

**EER**

**BSc Business Administration**

academic year 2021-2022



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## Paragraph 1      General provisions

### Article 1.      **Purpose of the regulations**

1. 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 Business Administration, Croho<sup>1</sup> 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 2020-2021 for the programme referred to in article 1.
2. Units of study taken as part of the study programme provided by another faculty or institution are subject to the rules that apply to that faculty or institution. 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 paragraph 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 examination<sup>2</sup>, 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 partial

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<sup>1</sup> Central Register of Higher Education Study Programmes

<sup>2</sup> 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*’.

exams. In these courses, the interim examination is the combined result of the partial exams (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 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. Specialisation: variant within the study programme.
- m. Study choice check: Activity as described in the study check regulation
- n. 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.
- o. 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.



## 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 paragraph, the Head of the Admissions Office 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 that are connected with the tuition in question. If any costs referred to in this paragraph should be involved, in that case, those costs are included in the course catalogue.

### 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 paragraph 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.
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 .
3. The language of instruction and of the interim examinations may deviate from the language of instruction of the degree programme, see Article 24 of these Regulations.

## Article 16. Examination programme

1. The programme has a bachelor's or master's examination programme<sup>3</sup> 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 Appendix II
  - 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.

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<sup>3</sup> In this translation, the word 'bachelor's or master's examination' is used for the Dutch word '*examen*' and the word 'examination' for the Dutch word '*tentamen*'.

## 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 17a. **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 examination 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 abroad 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. If the interim examination referred to in clause 1 consists of partial exams, then the opportunity to resit the exam will be offered in the following cases:
  - a. If the result of a partial exam counts for 25% or more of the result of the interim examination.
  - b. If a passing mark for a partial exam is required for passing the interim examination.
  - c. If a passing mark for a partial exam is required for admission to another partial exam.
3. If the interim examination referred to in clause 1 consists of partial exams of which the result counts for less than 25% of the total the result of the interim examination, 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.

- a. The teaching forms laid down in the course catalogue are specified in a technology-neutral way. The specified teaching forms can take place physically and/or digitally.

**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. written interim examinations, which are supervised remotely;
  - c. take-home interim examinations;
  - d. oral interim examinations;
  - e. papers;
  - f. presentations;
  - g. skills tests;
  - h. 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 held in public. An oral examination is one individual test in which, in principle, 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 Examination Committee may determine that the provisions in this paragraph are departed from. In special cases, the Examination Committee may also decide that the oral examination is recorded.

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. **Alphanumeric results**

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.

### 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 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 examinations appeals board within the applicable appeal period. The provisions in this article do not apply to module tests.
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 and resits in period 3. 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.  
The Examiner announces the result of a resit in the first year of study within ten working days of the day on which the resit was taken. For resits in other years of study, the Examiner announces the result within 15 working days after the day on which the resit was taken.
8. The possibilities for exceeding the correction period referred to in clauses 3 through 7 above are not in force during the interim examinations and resits taken in the defined exam period in the fourth period.
9. 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. For a period of at least eleven working days following the publication of the result of a written examination, the student is entitled, upon his request, to peruse and inspect the work assessed.
2. For the period referred to in paragraph 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 paragraphs 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 written interim examinations and papers 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) 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.
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.
6. The presentation of certificates takes place at least twice per year.

#### 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:
  - a) Study advice and guidance from the study advisor.

### Article 39. BSA regulations

1. The following BSA standard has been established for the study advice as referred to in Article 7.8b of the WHW: 42 ECs
2. The other regulations regarding study advice are laid down in the BSA Regulations Guideline as referred to in Article 2a of the Regulations. This guideline is included for information purposes as Appendix VI 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.
3. In the event these regulations differ from those in the applicable statutory stipulations, the provisions in the Act prevail.

### Article 43. **Adoption, employee 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 2021.
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 2021.

## 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 fraud in the context of examinations or bachelor/master examinations, including
    - 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:
  - a) 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;

- b) determine that no distinction will be awarded on the degree certificate;
- c) 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

- d) 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 II Admission requirements and procedures

### Article 1 – Admission requirements

1. Students with a VWO (pre-university) diploma can enrol in a degree programme 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 Business Administration only if they can present a CCVX certificate, a Boswell-Beta certificate or a VWO subject certificate which indicates that they are competent in the subject Mathematics A or Mathematics B at the VWO final examination level according to the profiles implemented in 2007.
3. To enrol in a course that is taught in Dutch, 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 Student Charter of Radboud University, or otherwise demonstrate that they are proficient in Dutch at the VWO (pre-university) level.

