

Examination Board Regulations Anthropology and Development Studies 2017-2018

Article 1 Scope

The following is in regards to the regulations introduced by the Examination Board for the degree programmes in Anthropology and Development studies to ensure a smooth procedure during the first year, Bachelor's and Master's phases of the Anthropology and Development Studies programme and during all examinations and related units of study.

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 Bachelor's and Master's programmes in Anthropology and Development Studies, introduced by the faculty dean, and hereinafter referred to as the EER;
2. Examination Board: the Examination Board of the Bachelor's and Master's programme in Anthropology and Development Studies;
3. Examiner: a person appointed by the Examination Board to administer examinations and determine the results;
4. Units of study: the courses listed in the EER that the student must follow and the related examinations that the student must complete successfully to obtain the first year, Bachelor's or Master's degree;
5. Examination: an evaluation of the student's knowledge, understanding and skills concerning a specific unit of study 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 first year, Bachelor's or Master's degree;
7. Graduation candidate: a person who has completed the requirements for the first year, Bachelor's or Master's degree;
8. OSP: the faculty's education service point, Montessorilaan 3, A.01.07;
9. OSIRIS: the university's student information system;
10. Blackboard: the university's digital learning environment.

Article 3 Composition

1. One joint Examination Board is established for each Bachelor's and related Master's programme.
2. In exception to the provisions in paragraph 1, the dean can decide, in consultation with the institute director, to establish one joint Examination Board for a number of different degree programmes.
3. The Examination Board consists of three or five members, appointed on the basis of their expertise of the study programme or group of programmes concerned. At least one member is a lecturer of the programme(s). At least one member is not part of the degree programme's staff.
4. The student advisor also acts as an advisor to the Examination Board.
5. 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 or 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

The Examination Board may introduce standing orders that provide for the working procedure in further detail.

Article 6 *Procedure for examinations*

1. Administering examinations
 1. The Examination Board yearly appoints examiners for administering examinations and determining the results of the units of study referred to in article 8.5 of the EER.
 2. The Examination Board determines whether a student meets the requirements for graduation or for one or more of the components.
2. Language used during the examinations
 1. The (re-sits) of examinations of the units of study taught in English are set in English, unless the Examination Board decides otherwise (see also the Radboud University Policy for use of Foreign Languages / Gedragscode Vreemde Taal van de Radboud Universiteit).
 2. Bachelor's Students are permitted to use an English-Dutch dictionary, c.q. English- native language for examinations in English. Master's students are not permitted to use a dictionary.
 3. Students with a non-Dutch background are allowed to use a translation dictionary (native language- Dutch, Dutch- native language).
 4. Bachelor essays can be written in either Dutch or English. In both cases the student is responsible for a professional language correction of the final essay.
3. Place and time of written examinations
 1. The Examination Board determines the place and time of the written examinations and announces this in due time.
 2. If changes are made to previous announcements, or the announcement is not made on time, the change or announcement will be published on Blackboard, the digital learning environment.
 3. No changes may be made to the time of the examination less than 15 workdays before the examination, unless the Examination Board decides otherwise in special circumstances of force majeure.
 4. Exceptions may only be applied to paragraphs 2 and 3 if the students and examiner in question have agreed to do so.
4. Registration for and participation in examinations and re-sits
 1. Students can register for examinations in OSIRIS. If the result of an examination is insufficient, a student can register for the re-sit until five days prior to the date of the re-sit.
 2. Registrations for resits can be done in OSIRIS. If the result of an examination is insufficient, a student can register for the re-sit until five days prior to the date of the resit.
 3. If a student cannot register for a resit in OSIRIS because of technical reasons, the student will need to manually register at the OSP.
 4. Once the registration period for the resit has closed, a student will no longer be able to register for or participate in the re-sit. A student wishing to appeal under the hardship clause (article 11 of these regulations) will need to contact the head of the OSP.
 5. If modifications are required for an examination, the student must submit the request in OSIRIS. This can be done during the registration for participating in examinations, else at least 10 working days before the examination takes place.
 6. If a student decides not to participate in an examination for which the student has already been registered, he/she must sign out in OSIRIS for the course and the exam. If this is not possible in OSIRIS, the student must contact OSP to unsubscribe from both the course and the exam. The student also notifies the teacher that he/she no longer will take part in the course.
 7. Opt out of an examination can take up to no later than five working days before the examination via OSIRIS.
 8. If a student fails to cancel the registration for an examination or re-sit, this student will be given a mark of ND (niet deelgenomen) for this examination or re-sit.
 9. A student is deemed to have participated in an examination when he/she has turned up for that examination. Valid proof that a student turned up is provided by the invigilator signing the student's name off on the attendance list.
5. Taking examinations abroad

