Rules and Regulations Examination Board Artificial Intelligence 2016-2017

Article 1 Preamble
1. The following Rules and Regulations (hereinafter called ‘R&R’) concern the functioning of the Examination Board for the Bachelor’s degree programme and the Master’s degree programme in Artificial Intelligence, as well as the proper course of events relating to the final examinations of these degree programmes and the interim examinations of their constituting components.
2. The R&R serve to implement the tasks entrusted to the Examination Board by the Higher Education and Scientific Research Act, as indicated in article 4.8 of the Educational and Examination Regulations (EER) for these degree programmes.
3. Where stipulations in these R&R conflict with stipulations in the EER for the same academic year, the latter apply.

Article 2 Definitions
If the terms used in these R&R also occur in regulations pursuant to the Structure Regulation, they have the same meaning as intended in those regulations. In addition, the following definitions apply:
- Faculty: the Faculty of Social Sciences at Radboud University;
- Examination Board: the examination board of the Bachelor’s degree programme and the Master’s degree programme in Artificial Intelligence;
- Education and Examination Regulations: the Education and Examination Regulations of the Bachelor’s degree programme and/or the Master’s degree programme in Artificial Intelligence, hereinafter called the EER;
- Examiner: the person designated by the Examination Board to administer interim examinations and determine the results of these;
- 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, as stipulated in the EER;
- Interim examination: an examination testing the knowledge, understanding and skills of the candidate in relation to a certain unit of study as well as an assessment of the results of that test by at least one examiner designated by the Examination Board to that end; ‘interim examination’ refers to any type of assessment in these R&R;
- Examinee: the person who is preparing to take and is registered for either the propaedeutic, Bachelor’s or Master’s final examination.

Article 3 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 Artificial Intelligence (hereinafter called: the programmes). The programmes are offered by the educational institute for Psychology and Artificial Intelligence (hereinafter called: the educational institute) within the Faculty of Social Sciences of the Radboud University (hereinafter respectively called: the faculty and the university).
2. These R&R apply to all examinees who are enrolled in the academic year 2016-2017 as a student in the Bachelor’s degree programme or the Master’s degree programme in Artificial Intelligence.
3. The Examination Board may delegate its tasks as stipulated in these R&R to the examiner(s).

Article 4 Composition and procedures of the Examination Board
1. The faculty dean establishes the number of members of the Examination Board. In the current academic year, the Examination Board consists of five members who are charged with providing the education of the degree programmes for an extent of at least 0.3 FTE. One member does not belong to the degree programme’s staff. In addition, the student counsellor is an advisory member of the Examination Board.
2. The chairperson and the other members of the Examination Board are appointed for a period of four years by the faculty dean, after consultation with the current Examination Board.
3. The Examination Board appoints one of its members as vice chairperson, who substitutes for the chairperson in case of his or her absence.
4. The Examination Board appoints either one of its members or someone else as secretary, who is charged with tasks such as preparing its 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 and the secretary power to sign documents, together or separately, on behalf of the Examination Board.
7. The Examination Board may establish more specified Rules of Procedure.
8. The Examination Board shall report yearly on its activities, and shall provide the report in writing to the dean.

Article 5 Administering the interim examinations
1. The Examination Board appoints examiners for administering the interim examinations of the examination components as intended in article 8.5 and 8.6 of the EER, and establishing their results.
2. The examiners as intended in paragraph 1 shall, as much as possible, use an explicit grading scheme when grading the interim examinations, and assess the interim examinations in such a way that the scores and the reasons for them are understandable to the student at an inspection as intended in article 17 of these R&R.
3. The examiners as intended in paragraph 1 shall, at the request of the Examination Board and for the purpose of verification, make the assessment materials for one or more interim examinations available to the Board, and shall report on the way the materials have been constructed. ‘Assessment materials’ refers to the test questions, the grading schemes, as well as any other material relevant to the assessment.
4. The Examination Board establishes whether an examinee meets the requirements for admission to the final examination or any components of it.

Article 6 Interim examination certificate
A separate grade certificate for an interim examination will be provided by the examiner in question to the examinee who requires such a certificate for compelling reasons.

Article 7 Certificate, grade list and distinction
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, before the result of the final examination has been established, provided that those components have been passed successfully.
3. The degree/certificate will be dated on the final school day of the month in which the student applies for the final examination.
4. Regarding the provisions as stated in the EER, the Examination Board grants a distinction (judicium) when the conditions stated in the EER have been met. Following examination requests, OSIRIS determines a distinction based on rules as stated in the EER. Students are allowed to propose their own distinction with the Examination Board if they do not agree with the distinction that has been provided. The Examination Board can decide to deviate from the proposed distinction.

Article 8 Registration for examination components (courses)
1. Students are required to register for a component through OSIRIS at least ten working days before its starting date. When the enrolment period for the component has expired, participation is only possible following explicit permission of the examiner.
2. If, for technical reasons, registration for a component through OSIRIS is unfeasible, students must register as soon as possible by email to the faculty’s Educational Service Point (OSP).
3. Notwithstanding the stipulations in paragraphs 1 and 2, registration for components provided by other degree programmes is subject to the prevailing regulations for that other programme.
4. If a student requires adapted examinations, he/she can state this when registering for the course and the examinations in OSIRIS. The request must be made in OSIRIS at least 10 working days prior to the interim examination date.

