

Rules and Regulations of the Examination Boards of the Faculty of Science of the Radboud University 2021-2022

General part

1. Scope

These rules and regulations apply to all examinations of the study programmes of the Faculty of Science (hereafter: the faculty).

- a. Biosciences: Bachelor's Biology, Master's Medical Biology
- b. Computing Science and Information Sciences: Bachelor's Computing Science, Master's Computing Science, Master's Information Sciences
- c. Molecular Sciences: Bachelor's Molecular Life Sciences, Master's Molecular Life Sciences, Bachelor's Chemistry, Bachelor's Science, Master's Science, Master's Molecular Sciences
- d. Mathematics, Physics and Astronomy: Bachelor's Mathematics, Master's Mathematics, Bachelor's Physics and Astronomy, Master's Physics and Astronomy

These Rules and Regulations have been drawn up by the Examination Boards concerned, in accordance with the by the Faculty Board determined Education and Examination Regulation (EER). The terms used in these Rules and Regulations have the same meaning as described in the EER.

2. Composition and procedure of the Examination Board

- a. In accordance with the faculty regulation, every Examination Board consists of at least three (3) and at most ten (10) members, and mostly of (i.e. a majority) members that belong to the permanent academic staff, which have been tasked with providing education in the study programme(s) concerned.
- b. The Examination Board appoints a vice-chair among its members.
- c. The vice-chair replaces the chair if necessary.
- d. The Examination Board takes decisions with a majority of votes. If the votes are equally divided, the chair makes the final decision.
- e. The Examination Board makes agreements about signing documents on behalf of the Examination Board and can delegate specific signing competences to non-members.

3. Examinations

- a. In accordance with the WHW (Higher education and Research Act; only available in Dutch), a student who is enrolled in only a Bachelor's programme cannot take examinations in one of the Master's programmes.
- b. The Examination Board can grant a student permission to take an examination on a different date than the originally scheduled date.

Below, the **criteria** for permitting an additional examination opportunity:

1. The examination concerns the final course needed in order to graduate (Bachelor's or Master's) **AND**

waiting for the next regular examination opportunity will result in more than 3 months of study delay **AND**

the student has participated in at least one of the last two regular examination opportunities.

Permission for an extra examination opportunity for a final course is only granted once.

2. The student falls within the Top Talent in Sport and Art regulation. The student must provide proof of this.
3. Extraordinary personal/medical circumstances. The student advisor is always consulted in this case.

NB: The Examination Board cannot force a lecturer to cooperate in this. The Examination Board is able to force the study programme to organise an extra non-regular examination opportunity.

4. Appointment of examiners

1. De Examination Board appoints examiners:

Examiners can be:

- Members appointed by the Radboud University and/or Radboud university medical centre **and**
 - a. who have a permanent position as professor, associate professor, assistant professor, or tenure-track that will lead to one of these three positions **or**
 - b. who are employed at the faculty as lecturer and have a BTQ **or**
 - c. who are extraordinary professors that are capable according to the judgement of the Examination Board **or**
 - d. who are externally-financed researchers that have a BTQ or who are capable according to the judgement of the Examination Board

2. The appointment of examiner takes place for a period of 1 year, and is automatically extended, unless the Examination Board decides otherwise.

5. Examination contents and grading

- a. At the start of each part, the examiner announces the learning objectives of that part to students. An examination assesses the learning objectives in proportion to the relevance it holds.
- b. The requirements given to each (partial) examination are announced to students well in advance.
- c. For a written (partial) examination, the sources that can be used during the examination are to be announced to students well in advance.
- d. If a (partial) examination consists of multiple parts, the way in which the partial assessments make up the final assessment is announced to students by the examiner at the start of each part.
- e. If the final grade of a part is determined by more than the final examination (or multiple partial examinations), such as other partial examinations (e.g. practicals, seminars, presentations, etc.), it is not possible to pass a course if the final

examination (or average of partial examinations) has been awarded less than a 5.0.

