

**Faculty of Social Sciences  
Examination Board Psychology**

# **Rules and Regulations 2020-2021**

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# RULES AND REGULATIONS EXAMINATION BOARD PSYCHOLOGY 2020-2021

## *COVID-19 guidelines*

1. Following the outbreak of COVID-19 (the coronavirus) the Executive Board has established various guidelines as referred to in Article 7 of the Structural Regulations of Radboud University for the organisation and coordination of the education and the examination of the degree programme. The guideline can be found on the following websites:  
<https://www.ru.nl/english/news-agenda/news/coronavirus-radboud-university/vm/corona-guidelines/>  
<https://www.radboudnet.nl/english/whowhatwhere/services-facilities/services/bjz/regulations/>
2. The provisions of these Education and Examination Regulations apply without prejudice to the provisions of the guidelines referred to in paragraph 1.

## *Article 1 Scope*

The following is in regards to the regulations introduced by the Examination Board for the Bachelor's and Master's degree programmes in Psychology (hereinafter R&R) to ensure a smooth procedure during the first year, Bachelor's and Master's phases of the Psychology programmes and during all examinations and related units of study.

## *Article 2 Definitions*

Any terms used in the present regulations that are also contained in or arise from the Structure Regulations will retain the meaning given to them in those regulations. Furthermore, the following terms will be understood to mean:

1. Education and Examination Regulations: the education and examination regulations that apply for the Bachelor's and Master's programmes in Psychology, introduced by the faculty dean, and hereinafter referred to as the EER;
2. Examination Board: the Examination Board of the Bachelor's and Master's programme in Psychology;
3. Examiner: a person appointed by the Examination Board to administer examinations and determine the results;
4. Units of study: the courses of the programme (as referred to in article 7.3 of the Higher Education and Research Act and the EER and the EER).
5. Examination: an evaluation of the student's knowledge, understanding and skills concerning a specific unit of study and the assessment given for this evaluation by at least one of the examiners appointed by the Examination Board; the term 'examination' is understood to mean all test forms;
6. Student: a person enrolled for and preparing to complete a Bachelor's or Master's degree;
7. Graduation candidate: a person who has completed the requirements for the Bachelor's or Master's degree;
8. STIP: the faculty's student information point;
9. OSIRIS: the university's student information system.
10. Brightspace: the university's digital learning environment.

### **Article 3      *Composition***

1. One joint Examination Board is established for each Bachelor's and related Master's programme Psychology.
2. The Examination Board consists of three or five members appointed on the basis of their expertise in the field of Psychology. In compiling the Board, attention is paid to the involvement of the members in the various phases of the programme. At least one member is not part of the programme's staff.
3. The student advisor also acts as an advisor to the Examination Board.
4. After consulting the director of the education institute and hearing the other members of the board, the dean will appoint the members and the chair for a period of four years.

### **Article 4      *Day-to-day affairs and work procedure***

1. The Examination Board will appoint a vice chair who will replace the chair when he or she is absent.
2. The Examination Board will appoint a secretary from among its members who is responsible for preparing meetings and implementing decisions, among other things.
3. The chair and the secretary are responsible for handling day-to-day affairs.
4. The Examination Board authorises the chair, the vice chair and the secretary to sign certain documents, either jointly or separately, on behalf of the Examination Board. The Examination Board meets at least six times annually.
5. In case of suspicion of fraud (EER, art. 1.2.2 and Appendix 2 of these regulations) the Examination Board will investigate the notification of fraud. If fraud has been established the Examination Board will determine an appropriate sanction.
6. The Examination Board may introduce standing orders that provide for the working procedure in further detail.

### **Article 5      *Procedure for examinations***

#### **5.1   *Appointing and tasks of examiners***

- a. The Examination Board yearly formally appoints examiners for administering examinations and determining the results of the units of study referred to in the EER. The registration of examiners takes place in OSIRIS. The lists, signed by the Examination Board, are administered by the STIP.
- b. With regards to the examinations and assessments, the examiners will keep to the assessment policy of the Psychology programme concerned, as formally established by the Education Institute.
- c. The examiner ensures an orderly course of an examination. When appropriate the examiner can delegate this to the invigilator.
- d. The examiner determines in advance and publishes in due time which auxiliary materials may be used.
- e. When requested the examiner will provide the Examination Board with information on the examination and the assessment method.

