

Education- and examination regulations Master's programme Behavioural Science 2015-2016

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Section 1 General provisions

Article 1.1 Applicability of the regulations

1. These regulations apply to the education and examinations of the two year research Master's degree programme in Behavioural Science (hereinafter called 'the programme'). This programme is offered by the School of Psychology and Artificial Intelligence, in collaboration with the School of Educational Science and the Behavioural Science Institute, (hereinafter referred to as 'the institute') of the Faculty of Social Sciences (hereinafter called 'the faculty').
2. Notwithstanding the stipulation in the first paragraph, for those courses offered by other degree programmes the regulations for individual components and course examinations of the degree programme in question apply.
3. In order to prevent disadvantages for students as a result of regulatory alterations regarding the OER which was in place at the start of the programme, fitting arrangements are made. If no arrangements have been made students can apply for a hardship clause (article 6.2)
4. Without prejudice to the provisions of the Structure Regulations of the Radboud University (hereinafter structure regulations), the present regulations have been drawn up or amended by the dean after having been advised thereon by the education committees and after having obtained the approval of the 'Facultaire Gezamenlijke Vergadering' (Faculties General Meeting).

Article 1.2 Definitions

Insofar as they are also mentioned in the Higher Education and Scientific Research Act, the concepts used in these regulations will have the same meaning as in the Higher Education and Scientific Research Act.

In these regulations the following definitions apply:

- a. The Act: the Higher Education and Scientific Research Act of 8 October 1992 (GG 593) as it currently reads;
- b. Programme: the Master's programme as referred to in article 7.3a, paragraph 1 under b of the Act;
- c. Student: anyone enrolled at Radboud University Nijmegen to take part in the programme and/or course and final examinations of the programme;
- d. Bachelor's programme: programme as referred to in article 7.3a of the Act;
- e. Practical: a practical exercise as referred to in article 7.13, paragraph 2 under d of the Act, in one of the following forms:
 - practical training and experience;
 - writing a Master's thesis;
 - writing a paper, carrying out a project, or developing an analytical design;
 - writing an assignment;
 - taking part in workshops;
 - conducting a literature study;
 - gaining work experience;
 - taking part in fieldwork or an excursion;
 - taking part in another educational activity aimed at acquiring certain skills;
- f. Course examination: an examination testing the knowledge, understanding and skills of the candidate in relation to a certain unit of study as well as an assessment of the results of that test by at least one examiner designated by the Examination Board;
- g. Final examination: a review of the student's academic achievements in which the Examination Board assesses whether or not all course examinations of the units of study that are part of the Master's programme have been successfully completed, insofar as it has not been determined that the examination also includes an additional examination by the Examination Board, testing the knowledge, understanding and skills of the candidate as well as an assessment of the results of that test (in accordance with article 7.10 of the Act);
- h. Examination board: the examining board of the programme set up in accordance with article 7.12 of the Act;

- i. Examiner: the person designated by the Examination Board in accordance with article 7.12 of the Act, who administers the course examinations;
- j. EC: credit in accordance with the European Credit Transfer System, 1 EC is equal to 28 hours of study;
- k. Working days: Monday to Friday, except statutory holidays;
- l. Institution: Radboud University Nijmegen;
- m. Program degree committee: the program degree committee of the programme (in Dutch: 'opleidingscommissie') as referred to in Article 9.18 of the Act;
- n. Director: the director of the programme;
- o. Associate director: Associate director of the programme;
- p. Dean: the Dean of the faculty;
- q. Joint Student-Staff Council: the joint assembly of the employee's council of the faculty ('onderdeelcommissie') and the faculty's student council.
- r. Fraud: any (deliberate) act or omission by a student that makes forming an accurate opinion on his knowledge, understanding and skills partially or entirely impossible (also see appendix 1).
- s. Scientific integrity: regarding research and education within the faculty, regulations are in place as formulated by Notitie Wetenschappelijke integriteit at KNAW and elaborated by the Nederlandse Gedragscode Wetenschapsbeoefening by the VSNU.

