Rules and Regulations of the Examination Board of Radboud University, Faculty of Science 2017-2018

General Section

1. Scope

These Rules and Regulations apply to all exams given by the Faculty of Science (henceforth: the Faculty) in the bachelor’s and master’s programmes:


These rules and regulations have been compiled by the Examination Boards involved, in accordance with the Education and Examination Regulations (EER) as approved by the Faculty Board. The definitions of the Rules and Regulations are identical to the definitions described in the EER.

2. Composition and Daily Workings of the Examination Board

a. According to the faculty rules and regulations every Examination Board exists of at least three and at most ten members, the majority of these members belong to the regular academic staff whom are responsible for education within the specific programme.
b. The Examination Board appoints a vice-chairman from their midst.
c. The vice-chairman replaces the chairman if necessary.
d. The Examination Board makes decisions based on majority vote. The chairman decides if the votes are equally divided.
e. The Examination Board makes agreements on the signing of documents on behalf of the Examination Board and could grant specific signing privileges to non-members.

3. Exams

a. The regulations on examination participation (appendix of the EER) applies to all exams of the faculty. The Examination Board may allow a student to take the exam on a different date than the planned exam date. The Examination Board will only make a decision, based on a motivated request by a student, if the lecturer concerned and the student advisor give a positive advice.
b. In accordance with the Higher Education and Scientific Research Act (WHW in Dutch), students who are enrolled in a bachelor’s programme may not take part in exams of the master’s programmes.
c. By derogation from the above, students who have not completed their bachelor’s programme may file a request to participate in master’s programme exams with the
Examination board. In accordance with the ‘Bachelor-before-Master FNWI’ (*Harde Knip FNWI* in Dutch), students can request a maximum of two master’s courses or master’s courses up to 10 ECTS. These courses will be considered as an extracurricular in the bachelor’s grade list. A student may not start with the final master’s internship or thesis whilst being registered as a bachelor’s student.

d. Written exams, reports, and papers that are part of the final grade of a certain component must be kept in the examiner’s archive for at least two years.

4. **Examiner Selection**

a. The Examination Boards selects an examiner for each exam part.

b. Available for selection are:
   1. Members of academic staff (professors, associate professors, assistant professors) of Radboud University, in possession of a permanent contract and a UTQ or ETQ.
   2. Members of supporting staff in possession of the *UFO*-profile “teacher”.
   3. Members of staff with a tenure track position in possession of a UTQ or in the process of acquiring an UTQ.

c. The director education will nominate examiners based on their teaching qualifications and expertise.

d. The appointment to examiner, as referred to in paragraph 4a, has a duration of one year and will be extended automatically, unless the Examination Board decides otherwise.

5. **Content and Assessment of the Exam**

a. At the start of each section, the examiner will communicate the learning goals of that section to the students. An exam tests the learning goals to proportion of importance.

b. The demands for each (partial) exam will be communicated to the students with plenty of time before the (partial) exam.

c. In case of a written (partial) exam, the sources which students may use during the exam will be made known ahead of time.

d. When an exam is comprised of several parts, the way in which the assessments lead to a final grade will be communicated to the students by the examiner at the start of the section.

e. Sections can be assessed with one of the following final grades: 10,0; 9,5; 9,0; 8,5; 8,0; 7,5; 7,0; 6,5; 6,0; 5,0; 4,5; 4,0; 3,5; 3,0; 2,5; 2,0; 1,5; 1,0.

f. A sufficient grade is a 6 or higher or a “sufficient”.

g. In case of a final grade comprised of not only a final exam (or multiple partial exams), but also other partial grades (such as lab courses, tutorials, presentations etc.), the final grade cannot be sufficient if the final exam (or the average of partial exams) is assessed with a grade lower than a 5,0.

h. In case of a final grade for a final thesis/internship is comprised of partial grades (such as practical work, reports, presentation etc.), every one of these partial grades should be at least a 5,0.

i. When both assessors of a final thesis/internship give a (partial) grade that is more than a full point apart and this is maintained after a consult between them, the Examination Board will appoint a third assessor who determines a binding final grade.

j. If the EER allows that final theses/internships are expanded with extra ects from extracurricular space then this is only allowed if the Examination Board gives approval
beforehand. The request should be motivated with an extra task that is in accordance with
the number of added ects.

k. The final grade of a final assignment is to be signed by an examiner who has been
appointed by the Examination Board.
l. In the case of a written exam, the exam date will serve as the administrative exam date.
In the case of practical exam, the fixed deadline for handing in data and reports will be
used as the administrative exam date.

