Education- and examination regulations Master's programme Social and Cultural 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 in the two-year research Master's programme of Social and Cultural Science (hereinafter called 'the programme'). This programme is offered by the Nijmegen Educational Institute for Social and Cultural Sciences (hereinafter called 'the institute') in the Faculty of Social Sciences (hereinafter called 'the faculty').
2. In order to prevent disadvantages for students as a result of regulatory alterations regarding the EER which was in place at the start of the programme, fitting arrangements have been made. If no arrangements have been made students can apply for a hardship clause (article 6.2)
3. Without prejudice to the provisions of the Structure Regulations of the Radboud University (hereinafter '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).

Article 1.2 Definitions
1. The terms used in these regulations which 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.
   - Blackboard: the digital learning environment of the institution.
   - 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 (as described in appendix 3).
   - 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 of the programme
1. The aims of the Master's programme are:
   1. to teach and train students to become scientific researchers in the field of leading comparative societal research in social and cultural science;
   2. to train highly qualified researchers who can successively carry out internationally oriented doctoral projects relating to both fundamental and applied comparative questions on societies;
   3. training students in such a manner that, after completion of this programme, they will be able:
      a. to work successfully for national or international institutions and organisations engaged in comparative societal research;
      b. to acquire a PhD position that will enable them to obtain their doctorate through scientific research.
2. Students who successfully completed the Master's programme will have:
   1. advanced knowledge of the state of the art in comparative research on societies;
   2. an understanding of the way in which innovative comparative questions can be formulated given the state of the art;
   3. skills to develop theoretical knowledge from various disciplines into concrete and testable comparative hypotheses;
   4. an overview of the range of methods and techniques as well as an understanding of the most suitable methods and techniques to test comparative hypotheses;
   5. skills to report research questions, theory, analytical designs and results, and to discuss the results, i.e. the skill to write complete research papers and research reports;
   6. other scientific and communicative skills to successfully carry out internationally oriented research projects in the social and cultural sciences with a focus on the comparison of societies.
3. The programme’s final qualifications (learning outcomes/goals) are listed in Appendix 1.
Article 1.4 Type of programme
The programme is 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 of the programme is 120 EC (2 x 60 EC).

Article 1.7 Language
1. The programme is offered in the English language; the interim examinations and the final examination are administered in English.
2. To receive education and take the interim examinations of the components mentioned in article 2.1 sub a, students need to have sufficient knowledge of the English language. This requirement is satisfied when the student:
   a. has received a pre-university education diploma; or
   b. has received a secondary education diploma, 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 or higher, (paper test), 250 (computer test), or 100 (internet-based test);
      - IELTS with a score of 7 or higher;
      - Cambridge Certificate of Advanced English or Cambridge Certificate of Proficiency in English stating a minimum score of C.

Article 1.8 Notification of students
Messages relevant for all or a large number of students of the programme will be posted on the student portal of the programme's tab. Messages relevant for semester students or for students participating in a particular course will be posted on the Blackboard Course Page. Messages for individual students will be sent to their university email address <studentname@student.ru.nl>. In special circumstances mailing letters will be sent by ordinary post. These letters will be delivered to the postal address provided by the student.

Article 1.9 Rules of conduct
The faculty has rules of conduct for its students and employees governing correct behaviour. These rules are included in Appendix 2 of this document.
Section 2 The Master's programme

Article 2.1 Structure of the programme

1. The Master's programme comprises the following components and study load (in ECs; 120 in total):

   **first year**: 120 ECs
   
   1. Comparative theory and methodology: .......................................................... 12
      - Comparative societal questions (3);
      - Comparative methodology (3);
      - Comparative social theories (6), i.e.:
        - Micro and macro sociology (6); *or*
        - Arrangements in development fields (6); *or*
        - Anthropology and mobility (6);

   2. Comparative research methods: ................................................................. 12
      - Multilevel analysis and event history analysis (6);
      - Structural equation modeling (3) and Categorical data analysis (3); *or*
      - Qualitative research methods and design (6); *or*
      - Mixed methods (6); *or*
        Advanced qualitative research methods and analysis (6);

   3. Comparative research application: ............................................................... 24
      - Comparative sociological research (6);
      - Comparative development research (6);
      - Comparative anthropological research (6);
      - Comparative economic research (6) *or* Comparative communication research (6);

   4. Comparative research training: ................................................................. 12
      Comparative research project (12);

   subtotal ................................................................. 60

   **second year**: 120 ECs

   1. Optional courses.......................................................................................... 12
   2. Master's thesis ............................................................................................ 42
   3. Scientific journal paper .............................................................................. 6

   subtotal ................................................................. 60

2. The optional courses are elective, all other courses in the programme are compulsory.

3. The first year may include a compulsory, non-credited English language course.

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

Article 2.2 Instructional methods

1. All components of the Master's programme, as mentioned in article 2.1, involve education in the form of lectures, tutorials, and practicals.

