

Faculty of Social Sciences
Examination Board Social and Cultural Science

Rules and Regulations

2018-2019

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Rules and Regulations Examination Board Social and Cultural Science 2018-2019

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RULES AND REGULATIONS EXAMINATION BOARD SOCIAL AND CULTURAL SCIENCE 2018-2019

Article 1 Scope

The following is in regards to the regulations introduced by the Examination Board for the Master of Science (MSc) degree programme Social and Cultural Science to ensure a smooth procedure during the two-year programme and during all examinations and related units of study.

Article 2 Definitions

Any terms used in the present regulations that are also contained in or arise from the Structure Regulations will retain the meaning given to them in those regulations. Furthermore, the following terms will be understood to mean:

1. Education and Examination Regulations: the education and examination regulations that apply to the research programme Social and Cultural Science, introduced by the faculty dean, and hereinafter referred to as the EER;
2. Examination Board: the Examination Board of research master programme in Social and Cultural Science;
3. Examiner: a person appointed by the Examination Board to administer examinations and determine the results;
4. Units of study: the courses listed in the EER that the student must follow and the related examinations that the student must complete successfully to obtain the MSc degree;
5. Examination: an evaluation of the student's knowledge, understanding and skills concerning a specific unit of study and the assessment given for this evaluation by at least one of the examiners appointed by the Examination Board; the term 'examination' is understood to mean all test forms;
6. Student: a person enrolled for and preparing to complete MSc degree;
7. Graduation candidate: a person who has completed the requirements for the MSc degree;
8. OSP: the faculty's Education Service Desk;
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 appointed on the basis of their expertise of the study programme. At least one of the members must be a lecturer of the programme; at least one member is not part of the degree programme's staff.
4. The student adviser also acts as an adviser to the Examination Board.
5. After consulting with the director of the relevant education institute and hearing the other members of the board, the dean will appoint the members and the chair for a period of four years.

Article 4 *Day-to-day affairs*

1. The Examination Board will appoint a vice chair who will replace the chair when he or she is absent.
2. The Examination Board will appoint a secretary from among its members who is responsible for preparing meetings and implementing decisions, among other things.
3. The chair and the secretary are responsible for handling day-to-day affairs.
4. The Examination Board authorises the chair and the secretary to sign certain documents, either jointly or separately, on behalf of the Examination Board.

Article 5 *Work procedure*

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

Article 6 *Procedure for examinations*

1. Administering examinations
 - a. The Examination Board yearly appoints an examiner for administering examinations and determining the results of the degree components referred to in article 9.5 of the EER. Examinations are registered in OSIRIS. The lists, signed by the Examination Board, are administered by the Education Service Desk.
 - b. The Examination Board determines whether a student meets the requirements for graduation or for one or more of the components.
2. Language used during the examinations

The examinations are administered in English, unless the Examination Board decides otherwise (see also the Radboud University Policy for Use of Foreign Languages, Gedragscode Vreemde Taal van de Radboud Universiteit).
3. Place and time of written examinations
 - a. The Examination Board determines the place and time of the written examinations and will announce this in due time.
 - b. If changes are made to previous announcements, or the announcement is not made on time, the change or announcement will be published on the digital learning environment.
 - c. No changes may be made to the time of the examination less than 15 working days before the examination, unless the Examination Board decides otherwise in special circumstances of force majeure.
 - d. Exceptions can only be made for paragraphs 2 and 3 if the students and examiner in question have agreed to do so.
4. Registration for and participation in examinations and re-sits
 - a. 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.
 - b. Registrations for re-sits can also be done in OSIRIS. If the result of an examination is insufficient, a student can register for the re-sit until five working days prior to the date of the re-sit.

- c. If a student cannot register for a re-sit in OSIRIS because of technical reasons, the student will need to manually register at the OSP.
 - d. Once the registration period for the re-sit has closed, a student will no longer be able to register for or participate in the re-sit. A student wishing to appeal under the hardship clause (article 13 of these regulations) will need to contact the head of the OSP.
 - e. If modifications are required for an examination, the student must submit a request to the OSP at least 5 working days before the examination by means of the digital or paper form provided by the OSP.
 - f. A student is deemed to have participated in an examination when he/she has turned up for that examination. Valid proof that a student turned up is provided by the invigilator signing the student's name off on the attendance list.
5. Taking examinations abroad
- a. For a student, who is registered as such for a programme at Radboud University, who is residing abroad during an examination or re-sit, it is possible to take the concerned examination or re-sit at that location simultaneously, under the condition that this takes place according to the appropriate procedure 'Procedure taking exams at home university of exchange student' (<https://www.ru.nl/ioss/exchange-0/exams-your-home-university>).
 - b. For a student, as referred to in the previous paragraph, for whom simultaneously taking an examination or re-sit abroad is not possible, it is possible to take an alternative examination, either oral through a video exam or through a replacing assignment.
6. Rules when administering interim examinations
- For the proper course of events during examinations that are administered in RU examination rooms, the executive board has adopted House rules. In order to provide the student with proper and clear information these rules have been attached to these regulations as appendix 1.
7. Regulations on fraud during interim examinations and examinations
- To prevent fraud during interim examinations and examinations as referred to in article 7.12b WHW, the executive board of Radboud University has adopted the regulations as attached in Appendix 2.
8. Results and registration of results
- a. 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.
 - b. 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.
 - c. If a student has undertaken an examination more than once, the latest mark received will be valid.

