

## Education- and examination regulations Master's programme Cognitive Neuroscience 2017-2018

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## Section 1 General provisions

### Article 1.1 Applicability of the regulations

1. These regulations apply to the two-year Master-of-Science programme Cognitive Neuroscience hereinafter referred to as 'the programme'. The programme is the result of collaboration between the Faculties of Social Sciences, Arts, Science, Philosophy and the University Medical Centre Nijmegen, Max Planck Institute for Psycholinguistics and Donders Institute for Brain, Cognition and Behaviour. Coordinating faculty is the Faculty of Social Sciences, hereinafter referred to as 'the faculty'. The prime responsibility of the organization of the programme is lying with the educational institute of Psychology and Artificial Intelligence, hereinafter referred to as 'the institute'.
2. The present regulations apply to all students enrolled in the programme in the academic year 2017-2018.
3. In order to prevent disadvantages to students as a result of regulatory alterations regarding the EER that was in place at the start of the programme, suitable arrangements are made. If no arrangements have been made students can apply for consideration of the hardship clause (article 8.1).

### Article 1.2 Definitions

1. The terms used in these regulations, in as far as they are also used in either the Structure Regulations, or the Higher Education and Research Act (*Wet op het hoger onderwijs en wetenschappelijk onderzoek*, hereinafter 'the Act') will have the same meaning as these terms have in the Structure Regulations and the Act respectively.
2. Further to the terms mentioned in paragraph 1, and for the purpose of these regulations:
  - EC: European Credit: (EC) is the course load entity in accordance with the European Credit Transfer System, in which 1 EC is equivalent to 28 hours of study.
  - Fraud: any act or omission by a student that makes forming an accurate opinion of his/her knowledge understanding and skill partially or entirely impossible, as described in appendix 1.
  - Scientific integrity: regarding research and education within the faculty, regulations are in place as formulated by Notitie Wetenschappelijke integriteit at KNAW ([www.knaw.nl/nl/actueel/publicaties/notitie-wetenschappelijke-integriteit](http://www.knaw.nl/nl/actueel/publicaties/notitie-wetenschappelijke-integriteit)) and elaborated by the Nederlandse Gedragscode Wetenschapsbeoefening by the VSNU (<http://www.vsnu.nl/nederlandse-gedragscode-wetenschapsbeoefening.html>).
  - Unit of study: part of the degree programme as referred to in article 7.3 of the Act.
  - Examination programme: the entirety of units of study, resulting in a Master's degree certificate.
  - Extracurricular elective unit of study: unit of study to be determined by the student, which is not part of the examination programme.
  - Free elective unit of study: unit of study to be determined by the student, which is part of the examination programme.

## Section 2 Admission to the programme

### Article 2.1 Entry moments

1. Students can start the programme on two specific dates. More specifically, a student can enter the programme at the start of either the first semester (September 1) or at the start of the second semester (February 1).
2. At the start of the programme (i.e., September 1 or February 1), students need to have fulfilled all the requirements for the Bachelor's diploma.

### Article 2.2 Admission requirements for the programme

1. The Admission Board decides on the admission to the programme.
2. Applicants for the programme have to apply by sending a letter with motivation to the Admission Board with copies of transcripts, diplomas etc. mentioned in sub 3 of this paragraph.
3. The Admission Board decides on the admission by means of an individual check which may include an interview.

4. BA/BSc-graduates who passed with good results a BA/BSc examination in Cognitive Science, Behavioural Science, (Bio)Medical Science, Linguistics and Natural Sciences, or related discipline are admitted to the individual procedure.
5. The graduation date of the last attained, for the programme relevant, BA/BSc degree of an applicant is within five years of the application to the programme.
6. The criteria for admission may be different for each of the four specialisations (language and communication; perception, action and control; plasticity and memory; brain networks and neuronal communication).
7. The Admission Board may decide that a candidate is admitted to the MSc programme in spite of deficits but may require the candidate to take additional units of study in the faculties mentioned in article 1.1.