### Article 1a – Admission requirements English language

1. Students who enrol in the English-taught first year of the degree programmes in Business Administration or a specialisation in these programmes 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 as a minimum;
  - f) holds a diploma appearing on the Diploma List of VSNU/Nuffic 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, New Zealand or the United States, for which the language of instruction was English;
  - h) is a citizen of Australia, Canada (except residents of Quebec), Ireland, New Zealand, United Kingdom or United States.
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 17, or
  - b) have earned an IELTS Academic certificate with a total score of at least 6.0, with subscores of not less than 5.5, or
  - c) have earned a Cambridge Certificate of Advanced English with a score of at least C, or
  - d) have earned a Cambridge Certificate of Proficiency in English with a score of at least C.
- Other certificates will not be accepted. The TOEFL and IELTS certificates must not be older than two years.

### **Article 2 – Substitute requirements for deficiencies in preparatory education**

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 3 – Entrance examination**

1. The entrance examination (as referred to in Section 7.29 of the Act) for the degree programme in Bedrijfskunde/Business Administration is subject to the following requirements:
  1. sufficient mastery of Mathematics A or B at the final exam level of pre-university education (VWO) with the profiles implemented in 2007, or Mathematics A 1, 2 or B 1 at the VWO level with the previously applicable profiles
  2. competency in English at the pre-university final examination level
  3. competency in Dutch at the pre-university final examination level (applies only to the programme that is taught in Dutch).

### **Article 4 – 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 5 – Admission to the second year**

1. Students who have completed the first year in 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 of 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 6 – Referral to the specialisation in International Business Administration**

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. Academic Skills
2. Organization Theory
3. Cross-Cultural Management and Communication.

## Appendix III Examination programme

### Year 1; Dutch First Year

#### Semester 1.1

Course Code	Name Course	ECs	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

#### Semester 1.2

Course Code	Name Course	ECs	Period
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	6	4
MAN-BIN118	Filosofie van de Managementwetenschappen	6	4

### Year 1; English First Year

#### Semester 1.1

Course Code	Name Course	ECs	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

#### Semester 1.2

Course Code	Name Course	ECs	Period
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-BCU168EN	Accounting	6	4
MAN-BCU345	Cross-Cultural Management and Communication	6	4

## Bedrijfskunde

### Semester 2.1

Course Code	Name Course	ECs	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	

### Semester 2.2

Course Code	Name Course	ECs	Period
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

### Semester 3.1

Course Code	Name Course	ECs	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

### Semester 3.2

Course Code	Name Course	ECs	Period
	Elective	6	
	Elective	6	
	Elective	6	
MAN-BPRO372A	Bachelorthesis	12	3 and 4

## Business Administration

### Semester 2.1

Course Code	Name Course	ECs	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	

### Semester 2.2

Course Code	Name Course	ECs	Period
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

### Semester 3.1

Course Code	Name Course	ECs	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

### Semester 3.2

Course Code	Name Course	ECs	Period
	Elective	6	
	Elective	6	
	Elective	6	
MAN-BPRO372A	Bachelorthesis voor specialisatie Business Administration	12	3 and 4

## Business Economics

### Semester 2.1

Course Code	Name Course	ECs	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	

### Semester 2.2

Course Code	Name Course	ECs	Period
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

### Semester 3.1

Course Code	Name Course	ECs	Period
	Elective	6	
	Elective	6	
	Elective	6	
MAN-BCU360	Introduction to Organisation Design	6	2
MAN-BCU2004	Management Accounting and Control	6	2

### Semester 3.2

Course Code	Name Course	ECs	Period
MAN-BCU3016	Topics in Business Economics	6	3
MAN-BKV57	Network Economics of	6	3
MAN-BCU328	Voortgezet Boekhouden		
MAN-BIM304A	Bachelor's Thesis in Economics	12	3 and 4
MAN-MOR003	Organisation and Environment	6	4

## International Business Administration

### Semester 2.1

Course Code	Name Course	ECs	Period
MAN-BCU2020	Corporate Finance	6	1
MAN-BCU008A	Strategic Human Resource Management	6	1
MAN-BPRA347EN	Qualitative Research Methods	6	1 and 2
MAN-BCU360	Introduction to Organisation Design	6	2
MAN-BCU344	Organisational Culture & Communication	6	2

### Semester 2.2

Course Code	Name Course	ECs	Period
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

### Semester 3.1

Course Code	Name Course	ECs	Period
	Study abroad semester	30	1 and 2

### Semester 3.2

Course Code	Name Course	ECs	Period
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

