

Rules and Guidelines of the Examination Boards

2025-2026

Faculty of Science

Radboud Universiteit



1. SCOPE

These Rules and Guidelines are applicable to all exams in the Bachelor's and Master's programmes of the Faculty of Science (hereinafter 'the Faculty'):

- a. Biosciences: Bachelor's in Biology, Master's in Biology, Master's in Medical Biology.
- b. Computing and Information Sciences: Bachelor's in Computing Science, Master's in Computing Science, Master's in Information Sciences.
- c. Molecular Sciences: Bachelor's in Molecular Life Sciences, Bachelor's in Chemistry, Master's in Chemistry, Bachelor's in Natural Sciences, Master's in Molecular Sciences.
- d. Mathematics and Physics and Astronomy: Bachelor's in Mathematics, Master's in Mathematics, Bachelor's in Physics and Astronomy, Master's in Physics and Astronomy.
- e. Institute for Transdisciplinary Education: Master's in Science for Sustainability

These Rules and Guidelines have been drawn up by the Examination Boards concerned, in accordance with the Education and Examination Regulations (EER) established by the dean. The concepts mentioned in these Rules and Guidelines have the same meaning as described in the EER.

2. COMPOSITION AND DAILY ACTIVITIES OF THE EXAMINATION BOARD

- a. In accordance with the Faculty's regulations, each Examination Board consists of a minimum of three and a maximum of ten members, and the majority of those members is part of the current academic staff that provides the education in the respective programme(s).
- b. The chair and other members are appointed by the dean on behalf of the Executive Board, after consulting the Examination Board.
- c. It is not permitted to be a member of a programme committee and the Examination Board simultaneously.
- d. The Examination Board appoints one of their members as vice chair.
- e. The vice chair replaces the chair if necessary.
- f. The work of the Examination Board is supported by an administrative secretary, who is not part of the Examination Board.
- g. The Examination Board makes decisions based on the majority of the votes. If a vote results in a draw, the chair makes the final decision.
- h. The Examination Board makes agreements with regard to signing documents on behalf of the Examination Board and may delegate specific authorisations to non-members.

3. EXAMS

- a. In accordance with the Higher Education and Research Act (WHW), a student enrolled in a Bachelor's programme cannot participate in exams for any of the Master's programmes.
- b. The Examination Board can grant a student permission to take an exam on a different date than the originally scheduled date.

Below are the criteria for allowing an additional exam opportunity:

1. The exam is the final (partial) exam before completing the Bachelor's or Master's exam **AND** waiting for the next regular exam opportunity will result in a study delay of more than three months **AND** the student has participated in the last two regular exam opportunities.

Permission for an additional exam opportunity for final (partial) exam for a final course can be granted only once.

2. The student falls under the top athletics regulations of Radboud University. The student must provide proof of this.
3. Special personal circumstances, whether medical or not. In this case, advice is always sought from the student advisor.

Note: the Examination Board cannot oblige the lecturer to cooperate in organising an additional, non-regular exam opportunity. The Examination Board can impose the obligation to organise an extra, non-regular exam opportunity on the educational institute.

4. APPOINTMENT OF EXAMINERS

The appointment of examiners is done by the Examination Board in accordance with the established examiner policy.

5. EXAM CONTENT AND GRADING

- a. At the beginning of each component, the examiner informs the students of the learning objectives of that particular component. An exam tests the learning objectives in relation to their importance.
- b. If the final grade of a component is decided by a final exam, as well as partial exams (written assessment, oral assessment, presentations, skills test, the creation of a discipline-specific product and/or text), the final grade cannot be sufficient when the final exam (or the average of multiple partial exams) receives a grade of less than a 5.0.
- c. If the final grade of a final project or thesis is determined by different partial grades (for example, practical work, report, presentation, etc.), each of these partial grades must be at least 5.0.
- d. If both the assessors of a final project or thesis give a partial or final grade that differs more than a whole point from the other, and this difference is maintained after discussion among the relevant parties, the Examination Board will appoint a third assessor to determine the final binding grade.
- e. The final grade of a final project or thesis must be signed by an examiner appointed by the Examination Board.
- f. The administrative date for a written exam is the date of the exam. For a practicum, this is the date by which all data and reports have to be submitted.
- g. If the grading period for an exam as set out in the EER is exceeded without the lecturer being granted an extension, students can report to the Examination Board. Following the report, both the lecturer and the Director of Education will be contacted. The Director of Education will further process the report.