#### **Article 2.3** *Certificates of admission*

For admission the following certificates are required:

1. the BA/BSc-diplomas mentioned in article 2.2 sub 4 or diplomas equal to those;
2. written proof of the positive conclusion of the individual check mentioned in article 2.2 sub 3;
3. if applicable according to article 2.4 sub 2, written proof of the adequate command of the English that is required for the participation in the tuition and preliminary examinations;
4. and, in the case that a student does not have Dutch nationality: a copy of the passport.

#### **Article 2.4** *Language requirements*

1. An adequate command of English is required for participation in the programme.
2. This requirement is satisfied when the student:
  - a. is in the possession of a Dutch VWO diploma; or
  - b. is in the possession of a diploma of secondary education, obtained at an English-language institution for secondary education in or outside the Netherlands; or
  - c. has successfully completed one of the following tests:
    - TOEFL with a score of 600 (paper test), 250 (computer-based), 100 (internet-based) or higher;
    - IELTS with a score of 7.0 or higher;
    - a Cambridge Certificate of Advanced English or a Cambridge Certificate of Proficiency in English stating a minimum score of C.

#### **Article 2.5** *Admission requirements for units of study*

1. Students who are registered for the programme may attend all the courses of the programme and may sit the relevant interim examinations, unless specific admission requirements apply as laid down in paragraph 2 of this article.
2. The units of study DGCN37 (Neuroimaging 2: haemodynamic methods) and DGCN39 (Neuroimaging 2: electrophysiological methods) can only be assessed after the unit of study DGCN09 (Advanced math) has been passed successfully.
3. The Examination Board may exempt a student of the admission requirements stated in this article upon his or her request and after having heard the examiner involved, if this student can demonstrate to have completed a unit of study of a university or higher professional programme which is similar both as regards contents and as regards level of the admission requirements.

### **Section 3** *Structure of the programme*

#### **Article 3.1** *Final examination, degree and judicium*

1. The programme will be concluded by the master's final examination.
2. The student who has passed the examination of the master's degree programme will be awarded the Master of Science (MSc) degree.
3. The Examination Board can award a distinction to a student who has successfully passed the examination. The rules for awarding a distinction have been laid down in a university guideline and are attached in appendix 2 of these regulations.

#### **Article 3.2** *Aims and final attainments of the programme*

1. The aims of the programme are:

- a. to offer motivated and talented future researchers in the field of Cognitive Neuroscience (CNS) in general and for the specialisations of Language & Communication; Perception, Action & Control; Plasticity & Memory; and Brain Networks & Neuronal Communication specifically an interfaculty programme;
  - b. to offer future researchers an interdisciplinary programme with orientation on natural scientific, experimental research which requires scientific skills;
  - c. to enable future researchers to gain hands on research experience in unique expert surroundings;
  - d. to realise a broad, diverse and qualitatively high incoming stream of students with BSc/BA-diplomas from the various faculties of the institution as well as of various other universities in the Netherlands and abroad.
2. The attainment targets of the master's programme consist of:
- a. general cognitive skills:
    - students will have acquired a way of thinking that will enable them to comprehend and solve problems, while maintaining a critical stance towards established scientific insights. They have a good overview of the scientific literature to develop a critical attitude to well-established theories and to develop new theoretical concepts for open problems in the field of CNS;
    - students will be able to formulate and analyse scientific problems at an abstract level by dividing them into testable sub-problems, differentiating between major and minor aspects;
    - students will be able to synthesize solutions to sub-problems within a scientific framework and thus contribute to the formulation of general theories;
    - students will possess knowledge about paradigms, theory, experimental methods and techniques, methods for data analysis and modelling, insofar as relevant for CNS at the Master's level;
    - students will possess sufficient skills in the fields of computing and computer science, which will enable them to design and implement computer programs and use current application programs;
  - b. skills based on knowledge and insights pertaining to the field of CNS:
    - students will have gained adequate knowledge and insights pertaining to the basic sub-areas of CNS. The scope of this basic knowledge will be sufficient to allow them to do practical training in one of the research groups;
    - students will possess sufficient skills in at least one sub-area of CNS to conduct scientific research under supervision;
    - students will be able to understand scientific articles on the chosen specialisation. Furthermore, they will be able to follow the developments in the chosen specialisation;
    - students will be able to assimilate newly acquired knowledge of CNS and to integrate this knowledge with the knowledge they already possess. In addition, they will have the learning ability to orient themselves at specialist level in a sub-area of CNS that lies outside the chosen specialisation;
  - c. research methods in CNS:
    - students will be able to find relevant scientific sources relating to CNS problems that need to be solved;
    - students will be able to formulate new questions and hypotheses in the fields of CNS, and to select the appropriate pathways and research methods for solving these questions, taking into account the services and means available;
    - students will be able to set up experimental or theoretical scientific research, to systematically process and critically interpret the research results, and to formulate conclusions;
  - d. general communication skills:
    - students will be able to communicate with colleagues in the same discipline about scientific knowledge, both at basic and specialist levels. They will be able to report orally and in writing, and to discuss a scientific topic in English;
    - students will be able to hold an oral presentation and to write a lucid article on the research conducted and modern concepts in CNS for a general, non-specialist public;
  - e. reflection on society and societal problems:
    - students will have gained sufficient knowledge of and insights into the role of CNS in society in order to function adequately in their future professions and reflect on societal problems;

