



**Education and Examination Regulations  
Nijmegen School of Management  
MSc Bestuurskunde (ENG)**

**Academic Year 2022-2023**

## Table of contents

<b>Paragraph 1 General provisions</b> .....	4
Article 1 Purpose of the regulations .....	4
Article 2 Scope of the regulations .....	4
Article 3 Definitions .....	4
<b>Paragraph 2 Admission to the programme</b> .....	6
Article 4 Registration for the programme .....	6
Article 5 pre-Master .....	6
Article 6 Decision on admission .....	6
<b>Paragraph 3 Admission to tuition and examinations</b> .....	7
Article 7 Registration tuition and examinations .....	7
Article 8 Registration and deregistration for tuition .....	7
Article 9 Entry requirements for tuition .....	7
Article 10 Registration and deregistration for examinations .....	7
Article 11 Entry requirements for examinations .....	8
<b>Paragraph 4 Structure and form of the programme</b> .....	9
Article 12 Exit qualifications of the programme .....	9
Article 13 Study load of the programme .....	10
Article 14 Form of the programme .....	10
Article 15 Language of the programme .....	10
Article 16 Examination programme .....	10
Article 17 Incorporating units of study (optional subjects) .....	10
Article 18 Flexible Master's degree programme .....	11
Article 19 Adding units of study (extracurricular) .....	11
Article 20 Exemptions from units of study .....	11
Article 21 Replacing units of study .....	11
<b>Paragraph 5 Structure and form of the units of study</b> .....	13
Article 22 Units of study organised per study year .....	13
Article 23 Number of opportunities to sit an examination per unit of study; resits .....	13
Article 24 Timetable for tuition and examinations .....	13
Article 25 Language of tuition and examinations .....	13
Article 26 Learning objectives .....	13
Article 27 Format of tuition .....	13
Article 28 Number of contact hours .....	14
Article 29 Format of examination .....	14
<b>Paragraph 6 Testing and administering examinations</b> .....	15
Article 30 Rules when examinations are administered .....	15
Article 31 Establishing examination results and their registration .....	15
Article 32 Non-numeric results .....	15
Article 33 Publication of the examination results .....	16
Article 34 Perusal and inspection rights .....	16
Article 35 Validity term of examinations .....	17
Article 36 Masters's examination and examination date .....	17
Article 37 Degree and distinction .....	18
<b>Paragraph 7 Study progress, counselling and recommendations</b> .....	19
Article 38 Registration of study progress .....	19



Article 39 Student counselling and study facilities .....	19
<b>Paragraph 8 Evaluation of tuition</b> .....	20
Article 40 Tuition evaluation method .....	20
<b>Paragraph 9 Transitional provisions</b> .....	21
Article 41 Transitional regulations .....	21
<b>Paragraph 10 Final provisions</b> .....	22
Article 42 Safety net scheme and hardship clause .....	22
Article 43 Adoption, participation and amendments .....	22
Article 44 Implementation .....	22
Article 45 Publication .....	22
Article 46 Evaluation .....	22
<b>Appendix 1 Regulations on Fraud</b> .....	23
<b>Appendix 2 Admission Requirements</b> .....	26
<b>Appendix 3 Examination Programme</b> .....	28
<b>Appendix 4 Course-specific information</b> .....	30
<b>Appendix 5 Regulations on House Rules Examination Rooms</b> .....	31
<b>Appendix 6 Judicium guideline</b> .....	34



## 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 Bestuurskunde (Public Administration), Croho (Central Register of Higher Education Study Programmes) code 66627 (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 2022-2023 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 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. pre-Master: a programme as referred to in article 7.30e of the Act to support students who do not meet the admission requirements.
  - f. Regulations on Fraud: the regulations on fraud of the RU. For further information, these Regulations on Fraud have been attached as appendix I.
  - g. 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.
  - h. Brightspace: The digital learning environment used by the Nijmegen School of Management.



- i. 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.
  - 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 Masters'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 pre-Master

1. To enhance a smooth transfer to a programme for a student who has a bachelor's diploma related to this programme but who does not meet the admission requirements, this student is offered the opportunity to do a premaster. The pre-master programme's can be found in the pre-Master regulations.
2. The rules with respect to registration for this premaster have been laid down by the dean, on behalf of the executive board, in a separate decision and these rules have been included in the Registration Regulations of Radboud University. Other rules with respect to the premaster have been laid down by the dean, in a separate decision, in pre-Master regulations.

