

RULES AND GUIDELINES FOR POLITICAL SCIENCE EXAMINATION BOARD

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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 Politicologie (Bachelor's) and Political Science (Master's) degree programmes (hereinafter: degree programme) at Radboud University.
2. In order to carry out its duties, the Examination Board meets regularly, but at least twice a year.
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. On the basis of course files, the Examination Board annually assesses the quality of testing of courses, internships, or theses. This is done at random unless there is reason to pay particular attention to a certain course or a certain thesis. The Examination Board informs the lecturers involved, the chair holder, and the programme committee of its findings.
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 pre-Master's and the HBO pre-Master's 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 Political Science Bachelor's degree programme, students write an individual Bachelor's thesis.
2. The thesis is assessed by a graduation committee consisting of the supervisor and a second reader. First, the supervisor determines whether the thesis is sufficient and meets all the established requirements (see the Bachelor's thesis study guide). If this is the case, the thesis will be forwarded to the second reader. If the second reader also deems the thesis to be sufficient, they 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 of the supervisor and the second reader differ by one point or less, the average between the two grades counts as the final grade.
 - 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 are rounded to half numbers.
3. If a student appeals the assessment of the thesis, the Examination Board has the authority to appoint an independent examiner.
4. The assessment form and the thesis are digitally archived by the secretarial office of the relevant degree programme for a period of at least seven years.

5. Before the certificate is issued, the Examination Board determines whether the candidate has met all the conditions.

Article 4: Master's thesis

1. As part of the Master's degree programme in Political Science, students individually write a 15,000 to 25,000 word Master's thesis in the Master's Thesis course (MTHPOL).
2. The deadline for the Master's thesis is the Thursday of the first resit week at the end of block 4, before 5.00 pm. The deadline for the resit is the Monday of the first week after the Summer break (mid-August), before 9.00 am (for exact dates, see the *Master Thesis Political Science study guide*).
3. A student whose thesis has also been given a failing grade in the resit will have to reregister for the Master's thesis course in the following year.
4. The thesis is assessed by a graduation committee consisting of the supervisor and a second reader. Supervisors of Master's theses are postdoctoral researchers. 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. If the second reader also deems the thesis to be sufficient, the comments of both the supervisor and second reader will be included in writing in the evaluation form, which states the most important assessment criteria and the grades awarded for these criteria. The members of the graduation committee determine the thesis grade together.
 - If the (passing) grades of the supervisor and the second reader differ by one point or less, the average between the two grades counts as the final grade.
 - 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 are rounded to half numbers.
5. 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.
6. Before the certificate is issued, the Examination Board determines whether the candidate has met all the conditions.

Article 5: Approval of electives and internship

1. Bachelor's programme electives. The Examination Board assesses the admissibility of elective courses proposed by students if they are taught outside this university. For courses taken within the context of the Erasmus+ programme, a learning agreement must be drawn up.
 - The following courses are permitted: (a) second or third-year courses at university level taught by other Political Science and/or Public Administration programmes in the Netherlands; (b) second or third-year courses taught by the faculties of Law, Social Sciences, Philosophy, and Arts.
 - Courses that substantially overlap with the content of courses in the regular Bachelor's programme at Radboud University will not be approved.
2. If the student is studying abroad during the first semester of the third year, the Bachelor's course Introduction to International Political Economy can be taken via distance learning or can be replaced by a political science course at the international university. This replacement course must involve the student going through the empirical cycle if he/she wishes to write their Master's thesis in the field of Political Theory.
3. Master's programme electives. With regard to the electives in the Political Science Master's programme, only Master's level courses taught at an academic university are eligible. The Examination Board assesses the admissibility of elective courses proposed by students if they are taught outside this university. For courses taken within the context of the Erasmus+ programme, a learning agreement must be drawn up. Courses that substantially overlap with

the content of courses in the regular Master's programme at Radboud University are not approved.

4. The Examination Board assesses internship requests (Bachelor's and Master's) based on the internship plan stipulated in the internship manual and gives students permission to complete an internship if the conditions are met. The Examination Board also determines the number of credits that will be awarded for a successfully completed internship. Students who wish to complete a longer internship must take into account that they may have to postpone the Master's Thesis course (MTHPOL) until the following year.

Article 6: Final examinations

1. The Examination Board administers the Bachelor's final examination during a public session. It may delegate this authority to examiners as referred to in Article 1, clause 3 of these Rules and Guidelines. The Examination Board determines whether the candidate has met the conditions for awarding the Bachelor's degree and, if this is the case, issues the diploma. If the student cannot attend the award ceremony, he/she must request written permission in advance to pick up their Bachelor's degree.
2. The Examination Board administers the Master's examination during a public session. It may delegate this authority to examiners as referred to in Article 1, clause 3 of these Rules and Guidelines. During the session, the candidate gives a short presentation of the research carried out for their Master's thesis and answers questions from the Examination Board about this. The Examination Board can delegate this responsibility to other attendees. Next, the Examination Board determines whether the candidate has met the conditions for awarding the Master's degree and, if this is the case, issues the diploma. Picking up a Master's degree is only possible with prior approval from the Examination Board, and only if urgent circumstances make a formal award ceremony impossible or undesirable.

Article 7: Complaints and requests

The Examination Board deals with complaints from individual students or examiners regarding the determination of the results of an examination and requests for exemption from the rules in force due to special circumstances. Such complaints and requests must be dated, signed and submitted digitally to the Political Science Examination Board using the appropriate form. The decision of the Examination board is binding, subject to the student's right to appeal this decision to the Examination Appeals Board of Radboud University.