Education and examination regulations for the Master’s programme in Behavioural Science 2010-2011

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Section 1 General provisions

Article 1.1 Applicability of the regulations
1. These regulations apply to the education and examinations of the two-year research Master's degree programme in Behavioural Science hereinafter called 'the programme'. This programme is offered by the School of Psychology and Artificial Intelligence (in collaboration with the School of Pedagogical and Educational Science and the Behavioural Science Institute), hereinafter referred to as 'the institute' of the Faculty of Social Sciences hereinafter called 'the faculty'.
2. Notwithstanding the stipulation in the first paragraph, for those courses offered by other degree programmes the regulations for individual components and course examinations of the degree programme in question apply.
3. These regulations apply to students who are first enrolled in the Research Master’s degree programme in Behavioural Science in the academic year 2010-2011.

Article 1.2 Definitions
Insofar as they are also mentioned in the Higher Education and Research Act, the concepts used in these regulations will have the same meaning as in this Act. In these regulations the following definitions apply:

b. Programme: the Master's programme as referred to in Article 7.3a, paragraph 1 under b of the Act;
c. Student: anyone enrolled at Radboud University Nijmegen to take part in the programme and/or course and final examinations of the programme;
d. Bachelor's programme: programme as referred to in Article 7.3a of the Act;
e. Practical: a practical exercise as referred to in Art. 7.13, paragraph 2 under d. of the Act, in one of the following forms:
   - practical training and experience;
   - writing a master thesis;
   - writing a paper, carrying out a project, or developing an analytical design;
   - writing an assignment;
   - taking part in workshops;
   - conducting a literature study;
   - doing work experience;
   - taking part in fieldwork or an excursion;
   - taking part in another educational activity aimed at acquiring certain skills;
f. Course examination: an examination testing the knowledge, understanding and skills of the candidate in relation to a certain unit of study as well as an assessment of the results of that test by at least one examiner designated by the Board of Examiners;
g. Final examination: a review of the student's academic achievements in which the Board of Examiners assesses whether or not all course examinations of the units of study that are part of the Master's programme have been successfully completed, insofar as it has not been determined that the examination also includes an additional examination by the Board of Examiners, testing the knowledge, understanding and skills of the candidate as well as an assessment of the results of that test (in accordance with Article 7.10 of the Act);
h. Board of Examiners: the examining board of the programme set up in accordance with Article 7.12 of the Act;
i. Examiner: the person designated by the Board of Examiners in accordance with Article 7.12 of the Act, who administers the course examinations;
j. ECs: credits in accordance with the European Credit Transfer System, 1 EC is equal to 28 hours of study;
k. Working days: Monday to Friday, except statutory holidays;
l. Institution: Radboud University Nijmegen;
Article 1.3 Aims of the programme
The aims of the programme are:
1. to teach the knowledge, insights and advanced research skills necessary to enter and successfully complete a subsequent PhD programme in psychology or education;
2. to do this by teaching behavioural science theories and advanced experimental or quasi-experimental research methods, as well as that of in-depth specialisation in specific advanced thematic and theoretical issues and research paradigms within the domain of psychology and education.

Article 1.3a Attainment targets of the programme
Students who have successfully completed the Master’s programme in Behavioural Science will have:
1. acquired knowledge and understanding of the basic principles of behavioural science;
2. acquired a thorough and advanced knowledge of recent international theoretical and empirical developments in at least two core fields of fundamental behavioural scientific research within the programme. These core fields are:
   a. behaviour regulation;
   b. interpersonal relations and interactions;
   c. developmental psychopathology;
   d. communication, cognition and language;
   e. psychobiology of behaviour;
   f. social or educational neuroscience;
3. acquired thorough knowledge, insight and research skills in quantitative data analysis in at least two of the four following domains:
   a. structural equation modelling;
   b. multilevel analysis;
   c. multivariate analysis;
   d. dynamics of complex systems;
4. acquired advanced skills in practical research methods and techniques and has had thorough training in designing, analyzing, executing and communicating either experimental behavioural scientific research, or quasi-experimental research. Communication skills include a high level of oral presentation (with the use of modern electronic aids), as well as publishing in international scientific journals according to APA standards;
5. acquired knowledge, insights and advanced skills of the chosen specialisation.