Article 1.3 Aims and final qualifications of the programme

Article 1.3a Aims of the programme

- 1. To offer a multidisciplinary programme to motivated and talented future researchers in the field of behavioural sciences.
- 2. To teach the knowledge, insights and advanced research skills necessary to enter and successfully complete a subsequent PhD programme in behavioural sciences (psychology, education and related disciplines) or to work as a researcher in the public or private sector.
- 3. To train students in the current research topics in behavioural science.
- 4. To enable students to gain hands on research experience under supervision of qualified researchers within the unique setting of the Behavioural Science Institute (BSI).
- 5. To create a multidisciplinary, international, and research-oriented learning environment.

Article 1.3b Final qualifications of the programme

Student who has successfully completed the Master's programme in behavioural science will have the following qualifications.

- 1. Knowledge and understanding

Student has advanced knowledge and understanding of the field behavioural sciences and the research methods and designs used in this field, i.e.:

 - a. Student has knowledge and insight of the sub-areas of the behavioural sciences as studied in the Behavioural Science Institute (BSI).
 - b. Student has advanced knowledge and insight of the paradigms and theories of the topics of his/her chosen theme courses and of the topics of his/her research projects.
 - c. Student has knowledge and insight of the main research methods and techniques for data collection, data analysis and modelling in the social and behavioural sciences.
 - d. Student has understanding of academic processes such as publishing, reviewing, proposal writing and ethics of research.
 - e. Student has knowledge and understanding of standards of scientific integrity.
- 2. Applying knowledge and understanding

Student can independently conduct research at scholarly level with scientific integrity, i.e.:

 - a. Student can integrate existing knowledge to develop new theoretical concepts, research questions and hypotheses.
 - b. Student is able to select appropriate designs and research methods for solving research questions, taking into account the institute's available infrastructure.

- c. Student is able to design and implement a scientific study. Student is able to make adaptations to the study in case of changed external circumstances or advanced insight.
 - d. Student is able to program scientific experiments.
 - e. Student is able to systematically process and analyze research data.
 - f. Student is able to interpret research results and to formulate conclusions.
3. Making judgements
- a. Student has critical thinking skills.
 - b. Student can discuss clearly what the theoretical implications are of research findings.
 - c. Student is able to critically reflect on the behavioural science disciplines and the methodologies used in this field.
 - d. Student can apply knowledge and insights to questions in societal or professional contexts.
 - e. Student is able to reflect on the societal significance of his/her research.
4. Communication
- a. Student is able to participate in academic exchanges with others in the behavioural sciences.
 - b. Student is able to give oral presentations, to discuss and to write scientific papers, reports and research proposals.
 - c. Student can clearly communicate the rationale, methods, and results of his/her research and can also present clear points of discussion.
5. Learning skills
- a. Student can find relevant scientific sources and can understand and follow scientific developments in the behavioural sciences.
 - b. Student has the learning skills to study/function in a manner that is largely independent.
 - c. Student has the ability to realise their own shortcomings or limitations: (s)he has developed a critical attitude towards his/her performance as a beginning scientist and has learned how to improve knowledge and skills.

Article 1.4 Type of programme

The programme is offered as a full-time programme.

Article 1.5 Examinations of the programme

Students who pass the final examination of the programme obtain the degree of Master of Science (MSc).

Article 1.6 Study load

The study load is expressed in European Credit Transfer System units (ECTS).

Article 1.7 Language

1. The programme is offered in English; the courses and the examinations are administered in English.
2. An adequate command of English is required for participation in the programme and course examinations of the programme. This requirement is met if the student can submit:
 - a. an educational degree equivalent to a Dutch pre-university education (VWO) diploma; or
 - b. a secondary education diploma of an English-language programme in the Netherlands or abroad; or
 - c. a TOEFL test certificate stating a minimum score of 600 (paper test), 250 (computer test), or 100 (internet-based test) or an IELTS test score of 7 overall (with a 6.5 minimum for each test result: listening, reading, writing and speaking) or an equivalent test certificate.
3. In all cases the Foreign Language Code of Conduct, as indicated in article 7.2 sub c of the Act, is applicable. The institution's Code of Conduct can be found in Appendix 2.

Article 1.8 Communication with students

1. Notices that are intended for all students or for large groups of students are placed on the Blackboard Community of the Research Master Behavioural Science.
2. Notices that are intended for students enrolled in a specific course are placed on the Blackboard page of the relevant course.
3. Notices that are intended for individual students are sent to the email addresses that the university has assigned to each student (*studentname@student.ru.nl*). In special cases, communication will take place

by regular mail. Letters sent by regular mail will be sent to the address the student has supplied as a mail address.