- d. The results of the examinations are registered by the examiner and made available to the Examination Board.
- e. The university Examinations Office is responsible for registering results of all examinations. This office also keeps a record of issued certificates.

Article 7 *Specific tasks of the examiner*

1. The examiner ensures an orderly course of an examination.
2. The examiner determines in advance and publishes in due time which auxiliary materials may be used by the student during the examination.

Article 8 *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 9 *Graduation applications*

1. The Examination Board determines the results of the graduation applications for the Research Master's programme, at the request of the student, once a month.
2. A certificate is dated on a predetermined graduation date. All examination results must be registered before this date.
3. As evidence that the degree programme has been completed successfully, the Examination Board issues a certificate. The certificate is signed by at least two of the examiners appointed for this task by the Examination Board. 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 10 *Distinctions*

With due observance of the provisions in Appendix 1 of the EER, the Examination Board will award a distinction if the conditions referred to have been satisfied. In response to the graduation application, OSIRIS will make a proposal for a distinction based on the regulations in the EER. Should the student disagree with the proposed distinction, he or she can propose a distinction with the Examination Board. The Examination Board may decide to deviate from the proposed distinction.

Article 11 *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 12 Appeal procedure for assessment of a unit of study

1. If a student does not agree with the assessment of an examination he/she can lodge an appeal with the Board of Appeal for Examinations. This appeal must be lodged within a period of six weeks after the examination results have been published.
2. To avoid this procedure, the student can first contact the examiner or Examination Board during or after the review or feedback session for the examination for further information or a request for reassessment. If this threatens to exceed the six weeks period, the student can lodge a 'pro forma' appeal with the Board of Appeal for Examinations to request an extension for the appeal.

Article 13 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 14 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 15 Coming into effect

These regulations shall come into effect on September 1, 2018.

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

APPENDIX 1 REGULATIONS EXAMINATION ROOMS RU

Paragraph 1 Introductory provisions

Article 1 Purpose of the regulations

1. For the proper course of events during examinations that are taken in examination rooms at the Radboud University (hereinafter: RU), the executive board of RU adopts the following regulations.
2. For the harmonisation of the provisions in these regulations between faculties, these regulations have been laid down as 'comply-explain' regulations (pas-toe-leg-uit-regeling).

Article 2 Scope of the regulations

1. These regulations apply both to the initial RU programmes and for the students who have registered for these programmes.
2. The executive board may decide, in a separate decision, to apply these regulations mutatis mutandis to the other programmes offered by RU.

Article 3 Definitions

The terms that are used in these regulations - in so far as these terms are also used in the Higher Education and Research Act (Wet op het Hoger onderwijs en Wetenschappelijk onderzoek, hereinafter: WHW) - have the same meaning that is given to these terms in the WHW.

Article 4 Examiners and invigilators

1. For the supervision and execution of the provisions in these regulations, the relevant examination board appoints at least one examiner. On behalf of the examiner(s) appointed, one or more invigilators may be present in the examination rooms, by or on behalf of the executive board.
2. When invigilators are deployed, as referred to in the first paragraph of this article, the relevant examiner is also present in the examination room or, as appropriate, contactable.

Article 5 Guidelines and instructions

These regulations include guidelines for the purpose of article 7.1 2b WHW. The examiner must comply with the guidelines laid down in these regulations.

Article 6 Rules and instructions

1. These regulations include instructions for the purpose of Article 7.57h WHW. The examiner can also give instructions to the student. The student must comply with the rules and instructions laid down in these regulations.
2. The student who fails to comply with the rules under these regulations, or who fails to follow the instructions, may be denied access to the examination room by or on behalf of the examiner. Not complying with the rules or not following instruction may also lead to a suspicion of fraud in the sense of the Regulations on Fraud (Regeling Fraude).

