

**Faculty of Social Sciences**

**Examination Board Social and Cultural Science Research Master**

# **Rules and Regulations**

## **2020-2021**

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# RULES AND REGULATIONS EXAMINATION BOARD SOCIAL AND CULTURAL SCIENCE 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 Master of Science (MSc) degree programme Social and Cultural Science to ensure a smooth procedure during the two-year programme 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 to the research programme Social and Cultural Science, introduced by the faculty dean, and hereinafter referred to as the EER;
2. Examination Board: the Examination Board of research master programme in Social and Cultural Science;
3. Examiner: a person appointed by the Examination Board to administer examinations and determine the results;
4. Units of study: the courses listed in the EER that the student must follow and the related examinations that the student must complete successfully to obtain the MSc degree;
5. Examination (WHW, article 7.10): 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;
6. Student: a person enrolled for and preparing to complete MSc degree;
7. Graduation candidate: a person who has completed the requirements for the MSc 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 The Examination Board consists of three or five members appointed on the basis of their expertise of the study programme. At least one of the members must be a lecturer of the programme; at least one member is not part of the degree programme's staff.
- 2 The student adviser also acts as an adviser to the Examination Board.
3. After consulting the programme director 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 and the secretary to sign certain documents, either jointly or separately, on behalf of the Examination Board.
5. Examination Board may introduce standing orders or house rules that provide for the working procedure in further detail.

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

1. Administering examinations
  - a. The Examination Board yearly appoints an examiner for administering examinations and determining the results of the degree components referred to in article 9.5 of the EER. The lists of examiners, signed by the Examination Board, are administered in OSIRIS by the Student Information Point.
  - b. The Examination Board determines whether a student meets the requirements for graduation or for one or more of the components.
2. Language used during the examinations

The examinations are administered in English, unless the Examination Board decides otherwise (see also the Radboud University Policy for Use of Foreign Languages, Gedragscode Vreemde Taal van de Radboud Universiteit).
3. Place and time of written examinations
  - a. The programme director determines the place and time of the written examinations and will announce this in due time.
  - b. If changes are made to previous announcements, or the announcement is not made on time, the change or announcement will be published on Brightspace within the course involved.
  - c. No changes may be made to the time of the examination less than 15 working days before the examination, unless the Examination Board decides otherwise in special circumstances of force majeure.
  - d. Exceptions can only be made for paragraphs b and c if the students and examiner in question have agreed to do so.

4. Registration for and participation in examinations and re-sits
  - a. Students register for the first opportunity of examinations in OSIRIS through the course registration system. To register for a course after the registration is closed students will need to register manually at the STIP for both the course and the examination.
  - b. Students must register for re-sits 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
  - c. 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.
  - d. 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 (article 13 of these regulations) will need to contact the Examination Board.
  - e. If a student is entitled to modifications for an examination these are granted directly at the registration for the course and the re-sit. (<https://www.ru.nl/socialsciences/stip/faculty-study-information/study-information/examinations/special-facilities/>)
  - f. Opt out of an examination can take up to no later than five full working days before the examination via OSIRIS.
  - g. 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. Taking examinations abroad
  - a. For a student, who is registered as such for a programme at Radboud University, who is residing abroad during an examination or re-sit, it is possible to take the concerned examination or re-sit at that location simultaneously, under the condition that this takes place according to the appropriate procedure as described in: <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, it is possible to take an alternative examination, either oral through a video exam or through a replacing assignment.
6. Rules when administering interim examinations

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.
7. 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.
8. Results and registration of results
  - a. The examinations are assessed and given one of the following assessment marks:

A: excellent	10
B: very good	9
C: good	8
D: satisfactory	7
E: sufficient	6
F: fail	lower than 6

Grades will be rounded to the nearest whole and half grade points. Passing grades are from 6 points upwards.

- b. Marks of 5.5 may not be awarded. If a mark is higher than 5, but lower than 5.5, the work will be awarded a 5. If a mark is equal to or higher than 5.50 but lower than 6, the work will be awarded a 6.
- c. If a student has undertaken an examination more than once, the latest mark received will be valid.
- d. The result of an examination is registered by the examiner and made available to the Examination Board.
- e. 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    *Specific tasks of the examiner***

- 1. The examiner ensures an orderly course of an examination.
- 2. The examiner determines in advance and publishes in due time which auxiliary materials may be used by the student during the examination.

#### **Article 7    *Exemptions***

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

#### **Article 8    *Graduation applications***

- 1. The Examination Board determines the results of the graduation applications for the Research Master's programme, at the request of the student.
- 2. A certificate is dated on the date of the last examination successfully completed.
- 3. 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 appointed for this task by the Examination Board. The certificates are presented in public, except in special cases where the Examination Board decides otherwise.
- 4. The degree components and the result are specified on the back of the certificate, or on an appendix to the certificate. Listed above these are the components 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 9 Distinctions procedure***

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. Should the student disagree with the proposed distinction, he or she can propose a distinction with the Examination Board. The Examination Board may decide to deviate from the proposed distinction.

### ***Article 10 Unforeseen circumstances and hardship clause***

1. In individual cases not covered by these regulations, or insufficiently covered by these regulations, the Examination Board will be authorised to decide.
2. In exceptional cases of extreme unfairness, the Examination Board will be entitled to make exceptions, in favor of the student, to the Education and Examination Regulations and the present Rules and Regulations.

### ***Article 11 Appeal procedure for assessment of a unit of study***

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 12 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 13 Amendments***

Amendments applicable to the current academic year will only be introduced if they have not reasonably been considered detrimental to the interests of examinees or graduation candidates.

### ***Article 14 Coming into effect***

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

Thus, decided by the Examination Board of the degree programme in Social and Cultural Science.

## 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 Social and Cultural Science 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 Social and Cultural Science 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 and scope of these regulations*

To prevent fraud during interim examinations and bachelor/master examinations as referred to in article 7.12b WHW, relating to the education and examination in the degree programme Social and Cultural Science of Radboud University (hereinafter: RU) the dean of the faculty of Social Sciences 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: WHW) - have the same meaning that is given to these terms in the WHW or the EER.

### Paragraph 2 Definition fraud, procedure and sanctions

#### *Article 3 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 4     *Procedure for establishing 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. For the purposes of the provisions in paragraphs 1 and 2 of the present article, examiner is also understood to mean the invigilator or any other RU member of staff.
4. 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.
5. 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 of provides the student with the opportunity to respond to the report in writing. The examination board of hears both the examiner and the student.
6. Within four weeks following the date the report was made available to the student, the board of examiners 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.

#### **Article 5     *Remedial action***

If the examination board has established fraud:

- a. the examination board declares the relevant interim examination or examination invalid, and
- b. the examination board includes a statement in the student's student file that it has established fraud and, if applicable, which sanctions have been imposed.

#### **Article 6     *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 7 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 8 Adoption and amendment***

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

#### ***Article 9 Effect***

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

#### ***Article 10 Publication***

1. The dean ensures 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 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, RR) of the programme.