Article 1.9 Code of conduct

The faculty has instituted a code of conduct that both students and employees are expected to follow. This code of conduct can be found in Appendix 2 of these regulations.

Section 2 The Master's programme

Article 2.1 Structure of the programme

1. The programme comprises the following courses and study load (in ECs):

(N.B.: Course name details may be subject to change)

first year:

a. State of the Art Behavioural Science	1
b. Professional Skills for Researchers	3
c. Advanced Methods in Behavioural Research	3
d. Basic Research Methods (introduction minor).....	1
e. Minor Research Project.....	12
f. Statistics	12
Statistics: Multivariate Analysis;	
Statistics: Analyzing in R;	
Statistics: Mixed-Effects Models;	
Statistics: Structural Equation Modelling;	
g. Programming Skills: Python	3
h. Content courses, 5 EC each.....	25

Five to be chosen out of the following:

- Behavioural Regulation;
- Emotion;
- Motivation and Influence;
- Psychobiology of Behaviour;
- Interpersonal Relations and Interactions;
- Socialization and Education;
- Developmental Psychopathology;
- Neuroscience of Behaviour;
- Stress and Health Behaviour;
- Behavioural Decision Making;
- Learning and Learning Problems;
- Psychopathology, Prevention and Intervention;
- Diagnosis and Treatment;
- The Dynamics of Complex Systems;

subtotal	60
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second year:

i. Philosophy of Behavioural Science.....	3
j. Major Research Proposal	5
k. Major Research Project	26
l. Master's Thesis	20
m. Elective course(s)	5
n. Workshops (including colloquia)	1
subtotal	60

2. A detailed description of all components, contact hours, (summary of) learning objectives and instructional methods is included in the programme's study guide.

3. The elective course(s) (5 EC) mentioned in par. 2.1.m should be of adequate level (master's level) and sufficiently relevant to the content of the programme. Courses from the programme can be chosen

without permission of the Examination Board. Students will need approval from the Examination Board for elective courses that are not part of the programme.

Article 2.2 Instructional methods

1. All courses of the Master's programme, as mentioned in article 2.1, involve education in the form of lectures, tutorials, and/or practicals. The specific instructional methods for each course are included in the study guide.
2. Attendance at lecturers, tutorials and practicals may be compulsory, provided that this is in accordance with the aims of the course.
3. For courses that consist solely of a practical, attending the practical and achieving adequate results is equivalent to passing a course examination.
4. The components 'Minor research project', 'Major research project' and "Master's thesis", as mentioned in article 2.1, consist of a practical as referred to in article 1.2.e.
5. The components 'Minor research project' and 'Major research project' must concern different topics and involve different supervisors.
6. The programme is concluded with a Master's thesis.
7. The Master's thesis is an individual effort that meets the academic requirements that apply for the type of study that is conducted.

Section 3 Course and final examinations of the programme

Article 3.1 Examination Board

1. The Examination Board will have the duties and responsibilities laid down in the Act, including, among other things, safeguarding the quality of the course examinations and the examinations and laying down guidelines and directions, within the context of these regulations, with respect to the assessment of the course examinations and the examinations.
2. The Examination Board will lay down the rules with respect to the duties and responsibilities referred to in paragraph 1 and with respect to any measures that should be effected in that context
3. The rules and guidelines of the Examination Board can be found in appendix 1.

Article 3.2 Entry requirements

1. The course examinations of the following components can only be taken when specific other course examinations have been successfully completed:
 - Minor Research Project after Basic Research Methods;
 - Major Research Project after Major Research Proposal, Minor Research Project, Statistics: Multivariate Analysis, and a minimum of 35 EC;
 - Master's Thesis after Major Research Project.
2. In certain cases, the Examination Board may determine another sequence.
3. Any particular course may have specific requirements for prior knowledge, as specified in the programme's study guide.

Article 3.3 Time schedule and frequency of course examination

1. In each academic year there will be two opportunities to take the course examinations of the components mentioned in article 2.1.
2. Students can only use the second opportunity if 1) they have taken the first opportunity and failed or 2) if they missed the first opportunity due to illness or other special personal circumstances. Students will need to inform the coordinator at the latest on the day of the exam. Decision will be made by the Examination Board.
3. Notwithstanding the stipulation in the first paragraph, there will be only one opportunity to take a course examination for a course that was not taught in that particular academic year.
4. A student who fails a course examination can retake the examination a following year, but this second examination will be based on the content of the course of that year, or on the content of a substitute course designated by the Examination Board.
5. If a student has passed a (part of a) course examination, retaking that (part of the) course examination is not allowed without permission of the Examination Board.