Paragraph 2 House Rules

Article 7 Admission to the examination room and leaving it

1. The examination room is accessible for the student at least 15 minutes before the interim examination starts.
2. Except in the circumstances described in paragraphs 3 and 4 of the present article, the student is no longer admitted into the examination room after the interim examination has commenced.
3. The student who arrives too late at the examination room is given the opportunity, 15 minutes following the commencement of the interim examination, to be as yet admitted into the examination room.
4. During the interim examination the student is permitted to use the toilets.
5. For 30 minutes following the commencement of the interim examination and for 30 minutes before the end of the interim examination, the student is not permitted to leave the examination room.

Article 8 Student ID

1. In the examination room the student must be able to furnish proof of identity, at any time, by producing an RU student card or a valid identity card.
2. The student who cannot furnish proof of identity as laid down in the first paragraph of the present article will not be admitted into the examination room or can as yet be denied access to that room.

Article 9 Commencement interim examination

The examiner starts the interim examination in time and sees to it that the examination time available can be fully used by the student.

Article 10 Materials permitted in interim examinations

1. When taking the interim examination, the students are not allowed to have materials available that serve or could serve as auxiliary materials for the examination paper, unless the use of that material has been explicitly permitted by the examiner before the interim examination's commencement.
2. Materials for the purpose of these regulations include, amongst other things: textbooks and dictionaries, notes and lecture notes, and watches, laptops, tablets, telephones and other smart device's and/or wearables

Article 11 Handing in examination papers

When the interim examination ends, the student must hand in the examination paper to the examiner. In relevant circumstances, the student may also be requested to hand in other examination materials, such as examination question papers and/or note paper used during the interim examination.

Article 12 Peace and order and layout of the examination room

1. Both during and after completion of the interim examination, the examiner sees to it that measures are taken that are required for adequate surveillance and for maintaining the necessary peace and

order in the examination room. Eating and drinking is allowed during the interim examination, with due observance of the provisions in these regulations.

2. When interim examinations take place, each examination room will have at least one clock which is clearly visible for each student.

Paragraph 3 Transitional provisions

Does not apply.

Paragraph 4 Final provisions

Article 13 Departure from rules and house rules

In special circumstances the examiner may depart from the provisions in these regulations.

Article 14 Adoption and amendment

1. These regulations have been adopted by the executive board in accordance with the 'comply-explain' principle.
2. In so far as the content of these regulations relates to the duties and powers of the faculty's dean or the duties and powers of the programme's examination board, the content must also be confirmed by that dean or that examination board. Without any comments by the dean or the examination board as referred to in the first paragraph of the present article, confirmation will take place five months after the regulations have been adopted.

Article 15 Effect

With due observance of the provisions in Article 14, these regulations take effect on 1 September 2018. These regulations will then replace any previous regulations.

Article 16 Publication

1. The executive board sees to the appropriate publication and possible amendments of these regulations.
2. For the purpose of appropriate and clear provision of information to students and prospect students, the dean and the examination board will include these regulations, every year, as an appendix to the Education and Examination Regulations (Onderwijs- en Examenregeling (OER) and as an appendix to the Rules and Guidelines (Regels en Richtlijnen (RR)) of the programme.

APPENDIX 2 REGULATIONS ON FRAUD

Paragraph 1 Introductory provisions

Article 1 Purpose of these regulations

1. To prevent fraud during interim examinations and examinations as referred to in article 7.12b WHW, the executive board of Radboud University (hereinafter: RU) adopts the following regulations.
2. For the harmonisation of the provisions in these regulations between faculties, these regulations have been laid down as 'comply-explain' regulations (pas-toe-leg-uit-regeling).

Article 2 Scope of these regulations

1. These regulations apply both to the initial RU programmes and for the students who have registered for these programmes.
2. The executive board may decide, in a separate decision, to apply these regulations mutatis mutandis to the other programmes offered by RU.

Article 3 Definitions

The terms that are used in these regulations - in so far as these terms are also used in the Higher Education and Research Act (Wet op het Hoger onderwijs en Wetenschappelijk onderzoek, hereinafter: WHW) - have the same meaning that is given to these terms in the WHW.

