Rules and Regulations Examination Board Cognitive Neuroscience 2016-2017

Article 1 Scope
The following is in regards to the regulations introduced by the Examination Board for the degree programme in Cognitive Neuroscience to ensure a smooth procedure during all examinations and related degree components.

Article 2 Definitions
Any terms used in the present regulations that are also contained in or arise from the Structure Regulations will retain the meaning given to them in those regulations. Furthermore the following terms will be understood to mean:
1. Education and Examination Regulations: the education and examination regulations that apply for the Master's programme in Cognitive Neuroscience, introduced by the faculty dean, and hereinafter referred to as the EER;
2. Examination Board: the Examination Board of the Master's programme in Cognitive Neuroscience;
3. Examiner: a person appointed by the Examination Board to administer examinations and determine the results;
4. Examination components: the courses listed in the EER that the student must follow and the related examinations that the student must complete successfully to obtain the Master's degree;
5. Examination: an evaluation of the student's knowledge, understanding and skills concerning a specific degree component and the assessment given for this evaluation by at least one of the examiners appointed by the Examination Board; the term 'examination' is understood to mean all test forms;
6. Student: a person enrolled for and preparing to complete a Master's degree;
7. Graduation candidate: a person who has completed the requirements for the Master's degree;
8. OSP: the faculty's education service centre, Montessorilaan 3, A.01.07;
9. OSIRIS: the university's student information system;

Article 3 Composition
1. The Examination Board consists of three or five members, the majority of whom must be part of the academic teaching staff in the relevant degree programme(s). At least one member does not belong to the staff of the degree programme.
2. The student advisor also acts as an advisor to the Examination Board.
3. After consulting with the director of the relevant education institute and hearing the other members of the board, the dean will appoint the members and the chair for a period of four years.

Article 4 Day-to-day affairs
1. The Examination Board will appoint a vice chair who will replace the chair when he/she is absent.
2. The Examination Board will appoint a secretary from among its members who is responsible for preparing meetings and implementing decisions, among other things.
3. The chair and the secretary are responsible for handling day-to-day affairs.
4. The Examination Board authorises the chair and the secretary to sign certain documents, either jointly or separately, on behalf of the Examination Board.

Article 5 Work procedure
1. The Examination Board convenes twice a year, in the second month of each semester.
2. The agenda is set by the secretary.
3. Decisions by the Examination Board are communicated through email by the secretary.

Article 6 Specific tasks of the examiner
1. The examiner ensures an orderly course of an examination.
2. The examiner may determine that the student is not permitted to take the examination papers with him/her at the end of an examination.
3. The examiner determines in advance and publishes in due time which auxiliary materials may be used by the student during the examination.
Article 7 Unforeseen circumstances and hardship clause
1. In individual cases not covered by these regulations, or insufficiently covered by these regulations, the
Examination Board will be authorised to decide.
2. In exceptional cases of extreme unfairness, the Examination Board will be entitled to make exceptions, in
favour of the student, to the Education and Examination Regulations and the present Rules and
Regulations.

Article 8 Appeal procedure for assessment of a degree component
1. If a student does not agree with the assessment of an examination, he/she can lodge an appeal with the
examiner during or after the review or feedback session for the examination.
2. If a student has not been able to reach an agreement with the examiner, he/she can lodge an appeal with
the Board of Appeal for Examinations. This appeal must be lodged within a period of six weeks after the
examination results have been determined. If the examiner has not provided the results within this period
of six weeks, the student can lodge a ‘pro forma’ appeal with the Board of Appeal for Examinations to
request an extension for the appeal.

Article 9 Complaints
1. Complaints and appeals with regard to procedures during an examination can be lodged with the
Examination Board.
2. The complaint or appeal must meet the following formal requirements:
   a. written and signed letter (not an email);
   b. individual letter (not a group letter);
   c. personal letter with reasons (not a standard letter).
   Complaints and appeals will only be processed if they meet the requirements stipulated in a to c.

Article 10 Amendments
Amendments applicable to the current academic year will only be introduced if they have not reasonably
been deemed detrimental to the interests of examinees or graduation candidates.

Article 11 Entry into force
These regulations shall enter into force on September 1, 2016.