#### **5.2   *Language used during the examinations***

Students are permitted to use a translation dictionary.

### 5.3 Place and time of written examinations

- a. The programme director determines the place and time of the written examinations and announces these in due time. If all students have the same start time and the same finish time, these times will be announced through the timetable at the RU website. Because changes of the dates are possible, students need to inform themselves on the up-to-date examination dates through this timetable. The examiner takes care that students can consult start time and finish time of the exam throughout the duration of the exam, by stating these times on the front page of the exam, or on the instruction page if the exam is electronically administered.
- b. No changes may be made to the time of the examination less than 15 days before the examination, unless the students involved, examiner and STIP agree or in case of force majeure, according to the judgement of the Examination Board.

### 5.4 Registration for examinations and re-sits and participation in examinations

- a. Registration for examinations is done through the registration for the unit of study in OSIRIS. To register for a unit of study after it has started students will need to register manually at the STIP for both the unit of study and the examination.
- b. Without prejudice to article a, the examiner determines if a student satisfies the admission requirements of the examination or one or more components thereof.
- c. Registrations for re-sits can be done in OSIRIS.  
Registering for an interim examination or a re-sit is possible until 11.59 pm on the day before a period of five working days preceding the date of the interim examination, meaning there must always be five full working days between the registration deadline for a particular interim examination and the date of that interim examination. The day on which the interim examination takes place is never included in this period of five working days.
- d. If a student cannot register for a re-sit in OSIRIS because of technical reasons, the student will need to manually register at the STIP.
- e. Once the registration period for the re-sit has closed, a student will no longer be able to register for or participate in the re-sit. A student wishing to appeal under the hardship clause (Art. 9 of these regulations) will need to contact the Examination Board.
- f. If modifications are required for an examination, the student must submit the request during the registration for participation in the examination or re-sit. in OSIRIS. The request must be done at least six working days before the examination takes place.
- g. Opt out of an examination can take up to no later than five full working days before the examination via OSIRIS.
- h. A student is deemed to have participated in an examination when he/she has turned up for that examination. Valid proof that a student turned up is provided by the invigilator signing the student's name off on the attendance list.

### 5.5 Rules when administering interim examinations

- a. For the proper course of events during examinations that are administered in RU examination rooms, the dean has adopted House rules. In order to provide the student with proper and clear information these rules have been attached to these regulations as appendix 1.
- b. Online exams and other written exams

1. Examinations in which multiple choice questions determine more than 20% of the maximum mark must be supervised.
2. In the case of complete or partial absence of the supervision referred to in (1), whether or not due to a technical malfunction, the Examination Board may declare the examination invalid for the students involved.
3. If, prior to or during an examination, exam questions or their answers are shared without the explicit permission of the examiner, the Examination Board may declare the examination invalid for all students, regardless of whether they took part in the sharing.

#### 5.6 Regulations on fraud during interim examinations and examinations

To prevent fraud during interim examinations and examinations as referred to in article 7.12b WHW, the executive board of Radboud University has adopted the regulations as attached in Appendix 2.

#### 5.7 Taking examinations abroad

- a. For a student, who is registered as such for a programme at Radboud University, who is residing abroad for study purposes during an examination or re-sit, the Examination Board may - only in case of obligatory and/or BAPD/ LOGO-related units of study - give permission to take the concerned examination or re-sit at that location simultaneously, under the conditions that it concerns a compulsory or permitted optional unit of study, and that this takes place according to the appropriate procedure as described at <https://www.ru.nl/socialsciences/stip/faculty-study-information/study-information/examinations/examination-abroad/>).
- b. For a student, as referred to in the previous paragraph, for whom simultaneously taking an examination or re-sit abroad is not possible, the Examination Board may - only in case of obligatory and/or BAPD/ LOGO-related units of study - give permission to take the examination in a different manner and/or at a different time.
- c. The Examination Board can issue specific restrictions of the conditions under which the permission referred to in paragraph a and b of this article is given.

