

## Examination Board Regulations Behavioural Science 2017-2018

### **Article 1**     *Scope*

The following is in regards to the regulations introduced by the Examination Board for the degree in the Behavioural Science Research Master programme to ensure a smooth procedure during the Behavioural Science Research Master 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 Behavioural Science Research Master programme introduced by the faculty dean, and hereinafter referred to as the EER;
2. Examination Board: the Examination Board of the Behavioural Science Research Master programme.
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 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 the 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. The Examination Board consists of four members appointed by the dean 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 of group of programmes concerned; at least one member is at least one member is not part of the degree programme's staff.
2. The student advisor also acts as an advisor to the Examination Board.
3. 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 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. Decisions will be made by majority vote and will preferably be unanimous.

### **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 articles 4.1 - 4.9 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 components.
2. Language used during the examinations  
The examinations are administered in English.
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 working days 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 through the course registration system. To register for a course after it has started students will need to register manually at the OSP for both the course and the examination.
  2. Registrations for re-sits can also 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 re-sit.
  3. 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.
  4. 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 will need to contact the head of the OSP.
  5. If modifications are required for an examination, the student must submit a request to the OSP at least 5 days before the examination by means of the digital or paper form provided by the OSP.
  6. 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.
  7. 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 during an examination or re-sit, it is possible to take the concerned examination or 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/>].
  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, either oral through a video exam or 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.
  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.

#### 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. Marks of 5.5 may not be awarded. If a mark is higher than 5, but lower or equal to 5.5, the work will be awarded with a 5. If a mark is higher than 5.5 but lower than 6, the work will be awarded with a 6.
3. If a student has undertaken an examination more than once, the latest mark received will be valid.
4. The results of the examinations are registered by the OSP and made available to the Examination Board.
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.
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 chair of the Examination Board.
2. Before reaching a decision the Examination Board will consult the examiner in question.
3. The Examination Board will make 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. The programme will be deemed to have been successfully completed if all examinations have been passed and the Examination Board has determined that the degree certificate can be awarded. Furthermore, the Examination Board will assess if the student meets the requirements posed by the Education and

Examination Regulations with respect to the knowledge, understanding and skills required for obtaining the degree.

2. Prior to awarding the degree certificate, the Examination Board will determine whether the examinee has fulfilled all the requirements.
3. A student no longer has the statutory obligation to apply for graduation. For the time being, the usual procedure will be continued.

**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 EER. 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 1 September 2017.

Thus decided by the Examination Board of the degree programme in Behavioural Science Research Master on July 24, 2017.