### Article 6 Decision on admission

The Examination Committee decides, on behalf of the executive board, on the student's admission to the programme.



## Paragraph 3 Admission to tuition and examinations

### Article 7 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 the dean separately decides that there are costs involved that are related to the special nature of the programme. If any costs referred to in this paragraph should be involved, in that case, those costs are included in the course catalogue.

### Article 8 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 9 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 10 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 11 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.



## Paragraph 4 Structure and form of the programme

### Article 12 Exit qualifications of the programme

The objectives of this programme are to:

1. Provide students with knowledge, skills and understanding in the field of Political Science.
2. Enable students to independently conduct scientific research.
3. Acquire academic training.

**At the end of the degree programme, students are specialised in one of the following disciplinary fields:**

- Beleidsadviesing: ability to investigate to what extent and under what conditions actors in an environment in which facts and values are intertwined are able to develop effective and legitimate policy and to formulate policy advice on this basis.
- Bestuur en Management van Lokale Vraagstukken: Able to investigate how local governments address complex social issues effectively, efficiently and legitimately, in a context of major mutual dependencies between local governments and other organisations, such as (national) governments or private organisations, and residents.
- Besturen van Veiligheid: capable of perceiving the formal and informal forces that determine the development of security policy (including crisis management) and advising public administration from various perspectives on 'reasonable and understandable' security policy.
- European Union Governance and Politics: able to investigate how political and societal pressures, and the interaction between different European and national levels of governance, affect the shaping and functioning of European governance, policy interventions, processes of European policy formulation and implementation, and issues regarding legitimacy and problem-solving in European politics and governance.

**At the end of the degree programme, students are capable of:**

#### *Theory*

1. applying the most important theories and concepts (including current ones) of organisation when conducting research into all types of public and semi-public administrative organisations, assessing the research for its public administration effectiveness and legitimacy, and reflecting on the roles of various actors from a relational and sectoral perspective.

#### *Application*

2. based on theories that apply to the specific specialisation:  
a. performing and assessing policy studies, implementation processes and effective consultation; or  
b. conducting research into various types of public and semi-public administrative organisations/sectors and providing corresponding advice; or  
c. conducting research into crisis management and public safety management, and providing corresponding advice;  
or  
d. conducting research into how government institutions, government sectors and the government in its totality deal with external and internal changes.

#### *Research*

3. based on autonomously designed and implemented public administration research within the corresponding specialisation, contributing to the development of scientific knowledge.



### *Reflection*

4. applying questions of administrative ethics, normative theories and epistemological knowledge to issues of policy, administration and organisation, and reflecting critically on the development of scientific knowledge and the role of scientific research in public administration.

### *Communication*

5. in a scientifically responsible fashion, communicating and reporting on research, policy, administration and organisation, and adequately accounting for this in writing and orally in both academia and a professional environment.

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

The programme has a study load amounting to 60 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 specialisation European Union Governance and Politics.
3. The language of instruction of the interim examinations may deviate from the language of instruction of the degree programme, see Article 25 of these Regulations.

## **Article 16 Examination programme**

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.

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

1. The Examining Board includes units of study earned outside RU at the student's request.
2. 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 21 clause 1 apply.
3. A unit of study from a bachelor's programme may not be incorporated as an optional unit of study of a bachelor's programme.
4. Units of study earned at the HBO level cannot be incorporated in the examination programme.
5. 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.
6. 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*).



7. 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 18 Flexible Master's degree programme

1. The Examining Board of the degree programme decides on a request for permission to follow a flexible educational programme as referred to in Article 7.3d of the Act. The Examining Board assesses whether the proposed flexible programme falls within the domain of the corresponding study programme, whether it is sufficiently coherent and whether it has a sufficiently high academic level based on the learning outcomes.
2. The request in question must be submitted at least two months before the start of the programme.

## Article 19 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 clause 5 up to and including 7 apply accordingly.

## Article 20 Exemptions from units of study

1. The total number of exemptions never exceeds 18 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 clause 2 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 Master'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 21 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 Master'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:
4. 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;
5. This learning agreement is signed – before the stay abroad – by the Examination Committee of the programme in which the student is enrolled;
6. After the 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.

7. 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 22 Units of study organised per study year

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

### Article 23 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 24 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 25 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.