6. General Procedure Exams

a. In case of a written exam, the examiner is to have the exam questions assessed
beforehand by a second instructor.
b. In the case of a written exam, the examiner is to select supervisors who are to make sure
students can take the exam in an orderly fashion, in accordance with the supervisor
protocol Faculty of Science. Supervisors should be informed about permitted aids for
students during exams. They should also be informed about how students, who have
been granted special facilities by the examination board, are allowed to take the exam.
c. Exam candidates (students participating in an exam) are to show identification upon
request during an exam. Student cards, passports, ID cards or driver’s licenses are
considered valid identification.
d. The examiner is allowed to decide that exam candidates are not to take exam sheets with
them after the exam.
e. Exam candidate are to bring sufficient answering sheets, pens and pencils to a written
exam. If an examiner decides to provide answering sheets, exam candidates are to use
these sheets.
f. Exam candidates are to follow instructions given by the examination board or examiner
prior, immediately prior to, during or immediately after an exam.
g. If the exam candidate fails to follow instructions, as indicated by the preceding
paragraph, they might be excluded from the exam or parts of the exam on grounds of
disturbance by the examination board or the examiner. Exclusion from the exam means
the exam candidate will receive no exam result or will be excluded from participating in
that particular exam or parts of the exam in the current academic year. Prior to any
decision to exclude the exam candidate from the exam the exam candidate has the right
to be heard.
h. If an exam candidate has committed fraud during an exam, regulations as stated in the
EER apply.

7. Exemptions

a. A request to be exempted from an exam or part of it will be assessed by the Examination
Board.
b. The Examination Board will decide within1 month after receiving the request. The
petitioner will be notified of the decision immediately.

8. Exams
a. An examinee passes the first-year exam when all sections of the first-year programme are assessed with a pass (at least a 6 or a “sufficient”).
b. In all other cases, the examinee is rejected for the first year diploma.
c. An examinee passes the bachelor’s exam when the examinee has obtained the first-year diploma (propedeuse) and has passed (with at least a 6 or a “sufficient”) all sections of the second and third-year programme.
d. In all other cases, the examinee is rejected for the bachelor’s exam.
e. An examinee passes the master’s exam when all sections of the master’s programme are assessed with at least a 6 or a “sufficient”.
f. In all other cases, the examinee is rejected for the master’s exam.

9. Distinctions

a. The Examination Board may award the distinction ‘cum laude’ to an exam result if the weighted average of the assessments of all exams is at least equal to 8.0.
b. The Examination Board may award the distinction ‘summa cum laude’ to an exam result if the weighted average of the assessments of all exams is at least equal to 9.0.
c. A distinction for the first-year programme is based on the assessments of the sections of the first-year programme. A distinction for the bachelor’s exam is based on assessments of the sections in the first, second and third year programme. A distinction for the master’s exam is based on the assessments of the sections in the master programme.
d. A distinction is exclusively awarded based on the nominal number of ec required for the exam (curricular components).
e. Sections with an assessment of “sufficient” do not count towards the distinction.
f. A distinction will not be awarded if the extent of the exemptions is more than 50% of the programme, having due regard the potential further restrictions on the number of exemptions as established in the EER.
g. A distinction will not be awarded if more than 10% of the programme has been retaken (18 ec of the bachelor’s programme; 12 ec of the master’s programme).
h. A distinction will not be awarded if a student has been caught committing fraud during his studies, and the act has been recorded in the student file by the Examination Board.

For awarding the distinction ‘cum laude’, the following criteria are used:
i. The weighted ects average of the assessments of all exams with an extent of less than 20 ects must be at least equal to 8.0.
j. The weighted ects average of the assessments of all exams with an extent of more than 20 ects must be at least equal to 8.0.

For awarding the distinction ‘summa cum laude’, the following criteria are used:
k. The weighted ects average of the assessments of all exams with an extent of less than 20 ects must be at least equal to 9.0.
l. The weighted ects average of the assessments of all exams with an extent of more than 20 ects must be at least equal to 9.0.
10. Bachelor’s Thesis and Reports

a. Internships and theses are individually assessed and based on individually submitted reports/papers in both the bachelor and master’s programmes. In the case that students file a request prior to their internship/thesis, the Examination Board may, in exceptional cases, approve a joint internship/thesis. In this request, students must mention at the least:
   1. The use and necessity of a joint assignment.
   2. A description of the individual share of the assignments and responsibilities per student.
   3. A description of the students’ joint assignments and responsibilities.
   4. A clear explanation of how the individual and joint aspects of the internship/thesis will be assessed.
   5. In all circumstances, each student is to submit a report/thesis separately.

11. Transfer during the First Year of the Programme

Students who transfer to another programme within the same educational institute during the first year (propedeuse) will have their results from their second first-year programme stated on their propedeuse diploma, on the condition that the student quits the first programme.

12. Double Bachelor’s Degree (post-propedeuse)

In the case that a student has gained access to a second post-propedeuse and has decided to complete two post-propedeuse programmes, the second propedeuse will be stated as an exemption on the diploma supplement of the programme for which the student has enrolled most recently, based on the completion of the propedeuse of the first programme.

13. Premaster’s Programme

To determine if a student has met all requirements for the premaster’s, the same regulations apply as for an exam.

14. Amendments and Unforeseen

a. No amendments will be made to these regulations in the current academic year, unless students’ interests will not be impaired.

b. In cases where the current Rules and Regulations do not accommodate, or there is doubt about the interpretation, the Examination Board will decide.

c. The Examination Board is qualified to make exceptions on the EER, and Rules and Regulations based on an informed decision.

15. Commencement

These Rules and Regulations will take effect as of 1 September 2017.