#### 5.8 Results and registration of results

- a. The examinations are assessed and given one of the following assessment marks:
 

- extremely poor	1	1.5
- very poor	2	2.5
- poor	3	3.5
- strongly unsatisfactory	4	4.5
- unsatisfactory	5	
- pass	6	6.5
- clear pass	7	7.5
- good	8	8.5
- very good	9	9.5
- outstanding	10	
- b. The provisions in paragraph a do not apply to modular examinations.
- c. If a student has undertaken an examination more than once, the latest mark received will be valid.



- d. The results of the examinations are registered by the examiner and made available to the Examination Board.
- e. The examiner may withdraw or change a published mark up to six weeks after signing , without intervention of the Examination Board, unless the mark already had legal consequences for the Study advice first year or diploma. After six weeks a mark only may be changed with permission of the Examination Board. Even if the mark has already had legal consequences for the Study advice first year or diploma, it only may be changed with permission of the Examination Board. After the change of a mark the appeal period starts again. In this case students and examiners can consult the Examination Board about measures to protect study progress.
- f. An examination result obtained at a foreign university will be converted to the scale of 1-10 as stated in paragraph a of this article. For this conversion the Examination Board will use the conversion table as agreed on at Radboud University (<https://www.ru.nl/io/student/studie-stage-buitenland/weer-terug/conversie-studiepunten/>).
- g. In deviation from the above in paragraph f of this article, the Examination Board can use a different conversion, for example in situations in which assessment at a foreign university did not comply to the assessment policy of the programme here.
- h. STIP is responsible for registering the results of all examinations in Osiris. The University Diploma Services office keeps a record of which certificates have been issued to a graduation candidate.

#### **Article 6    Exemptions**

- 1. Applications for exemptions will be submitted in writing, supported by reasons, to STIP.
- 2. Before reaching a decision the Examination Board will consult the examiner in question.
- 3. The Examination Board will take a decision within two months following the receipt of the application.
- 4. The Examination Board may attach conditions to its decision to grant a full or partial exemption.

#### **Article 7    Graduation applications**

- 1. The Examination Board determines the results of the graduation applications for the Bachelor's programme, at the request of the student.
- 2. The Examination Board determines the results of the graduation applications for the Master's programme, at the request of the student.
- 3. A certificate is dated on the date of the last examination successfully completed.
- 4. As evidence that the degree programme has been completed successfully, the Examination Board issues a certificate. The certificate is signed by at least two of the examiners in the Examination Board appointed for this task. The certificates are presented in public, except in special cases where the Examination Board decides otherwise.
- 5. The units of study and the result are specified on the back of the certificate, or on an appendix to the certificate. Listed above these are the units of study that were not part of the degree programme, but that the student registered for, completed successfully and was issued the results for before the graduation application.

### **Article 8     *Distinctions***

With due observance of the provisions in Appendix 1 of the EER, the Examination Board will award a distinction if the conditions referred to have been satisfied. In response to the graduation application, OSIRIS will make a proposal for a distinction based on the regulations in the EER. The Examination Board may decide to deviate from the proposed distinction. Should the student disagree with the proposed distinction, he or she can propose a distinction to the Examination Board. The Examination Board may decide to deviate from the proposed distinction.

### **Article 9     *Unforeseen circumstances and hardship clause***

1. In all cases not covered by these regulations, or insufficiently covered by these regulations, the Examination Board will be authorised to decide.
2. In special circumstances the Examination Board will be entitled to make exceptions to the present Rules and Regulations.

### **Article 10    *Appeal procedure for assessment of a degree component***

1. If a student does not agree with the assessment of an examination he/she can lodge an appeal with the Board of Appeal for Examinations. This appeal must be lodged within a period of six weeks after the examination results have been published.
2. To avoid this procedure, the student can first contact the examiner or Examination Board during or after the review or feedback session for the examination for further information or a request for reassessment. If this threatens to exceed the six weeks period, the student can lodge a 'pro forma' appeal with the Board of Appeal for Examinations to request an extension for the appeal.

### **Article 11    *Complaints***

1. Complaints and appeals with regard to procedures during an examination can be lodged with the Examination Board.
2. The complaint or appeal must meet the following formal requirements:
  - a. written and signed letter (whether or not sent by email)
  - b. individual letter (not a group letter)
  - c. personal letter with reasons (not a standard letter)Complaints and appeals will only be processed if they meet the requirements stipulated in a. to c.