Article 1.4 Type of programme
The programme is offered as a full-time programme.

Article 1.5 Examinations of the programme
Students who pass the final examination of the programme obtain the degree of Master of Science (MSc).

Article 1.6 Study load
1. The study load is expressed in European Credit Transfer System units (ECTS).
2. One European Credit (EC) equals 28 hours of study.
3. The study load of the degree programme is 120 ECs.

Article 1.7 Language
1. The programme is offered in English; the course and the final examination are administered in English.
2. An adequate command of English is required for participation in the programme and course examinations of the programme. This requirement is met if the student can submit:
a. an educational degree equivalent to a Dutch pre-university education (VWO) diploma; or
b. a secondary education diploma of an English-language programme in the Netherlands or abroad; or
c. a TOEFL test certificate stating a minimum score of 600 (paper test), 250 (computer test), or 100 (internet-based test) or an IELTS test score of 7 overall band or an equivalent test certificate.

3. In all cases the Foreign Language Code of Conduct, as indicated in article 7.2 sub c of the Act, is applicable. The institution’s Code of Conduct can be found in appendix 4.

**Article 1.8 Communication with students**

1. Notices that are intended for all students or for large groups of students are placed on the Blackboard Community of the Research Master Behavioural Science.
2. Notices that are intended for students enrolled in a specific course are placed on the Blackboard page of the relevant course.
3. Notices that are intended for individual students are sent to the email addresses that the university has assigned to each student (studentname@student.ru.nl). In special cases, communication will take place by regular mail. Letters sent by regular mail will be sent to the address the student has supplied as a mail address.

**Article 1.9 Code of conduct**

The faculty has instituted a code of conduct that both students and employees are expected to follow. This code of conduct is to be found in Appendix 2 of these regulations.

**Section 2 The Master’s programme**

**Article 2.1 Structure of the programme**

1. The programme comprises the following courses and study load (in ECs):
   (N.B.: Course name details may be subject to change)

   **first year:**
   a. basic principles of behavioural science ................................................................. 6
   b. core theme courses, 6 EC each ........................................................................... 12
      - behaviour regulation;
      - interpersonal relations and interactions;
      - developmental psychopathology;
      - communication, cognition and language;
      - psychobiology of behaviour;
      - neuroimaging 1;
   c. advanced data analysis, 3 EC each .................................................................... 6
      - multivariate analysis;
      - structural equation modelling;
      - multilevel analysis;
      - dynamics of complex systems;
   d. research training (RT) ......................................................................................... 14
      with a focus on either:
      - experimental research (ER);
      - quasi-experimental research (QER);
   e. specific core theme courses, 6 EC each ......................................................... 12
      - psychological themes:
      - emotion;
      - the self;
      - motivation;
      - social influence;
      - embodied cognition;
educational themes:
- learning problems;
- family systems;
- learning and instruction;
- diagnosis and intervention;

behavioural neuroscience themes:
- social neuroscience;
- educational neuroscience;
- EEG research in behavioural science;
- neuroimaging 2;

f. workshops (including colloquia) ................................................................. 1

g. minor research proposal .............................................................................. 3

h. minor research project .................................................................................. 6

subtotal ............................................................................................................. 60

second year:
i. major research proposal .................................................................................. 5

j. major research project ..................................................................................... 26

k. master’s thesis ................................................................................................ 20

l. philosophy of behavioural science ................................................................. 3

m. elective course(s) ............................................................................................ 6

subtotal ............................................................................................................. 79

2. A detailed description of all components is included in the programme’s study guide.

3. The elective course(s) (6 EC) mentioned in par. 1 sub 9 should be of adequate level (master’s level) and sufficiently relevant to the content of the programme. Courses from the programme (including academic writing) can be chosen without permission of the Board of Examiners. Students will need approval from the board of examiners for elective courses that are not part of the programme.