6. In case of retaking the course examination, the latest mark will determine the result obtained.
7. Each course examination part must be passed within the academic year in which the course is followed. In the case that a student does not pass within one academic year he or she must take the course again the following year, unless the examiner decides otherwise.

Article 3.4 Requirements for course examinations

All requirements for course examinations will be announced to the students in question at least one week before or at the start of the relevant course.

Article 3.5 Form of course examinations

1. Each component of the degree programme, mentioned in article 2.1 will be completed by a course examination. Course examinations may comprise more than one modular course examination and can in principle be taken either in writing or orally. Apart from written or oral examinations practical or computer assignments, take home examinations, theses, assignments, reports, internships, presentations or a combination of any of these variants is possible.
2. The examiner may split up the course examinations into several grading components. This action is at the discretion of the examiner and subject to approval by the Examination Board. The examiner will announce how the final course grade is built up out of its grading components (e.g., 50% exam, 50% assignments) before or at the start of the relevant course.
3. Where there are more grading components, each component must be a minimum of 6. A component with a grade lower than 6 must be retaken by the student for the student to pass the course. If a grading component has a grade lower than 6, a 'fail' will be administered for the first attempt.
 - a. For grading components in the form of essays, research proposals, exams, and such, the component will be retaken in the original format or in a similar format, to be determined by the examiner (e.g. an oral examination can be taken instead of a written examination).
 - b. For grading components in the form of weekly assignments, class discussions, class presentations, and such, the examiner will decide an alternative format for retaking this component.
 - c. When the retake of a grading component implies a revision of that component (e.g. essay/ research proposal) after feedback from the examiner, the examiner may decide to give a maximum grade for that component. This will be announced before or at the start of the relevant course.
4. For components that (also) comprise a practical and/or tutorial, attendance levels and levels of active participation may be included in the assessment.
5. The examiner will announce the form of the relevant course examination to the students in question before or at the start of the relevant component.
6. The administration of oral examinations will be public unless the Examination Board has decided otherwise in a special case, or if the student has made objections to this.
7. Oral examinations are administered at least in the presence of 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 refer to practical assignments.
8. In the case of disabled students, allowances will be made in the administration of course examinations to the utmost extent possible, ensuring that their individual disability will not prevent them from taking part in a course examination. If necessary, the Examination Board will seek expert advice before making a decision about such a matter.

Article 3.6 Registration for course examinations

1. A student needs to register for each course in the programme through OSIRIS, at least five working days before the start of the course.
2. By enrolling in a course, students are automatically registered for all examinations that are part of the course. A student who decides not to participate in a course examination should notify the OSP and the course coordinator at least five working days prior to the examination. If the student fails to deregister in due time, non-appearance will be considered as a used opportunity. This may have consequences for the judgement. In case of circumstances beyond his/her control a student is allowed to deregister later.

3. In case of retaking a course examination students should notify the course coordinator at least five working days before the examination.

Article 3.7 Assessment and announcement of course examination results

1. The result of the grading components and the final course grade is determined by the examiner in the form of a grade from 1 (= lowest attainable grade) to 10 (= highest attainable grade). Grades will be rounded to the nearest whole and half grade points, except for a 5.5 which is not awarded. When a grade is higher than a 5 but lower to a 5.50, a 5 will be awarded. When a grade is equal to or higher than a 5.50 but smaller or equal to a 6, a 6 will be awarded. Grades of .25 or .75 will be rounded upwards. Passing grades are from 6 points upwards.
2. The qualifications (grades) for the tests of each component of the programme are determined by the examiner as follows:

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

For some courses the results are expressed as 'passed' or 'failed'.

