



**Education and Examination Regulations**  
**Nijmegen School of Management**  
**BSc Bedrijfskunde (ENG)**

**Academic Year 2023-2024**



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## Paragraph 1 General provisions

### Article 1 Purpose of the regulations

In these education and examination regulations (hereinafter: regulations) the current procedures and rights and obligations have been laid down for tuition and examination of the degree programme Bedrijfskunde (Business Administration), Croho (Central Register of Higher Education Study Programmes) code 50645 (hereinafter: the programme). This programme has been set up by the executive board of Radboud University (hereinafter: RU) and it is offered by the faculty of Management Sciences of RU.

### Article 2 Scope of the regulations

1. The regulations apply for all students who are registered in the academic year 2023-2024 for the programme referred to in article 1.
2. Units of study taken as part of the programme provided by another programme are subject to the rules that apply to that programme. Units provided by the study programme are always subject to these regulations.

### Article 3 Definitions

1. The terms in these regulations that are also used in the Higher Education and Research Act (*Wet op het hoger onderwijs en wetenschappelijk onderzoek*; hereinafter to be referred to as 'the Act') have the same meaning as these terms have in the Act.
2. Notwithstanding the provisions in clause 1 of the present article, the following terms have the following meanings:
  - a. Contact hour: a tuition period during which the lecturer is physically present;
  - b. Module test: an examination of the knowledge, understanding and the skills of the student, as well as the assessment of the outcomes of that examination, which, in coherence with one or more other examinations referred to here, constitute the examination as referred to in article 7.10 paragraph 1 of the Act. Where these regulations refer to (interim) examination this term also includes module tests, unless explicitly provided otherwise;
  - c. Interim examination: an examination of the knowledge, understanding and skills of the candidate and an assessment of the results of that examination.  
Please note: if a course is concluded with more than one interim examination (for example: a written exam and a paper), then all interim examinations in the course are considered module tests. In these courses, the interim examination is the combined result of the module tests (the final mark).
  - d. Resit: the re-examination of an examination as referred to in article 7.10 paragraph 1 of the Act. Where these regulations refer to interim examination, this term also includes resits, unless explicitly provided otherwise;
  - e. Regulations on Fraud: the regulations on fraud of the RU. For further information, these Regulations on Fraud have been attached as appendix I.
  - f. Regulations concerning locations for Interim Examinations RU: the House Rules for the RU exam locations, established by the Dean by separate decision. These regulations have been attached under Appendix V.
  - g. Brightspace: The digital learning environment used by the Nijmegen School of Management.
  - h. Student handbook: manual provided by the lecturer with information about the unit of study. This



handbook contains as a minimum the following information: Content of the unit of study, exam format, planning, literature and, if applicable, the weighting factors of partial exams.

- i. First-year study advice committee: the Faculty committee that is responsible for providing study advice at the end of the first year of study, appointed in accordance with the implementation decision Binding Study Advice (hereinafter BSA) of the Executive Board of RU.
  - j. Final examination: a review of the student's academic achievements in which the Examining Board assesses whether all interim examinations of the units of study that are part of the Bachelor's degree programme have been successfully completed, insofar as the Examining Board has not determined that the final examination also includes an assessment by the Examining Board itself of the knowledge, understanding and skills of the student (in accordance with Article 7.10 of the Act).
  - k. Course catalogue or Study Guide: The register of units of study provided by the institution. This register contains the following information as a minimum: content, learning outcomes, recommended prior knowledge, literature, methods and assessment.
  - l. Unit of study: a coherent part of the study programme which is completed by an interim examination.
  - m. Specialisation: variant within the study programme.
  - n. Study choice check: Activity as described in the study check regulation.
  - o. Working day: Monday to Friday, with the exception of public holidays as referred to in the Collective Labour Agreement for Dutch universities and the collectively designated holidays included in the 'holiday and leave scheme Radboud University Nijmegen' established by the Executive Board.
  - p. Paper: a practical exercise (such as a individual/group paper or essay) that determines the interim examination result in addition to or instead of the other examination formats referred to in Article 28.1.
3. Where these regulations refer to 'the student', the prospective student is included, wherever relevant.

## Remarks:

In this translation, the word 'bachelor's / master's examination' is used for the Dutch word '*examen*' and the word 'examination' for the Dutch word '*tentamen*'.



## Paragraph 2 Admission to the programme

### Article 4 Registration for the programme

1. The executive board registers the student who meets the admission requirements and procedures set for registration at Radboud University, as referred to and described in chapter IV of the Registration Regulations of Radboud University.
2. For further information, the requirements and procedures referred to in paragraph 1 have been attached to these regulations as appendix II.

### Article 5 Decision on admission

1. The Examination Committee decides, on behalf of the executive board, on the student's admission to the programme.
2. Contrary to the provision in the previous clause, the director of Academic Affairs or the Head of the Student Admissions team or a staff member in a comparable role decides, on behalf of the executive board, on the student's admission to the bachelor's programmes taught in the Dutch language if this student does not have a diploma that has been awarded in the Netherlands.



## Paragraph 3 Admission to tuition and examinations

### Article 6 Registration tuition and examinations

1. The student who has enrolled, in due time and in accordance with the applicable procedures, for the tuition and the examinations of the units of study that are part of the programme and who, if applicable, meets the entry requirements laid down in these regulations, is registered for the relevant tuition and the examinations.
2. Registration for tuition and examinations is not made dependent on other financial contributions than tuition fees, unless costs should be involved, to be determined by the dean in a separate decision, 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. If any costs referred to in this paragraph should be involved, these costs are listed, for your information, in appendix V. The dean offers an alternative, free of charge, unless the educational facility cannot be replaced.

### Article 7 Registration and deregistration for tuition

1. The student registers and deregisters, via Osiris, for tuition of the units of study that are part of the programme. Enrolment for an education period closes at 23:59 pm on the day prior to a period of ten working days before the start of this education period, so that there are always ten full working days between the registration deadline and the starting date of the relevant education period. The day on which the education period starts never counts as part of period of ten working days. Students are actively informed about this. After this date registration can no longer take place, unless the Examination Committee decides otherwise, in special cases, on behalf of the dean.
2. Contrary to the provisions in clause 1, enrolment for the first education period closes at 23:59 on the day this education period begins.
3. No later than five working days before the start of a unit of study, a student handbook prepared for the unit in question will be available on Brightspace.

### Article 8 Entry requirements for tuition

1. For the tuition of the units of study described in appendix IV, the entry requirements described in that appendix apply.
2. If entry requirements apply, that student cannot be registered for the tuition before these requirements have been met.
3. In special cases, the Examination Committee may exempt the student, on behalf of the dean, from the entry requirements set in clause 1, with or without imposing alternative requirements.

### Article 9 Registration and deregistration for examinations

1. The student registers and deregisters, via Osiris, for examinations of the units of study that are part of the faculty.
2. Students who have registered for a unit of study are therefore automatically registered for the corresponding first opportunity to take of the interim examination. This does not apply to resits. Students will be registered for the first opportunity to take the interim examination when they enrol in the corresponding unit of study only if they are also correctly enrolled in the degree programme.
3. Registration for an interim examination closes at 23:59 pm on the day prior to a period of five working days



before the date of the interim examination; as a result there are always five full working days between the registration deadline for the corresponding interim examination and the date of that examination. The day on which the interim examination takes place is never counted as one of these five working days. Students are actively informed about this.

- a. The student may deregister from an interim examination via Osiris during this period.
  - b. Notwithstanding the provisions of clause one, the student may deregister by e-mail from the Faculty's Student Information Point after this period. Deregistration is possible until the start of the examination.
4. If the student does not sit the examination he has registered for, the result 'ND' as referred to in article 31 under a is registered.