### **Article 12    *Amendments***

Changes that apply to the current academic year will be made public to students on the faculty's website, and students will also be informed of this via a second channel by the Examination Board itself.

### **Article 13    *Coming into effect***

These regulations shall come into effect on September 1, 2020.

Thus, decided by the Examination Board of the degree programme in Psychology.



## APPENDIX 1 REGULATIONS EXAMINATION ROOMS RU

### Paragraph 1 Introductory provisions

#### *Article 1 Purpose and scope of the regulations*

For the proper course of events during interim examinations and bachelor/master examinations relating to the education and examination of the degree programme Anthropology and Development Studies that are administered in examination rooms at the Radboud University (hereinafter: RU), the dean of the faculty of Social Sciences of the RU adopts the following regulations.

#### *Article 2 Definitions*

The terms that are used in these regulations - in so far as these terms are also used in the Higher Education and Research Act (Wet op het Hoger onderwijs en Wetenschappelijk onderzoek, hereinafter: the Act) or the Education and Examination Regulations of the degree programme (hereinafter: the EER) - have the same meaning that is given to these terms in the Act and the EER.

#### *Article 3 Examiners and invigilators*

1. For the administration of examinations, the examination board of the degree programme Anthropology and Development Studies has appointed one or more examiners.
2. The examiners appointed as referred to in paragraph 1 are responsible for the supervision and execution of the provisions in these regulations. On behalf of the examiner(s) appointed, one or more invigilators may be present in the examination rooms, assigned by or on behalf of the executive board.
3. When invigilators have been assigned, at least one appointed examiner is also present in the examination room or, as appropriate, available on call.

#### *Article 4 Instructions by the executive board*

1. These regulations include instructions in the sense of article 7.57 of the Act. In view of the executive board's mandating decision dated 15 May 2019, the dean is authorised to adopt these instructions on behalf of the executive board. The student is obliged to comply with the instructions laid down in these regulations.
2. A student who fails to comply with any instructions under these regulations may be denied access to the examination room by or on behalf of the examiner. Non-compliance with the instructions may also lead to a suspicion of fraud in the sense of the Regulations on Fraud (*Regeling Fraude*).

#### *Article 5 Guidelines for examiners*

These regulations include instructions in the sense of Article 7.12bh of the Act. The examiner is obliged to comply with the instructions laid down in these regulations.

#### *Article 6 Instructions by examiners for students*

1. The examiner may give instructions, in the context of the instructions described in these regulations,

to a student in the RU examination room if a concrete situation should be cause for this. The student is obliged to comply with these instructions.

2. The student who fails to comply with the instructions referred to in paragraph 1 may be denied access to the examination room by or on behalf of the examiner. Non-compliance with the instructions may also lead to a suspicion of fraud in the sense of the Regulations on Fraud (*Regeling Fraude*).

## Paragraph 2 House Rules

### **Article 7**    *Admission to the examination room and leaving it*

1. With respect to entering and leaving the examination rooms, the following applies:
  - a. the examination room is accessible for the student at least 15 minutes before the examination starts;
  - b. except in the circumstances described in paragraphs c and d of the present article, the student is no longer admitted into the examination room after the examination has started;
  - c. the student who arrives too late at the examination room is given the opportunity, 15 minutes following the start of the examination, to be as yet admitted into the examination room;
  - d. the student is permitted to use the toilet during the examination;
  - e. the student is not allowed to leave the examination room within the first 30 minutes following the start of the examination.
2. In special circumstances the examiner may act contrary to the provisions in paragraph 1. If the provisions in paragraph 1 are departed from, the student will be informed of this in due time.

### **Article 8**    *Student ID*

1. In the examination room the student must be able to furnish proof of identity, at any time, by producing a valid identity document.
2. The student who cannot furnish proof of identity as laid down in the first paragraph of the present article will not be admitted into the examination room or can as yet be denied access to that room.

### **Article 9**    *Start and duration of the examination*

The examiner starts the examination at the time scheduled. If the examination starts at a later moment in time because of relevant circumstances, the examiner ensures that the scheduled duration of the examination can be fully used by the student.

