

Examination Board Regulations Cognitive Neuroscience 2017-2018

Article 1 *Scope*

The following is in regards to the regulations introduced by the Examination Board for the degree programme in Cognitive Neuroscience to ensure a smooth procedure 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 Master's programme in Cognitive Neuroscience, introduced by the faculty dean, and hereinafter referred to as the EER;
2. Examination Board: the Examination Board of the Master's programme in Cognitive Neuroscience;
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 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 Master's degree;
7. Graduation candidate: a person who has completed the requirements for the 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 of the members must be a lecturer of the programme or group of programmes concerned; 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*

1. The Examination Board convenes twice a year, in the second month of each semester.
2. The agenda is set by the secretary.
3. Decisions by the Examination Board are communicated through email by the secretary.

Article 6 *Procedure for examinations*

1. Administering examinations
 1. The Examination Board yearly appoints an examiner for administering examinations and determining the results of the units of study referred to in article 3.6 of the EER. Examinations are registered in OSIRIS. The lists, signed by the Examination Board, are administered by the Educational Service Point.
 2. The Examination Board determines whether a student meets the requirements for graduation or for one or more of the units of study.
2. Language used during the examinations
The examinations are administered in English.
3. 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.
 3. The student must follow the instructions given by the invigilator(s) at all times.
 4. 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.
 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 the examination 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 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.
4. 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 give permission to take the concerned examination or re-sit at that location simultaneously.
 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 give permission to take the examination in a different manner and/or at a different time.
 3. In both cases the student has to contact the programme coordinator as soon as possible.

Article 7 *Specific tasks of the examiner*

1. The examiner ensures an orderly course 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.

Article 8 *Exemptions*

1. Applications for exemptions will be submitted in writing, supported by reasons, to the secretary 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 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 9 *Graduation applications*

1. At the request of a student, the Examination Board determines the results of the graduation applications for the Master's programme, at the request of the student, once a month.
2. A certificate is dated on a predetermined graduation date. All examination results must be registered before this date.
3. 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.
4. The degree 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 components 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*

With due observance of the provisions in Article 3.1 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 OER. Should the student disagree with the proposed distinction, he or she can propose a distinction with the Examination Board. 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 on September 1, 2017.

Thus decided by the Examination Board of the degree programme in Cognitive Neuroscience on August 28, 2017.