Article 2.2 Instructional methods
1. All courses of the Master's programme, as mentioned in Article 2.1, involve education in the form of lectures, tutorials, and/or practicals. The specific instructional methods for each course are included in the study guide.

2. Attendance at tutorials and practicals may be compulsory, provided that this is in accordance with the aims of the course.

3. For courses that consist solely of a practical, attending the practical and achieving adequate results is equivalent to passing a course examination.

4. The components ‘minor research project’, ‘major research project’ and ‘Master’s thesis’, as mentioned in art. 2.1, consist of a practical as referred to in art. 1.2 sub e.

5. The components ‘minor research project’ and ‘major research project’ must concern different topics and involve different supervisors.

6. The programme is concluded with a Master’s thesis in one of the disciplines of the specialization concerned.

Section 3 Course and final examinations of the programme

Article 3.1 Board of Examiners
The Board of Examiners establishes rules with respect to the procedures to be followed for course examinations and the relevant measures. The Board of Examiners may provide the examiner with regulations and suggestions with respect to the assessment of those who take the course examination and to the determination of the result.

Article 3.2 Sequence of course examinations
1. The course examinations of the following components can only be taken when specific other course examinations have been successfully completed:
   - research proposal after research training and advanced data analysis;
– major research project after research proposal;
– master’s thesis after major research project.
2. In certain cases, the Board of Examiners may determine another sequence.
3. Any particular course may have specific requirements for prior knowledge, as specified in the programme’s study guide.

**Article 3.3 Time schedule and frequency of course examination**
1. In each academic year there will be two opportunities to take the course examinations of the components mentioned in Article 2.1.
2. Notwithstanding the stipulation in the first paragraph, there will be only one opportunity to take a course examination for a course that was not taught in that particular academic year.
3. A student who fails a course examination can retake the examination the/a following year, but this second examination will be based on the content of the component of that year, or on the content of a substitute component designated by the Board of Examiners.
4. In spite of the above stipulations in par. 1 and 2, the Board of Examiners may decide that a student was unable to use the available examination opportunities due to special circumstances that hindered study progress. Before making such a decision the Board of Examiners will consult the student counsellor with regards to these circumstances and their impact on academic progress. In this case the Board may grant additional examination opportunities.
5. If a student has passed a course examination, retaking the course examinations is not allowed.
6. In individual cases the Board of Examiners can decide to deviate from the regulation in article 3.3.5.

**Article 3.4 Requirements for course examinations**
All requirements for course examinations will be made known to the students in question before or at the start of the relevant component.

**Article 3.5 Form of course examinations**
1. The course examinations of the courses mentioned in Article 2.1 are written examinations, and/or written assignment, with the exception of:
   – the major research project;
   – workshops.
2. The examiner may split up the course examinations into several components. This action is at the discretion of the examiner and subject to approval by the Board of Examiners.
3. For components that (also) comprise a practical and/or tutorial, attendance levels and levels of active participation may be included in the assessment.
4. The examiner will make the form of the relevant course examination known to the students in question before or at the start of the relevant component.
5. At the student’s request, the Board of Examiners may allow a course examination to be taken in another form than aforementioned.
6. In the case of disabled students, allowances will be made in the administration of course examinations to the utmost extent possible, ensuring that their individual disability will not prevent them from taking part in a course examination. If necessary, the Board of Examiners will seek expert advice before taking a decision in such a matter.

**Article 3.6 Registration for course examinations**
1. By enrolling in a course students are automatically registered for all examinations that are part of the course.
2. If for some reason a student cannot participate in a course examination, she or he makes individual arrangements with the examiners at a reasonable point in time prior to the examination.