- f. If the final grade of a final project is determined by multiple partial grades (e.g. for practical work, report, presentation, etc.), each of these partial grades should be at least a 5.0.
- g. If both assessors of the final project award a (partial) grade that differs more than one full point, and this difference remains after deliberation among both assessors, the Examination Board will appoint a third assessor who will determine a binding final grade.
- h. The final grade of a final project has to be signed off by an examiner that has been appointed by the Examination Board.
- i. For a written exam, the date of the examination is used as an administrative examination date, for a practical the date on which all data and reports have to be submitted.

6. Procedure during examinations

- a. See the House Rules Examinations.
- b. The Education Centre assigns invigilators for such examinations, who ensure that the examination runs smoothly, and in accordance with the Faculty of Science invigilator protocol. The invigilators should be aware of the sources that students are allowed to use. They should also be aware of the manner in which a student, who has permission of the Examination Board to take the written examination in an adjusted form, can take this examination.
- c. If invigilators are assigned during an examination, the head of the Education Centre is responsible for their work during the examination.
- d. The examinee provides enough paper and writing tools when taking a written examination. The examiner can decide to provide paper themselves; in that case, the examinee is obliged to use it.
- e. The examinee is obliged to follow the instructions given by the Examination Board or examiner, whether these were announced before, during, or immediately after the examination.
- f. If the examinee does not comply with one or more instructions as mentioned in the previous paragraph, they may be excluded from further participation in the examination or parts of it by the Examination Board or the examiner on the basis of disruption. As a consequence of that exclusion, it is not possible to record a result for that examination and the examinee may be excluded from taking the examination or parts thereof in the same academic year. Before the Examination Board takes the decision to exclude the examinee, they allow the examinee to defend themselves.
- g. If the examinee is caught committing fraud during an examination, the regulations as listed in the appendices of the EER and the Rules & Regulations apply.

7. Exemptions

- a. A request for exemption from an examination or component is assessed by the Examination Board.
- b. The Examination Board will decide within one (1) month after receiving the request. The person making the request will immediately be notified of the decision.

8. Examinations

- a. A student has passed the Bachelor's examination if all the components of the Bachelor's programme are given a passing grade of at least 6, or "satisfactory", "sufficient", or "good".
- b. In all other cases, the examinee is denied from the Bachelor's examination.
- c. A student has passed the Master's examination if all the components of the Master's programme are given a passing grade of at least 6, or "satisfactory", "sufficient", or "good".
- d. In all other cases, the examinee is denied from the Master's examination.

9. Distinctions

- a. The Examination Board can award the distinction "cum laude" to the result of an examination, if the weighted average of ECs of the results of all the components is at least 8.0.
- b. The Examination Board can award the distinction "summa cum laude" to the result of an examination, if the weighted average of ECs of the results of all the components is at least 9.0.
- c. A distinction for the Bachelor's examination is determined on the basis of the assessments of all components of the Bachelor's programme, without the extracurricular components; the one for the Master's examination is determined on the basis of the assessments of the components of the Master's programme, without extracurricular components.
- d. A distinction is solely determined on the basis of the nominal number of ECs that is required for the examination (curricular components).
- e. A distinction is not granted if the extent of the granted exemption includes more than 50% of the programme, considering possible further restrictions to the number of exemptions as stated in the EER.
- f. A distinction is not granted if more than 10% of the programme has been resat (18 EC of Bachelor's programme; 12 EC of the Master's programme).
- g. The Examination Board can decide to not grant a distinction if a student has been caught committing fraud during their programme and this has been recorded in the student file.

When granting the distinction "cum laude" the following criteria are used:

- h. The weighted average based on EC of the assessments of all examination components with a weight of less than 20 EC has to be at least 8.0 before the grade is rounded off.

- i. The weighted average based on EC of the assessments of all examination components with a weight of 20 EC or more has to be at least 8.0 before the grade is rounded off.

When granting the distinctions “summa cum laude” the following criteria are used:

- j. The weighted average based on EC of the assessments of all examination components with a weight of less than 20 EC has to be at least 9.0 before the grade is rounded off.
- k. The weighted average based on EC of the assessments of all examination components with a weight of 20 EC or more has to be at least 9.0 before the grade is rounded off.