Course Code	Name Course	Language	Entry Requirements Tuition	Entry Requirements Exam	Particulars
MAN-4BCU360	Introduction to Organisation Design	EN		Mandatory Attendance	
MAN-BCU007	Organisatietheorie	NL			
MAN-BCU008A	Strategic Human Resource Management	EN			
MAN-BCU012	Strategie	NL			
MAN-BCU012EN	Strategy	EN			
MAN-BCU019A	Intervention Methodology (IBA)	EN		Active participation	
MAN-BCU019B	Intervention Methodology	EN		Mandatory Attendance	
MAN-BCU162	International Business Ethics	EN			
MAN-BCU168	Accounting	NL			
MAN-BCU168EN	Accounting	EN			
MAN-BCU194B	Economie vd Managem Bedrijfskunde	NL			
MAN-BCU2008	Marketing	EN			
MAN-BCU201A	Operations Management & Logistics	EN			
MAN-BCU2020	Corporate Finance	EN			
MAN-BCU320	Organisatieontwerp	NL		Submitting seminar assignments	
MAN-BCU321	System Theory	EN		Mandatory Attendance	
MAN-BCU322A	Knowledge in Organisations	EN			
MAN-BCU340	Stage Bedrijfskunde	NL			
MAN-BCU341	Introduction to Business Administration	EN	Registration for International Bussiness Administration or exchange student		
MAN-BCU344	Organisational Culture & Communication	EN	Registration for International Bussiness Administration		
MAN-BCU345	Cross-Cultural Management & Communication	EN			
MAN-BCU360	Introduction to Organisation Design	EN	Dutch students must register for MAN-BCU320	Mandatory Attendance	
MAN-BIM301	Bachelor's Thesis IBA	EN	Earned at least 90 ECs in the Bachelor's degree programme, including in any case 'Academic skills' and 'Statistics and methods of research and intervention'		
MAN-BIM304A	Bachelor's Thesis in Economics	EN	The results of block 1 must include least 102 ECs earned in the Bachelor's degree		

			programme. Including in any case AV, OIM-A & OIM-B.		
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			
MAN-BIN117B	Acad. vaardigh. Bedrijfskunde	NL			Mandatory Attendance
MAN-BIN117BA	Academic Skills (BA)	EN			Mandatory Attendance
MAN-BIN118	Filosofie van de Managementwetenschappen	NL			Mandatory Attendance
MAN-BKV07A	Gender in Organisations	EN			
MAN-BKV39	Managing Innovation	EN			
MAN-BKV47	International Management	EN	Registration for International Business Administration		
MAN-BKV52	Soc. Cult. 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 Interv.methodologie R&M	NL			Mandatory Attendance
MAN-BPRA247	Kwantitatieve Onderzoeksmethodologie	NL			
MAN-BPRA247EN	Quantitative Research Methods	EN			
MAN-BPRA347	Kwalitatieve onderzoeksmethodologie	NL			
MAN-BPRA347EN	Qualitative Research Methods	EN			Mandatory Attendance
MAN-BPRO100A	Proj.Respon.Org.1: Duurz.Ondernemerschap	NL			
MAN-BPRO120	Proj.Respons.Org.1: Entrepreneurs.Sust.	EN	Registration for Business Administration		
MAN-BPRO363	Proj.Resp.Org.2: Bus. Analys.Resp.Org.	EN			
MAN-BPRO370A	Proj.Resp.Org.3: System and Environment	EN			
MAN-BPRO372A	Bachelorthesis special. BdK/BA	NL	102 ECs from the Bachelor's degree programme, including in any case Academische vaardigheden, Onderzoeks-		

			en interventiemethodologie A en Onderzoeks- en interventiemethodologie B.		
MAN-BPRO43RM	Project Bedrijfskunde	NL			
MAN-MOR001	Organisation Theory	EN		Mandatory Attendance	
MAN-MOR002	Methods of Research and Intervention	EN			
MAN-MOR003	Organisation and Environment	EN			
MAN-MOR004	Statistics	EN			
MAN-BCU3016	Topics in Business Economics	EN			
MAN-BKV57	Network Economics	EN			
MAN-BPRO208	Project: Financial Instruments	EN			
MAN-BCU2016	Financial Accounting and Reporting	EN			
MAN-BCU2004	Management Accounting and Control	EN			

## Appendix V Regulations on House Rules Examination Rooms

### Clause.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).

## **Clause.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**

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.

1. 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.

### **Clause.3 Transitional provisions**

[no transitory regulations]