6. THE PROCEDURE DURING EXAMS

- a. The provisions of the House Rules for Examination Rooms apply.
- b. During exams, the Education Centre (OWC) ensures that invigilators are appointed to ensure that the exam proceeds smoothly, in accordance with the FNWI invigilator protocol. The invigilators should be aware of the sources the students are allowed to use. They should also be aware of how students, who have the permission of the Examination Board to take written exams in an adjusted form, can take this exam.
- c. If invigilators are assigned during an exam, the head of the OWC is ultimately responsible.
- d. When taking a written exam, the examinee is obliged to use the paper given to them by the examiner. The examinee is to provide enough writing tools when taking a written exam.
- e. The examinee is obliged to follow the instructions of the Examination Board or examiner that were published before the start of the exam, as well as the instructions provided immediately before, during and immediately after the exam.

- f. If the examinee does not comply with one or more instructions as mentioned in the previous paragraph, then they can be excluded from further participation in the exam or its components by the Examination Board or the examiner for disruption. A possible consequence of that exclusion is that there is no result recorded for that exam and the examinee can be excluded from taking the exam. Before the Examination Board takes a decision to exclude the examinee, they grant the candidate the opportunity to be heard.
- g. If an examinee is caught committing fraud, the regulations set out in the Fraud Regulations apply.

7. FINAL EXAMS

- a. A student has passed the Bachelor's exam if all components of the Bachelor's programme are marked with a final mark of at least 6 or 'accomplished (AC)', 'sufficient (SU)', 'good (G)', or 'done (D)'.
- b. In all other cases, the examinee is denied from the Bachelor's exam.
- c. A student has passed the Master's exam if all the components of the Master's programme are marked with a passing grade of at least 6 or 'accomplished' (AC), 'sufficient' (SU), 'good' (G), or 'done' (D).
- d. In all other cases, the examinee is denied from the Master's exam.

8. FINAL PROJECTS/PAPERS

Internships and theses in both the Bachelor's and Master's programmes are individually assessed on the basis of the individually submitted papers. If students make a request before starting their internship/thesis, the Examination Board can in exceptional cases give permission for a joint internship/thesis assignment. In this request, the following components must be described:

- a. The value and necessity of the joint assignment.
- b. A description of the individual components of the assignments and the responsibilities per student.
- c. A description of the joint partial assignments and the responsibilities of the students.
- d. A clear description of how individual and joint aspects of the assignment will be assessed.
- e. Under all circumstances, each student must submit a report/thesis separately.

9. SWITCH DURING THE FIRST YEAR OF THE BACHELOR'S PROGRAMME

Students who switch to one of the study programmes in the same educational institutes during the first year of their programme, will have the results of the components that belong to this second first-year programme on their diploma as grades (unless otherwise assessed by the Examination Board) under the condition that the student does not continue with the first programme.

10. PRE-MASTER'S

To determine whether a student has completed a Pre-Master's programme of study, the same regulations apply as for an exam as described in Article 7 of this document.

11. CHANGES AND UNFORESEEN CIRCUMSTANCES

- a. No changes in these rules will take place that apply to the current academic year unless this does not reasonably damage the interests of the students.
- b. In cases in which the current Rules and Guidelines do not accommodate, or there is doubt concerning its interpretation, the Examination Board makes a decision.
- c. In the event of serious unfairness, the Examination Board is authorised to make an exception to the EER and these R&R on an individual level.

12. DATE OF ENTRY INTO FORCE

These Rules and Regulations enter into force on 1 September 2025.

ADDITIONAL RULES AND GUIDELINES EXAMINATION BOARD FOR COMPUTING SCIENCE AND INFORMATION SCIENCE

1. LANGUAGE THESIS AND PRESENTATION

In case of strong reasoning, the Examination Board may grant permission, in accordance with the Code of Conduct for Foreign Languages, for the Bachelor's or Master's thesis to be written in a language other than the language of the programme. This also applies to the graduation presentation.

2. HOMEWORK GUIDELINE

The exam of a course (summative testing, 'testing for a grade') normally consists of a written exam and/or paper, project report, presentation, etc.

Formative testing (interim checks, practising, receiving feedback) is an important aspect of education. This formative testing often consists of homework exercises, in which aspects are practised that are part of the exam. In order to stimulate the participation of students, lecturers sometimes include these results in the exam grade, which gives a summative character to what was intended as formative testing.

When assessing course files, the Examination Board finds it acceptable if an assessment matrix and assessment protocol for homework are missing if the weight for the homework is limited to 10% of the exam grade. It is not necessary to give students a resit opportunity for homework.

For exams/practicums/labs/presentations/papers it is expected that an assessment matrix and assessment are included in the course dossier.

3. PRE-MASTER'S PROGRAMME OF STUDY

In derogation from Article 7 of the Rules and Guidelines, the Examination Board shall declare that a person has passed the Pre-Master's programme if there is at most one fail (grade no lower than 5.0).