



Education and Examination Regulations  
Bachelor's programme

**Communication and Information Studies**

**Academic year 2024-2025**

*Communicatie- en Informatiewetenschappen*  
*International Business Communication*

**Faculty of Arts**

These Education and Examination Regulations (EER) are a translation of a Dutch-language document. The original Dutch EER for *Communicatie- en Informatiewetenschappen* takes precedence over all its translations and therefore, no rights can be derived from this translation.

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## Section 1. Introductory provisions

### Article 1. Purpose of these regulations

In these Education and Examination Regulations, the applicable procedures, rights and duties are established with regard to the education and examination of the Bachelor's programme Communication and Information Studies with CROHO number 56826 (hereinafter: the programme) at the Faculty of Arts of Radboud University (hereinafter: RU).

### Article 2. Scope of the regulations

The present regulations apply to the students enrolled in the programme in the 2024-2025 academic year. The provisions in section 2 of these regulations apply to the students who have registered for that academic year.

### Article 2a. Executive Board Guidelines

1. In view of the organisation and coordination of the provisions in these regulations, the Executive Board has established the following guidelines:
  - a. Guidelines for Distinctions Regulation
  - b. Guidelines and Regulations First Year Study Recommendation
2. The provisions of these Education and Examination Regulations shall apply without prejudice to the provisions of the guidelines referred to in paragraph 1.

### Article 3. Definition of terms

1. The terms used in these regulations, which are also used in 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 Act.
2. Without prejudice to paragraph 1, in these Regulations the following definitions apply:
  - a. *Binding Study Advice*: recommendation given to all students at the end of the first year of the Bachelor's programme regarding the progress of their studies. A negative recommendation is binding
  - b. *Committee on Binding Study Advice for First-Year Students*: the committee which, on behalf of the dean, issues the preliminary recommendation after the first semester and the definitive binding study advice at the end of the first year. This Committee consists of three to five members and is chaired by the Director of Education. The other members, in principle, are members of the Examination Board of the faculty
  - c. *(Examination) component*: educational unit of the programme, as defined in the Act
  - d. *Contact hour*: one hour of scheduled class/seminar time during which a lecturer is present
  - e. *Credit (abbreviated EC)*: credit in accordance with the European Credit Transfer System in which 1 EC is equal to 28 hours of study

- f. *Educational unit*: any organised activity that is assessed and is associated with credits (in practice, these are usually courses, but internships and seminars are also considered to be educational units). According to law, educational units are completed with an *interim examination*. Degree programmes (which consist of a coherent set of educational units) are completed with a *final examination*
- g. *Examination Board*: the Examination Board of the Faculty of Arts. See also *Structuurregeling Radboud Universiteit Nijmegen* (Radboud University Structure Regulations) and the *Reglement Examencommissie Faculteit der Letteren RU* (RU Faculty of Arts Examination Board Regulations)
- h. *Examiner*: the person designated by the Examination Board to administer the interim examinations;
- i. *Faculty Admission Board*: the committee which determines the admissibility of the student to a degree programme on behalf of the dean (based on prior education, admission, and language requirements)
- j. *Final examination*: an examination of the student's academic achievements, in which the Examination Board determines whether all educational units that are part of the degree programme have been successfully completed. The Examination Board may have determined that this review requires a test of the candidate's knowledge, understanding, and skills by the Examination Board itself and an assessment of the results of that test
- k. *Fraud*: fraud at RU is defined as any behaviour or negligence on the part of the student that, by its very nature, is directed towards making it partly or entirely impossible to properly assess the knowledge, insights, and skills of the student or of another student (*Fraud Regulations*, Appendix IV)
- l. *Institution*: Radboud University Nijmegen
- m. *Interim examination*: an examination testing the knowledge, understanding, and skills of the student in relation to a certain educational unit, regardless of the form in which this interim examination takes place, which is administered by at least one examiner designated by the Examination Board
- n. *Interim examination date*: the date on which the interim examination is administered by or on behalf of the examiner
- o. *Lecturer*: the staff member responsible for teaching a class or supervising any coursework
- p. *Minor*: a package of related courses consisting of 40 credits approved by the Faculty Board and included in the faculty minor guide
- q. *Partial examination*: an examination as referred to in Article 7.10 paragraph 1 of the Act, as well as the assessment of the results of the examination, which in conjunction with one or more other partial examinations constitute the interim examination. Unless otherwise stated in these regulations, the term 'interim examination' also includes any 'partial examinations'
- r. *Party involved*: the student who is enrolled for the examination programme of these Education and Examination Regulations and, more specifically, in reference to the inspection of interim examinations, the student who has taken the interim examination in question

- s. *Plagiarism*: copying or paraphrasing another author's works, in whole or in part, when writing assignments, essays or other written tests without adequate acknowledgement of sources or clear indication of a beginning and end to the quotations
- t. *Practical exercise*: a practical exercise as referred to in Appendix II, in one of the following forms:
  - i. completing a Bachelor's thesis
  - ii. completing a literature review
  - iii. participating in fieldwork or going on an excursion
  - iv. completing an assignment
  - v. completing an internship
  - vi. participating in an additional educational activity to acquire certain skills
  - vii. completing a task prescribed by the lecturer in preparation for a seminar
- u. *Propedeuse*: the foundation year (first year) of the programme, as referred to in the Act. The propedeuse has been abolished as of the September 2019 cohort. This term will continue to be relevant for earlier cohorts
- v. *Prospectus*: programme guide containing programme specific information
- w. *Resit*: a new opportunity to take a particular interim examination as referred to in Article 7.10 paragraph 1 of the Act, pertaining to an educational unit. In these regulations, when the term interim examination is used this can also be read as resit, unless explicitly indicated otherwise
- x. *Specialisation*: a specialisation within a Bachelor's programme
- y. *Student*: anyone enrolled at Radboud University for the purpose of participating in a degree programme and/or in the educational units of a programme
- z. *Study compatibility check*: activity as described in the *Regeling Studiekeuzecheck* (Regulations governing the study compatibility check)
- aa. *Working day*: Monday to Friday with the exception of official holidays, as referred to in the Collective Labour Agreement Dutch Universities (CAO-NU) as well as any other days designated by the Executive Board as collective holidays.

## Section 2. Admission to the programme

### Article 4. Admission requirements and procedures

1. The Executive Board enrolls a student who meets the admission requirements and admission procedures applicable to enrolment at Radboud University, as referred to and described in Chapter IV of the *Radboud University Registration Regulations*.
2. In addition to paragraph 1, the programme-specific admission requirements have been attached to this regulation in Appendix I.

3. Contrary to the provision in paragraph 1 of the present article, for the specialisation *International Business Communication* the director Academic Affairs or the Head of the Admissions Office, decides, on behalf of the executive board, on admission to the bachelor's programme of the holder of a diploma that has been awarded in or outside of the Netherlands.

### Article 4a. Substitute requirements for insufficient prior education

Prospective students who do not meet the admission requirements referred to in Article 2.1 of Appendix I, may still enrol, with due observance of the provisions of Article 7.25 paragraph 5 of the Act, on the condition that substitute requirements have been met that are equivalent, in terms of content and subject, to an admission assessment (*colloquium doctum*).

### Article 5. Decision on enrolment

1. The dean decides on the student's admission to the degree programme on behalf of the Executive Board.
2. The dean delegates this jurisdiction to Faculty Admission Board

## Section 3. Structure and design of the programme

### Article 6. Learning outcomes of the programme

The aim of all programmes within the Faculty of Arts is to teach students relevant humanities knowledge, insights, and skills, to train them academically, and to prepare them for further (academic) careers.

In addition to the general learning outcomes, the Communication and Information Studies programme also aims to achieve programme-specific learning outcomes

- a. Graduates have knowledge of and insight into the communication processes of organisations, particularly the contextual and linguistic factors that play a role therein.
- b. Graduates are capable of analysing the communication process in terms of communication models and strategies, and can apply their knowledge and insights in real-life cases.
- c. Graduates have the necessary skills to communicate in the foreign language, as well as a sufficient understanding of the sociocultural and economic aspects of the countries in which that language is spoken in order to evaluate, modify and develop organisation-specific communication products in the relevant language.
- d. Graduates understand how culture influences the communication processes of international organisations and can apply these insights in real-life, international cases.
- e. Graduates possess the knowledge, insights and skills to apply qualitative and quantitative research methods in the field of organisational communication, and are capable of applying these skills to select the best research method for a specific research question.

- f. Graduates possess general academic skills, particularly in the field of communication, collaboration and ICT.

### Article 7. Programme study load

The degree programme has a study load of 180 EC. The study load of the degree programme has been adopted by the Executive Board through a separate decision.

### Article 8. Degree programme structure

The degree programme is offered as full time. The programme structure has been adopted by the Executive Board through a separate resolution.

### Article 9. Language of instruction

The language of instruction for the degree programme is Dutch and/or English. The language of instruction has been adopted by the Executive Board through a separate resolution.

### Article 10. Examination programme

1. The programme has an examination programme that is aimed at achieving the learning outcomes as referred to in Article 6. The examination programme consists of the cohesive whole of educational units, as further described in Appendix II.
2. The programme provides room for educational units of a philosophical nature, in total amounting to 5 EC.
3. Academic Dutch/English language proficiency test (RADAr):
  - a. Every student of a Dutch-taught specialisation of a Bachelor's programme must take a diagnostic academic Dutch language proficiency test during the first academic year (RADAr).
  - b. Every student of an English-taught specialisation of a Bachelor's programme, must take a diagnostic academic English language proficiency test during the first academic year (RADAr).
  - c. This test assesses academic language proficiency and includes the following aspects: writing (grammar, vocabulary, spelling and punctuation), listening (listening, listening comprehension and summarizing) and reading (vocabulary, logic, argumentation, text connections and logical fallacies).

### Article 11. Incorporation of educational units (free electives)

#### **General rules for minors**

1. The minor is worth 40 EC.
2. The student can choose one minor from the offerings available at the time of writing: 5 thematic minors, the study abroad minor, a teacher-training minor or a free minor.

3. The examination programme of each of these minors is described in Appendix II Article 4 of the Education and Examination Regulations.
4. For information regarding the design of the education, please refer to the minor guide of the faculty.
5. If a student wishes to make changes to the elective courses of the minor, the student must submit a substantiated request to the Examination Board six working weeks prior to the start of the minor. In the case of interdisciplinary packages, the Examination Board checks whether these changes fit within the theme of the minor and in the case of disciplinary packages, whether there is any disciplinary coherence.
6. Students enrolled in two Bachelor's degree programmes at the Faculty of Arts are required to fill in the minor space:
  - a. at their request, the student is exempt from attending one minor for one of these programmes and
  - b. to complete the minor in one of these degree programmes, the student only has to take the fixed components of that minor as specified in Articles 11.9, 11.15, or 11.19.
7. The inclusion of courses from outside the faculty into the elective courses is subject to the applicable rules with regard to procedures, rights, and obligations as set out in the Education and Examination Regulations of the relevant degree programme.
8. For deviations from the provisions in Article 11, the student must submit a substantiated request to the Examination Board six working weeks prior to the start of the minor.

### **Rules relating to the thematic minors**

9. A thematic minor consists of three fixed components:
  - a. the theme course (5 EC)
  - b. the Academia and Society course (5 EC)
  - c. the think tank (10 EC).Furthermore, the minor consists of 20 EC worth of elective courses, in which the student can choose from courses belonging to one or more interdisciplinary package(s) of the minor in question or from a disciplinary package.
10. A thematic minor will only be offered if a minimum of 5 students have enrolled for the theme course of that specific thematic minor during the designated registration period
11. Attendance is compulsory for the Academia and Society course, the theme course and the think tank.
12. The think tank may be alternatively completed by an individual internship within the theme of the minor or with participation in a research project at the Faculty of Arts. The student must submit a request to the Examination Board at least six working weeks prior to the start of the individual internship or research project, or at least six working weeks prior to the start of the think tank.
13. The following applies to the selection of the 20 EC of elective courses:
  - a. If several interdisciplinary packages are offered within a minor, the student can combine courses from the different interdisciplinary packages of that minor.



