

RULES AND REGULATIONS of the EXAMINATION BOARD in PUBLIC ADMINISTRATION 2023-2024

Article 1: Role and responsibilities of the Examination Board

1. The Examination Board fulfils its statutory duties within the framework of the Education and Examination Regulations (EER, Dutch: OER) of the Public Administration programmes at the Radboud University.
2. The Examination Board executes its tasks as outlined in the *Wet op het hoger onderwijs en wetenschappelijk onderzoek (WHW)* where the Examination Board follows the general administrative law (and its principles) to do its job and make decisions.

Article 2: The way in which the Examination Board works

1. To implement its tasks, the Board members contact each other regularly.
2. The Examination Board has divided its tasks amongst the members of the Examination Board.
3. Any decision in response to individual requests or appeals is made by at least two members; one of which is the chair or the administrative secretary. Decisions about rules, regulations, and protocols are made by the Board as a whole.
4. The Examination Board can decide to mandate certain (routine) decisions to, for instance, the NSM Education centre. The mandated leeway to make a decision is described in a precise manner.

Article 3: Admission to the programmes

1. The Board may in individual cases admit students to the bachelor or master programme on the basis of a prior education not listed in the EER.
2. The Examination Board can grant individual exemptions and decides on individual applications for admission to the Wo-premaster and Hbo-premaster.
3. The Examination Board may pose conditions in line with the letter and spirit of the EER.

Article 4: Examination of courses

1. The Examination Board appoints the course examiners. Within the leeway granted by the EER, the Board has the authority to give examiners guidelines regarding procedural or organizational aspects of a course, but not about the content of the course.
3. The Examination Board periodically assesses a cross-section of exam assessment criteria and monitors the peer review of exams.
4. One of the tasks of the Examination Board is to determine whether a student has committed fraud. If so, the Examination Board will determine a suitable punishment (see also article 9).

Article 5: Sitting exams

1. If a student (Bachelor, Master or Premaster) has passed all their courses (including their thesis) bar one Public Administration course, and it will take some time before the next exam opportunity occurs, the student can submit a request for an additional exam opportunity. It is of importance that this is a course that falls within the jurisdiction of the Examination Board of Public Administration. If the criteria of *redelijkheid en billijkheid* (i.e., reasonableness and fairness) applies to this case, then the Examination Board can decide to give the student an extra exam opportunity.

Article 6: The Bachelor Thesis

1. As part of the Bachelor programme in Public Administration, students individually write a bachelor thesis.
2. The thesis is assessed by the supervisor. A form with the most important assessment criteria is used to assess the thesis and assign grades to each of these criteria.
3. In line with the EER, the final grade is rounded to the nearest half point.
4. Considering the fact that the thesis is a way for students to prove that they are qualified to receive their degree, students can only retake the thesis if they failed the thesis. If students receive a pass for the thesis, they cannot retake the thesis.
5. The Bachelor Thesis Assessment Form will be archived by the Administrative Office of the programme in accordance with the law.

Article 7: Master thesis

1. As part of the Master programme in Public Administration, students individually write a master thesis.
2. The thesis is assessed by a committee consisting of the supervisor and a second reader. Supervisors of MA thesis either have a PhD or are working towards their PhD. PhD students can only supervise thesis in accordance with policy outlined by the Examination Board and the master coordinator.
3. The supervisor initially determines if the thesis meets the minimum requirements to pass (see grading form MA thesis); if so, the thesis is forwarded to the second reader. The first and second reader independently grade the thesis. If the second reader agrees that the thesis meets the minimum requirements, supervisor and second reader determine the final grade together. The final grade for the thesis is based on the thesis form in which the most important grading criteria are listed as well as the first and second reader's assessment of how the student performed on these criteria.
 - When the marks of the second reader and supervisor differ one point or more, then the Examination Board will appoint a third assessor (usually a professor). This third assessor will independently grade the thesis using the thesis form. The third assessor's grade is the final grade for the thesis.
 - In line with the EER, the final grade is rounded to the nearest half point.
 - Considering the fact that the thesis is a way for students to prove that they are qualified to receive their degree, students can only retake the thesis if they

failed the thesis. If students receive a pass for the thesis, they cannot retake the thesis.