## **Article 10 Entry requirements for examinations**

1. For the examination of the units of study described in appendix IV, the entry requirements described in that appendix apply. If entry requirements apply, that student cannot be registered for the tuition before these requirements have been met.
2. In special cases, the Examination Committee may exempt the student, on behalf of the dean, from the entry requirements referred to in paragraphs 1, with or without imposing alternative requirements.
3. Students are not allowed to take interim examinations from the programme in the other language if this involves units of study with the same content.
4. Unless they have written permission from the Examining Board, students cannot take interim examinations for courses that are intended for other categories of students.

## **Article 11 Referral after the first academic year**

At the end of their first year of enrolment, students in the English-taught first year of the degree programmes in Business Administration are given a referral as specified in Article 7.9 of the Act. The criteria on which these decisions are based are listed in Appendix II of these regulations.



## Paragraph 4 Structure and form of the programme

### Article 12 Exit qualifications of the programme

The objectives of the programme are to:

1. Acquire knowledge, skill and understanding in the field of business administration.
2. Contribute to students' academic training and development.
3. Prepare for a further academic career; students who have completed the specialisations in Business Administration, Business Administration, Business Economics and International Business Administration are entitled to enrol in the Master's programme in Business Administration at the Faculty of Management Sciences and other similar Master's degree programmes, and students who have completed the specialisation in Business Economics are entitled to enrol in the Master's specialisation in Accounting & Control of the Master's degree programme in Economics of the Faculty of Management Sciences.

At the end of the Business Administration bachelor's programme, students are capable of:

#### *Theory*

1. regarding the most important ideas, theories and concepts in social and integral business administration (*in areas pertaining to organisation, strategy, finance, marketing and management*):
  - a. explaining them and relating them to current developments and debates;
  - b. critically assessing them by making judgements about their scientific and practical application and implications.

#### *Research*

2. using the most important concepts and techniques in social science research methodology and intervention methodology to critically evaluate empirical research and perform business administration research (or components thereof).

#### *Application*

3. set up and implement a study into a practical business administration problem and translate the results into a design and recommendations for focused intervention so that problems in organisations will be adequately diagnosed and effective solutions generated.

#### *Communication*

4. adequately communicate and report on research and interventions by working systematically on the collection and processing of information, and reporting the results in writing and orally to specialists and non-specialists alike.

#### *Self-reflection*

5. appraising the level and development of their acquired knowledge and competencies;

### **B. Bachelor specialisation International Business Administration**

At the end of the IBA bachelor's programme, students are capable of:

#### *Theory*

1. regarding the most important ideas, theories and concepts in social and integral business administration (*related to international development in areas pertaining to organisation, strategy, finance, marketing, management and cross-cultural communication*):
  - a. explaining them and relating them to current developments and debates;



b. critically assessing them by making judgements about their scientific and practical application and implications.

#### *Research*

2. using the most important concepts and techniques in social science research methodology and intervention methodology to critically evaluate empirical research and perform business administration research (or components thereof).

#### *Application*

3. set up and implement a study into a practical business administration problem in an international context and translate the results into a design and recommendations for focused intervention so that problems in organisations will be adequately diagnosed and effective solutions generated.

#### *Communication*

4. adequately communicate and report on research and interventions by working systematically on the collection and processing of information, and reporting the results in writing and orally to specialists and non-specialists alike, taking into account cross-cultural differences.

#### *Self-reflection*

5. a. appraising the level and development of their acquired knowledge and competencies;
- b. forming an opinion on complex international and cultural issues based on comparing relevant societal, scientific or ethical aspects;
- c. evaluating their own thoughts and behaviours concerning international and cross-cultural encounters.

### **Article 13 Study load of the programme**

The programme has a study load amounting to 180 ECs. The programme's study load has been set by the executive board, in a separate decision.

### **Article 14 Form of the programme**

The programme is taught full-time. The programme's form is determined by the executive board, in a separate decision.

### **Article 15 Language of the programme**

1. The programme is taught in Dutch which is the programme's language of instruction. The programme's language of instruction is determined by the executive board, in a separate decision.
2. Contrary to the provisions in clause 1, the language of instruction is English for the English-taught first year and the specialisations. International Business Administration, Business Economics and Business Administration .

### **Article 16 Examination programme**

1. The programme has a bachelor's examination programme which is aimed at realising the exit qualifications described in article 12. This examination programme constitutes a coherent complex of units of study, as described in more detail in appendix III.
2. Academic language proficiency test for Dutch/English:
  - a. all students in a Dutch-language Bachelor's programme must take an academic language proficiency



- test (in Dutch) in their first year of study
- b. all students in an English-language specialisation must take an academic English language proficiency test in the first year of study
  - c. the academic language proficiency test is linked to a unit of study from the first year that is designated in the course catalogue.
  - d. if the academic language proficiency test for Dutch/English is the only partial interim examination of the examination component that is not passed, then the partial examinations already passed will remain valid
  - e. if the academic language proficiency test for Dutch/English has been passed, but the examination component as a whole is not passed, then the result of the academic language proficiency Dutch/English test remains valid
  - f. exemption from the academic language proficiency test can only be granted on the basis of an equivalent university language test.

## Article 17 Incorporating units of study (optional subjects)

1. With due consideration for the examination programme described in appendix III, the programme allows for the incorporation of compulsory optional units of study from other degree programmes.
2. The Examining Board includes units of study earned outside RU at the student's request.
3. For the incorporation of optional units of study the following conditions apply:
  - a. For units of study taken at a foreign university, the conditions formulated in Article 20 clause 3 apply.
  - b. Units of study that strongly overlap with other units of study that are already part of the examination programme will not be included.
4. A unit of study from a master's programme of a Dutch university may not be incorporated as an optional unit of study of a bachelor's programme.
5. Units of study earned at the HBO level cannot be incorporated in the examination programme.
6. The inclusion of a unit of study earned outside RU takes place before the start of the corresponding unit at RU. However, the Examining Board may include units of study afterwards in exceptional cases.
7. In the event the study load units and the study result units of the optional units of study to be incorporated differ from the provisions laid down in these regulations, conversion takes place. The Examination Committee decides on the conversion, on behalf of the dean and with due observance of the memo on conversion: 'Conversion of study load and study results' (*Conversie van studiebelasting en studieresultaten*).
8. Incorporation of units of study from other degree programmes as compulsory optional units of study takes place in accordance with the relevant rules with respect to procedures and rights and obligations referred to in article 7.13 paragraph 2 of the Act, in so far as these procedures relate to that unit of study.

### Article 17.1 Internship regulations

In accordance with the internship regulations approved by the Examination Committee, students can replace an elective component of 12 ECs with a research internship (work placement) of 12 ECs at an institution or organisation in the Netherlands or abroad that is related to their field of study. Students in the International Business Administration specialisation may replace 12 ECs of their study abroad with a research internship. This research internship must take place abroad.

## Article 18 Adding units of study (extracurricular)

1. The addition of units of study from outside the study programme to the examination programme is permitted.



2. On behalf of the Dean, the Examining Board add units of study earned outside RU at the request of the student.
3. Units of study from a Master's programme at a Dutch university cannot be added to the examination programme.
4. Units of study from an HBO degree programme cannot be added to the examination programme.
5. For adding units of study, the provisions in article 17 paragraphs 6 up to and including 8 apply accordingly.