- b. The student is not allowed to choose courses from an interdisciplinary or disciplinary package that belongs to the compulsory part of their own Bachelor's degree programme.

### **Rules relating to the study abroad minor**

14. The study abroad minor consists of 30 EC of elective courses that must be taken at a university abroad and must show coherence. In addition students participate in a think tank for 10 EC.
15. Attendance is compulsory for the think tank.
16. Six working weeks before departure, the student must submit the required 30 EC of courses at a university abroad to the Examination Board for approval.
17. a. If the study load of the educational units to be included differ from the definitions in these regulations, they will be converted. A request must be submitted to the Examination Board. The Examination Board makes a decision regarding the conversion in compliance with the memorandum '*Conversie van studiebelasting en studieresultaten*' (conversion of grades and credits).  
b. If the study results of passed educational units differ from the definitions in these regulations, they will be converted tot V (*voldaan/satisfactory*). By decision of the University Board, the original results will be included in the diploma supplement.  
c. In special circumstances and in matters of importance, motivated by the student, the Examination Board can, in compliance with the memorandum '*Conversie van studiebelasting en studieresultaten*', decide to convert results. This concerns conditions for obtaining distinctions or a weighted average in order to meet admission requirements for further education
18. The think tank may be alternatively completed by an individual internship within the theme of the minor or with participation in a research project at the Faculty of Arts. The student must submit a request to the Examination Board at least six working weeks prior to the start of the individual internship or research project, or at least six working weeks prior to the start of the think tank.

### **Rules relating to the teacher-training minor**

19. *Not applicable*

### **Rules relating to the free minor**

20. The free minor consists of 30 EC of elective courses that can be taken within or outside of Radboud University and must show coherence. In addition students participate in a think tank for 10 EC. Electives may not overlap with courses from the major programme. A free minor has to be submitted to the Examination Board for approval

### **Article 12. Addition of extracurricular educational units**

1. Adding extracurricular educational units to the examination programme is permitted. Permission from the Examination Board is required for this.

2. The Examination Board may include the educational units from outside the degree programme at the request of the student.
3. The following conditions apply to the inclusion of educational units in the free elective space:  
*not applicable*
4. The provisions of Article 11, paragraphs 7 and 17 are applicable to the inclusion of extracurricular educational units.

### Article 13. Exemption from educational units

1. Students can receive exemptions from educational units.
2. The total amount of exemptions is no higher than half of the obligatory examination programme: 90 EC.
3. At the request of the student, the Examination Board may grant an exemption for an educational unit and its corresponding interim examination, if the student:
  - a. has passed an interim examination for an educational unit in a relevant subject at a university;
  - b. demonstrates that they have adequate knowledge and skills regarding the educational unit in question as a result of relevant work or professional experience.
4. As a rule, the Examination Board does not grant exemptions for partial examinations.
5. In the assessment referred to in paragraph 3, the Examination Board assesses the relevance of the knowledge, insights, or skills that have already been examined.
6. Exemptions as referred to in paragraph 1 cannot be granted for the Bachelor's thesis.
7. The Examination Board provides no exemptions on the basis of results obtained during the period in which the student has been excluded from participation in interim examinations by the Examination Board due to fraud, as specified in the Fraud Regulations, see Appendix IV.
8. The programme has the following (general) exemptions: *not applicable*.

### Article 14. Substitution of educational units

1. The substitution of educational units is permitted.
2. In special cases, a student may, with permission from the Examination Board, replace an educational unit from the examination programme with an educational unit from outside the examination programme.
3. The Bachelor's thesis cannot be replaced, except in cases in which the Examination Board concludes that the thesis can be replaced by participation in a research study or an internship for which an academic report can be written.
4. The provisions of Article 11, paragraphs 7 and 17 apply to the replacement of educational units.

### Article 15. Elective programme

*Not applicable.*

## Section 4. Structure and design of educational units

### Article 16. Enrolment in education and registration for interim examinations and resits

1. The student must register and deregister via Osiris for instruction in the educational units associated with the degree programme..
2. The student who has registered on time and in accordance with the current procedures for an educational unit is then also registered for the first opportunity of the interim examination.
3. The student must register themselves for the resit of an educational unit.
4. Registration for a (resit of an) interim examination closes at 11:59 pm on the day preceding a period of five working days before the date of the interim examination, so that there are always five full working days between the deadline for registration for the interim examination in question and the date of that interim examination. The day on which the interim examination takes place is not included in this period of five working days. After this period, registration is no longer possible, unless the Examination Board decides otherwise in special cases.
5. Students who are not registered will not be able to sit for an interim examination or resit.
6. Students who are enrolled for an interim examination or resit can deregister via Osiris no later than five working days before the date of the interim examination.
7. If the student fails to show up for an interim examination that they were registered for, not appearing will be considered a used opportunity to sit the interim examination. This will be registered as 'ND' in Osiris. The Examination Board may decide otherwise in exceptional cases.

### Article 17. Access to education and interim examinations

1. The student is permitted to attend all units of study in the programme and to sit the relevant interim examinations.
2. Contrary to the provisions in paragraph 1, entry requirements apply to the educational units and/or corresponding interim examinations stipulated in Appendix III. If there are entry requirements, the student will not be admitted to the educational unit and/or the corresponding interim examination until after these requirements have been met.
3. In addition to paragraph 2, a student who has successfully passed an interim examination may not resit this examination without the explicit written authorisation of the relevant Examination Board.
4. In special cases, the Examination Board can grant exemptions from the entry requirements, either with or without replacement requirements.
5. Access to education and interim examinations is not dependent on financial contributions other than tuition fees, unless there are costs in relation to participation in any practical exercises, educational excursions or workshops in the degree programme that follow from the special nature of the degree programme. This is to be determined by the dean in a separate decision. If such costs are involved, then

these costs are listed in Appendix III. The dean offers an alternative, free of charge, unless the educational activity cannot be replaced.

### Article 18. Offering of educational units per academic year

Each educational unit is offered once per academic year, unless otherwise specified in Appendix II.

### Article 19. Number of interim examination opportunities per educational unit

1. For each educational unit, two examination opportunities are provided (one interim examination and one resit), unless otherwise specified in Appendix II.
2. The design and type of the resit is the same as that of the interim examination, unless otherwise specified in these regulations or in Appendix II.
3. The date of the first interim examination opportunity shall be announced at the beginning of the relevant semester. The date of the resit shall be announced prior to the first interim examination opportunity. With regard to the Bachelor's Thesis, the internship and other components that are not concluded with an interim examination, the programme may decide differently: see Appendix II.
4. If an educational unit is no longer part of the curriculum, students shall be provided with at least one additional opportunity to take an interim examination, scheduled no later than the end of the academic year after the year in which the educational unit was last offered.
5. In instances in which a programme or lecturer has not set a deadline for a project or assignment, the project or assignment shall be submitted no later than 12 months following the end of the educational unit to which the project or assignment belongs. Projects and assignments must always be submitted to the examiner at least 20 working days prior to the date on which the final examination is requested.

### Article 20. Lecture and interim examination periods

The educational units are provided in an annual schedule with two semesters that have been established by the Executive Board. At the minimum, Appendix II establishes the semester and period in which the educational unit is offered.

### Article 21. Language of education and interim examinations

Instruction in and interim examinations of the educational units shall be conducted in the language of instruction of the degree programme, as defined in Article 9, unless otherwise provided in Appendix III.

### Article 22. Learning objectives

Each educational unit is aimed at achieving certain learning objectives that contribute to the achievement of the final learning outcomes. These learning objectives are established in the study guide for each educational unit.

### Article 23. Instruction method

For each educational unit, the instruction method is described in the overview in Appendix II.

### Article 24. Number of scheduled classes/seminar time

The number of scheduled classes/seminar time per educational unit is established in Appendix II.

### Article 25. Examination form

1. The type of the interim examination is specified in Appendix II. Each educational unit can have the following types of interim examinations:
  - a. written interim examination, including written exams that are administered digitally (SCHRIFT)
  - b. written assignment (WERK)
  - c. oral interim examination (MOND)
  - d. participation (DEELN)
  - e. a combination of a-d.
2. In special cases, the Examination Board may decide to deviate from the type of interim examination specified in Appendix II.
3. Written interim examinations are administered in the exam rooms of Radboud University unless specified otherwise in Appendix III.
4. In principle, oral interim examinations are not public unless the Examination Board decides otherwise. Oral interim examinations consist of an individual test in which, in principle, no more than one person is tested at the same time. In principle, oral interim are administered in the presence of a second examiner or observer appointed by the Examination Board. In special cases, the Examination Board may require that the oral interim examination be recorded.
5. At the request of the student, the Examination Board may allow students with a functional impairment to take interim examinations in a form adapted to their individual functional impairment as a special interim examination provision. Prior to making a decision in this matter, the Examination Board may seek expert advice. If this involves facilities provided for a “digital test”, the Examination Board may also seek advice from the digital testing coordinator of the faculty in regard to the design of these facilities.

## Section 5. Assessment and examination

### Article 26. Rules for administering interim examinations

In order to ensure the proper procedure for administering interim examinations in the examination rooms of Radboud University, the dean has established the House Rules for Examination Rooms. In order to provide adequate and clear information, these house rules have been included in Appendix V of these regulations.

### Article 27. Determining and registering interim examination results

1. The examiner determines the result of an interim examination in writing and records this result in Osiris.
2. The result of an interim examination is specified as a whole number or half number. With regard to this, grades up to .25 will be rounded down to .0, grades between .25 and .75 will be rounded to .5 and grades from .75 and up will be rounded up to .0. If the result of an interim examination is determined differently, this will be further described in the overview in Appendix III.
3. Contrary to the provisions of paragraph 2, the results of an interim examination will not be set at a score of 5.5. A score of less than 5.5 will be rounded down to 5 and a score of 5.5 or greater will be rounded up to a 6.
4. If the result of an interim examination is equal to or greater than 6.0, the interim examination is deemed to have passed. If the result of an interim examination is equal to or lower than 5.0, the interim examination is deemed to not have passed.
5. Contrary to the provisions in paragraph 2, the examiner may, as required, determine the result of an interim examination as 'completed' or 'not completed' instead of a number.
6. When a previously taken interim examination is retaken, the most recent result is valid in all cases
7. Partial examination results may be expressed in numbers rounded to one decimal place. When rounding, the numbers after the first decimal place shall be ignored.
8. The provisions of paragraphs 2 to 4 do not apply to partial examinations.

### Article 27a. Non-numeric results

Without prejudice to the provisions of Article 27, the following non-numeric results shall be established and registered in Osiris in the following cases:

- a. ND (*niet deelgenomen*, did not participate), if the student was registered for an educational unit or an interim examination, but did not participate
- b. VR (*vrijstelling*, exemption), if, in accordance with the provisions of these regulations, the Examination Board has granted an exemption from an educational unit in the examination programme
- c. FR (*fraude*, fraud), if fraud of any kind has been determined by the Examination Board when taking an interim examination and the Examination Board has declared the result of the interim examination in question invalid, in accordance with the provisions of the *Fraud Regulations* attached to these regulations (Appendix IV)
- d. EFR (*ernstige fraude*, serious fraud), if serious fraud has been determined by the Examination Board when taking an interim examination and the Examination Board has declared the result of the interim

examination in question invalid, in accordance with the provisions of the *Fraud Regulations* attached to these regulations (Appendix IV)

- e. VLD (*voldoende*, pass), if a student has concluded a non-numeric interim or partial examination or a practical exercise with a satisfactory result
- f. ONV (*onvoldoende*, fail), if a student has concluded a non-numeric interim or partial examination or a practical exercise with an unsatisfactory result
- g. V (*voldaan*, satisfactory), if a student has met the requirements to complete a non-numeric interim or partial examination or a practical exercise
- h. NVD (*niet voldaan*, unsatisfactory), if a student has not met the requirements to complete a non-numeric interim or partial examination or a practical exercise.