**Article 3.7 Assessment and announcement of course examination results**
1. The result of a course examination is determined by the examiner in the form of a grade from 0 (= lowest attainable grade) to 10 (= highest attainable grade), where only whole and half grade points may be awarded, and a grade point of 5.5 may not be awarded. Passing grades are from 6 points upwards.
2. The qualifications (grades) for the tests of each component of the programme are determined by the examiner as follows:

- A: excellent ................................................................................................................. (10)
- B: very good................................................................................................................. (9)
- C: good...................................................................................................................... (8)
- D: satisfactory .............................................................................................................. (7)
- E: sufficient ................................................................................................................ (6)
- F: fail ...................................................................................................................... (lower than 6)

3. The examiner shall determine the result of a written course examination within fifteen working days from the day on which it was taken, and shall within that period provide the OSP with the necessary information required for issuing written proof of the results to the student.

4. A minimum period of two weeks must be upheld between the date of the announcement of the result and the date of the resit.

5. Before the examination, the examiner announces the period in which the examination will be evaluated, as well as the period for the right of inspection (see art. 3.9).

6. The course examination form informs students that they have a right of inspection, as referred to in Article 3.9.1, and also that they may appeal to the Examination Appeals Board. The period for appeal is four weeks after the announcement of the result (see 3.11).

7. The course examination papers will be retained for a period of two years, the Master’s thesis for a period of six years.

8. In case of possible fraud during the course examination, the anti-fraud provisions, as as described in Appendix 1 of these regulations, will apply. These provisions are also applicable in case of a suspicion of plagiarism.

**Article 3.8 Period of validity**

1. Courses completed in the programme are valid for six years.

2. In derogation of the provision of Article 3.8.1, and in respect of a successfully completed component of which the term of validity has expired, the Board of Examiners may determine that this term will be extended for a period to be determined by the Board of Examiners.

**Article 3.9 Right of inspection**

1. Students will be given the opportunity to inspect their assessed work within a period of at least four weeks following the publication of the results of a written course examination. The examiner will explain the criteria used to determine the grade.

2. During the term mentioned in Article 3.9.1, students will have access to the questions and assignments of the course examination in question, and if possible, to the standards used in the assessment.

3. The Board of Examiners may determine that the inspection or taking cognizance shall take place at a designated venue and on at least two fixed points in time. If the person in question can prove that he or she cannot appear or has not been able to appear due to force majeure at the time and place thus determined, he or she will be given another opportunity to do so, if possible within the term mentioned in Article 3.9.1.

4. Together with the results of the course examination the inspection policy will be posted on Blackboard.

**Article 3.10 Right of review**

1. Within a period of four weeks following the publication of the results of a course examination and at least one week before the re-examination a student or group of students may request a review of the examination by the examiner. A review consists of a clarification of the written examination and the grading criteria.

2. Prior to an individual review, the examiner may arrange a collective review of all parts of the course examination at least one week before the re-examination.
Article 3.11 Objection procedure
A student may object to the assessment of his or her work by appealing to the Board of Examiners. The procedure to be followed in the case of an objection is provided in appendix 3.

Article 3.12 Exemption
1. At the request of a student, and after having consulted the examiner in question, the Board of Examiners may exempt the student in question from taking a course examination.
2. If applicable on the basis of the student's academic education preceding the registration for the Master's programme in Behavioural Science, the Board of Examiners may, after having heard the student, take the decision to replace obligatory courses of the MSc curriculum by other courses.

Article 3.13 Final examination
1. The Board of Examiners will determine the result of the final examination as soon as the student has submitted sufficient proof of having passed the required course examinations and thus of having received the corresponding university education.
2. Presenting at the master thesis conference constitutes a prerequisite for completion of the programme
3. Prior to determining the result of the final examination, the Board of Examiners will evaluate and assess the Master's thesis.
4. The final examination is formalized, i.e. when the board of Examiners has determined that all requirements have been met, students will receive their certificate in a graduation ceremony. In this ceremony students are supposed to give a short oral presentation in English on their research project. This presentation will not be assessed.

Article 3.14 Degree
1. Those who have passed the final examination will obtain the degree of ‘Master of Science’ (MSc).
2. The degree obtained will be stated on the examination certificate.

