

Rules and Guidelines of the Examination Board

Faculty of Science, Radboud University Nijmegen

General part

1. Applicability

These Rules and Guidelines are applicable to all interim examinations and examinations of the Bachelor's and Master's programmes provided by the Faculty of Science (which will hereafter be referred to as: the faculty):

- Biosciences: Bachelor Biology, Master Biology, Master Medical Biology.
- Computing and Information Sciences: Bachelor Computing Science, Master Computing Science, Master Information Science.
- Molecular Sciences: Bachelor Molecular Life Sciences, Master Molecular Life Sciences, Bachelor Chemistry, Master Chemistry, Bachelor Science, Master Science.
- Mathematics and Physics and Astronomy: Bachelor Mathematics, Master Mathematics, Bachelor Physics and Astronomy, Master Physics and Astronomy.

2. Definitions

The concepts used in these regulations will have the same meaning as, if they occur, in the regulations of the Structuurregeling. In addition, the following definitions apply:

- Examination regulations: the Education and Examination Regulations (OER) as determined by the Faculty Board regarding the programmes as mentioned in article 1.
- Examinee: the student subjected to an interim examination or examination.
- Examination component: an educational unit from which an examination is created and which is to be completed with an assessment / final grade.
- Interim examination: an examination testing the knowledge, understanding and skills of the student 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.
- Exam date: the administrative date of an interim examination which is used to organize all necessary acts of all those that are involved. For a written exam, this is the date on which the interim examination takes place. For a practical, this is the date on which all data and reports should be submitted.
- Student: anyone enrolled at Radboud University Nijmegen for participation in a degree programme and/or in the interim and final examinations of the programme.
- Examiner: the person designated by the Examination Board in accordance with Article 7.12 of the Act who administers the interim examinations.

3. Composition and general course of affairs of the Examination Board

- In accordance with the Faculty regulations, each Examination Board consists of minimally three and maximally ten members, with a majority belonging to the core scientific personnel of the department, providing the education for the concerning study programme(s).
- The Examination Board appoints, from within the Board, a chair.
- The vice-chair substitutes for, if necessary, the chair.
- The Examination Board takes decisions on the basis of a majority of votes. If the votes are tied, the chair will make the final decision.
- The Examination Board agrees upon the signing of documents on behalf of the Examination Board, and can delegate specific sign-authority to non-members.

4. Interim examinations

- The “Rules limiting eligibility for interim examinations” (as included in the appendix of the OER) apply to all interim examinations of the faculty.
- The Examination Board can grant a student permission to take an exam on a different date than the date on which the regular exam takes place. The Examination Board will only make a decision, based upon a well-motivated request of the student, if both the concerning lecturer as well as the study advisor express a positive advice.

5. Content and assessment of the interim examinations

- At the start of each exam component, the examiner will indicate, to the students, the learning objectives of that particular component. An interim examination will test these learning objectives, in proportion to their significance.
- The requirements that are set for each (partial) interim exam will be announced to the students well in advance of time.
- For a written interim (partial) exam, the sources that can be consulted during the exam will be announced to the students well in advance of time.
- If a (partial) interim exam consists of various components, the way in which the assessment of the smaller components make up the final grade will be announced to the students by the examiner at the start of each exam component.
- Exam components can be graded with the following final grades: 10,0; 9,5; 9,0; 8,5; 8,0; 7,5; 7,0; 6,5; 6,0; 5,0; 4,5; 4,0; 3,5; 3,0; 2,5; 2,0; 1,5; 1,0.
- A sufficient final grade is considered to be a 6,0 or higher, or “completed”.
- In case the final grade of an exam component is also composed of other grades (such as a practical, seminars, presentations) in addition to the final interim examination (or multiple partial exams), a final sufficient grade cannot be achieved if the final interim exam (or the average grade of the partial exams) is less than a 5,0.