### Article 27b. Guidelines and rules for the Examination Board

1. The Examination Board is responsible for guaranteeing the quality of interim examinations and final examinations.
2. In the Faculty of Arts Examination Board Regulations, the Examination Board sets rules with regard to the procedures concerning interim examinations and the necessary measures to be followed.
3. The Examination Board may provide guidelines and instructions to examiners to assist them in determining the examination results and assessing the candidate taking the interim examination.

### Article 27c. Fraud and plagiarism

1. The definition of fraud and the procedures and sanctions in the event of (suspected) fraud are stipulated in the *Fraud Regulations* (Appendix IV).
2. The provisions of Articles 5 and 6 of the *Fraud Regulations* during interim examinations (Appendix IV) will be implemented as follows in the Faculty of Arts:
  - a. Within ten working days of the report by the lecturer or examiner, the admissibility of the report will be determined by the Examination Board. If the report is deemed admissible, the student will be informed of this immediately.
  - b. Within ten working days of the admissibility being determined, the student will be given an opportunity to be heard and the Examination Board will make a decision regarding any measures to be taken.
  - c. If the Examination Board and the student are still engaged in discussion, the period specified in paragraph 2b can be extended by up to ten working days.
3. In addition to the *Fraud Regulations* (Appendix IV), the Examination Board of the Faculty of Arts can impose additional obligations (like writing a reflective report about plagiarism or doing an assignment).

### Article 28. Publication of examination results

1. Immediately after determining the results of the interim examination, the examiner shall register the results in Osiris. The examiner shall determine the result of a written interim examination within 15 working days

of the date it was administered. The examiner will immediately, and no later than ten working days after the date of an oral interim examination, announce the result and provide the student with a written statement in this regard via the student administration. For interim examinations other than written or oral examinations such as a portfolio, the Examination Board or examiner will decide in advance the method and time frame in which the results will be announced to the students. The term of 15 working days will not be exceeded in this case. Contrary to the provisions mentioned above there are different terms for interim examinations and their resits in period 4. The examiner determines the results of the first opportunity of a written interim examination in period 4 within 8 working days. The results of the resit of first-year interim examinations in period 4 have to be published in Osiris at 12.00 pm (noon) on Monday 21 July 2025 at the latest. For the resits of all other interim examination the deadline of 15 working days applies.

2. In special cases and if requested, the examiner can either extend (with the exception of the first opportunity of interim examinations in period 4 and the resits of first-year interim examinations in period 4) or shorten the time frames specified in paragraph 1. If an extension is deemed reasonable, the examiner, in consultation with the Examination Board, will set a new date and will inform the students.
3. Once the results of an interim examination are published, students will be informed about their right to inspect their marked work as referred to in these regulations and about the possibility of appealing to the Examinations Appeals Board within the applicable appeal period. An appeal to the Examinations Appeals Board can only refer to an interim examination as a whole. This appeal can however relate to a partial examination of an interim examination.

### Article 29. Right of inspection and explanation

1. Within at least 20 working days following the publication of the result of a written interim examination, the student may request access to review and inspect all graded work.
2. During the period referred to in paragraph 1, any interested parties may also inspect the questions and assignments made or given in the context of a written interim examination as well as the standards on which the assessment was based.
3. Due to the limited time between exam period 4 and resit period 4 and issuing the binding study advice, inspection of interim examination results from these periods shall take place within two days after the relevant results are published.
4. By way of derogation from the provisions in paragraph 1 and 3, the examiner may decide that inspection will take place for all students at the same time, on a date and at a time and place set in advance. If a student is unable to attend the inspection due to demonstrable circumstances beyond their control, a separate inspection can be arranged upon request, preferably within the time period referred to in paragraph 1 and 3.
5. In all cases, the inspection will take place at least five working days before the next interim examination opportunity for the relevant educational unit.



6. The provisions in paragraph 1 to 5 also apply to partial examinations.

### Article 30. Validity period of interim examinations

1. The term of validity of successfully completed interim examinations is unlimited.
2. Contrary to the provisions in paragraph 1, the assessed knowledge, insights, and skills described in Appendix III will lapse after the period specified in that Appendix. The validity period of the interim examinations associated with these educational units expires after the aforementioned period.
3. The student will receive timely notification of the expiry of the validity of a successfully completed interim examination. This notification will at least include a reasoned explanation by or on behalf of the dean for why the knowledge, insights, and/or skills are outdated.
4. In special circumstances and in individual cases, the Examination Board can extend the period referred to under paragraph 2. If a student has received financial support on the basis of the profiling fund, as referred to in the Act, due to a disability or chronic illness, the Examination Board will always extend the period by at least the number of months that financial support has been granted by the Executive Board.
5. Without prejudice to the stipulation in paragraph 1 the validity period of successfully completed partial examinations is, in principle, limited to the academic year, unless the validity period is otherwise specified in Appendix III. The validity period for the result of partial examinations will end when the result of the interim examination for the relevant educational unit has been definitively determined.

### Article 31. Final examinations

1. The degree programme is concluded by the Bachelor's final examination.
2. The Examination Board will determine the result of the final examination in writing once the student has passed the interim examinations of all the educational units of the degree programme in question. The Examination Board determines which interim examination the student took last.
3. At the same time as determining the result of the final examination, the Examination Board also sets the examination date; in principle, this will be the date of the last result obtained.

### Article 32. Degree and distinctions

1. A student who has passed the final examination of the degree programme will be awarded a Bachelor of Arts (BA) degree.
2. The Examination Board can award a distinction to a student who has successfully passed the degree programme examination. The rules for awarding distinctions have been established in the *Guidelines for Distinctions Regulation*. In order to provide adequate and clear information to students, these guidelines have been included in Appendix VI of these regulations.

## Section 6. Study performance, support, and advice

### Article 33. Study performance and support

1. The dean of the faculty is responsible for recording study results in such a way that, upon request, every student can be provided with an overview of the results achieved at that time within a reasonable time of this request.
2. The dean is responsible for providing adequate student counselling (through student advisors and mentors).

### Article 34. Regulations First Year Study Recommendation

1. The degree programme provides for a recommendation regarding continuation of studies as referred to in article 7.8b of the Act, which may result in a rejection. To that purpose further rules have been drawn up, with due consideration for the Guidelines First Year Study Recommendation (*Richtlijn Studieadvies eerste jaar*) laid down by the executive board. These further rules are attached as appendix VII to these education and examination regulations.
2. A rejection upon a negative recommendation remains valid for a period of three years. If a student should reregister for the degree programme after this period, this is seen as a first registration in the context of the applicability of these regulations.

## Section 7. Evaluation of education

### Article 35. Method of evaluation of education

In compliance with the quality assurance system of the university as described in the *Handboek Kwaliteitszorg Onderwijs Radboud Universiteit* (Radboud University quality assurance manual), the dean shall ensure that the education of the degree programme is systematically evaluated.

## Section 8. Transitional provisions

- Students who did not pass the course *Onderzoeksmethodologie 1* in the academic year 2023-2024 will take the course *Onderzoeksvaardigheden 1: Surveys & Databeschrijving* in the academic year 2024-2025.
- Students who did not pass the course Research Methodology 1 in the academic year 2023-2024 will take the course Research Skills 1: Surveys & Data Description in the academic year 2024-2025.
- Students who did not pass the course *Bouwstenen van de taal Engels* in the academic year 2023-2024 will take the course Communicating Science: Content Creation across Genres in the academic year 2024-2025.

## Section 9. Final provisions

### Article 36. Safety net scheme and hardship paragraph

1. In all cases not covered fully or clearly by these regulations, the decision lies with the Dean.
2. In all cases in which these regulations may result in unreasonable or unfair situations for individual students, the Examination Board or, as a last resort, the dean is authorised to make an exception to the provisions in the Education and Examination Regulations to the benefit of the student.
3. In cases of conflict between these regulations and the relevant legal provisions, the provisions in the Act will prevail.

### Article 37. Establishment, participational bodies, and amendments

1. These regulations are drawn up or amended by the dean after receiving advice from the programme committee and after having obtained the approval of the Faculty Joint Assembly.
2. An amendment to these regulations has no impact on the current academic year, unless this would disproportionately negatively affect the interest of the students.

### Article 38. Entry into force

1. These regulations enter into force on 1 September 2024.
2. The Education and Examination Regulations applicable before this date will then expire.

### Article 39. Publication

1. The Director of Education of the relevant department is responsible for publishing these regulations and any amendments thereto.
2. Any interested party can consult a copy of these regulations at the Student Information Point (STIP).
3. If the language of instruction of the course is in English, a translation of the regulations will also be published and made available for inspection.

### Article 40. Evaluation

The dean is responsible for regularly assessing these regulations.

*As established by the dean on 1 June 2024.*

## Appendix I Programme-specific admission requirements

### Article 1. Additional admission requirements

In addition to the provisions of the general part of these regulations, the student can only be admitted to the program if the student has demonstrated sufficient mastery of the subject Mathematics. This requirement is satisfied if a student:

- a. is in possession of a pre-university education diploma, obtained at a Dutch institution of secondary education, or
- b. is in possession of a diploma in which the subject Mathematics was part of the final examination and which, in the opinion of the admissions committee, is at least equivalent to the diploma as referred to in Article 1a of this appendix, or
- c. is in possession of one of the following diplomas or certificates:
  - i. VWO mathematics from Boswell-Bèta with a minimum score of 6.0
  - ii. Mathematics from CCVX with a minimum score of 6.0
  - iii. VWO partial certificate/state exam in Mathematics with a minimum score of 6.0
  - iv. SAT Mathematics test, level 1 or 2 with a minimum score of 600 out of 800
  - v. Online Mathematics Placement Test (OMPT), OMPT-A, OMPT-B or OMPT-E with a minimum score of 60%.