- f. professional attitude:
  - students have developed an attitude of scientific integrity;
  - students have the ability to realise any shortcomings or limitations; they have developed a critical attitude towards their performance as a scientist and have learned how to work on improvement in case of limitations in knowledge or expertise;
- g. knowledge and skills:
  - students have acquired thorough and advanced knowledge of recent international and empirical developments in fundamental cognitive neuroscience, e.g., psycholinguistics, action, perception and consciousness, plasticity and memory, and brain networks and neuronal communication;
  - *for the specialisation Language & Communication:*
    1. students have acquired a thorough and advanced knowledge of language and communication, including topics such as the understanding and production of language, language acquisition, the neural basis of language skills, language and the language sciences;
    2. students have acquired knowledge and skills of research techniques and methodology in the field of language behaviour;
    3. students have acquired skills in research and analysing techniques that are used in the ad article 3.2 sub 2.g.1 mentioned fields such as: speech analysis, eye movement analysis, neuroimaging techniques and computational modelling;
    4. students have acquired the competences for the practical use of knowledge and skills in specialised research in one of the fields;
  - *for the specialisation Perception, Action & Control:*
    1. students have acquired a thorough and advanced knowledge of perception, action and control including topics such as (visual and/or auditory) perception, the planning and execution of motor actions, the coordination of perception and action and its underlying neural processes;
    2. students have acquired skills in research and analysis techniques that are used in psychophysical, psychophysiological, neuro-imaging and electromyographic studies and 3D movement research;
    3. students have acquired the competencies of the practical use for research of formal (analytical and computational) theories and models of perceptual functions, sensorimotor functions and complex actions;
  - *for the specialisation Plasticity & Memory:*
    1. students have acquired a thorough and advanced knowledge of plasticity and memory, including topics such as anatomical and neurophysiological aspects of the human brain, as well as knowledge of theoretical models of plasticity, memory and learning;
    2. students have acquired the skills of research methods in neuroimaging and/or neurobiology;
    3. students have acquired active knowledge and research skills for doing independent research in the neurofunctional architecture of central cognitive functions as there are: action, perception, language, learning, memory;
  - *for the specialisation Brain Networks & Neuronal Communication:*
    1. students have acquired a thorough and advanced knowledge of brain networks and neuronal communication, including topics such as anatomical and neurophysiological aspects of the human brain; function and structure of neuronal networks; and theoretical and computational models of neural communication, learning, oscillatory brain states and information processing;
    2. students have acquired research methods skills in multi-electrode recordings and/or neuroimaging, computational modeling, detecting and characterizing brain networks using various statistical measures of association, and/or machine learning approaches to characterize and classify brain states;
    3. students have acquired active knowledge and research skills for doing independent research in the structure and function of brain networks underlying central cognitive functions.

### **Article 3.3 Form of the programme**

The programme will be offered exclusively as a full time programme.

### **Article 3.4 Study Load**

1. The master's examination has a total study load of 120 EC.

2. Only when a student has obtained more than 120 EC of CNS or CNS approved courses, is he/she allowed to drop elective units of study at will.

