

Examination Board Regulations Psychology 2017-2018

Article 1 Scope

The following is in regards to the regulations introduced by the Examination Board for the Propaedeutic, Bachelor's and Master's degree programmes in Psychology (hereinafter R&R) to ensure a smooth procedure during the first year, Bachelor's and Master's phases of the Psychology programmes 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 Psychology, 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 Psychology;
3. Examiner: a person appointed by the Examination Board to administer examinations and determine the results;
4. Units of study: the courses of the programme (as referred to in article 7.3 of the Higher Education and Research Act and the EER and the EER).
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 Psychology.
2. The Examination Board consists of three or five members appointed on the basis of their expertise in the field of Psychology. In compiling the Board, attention is paid to the involvement of the members in the various phases of the programme. At least one member is not part of the programme's staff.
3. The student advisor also acts as an advisor to the Examination Board.
4. 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. The Examination Board meets at least six times annually.

5. In case of suspicion of fraud (EER, art. 1.2.2 and Appendix 3) the Examination Board will investigate the notification of fraud. If fraud has been established the Examination Board will determine an appropriate sanction.
6. The Examination Board may introduce standing orders that provide for the working procedure in further detail.

Article 5 *Procedure for examinations*

1. Appointing and tasks of examiners
 1. The Examination Board yearly formally appoints examiners for administering examinations and determining the results of the units of study referred to in the EER. The lists, signed by the Examination Board, are administered by the Educational Service Point.
 2. With regards to the examinations and assessments, the examiners will keep to the assessment policy of the Psychology programme concerned, as formally established by the Education Institute.
 3. The examiner ensures an orderly course of an examination. When appropriate the examiner can delegate this to the invigilator.
 4. The examiner determines in advance and publishes in due time which auxiliary materials may be used.
 5. When requested the examiner will provide the Examination Board with information on the examination and the assessment method.
2. Language used during the examinations
 1. The programme is taught in a bilingual (Dutch-English) programme and in an only English programme. In the bilingual programme students have the right to express themselves in Dutch with regards to speaking and writing (language production).
 2. If an examination is set in English students of the bachelor's programme are permitted to use a translation dictionary .
3. Place and time of written examinations
 1. The school determines the place and time of the written examinations and announces these in due time through the timetable at the RU website. Because changes of the dates are possible, students need to inform themselves on the up-to-date examination dates through this timetable.
 2. No changes may be made to the time of the examination less than 15 days before the examination, unless the students involved, examiner and OSP agree or in case of force majeure, according to the judgement of the Examination Board.
4. Registration for examinations and re-sits and participation in examinations
 1. Registration for examinations is done through the registration for the unit of study in OSIRIS. To register for a unit of study after it has started students will need to register manually at the OSP for both the unit of study and the examination.
 2. Without prejudice to article 1, the examiner determines if a student satisfies the admission requirements of the examination or one or more components thereof.
 3. Registrations for re-sits can be done in OSIRIS. A student can register for the re-sit until five working days prior to the date of the re-sit.
 4. If a student cannot register for a re-sit in OSIRIS because of technical reasons, the student will need to manually register at the OSP.
 5. Once the registration period for the re-sit 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 (Art. 10 of these regulations) will need to contact the head of the OSP.
 6. If modifications are required for an examination, the student must submit the request during the registration for participation in the examination or re-sit. in OSIRIS. The request must be done at least five working days before the examination takes place.
 7. If a student fails to cancel the registration for an examination or re-sit, this student will be given a mark of ND (not participated) for this examination or re-sit. This may influence the proposed distinction.
 8. Article 7 also applies if the student, in spite of his/her registration, not participates in the examination.

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. Order during written examinations
 1. The student is given sufficient time (announced in advance) in a venue suitable for undertaking his/her 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. The student must follow the instructions given by the invigilator(s) at all times. In case of examinations in English, the invigilator gives instructions in the English language.
 3. Students are not permitted to bring books, notebooks, smart devices and other digital tools into the examination venue, unless the examiner has given explicit permission.
 4. 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.
 5. Students are not permitted to leave the examination venue within the first half hour after the published commencement time.
 6. Toilet breaks during the examination are permitted by exception as long as there is an invigilator who can accompany the student.
 7. Students are not allowed to eat during the examination. Non-alcoholic drinks may be consumed.
 8. 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.
 9. The student and the invigilator are not allowed to disrupt any of those present in any way during the examination or when leaving the venue.
 10. 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.
 11. A student can deviate from paragraph 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.
 12. From a quarter of an hour before the end of the examination participants are not allowed to leave the examination venue.
6. 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 an examination or re-sit, the Examination Board may - only in case of obligatory and/or BAPD/ LOGO-related units of study - give permission to take the concerned examination or re-sit at that location simultaneously, under the conditions that it concerns a compulsory or permitted optional unit of study, and that this takes place according to the appropriate procedure 'Procedure taking exams at home university of exchange student' [<http://www.ru.nl/ioos/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, the Examination Board may - only in case of obligatory and/or BAPD/ LOGO-related units of study - give permission to take the examination in a different manner and/or at a different time.
 3. The Examination Board can issue specific restrictions of the conditions under which the permission referred to in section 1 and 2 of this article is given.
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	

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|---------------|----|-----|
| - 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. An examination result obtained at a foreign university will be converted to the scale of 1-10 as stated in section 1 of this article. For this conversion the Examination Board will use the conversion table as agreed on at Radboud University (<http://www.ru.nl/io/student/studie-stage/weer-terug-ervaring/conversie/>).
 5. In deviation from the above in section 4 of this article, the Examination Board can use a different conversion, for example in situations in which assessment at a foreign university did not comply to the assessment policy of the programme here.
 6. 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 6 Exemptions

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

Article 7 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 8 Distinctions

With due observance of the provisions in Article 3.1 of the OER, 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 OER. The Examination Board may decide to deviate from the proposed distinction.

Article 9 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 10 *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 11 *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 12 *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 13 *Coming into effect*

These regulations shall come into effect on September 6, 2017.

Thus decided by the Examination Board of the degree programme in Psychology on September 5, 2017.