10. Final projects/papers

Internships and theses in both the Bachelor’s and Master’s programmes are individually assessed on the basis of the individually submitted papers. In extraordinary cases, the Examination Board can grant permission to joint internship/thesis assignments, if students make a request before starting with the internship/thesis. In this request, the following components must be described:

- a. The added value and necessity of the joint assignment.
- b. A description of the individual part of the assignments and the responsibilities per student.
- c. A description of the joint partial assignments and responsibilities of the students.
- d. A clear description of the ways in which individual and joint aspects of the internship/thesis assignment will be assessed.
- e. Under all circumstances, each student must submit a report/thesis individually.

11. Switch within the first year of the Bachelor’s programme

All the students who switch to one of the programmes in the same educational institute during the first year of the programme will have the results of the components that belong to this second first-year programme on their diploma as grades (unless otherwise assessed) under the condition that the student does not continue with the first programme.

12. Dual Bachelor’s programme

A student who has been granted access to a second academic year after completing the first-year programme in accordance with the EER, and who chooses to complete two Bachelor’s programmes, will have the first-year subjects listed as exemptions (VR) on the diploma supplement of the programme they enrolled in last, based on the completed first year of the first programme.

13. Pre-Master’s

To assess if a student met the requirements of a Pre-Master’s, the same rules apply as for an examination, as described in paragraph 8 of this document.

14. Changes and Unforeseen Circumstances

- a. No changes in these rules will take place that apply to the current academic year unless this does not reasonably damage the interests of the students.
- b. In cases in which the current Rules and Regulations do not accommodate, or there is doubt concerning its interpretation, the Examination Board makes a decision.
- c. The Examination Board is qualified to make an exception regarding the EER and the Rules and Regulations in individual cases and in a well-founded manner.

15. Date of commencement

These Rules and Regulations take effect on 13 October 2021.

Appendix 1

Rules and regulations of the Computing Science and Information Sciences Examination Board 2021 – 2022 supplementary to the faculty rules and regulations.

1. Language Master's thesis and Master's graduation speech

The code of conduct for foreign languages mandates that your Master's thesis is written in English and that you speak in English during your graduation speech. In case of strong reasoning, the Examination Board is able to provide permission to deviate from this rule.

2. Homework guideline

When assessing course files, the Examination Board deems it acceptable if no exam matrix or assessment protocol is given for homework/bonus rules that meet the following requirements:

- The maximum weight for the homework is 10% of the exam grade.
- In the exam regulations (exam matrix, assessment protocol, etc.) these components do not need to be specified.

It is not necessary to give students a resit opportunity for homework.

(For exams/labs/presentations/papers it is expected that an exam matrix and assessment protocol are included in the course dossier)

Explanation of the homework guideline:

The exam of a course (summative testing, "testing for a grade") normally consists of a written exam and/or paper, project report, presentation, etc.

Formative testing (interim checks, practising, receiving feedback) is an important aspect of education. This formative testing often consists of homework exercises, in which aspects are practised that are part of the exam. In order to stimulate the participation of students, lecturers sometimes include these results in the exam grade, which gives a summative character to what was intended as formative testing.

Consideration:

The Education Board feels it is detrimental if these kinds of results (for convenience indicated as "homework") are given too much weight in the examination, for two reasons:

- The improper merging of practising (and learning from mistakes) and being assessed has to be avoided;
- The circumstances in which homework is completed (individually, in groups, and with or without the help of computers) are hard to control.

3. Expansion of the Master's internship

The student in the Master's programme is allowed to expand the internship with a maximum of 15 EC after approval of the Examination Board. Substantiated argumentation with the approval of the supervising lecturer must be submitted to the Examination Board.

4. Pre-Master's

The Examination Board will declare that a student has graduated from the Pre-Master's programme if every course has been passed with a sufficient grade. Deviating from this, one insufficient result (if this result is a grade not lower than a 5.0) is allowed.