### Article 2. Language requirements

By way of derogation from the provisions in the general part of these regulations, participation in the education and interim examinations of the educational units listed below is not possible until the following admission requirements have been met:

1. For participation in courses offered in Dutch and the associated exam, a sufficient command of the Dutch language is required. This requirement is satisfied if a student:
  - a. is in possession of a pre-university education (VWO) diploma, obtained at a Dutch-language institution for secondary education in the Netherlands
  - b. speaks Dutch as a first language and is in possession of a first-year or Bachelor's diploma from a university of applied sciences, or
  - c. is in possession of one of the following diplomas or certificates:
    - i. the diploma of the state examination for Dutch as a Second Language Level 2 (NT2-II)
    - ii. the RU certificate for Dutch as a Second Language (RU-NT2) with a passing grade for all four skills
    - iii. the certificate Nederlands als vreemde taal (CNaVT) (Dutch as a foreign language), profile Educatief Startbekwaam (STRT) or Educatief Professioneel (EDUP)
    - iv. International Baccalaureate: Dutch as Language A or Language B (Higher Level)

- v. European Baccalaureate: Dutch as a second language
  - vi. United Kingdom: Dutch at GCE A-level (from 1998)
  - vii. Germany: *Zeugnis der Allgemeinen Hochschulreife* with Dutch as *Leistungs-* or *Grundkurs* or *Zeugnis der Allgemeinen Hochschulreife* with Dutch in a course package that is equal to a *Leistungs-* or *Grundkurs*
  - viii. Suriname: VWO diploma, first year (propedeuse) Anton de Kom University
  - ix. Belgium: Diploma of Secondary Education (ASO)
  - x. Aruba, Sint Maarten and Curacao: VWO diploma with Dutch as a final examination course or a Dutch higher education degree.
2. In order to participate in courses and associated examinations offered in English, a sufficient command of English is required. This requirement is satisfied if a student:
- a. is in possession of a pre-university education (VWO) diploma, obtained at a Dutch institution for secondary education in the Netherlands, or
  - b. has a Bachelor's diploma earned at a Dutch university, or
  - c. has a recognised secondary education diploma obtained at an English-language institution, specifically:
    - i. Germany: *Zeugnis der Allgemeinen Hochschulreife*, including *Grundkurs* of *Leistungskurs Englisch* in the *Abitur*
    - ii. *International Baccalaureate* diploma
    - iii. *European Baccalaureate* diploma, including the course *English Language 1* or *English Language 2*
    - iv. A diploma with a level at least equal to a Dutch pre-university education diploma, obtained at an institution in an EU/EEA member state, Australia, Canada (excluding Quebec), Ireland, New Zealand, the United Kingdom, or the United States in which the language of instruction is English.
    - v. One of the following diplomas with a passing grade for English in the final examination:
      - Austria: *Reifezeugnis/Reifeprüfungszeugnis*
      - Belgium: Diploma of Secondary Education
      - Denmark: *Studentereksamenbevis*
      - Finland: *Ylioppilastutkintotodistus/Studenterexamenbevis*
      - Luxembourg: *Diplôme de Fin d'Etudes Secondaires*
      - Norway: *Vitnemal for Videregaende Skole*
      - Sweden: *Slutbetyg från Gymnasieskolan.*
- a. or has achieved a sufficient score on one of the following tests:
- i. the *Test of English as a Foreign Language (internet-based, TOEFL iBT)* with an overall score of 80 or higher and all sub-scores 20 or higher.
  - ii. the *International English Language Testing System (IELTS)* with an overall score of 6.0 or higher and all sub-scores of 6.0 or higher.

- iii. Cambridge Certificate C1 Advanced with a score of 169 or higher, or Cambridge Certificate C2 Proficiency with a score of 180 or higher. All subscores at least 169.

### Article 3. Admission based on HBO first-year diploma

1. Students in possession of a HBO-propedeusediploma shall be exempt from the requirements set out in Article 7.24 of the Act, provided they demonstrate the required knowledge, understanding and skills to complete the programme successfully.
2. The requirement referred to in paragraph 1 is considered to be met provided that:
  - the HBO propedeuse was completed within one year
  - the average result obtained is a 7.0 or higher.
3. Those with a first-year university of applied sciences diploma must meet the requirements as set out in Article 1 of this Appendix.
4. Those with a first-year university of applied sciences diploma must meet the language requirements as set out in Article 2 of this Appendix.

## Appendix II Examination programme

### Article 1. Composition of Bachelor's first year

In accordance with the provisions in the general part of these regulations, the first-year examination programme comprises the following educational units with the corresponding study load in EC.

### Communicatie- en Informatiewetenschappen

WC = seminar, HC = lecture, SCHRIFT = written (digital) examination, MOND = oral examination, WERK = written assignment, DEELN = participation, CH = scheduled class/seminar time per week, TBD = to be determined, NA = not applicable

Course code	Name	Period	EC	Form WC/HC	Exams (SCHRIFT- MOND-WERK- DEELN)	CH
<b>B1</b>	<b><i>Language, communication en organisation</i></b>					
LET-CIWB150-IBC	Corporate Communication	1 – 2	5	HC	SCHRIFT + WERK	2
LET-NTCB130	Taal, Communicatie en Media <sup>1</sup>	1	5	WC/HC	SCHRIFT + WERK	5
LET-CIWB158	Informatiewetenschap	3 – 4	5	WC/HC	SCHRIFT + WERK	2
LET-CIWB151-IBC	Organisation and Management <sup>2</sup>	3 – 4	5	WC/HC	SCHRIFT + WERK	2
LET-CIWB153-IBC	Marketing Communication	1 - 2	5	HC	SCHRIFT + WERK	2
	<b><i>Intercultural Communication and Foreign Language</i></b>					
LET-CIWB101E	Internationale Markt Engels	1 – 2	5	WC	WERK + MOND	2
LET-CIWB103E	Strategische Allianties Engels	3 – 4	5	WC	WERK + MOND	2
LET-NTCB138	Argumentatie, Retorica en Publiek Debat <sup>3</sup>	3 – 4	5	WC	SCHRIFT + WERK	3
LET-CIWB105E	Communicating Science: Content Creation across Genres	1 – 2	5	WC/HC	WERK	2 or 3

<sup>1</sup> This course replaces the course *Taal en Communicatie* that was offered through 2020-2021

<sup>2</sup> This course replaces the Dutch taught course *Organisatie en Management* that was offered through 2020-2021 cursus.

<sup>3</sup> In 2020-2021 this course replaced the second-year course *Argumentatieanalyse*. This course replaces the first-year course *Bouwstenen van de taal Engels 2* in 2021-2022. Students who haven't completed the first-year course *Bouwstenen 2* in 2020-2021, take the first-year IBC-course *Building Blocks 2* or the first-year course *Argumentatie, retorica en publiek debat* in 2021-2022

LET-CIWB152	Interculturele Communicatie	3 and 4	5	HC	SCHRIFT	4
	<i>Academic and Research Skills</i>					
LET-CIWB159	Onderzoeksvaardigheden 1: Surveys & Databeschrijving	3 – 4	5	WC/HC	SCHRIFT + WERK	4
LET-CIWB156	Algemene Academische Vaardigheden	1 – 2	5	WC	WERK + DEELN	2
LET-CIWB000	Mentoraat	Varying	0	Varying	WERK	Varying
LET-RADAr-NL	RADAr: Academische Taalvaardigheid	1 – 3	0	HC	SCHRIFT	NA
<b>Total</b>			<b>60</b>			

### International Business Communication

*WC = seminar, HC = lecture, SCHRIFT = written (digital) examination, MOND = oral examination, WERK = written assignment, DEELN = participation, CH = scheduled class/seminar time per week, TBD = to be determined, NA = not applicable*

<b>Course code</b>	<b>Name</b>	<b>Period</b>	<b>EC</b>	<b>Form</b> WC/HC	<b>Exams</b> (SCHRIFT-MOND-WERK-DEELN)	<b>CH</b>
<b>B1</b>	<i>Language, Communication, and Organisation</i>					
LET-CIWB150-IBC	Corporate Communication	1 – 2	5	HC	SCHRIFT+ WERK	2
LET-CIWB157-IBC	Language and Communication	1 – 2	5	WC/HC	SCHRIFT + WERK	2
LET-CIWB158-IBC	Information Science	3 – 4	5	WC/HC	SCHRIFT + WERK	2
LET-CIWB151-IBC	Organisation and Management	3 – 4	5	WC/HC	SCHRIFT + WERK	2
LET-CIWB153-IBC	Marketing Communication	1- 2	5	HC	SCHRIFT + WERK	2
	<i>Intercultural Communication and Foreign Language<sup>4</sup></i>					
LET-CIWB101D-IBC	International Markets German	1 – 2	5	WC	WERK + MOND	3

<sup>4</sup> The foreign-language courses have to be completed in one and the same language (English, German, French or Spanish) during the three years of the bachelor's programme.



LET-CIWB101E-IBC	International Markets English	1 – 2	5	WC	WERK + MOND	2
LET-CIWB101F-IBC	Le français en contexte <sup>5</sup>	1 – 2	5	WC	SCHRIFT + WERK + MOND	3
LET-CIWB101S-IBC	International Markets Spanish	1 – 2	5	WC/HC	SCHRIFT + WERK + MOND+ DEELN	4
LET-CIWB103D-IBC	Strategic Alliances German	3 – 4	5	WC	WERK + MOND	2
LET-CIWB103E-IBC	Strategic Alliances English	3 – 4	5	WC	WERK + MOND	2
LET-CIWB103F-IBC	Strategic Alliances French	3 – 4	5	WC	SCHRIFT + WERK + MOND	3
LET-CIWB103S-IBC	Strategic Alliances Spanish	3 – 4	5	WC/HC	SCHRIFT + WERK + MOND+ DEELN	4
LET-CIWB102E-IBC	Building Blocks of English 1	1 – 2	5	WC/HC	SCHRIFT+ WERK	3
LET-RTCBF119	La boîte à outils du français <sup>6</sup>	1 – 2	5	WC/HC	SCHRIFT	3
LET-CIWB102S-IBC	Building Blocks of Spanish 1	1 – 2	5	WC/HC	SCHRIFT+ WERK	4
LET-DTCB107	Sprachpraxis Deutsch (replacing Building Blocks of German 1)	1 – 2	5	WC	SCHRIFT - SCHRIFT	3
LET-CIWB104E-IBC	Building Blocks of English 2	3 – 4	5	WC	SCHRIFT + WERK + MOND	2

<sup>5</sup> This course replaces the course *International Markets French* that was offered through 2021-2022

<sup>6</sup> This course replaces the course *Building Blocks of French 1* that was offered through 2021-2022

LET-CIWB104F-IBC	Building Blocks of French 2	3 – 4	5	WC	SCHRIFT + WERK	3
LET-CIWB104S-IBC	Building Blocks of Spanish 2	3 – 4	5	WC	SCHRIFT+ DEELN	4
LET-DTCB109	Kommunikation in Kultur und Gesellschaft (replacing Building Blocks of German 2)	4	5	WC	SCHRIFT + WERK	Varying
LET-CIWB152-IBC	Intercultural Communication	1, 3 en 4	5	HC	SCHRIFT	4
	<i>Academic and Research Skills</i>					
LET-CIWB159-IBC	Research Skills 1: Surveys & Data Description	3 – 4	5	WC/HC	SCHRIFT + WERK	4
LET-CIWB156-IBC	Academic Skills	1 – 2	5	WC	WERK	2
LET-CIWB000-IBC	Mentorship	Varying	0	Varying	WERK	Varying
LET-RADAr-EN	RADAr: Academic Language Proficiency	1 – 3	0	HC	SCHRIFT	NA
<b>Total</b>			<b>60</b>			

## Article 2. Composition of Bachelor's second and third years

In accordance with the provisions in the general part of these regulations, the examination programme of the second and third year comprises the following educational units with the corresponding study load in EC.

### Communicatie- en Informatiewetenschappen

*WC = seminar, HC = lecture, SCHRIFT = written (digital) examination, MOND = oral examination, WERK = written assignment, DEELN = participation, CH = scheduled class/seminar time per week, TBD = to be determined, NA = not applicable*

Course code	Name	Period	EC	Form WC/HC	Exams (SCHRIFT- MOND-WERK- DEELN)	CH
<b>B2</b>	<i>Language, Communication and Organisation</i>					
LET-CIWB262	Communicatie en Gedrag in Organisaties	1 – 2	5	HC	SCHRIFT + WERK	2

LET-CIWB260	Sociale Media en Nieuwe Media	1 – 2	5	HC	SCHRIFT + MOND + WERK	2
LET-CIWB257	Gezondheidscommunicatie	1 – 2	5	WC/HC	SCHRIFT + WERK	4
LET-NTCB251	Publieksgericht Schrijven <sup>7</sup>	3 – 4	5	WC/HC	WERK	4
LET-CIWB267	Ontwerp van Overtuigende Teksten	3 – 4	5	WC/HC	SCHRIFT + WERK	2
	<b><i>Intercultural Communication and Foreign Languages</i></b>					
	<i>Choice 1 of 3:</i>		5			
LET-CIWB269-IBC	<i>Programming for Beginners: Python</i>	1 – 2	5	WC/HC	WERK	5
LET-CIWB271-IBC	<i>Qualitative Research Methods</i>	1 – 2	5	WC	WERK	2
LET-CIWB268-IBC	<i>Foreign Languages in Advertising</i>	2	5	HC	SCHRIFT + WERK	4
LET-CIWB264-IBC	Language Management in International Organisations	3	5	HC	SCHRIFT + WERK	4
	<i>Choice 2 of 3:</i>		10			
LET-CIWB266-IBC	<i>Language and Thought</i>	3 – 4	5	HC	SCHRIFT + WERK	2
LET-CIWB270-IBC	<i>Artificial Intelligence in Action</i>	3 – 4	5	WC/HC	SCHRIFT + WERK	TBD
LET-CIWB261	<i>Interactie-analyse<sup>89</sup></i>	4	5	WC/HC	SCHRIFT + WERK	4
	<b><i>Academic and Research Skills</i></b>					
LET-CIWB253	Statistiek	1 – 2	5	WC/HC	SCHRIFT + WERK	2
LET-CIWB200	Filosofie van Communicatie	1 – 2	5	HC	SCHRIFT + WERK	2

<sup>7</sup> In 2020-2021 students could choose between *Interactie-analyse of Publieksgericht Schrijven*; Since 2021-2022 both courses have been mandatory because of the transfer of the course *Argumentatie, Retorica en Publiek Debat* to the first year. Students who didn't finish the second-year course *Argumentatie, Retorica en Publiek Debat*, take the first-year course *Argumentatie, retorica en publiek debat in 2021-2022*.