### Article 3.5 Language

Tuition is conducted in English and interim examinations and the examination are written in English.

### Article 3.6 Composition of the programme

1. The programme comprises the following units of study, with reference to the corresponding semester (1 and/or 2) and study load (in EC; 120 in total):

*First year:*

- 1a. five compulsory general units of study:

a. trends in cognitive neuroscience (1 and 2) .....	6
b. neuroimaging I (1) .....	6
c. neurophilosophy (2) .....	6
d. lab rotations (1 and 2) .....	3
e. choice from:	
neuroimaging II: electrophysiological methods (2) .....	6
neuroimaging II: haemodynamic methods* (2) .....	6

\* Note: if an internship (c.q., research project) involves fMRI, the unit of study Neuroimaging II: haemodynamic methods is strongly recommended.

- 1b. skill training unit of study (one 3 EC course in 1 or 2) ..... 3

- 2a. for the specialisation Language and Communication:

at least 30EC chosen from the following seven units of study:

a. word recognition and production (1) .....	6
b. sentence production and comprehension (2) .....	6
c. using and acquiring multiple languages (1) .....	6
d. first language acquisition (2) .....	6
e. multimodal language: language, cognition and the brain (1) .....	6
f. neurobiology and genetics of language (2) .....	6
g. structural aspects of language (1 and 2) .....	6

- 2b. for the specialisation Perception, Action and Control:

at least 30EC chosen from the following seven units of study:

a. motor control (1) .....	6
b. cognitive control and decision making (2) .....	6
c. social neurocognition (2) .....	6
d. perception (1 and 2) .....	6
e. attention and performance (1) .....	6
f. developmental cognitive neuroscience (2) .....	6
g. cognition and complexity (2) .....	6

- 2c. for the specialisation Plasticity and Memory:

at least 30EC chosen from the following seven units of study:

a. cognitive neuroscience of memory (1) .....	6
b. psychology of learning (2) .....	6
c. early onset neurodevelopment disorders (1) .....	6
d. neurobiology of (mal)adaptation (2) .....	6
e. molecular and cellular neurobiology (2) .....	6
f. neurogenetics (2) .....	6
g. animal models for brain function and disorders (1) .....	6

- 2d. for the specialisation Brain Networks and Neuronal Communications:

at least 30EC chosen from the following seven units of study:

a. computational neuroscience (1) .....	9
b. quantitative brain networks (2) .....	6
c. advanced neuroscience techniques (1 and 2) .....	6
d. brain-computer interfacing practical course (1) .....	6

- e. computational cognitive neuroscience (1)..... 6
- f. machine learning (1)..... 9
- g. cognition and complexity (2) ..... 6

*Second year:*

- 1. two elective units of study..... 12
- 2. practical training and experience, and MSc thesis ..... 45
- 3. a second skill unit of study ..... 3
- 2. A detailed description of all units of study, contact hours, (summary of) learning objectives, form of interim examinations and instructional methods included, is outlined in the factsheet of a unit of study (to be found on Blackboard) and included in the programme's study guide.
- 3. The student may add extra-curricular units of study to the programme.

**Article 3.7 Incorporation of units of study obtained outside the programme**

- 1. At the request of the student the Examination Board will incorporate elective units of study from outside the programme.
- 2. The incorporation of units of study as meant in clause 1 is only allowed before the start of that unit.
- 3. If the units that express workload and study results of the units of study to be incorporated differ from those provided for in these regulations, conversion will take place. The Examination Board will decide on the conversion, with due observance of the Radboud University memo 'Conversion of workload and study results' (*Conversie van studiebelasting en studieresultaten*).

**Article 3.8 Instructional methods**

- 1. The programme comprises formal lectures and practica.
- 2. The practica are compulsory and have to be passed with good results before writing the interim examination of the unit of study in question.
- 3. The programme is concluded with a master's thesis in one of the disciplines within the relevant specialised field.
- 4. The master's thesis is an individual effort that meets the academic requirements that apply for the type of study that is conducted. Submission of the master's thesis to the student journal constitutes a prerequisite for completion of the programme.
- 5. If a unit of study consists of compulsory courses as specified in paragraph 2 of this article, this must be stated in the unit's factsheet. The format, contents and any penalties related to non-compliance with these requirements must also be listed in the unit's factsheet, no later than one week before the start of the unit of study. If either of the provisions stipulated in the previous two sentences are not fulfilled, no mandatory requirements may be imposed on students with regard to participation in courses.