### **Article 19 Exemptions from units of study**

1. The total number of exemptions never exceeds 60 ECs.
2. Upon a student's request, the Examination Committee may grant the student an exemption from a specific unit of study and the corresponding examination if this student:
  - a. has completed a relevant unit of study as part of a university or higher professional education programme which is similar both as regards content and as regards level; or
  - b. on the basis of relevant knowledge or skills acquired outside higher education.
3. In the assessment referred to in paragraph 3 of the present article, the Examination Committee checks the current relevance of the knowledge, understanding or skills that were tested in the examination.
4. The exemption referred to in clause 1 does not include the Bachelor's thesis.
5. The Examination Committee does not grant exemptions on the basis of results obtained in the period in which the student was barred from sitting examinations because of fraud which was established by the Examination Committee as referred to in the Regulations on Fraud.

### **Article 20 Replacing units of study**

1. If students want to choose a course that is not offered by Radboud University as an elective, then they must request approval in advance from the Examination Committee.
2. The Bachelor's thesis cannot be replaced.
3. Students can substitute educational components in the curriculum with components they have passed at a university abroad under the following conditions:
  - a. the relevant student must have signed a completely filled-in agreement in which he or she indicates which educational components will be replaced by educational components from the university abroad;
  - b. this learning agreement is signed – before the stay abroad – by the Examination Committee of the programme in which the student is enrolled;
  - c. after his or her stay abroad, the student must present a certified document proving that the described components have been passed; this document must specify the study load in ECs and the assessment.
4. If the study load and study results of the courses passed elsewhere deviate from the provisions in these regulations, conversion will take place. The Examination Committee decides, taking into account the memorandum 'Conversion of study load and study results', about the conversion.



## Paragraph 5 Structure and form of the units of study

### Article 21 Units of study organised per study year

Each unit of study is offered once per study year, unless stated otherwise in appendix IV.

### Article 22 Number of opportunities to sit an examination per unit of study; resits

1. Per unit of study one examination can be sat, being the first examination, and one resit, unless provided otherwise in appendix IV.
2. For each interim examination (=final mark) that consists of partial exams, the sum of the resits offered is at least 75%. In addition, in the following cases the opportunity to resit the exam:
  1. If the result of a partial exam counts for 25% or more of the result of the interim examination.
  2. If a passing mark for a partial exam is required for passing the interim examination.
  3. If a passing mark for a partial exam is required for admission to another partial exam.
  4. The provisions under b and c do not apply to partial tests which examine the (active) participation in educational activities.
3. If the interim examination referred to in clause 1 consists of partial exams, it will be announced in the student handbook whether an opportunity for resits will be offered.

### Article 23 Timetable for tuition and examinations

1. Per academic year, the units of study are organised in two semesters, to be set by the executive board. Appendix IV at least arranges in which semester and in which period the opportunity is provided to attend tuition and to sit examinations.
2. The scheduled periods for interim examinations, with the exception of partial exams, will be announced before the start of the academic year.
3. If module tests or interim examinations are given outside the scheduled interim examination periods, the dates must be announced before the start of the unit of study and at least one month before the interim examination date.
4. In exceptional cases it is possible to deviate from previously scheduled dates for interim examinations, but rescheduling to an earlier date is not permitted.

### Article 24 Language of tuition and examinations

1. In view of the provisions of article 15, the tuition and examinations of the units of study are offered in the programme's language of instruction.
2. Any deviations from the provisions in clause 1 will be specified in Appendix IV.
3. If the language of instruction of a unit of study differs from the language of instruction of the study programme or specialisation, students have the right to answer the interim examination questions or take other types of interim examinations in the language of instruction of the study programme or specialisation.
4. The provisions in clause 3 do not apply to elective courses.

### Article 25 Learning objectives

Each unit of study is aimed at realising the well-defined learning objectives described in the course catalogue.



## Article 26 Format of tuition

The course catalogue specifies the teaching form for each unit of study.

## Article 27 Number of contact hours

The number of contact hours per unit of study has been laid down in the student handbook.

## Article 28 Format of examination

1. The course catalogue specifies the type of interim examination for each unit of study. The programme has the following examination formats:
  - a. written examinations, whereby 'written' is meant to include writing in digital form;
  - b. take-home interim examinations;
  - c. oral interim examinations;
  - d. papers;
  - e. presentations;
  - f. skills tests;
  - g. active participation in educational activities.
2. In special cases, the board of examiners may decide that the format of the relevant examination described in the course catalogue will be departed from.
3. Written examinations are administered in Radboud University examination rooms.
4. Oral examinations are, in principle, not held in public. An oral examination is one individual test in which not more than one person is tested at the same time. Oral examinations are to be administered in the presence of a second examiner. In special cases, the oral examination can be recorded instead of having a second examiner present.
5. Upon the student's request, the Examination Committee may decide, on behalf of the dean, that a student with an impairment, by way of special examination facilities, to sit an examination in a format adapted to his individual impairment. Prior to taking a decision in this matter, the Examination Committee may seek expert advice. In so far as facilities in the context of a 'digital test' are concerned, the Examination Committee, when formatting the facility, may also seek advice from the faculty's digital testing coordinator.
6. Upon request, the Examining Board may decide that students covered by the RU flexible study scheme are entitled to special provisions. Before making a decision on this, the Examining Board can obtain expert advice.
7. The weighting factors for the various components that count towards the result of the interim examination are announced in the student handbook before the start of a unit of study.



## Paragraph 6 Testing and administering examinations

### Article 29 Rules when examinations are administered

1. For the proper course of events during examinations the dean has adopted House Rules in a separate decision. For further information, these rules have been attached to these regulations as appendix V.
2. During written interim examinations it is permissible to use dictionaries that translate from the language of the student to the language of the interim examination and the reverse. English-English and Dutch-Dutch dictionaries are not permitted. The dictionaries must not contain any notes attached by persons other than the publisher.

### Article 30 Establishing examination results and their registration

1. The examiner determines the result of an examination in writing and is responsible for registering this result in Osiris.
2. The result of an examination is rounded to and expressed in full or half points. If the result of an interim examination is determined in a different way, this is specified in the course catalogue.
3. Contrary to the provisions of paragraph 2 of the present article, the result of an examination is not set at 5.5 points. An arithmetical score lower than 5.5(0) is rounded to 5 and a score equal to or higher than 5.5(0) is rounded to 6.
4. If the result of an examination equals or is more than 6.0 points, the examination is considered to have been passed. If the result of the examination equals 5.0 or is less than 5.0 points, the examination is considered not to have been passed.
5. Contrary to the provisions of paragraph 2, the examiner may, if necessary, express the result of an examination in a qualification 'requirements (not) met' (*'(niet) voldaan'*) rather than in points. If the result of an examination should be established in this way, this is specified in the course catalogue.
6. If an examination that has already been sat is resat, in all cases, the highest assessment determines the result.
7. The provisions in clauses 1, 2, 3 and 4 do not apply to partial exams.
  - a. If the result of the interim examination is determined entirely by a single mark (for example, by a written interim examination that is taken during the examination period), then clauses 2, 3 and 4 apply to the determination of this mark.
  - b. If the result of the interim examination is determined by several marks (for example, by a written examination and a paper), then clauses 2, 3 and 4 apply only to the determination of the final mark, and the student handbook describes how the marks for the partial exams are determined.

### Article 31 Non-numeric results

1. Without prejudice to the provisions of article 30, the following alphanumeric results are established and registered in Osiris in the following cases:
  - a. 'ND' – not participated (*'niet deelgenomen'*), if the student has registered for a unit of study or for an examination but has failed to participate;
  - b. 'VR' – exemption (*'vrijstelling'*), if the board of examiners has granted an exemption, with due consideration for the provisions in these regulations, for a unit of study from the examination programme.



- c. 'VD' – satisfactory ('*voldaan*') if the student has met the requirements to complete the examination.
- d. 'NVD' – not satisfied ('*niet voldaan*') if the student has not met the requirements to complete the interim examination.
- e. 'V' – pass ('*voldoende*') if the student has completed the interim examination with a satisfactory result.

