RULES AND GUIDELINES FOR THE PUBLIC ADMINISTRATION EXAMINATION BOARD

Article 1: Tasks and authorisations of the Examination Board
1. The Examination Board performs its legal duties within the framework of the Education and Examination Regulations (hereinafter: EER) of the Bestuurskunde Bachelor's and Master's degree programmes (hereinafter: degree programme) at Radboud University.
2. In order to perform its duties, the members of the Examination Board keep in regular contact with each other.
3. The Examination Board appoints the examiners. Within the scope that the EER leaves available for this, the Examination Board is authorised to instruct examiners on procedure and organisation, but not on content.
4. The Examination Board establishes an internship scheme and drafts the necessary forms for assessing internships and theses.
5. The Examination Board conducts random sample testing of standard examination answers and ensures the consistent application of examination peer review by lecturers.
6. The Examination Board is responsible to assess suspected fraud and is authorised to impose appropriate sanctions.

Article 2: Admission to the degree programme
1. The Examination Board can grant students admission to the Bachelor's or Master’s degree programme in individual cases on the basis of prior education not covered by the EER.
2. The Examination Board decides on individual requests for admission to the university and grants individual exemptions.
3. The Examination Board can attach conditions to admission in accordance with the provisions of the EER.

Article 3: Bachelor’s thesis
1. As part of the final assessment of the Bestuurskunde Bachelor's degree programme, students write an individual Bachelor's thesis.
2. The thesis is evaluated by the supervisor. The final assessment of the thesis is done in writing on the basis of a form which states the most important assessment criteria and the awarded grades for these criteria.
   • Final grades will be rounded to a half point in accordance with the EER.
   • Since the thesis is an assessment of student capabilities, students will only be able to re-submit a thesis if they initially receive a failing grade. Once a passing grade has been received, the thesis cannot be submitted again.
3. The assessment form and the thesis are archived by the secretarial office of the relevant degree programme for a period of at least seven years.
Article 4: Master’s thesis
1. As part of the final assessment of the Bestuurskunde Master's degree programme, students write an individual Master's thesis.
2. The thesis is assessed by a graduation committee consisting of the supervisor and a second reader. Master’s thesis supervisors must at least be a postdoc researcher, unless the Examination Board decides otherwise (e.g. a PhD candidate nearing completion of their programme).
3. First, the supervisor determines whether the thesis is sufficient and meets all the established requirements (see the Master's thesis assessment form). If this is the case, the thesis will be forwarded to the second reader. The first and second readers propose a final grade independently. If the second reader also deems the thesis to be sufficient, both assessors will determine the final grade together. The final assessment of the thesis is done in writing on the basis of a form which states the most important assessment criteria and the awarded grades for these criteria.
   - If the (passing) grades differ by more than one point, the Examination Board will appoint a third assessor (professor). The third assessor will independently make their assessment based on the assessment form and this will determine the final grade.
   - Final grades will be rounded to a half point in accordance with the EER.
   - Since the thesis is an assessment of student capabilities, students will only be able to re-submit a thesis if they initially receive a failing grade. Once a passing grade has been received, the thesis cannot be submitted again.
4. The assessment form and the thesis are archived by the secretarial office of the relevant degree programme for a period of seven years.

Article 5: Approval of electives and internship
1. Bachelor’s programme electives. At their own discretion, students are free to take Bachelor’s level elective courses at a different Dutch university. Courses that substantially overlap with the content of courses in the regular Bachelor’s programme at Radboud University will not be approved. For courses taken abroad (e.g. within the context of the Erasmus+ programme), a learning agreement must be drawn up.
2. Master’s programme electives. At their own discretion, students are free to take Master’s level elective courses at a different Dutch university. Only elective courses given at a university Master’s level, which do not have any substantial overlap in content with the regular Master’s curriculum, will be approved. Approval must be requested by the student prior to taking the relevant course. For courses taken abroad (e.g. within the context of the Erasmus+ programme), a learning agreement must be drawn up.
3. Bachelor’s programme internship. Students participating in the Bachelor’s programme have the option to complete a professional internship or a research internship. The internship coordinator assesses requests based on the internship plan stipulated in the internship manual and, if the conditions are met, gives students permission to complete the internship. The internship coordinator evaluates the internship report and also determines the number of credits that will be awarded for a successfully completed internship.
4. Master’s programme internship (also called the Master’s project). At the Master’s level, students have the option to complete a research internship, which can be done internally or externally. If the student chooses to combine the internship and thesis into one project, their thesis supervisor will help them formulate a research question that satisfies the requirements of the degree programme as well as the internship programme. If the internship report receives a passing grade, the student receives a passing grade for the internship. If the student chooses to keep the internship and thesis separate, the thesis supervisor will continue as the internship supervisor as well and will assess the internship report. If there is no thesis supervisor or the thesis supervisor is unable to evaluate the internship report, the MA coordinator will take on this responsibility.

**Article 6. Validity period of grades**
The EER previously contained a regulation that a course would expire if the student had not graduated within five years (BA) or two years (MA) of taking it. This regulation applied to all courses, but was rendered obsolete by current legislation. In response, we have added the following article to the rules and regulations: if it takes longer than six years (BA) or three years (MA) to complete a programme, based on the starting date when the student received their first results for a second-year BA or first-year MA course, then the student must submit a request to the Examination Board regarding whether they will still be able to obtain their diploma. The Examination Board will review whether courses that you have taken may now be outdated (such as EU courses). If you completed courses that are time-sensitive in terms of their relevance more than three years ago (BA and MA), the Examination Board may decide that you need to submit an additional assignment or take an additional exam for the course in question in order to ensure that your knowledge of the subject is still up-to-date.

**Article 7. Fraud/plagiarism**
The EER and fraud regulations both define fraud. As such, they also state that a lecturer must be equipped to assess your knowledge, insight, and skills as a student. Any action that serves to hinder this assessment is fraud. This includes working with other students on individual assignments, working with other groups when you are only supposed to work with students from your own group, using the texts or ideas of others without properly citing the source, and recycling materials/texts that have already been used for a different course.

As a supplement to the EER and the fraud regulations, the Examination Board also stipulates that lecturers who suspect fraud are required to present this suspicion to the Examination Board, regardless of whether it concerns a draft or final version of a product.

If the Examination Board finds that there is in fact evidence of fraud, it can make a variety of decisions depending on the situation and severity of the fraud, which include: excluding the student from the course/programme for up to one year; subtracting a grade point; or declaring a specific examination opportunity invalid, so that the student only has one more chance to take the exam for that course in the relevant year. If there is evidence
of extremely serious fraud, the Examination Board may request that the university administration permanently terminate the student’s registration for the programme.

**Article 8. Complaints and requests**
The Examination Board handles complaints from individual students or examiners regarding the determination of examination results (in which the Examination Board is legally unable to influence the assessment of the lecturer) and requests for exemption from the rules in force due to special circumstances.

These requests and complaints must be submitted in writing via a dated, signed letter addressed to the *Bestuurskunde* Examination Board. A scanned version is permitted. The information in the letter must be sufficiently detailed to enable the Board to make a proper judgement. This means that details such as special circumstances must be explained.