### Article 26 Learning objectives

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

### Article 27 Format of tuition

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



## **Article 28 Number of contact hours**

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

## **Article 29 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 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 30 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 31 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 32 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.
- f. 'ONV' - insufficient ('onvoldoende') if the student has completed the interim examination with a unsatisfactory result.

### Article 33 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 34 Perusal and inspection rights

1. Within eleven 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.

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 35 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.

## Article 36 Masters' examination and examination date

1. The programme is finalised by the Masters' 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 Master'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 Master'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.

### **Article 37 Degree and distinction**

1. The student who has passed the programme's Master examination is awarded the degree of Master of Science.
2. The board of examiners may award a distinction to the student who has successfully completed the Master'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 VI of these Regulations.
3. The degree that is awarded for completing the Master's programme, which is referred to in clause 2, shall be awarded only if the student has earned at least 42 ECs for interim examinations and other components required for this degree at RU, including the Master'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 38 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 39 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.



## 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.



## 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 2022.
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 2022.



## 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



## **Paragraph 1 Admission requirements and procedures**

### **Article 1 Scope of the regulations**

These regulations apply to students who register for enrollment in the academic year 2022-2023 for the degree programme Bestuurskunde (Public Administration).

### **Article 2 Admission requirements**

1. Those who passed the final examination of the preceding Bachelor's programme Bestuurskunde (Public Administration) at Radboud University can enrol in the degree programme.
2. Those who hold a Bachelor's degree from a similar study programme can also enrol in the degree programme.
3. Students from the pre-Master's programme for university transfer students are admitted to the degree programme if they have passed the pre-Master's programme and have earned a Bachelor's or Master's degree in the academic programme of first enrolment.
4. Students from the pre-Master's for HBO transfer students that have passed the pre-Master's programme are admitted to the degree programme if they have met all the requirements as described in the pre-Master's regulation.

### **Article 3 Specific admission requirements**

[not applicable]

### **Article 4 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 Student Charter of Radboud University, or otherwise demonstrate that they are proficient in Dutch at the VWO (pre-university) level.

### **Article 5 Toelatingseisen Engelse taal**

1. Students participating in a degree programme or specialisation that is taught in English must have sufficient command of the English language. This requirement has been satisfied when the student meets one of the following conditions: the student
  - a. has passed a three-year Bachelor's degree programme at a Dutch university, or
  - b. has passed a Master's or Bachelor's degree programme at a Dutch HBO institution and a pre-Master's programme for HBO transfer students, or
  - c. has passed a Bachelor's degree programme that is offered entirely in English in one of the Member States of the EU/EEA, Australia, Canada (excluding Quebec (province)), New Zealand or the 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 90, with subscores of not less than 22;
  - b. have earned an IELTS Academic certificate with a total score of at least 6.5, with subscores of not less than 6.0, and a subscore on writing of at least 6.5;
  - 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 are not accepted.
4. Certificates must not be older than two years.

### **Article 6 Proof of admission**

1. To obtain proof of admission at the beginning of an academic year, the student must:
  - a. Have met the admission requirements as described in these regulations.
  - b. Have demonstrated in some other way that they are capable according to the judgement of the Examination Committee of the degree programme and and have supplied proof of proficiency in the language of instruction of the degree programme.

### **Article 7 Time of admission**

1. In September, it will be determined whether students on the beginning date of the academic year as established by the administration of the institution have complied with the requirements concerning admission to the degree programme. Students who have not complied with the requirements at that time cannot take exams from the degree programme for that academic year.
2. Contrary to clause 1, in the case of special circumstances the Examination Board may, determine at a later date whether students met the requirements for admission by 31 August at the latest.
  - a. These students are conditionally admitted to educational activities of the degree programme;
  - b. These students may not participate in examinations until it has been definitively established that students had met the admission requirements at the latest by 31 August.