### **Article 10**    *Materials permitted in examinations*

1. When taking the interim examination, the student is not allowed to have materials available that serve or could serve as auxiliary materials for the examination paper, unless the use of that material has been explicitly permitted by the examiner before the start of the examination.
2. Materials for the purpose of these regulations include, amongst other things: textbooks and dictionaries, notes and lecture notes, and watches, laptops, tablets, telephones and other smart device's and/or wearables

#### **Article 11** *Handing in examination papers*

1. When the examination ends, the student is obliged to hand in the examination paper.
2. The student may also be required to hand in other examination materials, such as examination question papers and/or note paper used during the examination.

#### **Article 12** *Peace and order, furniture and fixtures in the examination room*

1. Coats, satchels, bags, etc. must be put away in compliance with the examiner's instructions.
2. In order to prevent interference with the WIFI signal, any devices that are present in the examination room, such as watches, laptops, tablets, telephones, and any other devices or smart devices and/or wearables, must be switched off in compliance with the examiner's instructions.
3. Without prejudice to the provisions in the previous paragraphs, the examiner ensures, both during and after completion of the examination, that any measures are taken as required for adequate surveillance and for maintaining the necessary peace and order in the examination room.
4. Whenever an examination is administered, the examination room has at least one clock which is clearly visible for each student.
5. Eating and drinking is allowed during the examination, unless this should prevent appropriate surveillance and/or maintaining the necessary peace and order.

### **Paragraph 3 Transitional provisions**

Does not apply.

### **Paragraph 4 Final provisions**

#### **Article 13** *Departure from rules and house rules*

In special circumstances the examiner may depart from the provisions in these regulations.

#### **Article 14** *Adoption and amendment*

1. These regulations are adopted and amended by the dean.
2. In so far as the content of these regulations relates to the duties and powers of the programme's examination board, the content must also be confirmed by that examination board.

#### **Article 15** *Effect*

These regulations take effect on 1 September 2019. These regulations then replace any previous regulations.

#### **Article 16** *Publication*

1. The dean ensures the appropriate publication and any amendments of these regulations.
2. For the purpose of appropriate and clear provision of information to students and prospective students, the dean includes these regulations, every year, as an appendix to the Education and Examination Regulations (Onderwijs- en Examenregeling (OER). The examination board includes

these regulations accordingly as an appendix to the Rules and Guidelines (Regels en Richtlijnen (RR)) of the programme that are laid down by that board.

Thus, adopted by the dean on June 26, 2019 and ratified by the examination board.

## APPENDIX 2 REGULATIONS ON FRAUD

### Paragraph 1 Introductory provisions

#### *Article 1 Purpose of these regulations*

1. To prevent fraud during interim examinations and examinations as referred to in article 7.12b WHW, the executive board of Radboud University (hereinafter: RU) adopts the following regulations.
2. For the harmonisation of the provisions in these regulations between faculties, these regulations have been laid down as 'comply-explain' regulations (pas-toe-leg-uit-regeling).

#### *Article 2 Scope of these regulations*

1. These regulations apply both to the initial RU programmes and for the students who have registered for these programmes.
2. The executive board may decide, in a separate decision, to apply these regulations mutatis mutandis to the other programmes offered by RU.

#### *Article 3 Definitions*

The terms that are used in these regulations - in so far as these terms are also used in the Higher Education and Research Act (Wet op het Hoger onderwijs en Wetenschappelijk onderzoek, hereinafter: WHW) - have the same meaning that is given to these terms in the WHW.

### Paragraph 2 Definition fraud, procedure and sanctions

#### *Article 4 Definition of fraud*

1. At RU, fraud is understood to mean any act or omission by a student which, in its nature, is intended to have as an effect that proper assessment of the knowledge, understanding and skills of that student or another student, is made fully or partially impossible.
2. Fraud is in any case understood to mean:
  - a. fraud when taking written interim examinations, including
    - having materials available which are not permitted under the House Rules Examinations Rooms RU Regulations (Regeling Huisregels Tentamenruimten RU);
    - copying or exchanging information;
    - passing oneself off as someone else, or being represented by someone else during interim examinations;
  - b. fraud when producing theses and other papers, including
    - plagiarism in the sense of using or copying someone else's texts, data or ideas without complete and correct source references, plagiarism in the sense of copying the work of another student and presenting this as one's own work and other specifically academic forms of plagiarism; insofar as it leads to the description in paragraph 1.
    - fabricating (making up) and/or falsifying (distorting) research data;

- submitting a thesis or another paper that was written by someone else.
- c. other fraud in the context of interim examinations or examinations, including
  - taking possession of assignments, answer keys and the like, prior to the time the interim examination or examination is to take place;
  - changing answers to assignments in an interim examination or examination after it has been handed in for assessment;
  - providing incorrect information when applying for an exemption, extension of validity period, and the like, of an interim examination or an examination.
- 3. An attempt to commit fraud will also be seen as fraud for the purpose of these regulations.