**Article 3.9 Choosing specialisation**

- 1. Each student has to fill out a Training and Supervision Plan, provided on the programme's Blackboard community site and submit this to the coordinator within the first month of starting the programme.
- 2. Each specialization offers seven units of study of which students have to choose at least 30EC worth of units.

**Section 4 Interim and final examinations**

More detailed provisions regarding the assessment of the programme units of study are outlined in the Rules and Regulations of the Examination Board ([www.ru.nl/fsw/onderwijs/oer-eer-rr-2017-2018/](http://www.ru.nl/fsw/onderwijs/oer-eer-rr-2017-2018/)).

**Article 4.1 Entry requirements**

- 1. Students are allowed to begin the MSc research project only after they have gained 42 EC. Also, a 'Research Project Agreement' has to be approved of by the director, as stipulated in the 'MSc CNS Research Project Regulations'.
- 2. The Examination Board may lay down a different implementation regulation with respect to the sequence of interim examinations.

**Article 4.2 Times and frequency of interim examinations**

- 1. In each academic year there will be two opportunities for writing interim examinations, with the first opportunity determined according to a timetable in advance.

2. Notwithstanding the stipulation in the first subparagraph above, there will be only one opportunity for taking an interim examination in a unit of study that was not taught in that particular academic year.
3. Successfully passed interim examinations may be retaken once, but only within the same academic year. Given that feedback has been provided within a reasonable period, papers (final papers, essays, assignments) that have been marked with a pass cannot be redone, unless stated otherwise in the course manual.
4. If a student resits an interim examination, the most recent mark will determine the final result; note that this may have consequences for obtaining a judicium.
5. The programme's prospectus contains provisions on retaking modular interim examinations for the different programme units of study.
6. If the interim examination of a unit of study is in the form of an endpaper, the examiner of the unit may decide to allow students to rewrite their endpaper based upon written feedback from the lecturer. The exact conditions of such resubmissions (e.g., number of rewrites and deadlines) have to be announced at the start of the unit of study.
7. Each interim examination part must be passed within the academic year in which the unit of study is followed. In the case that a student does not pass within one academic year he or she must take the unit of study again the following year, unless the examiner decides otherwise.

**Article 4.3** *Form and requirements of interim examinations*

1. Each unit of study of the degree programme will be completed by an interim examination. Interim examinations may comprise more than one modular interim examination and can in principle be taken either in writing, online or orally. Apart from written, online or oral examinations, practical or computer assignments, take home examinations, theses, assignments, reports, internships, presentations or a combination of any of these is possible.
2. The Examination Board can decide that an interim examination will be passed in another form when a student asks for this by written request.
3. Students with disabilities are given the opportunity to write interim examinations in a manner optimally adapted to their individual disability. If necessary the Examination Board will obtain expert advice before making a decision.
4. If interim examinations are passed orally (in case of article 4.3 sub 2 and 3), that examination is public, unless the Examination Board or the examiner in question have ordained otherwise, or unless the student has made objections against this.
5. Oral interim examinations are administered in the presence of at least a second examiner or an observer appointed by the Examination Board. Otherwise the examination is to be recorded. If a presentation is part of this examination the same regulation applies. This provision does not apply to practical assignments.
6. All preliminary examination requirements, modular interim examinations included, shall be made known at the beginning of a unit of study.
7. Representative sample questions, both in form as content, will be made available on the electronic learning environment to the students at least one week prior to the examination.
8. A student may request the Examination Board for dispensation for participation in practical trainings. This dispensation may, for example, be granted because of moral conflict. The examiner determines the alternate requirements the student has to fulfil.
9. If an interim examination is spread over more than one exam sitting, at least one day must be scheduled between the last class session covering relevant new materials for the interim examination and the interim examination. If there is only one exam sitting, at least three days must be scheduled between the last class session and the interim examination.
10. The factsheet of a unit of study must be published through the applicable medium at least one week before the start of the unit.
11. If a unit of study starts on the first day of an academic period, no requirements may be imposed on students regarding the literature to be studied or assignments to be completed for that unit of study.