1. For a student, who is registered as such for a programme at Radboud University, who is residing abroad for study purposes during a re-sit, it is possible to take the concerned re-sit at that location simultaneously, under the condition that this takes place according to the appropriate procedure 'Procedure taking exams at home university of exchange student'
[\[http://www.ru.nl/ioss/english/exchange/exams-your-home-university/\]](http://www.ru.nl/ioss/english/exchange/exams-your-home-university/)
2. For a student, as referred to in the previous paragraph, for whom simultaneously taking an examination or re-sit abroad is not possible, it is possible to take an alternative examination, through a replacing assignment.
6. Order during written examinations
 1. The student is given sufficient time (announced in advance) in a venue suitable for undertaking his/her examination. The Examination Board determines whether there is sufficient time and space given for conducting an examination.
 2. The student must provide proof of identity to participate in a written examination: either a valid student ID or a valid proof of enrolment together with photographic identification.
 3. The student must follow the instructions given by the invigilator(s) at all times.
 4. Students are not permitted to bring written material such as books etc, but also electronic devices which make a connection possible to the internet or sources outside, such as tablets, smartphones, smartwatches etc, into the place of the examination, unless the examiner has given explicit permission.
 5. A student who arrives more than half an hour after the official commencement time of the examination will not be allowed to participate in the examination.
 6. Students are not permitted to leave the examination venue within the first half hour after the published commencement time.
 7. Toilet breaks during examinations are permitted by exception as long as there is an invigilator who can accompany the student.
 8. Students are not allowed to eat during the examination. Non-alcoholic drinks may be consumed.
 9. When a student leaves the examination venue, he/she must submit or leave behind the complete examination booklet(s) provided at the start of the examination.
 10. The student is not allowed to disrupt any of those present in any way during the examination or when leaving the venue.
 11. A student who does not meet the stipulations contained in paragraphs 1 to 10 can be excluded from further participation in the examination by the examiner. The invigilator is authorised in this regard to act on behalf of the examiner.
 12. A student for whom exceptions need to be made to paragraphs 7 and 8 provided these requirements have been reported at least five working days in advance of the date of the examination at the Education Service Point by the student.
7. Results and registration of results
 1. The examinations are assessed and given one of the following assessment marks:

- extremely poor	1	1.5
- very poor	2	2.5
- poor	3	3.5
- strongly unsatisfactory	4	4.5
- unsatisfactory	5	
- pass	6	6.5
- clear pass	7	7.5
- good	8	8.5
- very good	9	9.5
- outstanding	10	
 2. If a student has undertaken an examination more than once, the latest mark received will be valid.
 3. The results of the examinations are registered by the OSP and made available to the Examination Board.
 4. The Examination Board may decide to deviate from the marks and ECs for foreign passed courses.

5. The university Examinations Office is responsible for registering the results of all examinations. This office also keeps a record of which certificates have been issued to a graduation candidate.

Article 7 *Specific tasks of the examiner*

1. The examiner ensures an orderly course of an examination. The examiner determines whether examinations may or may not be taken by the student at the end of an examination.
2. The examiner determines in advance and publishes in due time which auxiliary materials may be used by the student during the examination.
3. With regard to sentences 1 and 2 shall apply in this jurisdiction that the invigilator is allowed to act on behalf of the examiner.

Article 8 *Exemptions*

1. Applications for exemptions will be submitted in writing, supported by reasons, to the chair of the Examination Board.
2. Before reaching a decision the Examination Board will consult the examiner in question.
3. The Examination Board will take a decision within two months following the receipt of the application.
4. The Examination Board may attach conditions to its decision to grant a full or partial exemption.

Article 9 *Graduation applications*

1. The Examination Board determines the results of the first year graduation applications at least once a year, at the end of the first year programme.
2. The Examination Board can furthermore determine the results of the first year graduation applications in the course of the academic year at any other time they decide to.
3. The Examination Board determines the results of the graduation applications for the Bachelor's programme, at the request of the student, once a month.
4. The Examination Board determines the results of the graduation applications for the Master's programme at the request of the student, once a month.
5. A certificate is dated on a predetermined graduation date. All examination results must be registered before this date.
6. As evidence that the degree programme has been completed successfully, the Examination Board issues a certificate. The certificate is signed by at least two of the examiners in the Examination Board appointed for this task. The certificates are presented in public, except in special cases where the Examination Board decides otherwise.
7. The units of study and the result are specified on the back of the certificate, or on an appendix to the certificate. Listed above these are the units of study that were not part of the degree programme, but that the student registered for, completed successfully and was issued the results for before the graduation application.

Article 10 *Distinctions procedure*

With due observance of the provisions in appendix 1 of the EER, the Examination Board will award a distinction if the conditions referred to have been satisfied. In response to the graduation application, OSIRIS will make a proposal for a distinction based on the regulations in the EER. The Examination Board may decide to deviate from the proposed distinction.

Article 11 *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 12 *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 13 *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 14 *Amendments*

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

Article 15 *Coming into effect*

These regulations shall come into effect with retroactive effect on September 1, 2017.

Thus decided by the Examination Board of the degree programme in Anthropology and Development Studies.