#### ***Article 5 Procedure for suspicion of fraud***

1. When fraud is suspected, the Examination Board or the examiner immediately informs the student of this suspicion. If the suspicion of fraud is established when the interim examination or the examination is administered, the Examination Board or the examiner will allow the student to complete the interim examination or the examination.
2. The Examination Board or the examiner may order the student to make any material related to the suspicion of fraud available to them.
3. The Examination Board or the examiner drafts a report of the suspicion of fraud. If the examiner drafts the report, he will send this report to the Examination Board without delay.
4. The examiner can have him- or herself be represented by an invigilator or another RU employee.

#### ***Article 6 Procedure for investigation and determination of fraud***

1. The Examination Board makes the report referred to in article 5 available to the student without delay and then starts an investigation into the matter. The Examination Board provides the student with the opportunity to respond to the report in writing. The Examination Board hears both the examiner and the student.
2. Within four weeks following the date the report was made available to the student, the Examination Board decides whether fraud was actually committed. The Examination Board informs both the student and the examiner of their decision in writing. The four-week period may be extended by two weeks.
3. If fraud is established, the Examination Board declares the relevant interim examination or examination invalid.
4. If fraud is established, the Examination Board records both the fact that fraud was committed and the sanction imposed in the student's student file.

#### ***Article 7 Sanctions***

1. If the Examination Board has established fraud has been committed, the board may:
  - a. determine that the student may not sit one or more interim examinations or examinations during a period to be set by the Examination Board, which period will be a maximum of one year;
  - b. determine that no distinction will be awarded on the degree certificate;



- c. make a recommendation to the Dean of the Honours Academy that the student should not be admitted to the honours programme of the university or the faculty or recommend that the student's participation in the honours programme of the university or the faculty should be ended.

If the Examination Board has established that serious fraud has been committed, the board may also

- d. make a recommendation to the executive board that the student's registration for a programme should be terminated with definitive effect.

2. After the Examination Board has established that serious fraud has been committed, the executive board - upon Examination Boards' recommendation - may terminate the student's registration for a programme with definitive effect.
3. The sanctions as referred to in this article are imposed as from the day following the date the student is notified of the decision that sanctions are imposed.

### Paragraph 3 Transitional provisions

Does not apply.

### Paragraph 4 Final provisions

#### *Article 8 Decisions and legal protection*

1. Decisions pursuant to these regulations may be sent to the student digitally and/or by email.
2. The student can appeal against any decision made under these regulations, within six weeks following the date on the relevant decision, by lodging a notice of appeal at the Examinations Appeals Board (College voor Beroep van de Examens (CBE)).

#### *Article 9 Adoption and amendment*

1. These regulations have been adopted by the executive board in accordance with the 'comply-explain' principle.
2. In so far as the content of these regulations relates to the duties and powers of the faculty's dean or the duties and powers of the programme's Examination Board, the content must also be confirmed by that dean or that Examination Board. Without any comments by the dean or the Examination Board as referred to in the first paragraph of the present article, confirmation will take place five months after the regulations have been adopted.

#### *Article 10 Effect*

With due observance of the provisions in Article 9, these regulations take effect on 1 September 2018. These regulations will then replace any previous regulations.

### **Article 11 Publication**

1. The executive board sees to the appropriate publication and possible amendments of these regulations.
2. For the purpose of appropriate and clear provision of information to students and prospect students, the dean and the Examination Board will include these regulations, every year, as an appendix to the Education and Examination Regulations (Onderwijs- en Examenregeling, OER) and as an appendix to the Rules and Guidelines (Regels en Richtlijnen, R&R) of the programme.