## Clause.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 Binding Study Advice

### Article.1 Study advice, first year

1. At the end of their first year of the Bachelor's degree programme, and no later than 31 July, students receive advice about continuing their study. This advice is given by the first-year study advice committee on behalf of the Dean, as referred to in article 7.8b of the Act.
2. Students who have earned at least 42 ECs during the first year receive positive advice.
3. When determining the minimum ECs referred to in the above clause, credits allocated for exemptions are included.
4. Students who do not comply with the provision in clause 2 above receive negative study advice. That negative advice is binding.
5. The first-year study advice committee will inform the student concerned about the intended negative advice.
6. Before the negative study advice becomes definitive, the student concerned is given an opportunity for a hearing by the above committee.
7. Students can appeal against binding negative advice within six weeks to the Examinations Appeals Board. The appeal has no suspensive effect; students can continue their study only when the binding negative advice is reversed.
8. For the dual studies Law and Management and Law and Economics, which are accredited in the EER of the Faculty, the number of ECs earned in the study in which the student first enrolls is decisive when determining the number of ECs earned during the first year. Students in the dual degree studies Law and Management and Law and Economics therefore receive study advice from the Faculty of Law, and not from the Nijmegen School of Management.
9. If students are enrolled in more than one degree programme during their first year, then they must satisfy the standard for first-year study advice for both programmes. However, if they do not satisfy the standards for one of these programmes, then the first-year study advice committee can suspend the negative advice for that programme. In that case, students must have earned all 60 ECs of the first year of that programme before the end of the second year of study, figured from the date of enrolment in the programme. To be eligible for such suspended advice, students must contact their study advisor in a timely fashion.
10. Until 1 March of their first year of enrolment, students may transfer to one of the other degree programmes of the Faculty, except the English-taught first year of the degree programmes in Business Administration and Economics and Business Economics. Transfer students receive the study advice for the programme into which they transfer at the end of the second year of study (figured from the date of enrolment in the first programme). In that case, students must have earned all 60 ECs in the first year of the programme to

which they transfer. Students who do not comply with this condition receive negative study advice, which is binding.

11. Students who de-enrol before 1 March from a programme and do not enrol (or are not already enrolled) in a different programme of the Faculty will not receive the study advice at the end of the first year of study.
12. If the students, as referred to in article 11, re-enrol for the same study as in the previous academic year, they receive the binding study advice at the end of that second year. In that case, students must have earned all 60 ECs of the first year. Students who do not comply with this condition receive negative study advice, which is binding.
13. Students who enrol in a degree programme of the Faculty after 31 January will receive the study advice at the end of the second year of enrolment. In that case, students must have earned all 60 ECs of the first year. Students who do not comply with this condition receive negative study advice, which is binding.
14. The binding negative advice as referred to in clauses 4, 9, 10, 12 and 13 can be waived if there are personal circumstances as referred to in Article 3 or the circumstances referred to in Article 5.
15. Within six weeks after they have received binding negative recommendation, first-year students can make an appeal to the Examination Appeals Board.

## **Article 2. – Provisional study advice**

1. After the first semester (before 1 March), the first-year study advice committee gives students their provisional study advice based on their registered results to that point.
2. The provisional study advice is a warning for students who have made insufficient progress. These students are urgently advised to make an appointment with the study advisor.

## **Article 3. – Personal circumstances**

1. As part of its decision on the binding negative advice, the first-year study advice committee takes into account the personal circumstances as referred to in Article 2.1 of the Uitvoeringsbesluit WHW<sup>4</sup>, if these circumstances have been reported in a timely fashion by, or on behalf, of the student concerned to the study advisor or other authorised person. The student can be requested to justify the appeal to personal circumstances or to make a plausible case for this appeal.
2. In addition to the personal circumstances referred to in clause 1, the following personal circumstances shall also be taken into account by the first-year study advice committee in its assessment:
  - a. the student is a world-class talent in art or culture;
  - b. the student participates in a world-class sport

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<sup>4</sup> The Implementation Decree (Uitvoeringsbesluit) of the Act refers to the following circumstances: a. disease; b. dysfunction; c. pregnancy; d. exceptional family circumstances; e. membership in specified participational bodies; f. specified activities on behalf of the institution; g. administration of a study organisation or similar organisation, under specified conditions.

3. If binding negative study advice is not issued based on the provisions in the first clause, then at the end of the second year of enrolment the student concerned will again receive study advice as referred to in Article 1. In that case, students must have earned all 60 ECs of the first year. Students who do not satisfy this requirement will receive binding negative advice, unless personal circumstances again give cause to deviate from this provision.

#### **Article 4. – Duration of the binding negative advice**

1. Students who have received binding negative advice cannot enrol in the corresponding Bachelor's programme for a period of three years.
2. If a student, following the period referred to in clause 1, again enrolls in the Bachelor's degree programme, for the purposes of this Section this is considered to be an initial enrolment, and the relevant provisions shall apply.

#### **Article 5. – No binding negative advice or postponed decision**

1. In exceptional cases, the Dean, after being informed that the first-year study advice committee has decided on negative study advice, can decide to make this advice nonbinding, temporarily or otherwise.
2. If the negative study advice is non-binding as referred to in clause 1 above, the first-year study advice committee will again decide on this matter before the end of the second year of study as referred to in Article 1 if at that time not all 60 ECs of the first year have been earned.

## 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 8.0 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 9.0 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.