**Article 4.4 Registration for units of study and interim examinations**

1. A student needs to register for each unit of study in the programme through OSIRIS, no later than five working days before the start of the unit.
2. By enrolling in a unit of study a student is automatically registered for all interim examinations that are part of the unit.
3. If a student should not want to sit the interim examination, he or she will have to deregister from the interim examination through OSIRIS, at the latest five working days before the interim examination date. If the student fails to deregister in due time, non-appearance will be considered as a used opportunity. This might have consequences for the judicium. In case of circumstances beyond his/her control a student is allowed to deregister later. The Examination Board will decide whether this is the case.
4. Students will have to register for a re-examination no later than five working days before the interim examination date in conformity with the provisions laid down to that purpose by or on behalf of the Examination Board.

**Article 4.5 Determining and announcing interim examination results**

1. Written interim examinations, including assignments, are evaluated by the examiner(s).
2. The examiner determines the result of a written interim examination within fifteen workdays from the day on which it was written. The grading period is mentioned at the examination form or the digital learning environment.
3. The examiner provides, by way of the secretariat's office, the faculty administration OSP with the information required for the recording of the student's result.
4. Between the date of the announcement of the result and the date of the re-examination there has to be a minimal period of ten working days.
5. For interim examinations other than oral, online or written, the Examination Board decides in advance how and when the student will be provided with documentation of the results. The term for marking a paper or project will be agreed upon on the date fixed for submission of the paper or project. This term will not exceed fifteen working days.
6. The results of a majority of units of study are expressed in numbers in accordance with the European grading system, as follows:
 

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

Results can be expressed by using 0.5 scaling, with the exception of 5.5. In case of a result between 5 and 6, a score lower than 5.50 will be rounded to 5 and a score equal to or higher than 5.50 will be rounded to 6. The fact sheet of a unit of study contains provisions on rounding scores of modular interim examinations for the different programme units of study. For a few courses the results are expressed as 'passed' or 'failed'.

7. When determining final grading for the master's thesis, the thesis counsellor/tutor and an independent second reader are consulted.
8. In the interim examination paper the student's attention is drawn to the right of inspection as defined in article 4.7 sub 1, as well as the possibility of appeal to the Council of Appeal for Examinations within the time of six weeks after having received their grade.
9. Any instance of suspected fraud will be acted upon according to regulations as described in appendix 1.

**Article 4.6 Period of validity**

1. The validity duration of interim examinations is unrestricted.
2. In derogation of the provision of article 4.6.1, the Examination Board may restrict the validity duration of interim examination results, for didactical or substantive pedagogical reasons, with due observance of the stipulations on this matter laid down in the Act.

**Article 4.7 Right of inspection**

1. For a period of a maximum of twenty working days following the publication of the results of a written interim examination the student will be allowed to inspect, under supervision of at least a teacher and/or another person with substantive knowledge regarding the unit of study, the questions and the work marked, as well as receive an explanation of the formal assessment criteria.
2. In special cases the Examination Board can extend or shorten the term, referred to in paragraph 1, in consultation with the examiner.
3. Contrary to the first and second paragraph of the present article, the examiner may decide that inspection will take place for all students at the same time, on a date and at a time and place set in advance.
4. Time, date and - preferably - place of the inspection referred to in paragraph 3 will be announced at least five working days in advance at the electronic learning environment.
5. If a student is unable to attend the inspection referred to in paragraph 3 due to demonstrable circumstances beyond his or her control, a separate inspection can be arranged, upon his or her request, preferably within the period of time referred to in the first paragraph of the present article.
6. In all events, inspection will take place no later than five working days before the re-sit of the interim examination in question is administered.

**Article 4.8 Appeals from decisions of examiners**

A student may lodge/submit an appeal to the assessment of his or her work by the examiner. An objection procedure has been designed to do so (see: R&R 2017-2018 Cognitive Neuroscience [ENG] / <http://www.ru.nl/fsw/onderwijs/oer-eer-rr-2017-2018/>).

