Education and examination regulations Master's programme Social and Cultural Science 2011-2012

General overview

Section 1 General provisions
Article 1.1 Applicability of the regulations
Article 1.2 Definitions
Article 1.3 Aims of the programme
Article 1.4 Type of programme
Article 1.5 Examinations of the programme
Article 1.6 Study load
Article 1.7 Language
Article 1.8 Notification of students
Article 1.9 Rules of conduct

Section 2 The Master's programme
Article 2.1 Structure of the programme
Article 2.2 Instructional methods

Section 3 Preliminary examinations and examinations
Article 3.1 Examination board
Article 3.2 Sequence of interim examinations
Article 3.3 Time schedule and interim examination frequency
Article 3.4 Examination requirements
Article 3.5 Form of interim examinations
Article 3.6 Registration for Course examinations
Article 3.7 Assessment and notification of the results of interim examinations
Article 3.8 Period of validity

Article 3.9 Right of inspection
Article 3.10 Appeals from decisions of examiners
Article 3.11 Exemption
Article 3.12 Final examination
Article 3.13 Degree
Article 3.14 Judicia

Section 4 Prior education
Article 4.1 Admission requirements for the programme
Article 4.2 Certificates of admission

Section 5 Student counselling
Article 5.1 Monitoring of students' progress
Article 5.2 Student counselling

Section 6 Transitional and final provisions
Article 6.1 Transitional provisions
Article 6.2 Adoption of these regulations and any amendments
Article 6.3 Publication
Article 6.4 Coming into effect

Appendix 1 Fraud
Appendix 2 Rules of conduct
Appendix 3 Appeals from decisions of examiners
Section 1  General provisions

Article 1.1  Applicability of the regulations
These regulations apply to the education and examinations in the two-year research Master's programme of Social and Cultural Science (hereinafter called 'the programme'). This programme is offered by the Nijmegen Educational Institute for Social and Cultural Sciences (hereinafter called 'the institute') in the Faculty of Social Sciences (hereinafter called 'the faculty').

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 words have the following meanings:

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 the University of Nijmegen for education and/or taking the interim 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:
   – writing a thesis;
   – writing a paper, carrying out a project, or developing an analytical design;
   – carrying out an analytical design or a research assignment;
   – conducting a literary study;
   – doing work experience;
   – taking part in fieldwork or an excursion;
   – taking part in another educational activity aimed at acquiring certain skills;
f. Interim 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 examination board;
g. Examination: a review of the student's academic achievements in which the examination assesses whether or not all interim examinations of the units of study that are part of the Master's programme have been successfully completed, insofar as the examination board has not determined that the examination also includes an examination by the examination board, 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. Examination board: the examination board of the programme set up in accordance with Article 7.12 of the Act;
i. Examiner: the person designated by the examination board, in accordance with Article 7.12 of the Act, to administer interim examinations;
j. EC: credits in accordance with the European Credit Transfer System, 1 EC is equal to 28 hours of study;
k. Work day: Monday through Friday, except legal (statutory) holidays;
l. Institution: Radboud University Nijmegen;
m. Education committee: education committee in teams of section 9.18 of the Act here means the education committee of the Master's programme;
n. Director: the director of the programme;
o. Dean: the dean of the faculty;
p. Joint faculty meeting: the joint meeting of the 'onderdeelcommissie' and the 'facultaire studentenraad' of the faculty.

Article 1.3  Aims of the programme
1. The aims of the Master’s programme are:
   1. to teach and train students to become scientific researchers in the field of leading comparative societal research in social and cultural science;
2. to train highly qualified researchers who can successively carry out internationally-oriented doctoral projects relating to both fundamental and applied comparative questions on societies;
3. training students in such a manner that, after completion of this programme, they will be able:
   a. to work successfully for national or international institutions and organisations engaged in comparative societal research;
   b. to acquire a good position that will enable them to obtain their doctorate through scientific research.
2. Students who successfully completed the Master’s programme will have:
   1. advanced knowledge of the state of the art in comparative research on societies;
   2. an understanding of the way in which innovative comparative questions can be formulated given the state of the art;
   3. skills to develop theoretical knowledge from various disciplines into concrete and testable comparative hypotheses;
   4. an overview of the range of methods and techniques as well as an understanding of the most suitable methods and techniques to test comparative hypotheses;
   5. skills to report research questions, theory, analytical designs and results, and to discuss the results, i.e. skills to write complete research papers and research reports;
   6. other scientific and communicative skills to successfully carry out internationally-oriented research projects in the social and cultural sciences with a focus on the comparison of societies.