3. The examiner shall determine the result of a written course examination within fifteen working days from the day on which it was taken, and shall within that period provide the OSP with the necessary information required for issuing written proof of the results to the student.
4. A minimum period of ten working days must be upheld between the date of the announcement of the result and the date of the re-examination.
5. A minimum period of ten working days must be upheld between the announcement of the date of the re-examination and the actual re-examination.
6. Before the examination, the examiner announces the period in which the examination will be evaluated, as well as the period for the right of inspection (see article 3.9).
7. When determining final grading for the Master's thesis, the thesis counsellor/tutor and a second reader are consulted.
8. The course examination form informs students that they have a right of inspection, as referred to in article 3.9.1, and also that they may appeal to the Examination Appeals Board. The period for appeal is four weeks after the announcement of the result (see 3.10).
9. In case of possible fraud during the course examination, the anti-fraud provisions, as described in Appendix 1 of these regulations, will apply. These provisions are also applicable in case of a suspicion of plagiarism.

Article 3.8 Period of validity

1. The validity duration of course examinations is unrestricted.
2. In derogation of the provision of article 3.9.1, the Examination Board, may restrict the validity duration of course examination results, for didactical or substantive reasons.

Article 3.9 Right of inspection

1. Students will be given the opportunity to inspect their assessed work within a period of 20 working days following the publication of the results of a written course examination. The examiner will explain the criteria used to determine the grade.
2. During the term mentioned in paragraph 1, students will have access to the questions and assignments of the course examination in question, and if possible, to the standards used in the assessment.
3. The Examination Board may determine that the inspection or taking cognizance shall take place at a designated venue and on at least two fixed points in time. Time, date and- preferably- place of the inspection will be announced at least five working days in advance. If the person in question can prove that he or she cannot appear or has not been able to appear due to force majeure at the time and place thus determined, he or she will be given another opportunity to do so, if possible within the term mentioned in paragraph 1.

4. Together with the results of the course examination the inspection policy will be posted on Blackboard.
5. In all events inspection will take place no later than five working days before the resit of the preliminary examination in question is administered.

Article 3.10 Objection procedure

A student may object to the assessment of his or her work by appealing to the Examination Board. The procedure to be followed in the case of an objection is provided in Appendix 1.

Article 3.11 Course Replacements

If applicable on the basis of the student's academic education preceding the registration for the programme, the Examination Board can, after having heard the student, make the decision to replace obligatory courses of the MSc curriculum by other courses. In those cases the student still has to obtain a total of 60 EC per year.

Article 3.12 Retention periods

The Examination Board will store the course examinations and other assignments that count towards the results, such as project reports and other papers, at least two years following the date the result of the course examination was administered. Final papers for the master's degree programme will have to be kept for a period of at least seven years.

Article 3.13 Final examination

1. The Examination Board will determine the result of the final examination as soon as the student has submitted sufficient proof of having passed the required course examinations and thus of having received the corresponding university education.
2. Presenting at the Master's thesis conference constitutes a prerequisite for completion of the programme.
3. Prior to determining the result of the final examination, the Examination Board will evaluate and assess the Master's thesis.
4. The final examination is formalized, i.e. when the Examination Board has determined that all requirements have been met, students will receive their certificate. A graduation ceremony is organised twice a year in which students must give a short oral presentation in English on their research project. This presentation will not be assessed.
5. Prior to determining the results of the final examination, the Examination Board itself may conduct an inquiry into the student's knowledge with respect to one or more components or aspects of the degree programme.

Article 3.14 Degree

1. Those who have passed the final examination will obtain the degree of 'Master of Science' (MSc).
2. The degree obtained will be stated on the examination certificate.
3. The degree referred to in the first paragraph of the present article will only be granted if the student has taken at least half of the interim examinations at this University

Article 3.15 Judicia

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 components 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 components referred to in paragraph 3 equals or is higher than 9.0.
3. The distinction will be calculated on the basis of all components of the examination programme for which a mark has been awarded on a scale ranging between 1 and 10, excepting extra-curricular components.

4. The number of ECs of the components referred to in paragraph 3 will serve as the weighting ratio for the calculation of the weighted average result, unless provided otherwise in the programme-specific part of 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 components) has been resat and 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 components.

Section 4 Prior education

Article 4.1 Programme entry

The annual programme entry date is September 1. Interim registration is only allowed with explicit written authorisation of the Examination Board declaring that entry into the education programme is still possible.

