

Rules and Guidelines of the Examination Board

Faculty of Science, Radboud University Nijmegen, 2015-2016

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

In case they also occur in the Structuurregeling, the concepts used in these regulations carry the same definition as in those regulations. Additionally, 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.
- Component: an educational unit that forms the basis of an examination 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, appointed 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 appointed by the Examination Board who administers the interim examinations, in accordance with Article 7.12 of the Act.

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 relevant study programme(s).
- The Examination Board appoints a chairman and vice-chairman from within the Board.
- The vice-chairman substitutes for the chairman, if necessary.
- The Examination Board makes decisions on the basis of a majority of votes. If the votes are tied, the chairman will make the final decision.
- The Examination Board makes agreements regarding the signing of documents on behalf of the entire Examination Board, and can delegate their specific power to sign to non-members.

4. Interim examinations

- The “Rules of 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 relevant lecturer as well as the study advisor express a positive advice.

5. Content and assessment of the interim examinations

- At the start of each 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 multiple, various components, the way in which the assessments of the smaller components make up the final grade will be announced to the students by the examiner at the start of each component.
- Exam components can be graded with one of 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 a 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 sufficient final grade cannot be awarded if the final interim exam (or the average grade of the partial exams) is graded lower than a 5.0.

- An interim examination that has been completed with a sufficient final grade may not be retaken without written permission of the relevant Examination Board.
- When an interim examination is retaken, generally the last obtained grade counts as the final result.

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 interim 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 informed about students who have received permission from the Examination Board to complete the written interim examination in a deviant manner.
- The examiner may decide that the exam questions cannot be taken home with the examinees after the interim exam.
- Examinees are obligated to ID themselves, 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 instead.
- The examinee is obligated to follow the instructions as provided by the Examination Board or examiner that are published before the start of the exam, as well as any changes in these instructions that may be 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 of the interim exam, 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 registered for that particular exam and the examinee cannot participate in that same exam again (or parts of it) during the same academic year. The examinee has the opportunity to be heard before the Examination Board comes to final decision regarding exclusion.
- In case an examinee is caught for fraud, the regulations that apply to such a 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 obtain their first year degree if all examination components of the first year's programme are completed and have been assessed with a sufficient final grade (at least 6,0 or "completed").
- In all other cases, the student is not eligible to receive the first year degree.
- Students obtain their Bachelor's degree after 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 is not eligible to receive the Bachelor's degree.
- Students obtain their Master's degree if 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 is not eligible to receive the Master's degree.

9. Honours

- The Examination Board can, under the following conditions, award honours to a passed examination:
 "cum laude", in case the weighted average final grade of the results of all exam components, without rounding off, is at least 8,0; and
 "summa cum laude", in case the weighted average final grade of the results 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 (curricular components).
- 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 documented by the Examination Board.

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

- The weighted (based on the number of EC) average grade of the results of all exam components that are worth no more than 20 EC has to be, without rounding off, equal to at least a 8.0.

- The weighted (based on the number of EC) average grade of the results of all exam components that are 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 weighted (based on the number of EC) average grade of the results of all exam components that are worth no more than 20 EC has to be, without rounding off, equal to at least a 9.0.
- The weighted (based on the number of EC) average grade of the results of all exam components that are 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's (transitional) programme, the same rules apply as to the final examination.

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 makes the final decision.
- The Examination Board is entitled to grant individual students exceptions, if well-founded, to the Education and Examination Regulations as well as these Rules and Guidelines.

12. Date of validity

These Rules and Guidelines come into effect on 1 September 2015.