unsatisfactory 4 4.5
   - Unsatisfactory 5
   - Satisfactory 6 6.5
   - Very satisfactory 7 7.5
   - Good 8 8.5
   - Very good 9 9.5
   - Excellent 10
2. When the interim exam grade is made up of different interim exam components, the result will be determined by a weighted percentage of the various components.
3. An interim exam result that was obtained at a foreign university will be converted to the 1-10 assessment scale described in paragraph 1. For this conversion, the Examination Board uses the university’s standard conversion table (http://www.ru.nl/io/english/students/outgoing-exchange/conversion/).
4. Notwithstanding paragraph 3, the Examination Board can use a different conversion, for example, in situations in which the assessment abroad did not comply with the assessment policy for the degree programme here.
5. For the examinee who, for serious reasons, desires a separate statement concerning the results of an interim exam, this is to be provided by the relevant examiner.

Article 15 Registration of the results of interim examinations
The result of an interim examination is registered by the Educational Service Point of the faculty (OSP, Montessorilaan 3, A.01.07) and put at the disposition of the Examination Board.
Article 16 Objection procedure regarding the assessment of exam components
1. Examinees who disagree with the assessment of an interim examination may present their objection to the examiner.
2. If and when the student fails to reach an agreement with the examiner about the assessment, he or she can lodge an appeal with the Board of Appeals for Examinations. The appeal has to be lodged within a period of six weeks after the announcement of the interim examination results.
3. If the examiner has not reacted to the student’s objection within that six-week period, the student can lodge a so-called pro forma appeal with the Examinations Appeals Board, in which he/she requests postponement of the appeal.

Article 17 Fraud and plagiarism
1. Notwithstanding the provisions in article 1.2 of the EER, fraud during a written examination with multiple-choice and/or open-ended questions may consist of:
   a. Copying from others or using a cheat sheet;
   b. Using study aids (e.g. dictionaries, calculators, mobile telephone and cameras, etc.) during an interim examination without permission;
   c. Exchanging information inside or outside the examination room during the interim examination;
   d. Impersonating someone else during an interim examination or allowing someone else to represent oneself during an interim examination;
   e. Being in possession of the assignments for an interim examination before that interim examination is held;
   f. Taking or duplicating the examination papers of an interim examination during the interim examination/resit or inspection or distributing these without permission of the examiner.
   The above list is not exhaustive.
2. Fraud during other exam formats may consist of the fabrication of data and/or falsifying of data and/or plagiarism. Fabrication is defined as inventing or otherwise fabricating research data. Falsification is defined as manipulating or falsely presenting research data and results. Plagiarism is defined as:
   a. Copying the texts, thoughts and/or reasoning of others and presenting these as one’s own;
   b. Submitting previously submitted or similar texts for assignments from other programme components without acknowledging the source;
   c. Submitting papers obtained from a commercial organisation or written by someone else - whether in return for payment or not.
   The above list is not exhaustive.
3. In addition to the perpetrator, accomplices may also be punished in cases of fraud and plagiarism. If the work copied from a fellow student was copied with the permission and/or assistance of that fellow student, he/she will in any case be considered an accomplice as defined in the previous sentence.
4. Suspicions of fraud or plagiarism may be determined before, during or after an interim examination.
5. If the invigilator believes he/she has discovered a student committing fraud during a written interim examination, he/she will immediately make note of this on the exam protocol. The invigilator will also make note of this on the answer sheet of the participant suspected of fraud, either at the time the fraud is discovered or when the participant submits the examination papers. After the interim examination, the invigilator will make a written report of the detected fraud. The examinee will be given the opportunity to add a written comment to the report. The written report and any comments will be handed to the relevant examiner, who is then required to contact the Examination Board for further handling.
6. An examiner may use a plagiarism detection program to investigate plagiarism.
7. If the examiner or any other party involved thinks they may have discovered fraud or plagiarism before, during, or after the assessment of other exam formats, he/she must report this to the Examination Board and submit a file with evidence to prove the fraud or plagiarism.
8. The Examination Board will determine whether fraud has been committed following an investigation into the matter.
9. If an examinee is found guilty of fraud, the Examination Board may exclude him/her from further participation in the examination or interim examination in question, as well as from participation in other interim examinations for up to one year after the discovery of the fraud.
10. In the event of serious fraud, the Executive Board can terminate the student's enrolment for the degree programme on recommendation of the Examination Board.

**Article 18 Amendments to these R&R**

Amendments to these R&R pertaining to the current academic year shall only be implemented if this is, in all fairness, not to the detriment of the examinees.

**Article 19 Hardship clause**

The Examination Board is authorised to make an exception to these regulations in all cases that these regulations do not or do not sufficiently cover, or which may result in unreasonable or unfairness for individual students.

**Article 20 Entry into force**

These Regulations and Guidelines enter into force on September 1, 2016. As established by the Examination Board of the degree programmes in Psychology.