6. Course of affairs during interim examinations

- For a written interim exam, the examiner will make sure that proctors have been assigned, who will see to it that the examination goes properly and in accordance with the surveillance protocol of the Faculty of Science. The proctors should be up to date regarding the sources which the students are allowed to use during the exam. They should also be up to date regarding students who have received permission from the Examination Board to complete the written interim examination in a deviant manner, and especially with regard to how these students are to complete the exam.
- The examiner may decide that, after the interim exam, the exam questions cannot be taken home with the examinees.
- Examinees are obligated to ID oneself, by means of their student ID card, passport, national ID card, or driver's license, when requested by the Examination Board.
- The examinee makes sure to have sufficient paper as well as writing tools. The examiner may also decide to distribute paper, and the examinee is then obligated to use that.
- The examinee is obligated to follow instructions as provided by the Examination Board or examiner, which are published before the start of the exam, as well as any changes in these instructions that are announced before, during, or immediately after an exam.
- If an examinee does not follow one or more instructions as referred to in the previous point, they can, on the basis of disturbance, be excluded from further participation in the entire interim exam or parts of it by the Examination Board or examiner. This exclusion has as a consequence that no result will be determined for that particular exam and the examinee cannot participate in that same exam (or parts of it) in that academic year. The examinee has the opportunity to be heard before the Examination Board will come to final decision regarding exclusion.
- In case an examinee is caught for fraud, the rules that apply to that student are outlined in the OER.

7. Exemptions

- A request for exemption from an exam or exam component will be considered and assessed by the Examination Board.
- The Examination Board will come to a decision within 1 month after reception of the request.

8. Examinations

- Students will obtain their first year degree if all examination components of the first year degree are completed and have been assessed with a sufficient final grade (at least 6,0 or "completed").
- In all other cases, the student will be rejected for the first year degree.

- Students will obtain their Bachelor's degree, in case they have obtained their first year degree, and if they have completed all exam components of the post-propaedeutic programme with a sufficient final grade (at least a 6,0 or "completed").
- In all other cases, the student will be rejected for the Bachelor's degree.
- Students will obtain their Master's degree, in case they have completed all exam components of the Master's programme with a sufficient final grade (at least a 6,0 or "completed").
- In all other cases, the student will be rejected for the Master's degree.

9. Honours

- The Examination Board can, under the following conditions, award honours to a passed examination:
 - “bene meritum”, in case the average final grade of all exam components, without rounding off, is at least 7,5;
 - “cum laude”, in case the average final grade of all exam components, without rounding off, is at least 8,0; and
 - “summa cum laude”, in case the average final grade of all exam components, without rounding off, is at least 9,0.
- Honours for the first year degree is awarded on the basis of the assessments and results of the first year programme; honours for the Bachelor's degree is awarded on the basis of the assessments and results of the first year programme as well as the post-propaedeutic Bachelor's programme; and honours for the Master's degree is awarded on the basis of the assessments and results of the Master's programme.
- Honours is awarded exclusively on the basis of the nominal number of EC required for the examination.
- Exam components that are evaluated with “completed” do not count towards awarding honours.
- Honours shall not be awarded if the student has been exempt from more than 50% of the programme.
- Honours shall not be awarded if over 10% of the programme has been retaken (18 EC for the Bachelor's programme, and 12 EC for the Master's programme).
- Honours shall not be awarded if a student has previously been found guilty of committing fraud and if this has been recorded by the Examination Board.

The following criteria apply to awarding the honours bene meritum:

- The EC-weighted average grade consisting of the assessments of all exam components worth no more than 20 EC has to be, without rounding off, equal to at least a 7.5.
- The EC-weighted average grade consisting of the assessments of all exam components worth 20 EC or more has to be, without rounding off, equal to at least a 7.5.

The following criteria apply to awarding the honours cum laude:

- The EC-weighted average grade consisting of the assessments of all exam components worth no more than 20 EC has to be, without rounding off, equal to at least a 8.0.
- The EC-weighted average grade consisting of the assessments of all exam components worth 20 EC or more has to be, without rounding off, equal to at least a 8.0.

The following criteria apply to awarding the honours summa cum laude:

- The EC-weighted average grade consisting of the assessments of all exam components worth no more than 20 EC has to be, without rounding off, equal to at least a 9.0.
- The EC-weighted average grade consisting of the assessments of all exam components worth 20 EC or more has to be, without rounding off, equal to at least a 9.0.

10. Pre-master / Transitional programme

- To conclude whether or not a student has successfully completed the pre-master (transitional programme), the same rules apply as to the final examination / graduation.