<sup>8</sup> In 2020-2021 students could choose between *Interactie-analyse of Publieksgericht Schrijven*; Since 2021-2022 both courses have been mandatory because of the transfer of the course *Argumentatie, Retorica en Publiek Debat* to the first year.

<sup>9</sup> Until 2021-2022 this was a mandatory course

LET-CIWB265	Onderzoeksmethodologie 2	3 – 4	5	WC/HC	SCHRIFT + WERK	4
<b>Total</b>			<b>60</b>			
<b>B3</b>	<i>Choice 2 of 4:</i>		10			
LET-CIWB357	<i>Misinformatie en Beïnvloeding</i>	3 – 4	5	WC	WERK	2
LET-CIWB354	<i>Webcare</i>	3 – 4	5	WC	SCHRIFT + WERK + MOND	2
LET-CIWB358	<i>Social Interaction in Times of Climate Crisis</i>	3 – 4	5	WC	WERK	TBD
CIWB301E-IBC	<i>Cross-cultural Language Use English</i>	1 – 2 / 3 – 4 <sup>10</sup>	5	WC	WERK	2
LET-CIWB351	Bachelorwerkstuk	3 – 4	10	WC	WERK	Varying
	Minoren	Varying	40	Varying	Varying	Varying
<b>Total</b>			<b>60</b>			

### International Business Communication

WC = seminar, HC = lecture, SCHRIFT = written (digital) examination, MOND = oral examination, WERK = written assignment, DEELN = participation, CH = scheduled class/seminar time per week, TBD = to be determined, NA = not applicable

Course code	Name	Period	EC	Form WC/HC	Exams (SCHRIFT- MOND-WERK- DEELN)	CH
<b>B2</b>	<b><i>Language, Communication and Organisation</i></b>					
LET-CIWB262- IBC	Communication and Behaviour in Organisations	1 – 2	5	HC	SCHRIFT + WERK	2
LET-CIWB264- IBC	Language Management in International Organisations	3	5	HC	SCHRIFT + WERK	4
LET-CIWB267- IBC	Designing Persuasive Texts	3 – 4	5	WC/HC	SCHRIFT + WERK	2
	<b><i>Intercultural Communication and Foreign Languages<sup>11</sup></i></b>					

<sup>10</sup> Depending on whether students spend the first semester abroad, this course will be offered in the first or second semester. Students can only register for one of the two options.

<sup>11</sup> The foreign-language courses have to be completed in one and the same language (English, German, French or Spanish) during the three years of the bachelor's programme.

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LET-CIWB201-IBC	International Entrepreneurship	1 – 2	5	WC	(SCHRIFT) + WERK + (MOND) <sup>12</sup>	3 of 2
LET-CIWB204-IBC	Cross Cultural Online Communication	1 – 2	5	WC/HC	SCHRIFT + WERK	2
	<i>Choice 1 of 3:</i>					
LET-CIWB271-IBC	<i>Qualitative Research Methods</i>	1 – 2	5	WC	WERK	2
LET-CIWB269-IBC	<i>Programming for Beginners: Python</i>	1 – 2	5	WC/HC	WERK	3
LET-CIWB268-IBC	<i>Foreign Languages in Advertising</i>	2	5	HC	SCHRIFT + WERK	4
LET-CIWB203-IBC	International Corporate Communication	3 – 4	5	WC	WERK + MOND+ (SCHRIFT) <sup>13</sup>	2
	<i>Choice 2 of 3:</i>					
LET-CIWB266-IBC	<i>Language and Thought</i>	3 – 4	5	WC/HC	SCHRIFT + WERK	2
LET-CIWB270-IBC	<i>Artificial Intelligence in Action</i>	3 – 4	5	WC/HC	SCHRIFT + WERK	TBD
LET-CIWB261-IBC	<i>Interaction Analysis</i> <sup>14</sup>	4	5	WC/HC	SCHRIFT + WERK	4
	<i>Academic and Research Skills</i>					
LET-CIWB253-IBC	Statistics	1 – 2	5	WC/HC	SCHRIFT + WERK	2
LET-CIWB200-IBC	Philosophy of Communication	1 – 2	5	HC	SCHRIFT + WERK	TBD
LET-CIWB265-IBC	Research Methodology 2	3 – 4	5	WC/HC	SCHRIFT + WERK	4
<b>Total</b>			<b>60</b>			

<sup>12</sup> The examination methods are different for each language

<sup>13</sup> The examination methods are different for each language

<sup>14</sup> Until 2021-2022 this was a mandatory course

<b>B3</b>						
LET-CIWB301-IBC	Cross-Cultural Language Use <sup>15,16</sup>	1 – 2 3 – 4	5	WC	WERK	2
LET-CIWB303-IBC	Academic and Professional Language Skills IBC	3 – 4	5		(SCHRIFT) + WERK + (MOND) <sup>17</sup>	2
LET-CIWB351-IBC	Bachelor Thesis	3 – 4	10	WC	WERK	Varying
	Minors	Varying	40	Varying	Varying	Varying
<b>Total</b>			<b>60</b>			

Replacement rules regarding minor abroad in the third year

- A CIW student who is unable to participate in major education in the first semester of the third year because of the elective minor, will choose two of the three courses *Webcare*, *Misinformatie en Beïnvloeding* and *Social Interaction in Times of Climate Crises* in the second semester.
- An IBC student who is unable to participate in major education in the first semester of the third year because of the study abroad minor, takes the course 'Cross-Cultural Language Use' in the second semester.

Article 3. Core curriculum

*Expired.*

Article 4. Courses that are not part of the examination programme:

*Not applicable.*

<sup>15</sup> The foreign-language courses have to be completed in one and the same language (English, German, French or Spanish) during the three years of the bachelor's programme.

<sup>16</sup> Depending on whether students spend the first semester abroad, *Cross-Cultural Language Use English* and *Cross-Cultural Language Use Spanish* will be offered in the first or second semester. *Cross-Cultural Language Use French* and *Cross-Cultural Language Use German* will only be offered in the second semester. IBC-Students English and Spanish can only register for one of the two options.

<sup>17</sup> The examination methods are different for each language

## Appendix III Course-specific information

### Article 1. Attendance requirement

- a. Attendance is mandatory for all seminars, including the mentorship. This means that attendance is a prerequisite for all lectures which require active participation as an academic competence, as determined by the Bachelor's degree programme<sup>18</sup>. The regulations in paragraph b are applicable in such a case.
- b. A student who is absent from more than 35% of the lectures of a course in one period is excluded from further participation in the course and from the partial and interim examinations that are part of the course.
- c. In special circumstances, the course coordinator may grant an individual exemption from paragraph b.

### Article 2. Validity of credits earned

Contrary to the provisions of the general part, the following restrictions shall apply to results:

1. If an interim examination is taken in the form of multiple partial examinations, the results of these partial examinations will expire if the relevant examination component has not been successfully completed after all the partial examinations have been resat.
2. If the student has interrupted his/her studies and later re-enrols for the study programme, the student must contact the Communications and Information Sciences student advisor to see how the current programme relates to the results achieved.

### Article 3. Resit regulations per course

*Not applicable.*

### Article 4. Entry requirements (sequence of components)

1. Interim Examinations and associated practical exercises of the components listed below may only be done once the examinations of the listed components have been successfully completed:
  - a. Bachelor's first year: *not applicable*
  - b. Bachelor's second and third year: *not applicable*
2. In special cases, the Examining Board may, at the request of the student, permit deviations from the sequence stated above.
3. With regard to an interim examination that is not mentioned in the first paragraph because it relates to a course which is not mentioned in the curriculum of the degree programme, the Education and Examination Regulations of the relevant degree programme shall apply.

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<sup>18</sup> Attendance is also mandatory for the lectures of *Building Blocks of Spanish 1*, *Building Blocks of Spanish 2*, *International Markets Spanish en Strategic Alliances Spanish*.

Article 5. Costs of education, other than tuition:

*Not applicable.*

Article 6. Practical exercises

Some components as referred to in Appendix II contain, possibly in addition to the assignments that count towards the final mark, practical exercises (assignments) that must be met as a condition to be allowed to participate in a (partial) examination. At the start of the course, each lecturer indicates whether there are practical exercises and how these are related to the interim examination. These agreements are also recorded in writing in the program overview of the course concerned.

Article 7. Special facilities

1. Dictionaries: For written examinations of the courses listed below, students are permitted to use dictionaries that translate from the native language of the student into the language of the examination in question or vice versa. The dictionaries should not contain notes other than those of the publisher. During the examination, the use of other tools (such as readers) and equipment that can be used to store texts and formulas are only permitted if the examiner has stated this explicitly in the examination instructions. The use of dictionaries as mentioned above is allowed during written examinations for the following courses:
  - a. Academic Skills
  - b. Corporate Communication
  - c. Intercultural Communication
  - d. Marketing Communication
  - e. Organisation and Management
  - f. Research Skills 1: Surveys & Data Description
  - g. Communication and behaviour in organisations
  - h. Interaction Analysis
  - i. Language Management in International Organizations
  - j. Designing Persuasive Texts
  - k. Crosscultural Online Communication
  - l. Language and Thought
  - m. Statistics
  - n. Research Methodology 2
  - o. Foreign Languages in Advertising<sup>19</sup>
  - p. Information Science
  - q. Programming for beginners: Python



r. Artificial Intelligence in Action

For all foreign language courses (German, English, French and Spanish), the use of dictionaries is determined by the examiner and this must be explicitly stated in the examination instructions.

2. Digital assignment submissions: all assignments submitted through Ouriginal (Urkund), whether graded or not, will only be graded if completed on time and according to course guidelines. were submitted via *Ouriginal (Urkund)*. This also means that students are responsible for the submission of an assignment in the target language of the course in a for *Ouriginal* readable format (Word, txt, pdf)

Article 8. Language of instruction for each course:

1. All courses are in Dutch, apart from the courses mentioned in paragraph 2 to 5.
2. The following courses are taught in English: all courses of the International Business Communication specialization (with the exception of the courses mentioned in paragraphs 3 to 5 inclusive) and the following courses of the Communicatie- en Informatiewetenschappen specialization: Communicating Science: Content Creation across Genres, Corporate Communication, Foreign Languages in Advertising, Internationale Markt Engels, Language and Thought, Language Management in International Organisations, Marketing Communication, Strategische Allianties Engels, Programming for Beginners: Python, Artificial Intelligence in Action.
3. The following courses are taught in German: Academic and Professional Language Skills German, Sprachpraxis Deutsch, Kommunikation in Kultur und Gesellschaft, Crosscultural Language Use German, Crosscultural Online Communication (only the seminars), Internationale Unternehmenskommunikation (Deutsch), Internationale Unternehmensgründung: Fokus Deutschland, International Markets German, Strategisc Alliances German.
4. The following courses are taught in French: Academic and Professional Language Skills French, La boîte à outils du français, Building Blocks 2 French, Cross-Cultural Language Use French, Cross-Cultural Online Communication (only the seminars), International Corporate Communication, International Entrepreneurship, Le français en contexte, Strategic Alliances French.
5. The following courses are taught in Spanish: Academic and Professional Language Skills Spanish, Building Blocks 1 Spanish, Building Blocks 2 Spanish, Cross-Cultural Language Use Spanish, Cross-Cultural Online Communication (only the seminars), International Corporate Communication, International Entrepreneurship, International Markets Spanish, Strategic Alliances Spanish.