2. Class attendance is compulsory for all forms of education and training (lectures, tutorials, seminars, discussion meetings, practical trainings, presentations).

3. An interim examination cannot be taken unless the corresponding practical has been successfully completed.

4. The programme is completed with a Master's thesis in one of the disciplines of the specialization concerned. The Master's thesis is an individual product.

Section 3 Preliminary examinations and examinations

Article 3.1 Examination Board

1. The Examination Board has the duty and responsibilities as stated in the Act, including, safeguarding the quality of the interim examinations and the examinations and laying down guidelines and directions, within the context of these regulations, regarding the assessment of the interim examinations and the examinations.
2. Rules with respect to duties and responsibilities referred to in paragraph 1 and with respect to any measures that should be effected in that context have been laid down by the Examination Board.
3. The rules and guidelines of the Examination Board can be found in appendix 3.

**Article 3.2 Entry requirements**

1. The interim examinations of the following components can only be taken after the interim examinations of the components mentioned below have been successfully completed:
   - Master's thesis after completion of all first year examinations;
   - Journal paper, after completion of the Master's thesis.
2. In specific cases, the Examination Board may determine another sequence.

**Article 3.3 Time schedule and interim examination frequency**

1. In each academic year there will be two opportunities to write the interim examinations of the components mentioned in article 2.1.
2. In derogation of the provision of article 3.2.1, students are given only one opportunity per year to take an interim examination of a component if education in that component has not been offered in a particular year.
3. A student who fails for an examination of a study component can take the examination in the next year, but this second examination will refer to the content of the study component in this next year.
4. If a student has passed a preliminary examination – this may be the result of a single test or a number of interim examinations - retaking the examination is not allowed without the permission of the Examination Board.
5. In case of retaking the course examination, the latest mark will determine the final result.
6. Assignments have to be turned in by students on or before the assignment deadlines. If a students receive a failing grade for an assignment, they are required to produce a new and different assignment.
7. Each course examination part must be passed within the academic year in which the course is taken. In the case that students do 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 Examination requirements**

All examination requirements must be available to students prior to the start of a course.

**Article 3.5 Form of interim examinations**

1. Each component of the degree programme, mentioned in article 2.1 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 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 are possible.
2. At the request of the student, the Examination Board may allow for an interim examination to be taken in another way than aforementioned.
3. For components that (also) comprise a practical and/or tutorial, attendance levels and levels of active participation may be included in the assessment.
4. The examiner will announce the form of the relevant course examination, interim examinations included, to the students in question before or at the start of the relevant component.
5. For disabled students, allowances will be made in the administration of interim examinations as far as possible so that their individual handicap will not prevent them from taking an interim examination. If necessary, the examination board will seek expert advice before taking a decision in such a matter.
6. The administration of oral interim examinations in such cases as referred to in articles 3.5.2 and 3.5.3 will be public, unless the Examination Board or the examiner in question has decided otherwise in a special case, or if the student has made objections.
7. Oral examinations are administered in de 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. 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.

9. The course manual must be published through the applicable medium at least one week before the start of the course.

10. If study components start 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 study component.

**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 (‘Onderwijs Service Punt’) at least five working days prior to the examination.

3. If for some reason a student cannot participate in a course examination, she or he must make individual arrangements with the examiners at a reasonable point in time 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 judicium. In case of circumstances beyond his/her control students are allowed to deregister later.

4. In case of retaking a course examination, students should register at least five working days before the examination.

**Article 3.7 Assessment and notification of the results of interim examinations**

1. Written interim examinations (including assignments, papers, and projects) are in principle assessed by two examiners.

2. The examiner determines the result of a written interim examination within fifteen working days from the day on which it was written. Before the examination the examiner announces when the examination will be evaluated.

3. The examiner will provide the OSP with the necessary information required for issuing written proof of the results to the student in time.

4. The term of fifteen working days as mentioned in article 3.4.2 should be read as meaning that there should be at least ten working days between the announcements of results and the date of the resit.

5. The qualifications (grades) for the tests of the programme components are determined by the examiner in accordance with the European assessment system (appendix 3, article 6.6.).

6. When determining final grading for the masters thesis, the thesis counsellor/tutor and a second reader are consulted.

7. The interim examination form informs students that they have the right of inspection, as referred to in article 3.9.1, and also that they may appeal to the Examination Appeals Board.

8. In case of possible fraud during the interim examination, the fraud regulation is in force, as referred to in article 8 of the Examination Board Regulations (EBR). The EBR also covers plagiarism, described in article 8.