## Article 32 Publication of the examination results

1. Immediately after the result of an examination has been established, the examiner provides the student administration office with the data required for the publication of this result.
2. The examiner publishes the result of a written examination within fifteen working days after the date the examination was administered. Immediately following an oral examination, but no later than fifteen working days after it was administered, the examiner informs the student about the result. With respect to an examination other than a written or oral examination, the examiner decides, prior to the relevant examination, in which way and within which period of time the student is informed of the result. In that case the term of fifteen working days may not be exceeded.
3. In exceptional cases, the Examining Board can, if requested, extend the time period referred to in clause 2 to a maximum of 20 working days or shorten it to a maximum of five working days.
4. When a result of an examination is published, the student is informed about the perusal and inspection rights as meant in these regulations. The provisions in this article do not apply to module tests.
5. When the result of an examination is published, the student is informed about the possibility to appeal at the '*College van Beroep voor de Examens*' within the applicable appeal period. However, it is desirable that the student first contacts the examiner or the examination board before lodging an official appeal.
6. If the correction period is exceeded, the following regulation ('Exceeding the correction period') will take effect:
  - a. If the period between the day on which the results are announced on Osiris and the day on which the resit takes place is less than 15 working days due to the correction period having been exceeded, another opportunity to take the resit will be provided. This second opportunity will be scheduled at least 15 and no more than 20 working days after the results have been announced.
  - b. Students can take either the regular opportunity to resit or the extra opportunity. In the latter case, they must cancel their registration for the regular resit and be allowed to register in the usual fashion for the extra opportunity.
  - c. The results of the regular resit and the extra opportunity will be announced simultaneously.
7. Contrary to the provisions in clause 2, the following time limits apply to interim examinations taken in the defined exam period of period 4. The Examiner announces the result of an interim examination in the first year of study within five working days after the day on which the interim examination was taken. The Examiner announces the results of an interim examination for the other years of study within ten working days after the day on which the interim examination was taken.
8. Contrary to the provisions in clause 2 the Examiner announces the result of a resit of a period 3 exam in the first year of study within ten working days of the day on which the resit was taken.
9. The possibilities for exceeding the correction period referred to in clauses 3 through 6 above are not in force during the interim examinations and resits taken in the defined exam period in the fourth period.
10. The time period from the day on which the results of a written interim examination taken in the defined exam period in the fourth period are announced to the day of the resit for this exam must be at least ten working days.



### Article 33 Perusal and inspection rights

1. Within 26 working days after the publication of the result of a written examination, the student is entitled, upon his request, to peruse and inspect the work assessed.
  - a. In special cases, the Examination Committee may, if requested, extend the time limits referred to in paragraph 1 to a maximum of 31 working days or shorten them to a maximum of 21 working days.
2. For the period referred to in clause 1, any interested party is entitled to inspect, during the perusal, both the questions asked and the assignments set for the relevant written examination and the standards applied for the assessment.
3. Notwithstanding clause 1 and 2, the examiner may decide that perusal will take place for all students at the same time, on a date and at a time and place set in advance. Attendees must adhere to the instructions of the Examiner regarding registration for and the course of affairs during the post-inspection of the exam. If a student should not be able to attend this perusal because of circumstances demonstrably beyond his control, a separate perusal can be arranged, upon the student's request, preferably within the period of time referred to in paragraph 1 of the present article.
4. If a collective post-inspection of the exam is held, a student can request the Examiner to provide an individual inspection only if he or she has attended the collective inspection and explains his or her request. This request must be submitted to the Examiner no later than five working days after the collective post-inspection of the exam. In case of a dispute between the Examiner and student about whether individual inspection is warranted, this should be referred as soon as possible to the Examination Committee.
5. In no event, the opportunity for perusal is offered fewer than fifteen working days prior to the first following opportunity to sit the examination.
6. Notwithstanding the provisions in clause 1 above, the post-inspections of written interim examinations and resits taken in the defined exam period of period 4 of the first year of study are held no more the two working days after the results of a written interim examination are announced. The provision concerning the minimum number of working days between the post-inspection of the exam and the first subsequent resit does not apply to these written interim examinations and resits.
7. The Examining Board ensures the retention of (interim) examinations that are counted for the assessment for at least two years after the interim examination has taken place. Bachelor's theses and the corresponding assessment forms must be retained in the study programme administration for at least seven years.

### Article 34 Validity term of examinations

1. The validity term of an examination that has been passed is indefinite.
2. The period of validity of the result of a partial exam ends when the result of the interim examination for the relevant unit of study (i.e. the final mark) becomes irrevocable, unless the Examiner determines otherwise. If the result of a partial exam (i.e. a partial mark) from the previous academic year remains valid, this will be stated in the course catalogue.
3. Contrary to the provisions in clause 2, the result of the partial exam for academic language proficiency in Dutch/English remains valid indefinitely.

### Article 35 Bachelor's examination and examination date

1. The programme is finalised by the bachelor's examination.
2. The Examination Committee establishes the result of the bachelor's examination in writing as soon as the student has passed all the examinations corresponding to the units of study in the examination programme



pertaining to the programme in question. In that case, the final examination date is the date on which the final interim examination has been taken. If the final unit of study is the Bachelor's thesis, the submission date of the final version of the thesis counts as the examination date. If a formal defence takes place as part of the Bachelor's thesis, the date of the defence counts as the examination date.

- a. Contrary to the provisions in clause 2, the following applies: if the most recently passed interim examination (including a thesis defence) has been taken in July or August, the last day of the month in which the exam was taken will count as the examination date.
3. Students must submit the request described in clause 2 within 15 working days after the announcement of the result for the last interim examination that was passed. If students do not submit this request on time, contrary to the provisions in clause 2 the final examination date can be set on the first day of the month in which the request is submitted.
4. Students who participate in education must be enrolled in the study programme.
5. Students must be enrolled in the study programme when they request the final examination.

### **Article 36 Degree and distinction**

1. The student who has passed the programme's bachelor examination is awarded the degree of Bachelor of Science.
2. The board of examiners may award a distinction to the student who has successfully completed the bachelor's examination of the programme. The rules that apply for awarding distinctions have been laid down in a guideline. The guideline for degree designations is included for information purposes as Appendix VII of these Regulations.
3. The degree that is awarded for completing the Bachelor's programme, which is referred to in clause 2, shall be awarded only if the student has earned at least 120 ECs for interim examinations and other components required for this degree at RU, including the Bachelor's thesis.
4. The results of the passed interim examinations will be listed on the supplement to the certificate.
5. In the Dutch-taught programme, students receive Dutch and English versions of the list of marks. In the English-taught programme, students receive an English version of the list of marks.
6. In all cases, the specialisation that the student has completed is listed on the supplement to the certificate.



## Paragraph 7 Study progress, counselling and recommendations

### Article 37 Registration of study progress

The dean is responsible for the registration of the study results in such a way that the board of examiners can provide every student, upon his request and within a reasonable period of time, with an updated overview of the results obtained.

### Article 38 Student counselling and study facilities

1. The dean is responsible for providing adequate student counselling.
2. Apart from the student counselling provided by RU, the student can in any case make use of:
3. Study advice and guidance from the study advisor.

### Article 39 BSA regulations

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 an appendix six 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.



## Paragraph 8 Evaluation of tuition

### Article 40 Tuition evaluation method

With due observance of the quality assurance system of the university, as laid down in the Handbook Quality Assurance System Degree Programmes RU (*Handboek Kwaliteitszorg Onderwijs Radboud Universiteit*), the dean ensures that the tuition in the programme is systematically evaluated.