**Article 9  Registration for interim examinations**
1. Registration for an examination component also equates to registration for its interim examination and/or all parts thereof.
2. Registration for the resit should occur through OSIRIS, no more than five working days before either the resit date or any partial resits.
3. Notwithstanding the stipulations in paragraphs 1 and 2, registrations for interim examinations of components provided by other degree programmes are subject to the prevailing regulations for that other programme.
4. If adapted examinations are necessary, students can state this when registering for the course and the examinations in OSIRIS. The request must be made in OSIRIS at least 10 working days prior to the interim examination date.

**Article 10  Place, date, and time of written interim examinations**
1. Notwithstanding the provisions as stated in the EER, the Examination Board is responsible for the date and times of written examinations.
2. The Examination Board must make sure that the date and times of examinations are made public at least three weeks in advance via the exam timetable website (http://rooster.ru.nl) as well as via the Blackboard digital learning environment for the relevant course. After this announcement, no changes can be made to the scheduling unless the Examination Board demonstrates force majeure.

**Article 11  Registration for final examinations**
1. Students do not have to register separately for the propaedeutic examination.
2. Students must register for the Bachelor’s and Master’s examinations through the OSP, and this registration is then passed on to the university’s Examinations Office.
3. A standard procedure is used to apply for a Bachelor’s or a Master’s examination. This procedure can be found at the OSP website.

**Article 12  Participation in interim examinations**
1. Examinees have participated in an interim examination occasion for a component if they were legally present at that occasion and/or if students were registered for the examination component.
2. Notwithstanding the stipulations in paragraph 1, for components provided by other degree programmes, the prevailing regulations at that other programme with respect to when someone has participated in an interim examination occasion apply.
3. The number of participations in interim examination occasions may influence the distinction.

**Article 13  Order during written interim examination occasions**
1. The examiner may appoint one or more invigilators to assist or represent him or her during the interim examination. If and when the examiner is not present in the examination room, the invigilator must be able to contact him or her by telephone.
2. When participating in a written interim examination, the examinee shall identify him- or herself on request using a valid student card or valid photo ID.
3. The examinee is obliged to follow instructions of the invigilator(s). Failure to do so may be designated by the Examination Board as fraud.
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. Eating in examination rooms is not allowed. Drinking in examination rooms is allowed subject to reasonable constraints.
6. Examinees who arrive more than half an hour after the officially-designated starting time of the interim examination are excluded from participation.
7. It is not permitted to leave the room where the interim examination is taken within half an hour of the officially-designated start time. If an interim examination lasts more than two hours, examinees are
allowed to leave the room to visit the toilet after that period if accompanied by a second invigilator who is present in the room or who can be called and be present within a reasonable time span.

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. Examinees are required to refrain from disturbing any of the other attendees in any way, both during the examination and when entering or 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.

11. Examinees will be allowed sufficient time (known in advance), in a reasonably suitable room, to properly take the interim examination.

12. Notwithstanding the stipulations in the previous paragraphs, the order during interim examinations of components provided by other degree programmes are subject to the prevailing regulations of that other programme.

**Article 14  Fraud and plagiarism**

1. Without prejudice to the definition in article 1.2, paragraph 2 of the EER, fraud during written examinations 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) during an interim examination without permission;
   c. Exchanging information inside or outside the examination room during the 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 examination 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 falsification 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 may consist of:
   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, the invigilator 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 turns in 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 believes to have potentially 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 15 Registration of results

1. 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.

2. 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.

3. The examinee may file an appeal against the result of the interim or final examination within six weeks after the result has been published, in accordance with the procedure stipulated in article 17 of these R&R.

Article 16 Procedure for the inspection and review of interim examinations

1. The provisions in this article do not invalidate the provisions in article 4.8 of the EER, but serve as additions to or implementations thereof.

2. Concurrent with the results of an interim examination, the examiner of an interim examination will announce on Blackboard when and where the written examination may be inspected, and how any registration for the inspection and the inspection itself will be arranged.

3. The examiner will appoint the time and date of the inspection, taking into account the applicable conditions as stipulated in article 4.8 of the EER.

4. During the inspection, the examinee, at his or her request and under supervision of a staff member, has a right to inspect the examination questions and his or her own assessed answers, as well as to receive an explanation of the formal assessment criteria.

5. During the inspection, at his or her request and at cost price, the examinee will be provided with a copy of the assessed work (the answers, but not the questions). This facility does not apply in the case of multiple-choice examinations.

6. The time and place of a possible collective review shall be announced on Blackboard.

7. The examiner decides how the collective review will be arranged.

Article 17 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 during or after the inspection or review.

2. If and when the student fails to reach an agreement with the examiner about the assessment, he or she can file an appeal with the Board of Appeals for Examinations. The appeal has to be filed within a period of six weeks after the announcement of the examination results. If the examiner has not reacted to the student’s objection within that period, the student can file a so-called pro forma appeal with the Examinations Appeals Board, in which he/she requests postponement of the appeal.

Article 18 Complaints procedure

1. Complaints and appeals pertaining to the course of events for an interim examination can be filed with the Examination Board.

2. To be submitted, complaints and appeals must meet the following format requirements:
   a. A written and signed letter (no email);
   b. On behalf of one individual (no group letter);
   c. Containing a personal argumentation (no standard letter).

3. Complaints and appeals will only be considered if they meet the requirements stipulated in paragraph 2.
Article 19 Amendments of these R&R
Amendments of 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 20 Entry into force
These Regulations and Guidelines shall enter into force on September 1, 2016.
As established by the Examination Board of the degree programme in Artificial Intelligence.