**Article 3.8 Period of validity**

1. The validity duration of interim examination results is unrestricted.

2. In derogation of the provision of article 3.8.1 the examination board may restrict the validity duration of interim examination results, for didactical or substantive pedagogical reasons.

**Article 3.9 Right of inspection**

1. At their request, students will be given the opportunity to inspect their assessed work during a period of at least twenty working days following the publication of the results of a written interim examination and at least one week before the re-examination. The examiner will explain the criteria of the qualification (grade).

2. During the term mentioned in article 3.9.1, any interested party may have access to the questions and assignments of the interim 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 article 3.9.1.

4. Together with the release of the results of the interim examination the inspection policy and possibility registration 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 Appeals from decisions of examiners**
A student may lodge an appeal to the assessment of his or her work by the examiner. An objection procedure has been designed to do so. See the articles 13 and 14 of the Examination Board Regulations (EBR).

**Article 3.11 Exemption**
At the request of a student, and after having consulted the examiner in question, the Examination Board may exempt the student in question from taking an interim examination.

**Article 3.12 Retention periods**
The Examination Board will store the interim 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 interim examination was administered. Final papers for the master's degree programme must 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 the interim examinations that he or she has passed and thus of the corresponding university education received.
2. Prior to determining the result of the final examination, the Examination Board will evaluate and assess the Master's thesis.
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 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 certificate of the examination.
3. The degree referred to in the first paragraph of the present article will only be granted when 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 b from 1 to 10, except 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 the Master’s programme have to apply by submitting a letter of motivation in the English language, curriculum vitae, two letters of recommendation by lectures or supervisors (with contact details), and copies of the certificates mentioned in article 4.2 to the Examination Board. Applicants of the institute may obtain a standard letter of recommendation for the applicant to complete.
2. The Examination Board decides about the admission by means of an individual check which includes a personal interview. Candidates will be selected on the basis of their prior education and qualifications in social science research and the strength of their motivation to become a scientific researcher.
3. To the individual procedure are admitted Bachelor graduates who passed with good results the Bachelor's examination in Communication Science, Sociology, Cultural Anthropology, Development studies, Economics, Political Science, Public Administration and Human Geography at university level, or a Bachelor's examination that the Examination Board deems to be equivalent/similar.
4. The Examination Board may decide that a candidate is admitted to the Master’s programme in spite of deficits, but may request the candidate to take additional courses in the faculty.
5. Candidates will be formally enrolled in the Master’s programme only after they have passed the final examination of the Bachelor's programme. Those who have not passed all interim Bachelor’s examinations may be tentatively admitted to the courses of the research master's programme, provided that the candidate is deficient in Bachelor examinations to a total of not more than 15 EC. They are required to have fulfilled all requirements for the bachelor diploma before January 1 in the first academic year of the programme.
6. The students referred to in article 4.1.5 can only take part in interim examinations of the master's degree programme when they have been awarded the bachelor degree.

Article 4.3  Certificates of admission
Next to the documents mentioned in article 4.2 sub 1 the following certificates are required for admission:
1. copy of pre-university diploma(s). Foreign certificates should be accompanied by legally-certified English transcripts;
2. copy of the Bachelor's diploma mentioned in article 4.2 sub 3 or equivalent. Foreign certificates should be accompanied by legally-certified English transcripts;
3. list of the results of the interim examinations of the Bachelor's programme;
4. proof of adequate command of the English language as determined in article 1.7.2;
5. copy of passport.

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 opportunities within and outside of 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 student counsellor to discuss continuation or termination of their education. If a student's results remain insufficient, the student counsellor will consult the Examination Board about an imperative recommendation to terminate the student's education.

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  Transitional provisions
These tuition and examination regulations apply to students who enrol for the programme in the academic year 2015-2016.

Article 6.4  Adoption of these regulations and any amendments
1. These regulations and any amendments to these regulations will be enacted by separate order of the dean, after consultation with the education committee and having acquired the approval of the joint faculty meeting.
2. An amendment pertaining to the current academic year shall only be implemented if it is not to the detriment of the student.

Article 6.5  Publication
1. The dean will ensure appropriate publication of these regulations, of the rules and guidelines adopted by the examination board, as well as amendments to these documents.
2. Anyone interested may consult the EER on the faculty's website.