Article 3.15 Judicia
1. The Board of Examiners recommends students for a judicium, based on the following requirements.
2. The following judicia are awarded for the result of the Master’s examination. In cases where more than one judicium is applicable, the highest judicium is valid.
   a. Passed: a grade of 6.0 or higher for all course examinations.
   b. Bene meritum: a weighted grade point average for all course examinations, excluding the Master’s thesis and major research project of 7.5 or higher and a weighted grade point average of 7.5 or higher for the Master’s thesis and major research project.
   c. Cum laude: a weighted grade point average for all course examinations, excluding the Master’s thesis and major research project of 8.0 or higher and a weighted grade point average of 8.0 or higher for the Master’s thesis and major research project.
   d. Summa cum laude: a weighted grade point average for all course examinations, excluding the Master’s thesis and major research project of 9.0 or higher and a weighted grade point average of 9.0 or higher for the Master’s thesis and major research project.
   The weighting factor of courses is the respective number of ECs. Additional elective courses are not taken into account.
3. Dispensations are not taken into account in determining the judicium.
4. No judicium other than Passed will be awarded if:
   a. the student has been granted dispensation covering more than 60 EC;
   b. more than one re-examination has been taken for one of the course examinations.
5. The Board of Examiners may deviate from any of the rules of this article if the board decides that there is justification to award a higher judicium.
Section 4 Prior education

Article 4.1 Admission requirements for the programme
1. Applicants for this Master's programme have to apply by submitting a letter of motivation in English, curriculum vitae, two letters of reference written by lecturers or supervisors and copies of the certificates mentioned in 4.1.3 to the board of examiners.
2. The Board of Examiners decides on the admission by means of an individual check, which includes an interview.
3. Admissible to the individual procedure are candidates who have:
   a. passed a Bachelor’s examination with distinction in psychology or (pedagogic and) educational sciences, biology or artificial intelligence, depending on the chosen specialisation, or diplomas equal to those;
   b. a positive conclusion of the individual check mentioned in article 4.1.2;
   c. proof of adequate command of the English language as determined in article 1.7.2;
   d. in case of a non-Dutch nationality: a copy of the passport.
4. The Board of Examiners may deviate from the rules in article 4.1.1 should this be deemed justifiable.
5. If candidates have completed training different from that mentioned in article 4.1.3, the Board of Examiners will decide on admission on an individual basis.

Article 4.2 Deficiencies
Those who are interested in obtaining the degree of master of science (MSc), but whose prior education reveal some deficiencies should apply for an interview with the Board of Examiners by submitting a reasoned request in writing. Despite these deficiencies, the Board of Examiners may decide to grant admission. The Board of Examiners may require that the candidate takes additional components within the Faculty of Social Science.

Section 5 Student counselling

Article 5.1 Monitoring of students’ progress
The faculty records the students’ individual study results.

Article 5.2 Student counselling
1. The faculty takes care of the introduction to university life and counselling of the students enrolled in the programme, also for the purpose of acquainting them with the study opportunities within and outside the programme.
2. Students who underachieve either on a regular basis or during a long period of time are invited for an interview with the student counsellor to discuss continuation or termination of their education. If a student's results remain inadequate, the student counsellor will consult the Board of Examiners about issuing a strong recommendation for termination of the student's participation in the degree programme.

Section 6 Transitional and final provisions

Article 6.1 Adoption and amendments
1. These regulations and any amendments to these regulations will be enacted by separate order of the Dean, after consultation with the Programme Degree Committee and having acquired the approval of the Joint Student-Staff Council.
2. An amendment pertaining to the current academic year shall only be implemented if this is in all fairness not to the detriment of the student. Moreover, an amendment may not influence any other decision taken by the Board of Examiners on the basis of these regulations if this is to the detriment of the student.

