Dutch as a second language (NT2) group courses – Course and examination regulations

Section 1 – General provisions

Article 1 – Scope of application
These course regulations apply to all aspects of those NT2 courses featuring open registration. These regulations will be published on the Blackboard pages of all NT2 courses. Furthermore, these regulations also constitute part of the general terms and conditions.

Article 2.1 – Course structure
1. Day courses consist of nine (9) weeks of lessons, a catch-up or study week (Week 10), an examination week (Week 11) and a resit week (Week 12).
2. Evening courses consist of thirteen (13) weeks of lessons, an examination week (Week 14) and a resit session (by no later than two (2) weeks after the examination week).
3. Summer courses consist of six (6) weeks of lessons, an examination week (Week 7) and a resit week (Week 8).

Article 2.2 – Preparation for examinations
1. A practice exam will be held at least once during each course, so as to ensure that a student is aware of what is expected of them during an examination.
2. During the practice exam, the teacher will inform the students whether a dictionary may be used during the examination. The teacher will again draw the students’ attention to the rules set out in these regulations during the practice exam.

Article 2.3 – Prerequisites for sitting an examination
1. A student may sit a final examination for a course, provided that:
   a. the course fee has been paid;
   b. the student has achieved the mandatory attendance rate of 80%;
   c. they are present at the time and on the day stipulated in the examination timetable.
Article 2.4 – Examination fees
The course fee includes sitting and re-sitting the final examination, provided that the student sits the examination at the time and on the date stipulated in the examination timetable.

Section 2 – Organisation, assessment and an appropriate state of affairs

Article 3 – Examination schedule
1. Day course students are required to be available for examination purposes from 9 am to 5 pm during Weeks 11 and 12.
2. Evening course students should be available to sit an examination during normal study hours in Week 14 and during the resit session which is stipulated in the examination timetable.
3. Summer course students are required to be available for examination purposes from 9 am to 5 pm during Weeks 7 and 8.
4. By no later than in the final week of lessons the students will receive a detailed examination timetable from their teacher, which will be published on Blackboard.
5. The examination timetable will stipulate the order of the examination components and the examination venue.
6. Unless there is a question of *force majeure* on the part of a student, it shall not be permissible to catch up an examination or resit at a different time or on a different day. Radboud in’to Languages deems *force majeure* to refer to:
   a. an unexpected admission into hospital;
   b. reporting sick with a doctor’s certificate;
   c. work-related duties coupled with a statement from one’s superior;
   d. a death in the family.
7. A student may sit an examination at some other time, if they are unable to do so on the scheduled date in any of the situations referred to in Clause (6). Radboud in’to Languages shall set a new date and time.

Article 4 – Order during examinations
1. A student is required to ensure that they are present at the time stipulated in the examination timetable.
2. No student may leave the hall in which an examination is conducted within half an hour of it starting.
3. There may not be a break between various parts of an examination.

Article 4.1 – Latecomers during examinations
1. A student who arrives later than the time stipulated in the examination timetable may be denied access to a speaking or listening examination component. In that case Radboud in’to Languages will not have a duty to offer the relevant examination component at a different time.
2. In the case of any other component a latecomer may be allowed to sit the examination up to half an hour after it commences at most. In the event that a student is unable to be present by the deadline through no fault of their own, the relevant teacher will decide whether or not to allow them to sit the examination.
3. A student who arrives late will not be given extra time or the opportunity to catch up the relevant examination (or component), unless they can show that this occurred through no fault of their own.

Article 4.2 – Absence due to sickness during examinations
1. A student who is sick during an examination may resit it (or part of it) when the relevant examination (or part of it) is conducted again on a date stipulated by Radboud in’to Languages.
2. A student who is sick must report this to the relevant teacher by email on the date of the examination. Entitlement to resit an examination will be denied if this is not done.

Article 4.3 – Cheating during examinations
1. Radboud in’to Languages will adopt a number of measures to prevent cheating from occurring during an examination. By sitting an examination a student will be deemed to have undertaken to abide by such measures. Those measures are as follows:
   a. students will be randomly assigned to the desks available in the hall. The relevant invigilator will assign places;
   b. all mobile phones must be turned off before the examination and handed to the invigilator. The invigilator will place those mobile phones on a table in view of the students;
   c. no one may speak while the examination papers are handed out, while the examination is being conducted and while the examination papers are collected;
   d. students may not look at each other’s work or cheat in any other way during an examination;
   e. a student may not allow any other student to see their work or to cheat;
f. if a student speaks during an examination or the invigilator discovers that a student is cheating, the invigilator will issue no more than one warning. Should the invigilator notice that a student is cheating for the second time, that student will be excluded from completing the relevant examination component. Neither will the student be permitted to resit that examination component.