Article 6.6  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 will cease to apply from that date onwards.
As confirmed by the Dean, June 18, 2015.
Appendices EER Master's programme Social and Cultural Science 2015-2016

Appendix 1  Final qualifications of the Programme
The final qualifications (learning outcomes/goals) for the Programme read as follows:

Theoretical and methodological knowledge and insight
1. The student has detailed knowledge and insight in key scientific questions (concerning rationalisation, inequality, cohesion) proposed in sociology, communication science, anthropology and development studies in general and in comparative empirical research in particular.
2. The student has detailed knowledge and insight in important multi-disciplinary theoretical developments in modern comparative social research.
3. The student has detailed knowledge and insight in advanced research designs, quantitative statistical analyses and case study methods for comparative empirical research.

Research and communication skills
1. The student is able to independently formulate innovative comparative research questions, using existing studies that typically offer limited and incomplete information.
2. The student is able to derive innovative hypotheses from comparative social science theories.
3. The student is able to collect and to systematically analyse comparative data and other complex materials using an appropriate research design and advanced research methods (advanced statistical analysis, ethnographic procedures, (systematic) content analyses).
4. The student is able to independently complete the empirical cycle of questions, theories and hypotheses, data and methods, analyses and findings, and their theoretical implications in a successful manner.
5. The student is able to independently write coherent scholarly documents (assignment papers, MSc thesis, journal paper, research proposal, policy report), including academic reports on the comparative research he or she conducted, written in clear and correct English.
6. The student is able to present the findings of this comparative research, or the work of others, orally in English to specialist and non-specialist audiences and to critically discuss the results.

Academic attitudes and learning skills
1. The student has a flexible and effective critical attitude towards social science questions and prevailing theories, methods and findings. He or she is aware that in social science research, decision making and problem solving are typically based on limited information, and that research findings are typically tentative and subject to revision in light of new information.
2. The student is aware of social, cultural and ethical issues required to function adequately in a future profession (work or vocation). He or she has a readiness to collaborate and is able to participate in cooperative team effort when working in a multi-disciplinary group.
3. The student has an attitude of scholarly integrity. He or she has the ability to recognise personal shortcomings and limitations, to redress limitations in knowledge and expertise, and has a critical attitude towards his or her performance as a social scientist.
4. The student has the learning ability that allows him or her to undertake further academic study with a high degree of autonomy. He or she has a desire to learn and is able to independently study relevant scientific journal papers and academic books and to grasp significant developments in the social and cultural sciences in general and in comparative social research in particular.

Appendix 2  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 obtaining 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. This goes for all forms of communication including verbal, written, e-mail, blackboard, chatrooms, 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 may expect good intentions from others and must 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 Examination Board Regulations Master's Programme Social and Cultural Science

Pursuant to the provisions of Article 5.6 of the Education and Examination Regulations for the degree programmes in Social and Cultural Science: Comparative Research on Societies (research master), hereinafter referred to as: Social and Cultural Science.

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 degree components.

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. Examination components: 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 degree component 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 centre, Montessorilaan 3, A.01.07;
9. OSIRIS: the university's student information system;

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, the majority of whom must be part of the academic teaching staff in the relevant degree programme(s). 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

Article 6.1  Administering examinations
1. The Examination Board appoints examiners for administering examinations and determining the results of the degree components referred to in article 2.1 of the EER.
2. The Examination Board determines whether a student meets the requirements for graduation or for one or more of the components.

Article 6.2  Language used during the examinations
1. 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).

Article 6.3  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, the digital learning environment.
3. No changes may be made to the time of the examination less than 15 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.

Article 6.4  Registration for and participation in examinations and resits
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 resits can also be done in OSIRIS. Registration to resit the examination is opened after the examination has been processed. The registration system in OSIRIS closes five days before the resit.
3. If a student cannot register for a resit in OSIRIS because of technical reasons, the student will need to manually register at the OSP.
4. Once the registration period for the resit has closed, a student will no longer be able to register for or participate in the resit. 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 10 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 resist, this student will be given a mark of ND (niet deelgenomen) for this examination or resist.
7. A student is deemed to have participated in an examination when he/she has turned up for that examination. Valid proof that students were present is provided either by the invigilator signing the student's name off on the attendance list or by the student submitting the complete examination booklet.

**Article 6.5 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, mobile phones, etc. 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. 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 for whom exceptions need to be made to paragraphs 7 and 8 on medical grounds is required to report this along with a doctor's note at least 10 days before the examination at the OSP.

**Article 6.6 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 orderly progress during an examination.
2. The examiner may determine that students are not permitted to take examination papers with them at the end of an examination.
3. 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. photographing, copying or in any other way reproducing an interim examination and/or answer sheets and/or answer models during an interim 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.

   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 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 participation in the examination or interim examination in question, as well as from participation in other 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 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 Article 3.14 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. 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 degree component
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 four weeks after the examination results have been determined. If the examiner has not provided the results within this period of four 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  Entry into force
These regulations shall enter into force on September 1, 2015.