Article 6.2 Publication
1. The Dean will ensure appropriate publication of these regulations, of the rules and guidelines adopted by the Board of Examiners, as well as of any amendment to these documents.
2. Anyone interested may consult the EER on the faculty’s website.
Article 6.3  Coming into effect

These regulations will come into effect on September 1, 2010.
As confirmed by the Dean, June 24, 2010.
Appendices EER M Behavioural Science 2010-2011

Appendix 1 Fraud

Article 1
If during an examination, the supervisor suspects fraud, he will make note of this at the available protocol. He will also make a note on the student's response form, either at that moment or when the exam paper is handed in. After the examination, the supervisor makes a short written report about the possible fraud. This will be handed over to the coordinator of the course concerned. The student will be informed and is given the opportunity to add a written commentary to this report. The coordinator is obliged to inform the head of the Board of Examiners, which may undertake appropriate actions.

Article 2
The head and one other member of the Board of Examiners meets with the student as well as the supervisor, and they will discuss their judgement and its consequences with the other members of the Board of Examiners. When the Board finds that fraud has been committed, the Board of Examiners may decide to exclude the student from the course concerned as well as from other courses for a maximum of one year. The Board will inform the student, the teacher and coordinator of the course, as well as the director of the Institute.

Article 3
Articles 1 and 2 are applicable in case of suspicion of plagiarism and/or other forms of fraud in written assignments, theses and papers.

Article 4
Students may object against the decision of the Board of Examiners with the University’s Examination Appeals Board (‘College van Beroep voor de Examens’).

Appendix 2 Rules of conduct

The Faculty of Social Sciences seeks to offer a work environment where employees and students work and study with effort, joyfully, and aimed towards results. To facilitate this, the faculty has adopted a number of rules governing conduct in the faculty. These rules of conduct are taken to form the foundation of a motivating and inspiring work environment. It is the mutual responsibility of employees and students to take care of them.

Points of reference
The faculty seeks to provide an atmosphere characterized by:

– mutual respect and personal development;
– openness and trust;
– cooperation and responsibility.

This implies that

– everyone should be treated with respect, without being offensive or hurtful. Treat others as you want to be treated by others. This goes for all forms of communication including verbal, written, e-mail, blackboard, chat-rooms, course evaluations, contacts with secretary and supporting staff;
– everyone makes sure to familiarize themselves with and act according to the rules in the various regulations (e.g. EER, student-act, regulation on academic integrity, users' regulation RU-network and Surf-net) as well as the agreements made with respect to attendance, deadlines, review period, completing assignments, among others;
– one sticks to an agreement once made;
– students and lecturers are jointly responsible for the successful functioning of the educational process. They can and may appeal to their responsibility;
– one assumes good intentions of each other and one does not adhere to prejudicial judgements;
– everyone makes sure to be familiar with relevant information and last minute changes in the educational organisation and content, for instance via Blackboard;
– everyone respects each other's properties and takes care of locations and materials used.
Basically, this all boils down to the same thing: treat each other with respect. The faculty trusts that students and employees will act accordingly.

**Appendix 3  Objection procedure for course examinations**

1. A candidate who is dissatisfied with a decision made by the examiner, may appeal against it by the examiner during or following the inspection or review.

2. Where the candidate and examiner are unable to come to an agreement he/she may appeal in writing to the Examination Appeals Board (College van Beroep voor Examens, CBE). Any such appeal must be made within four weeks of the date of the examiner’s decision. Should the examiner not have reached a decision within the aforementioned four-weeks term, it is then within the right of the candidate to lodge a pro forma appeal with the Examinations Appeals Board in which he/she requests an extension of the formal right of appeal.

**Appendix 4  Foreign language Code of Conduct, as intended in art. 7.2 sub c of the Act**

*Article 1*

At Radboud University Nijmegen, education and examination may take place in another language than Dutch if the specific nature, organisation or quality of the education and/or the origin of the students necessitates it.

*Article 2*

The decision to use a foreign language is taken by the Dean of the respective faculty after having consulted the Degree Programme Committee. The Dean will consider the following principles:

− the need for the use of another language than Dutch must be established;
− the use of a foreign language may not result in an increased study load for the degree programme;
− the education in a foreign language meets the same quality requirements as the education in Dutch.

*Article 3*

The EER of the degree programme describes the Dean’s decision.