Article 4.4 – Examination requisites
1. Students will themselves be responsible for bringing any item that they require which is stipulated in Article 4.4(2) and (3).
2. A student is required to bring two pens or two pencils when sitting an examination.
3. Where a dictionary may be used during an examination, students will themselves be responsible for procuring and bringing one. Radboud in’to Languages will not provide any dictionaries during an examination.
4. Radboud in’to Languages may draw up rules concerning what is required for each component. Such rules will be appended to these regulations and published on Blackboard.

Article 4.5 – Technical difficulties during an examination
In the event that any technical difficulties occur during an examination which are not caused by the relevant students themselves and as a result of which it is impossible for the students to sit or complete that examination, arrangements will be made with the students, the relevant teacher and the course coordinator after the examination as to whether and how the situation may be resolved.

Article 6 – Sitting or resitting an examination with a limitation or disability
1. Any student who anticipates difficulties when sitting or resitting an examination because of some limitation or disability (physical or learning, e.g. dyslexia, impaired visibility or hearing, medical difficulties concentrating and so forth) must notify a teacher of this no less than four weeks before the scheduled examination date. A student will be responsible for reporting such a situation.
2. A student and the relevant teacher will discuss solutions which may help remedy or improve the situation well before the examination. The relevant teacher will report the situation to the group course coordinator along with a potential solution.
3. Radboud in’to Languages will do its best to assist with such a solution in so far as time, space and circumstances allow.

Section 3 – Results, resits and certificates

Article 7 – Results
1. Day, summer and evening course students will receive notification of their examination results from their teacher by email one week after sitting an examination.
2. No one is entitled to inspect their examination.
3. A student may achieve any of the following examination outcomes: pass, fail or doubtful.
4. A student will be deemed to have passed an examination in the following cases. 
   a. if they achieve four passes; or 
   b. should they achieve three passes and a ‘doubtful’.
5. No one will be entitled to have their examination marked twice. Should there be any doubt about an examination result, the Radboud in’to Languages educational team will automatically conduct collegial consultations.

Article 8 – Resits
1. The date of a resit will be announced simultaneously with the examination timetable. No other date will be permitted for a resit.
2. One may register for a resit by contacting the relevant teacher. One may only resit one examination component.
3. A student will be entitled to a resit in the following cases:
   a. if they have achieved two passes and two ‘doubtfuls’. A student may choose which doubtful examination to resit; or 
   b. where they have achieved two passes, a ‘doubtful’ or a ‘fail’. A student must resit the examination which they have failed; or 
   c. in the event that they achieve three passes and a ‘fail’. A student will have to convert the ‘fail’ into a ‘doubtful’ at the very least.
4. In all cases other than those mentioned in Articles 7(4) and 8(3), a student will be deemed to have failed the relevant examination and to have failed the course concerned.
5. A student will receive notification of the outcome of a resit from their teacher by email by no later than one (1) week after that resit.

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Article 9 – Certificates
The Radboud in’to Languages Service Centre shall ensure that students receive their certificate by post. A certificate will be sent to a student by no later than eight (8) weeks after their examination and resit results have been announced.

Section 4 – Other articles

Article 9 – Progress and repeats
1. During the last two weeks of their course a student will receive information about follow-up courses from their teacher. Such information will also be published on Blackboard.
2. A student may register for a follow-up course through the Radboud in’to Languages website before sitting an examination. An examination and/or resit will determine whether anyone may actually proceed to the next course. It is through registration that one may book a place for a follow-up course.
3. However, Radboud in’to Languages can never guarantee a booking for a place in a follow-up course.
4. A student may only do a course of the same level twice. Should a student fail the same level twice (after a resit where applicable), they may not register a third time for the same level at Radboud in’to Languages.
5. In the event that a student does a course of the same level twice and fails to achieve the next level, they may not register for that level again at Radboud in’to Languages.

Article 10 – Complaints procedure
A student who wishes to lodge a complaint concerning an examination or a resit may follow the complaints procedure listed at http://www.ru.nl/radboudintolanguages/over_radboud_in’to/klachtenprocedure/.

Effective date
These Regulations will come into effect on 1 June 2017.