**Article 4.9 Final Examination**

1. When students have completed all interim examinations successfully, they must apply for the final exam themselves.
2. The Examination Board will determine the results of the examination as soon as the student has passed the interim examinations forming part of either the units of study of the degree programme in question or of the phase of the degree programme in question and has submitted proof thereof.
3. Prior to determining the results of the examination, the Examination Board itself may conduct an inquiry into the student's knowledge with respect to one or more units of study or aspects of the degree programme.

**Section 5 Tuition****Article 5.1 Academic progress administration**

1. The faculty will record students' individual academic results.
2. If a student has gained less than 60 EC within 2 academic years, the director, unless there are special circumstances (e.g., prolonged illness, pregnancy etc.), will strongly advise him/her to leave the programme.

**Article 5.2 Tuition**

The dean is responsible for the introduction and tuition of students registered for the programme.

**Section 6 Teaching evaluation****Article 6.1 Teaching evaluation method**

With due observance of the quality assurance system of the university, as laid down in the Handbook Quality Assurance System Degree Programmes Radboud University (*Handboek Kwaliteitszorg Onderwijs Radboud Universiteit*), the dean sees to it that the units of study taught in the programmes will be systematically evaluated.

**Section 7 Miscellaneous stipulations****Article 7.1 Code of conduct**

The faculty has instituted a Code of conduct that both students and employees are expected to follow. This Code of conduct is attached in appendix 3 to these regulations.

**Section 8 Transitional and final stipulations****Article 8.1 Safety net scheme and hardship clause**

1. Individual cases not or insufficiently covered by these regulations will be decided by the dean.
2. In individual cases of extreme unfairness, the Examination Board or the dean is able to make an exception to the provision of these regulations in favour of a student.

**Article 8.2 Determination and amendments**

1. Without prejudice to the provisions of the structure regulations the present regulations have been drawn up or amended by the dean after having been advised thereon by the degree programme committee and after having obtained the approval of the 'Facultaire Gezamenlijke Vergadering' (Faculties General Meeting).
2. Determination or amendment of these tuition and examination regulations takes place by the dean of the faculty after consultation with the Programme Committee and consent by the Joint Faculty Meeting.
3. Any amendments made to these regulations will only take effect in the present academic year if the interests of the students are not disproportionally compromised thereby.

**Article 8.3 Promulgation**

1. The dean of the faculty is responsible for promulgating these regulations, the regulations and guidelines laid down by the Examination Board and any amendments to these documents in an appropriate manner.
2. Any interested party may consult the EER on the faculty's website.

**Article 8.4 Coming into effect**

These regulations will come into effect on September 1, 2017.

Any education and examination regulations laid down previously for the degree programmes referred to will cease to apply from that date onwards.

As confirmed by the Dean, June 22, 2017.

## Appendices

### Appendix 1 Fraud and plagiarism

1. Notwithstanding the provisions in article 1.2 of the EER fraud during a written examination with multiple-choice and/or open-ended questions may consist of:
  - a. copying from others or a cheat sheet;
  - b. using study aids (e.g. dictionaries, calculators, mobile telephone and cameras) during an interim examination without permission;
  - c. exchanging information inside or outside the examination room during the examination;
  - d. impersonating someone else during an interim examination or allowing someone else to represent oneself during an interim examination;
  - e. being in possession of the assignments for an interim examination before that interim examination is held;
  - f. taking or duplicating the examination papers of an interim examination during the examination or inspection or distributing these without permission of the examiner.

The above list is not exhaustive.

2. Fraud during other exam formats may consist of the fabrication of data and/or falsifying of data and/or plagiarism. Fabrication is defined as inventing or otherwise fabricating research data. Falsification is defined as manipulating or falsely presenting research data and results. Plagiarism is defined as:
  - a. copying texts, thoughts and/or reasoning of others and presenting these as one's own;
  - b. submitting previously submitted or similar texts for assignments from other units of study without acknowledging the source;
  - c. submitting papers obtained from a commercial organisation or written by someone else - whether in return for payment or not.

The above list is not exhaustive.