## Paragraph 9 Transitional provisions

### Article 41 Transitional regulations

1. Students qualify for the transitional regulations if a course is no longer being offered.
2. The transitional regulations comprise in any case two additional opportunities to take the interim examination of the course and (if applicable) the option to take a replacement course with two opportunities to take the interim examination; this course replaces the course no longer offered. During each academic year, students can take advantage of no more than two of the possible four interim examination opportunities that result from such a transitional regulation.
3. The provision in Article 17 clause 3 under b applies only to units of study taken after 01-09-2020.



## Paragraph 10 Final provisions

### Article 42 Safety net scheme and hardship clause

1. In cases not covered by these regulations, or insufficiently covered by these regulations, the dean decides.
2. In individual cases and on the basis of exceptional circumstances, the Examining Board is authorised to make a decision that deviates from these Regulations. This decision must not limit the rights of the student as set down in these Regulations and should not conflict with the applicable legal provisions.
3. In the event these regulations differ from those in the applicable statutory stipulations, the provisions in the Act prevail.

### Article 43 Adoption, participation and amendments

1. These regulations are laid down or amended by the dean, after the programme committee (*opleidingscommissie*) has delivered its opinion on them and after the faculty joint assembly (*facultaire gemeenschappelijke vergadering*) has consented to them.
2. Amendments to these regulations do not take effect in the current academic year, unless the interests of the student are not disproportionately compromised by it.

### Article 44 Implementation

1. These regulations enter into effect on 1 September 2023.
2. The education and examination regulations laid down previously cease to have effect as from that date.

### Article 45 Publication

1. The dean is responsible for the appropriate publication of these regulations and of any amendments of them.
2. Any interested party is entitled to inspect a copy of these regulations at the Student Information Point (STIP) of the faculty.
3. The regulations will be published in both Dutch and English. In case of a conflict between the two versions, the Dutch version takes precedence.

### Article 46 Evaluation

The dean ensures that these regulations are evaluated on a regular basis.

These regulations were adopted by the dean on 31 August 2023.



## Appendix I Regulations on Fraud

### Paragraph 1 Introductory provisions

#### Article 1 Purpose and scope of these regulations

To prevent fraud during examinations and bachelor/master examinations, as referred to in article 7.12b WHW, relating to the education and examination in the programmes of Radboud University (hereinafter: RU), the dean of Nijmegen School of Management adopts the following regulations.

#### Article 2 Definitions

The terms that are used in these regulations – in so far as these terms are also used in the Higher Education and Research Act (Wet op het Hoger onderwijs en Wetenschappelijk onderzoek (hereinafter: the Act)) or the Education and Examination Regulations of the degree programme (hereinafter: the EER) – have the same meaning that is given to these terms in the Act and the EER.

### Paragraph 2 Definition fraud, procedure and sanctions

#### Article 3 Definition of fraud

1. At RU, fraud is understood to mean any act or omission by a student which, in its nature, is intended to have as an effect that proper assessment of the knowledge, understanding and skills of that student, or another student, is made fully or partially impossible.
2. Fraud is in any case understood to mean:
  - a. fraud when sitting written examinations, including
    - i. having materials available which are not permitted under the House Rules Examinations Rooms RU Regulations (Regeling Huisregels Tentamenruimten RU);
    - ii. copying or exchanging information;
    - iii. passing oneself off as someone else, or being represented by someone else during examinations or bachelor/master examinations;
  - b. fraud when producing theses and other papers, including
    - I. plagiarism in the sense of using or copying someone else's texts, data or ideas without complete and correct source references, plagiarism in the sense of copying the work of another student and presenting this as one's own work and other specifically academic forms of plagiarism;
    - II. fabricating (making up) and/or falsifying (distorting) research data;
    - III. submitting a thesis or any other paper that was written by someone else.
  - c. other forms of fraud
    - I. taking possession of assignments, answer keys and the like, prior to the time the examination or bachelor/master examination is to take place;
    - II. changing answers to assignments in an examination or a bachelor/master examination after it has been handed in for assessment;
    - III. providing incorrect information when applying for an exemption, extension of validity period, and the like, of an examination or a bachelor/master examination.
3. For the purpose of these regulations, an attempt to commit fraud will also be seen as fraud.



## Article 4 Procedure establishing fraud

1. When fraud is suspected, the board of examiners or the examiner immediately informs the student of this suspicion. If the suspicion of fraud is established when the examination is administered, the board of examiners or the examiner will allow the student to complete the examination.
2. The board of examiners or the examiner may order the student to make any material related to the suspicion of fraud available to them.
3. For the purposes of the provisions in paragraphs 1 and 2 of the present article, examiner is also understood to mean the invigilator or any other RU member of staff.
4. The board of examiners or the examiner drafts a report of the suspicion of fraud. The report drafted by the examiner will be sent to the board of examiners without delay.
5. The board of examiners makes the report referred to in paragraph 4 available to the student without delay and then starts an investigation into the matter. The board of examiners provides the student with the opportunity to respond to the report in writing. The board of examiners hears both the examiner and the student.
6. Within four weeks following the date the report was made available to the student, the board of examiners decides whether fraud was actually committed. The board of examiners informs both the student and the examiner of their decision in writing. The four-week period may be extended by two weeks.

## Article 5 Remedial action

If the board of examiners has established fraud:

- a. the board of examiners declares the relevant examination invalid, and
- b. the board of examiners includes a statement in the student's student file that it has established fraud and, if applicable, which sanctions have been imposed.

## Article 6 Sanctions

1. If the board of examiners has established that fraud has been committed, the board of examiners may:
  - c) determine that the student may not sit one or more examinations during a period to be set by the board of examiners, which period amounts to a maximum of one year;
  - d) determine that no distinction will be awarded on the degree certificate;
  - e) propose to the Dean of the Honours Academy that the student not be admitted to the honours programme of the university or the faculty or that the student's participation in the honours program of the university or the faculty be terminated.

If severe fraud has been established by the Examining Board, it can also

- f) propose to the Executive Board that the student's enrolment in a study programme is definitively terminated.
2. After severe fraud has been established by the Examining Board, the Executive Board can definitively terminate the student's enrolment in a study programme upon the proposal of the Examining Board.
3. The sanctions as referred to in this provision are imposed as of the day following the date on which the student is notified of the decision to impose the sanctions.

## Paragraph 3 Transitional provisions

No transitory regulations

## Paragraph 4 Final provisions



### **Article 7 Decisions and legal protection**

1. Decisions based on these Regulations can be sent to the student digitally and/or by e-mail.
2. The student can appeal against decisions on the basis of these Regulations to the Examination Appeals Board (CBE) within six weeks of the date of the decision in question.

### **Article 8 Adoption and amendment**

1. These regulations are adopted and amended by the dean.
2. In so far as the content of these regulations relates to the duties and powers of the programme's board of examiners, the content must also be confirmed by that board of examiners.

### **Article 9 Effect**

These regulations take effect on 1 September 2019. These regulations then replace any previous regulations.

### **Article 10 Publication**

1. The dean ensures the appropriate publication of these regulations and any amendments of these regulations.
2. For the purpose of proper and clear provision of information to students and prospective students, the dean includes these regulations as an appendix to the Education and Examination Regulations (Onderwijs- en Examenreglement (OER)). The board of examiners includes these regulations accordingly as appendix to the rules and guidelines of the programme that are to be laid down by that board.

Thus adopted by the dean on 1 July 2019 and ratified by the board of examiners on 12 July 2019



## Appendix 1 Admission requirements and procedures

### Article 1 Scope of the regulations

These regulations apply to students who are register for enrollment in the academic year 2023-2024 for the degree programme Bedrijfskunde (Business Administration).