Article 4.2 Admission requirements for the programme

1. Applicants for this Master's programme have to apply by submitting a letter of motivation in English, curriculum vitae, two letters of reference written by lecturers or supervisors and copies of the certificates mentioned in article 4.2.3 to the Examination Board.
2. The Examination Board decides on the admission by means of an individual check, which may include an interview.
3. Admissible to the individual procedure are candidates who have:
 - a. passed a Bachelor's examination with distinction in Psychology or (Pedagogic and) Educational sciences, Biology or Artificial Intelligence, or diplomas equal to those;
 - b. a positive conclusion of the individual check mentioned in article 4.2.2;
 - c. proof of adequate command of the English language as determined in article 1.7.2;
 - d. in case of a non-Dutch nationality: a copy of the passport.
4. If candidates have completed training different from that mentioned in article 4.2.3.a., the Examination Board will decide on admission on an individual basis.

Article 4.3 Deficiencies

Those who are interested in obtaining the degree of Master of Science (MSc), but whose prior education reveals some deficiencies should apply for an interview with the Examination Board by submitting a reasoned request in writing. Despite these deficiencies, the Examination Board may decide to grant admission. The Examination Board may require that the candidate takes additional components within the Faculty of Social Science.

Section 5 Student counselling

Article 5.1 Monitoring of students' progress

The faculty records the students' individual study results.

Article 5.2 Student counselling

1. The faculty takes care of the introduction to university life and counselling of the students enrolled in the programme, also for the purpose of acquainting them with the study opportunities within and outside the programme.
2. Students who underachieve either on a regular basis or during a long period of time are invited for an interview with the associate director to discuss continuation or termination of their education. If a student's results remain inadequate, the director will consult the Examination Board about issuing a strong recommendation for termination of the student's participation in the programme.

Section 6 Transitional and final provisions**Article 6.1 Transitional provision for judicia**

Contrary to the provisions of article 3.16, the distinctions regulation applicable on september 1, 2014 will apply until september 1, 2017 for students who have been registered without interruptions for the master's degree programme.

Article 6.2 Safety net scheme and hardship clause

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

Article 6.3 Adoption and amendments

1. These regulations and any amendments to these regulations will be enacted by separate order of the Dean, after consultation with the Programme Degree Committee and having acquired the approval of the Joint Student-Staff Council.
2. An amendment pertaining to the current academic year shall only be implemented if this is in all fairness not to the detriment of the student.

Article 6.4 Publication

1. The Dean will ensure appropriate publication of these regulations, of the rules and guidelines adopted by the Examination Board, as well as of any amendment to these documents.
2. Anyone interested may consult the EER on the faculty's website.

Article 6.5 Coming into effect

These regulations will come into effect on September 1, 2015.

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 18, 2015.

Appendices EER M Behavioural Science

Appendix 1 Examination Board Regulations

Pursuant to the provisions of article 3.1 of the Education and Examination Regulations of the Behavioural Science Research Master programme.

Article 1 Scope

These rules and guidelines are applicable for the examinations in all courses and the final degree in the Behavioural Science Research Master programme.

Article 2 Definitions

Where the terms used in the present regulations are also used in regulations applied under or pursuant to the Structural Regulations ('Structuurregeling') these terms will have the same meaning as the meaning given to them in those regulations. Furthermore the following terms will be understood to mean:

- a. Education and Examination Regulations ('EER'): the education and examination regulations that apply for the programme in question;
- b. Examination: a (partial) evaluation both of the knowledge, the understanding and the skills concerning a specific part of a programme and the assessment of the results of that evaluation.

Article 3 Composition

1. The dean will determine the number of members the Examination Board will have.
2. At least one member does not belong to the degree programme's staff.
3. The chair and the other members will be appointed by the dean, having consulted the previous Examination Board, on behalf of the Executive Board.

Article 4 Day-to-day affairs

1. The Examination Board will appoint a vice-chair who replaces the chair when he/she is absent.
2. The Examination Board will appoint a secretary, from among its members or otherwise, who will be responsible for preparing the meetings and implementing the decisions.
3. The chair and the secretary will be responsible for handling day-to-day affairs.
4. The Examination Board will authorise the chair and the secretary to sign specific documents, either jointly or severally, on behalf of the Examination Board.

Article 5 Working procedure

The Examination Board may lay down standing orders for working procedures. Decisions will be taken by majority vote and will preferably be unanimous.