## Appendix 3 Examination Programme

The Master's degree programme has the following specialisations:

- Beleidsadvisering
- Bestuur en Management van Lokale Vraagstukken
- Besturen van Veiligheid
- European Union Governance and Politics

### Beleidsadvisering

Coursecode	Name	EC	Period
MAN-MBK020	Bestuurskundige Onderzoeksbenaderingen	6	1
MAN-MBK024A	Sturingsvisies: actuele uitdagingen	6	2
MAN-MBK029	Bestuurlijke Ethiek	6	3
MAN-MBK036A	Beleidsadvisering: Bewijs & Beleid	6	4
MAN-MBK036B	Beleidsadvisering: Beeldvorming & Beleid	6	5
MAN-MBK036C	Beleidsadvisering: Hedendaagse methoden van beleidsonderzoek	6	6
MAN-MBK100	Masterproject Bestuurskunde or		
	Electives	6	
MAN-MTHBSK	Masterthesis Bestuurskunde	18	

### Bestuur en Management van Lokale Vraagstukken

Coursecode	Name	EC	Period
MAN-MBK020	Bestuurskundige Onderzoeksbenaderingen	6	1
MAN-MBK024A	Sturingsvisies: actuele uitdagingen	6	2
MAN-MBK029	Bestuurlijke Ethiek	6	3
MAN-MBK034A	Bestuur en Management van de Externe Omgeving	6	4
MAN-MBK034B	Interne Organisatie en Aansturing	6	5
MAN-MBK034C	Praktijkgericht onderzoek in het lokaal bestuur	6	6
MAN-MBK100	Masterproject Bestuurskunde or		
	Electives	6	
MAN-MTHBSK	Masterthesis Bestuurskunde	18	



### Besturen van Veiligheid

Coursecode	Name	EC	Period
MAN-MBK020	Bestuurskundige Onderzoeksbenaderingen	6	1
MAN-MBK024A	Sturingsvisies: actuele uitdagingen	6	2
MAN-MBK029	Bestuurlijke Ethiek	6	3
MAN-MBK046A	Besturen van Veiligheid: Veiligheidsbeleid in Nederland	6	4
MAN-MBK046B	Besturen van Veiligheid: Organisatie en Uitvoering	6	5
MAN-MBK036C	Besturen van Veiligheid: Hedendaagse methoden van veiligheidsonderzoek	6	6
MAN-MBK100	Masterproject Bestuurskunde or	6	
	Electives		
MAN-MTHBSK	Masterthesis Bestuurskunde	18	

### European Union Governance and Politics

Cursuscode	Naam	EC	Period*
MAN-MBK007	The EU Executive Order	6	1
MAN-MPOL051	Politicization in the EU Arena	6	1 and 2
MAN-MBK013	EU Policy Delivery	6	2
MAN-MPOL013A	Advanced Research Methods	6	2
	Electives	6	
MAN-MBK057	EU Policy in Practice	6	3
MAN-MBK100	Masterproject Bestuurskunde	6	3 and 4
MAN-MTHBSK	Masterthesis Bestuurskunde	18	3 and 4

\*This specialisations is scheduled according to the regular academic calendar with four periods.



## Appendix 4 Course-specific inf-----

Coursecode	Name	Lang uage	Entry Requir. Tuition	Entry requirements Exams	Particu lars
MAN-MBK020	Bestuurskundige Onderzoeksbenaderingen	NL			
MAN-MBK024A	Sturingsvisies: actuele uitdagingen	NL			
MAN-MBK029	Bestuurlijke Ethiek	NL			
MAN- MBK034A	Bestuur en Management van de Externe Omgeving	NL		Mandatory Attendance	
MAN- MBK034B	Interne Organisatie en Aansturing	NL			
MAN- MBK034C	Praktijkgericht onderzoek in het lokaal bestuur	NL			
MAN- MBK036A	Beleidsadvisering: Bewijs & Beleid	NL			
MAN- MBK036B	Beleidsadvisering: Beeldvorming & Beleid	NL			
MAN- MBK036C	Beleidsadvisering: Hedendaagse methoden van beleidsonderzoek	NL			
MAN- MBK046A	Besturen van Veiligheid: Veiligheidsbeleid in Nederland	NL			
MAN- MBK046B	Besturen van Veiligheid: Veiligheid: Organisatie en Uitvoering	NL	MAN-MBK046A		
MAN- MBK046C	Besturen van Veiligheid: Hedendaagse methoden van veiligheidsonderzoek	NL			
MAN- MBK007	The EU Executive Order	EN			
MAN- MBK008	EU Policy Delivery	EN			
MAN- MBK057	EU Policy in Practice	EN			
MAN-MBK100	Masterproject Bestuurskunde	NL	At least 18 EC passed.		
MAN- MTHBSK	Masterthesis Bestuurskunde	NL	At least 18 EC passed.		



## **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 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.