### Article 2 Admission requirements

1. Students with a VWO (pre-university) diploma can enrol in the degree programme Bedrijfskunde (Business Administration) only if they meet the additional, nationally established requirements for the corresponding programme, or if they meet the established alternative requirements.
2. Students who have a propaedeutic certificate in Higher Professional Education (HBO) after completing HAVO or MBO can be enrolled for the degree programme Bedrijfskunde (Business Administration) only if they meet the mathematics requirements stipulated in article 5 of these regulations.

### Article 3 Substitute requirements

1. The Examination Committee of the relevant programme determines which substitute demands apply.
2. The Examination Committee can assign an examiner in the relevant subject the task of giving one or more tests.

### Article 4 Entrance Examination

1. The entrance examination (as referred to in Section 7.29 of the Act) for the degree programme Bedrijfskunde (Business Administration) is subject to the following requirements:
  - a. competency in Mathematics A or B;
  - b. competency in English;
  - c. competency in Dutch.

### Article 5 Admission requirements mathematics

1. Students who have a propaedeutic certificate in Higher Professional Education (HBO) after completing HAVO or MBO can only be enrolled for the degree programme Bedrijfskunde (Business Administration) if they subject a certificate which indicates they are competent in mathematics at the VWO final examination level.

The following certificates are in any case accepted:

- a. VWO (pre-university) level mathematics A or B;
- b. Mathematics A or B at CCVX with a minimum score 6.0 out of 10.0;
- c. Mathematics A or B at Boswell-Bèta with a minimum score 5.5 out of 10.0;
- d. Online Mathematics Placement Test (OMPT)-A minimum score 55%;
- e. SAT with a minimum score of 600 out of 800 points on the Mathematics section.

### Article 6 Admission requirements Dutch language

Students who do not have a VWO diploma or a diploma from Dutch higher education must pass the state examination in Dutch as a second language programme II (Nederlands als Tweede Taal, programma II), or have a diploma or certificate that is equivalent according to the Registration Regulations of Radboud University, or



otherwise demonstrate that they are proficient in Dutch at the VWO (pre-university) level.

## Article 7 Admission requirements English language

1. Students who enrol in the English-taught degree programme or a specialisation for which the language of instruction is English, must have demonstrable proficiency in English. This requirement has been satisfied when the student meets one of the following conditions:  
the student
  - a. holds a Dutch pre-university diploma (VWO diploma);
  - b. holds a diploma from a propaedeutic program in Dutch higher professional education (HBO) that is taught entirely in English;
  - c. holds a Bachelor's degree obtained in Dutch higher professional education (HBO);
  - d. holds an International Baccalaureate degree;
  - e. holds a European Baccalaureate degree that includes the course English Language 1 or 2 as a minimum;
  - f. holds a diploma appearing in in appendix VI clause 4 of the Registration Regulations of Radboud University and has also passed the English course in the corresponding curriculum;
  - g. holds a diploma from secondary education equivalent to or higher than Dutch VWO level from an educational institution located in one of the Member States of the EU/EEA, Australia, Canada (excluding Quebec (province)), New Zealand, the United States or the United Kingdom, for which the language of instruction was English.
2. Students who do not meet one of the above conditions must:
  - a. have earned a TOEFL certificate (iBT) with a total score of at least 80, with subscores of not less than 20;
  - b. have earned an IELTS Academic certificate with a total score of at least 6.0, with subscores of not less than 6.0;
  - c. have earned a Cambridge C1 Advanced certificate with a score of at least C;
  - d. have earned a Cambridge C2 Proficiency certificate with a score of at least C.
3. Other certificates will not be accepted.
4. Certificates must not be older than two years.

## Article 8 Study advice

1. According to the Study Check Regulations (Regeling Studiekeuzecheck), a student who has enrolled for the first time in the first year of a Bachelor's degree programme before the first of May is entitled to a digital check of his or her degree programme choice, and as a corollary, to a degree programme recommendation. If the outcome of the digital check is not positive, the student is invited for a degree programme choice interview. The recommendation is then based on the outcome of the digital check and the interview. If the student does not respond to the invitation for an interview, then the degree programme recommendation is based only on the outcome of the digital check.
2. The study choice advice is not binding.

## Article 9 Admission to the second year

1. Students who have completed the first year in Bedrijfskunde (Business Administration) at a Dutch university other than RU, or those who have successfully completed a first year of study at another Dutch university in



the fields Business Administration, Economics, Business Economics, Business Information Technology or Business Science, will be admitted to the second year if their admission request is approved by the Examination Committee.

2. The Examination Committee can decide whether a student who has been admitted to the second year based on the provisions in clause 1 must still complete one or more first-year components. This decision must be announced to the student simultaneously with the notification of approval of the admission request.

## **Article 10 Referral to a specialisation within the degree programme**

Students in the English-taught first year who opt for the specialisation phase of International Business Administration must have a mark of at least 7.0 for each of the courses below:

1. Organization Theory;
2. Cross-Cultural Management and Communication.



## Appendix III Examination Programme

### First year, Bedrijfskunde (NL)

Coursecode	Name	EC	Period
MAN-BIN117B	Academische vaardigheden Bedrijfskunde	6	1 and 2
MAN-BPRA145	Onderzoeks- en Interventiemethodologie A	6	1
MAN-BIN001A	Inleiding in de Bedrijfskunde 1	6	1
MAN-BIN002A	Inleiding in de Bedrijfskunde 2	6	2
MAN-BCU194B	Economie van de Managementwetenschappen	6	2
MAN-BPRA146	Onderzoeks- en Interventiemethodologie B	6	3
MAN-BCU007	Organisatietheorie	6	3
MAN-BPRO100A	Project Responsible Organisation 1: Duurzaam Ondernemerschap	6	3 and 4
MAN-BCU168	Accounting, the language of business	6	4
MAN-BIN118	Filosofie van de Managementwetenschappen	6	4

### First year, Business Administration (ENG)

Coursecode	Name	EC	Period
MAN-BIN117BA	Academic Skills (Business Administration)	6	1 and 2
MAN-BCU341	Introduction to Business Administration	6	1
MAN-MOR002	Methods of Research and Intervention	6	1
MAN-MOR001	Organisation Theory	6	2
MAN-MOR004	Statistics	6	2
MAN-BCU162	International Business Ethics	6	3
MAN-BIN116BA	Introduction to Economics and Business (Business Administration)	6	3
MAN-BPRO120	Project Responsible Organisation 1: Sustainable Entrepreneurship	6	3 and 4
MAN-BCU168	Accounting, the language of business	6	4
MAN-BCU345	Cross-Cultural Management and Communication	6	4

### Second year, Bedrijfskunde

Coursecode	Name	EC	Period
MAN-BCU2020	Corporate Finance	6	1
MAN-BPRA347	Kwalitatieve onderzoeksmethodologie	6	1 and 2
MAN-BCU008A	Strategic Human Resource Management	6	1
MAN-BCU201A	Operations Management & Logistics	6	2
	Elective	6	
MAN-BPRA247	Kwantitatieve Onderzoeksmethodologie	6	3
MAN-BPRO363	Project Responsible Organisation 2: Business Analysis for Responsible Organisation	6	3 and 4
MAN-BCU012	Strategie	6	3



MAN-BCU2008	Marketing	6	4
MAN-MOR003	Organisation and Environment	6	4

### Third year, Bedrijfskunde

Coursecode	Name	EC	Period
MAN-BCU019B	Intervention Methodology	6	1
MAN-BPRO370A	Project Responsible Organisation 3: Organisational Analysis and Change	6	1 and 2
MAN-BCU321	System Theory	6	1
MAN-BCU322A	Knowledge in Organisations	6	2
MAN-BCU320	Organisatieontwerp	6	2
	Elective	18	
MAN-BPRO372A	Bachelorthesis	12	3 and 4