4. The Master Thesis Assessment Forms will be archived by the Administrative Office of the programme in accordance with the law.

Article 8: Approval electives and internships

1. ***Electives bachelor programme.*** Students are free to elect BA electives at this and/or another university in accordance with the rules outlined in the EER. Courses that substantially overlap with the regular Nijmegen Public Administration BA curriculum will not be approved. A Learning Agreement needs to be in place for courses taken abroad (e.g. as part of the Erasmus+ Programma). Electives taken at another Dutch University need to be approved by the Examination Board prior to the start of the course.
2. ***Electives master programme.*** Students need to get approval from the Examination Board if they want to follow an elective at the MA level at this and/or another university. Only courses at a university MA level, that do not substantially overlap with the regular Nijmegen Public Administration MA curriculum and that are fitting in with the rest of the curriculum, will be approved. Students need to get approval prior to taking the elective. A Learning Agreement needs to be in place for courses taken abroad (e.g. as part of the Erasmus+ Programma).
3. ***Internship bachelor programme.*** Students can opt either for an internship in which they experience regular work processes within an organization, or a research internship. The internship coordinator assesses requests for internships based on the internship plan as outlined in the course manual and grants permission to students to do an internship if all requirements have been met. The internship coordinator also grades the internship report and determines the number of EC allotted to the internship (if the internship report receives a pass).
4. ***Dutch master programme master project.*** For their master project, students can either opt for a research internship – either internally or externally – or an elective. If students link their internship to their thesis, then the student and thesis supervisor will work together to come up with a research question which meets both scientific standards and the standards of the organization. If the thesis receives a 5.5 or higher, the internship is graded with a V. If students decide to do a research internship separately from their thesis, then the student's thesis supervisor will also act as their internship supervisor. If the supervisor determines that the internship report is passable, a V will be added to the student's grades for this part of the programme. If there is no thesis supervisor or if the thesis supervisor is not able to grade the internship report, the MA coordinator will grade the internship report. If the master student decides to opt for an elective, then this elective should be a MA course which does not have any substantial overlap with the MA curriculum. Students need to receive the Examination Board's approval before taking this elective course (see also 8.2).

Article 9. Fraud/plagiarism

1. The EER states what fraud entails and stresses the need for teachers to be able to assess the student's knowledge, insights, and skills. Any activity of students that hampers this assessment is considered to be fraud. These activities include working with other students even though it is an individual assignment, working with other groups of students even though you are supposed to only work with students from your own group, replicating text and/or ideas of others without providing proper references, and recycling material/text which you have used for another course.
2. In addition to the EER, the Examination Board points out that teachers are obliged to inform the Examination Board when they suspect that students have committed fraud – this not only applies to final versions of students' work but also to draft versions.
3. If the Examination Board determines that a student has indeed committed fraud, then the Board decides upon a suitable punishment for this infraction thereby taking the student's situation and the seriousness of the infraction into account. Possible punishments include excluding a student from a course or the programme as a whole for a maximum of one year, retracting a bonus point or excluding the student from an exam opportunity so that only one exam opportunity remains for that academic year. When the student has committed substantial fraud, the Examination Board can request the University Board to end the student's enrolment to the Public Administration programme.

Article 10. Complaints and requests

1. The Examination Board deals with complaints from individual students (via CBE) regarding the determination of the results of an exam (whereby the Board is not allowed to question the assessment made by the teacher), as well as requests from students for a waiver of existing rules due to special circumstances. Complaints regarding your grades must be submitted via the [CBE](#). Requests must be submitted in writing, dated, signed and addressed to the Examination Board of Public Administration. A scan of this document is allowed. The information in the letter must contain sufficient details so that the Board can come to a decision. This includes the explanation of personal circumstances and in some instances attaching an overview of your grades.