3. In addition to the perpetrator, accomplices may also be punished in cases of fraud and plagiarism. If the work copied from a fellow student was copied with the permission and/or assistance of that fellow student, he/she will in any case be considered an accomplice as defined in the previous sentence.
4. Suspicions of fraud or plagiarism may be determined before, during or after an interim examination.
5. If the proctor believes he/she has discovered a student committing fraud during a written interim examination, the proctor will immediately make note of this on the exam protocol. The proctor will also make note of this on the answer sheet of the participant suspected of fraud, either at the time the fraud is discovered or when the participant submits the examination papers. After the interim examination, the proctor will make a written report of the detected fraud. The examinee will be given the opportunity to add a written comment to the report. The written report and any comments will be handed to the relevant examiner, who is then required to contact the Examination Board for further handling.
6. An examiner may use a plagiarism detection program to investigate plagiarism.
7. If the examiner or any other party involved thinks they may have discovered fraud or plagiarism before, during or after the assessment of other exam formats, he/she must report this to the Examination Board and submit a file with evidence to prove the fraud or plagiarism.
8. The Examination Board will determine whether fraud has been committed after investigating the matter.
9. If an examinee is found guilty of fraud, the Examination Board may exclude him/her from further participation in the examination or interim examination in question, as well as from participation in other interim examinations for up to one year after the fraud is discovered.
10. In the event of serious fraud, the Examination Board may recommend that the student's enrolment for the degree programme be terminated.

### Appendix 2 Distinctions

1. With due observance of the provisions set out in this article, the board of examiners is the body responsible for the decision whether a distinction will be awarded and if so, which distinction will be awarded.

2. The distinction:
  - a. 'cum laude' will be awarded if the weighted average result of the final assessment of the units of study referred to in paragraph 3 equals or is higher than 8.0; or
  - b. 'summa cum laude' will be awarded if the weighted average result of the final assessment of the units of study referred to in paragraph 3 equals or is higher than 9.0.
3. The distinction will be calculated on the basis of all units of study of the examination programme for which a mark has been awarded on a scale ranging between 1 and 10, excepting extra-curricular units of study.
4. The number of EC of the units of study referred to in paragraph 3 will serve as the weighting ratio for the calculation of the weighted average result, unless provided otherwise in these regulations.
5. The distinction will not be awarded if more than 10 per cent of the total study load of the examination programme (being one or more units of study) has been resat *or* if interim examinations have been resat more than once, notwithstanding the authority of the Examination Board to decide otherwise, stating reasons therefor.
6. The distinction will not be awarded if fraud was established in one of the entire examination programme's units of study.

### Appendix 3 Rules of conduct

The Faculty of Social Sciences seeks to offer a work environment where employees and students work and study with effort, joyfully, and aimed towards results. To facilitate this, the faculty has adopted a number of rules governing conduct in the faculty. These rules of conduct are taken to form the foundation of a motivating and inspiring work environment. It is the mutual responsibility of employees and students to take care of them.

#### *Points of reference*

The faculty seeks to provide an atmosphere characterized by:

- mutual respect and personal development;
- openness and trust;
- cooperation and responsibility.

#### *This implies that*

- everyone should be treated with respect, without being offensive or hurtful. Treat others as you want to be treated by others. This goes for all forms of communication including verbal, written, e-mail, blackboard, chat-rooms, course evaluations, contacts with secretary and supporting staff;
- everyone makes sure to familiarize themselves with and act according to the rules in the various regulations (e.g. EER, student-act, regulation on academic integrity, users' regulation RU-network and Surf-net) as well as the agreements made with respect to attendance, deadlines, review period, completing assignments, among others;
- one sticks to an agreement once made;
- students and lecturers are jointly responsible for the successful functioning of the educational process. They can and may appeal to their responsibility;
- one assumes good intentions of each other and one does not adhere to prejudicial judgements;
- everyone makes sure to be familiar with relevant information and last minute changes in the educational organisation and content, for instance via Blackboard;
- everyone respects each other's properties and takes care of locations and materials used.

Basically, this all boils down to the same thing: treat each other with respect. The faculty trusts that students and employees will act accordingly.