### Second year, Business Administration

Coursecode	Name	EC	Period
MAN-BCU2020	Corporate Finance	6	1
MAN-BPRA347EN	Qualitative Research Methods	6	1 and 2
MAN-BCU008A	Strategic Human Resource Management	6	1
MAN-BCU201A	Operations Management & Logistics	6	2
	Elective	6	
MAN-BPRO363	Project Responsible Organisation 2: Business Analysis for Responsible Organisation	6	3 and 4
MAN-BPRA247EN	Quantitative Research Methods	6	3
MAN-BCU012EN	Strategy	6	3
MAN-BCU2008	Marketing	6	4
MAN-MOR003	Organisation and Environment	6	4

### Third year, Business Administration

Coursecode	Name	EC	Period
MAN-BCU019B	Intervention Methodology	6	1
MAN-BPRO370A	Project Responsible Organisation 3: Organisational Analysis and Change	6	1 and 2
MAN-BCU321	System Theory	6	1
MAN-BCU360	Introduction to Organisation Design	6	2
MAN-BCU322A	Knowledge in Organisations	6	2
	Elective	18	
MAN-BPRO372A	Bachelorthesis voor specialisatie Business Administration	12	3 and 4



### Second year, Business Economics

Coursecode	Name	EC	Period
MAN-BCU2020	Corporate Finance	6	1
MAN-BPRA347EN	Qualitative Research Methods	6	1 and 2
MAN-BCU008A	Strategic Human Resource Management	6	1
MAN-BCU201A	Operations Management & Logistics	6	2
	Elective	6	
MAN-BPRA247EN	Quantitative Research Methods	6	3
MAN-BCU012EN	Strategy	6	3
MAN-BPRO208	Project: Financial Instruments	6	3 and 4
MAN-BCU2016	Financial Accounting and Reporting	6	4
MAN-BCU2008	Marketing	6	4

### Third year, Business Economics

Coursecode	Name	EC	Period
	Elective	18	
MAN-BCU360	Introduction to Organisation Design	6	2
MAN-BCU2004	Accounting for Performance Management	6	2
MAN-BCU3016	Accounting for Sustainable Societies	6	3
MAN-BKV57	Network Economics <i>of</i>		3
MAN-BCU328	Voortgezet Boekhouden	6	3
MAN-MOR003	Organisation and Environment	6	4
MAN-BIM304A	Bachelor's Thesis in Economics	12	3 and 4

### Second year, International Business Administration

Coursecode	Name	EC	Period
MAN-BCU2020	Corporate Finance	6	1
MAN-BPRA347EN	Qualitative Research Methods	6	1 and 2
MAN-BCU008A	Strategic Human Resource Management	6	1
MAN-BCU360	Introduction to Organisation Design	6	2
MAN-BCU344	Organisational Culture & Communication	6	2
MAN-BPRA247EN	Quantitative Research Methods	6	3
MAN-BCU012EN	Strategy	6	3
MAN-BPRO363	Project Responsible Organisation 2: Business Analysis for Responsible Organisation	6	3 and 4
MAN-BCU2008	Marketing	6	4
MAN-MOR003	Organisation and Environment	6	4

### Third year, International Business Administration



Coursecode	Name	EC	Period
	Study abroad semester	30	1 and 2
MAN-BKV47	International Management	6	3
MAN-BCU019A	Intervention Methodology	6	3
MAN-BKV54	Leadership in Organisations	6	4
MAN-BIM301	Bachelor's Thesis International Business Administration	12	3 and 4



## Appendix IV Course-specific information

Coursecode	Name	Language	Entry Requirements Education	Entry Requirements Exams	Particulars
MAN-BCU007	Organisatietheorie	NL			
MAN-BCU008A	Strategic Human Resource Management	EN		Workgroup attendance requirement	
MAN-BCU012	Strategie	NL			
MAN-BCU012EN	Strategy	EN			
MAN-BCU019A	Intervention Methodology (IBA)	EN		Participation	
MAN-BCU019B	Intervention Methodology	EN		Attendance requirement	
MAN-BCU162	International Business Ethics	EN			
MAN-BCU168	Accounting	NL EN			
MAN-BCU194B	Economie van de Managementwetenschap Bedrijfskunde	NL			
MAN-BCU2008	Marketing	EN			
MAN-BCU201A	Operations Management & Logistics	EN			
MAN-BCU2020	Corporate Finance	EN			
MAN-BCU320	Organisatieontwerp	NL		Submission of tutorial assignments and attendance requirement	
MAN-BCU321	System Theory	EN		Attendance requirement	
MAN-BCU322A	Knowledge in Organisations	EN			
MAN-BCU340	Stage Bedrijfskunde	NL			
MAN-BCU341	Introduction to Business Administration	EN	Enrollment in English first year		
MAN-BCU344	Organisational Culture & Communication	EN	Enrollment in English first year		
MAN-BCU345	Cross-Cultural Management & Communication	EN	Enrollment in English first year		



MAN-BCU360	Introduction to Organisation Design	EN	Not available for students that are enrolled in specializations with Dutch as educational language. These students should enroll in MAN-BCU320	Attendance requirement	
MAN-BIM301	Bachelor's Thesis IBA	EN	At least 90 EC obtained from the bachelor program including at least 'Academic skills' and 'Statistics' and 'Methods of research and intervention'.		
MAN-BIN001A	Inleiding in de Bedrijfskunde 1	NL			
MAN-BIN002A	Inleiding in de Bedrijfskunde 2	NL			
MAN-BIN116BA	Intro to Economics and Business (BA)	EN	Enrollment in English first year		
MAN-BIN117B	Acad. vaardigh. Bedrijfskunde	NL		Attendance and participation obligation	
MAN-BIN117BA	Academic Skills (BA)	EN		Attendance and participation obligation	
MAN-BIN118	Filosofie van de Managementwetenschappen	NL		Participation in working groups and submission of homework assignments	
MAN-BKV07A	Gender in Organisations	EN			
MAN-BKV39	Managing Innovation	EN			
MAN-BKV47	International Management	EN	Enrollment in International Business Administration		
MAN-BKV52	Social Cultural Approach to Entrepreneurship	EN			
MAN-BKV54	Leadership in Organisations	EN			
MAN-BKV55	Duurzaam Ondernemen	NL			
MAN-BKV64	Principles of Consumer Behaviour	EN			
MAN-BPRA145	Onderzoeks- en Interventiemethodologie A	NL			
MAN-BPRA146	Onderzoeks- en Interventiemethodologie B	NL			



MAN-BPRA147A	Onderzoeks- en Interventie Methodologie R&M	NL		Attendance requirement	
MAN-BPRA247	Kwantitatieve Onderzoeksmethodologie	NL			
MAN-BPRA247EN	Quantitative Research Methods	EN			
MAN-BPRA347	Kwalitatieve onderzoeksmethodologie	NL			
MAN-BPRA347EN	Qualitative Research Methods	EN		Attendance requirement	
MAN-BPRO100A	Project Responsible Organisations 1: Duurzaam Ondernemerschap	NL		Attendance requirement	
MAN-BPRO120	Project: Learning Organisation	EN	Enrollment in English first year	Attendance requirement	
MAN-BPRO363	Project Responsible Organisation 1: Sustainable Entrepreneurship	EN			
MAN-BPRO370A	Project Responsible Organisation 3: Organisational Analysis and Change	EN			
MAN-BPRO372A	Bachelorthesis voor specialisatie Bedrijfskunde en Business Administration	NL	102 EC from the bachelor's program completed including at least Academische vaardigheden, Onderzoeks- en interventiemethodologie A en Onderzoeks- en interventiemethodologie B.		
MAN-BPRO43RM	Project Bedrijfskunde	NL			
MAN-MOR001	Organisation Theory	EN		Attendance requirement and submission of assignments	
MAN-MOR002	Methods of Research and Intervention	EN			
MAN-BCU328	Voortgezet Boekhouden	NL			
MAN-BKV69	Introduction to Big Data Analytics	EN		80% attendance of both lectures and labs	
MAN-BKV70	International Entrepreneurship	EN			