## Appendix IV Fraud Regulations

### Section 1. Introductory provisions

#### Article 1. Objective and scope of the regulations

To prevent fraud during interim and final examinations, as referred to in Article 7.12b of the Act, associated with the education and examinations of the Bachelor's programme in Communication and Information Sciences of Radboud University (hereinafter: RU), the Dean of the Faculty of Arts has established the following regulations.

#### Article 2. Definition of terms

The terms used in these regulations, which are also used in the Higher Education and Research Act (Wet op het hoger onderwijs en wetenschappelijk onderzoek, hereinafter, "the Act") or the Education and Examination Regulations of the degree programme (hereinafter: the EER) will have the same meaning as these terms have in the Act or the EER.

### Section 2. Definition of fraud, procedure, and sanctions

#### Article 3. Definition of fraud

1. Fraud at Radboud University is defined as any behaviour or negligence on the part of the student that, by nature, is directed towards making it partly or entirely impossible to properly assess the knowledge, insights, and skills of the student or of another student.
2. Fraud in general is defined as:
  - a. fraud when taking written interim and final examinations, including:
    - i. having access to unauthorised aids as referred to in the House Rules for Examination Rooms
    - ii. looking at the work of others or exchanging information
    - iii. impersonating someone else or allowing someone else to impersonate oneself during an interim or final examination
  - b. fraud when writing theses or other papers, including
    - i. plagiarism in the sense of using or including the another person's texts, data, or ideas without fully and correctly citing the source; plagiarism in the sense of using the work of another student and presenting it as one's own; and other forms of plagiarism specific to academia
    - ii. the fabrication or falsification of research data
    - iii. the submission of a thesis or other paper that has been written by someone else
  - c. other fraud during examination, including
    - i. acquiring the questions, answer sheets, or other similar information prior to the time of the examination

- ii. changing answers to questions on an examination after it has been submitted for assessment
  - iii. providing incorrect information when requesting exemption, an extension of the validity period, and other similar requests regarding an examination.
3. Any attempt at fraud will also be considered fraud in the sense of these regulations.

### Article 4. Procedure to establish fraud

1. In the event that fraud is suspected, the Examination Board or the examiner will immediately inform the student. If fraud is suspected while an exam is being given, then the Examination Board or the examiner will provide the student with the opportunity to complete the exam.
2. The Examination Board or the examiner may order the student to provide the materials involved in the suspicion of fraud.
3. For the application of the provisions in paragraphs 1 and 2, the examiner is understood to include the invigilator or another RU staff member.
4. The Examination Board or the examiner will draw up a report of the suspected fraud. If the examiner draws up the report, they will send it to the Examination Board immediately.
5. The Examination Board will immediately make the report referred to in Article 4 available to the student and will begin an investigation into it. The Examination Board will provide the student with the opportunity to respond to the report in writing. The Examination Board will hear both the examiner and the student.
6. Within six weeks of making the report available to the student, the Examination Board will determine whether there is evidence of fraud. The Examination Board will inform both the student and the examiner of its decision in writing.

### Article 5. Remedial measures

If the Examination Board determines that fraud has taken place:

- a. it will declare the interim examination or final examination in question to be invalid;
- b. it will document the identification of fraud and, if applicable, the sanctions imposed in the student's file.

### Article 6. Sanctions

1. If the Examination Board determines an instance of fraud, it is able to:
  - a. decide that the student is no longer able to sit for one or more exams during a period to be defined by the Examination Board, being no longer than a year
  - b. decide that no distinction can be granted on the student's diploma
  - c. recommend to the Dean of the Honours Academy that the student not be admitted into the honours programme of the university or faculty, or that the student's participation in the university or faculty honours programme be terminated.

2. If *serious* fraud has been determined by the Examination Board, the Executive Board may definitively terminate the student's enrolment in a degree programme at the suggestion of the Examination Board.
3. The sanctions as specified in this provision will be imposed on the day following the date on which the student has been informed of the decision to impose the sanctions.

### Section 3. Transitional provisions

*Not applicable.*

### Section 4. Final provisions

#### Article 7. Decisions and legal protection

1. Decisions on the basis of these regulations may be sent to the student digitally.
2. For decisions based on these regulations, the student is permitted to appeal the relevant decision within six weeks of the decision date to the Examination Appeals Board (EAB).

#### Article 8. Establishment and amendments

1. This scheme is adopted and amended by the dean.
2. If the content of these regulations relates to the duties and powers of the Examination Board of the degree programme, that content must be approved by that Examination Board.

#### Article 9. Entry into force

These regulations enter into force on 1 September 2019. On that date, these regulations will replace the preceding regulations.

#### Article 10. Publication

1. The dean is responsible for publishing these regulations and for appropriately disclosing any amendments thereto.
2. For the purposes of adequately and clearly informing (prospective) students, the dean has included these regulations as an appendix to the Education and Examination Regulations (EER).

*As established by the dean on 5 February 2019 and ratified by the Examination Board of the faculty on 28 February 2019.*

## Appendix V Regulations regarding House Rules for Examination Rooms

### Section 1. Introductory provisions

#### Article 1. Objective and scope of the regulations

For the benefit of a good course of affairs, the administration of the interim examinations that are part of the education and the final examination of Bachelor's degree programme in Communication and Information Sciences in the examination rooms of Radboud University (hereinafter: RU), the Dean of the Faculty of Arts has established the following regulations.

#### Article 2. Definition of terms

The terms used in these regulations, which are also used in the Higher Education and Research Act (Wet op het hoger onderwijs en wetenschappelijk onderzoek, hereinafter, "the Act") or the Education and Examination Regulations of the degree programme (hereinafter: the EER) will have the same meaning as these terms have in the Act or the EER.

#### Article 3. Examiners and invigilators

1. The Examination Board of the Faculty of Arts appoints one or more examiners to administer examinations.
2. The designated examiners, referred to in paragraph 1, are responsible for the supervision and execution of the provisions in these regulations. On behalf of the designated examiner(s), one or more invigilators assigned by or on behalf of the Executive Board may also be present in the examination rooms.
3. When assigning invigilators, at least one designated examiner must be present in the examination room or be available on call. At the Faculty of Arts, the examiner is only available on call.

#### Article 4. Executive Board provisions

1. This regulation contains provisions as defined in Article 7.57h of the Act. Given the power of attorney decision of the Executive Board of 15 May 2019, the dean is authorised to adopt these regulations on behalf of the Executive Board. The student is obligated to comply with the provisions laid down in these regulations.
2. Students who do not comply with the provisions in these regulations may be denied access to the examination room by or on behalf of the examiner. Failure to comply with the rules can also lead to a suspicion of fraud as described in the Fraud Regulations.

### Article 5. Guidelines for examiners

These regulations contain provisions as defined in Article 7.12b of the Act. The student is obligated to comply with the provisions laid out in these regulations.

### Article 6. Instructions from examiners to students

1. If required in a specific situation, an examiner can, in the spirit of the provisions in these regulations, give instructions to the student in the RU examination rooms. The student is obligated to comply with these instructions.
2. Students who do not follow the instructions referred to in paragraph 1 may be denied access to the examination room by the examiner. Failure to comply with the rules can also lead to a suspicion of fraud as described in the Fraud Regulations.

## Section 2. House rules

### Article 7. Entry to and exit from the examination room

1. The following applies to entry to and exit from the examination rooms:
  - a. The exam room is accessible to students at least 15 minutes before the start of the examination.
  - b. Except for the cases described in paragraphs c and d, students will no longer be admitted to the examination room after the start of the examination.
  - c. Student who arrive late to the examination room can still be admitted to the examination room 15 minutes after the start of the examination.
  - d. Toilet visits are permitted during the examination.
  - e. Students are not allowed to leave the examination room during the first 30 minutes of the examination.
2. In exceptional cases, the Examination Board may deviate from the provisions in paragraph 1. If the Examination Board decides to deviate from the provisions in paragraph 1, the student will be informed in a timely fashion.

### Article 8. Student identification

1. Students must be able to identify themselves at all times in the examination room using a valid proof of identity. This includes a passport, driving licence, ID card, or residence permit.
2. Students who cannot identify themselves, as specified above, will not be admitted to the examination room.

### Article 9. Start and duration of the examination

The examiner starts the interim examination at the scheduled time. If, due to circumstances, the examination starts later, the examiner will ensure that the scheduled examination duration can be fully utilised by the student.

### Article 10. Unauthorised aids

1. During the examination, the student has no items at their disposal that can be used as an examination aid, unless the examiner has explicitly stipulated that the aid is permitted prior to the start of the examination.
2. Aids within the meaning of these regulations include: dictionaries and books, dictations and notes as well as watches, laptops, tablets, telephones, and other (smart) devices and/or wearables.

### Article 11. Handing in examination work

1. After the examination, the student is obliged to hand in their examination work.
2. The student may also be required to submit other exam materials, such as exam assignments and/or scrap paper used during the exam.

### Article 12. Order and quiet in and the design of the examination room

1. Coats, bags and other accessories must be placed in accordance with the examiner's instructions.
2. In order to prevent disruption of the Wi-Fi signal, equipment present in the room, including watches, laptops, tablets, telephones, and other (smart) devices and/or wearables must be switched off according to the examiner's instructions.
3. Without prejudice to the provisions of the preceding paragraphs, the examiner will take the measures necessary to ensure proper supervision and to maintain order and quiet in the examination room before, during and after the examination.
4. At least one clock is clearly visible to every student in every examination room during examinations.
5. Eating and drinking in the examination room is permitted, unless this makes it impossible to maintain proper supervision and/or order and quiet.

## Section 3. Transitional provisions

*Not applicable.*

## Section 4. Final provisions

### Article 13. Deviation from these house rules

In exceptional cases, the Examination Board may deviate from the provisions in these regulations.

### Article 14. Establishment and amendments

1. This scheme is adopted and amended by the dean.

2. If the content of these regulations relates to the duties and powers of the Examination Board of the degree programme, that content must be approved by that Examination Board.

### Article 15. Entry into force

These regulations enter into force on 1 September 2020. On that date, these regulations will replace the preceding regulations.

### Article 16. Publication

1. The dean is responsible for publishing these regulations and for appropriately disclosing any amendments thereto.
2. For the purposes of adequately and clearly informing (prospective) students, the dean has included these regulations as an appendix to the Education and Examination Regulations (EER). The Examination Board will accordingly include the regulations as an appendix to the degree programme rules and guidelines drawn up by the relevant programme committee.