Paragraph 2 Definition fraud, procedure and sanctions

Article 4 Definition of fraud

1. At RU, fraud is understood to mean any act or omission by a student which, in its nature, is intended to have as an effect that proper assessment of the knowledge, understanding and skills of that student or another student, is made fully or partially impossible.
2. Fraud is in any case understood to mean:
 - a. fraud when taking written interim examinations, including
 - having materials available which are not permitted under the House Rules Examinations Rooms RU Regulations (Regeling Huisregels Tentamenruimten RU);
 - copying or exchanging information;
 - passing oneself off as someone else, or being represented by someone else during interim examinations;
 - b. fraud when producing theses and other papers, including
 - plagiarism in the sense of using or copying someone else's texts, data or ideas without complete and correct source references, plagiarism in the sense of copying the work of another student and presenting this as one's own work and other specifically academic forms of plagiarism; insofar as it leads to the description in paragraph 1.
 - fabricating (making up) and/or falsifying (distorting) research data;

- submitting a thesis or another paper that was written by someone else.
- c. other fraud in the context of interim examinations or examinations, including
 - taking possession of assignments, answer keys and the like, prior to the time the interim examination or examination is to take place;
 - changing answers to assignments in an interim examination or examination after it has been handed in for assessment;
 - providing incorrect information when applying for an exemption, extension of validity period, and the like, of an interim examination or an examination.
- 3. An attempt to commit fraud will also be seen as fraud for the purpose of these regulations.

Article 5 Procedure for suspicion of fraud

1. When fraud is suspected, the Examination Board or the examiner immediately informs the student of this suspicion. If the suspicion of fraud is established when the interim examination or the examination is administered, the Examination Board or the examiner will allow the student to complete the interim examination or the examination.
2. The Examination Board or the examiner may order the student to make any material related to the suspicion of fraud available to them.
3. The Examination Board or the examiner drafts a report of the suspicion of fraud. If the examiner drafts the report, he will send this report to the Examination Board without delay.
4. The examiner can have him- or herself be represented by an invigilator or another RU employee.

Article 6 Procedure for investigation and determination of fraud

1. The Examination Board makes the report referred to in article 5 available to the student without delay and then starts an investigation into the matter. The Examination Board provides the student with the opportunity to respond to the report in writing. The Examination Board hears both the examiner and the student.
2. Within four weeks following the date the report was made available to the student, the Examination Board decides whether fraud was actually committed. The Examination Board informs both the student and the examiner of their decision in writing. The four-week period may be extended by two weeks.
3. If fraud is established, the Examination Board declares the relevant interim examination or examination invalid.
4. If fraud is established, the Examination Board records both the fact that fraud was committed and the sanction imposed in the student's student file.

Article 7 Sanctions

1. If the Examination Board has established fraud has been committed, the board may:
 - a. determine that the student may not sit one or more interim examinations or examinations during a period to be set by the Examination Board, which period will be a maximum of one year;
 - b. determine that no distinction will be awarded on the degree certificate;

- c. make a recommendation to the Dean of the Honours Academy that the student should not be admitted to the honours programme of the university or the faculty or recommend that the student's participation in the honours programme of the university or the faculty should be ended.

If the Examination Board has established that serious fraud has been committed, the board may also

- d. make a recommendation to the executive board that the student's registration for a programme should be terminated with definitive effect.

2. After the Examination Board has established that serious fraud has been committed, the executive board - upon Examination Boards' recommendation - may terminate the student's registration for a programme with definitive effect.
3. The sanctions as referred to in this article are imposed as from the day following the date the student is notified of the decision that sanctions are imposed.

Paragraph 3 Transitional provisions

Does not apply.

Paragraph 4 Final provisions

Article 8 Decisions and legal protection

1. Decisions pursuant to these regulations may be sent to the student digitally and/or by email.
2. The student can appeal against any decision made under these regulations, within six weeks following the date on the relevant decision, by lodging a notice of appeal at the Examinations Appeals Board (College voor Beroep van de Examens (CBE).

Article 9 Adoption and amendment

1. These regulations have been adopted by the executive board in accordance with the 'comply-explain' principle.
2. In so far as the content of these regulations relates to the duties and powers of the faculty's dean or the duties and powers of the programme's Examination Board, the content must also be confirmed by that dean or that Examination Board. Without any comments by the dean or the Examination Board as referred to in the first paragraph of the present article, confirmation will take place five months after the regulations have been adopted.

Article 10 Effect

With due observance of the provisions in Article 9, these regulations take effect on 1 September 2018. These regulations will then replace any previous regulations.

Article 11 Publication

1. The executive board sees to the appropriate publication and possible amendments of these regulations.
2. For the purpose of appropriate and clear provision of information to students and prospect students, the dean and the Examination Board will include these regulations, every year, as an appendix to the Education and Examination Regulations (Onderwijs- en Examenregeling, OER) and as an appendix to the Rules and Guidelines (Regels en Richtlijnen, R&R) of the programme.