5. Dual Bachelor's in Mathematics and Computing Science

1. Students who chose a double Bachelor's programme in Mathematics and Computing Science have an intensified study programme with an annual study load of 75 EC; the total study load of the Bachelor's programme is 225 EC.
2. Every student must meet the requirements of course NWI-WP017B Portfoliodeel Wiskunde Jaar-1 (0 EC). Every student must meet the requirements of course NWI-WB071 Portfolio Bachelor Wiskunde (3 EC) or the course NWI-IBI010 Reflectie en Beroepsoriëntatie (3 EC).
3. Every student must include the course NWI-FFIL100 Inleiding Filosofie en Ethiek (3 EC) or the course NWI-I00036 ICT and Society (3 EC) in their programme.
4. One Bachelor's internship (12 EC) will be conducted at a Mathematics or Computing Science department of your choice.
5. In both Bachelor's programmes, the mandatory writing skills course can be completed by taking one of the following three courses: NWI-IBC035 Academic Writing for Computing Scientists (3 EC); NWI-NB081 Writing Skills in Academia (3 EC) or NWI-FCEM02B Schrijven over Wetenschap (3 EC).
6. Of the elective space, 12 EC must be filled with electives from one of the specialisations of Computing Science. For the specialisation Software and Data Science, these courses are NWI-IBI008 Data Mining (6 EC), and the choice between either a) NWI-IBC024 Software Verification (3 EC) and NWI-IBC025 Semantics and Rewriting (3 EC) or b) NWI-IBC036 Big Data (6 EC). For the specialisation Cyber Security, these courses are NWI-IPC026 Web Security (3 EC), NWI-IBC034 Operating Systems Security (3 EC) and NWI-IBC023 Introduction to Cryptography (6 EC).
7. The remaining elective space must be filled with Mathematics courses. The study programme Mathematics publishes a series of electives annually that are ideally suited to fill this elective space and match the Master's programmes in Mathematics and Computing Science.

Exemptions for Computing Science courses on the basis of Mathematics courses:

- The Mathematics course NWI-WP027 Lineaire Algebra A (6 EC) counts as an exemption for the Computing Science course NWI-IPC017 Matrix Calculation (3 EC).

- The Mathematics course NWI-WP029 Inleiding Wiskunde (6 EC) counts as an exemption for the Computing Science course NWI-IPC020 Mathematical Structures (3 EC).
- The Mathematics course NWI-WB011C Discrete Wiskunde (6 EC) counts as an exemption for the Computing Science course NWI-IBC016 Combinatorics (3 EC).
- The Mathematics courses NWI-WP025 Calculus A (6 EC) and NWI-NB004B Kansrekening (3 EC) count as exemptions for the Computing Science course NWI-IBC017 Calculus & Probability Theory (3 EC).
- The Mathematics course NWI-WB008C Logica (6 EC) counts as an exemption for the Computing Science course NWI-IPI004 Logic & Applications (6 EC).

Appendix 2

Rules and Regulations of the Mathematics, Physics, and Astronomy Examination Board 2021 – 2022 supplementary to the faculty rules and regulations

Art. 1. Dual Bachelor's in Mathematics and Physics and Astronomy

1. Students who chose a double Bachelor's programme in Mathematics and Physics and Astronomy have an intensified study programme with an annual study load of 75 EC; the total study load of the Bachelor's programme is 225 EC.
2. Every student must meet the requirements of the course NWI-NB075 Portfolio Bachelor Natuur- en Sterrenkunde (3 EC) or the course NWI-WB071 Portfolio Bachelor Wiskunde (3 EC); in the first study year, the course NWI-WP017B Portfolio part Wiskunde Jaar 1 **or** NWI-NP034B Portfoliopart Natuurkunde Jaar 1 mandatory.
3. The Physics course NWI-NB008D Practicum Natuurkunde 2b (6 EC) can be replaced with the Physics course NWI-NB065B Practicum Natuurkunde 2c (3 EC).
4. The compulsory Physics course NWI-NB019C Complexe Functies (3 EC) can be replaced by the Mathematics course NWI-WB093 Complexe Analyse (6 EC).
5. One Bachelor's internship (12 EC) must be fulfilled at a Mathematics or Physics department of choice.
6. The study programmes publish a series of electives annually that are ideally suited to fill this elective space and match the Master's programmes in Mathematics and Physics and Astronomy.