MAN-BKV31	Student Company	NL	Bachelor year 3 or higher		
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## Appendix V Regulations on House Rules Examination Rooms

### Paragraph 1 Introductory provisions

#### Article 1 Purpose of the regulations

For the proper course of events during examinations and bachelor/master examinations relating to the education and the examination of the programmes that are administered in examination rooms at Radboud University (hereinafter: RU), the dean of the Nijmegen School of Management of RU adopts the following regulations

#### Article 2 Definitions

The terms that are used in these regulations – in so far as these terms are also used in the Higher Education and Research Act (Wet op het Hoger onderwijs en Wetenschappelijk onderzoek (hereinafter: the Act) or the Education and Examination Regulations of the degree programme (hereinafter: the EER) – have the same meaning that is given to these terms in the Act and the EER.

#### Article 3 Examiners and invigilators

1. For the administration of examinations the board of examiners in question has appointed one or more examiners.
2. The examiners appointed as referred to in paragraph 1 are responsible for the supervision and execution of the provisions in these regulations. On behalf of the examiner(s) appointed, one or more invigilators may be present in the examination rooms, assigned by or on behalf of the executive board.
3. When invigilators have been assigned, at least one appointed examiner is also present in the examination room or, as appropriate, available on call.

#### Article 4 Instructions by the executive board

1. These regulations include instructions in the sense of article 7.57h of the Act. In view of the executive board's mandating decision dated 15 May 2019, the dean is authorised to adopt these instructions on behalf of the executive board. The student is obliged to comply with the instructions laid down in these regulations.
2. A student who fails to comply with any instructions under these regulations may be denied access to the examination room by or on behalf of the examiner. Non-compliance with the instructions may also lead to a suspicion of fraud in the sense of the Regulations on Fraud (Regeling Fraude).

#### Article 5 Guidelines for examiners

These regulations include instructions in the sense of article 7.12b of the Act. The examiner is obliged to comply with the instructions laid down in these regulations.

#### Article 6 Instructions by examiners for students

1. The examiner may give instructions, in the context of the instructions described in these regulations, to a student in the RU examination room if a concrete situation should be cause for this. The student is obliged to comply with these instructions.
2. The student who fails to comply with the instructions referred to in paragraph 1 may be denied access to the examination room by or on behalf of the examiner. Non-compliance with the instructions may also lead to a



suspicion of fraud in the sense of the Regulations on Fraud (Regeling Fraude).

## Paragraph 2 House Rules

### Article 7 Admission to the examination room and leaving it

1. With respect to entering and leaving the examination rooms, the following applies:
  - a. the examination room is accessible for the student at least 15 minutes before the examination starts;
  - b. except in the circumstances described in paragraphs c and d, the student is no longer admitted into the examination room after the examination has started;
  - c. the student who arrives too late at the examination room is given the opportunity, 15 minutes following the start of the examination, to be as yet admitted into the examination room;
  - d. the student is permitted to use the toilet during the examination;
  - e. the student is not allowed to leave the examination room within the first 30 minutes following the start of the examination.
2. In special circumstances the examiner may act contrary to the provisions in paragraph 1. If the provisions in paragraph 1 are departed from, the student will be informed of this in due time.

### Article 8 Student ID

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

### Article 9 Start and duration of the examination

The examiner starts the examination at the time scheduled. If the examination starts at a later moment in time because of relevant circumstances, the examiner ensures that the scheduled duration of the examination can be fully used by the student.

### Article 10 Materials permitted in examinations

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

### Article 11 Handing in examination papers

1. When the examination ends, the student is obliged to hand in the examination paper.
2. The student may also be required to hand in other examination materials, such as examination question papers and/or note paper used during the examination.

### Article 12 Peace and order, furniture and fixtures in the examination room

1. Coats, satchels, bags, etc. must be put away in compliance with the examiner's instructions.
2. In order to prevent interference with the WIFI signal, any devices that are present in the examination room, such as watches, laptops, tablets, telephones and any other devices or smart devices and/or wearables, must



be switched off in compliance with the examiner's instructions.

3. Without prejudice to the provisions in the previous paragraphs, the examiner ensures, both during and after completion of the examination, that any measures are taken as required for appropriate surveillance and for maintaining the necessary peace and order in the examination room.
4. Whenever an examination is administered, the examination room has at least one clock which is clearly visible for every student.
5. Eating and drinking is allowed during the examination, unless this should prevent appropriate surveillance and/or maintaining the necessary peace and order.

### **Paragraph 3. Transitional provisions**

**No transitory regulations**

### **Paragraph 4. Final provisions**

### **Article 13 Departure from rules and house rules**

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

### **Article 14 Adoption and amendment**

1. These regulations are adopted and amended by the dean.
2. In so far as the content of these regulations relates to the duties and powers of the programme's board of examiners, the content must also be confirmed by that board of examiners.

### **Article 15 Effect**

These regulations take effect on 1 September 2019. These regulations then replace any previous regulations.

### **Article 16 Publication**

1. The dean ensures the appropriate publication of these regulations and any amendments of these regulations.
2. For the purpose of proper and clear provision of information to students and prospective students, the dean includes these regulations as an appendix to the Education and Examination Regulations (Onderwijs- en Examenreglement (OER)). The board of examiners includes these regulations accordingly as appendix to the rules and guidelines of the programme that are to be laid down by that board.

Thus adopted by the dean on 3 June 2019 and ratified by the board of examiners on 27 June 2019.



## Appendix VI 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.

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:

- a. for a full-time bachelor's degree programme: 42 ECs;
- b. for a part-time bachelor's degree programme: 21 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:

- a. for a full-time bachelor's degree programme: 60 ECs;
- b. for a part-time bachelor's degree programme: 30 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:

- a. for a full-time bachelor's degree programme: 60 ECs;
- b. for a part-time bachelor's degree programme: 30 ECs.

Article 13. Study progress standard after postponed decision on recommendation

Students for whom 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:

- a. for a full-time bachelor's degree programme: 60 ECs;
- b. for a part-time bachelor's degree programme: 30 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:

- Student counselling by the study advisor(s).

### 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.
3. 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	Faculty Regulations Nijmegen School of Management	Committee First Year Study Recommendations	No
2.	Rejection	Faculty Regulations Nijmegen School of Management	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 Nijmegen School of Management on 31-8-2022.



## Appendix VII Judicium guideline

### Article 1. Awarding judicium

1. Subject to the provisions in this article, the Examination Committee is the body that determines whether any, and if so what, degree classification (judicium) is awarded.
2. The degree classification (judicium):
  - a. "cum laude" is awarded if the weighted average of the final assessment of the components referred to in clause 3 is 8,00 or above, or
  - b. "summa cum laude" is awarded if the weighted average of the final assessment of the components referred to in clause 3 above is 9,00 or above.
3. The degree classification is based on all components of the final examination programme for which a mark is given on a scale from 0 through 10, with the exception of the extracurricular components.
4. As a weighting factor in the calculation of the weighted average result, the number of ECs of the component referred to in clause 3 are taken into account.
5. The degree classification is not awarded if resits are taken for more than 10 percent of the total study load of the final examination programme (being one or more components) and if exams are resat more than once, unless the Examining Board decides otherwise with substantiation.
6. The Examining Board may decide not to award a degree classification if fraud is ascertained in any component of the entire degree programme.