*As established by the dean on 18 June 2019 and ratified by the Examination Board of the faculty on 20 June 2019.*



## Appendix VI Guidelines for Distinctions Regulation

### Article 1. Awarding distinctions

1. With due observance of the provisions set out in this Article, the Examination Board is responsible for the decision of whether a distinction shall be awarded and if so, which distinction.
2. The distinction:
  - a. “cum laude” shall be awarded if the weighted average result of the final assessment of the components referred to in paragraph 3 is equal to or higher than 8.0, or
  - b. “summa cum laude” shall be awarded if the weighted average result of the final assessment of the components referred to in paragraph 3 is equal to or higher than 9.0.
3. The distinction shall 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, with the exception of extracurricular components.
4. The number of EC of the component referred to in paragraph 3 shall serve as the weighting factor for the calculation of the weighted average result, unless stipulated otherwise in the programme-specific part of these regulations.
5. The distinction shall not be awarded if more than 10 percent of the total study load of the examinations programme (being one or more components) has been resat and if interim examinations have been resat more than once, unless the Examination Board exercises its authority to decide otherwise, stating the reasons for this decision.
6. The distinction shall not be awarded if fraud was discovered in one of the examinations of the degree programme.

### Article 2. Transitional provision for distinctions

*Not applicable.*

## Appendix VII Regulations First Year Study Recommendation

### Section 1. Introductory provisions

#### Article 1. Legal basis for the regulations

The regulations are based on article 7.8b of the Higher Education and Research Act (*Wet op het hoger onderwijs en wetenschappelijk onderzoek*), hereinafter to be referred to as 'the Act', and the guidelines adopted by the executive board dated 11 October 2022, the Guidelines First Year Study Recommendation (*Richtlijn Studieadvies eerste jaar*).

#### Article 2. Purpose of the regulations

These regulations include the implementation rules referred to in article 7.8b, sixth paragraph, of the Act.

#### Article 3. Scope of the regulations

These regulations apply for students who have not yet completed the propaedeutic phase of the bachelor's degree programme, including former students in the academic year in which they were registered for the propaedeutic phase of a bachelor's degree programme.

#### Article 4. Definitions

1. The terms that are used in these regulations – in so far as these terms are also used in the Act – have the same meaning that is given to these terms in the Act, unless paragraph 2 provides otherwise.
2. Without prejudice to the provisions in paragraph 1, the following terms have the following meaning in these regulations:
  - a. rejection: a rejection attached to a recommendation as referred to in article 7.8b, third paragraph, of the Act, on the basis of which the registration of the student for the relevant degree programme is terminated and reregistration is not possible;
  - b. propaedeutic phase: the first period in a bachelor's degree programme with a study load amounting to 60 European Credits (hereinafter: ECs);
  - c. recommendation: a study recommendation as referred to in article 7.8b, third paragraph, of the Act regarding the continuation of the degree programme;
  - d. study progress standard: the requirements with respect to the study results as referred to in article 7.8b, third paragraph, of the Act expressed in a number of ECs;
  - e. Implementation Decree: Implementation Decree Higher Education and Research Act (*Uitvoeringsbesluit WHW (Wet op het hoger onderwijs en wetenschappelijk onderzoek) 2008*).

## **Section 2. Recommendation and rejection**

### Article 5. Making recommendations regarding the continuation of studies

1. In the propaedeutic phase of a bachelor's degree programme, the dean issues a recommendation to every student regarding the continuation of their studies. The point in time the recommendation is made is laid down in section 3.
2. The recommendation to be made by the dean may be construed as:
  - a. A 'positive recommendation' as referred to in article 6, i.e. a recommendation to students to continue their degree programme, or
  - b. A 'negative recommendation' as referred to in article 7, i.e. a recommendation to students not to continue their degree programme.
3. Contrary to the provisions of paragraph 1, no recommendation is issued to students who terminated their registration for the degree programme before 1 March of the first year of registration.
4. Contrary to the provisions of paragraph 1, no recommendation is issued to students who were registered for the first time for the degree programme after 31 January and who have not reregistered for the next academic year.

### Article 6. Positive recommendation

The dean issues a 'positive recommendation' if the student has met the relevant study progress standard referred to in section 3.

### Article 7. Negative recommendation

The dean issues a 'negative recommendation' if the student has failed to meet the relevant study progress standard referred to in section 3.

### Article 8. Rejection following negative recommendation

1. The dean attaches a rejection to the 'negative recommendation' referred to in article 7, unless the student has failed to meet the study progress standard as a result of one or more personal circumstances listed and referred to in section 4.
2. The rejection referred to in paragraph 1 has a duration of three years.
3. The dean may only attach a rejection to a recommendation if:
  - a. such facilities have been made available in the propaedeutic phase of the relevant degree programme that the opportunities for proper study progress have been safeguarded, and
  - b. the dean has issued a warning, as referred to in article 21, to the student.
4. The rejection referred to in paragraph 1 may extend to degree programmes with the same propaedeutic year.

5. If the dean should attach a rejection to a negative recommendation, the student is not deemed suitable for the degree programme.
6. [optional, insert if applicable:] The provisions in this article do not apply for part-time students.

### Article 9. Postponed decision on recommendation

1. If no opinion can be given on the student's unsuitability for the degree programme because of personal circumstances that have occurred in the first year of study, the dean postpones issuing the recommendation.
2. In exceptional circumstances, the dean may decide, stating reasons, to postpone the recommendation once again.

## **Section 3. Study progress standard**

### Article 10. Study progress standard upon first registration before 31 January

Students who have registered for the first time for the propaedeutic phase of a bachelor's degree programme receive the recommendation at the end of the same academic year, at the latest on 31 August of that academic year. The following study progress standards apply: for a full-time bachelor's degree programme: 45 ECs

### Article 11. Study progress standard upon first registration after 31 January

Students who have registered for the first time in the previous academic year after 31 January for the propaedeutic phase of a bachelor's degree programme receive the recommendation at the end of the next academic year, at the latest on 31 August of that academic year. The following study progress standards apply: for a full-time bachelor's degree programme: 60 ECs

### Article 12. Study progress standard upon reregistration after discontinuation of studies

Students who have not received, with due consideration of article 5, paragraph 3 or 4, a recommendation in a previous first year of registration and who reregister for the degree programme within a period of three years, receive the recommendation at the end of the academic year in which the student has reregistered for the degree programme, at the latest on 31 August of that academic year. The following study progress standards apply: for a full-time bachelor's degree programme: 60 ECs

### Article 13. Study progress standard after postponed decision on recommendation

Students for who the decision concerning the recommendation, with due consideration for article 9, has been postponed receive the recommendation at the end of the next following academic year, at the latest on 31 August of that academic year. The following study progress standards apply: for a full-time bachelor's degree programme: 60 ECs;

### Article 14. Decision whether the standard has been complied with

In order to determine whether the study progress standards referred to in this section have been complied with, only ECs are taken into account that have been obtained for components in the examination programme of the propaedeutic phase of the relevant bachelor's degree programme, including ECs that have been granted for exemptions for the relevant components.

### Article 15. Dual degree programmes

If required, the dean may depart from the provisions in this section with regard to students who have registered for an approved dual degree programme.

## **Section 4. Provisions for study progress; personal circumstances**

### Article 16. Facilities for study progress

The degree programme offers the following facilities to safeguard the opportunities for proper study progress:

- mentoring programme
- student counselling

### Article 17. Personal Circumstances - Implementation Decree

When deciding on attaching a rejection to a negative recommendation, the dean takes into consideration personal circumstances as referred to in article 2.1 of the Implementation Decree (*Uitvoeringsbesluit*).

### Article 18. Personal Circumstances - Radboud University

In addition to the provision of article 17, the dean, when issuing the recommendation, also takes into consideration the following personal circumstances as personal circumstances:

- a. the student's taking part in sports at top level;
- b. the student's being a top talent in arts or culture.

### Article 19. Prompt notice of personal circumstances

In the event a student cannot (possibly) meet the study progress standard as a result of any circumstances referred to in this section, the student must inform the study advisor as soon as possible. Upon prompt notice of personal circumstances that are prejudicial to study progress, the institute may take measures to safeguard the study progress as much as possible.

### Article 20. Burden of proof personal circumstances

The student may be requested to substantiate the claim of personal circumstances in more detail or to make a plausible case for these circumstances.

### **Section 5 Procedure and decision making**

#### Article 21. Preliminary recommendation and interview

As soon as possible after the end of the first semester in which the student is registered for a degree programme, the dean issues a preliminary recommendation on the basis of the results registered at that moment. The preliminary recommendation is meant as a warning for students who have failed to make adequate study progress. The relevant students are advised to make an appointment with the study advisor to discuss in which way their performance could be improved or which other degree programme could be an alternative.

#### Article 22. Information by study advisor in writing

1. If the student has failed to meet the applicable study progress standard, the dean obtains information, prior to the decision on the recommendation, from the study advisor with respect to the student's personal circumstances, as referred to in section 4. The study advisor may then advise the dean on the recommendation to be issued.
2. The study advisor supplies the information referred to in the previous paragraph in writing. The student receives a copy of it.

#### Article 23. Intended recommendation

1. In view of the information provided by the study advisor referred to in article 22, the dean drafts an intended decision on the recommendation.
2. The dean communicates the intention referred to in paragraph 1 to the student and offers the student the opportunity to be heard before the decision is made.

#### Article 24. Hearing the student

1. In view of the provisions of article 23, the student is heard, upon request, by the dean.
2. In the event the student does not make use of the opportunity to be heard, the dean automatically converts the intended decision referred to in article 23 in an identical decision on the recommendation.

In the event the student makes use of the opportunity to be heard, the dean decides on the recommendation with due observance of what was discussed during the hearing.

### **Section 6 final provisions**

#### Article 25. Implementation of the regulations and mandates

For the implementation of the provisions in these regulations the dean has issued, in a separate decision, the following mandates:

Task authority	Source	Authorised person	Right of Substitution?
1. Issuing recommendation	Art. 5	Committee First Year Study Recommendations	No
2. Information by study advisor	Art. 22	Committee First Year Study Recommendations	No
3. Rejection	Art. 8	Committee First Year Study Recommendations	No
4. Hearing the student	Art. 24	Committee First Year Study Recommendations	No

### Article 26. Digital dispatch

Announcements further to and decisions pursuant to these regulations are sent to the student digitally, through *Osiris* and/or to the email address the student has registered in *Osiris*.

### Article 27. Legal protection

1. The student can lodge an appeal against decisions made pursuant to these regulations at the Examinations Appeals Board (*College van Beroep voor de examens*) within six weeks following the date on the relevant decision.
2. The appeal referred to in paragraph 1 has no suspensive effect.

### Article 28. Catch-all provision

In all situations these regulations do not provide for, or do not sufficiently provide for, the executive board decides.

### Article 29. Entering into effect

1. These regulations enter into effect on 1 September 2023
2. These regulations replace previous regulation and guidelines in relation to the recommendations referred to in these regulations, including the Guidelines Binding Study Recommendations (*BSA*) 2019-2020 (*Richtlijn BSA 2019-2020*).

### Article 30. Publication

The dean publishes these regulations by attaching them as an appendix to the education and examination regulations of the relevant bachelor's degree programme.

### Article 31. Short title

These regulations may be quoted as the 'Regulations First Year Study Recommendation', with reference to the relevant bachelor's degree programme.

### Article 32. Adoption

With due observance of the provisions in the Guidelines First Year Study Recommendation (*Richtlijn Studieadvies eerste jaar*) adopted by the executive board, these regulations are adopted by the dean of the Faculty of Arts on 31 August 2023.



## Appendix VIII Examination Programme and Course-Specific Information for the Minors

### Article 1. General provisions for the minors

1. The provisions in Article 11 in the general part of these regulations apply to all thematic minors.
2. In addition to Articles 11.11 and 11.14 in the general part of these regulations, a student who is absent from more than 35% of the lectures of the courses mentioned in this appendix in one period is excluded from further participation in the course and from the partial and interim examinations that are part of the course.
3. Each *thematic* minor has 20 EC of room for electives. For the completion of the 20 EC, a student selects courses from the interdisciplinary package within the minor's theme or from a disciplinary package. An overview of the disciplinary and interdisciplinary packages approved by the faculty can be found in the faculty minor guide.
4. From the academic year 2021-2022 on, think tanks will be offered during the first semester as well. Students who want to participate in them can register for the *Denktank/Think tank* (LET-LETMI-DT00) course. Depending on the minor that the student is taking, the following admission requirements apply to this think tank course: the theme course of the concerning thematic minor *or* the 'Study Abroad: Academia and Society' course have to be passed. Students who start with a free minor in 2024-2025 are not allowed to take this course (LET-LETMI-DT00)
5. The think tank of each minor may be completed by an individual internship or with participation in a research project at the Faculty of Arts.

