

Examination Board Regulations Social and Cultural Science 2017-2018

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: 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 MSc degree;
7. Graduation candidate: a person who has completed the requirements for the MSc degree;
8. OSP: the faculty's education service point, Montessorilaan 3, A.01.07;
9. OSIRIS: the university's student information system;
10. Blackboard: the university's digital learning environment.

Article 3 *Composition*

1. One Examination Board is established for the Research Master's programme.
2. In exception to the provisions in paragraph 1, the dean can decide, in consultation with the institute director, to establish one joint Examination Board for a number of different degree programmes.
3. 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.
4. The student adviser also acts as an adviser to the Examination Board.
5. After consulting with the director of the relevant 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*

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.

Article 5 *Work procedure*

The Examination Board may introduce standing orders or house rules that provide for the working procedure in further detail.

Article 6 *Procedure for examinations*

1. Administering examinations

1. The Examination Board yearly appoints an examiner for administering examinations and determining the results of the degree components referred to in article 3.6 of the EER. Examinations are registered in OSIRIS. The lists, signed by the Examination Board, are administered by the Educational Service Point.
2. 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
 1. The Examination Board determines the place and time of the written examinations and will announce this in due time.
 2. If changes are made to previous announcements, or the announcement is not made on time, the change or announcement will be published on Blackboard..
 3. 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.
 4. Exceptions can only be made for paragraphs 2 and 3 if the students and examiner in question have agreed to do so.
4. Registration for and participation in examinations and re-sits
 1. Students can register for examinations in OSIRIS through the course registration system. To register for a course after it has started students will need to register manually at the OSP for both the course and the examination.
 2. Registrations for re-sits can also be done in OSIRIS. If the result of an examination is insufficient, a student can register for the re-sit until five working days prior to the date of the re-sit.
 3. If a student cannot register for a re-sit in OSIRIS because of technical reasons, the student will need to manually register at the OSP.
 4. 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 head of the OSP.
 5. If modifications are required for an examination, the student must submit a request to the OSP at least 5 working days before the examination by means of the digital or paper form provided by the OSP.
 6. If a student fails to cancel the registration for an examination or re-sit, this student will be given a mark of ND (not participated) for this examination or re-sit. This may influence the proposed distinction.
 7. 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
 1. 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 'Procedure taking exams at home university of exchange student'
[\[http://www.ru.nl/ioss/english/exchange/exams-your-home-university/\]](http://www.ru.nl/ioss/english/exchange/exams-your-home-university/).
 2. 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. Order during written examinations
 1. The student is given sufficient time (announced in advance) in a venue suitable for undertaking his/her examination.

2. The student must provide proof of identity to participate in a written examination: either a valid student ID or a valid ID together with photographic identification.
 3. The student must follow the instructions given by the invigilator(s) at all times.
 4. Students are not permitted to bring books, notebooks, smart devices and other digital tools into the examination venue, unless the examiner has given explicit permission.
 5. A student who arrives more than half an hour after the official commencement time of the examination will not be allowed to participate in the examination.
 6. Students are not permitted to leave the examination venue within the first half hour after the published commencement time.
 7. If an examination lasts more than two hours toilet breaks during the examination are permitted by exception as long as there is an invigilator who can accompany the student.
 8. Students are not allowed to eat during the examination. Non-alcoholic drinks are allowed.
 9. When a student leaves the examination venue, he/she must submit or leave behind the complete examination booklet(s) provided at the start of the examination.
 10. The student is not allowed to disrupt any of those present in any way during the examination or when leaving the venue.
 11. A student who does not meet the stipulations contained in paragraphs 1 to 10 can be excluded from further participation in the examination by the examiner. The invigilator is authorised in this regard to act on behalf of the examiner.
 12. A student can deviate from paragraph 7 and 8, provided these requirements have been reported at least five working days in advance of the date of the examination at the Education Service Point.
7. Results and registration of results
1. 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.
 2. 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.
 3. If a student has undertaken an examination more than once, the latest mark received will be valid.
 4. Results of examinations are registered by the OSP and made available to the Examination Board.
 5. The university Examinations Office is responsible for registering results of all examinations. This office also keeps a record of issued certificates.

Article 7 *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 8 *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) without permission during an interim examination;
 - 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 programme components 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. Suspicion 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 when the fraud was 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.

Article 9 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 10 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, once a month.
- 2. A certificate is dated on a predetermined graduation date. All examination results must be registered before this date.
- 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 in the Examination Board appointed for this task. 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 11 *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. 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 12 *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 favour of the student, to the Education and Examination Regulations and the present Rules and Regulations.

Article 13 *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 examiner during or after the review or feedback session for the examination.
2. If a student has not been able to reach an agreement with the examiner, 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 determined. If the examiner has not provided the results within this period of six weeks, the student can lodge a 'pro forma' appeal with the Board of Appeal for Examinations to request an extension for the appeal.

Article 14 *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 (not an 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 15 *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 16 *Coming into effect*

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

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