Article 6 Examination procedure

1. Notwithstanding the provision in the Education and Examination Regulations, the Examination Board will be responsible for determining the date, time and place of written course examinations and the procedures and dates for registration (and deregistration). The Examination Board will delegate this task to the director of studies.
2. The Examination Board will be responsible for the publication – in good time – of the date, time and place of the examinations referred to in the first sub-clause. Changes will not be permitted except in a situation of force majeure (preferably before the semester in questions starts). The Examination Board will delegate this task to the director of studies.
3. In the event an examinee has failed to register or has failed to register in due time, he or she will in principle be excluded from participation in the examination. However, via the relevant form the examinee can submit a written request to be admitted to the examination. Should the Examination Board reach a positive decision, the party concerned may be granted admission.
4. An examinee who decides not to participate in an examination should notify the examiner five working days prior to the examination. In the event of a prompt deregistration due to illness or other special personal circumstances, the Examination Board may determine that the examination can still be taken. If the examinee fails to participate in the examination unannounced, a ND (niet deelgenomen) will be administered for this examination and the Examination Board may impose a sanction.

5. The Examination Board will be responsible for invigilation procedures during written examinations and will lay down the invigilation regulations. The Examination Board may also give further instructions. The Examination Board will have this taken care of by the director of studies or by a designated coordinator.
6. Examinees will be held to comply with the instructions of the invigilators. Upon request, examinees will provide sufficient identification.
7. Any failure to comply with instructions, whether in full or in part, will be regarded by the Examination Board as constituting fraud.
8. The duration of an examination will be set in such a way that the examinee will reasonably have enough time to answer all the questions.
9. Examinees who arrive more than 15 minutes after the start of an examination will be excluded from participation. During the first half hour after the start of an examination, examinees will not be permitted to leave the room.

Article 7 Specific tasks of the examiner

1. The examiner ensures that examinations are conducted in an orderly fashion.
2. The examiner may determine that examinees are not permitted to take the printed examination questions with him/her at the end of the examination.
3. The examiner determines in advance and publishes in due time which auxiliary materials may be used by the examinees 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) during a course examination without permission;
 - c. exchanging information inside or outside the examination room during the examination;
 - d. impersonating someone else during a course examination or allowing someone else to represent oneself during a course examination;
 - e. being in possession of the assignments for an course examination before that course examination is held;
 - f. photographing, copying or in any other way reproducing a course examination and/or answer sheets and/or answer models during a course examination or review and/or distributing them. Interim examinations, answer sheets and/or answer models may only be distributed if the examiner has given written permission for this.

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 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 a course examination.
5. If the proctor believes he/she has discovered a student committing fraud during a written course 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 course

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 such as Ephorus 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 course examination in question, as well as from participation in other course 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 receipt of the application.
4. The Examination Board may attach conditions to its decision to grant a full or partial exemption.

Article 10 Determination of examination results

1. The programme will be deemed to have been successfully completed if all examinations have been passed and the Examination Board has determined that the degree certificate can be awarded. Furthermore, the Examination Board will assess if the student meets the requirements posed by the Education and Examination Regulations with respect to the knowledge, understanding and skills required for obtaining the degree.
2. Prior to awarding the degree certificate, the Examination Board will determine whether the examinee has fulfilled all the requirements.
3. A student no longer has the statutory obligation to apply for graduation. For the time being, the usual procedure will be continued.

Article 11 Distinctions

With due observance of the provisions in the Education and Examination Regulations to that effect, the Examination Board will award a distinction if the conditions referred to have been satisfied.

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 decide.
2. In rare cases of extreme unfairness the Examination Board will be entitled to make an exception, in favour of the student, to the Education and Examination Regulations and to the present Rules and Regulations.

Article 11 Entry into force

These regulations shall enter into force on September 1, 2015.

Appendix 2 Rules of conduct

The Faculty of Social Sciences seeks to maintain a work environment where employees and students work and study with effort, joyfully, and aimed towards achieving 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.

Appendix 3 Appeals from decisions of examiners

1. A candidate who is dissatisfied with a decision made by the examiner, may appeal against it by the examiner during or following the inspection or review.
2. Where the candidate and examiner are unable to come to an agreement he/she may appeal in writing to the Examination Appeals Board (*College van Beroep voor Examens*, CBE). Any such appeal must be made within six weeks of the date of the examiner's decision. Should the examiner not have reached a decision within the aforementioned six-weeks term, it is then within the right of the candidate to lodge a pro forma appeal with the Examinations Appeals Board in which he/she requests an extension of the formal right of appeal.