### Article 2. Composition of the thematic minor in *Beleid, Organisatie en Communicatie*

1. The thematic minor in *Beleid, Organisatie en Communicatie* comprises the following educational units with the corresponding study load in EC.
2. The language of instruction of these courses is Dutch.

WC = seminar, HC = lecture, SCHRIFT = written (digital) examination, MOND = oral examination, WERK = written assignment, DEELN = participation, CH = scheduled class/seminar time per week, TBD = to be determined, NA = not applicable

Course code	Name	Period	EC	Form (WC/HC)	Interim examination (SCHRIFT-MOND-WERK-DEELN)	CH
LET-LETMI-TH01	<i>Themacursus: Beleid, Organisatie en Communicatie</i>	1	5	HC+WC	WERK	4
LET-LETMI-RF01	<i>Beleid, Organisatie en Communicatie: Wetenschap en Samenleving</i>	2	5	HC+WC	WERK	4

LET- LETMI- DT01	<i>Denktank: Beleid, Organisatie en Communicatie</i>	3-4	10	WC	WERK	Variable
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**Article 3.** Composition of the thematic minor in *Cultureel Erfgoed en Publiek*

1. The thematic minor in *Cultureel Erfgoed en Publiek* comprises of the following educational units with the corresponding study load in EC.
2. The language of instruction of these courses is Dutch.

*WC = seminar, HC = lecture, SCHRIFT = written (digital) examination, MOND = oral examination, WERK = written assignment, DEELN = participation, CH = scheduled class/seminar time per week, TBD = to be determined, NA = not applicable*

<b>Course code</b>	<b>Name</b>	<b>Period</b>	<b>EC</b>	<b>Form (WC/HC)</b>	<b>Interim examination (SCHRIFT-MOND-WERK-DEELN)</b>	<b>CH</b>
LET- LETMI- TH03	<i>Themacursus: Cultureel Erfgoed en Publiek</i>	1	5	WC+HC	WERK	4
LET- LETMI- RF03	<i>Cultureel Erfgoed en Publiek: Wetenschap en Samenleving</i>	2	5	WC+HC	WERK	4
LET- LETMI- DT03	<i>Denktank: Cultureel Erfgoed en Publiek</i>	3-4	10	WC	WERK	Variable

**Article 4.** Composition of the thematic minor in *European Culture and National Identities*

1. The thematic minor in *European Culture and National Identities* comprises the following educational units with the corresponding study load in EC.
2. The language of instruction of these courses is English, but the written paper that serves as the basis for determining the course result may also be written in Dutch. Plenary oral presentations should be given in English, unless all course participants have sufficient knowledge of Dutch to be able to follow a presentation in Dutch.

WC = seminar, HC = lecture, SCHRIFT = written (digital) examination, MOND = oral examination, WERK = written assignment, DEELN = participation, CH = scheduled class/seminar time per week, TBD = to be determined, NA = not applicable

Course code	Name	Period	EC	Form (WC/HC)	Interim examination (SCHRIFT-MOND-WERK-DEELN)	CH
LET-LETMI-TH07	<i>Theme course: European Culture and National Identities</i>	1	5	WC+HC	WERK	4
LET-LETMI-RF07	<i>European Culture and National Identities: Academia and Society</i>	2	5	WC+HC	WERK	4
LET-LETMI-DT07	<i>Think tank: European Culture and National Identities</i>	3-4	10	WC	WERK	Variable

Article 5. Composition of the thematic minor in *Diversity, Inclusion and Gender*

1. The thematic minor in *Diversity, Inclusion and Gender* comprises the following educational units with the corresponding study load in EC.
2. The language of instruction of these courses is English, but the written paper that serves as the basis for determining the course result may also be written in Dutch. Plenary oral presentations should be given in English, unless all course participants have sufficient knowledge of Dutch to be able to follow a presentation in Dutch.

WC = seminar, HC = lecture, SCHRIFT = written (digital) examination, MOND = oral examination, WERK = written assignment, DEELN = participation, CH = scheduled class/seminar time per week, TBD = to be determined, NA = not applicable

Course code	Name	Period	EC	Form (WC/HC)	Interim examination (SCHRIFT-MOND-WERK-DEELN)	CH
LET-LETMI-TH08	<i>Theme course: Diversity, Inclusion and Gender</i>	1	5	HC+WC	WERK	4
LET-LETMI-RF08	<i>Diversity, Inclusion and Gender: Academia and Society</i>	2	5	HC+WC	WERK	4
LET-LETMI-DT08	<i>Think tank: Diversity, Inclusion and Gender</i>	3-4	10	WC	WERK	Variable

Article 6. Composition of the thematic minor in *Multilingualism in Europe*

1. The thematic minor in *Multilingualism in Europe* comprises the following educational units with the corresponding study load in EC.
2. The language of instruction of these courses is English.

*WC = seminar, HC = lecture, SCHRIFT = written (digital) examination, MOND = oral examination, WERK = written assignment, DEELN = participation, CH = scheduled class/seminar time per week, TBD = to be determined, NA = not applicable*

Course code	Name	Period	EC	Form (WC/HC)	Interim examination (SCHRIFT-MOND-WERK-DEELN)	CH
LET-LETMI-TH11	<i>Theme course: Multilingualism in Europe</i>	1	5	WC+HC	WERK	4
LET-LETMI-RF11	<i>Multilingualism in Europe: Academia and Society</i>	2	5	WC+HC	WERK	4
LET-LETMI-DT11	<i>Think tank: Multilingualism in Europe</i>	3-4	10	WC	WERK	Variable

Article 7. Composition of the study abroad minor

1. The study abroad minor comprises the following educational unit with the corresponding study load in EC.
2. The language of instruction of these courses is English, but the written paper that serves as the basis for determining the course result may also be written in Dutch. Plenary oral presentations should be given in English, unless all course participants have sufficient knowledge of Dutch to be able to follow a presentation in Dutch.

*WC = seminar, HC = lecture, SCHRIFT = written (digital) examination, MOND = oral examination, WERK = written assignment, DEELN = participation, CH = scheduled class/seminar time per week, TBD = to be determined, NA = not applicable*

Course code	Name	Period	EC	Form (WC/HC)	Interim examination (SCHRIFT-MOND-WERK-DEELN)	CH
LET-LETMI-DT12	<i>Think tank: Study Abroad</i>	3-4	10	WC	WERK	Variable

Article 8. Composition of the teacher-training minor

*Not applicable*

Article 9. Composition of the free minor

1. In accordance with article 11.20 in the general part of these regulations, students take 30 EC of elective courses which may be taken within or outside the university and which must be interrelated. These elective

courses may not overlap with courses from the major programme. A free minor must be submitted to the Examination Board for approval.

2. The free minor also comprises the fixed educational unit listed in the table below, with the corresponding study load in EC.

*WC = seminar, HC = lecture, SCHRIFT = written (digital) examination, MOND = oral examination, WERK = written assignment, DEELN = participation, CH = scheduled class/seminar time per week, TBD = to be determined, NA = not applicable*

<b>Course code</b>	<b>Name</b>	<b>Period</b>	<b>EC</b>	<b>Form (WC/HC)</b>	<b>Interim examination (SCHRIFT-MOND-WERK-DEELN)</b>	<b>CH</b>
LET-LETMI-DT13	<i>Think tank</i>	3-4	10	WC	WERK	Variable

### Article 10. Transitional provisions minor system

1. From the academic year 2024-2025 the following minors will no longer be offered:

- a. Conflict en Coöperatie in de Mediterrane Wereld
- b. Spiritualiteit en Cultuur
- c. Het Menselijk Taalvermogen
- d. Data and Society
- e. Literature in Society - Society in Literature
- f. Migration and Cultural Contacts

This also cancels the regular components of these minors, namely the theme course, the course Academia and Society and the Think tank.

2. If the theme course has not yet been passed, a course from the interdisciplinary package of the relevant minor should be taken as a replacement. For this, the information for 2023-2024 can be used, provided the chosen course is still offered in 2024-2025. This applies to the following courses:

- a. *Themacursus: Conflict en Coöperatie in de Mediterrane Wereld* (LET-LETMI-TH02)
- b. *Themacursus: Spiritualiteit en Cultuur* (LET-LETMI-TH04)
- c. *Themacursus: Het Menselijk Taalvermogen* (LET-LETMI-TH05)
- d. *Theme course: Data and Society* (LET-LETMI-TH06)
- e. *Theme course: Literature in Society - Society in Literature* (LET-LETMI-TH09)
- f. *Theme course: Migration and Cultural Contacts* (LET-LETMI-TH10)

To incorporate this substitution into the examination programme (SVO), contact STIP using the procedure described in the minors course guide.

3. If the course Academia and Society (LET-LETMI-RF02, -RF04, -RF05, -RF06, -RF09 of -RF10) has not yet been passed, one of the following courses should be taken as a replacement:
  - a. *Beleid, Organisatie en Communicatie: Wetenschap en Samenleving* (LET-LETMI-RF01)

- b. *Cultureel Erfgoed en Publiek: Wetenschap en Samenleving* (LET-LETMI-RF03)
- c. *European Culture and National Identities: Academia and Society* (LET-LETMI-RF07)
- d. *Diversity, Inclusion and Gender: Academia and Society* (LET-LETMI-RF08)
- e. *Multilingualism in Europe: Academia and Society* (LET-LETMI-RF11)

To incorporate this substitution into the examination programme (SVO), contact STIP using the procedure described in the minors course guide.

4. If the Think tank (LET-LETMI-DT02, -DT04, -DT05, -DT06, -DT09 or -DT10) has not yet been passed, one of the following courses should be taken as a replacement, with the recommendation being to choose the option mentioned first (Think tank (LET-LETMI-DT13)).
- a. *Think tank* (LET-LETMI-DT13)
  - b. *Denktank Beleid, Organisatie en Communicatie* (LET-LETMI-DT01)
  - c. *Denktank Cultureel Erfgoed en Publiek* (LET-LETMI-DT03)
  - d. *Think tank European Culture and National Identities* (LET-LETMI-DT07)
  - e. *Think tank Diversity, Inclusion and Gender* (LET-LETMI-DT08)
  - f. *Think tank Multilingualism in Europe* (LET-LETMI-DT11)
  - g. *Denktank / Think tank* (LET-LETMI-DT00)

Please note that this course, offered in semester 1, is subject to an entry requirement:

theme course or *Study Abroad: Academia and Society* (LET-LETMI-RF12) should be passed.

To incorporate this substitution into the examination programme (SVO), contact STIP using the procedure described in the minors course guide

5. As of the academic year 2024-2025, one of the fixed components within the study abroad minor will be dropped, namely the course *Study Abroad: Academia and Society* (LET-LETMI-RF12). If this course has not yet been passed, one of the following courses should be taken as a replacement:
- a. *Beleid, Organisatie en Communicatie: Wetenschap en Samenleving* (LET-LETMI-RF01)
  - b. *Cultureel Erfgoed en Publiek: Wetenschap en Samenleving* (LET-LETMI-RF03)
  - c. *European Culture and National Identities: Academia and Society* (LET-LETMI-RF07)
  - d. *Diversity, Inclusion and Gender: Academia and Society* (LET-LETMI-RF08)
  - e. *Multilingualism in Europe: Academia and Society* (LET-LETMI-RF11)

To incorporate this substitution into the examination programme (SVO), contact STIP using the procedure described in the minors course guide.