11. Amendments and unforeseen circumstances

- No amendments will take place with regard to these regulations that are applicable to the current academic year, unless the interests of the students are, in reason, not badly affected thereby.
- Should a case occur in which the currently applicable Rules and Guidelines do not suffice, and / or doubts arise regarding its interpretation, the Examination Board has the final decision.
- The Examination Board is permitted to grant exceptions, if well-founded, to the Education and Examination Regulations as well as these Rules and Guidelines on an individual basis.

12. Date of validity

These Rules and Guidelines come into effect on 1 September 2014.

Rules and Guidelines Biology 2014-2015, in addition to the Faculty Rules and Guidelines.

Rules and Guidelines of the Examination Board, specific to the Biosciences study programmes, concerning OER Bachelor's programme Biology, OER Master's programme Biology, and OER Master's Medical Biology 2014-2015.

In addition to the Faculty Rules and Guidelines (Article 1 – 12).

13. Minors in the Bachelor's programme Biology

1. In the Bachelor's programme, students can choose from **one** of the following minor programmes:

- a) General Biology (30 EC)
- b) Medical Biology (30 EC)
- c) Medicine (30 EC; offered by Radboud University Medical Center)
- d) Education (30 EC; offered by Radboud Graduate School of Education)

Or from one of the following minor programmes offered by other Faculty of Science study programmes:

1. Global Challenges, Science & Entrepreneurship (18 EC)
2. Physical Organic Chemistry (15 EC)
3. Bio-organic Chemistry (15 EC)
4. Sustainable Chemistry (15 EC)
5. Computing Science (15 EC)
6. Information Science (15 EC)

2. The courses of these minor programmes are outlined in the prospectus.

14. Admission minor programme Medicine during the Bachelor's programme Biology

1. Admission to the minor programme Medicine takes place on the basis of a selection procedure. In order to be eligible for selection, students should have complied with all first year degree requirements before Christmas in their second year of study. The selection procedure (with a maximum of 30 students per year) is primarily based on the grades achieved in the students' first year of study.
2. Students will be provisionally admitted to the minor programme Medicine in their second year of study; definitive admission will only take place if the student has no study delay in the second year.
3. The minor programme Medicine consists of five courses, worth 6 EC each. These courses can only be chosen within the Medicine minor programme, and are not open for registration as electives of other study programmes.
4. Only if the student has complied to the requirements of the Bachelor's finale examination within three academic years, including the minor programme Medicine, the student can, after a selection procedure, be admitted to the pre-master of Medicine at Radboud University.
5. Bachelor's students who have completed the minor programme Medicine can also be admitted to the Master's programme Medical Biology.
6. In case students have not successfully completed the minor programme Medicine within three years, the successfully completed courses of these minor can be registered as part of the Bachelor's degree Biology.

15. Extension Master's internship

Master's students are allowed to extend their Master's internship with 15 EC, after receiving permission from the Examination Board. In order to do so, the Examination Board needs to be

provided with well-founded argumentation in addition to permission from the concerning lecturer.

16. Graduation project, internship, and thesis

Internships and theses in the Bachelor's as well as Master's programme are assessed individually on the bases of documents that were also submitted individually. In case students, before the start of the internship and/or thesis, submit a request for a joint internship / thesis, the Examination Board can grant permission to do so for exceptional cases. The following should be included in such a request:

- The usefulness and necessity of a joint project.
- A description of the individual part of assignments and responsibilities per student.
- A description of the joint assignments and responsibilities of the students.
- A clear description of how individual and joint aspects of the internship / thesis will be assessed.

Under all circumstances, each student should submit a report / thesis separately.

17. Amendments and unforeseen circumstances

- No amendments will take place with regard to these regulations that are applicable to the current academic year, unless the interests of the students are, in reason, not badly affected thereby.
- Should a case occur in which the currently applicable Rules and Guidelines specific to the study programme do not suffice, and / or doubts arise regarding its interpretation, the Examination Board has the final decision.
- The Examination Board is permitted to grant exceptions, if well-founded, to the Education and Examination Regulations as well as these Rules and Guidelines on an individual basis.

18. Date of validity

These Rules and Guidelines come into effect on 1 September 2014.