Article 1.4 Type of programme
The programme is 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
The study load of the programme is 120 EC (2 × 60 EC), in accordance with the European Credit Transfer System, in terms of which one European credit equals 28 hours of study.

Article 1.7 Language
1. The programme is offered in the English language; the interim examinations and the final examination are administered in English.
2. To receive education and take the interim examinations of the components mentioned in article 2.1.a, students need to have sufficient knowledge of the English language. This requirement is satisfied when the student:
   a. is in the possession of a diploma of pre-university education; or
   b. is in the possession of a diploma of secondary education, obtained at an English-language institution for secondary education in or outside the Netherlands; or
   c. has successfully completed one of the following tests:
      – TOEFL with a score of 600 or higher, (paper test), 250 (computer test), or 100 (internet-based test);
      – IELTS with a score of 7 or higher.

Article 1.8 Notification of students
Messages relevant for all or large number of students of the programme will be posted on the student portal of the programme’s tab. Messages relevant for semester students or for students participating in a particular course will be posted on the Blackboard Course Page. Messages for individual students will be sent to their university email address <studentname@student.ru.nl>. In special circumstances mailing letters will be sent by ordinary post. These letters will be delivered to the postal address provided by the student.

Article 1.9 Rules of conduct
The faculty has rules of conduct for its students and employees governing correct behaviour. These rules are included in Appendix 2 of this document.
Section 2 The Master's programme

Article 2.1 Structure of the programme

1. The Master's programme comprises the following components:
   first year: .................................................................................................................. EC
   1. Comparative theory and methodology: ................................................................. 12
      – Comparative societal questions (3);
      – Comparative social theories (6);
      – Comparative methodology (3);
   2. Comparative research methods: ............................................................................. 18
      – Multilevel analysis and event history analysis (6);
      – Structural equation modeling (3);
      – Ethnographic field research (6);
      – Categorical data analysis (3);
   3. Comparative research application: ........................................................................ 18
      – Comparative sociological research (6);
      – Comparative communication research (6);
      – Comparative development research (6);
   4. Comparative research proposal: ............................................................................ 12
      – Comparative research grant proposal (12);
   subtotal .................................................................................................................. 60

second year:
   1. Optional courses .................................................................................................... 12
   2. Master's thesis ....................................................................................................... 42
   3. Scientific journal paper ........................................................................................ 6
   subtotal .................................................................................................................. 60

2. The optional courses are elective, all other courses are compulsory parts of the programme.
3. The first year may include a compulsory, non-credit English language course.
4. A detailed description of all components is included in the study guide of the programme.

Article 2.2 Instructional methods

1. All components of the Master's programme, as mentioned in article 2.1, involve education in the form of lectures, tutorials, and practicals.
2. Class attendance is compulsory at all forms of education and training (lectures, tutorials, seminars, discussion meetings, practical trainings, presentations).
3. An interim examination cannot be taken unless the corresponding practical has been successfully completed.
4. The programme is completed with a Master's thesis in one of the disciplines of the specialization concerned. The Master's thesis is written in English.

Section 3 Preliminary examinations and examinations

Article 3.1 Examination board

The examination board establishes rules with respect to the procedures to be followed for interim examinations and relevant measures to be taken. The examination board may offer the examiner regulations and suggestions with respect to the assessment of those who take the interim examination and the ascertainment of the result.

Article 3.2 Sequence of interim examinations

1. The interim examinations of the following components can only be taken after the interim examinations of the components mentioned below have been successfully completed:
   – Master’s thesis after completion of all first year examinations;
   – Journal paper, grant proposal or policy report after completion of the Master’s thesis.
2. In certain cases, the examination board may determine another sequence.
**Article 3.3 Time schedule and interim examination frequency**

1. In each academic year there will be two opportunities to write the interim examinations of the components mentioned in article 2.1.

2. In derogation of the provision of article 3.2.1, students are given only one opportunity a year to take an interim examination of a component if education in that component has not been offered in a particular year.

3. A student who fails for an examination of a study component can take the examination in the next year, but this second examination will refer to the content of the study component in this next year.

4. In special cases, the examination board may make an exception to that which is stated in article 3.3.1 and 3.3.2, if a student has not been able – through no fault of his or her own – to make use of the opportunities offered and this would lead to a disproportionate delay of his or her studies. Prior to taking such a decision, the examination board will consult the student advisor about the circumstances and delay in the case in question.

5. If a student has passed a preliminary examination – this may be the result of a single test or a number of interim examinations – retaking the examination is not allowed.

6. Assignments have to be turned in by students on the extended assignment deadlines the latest. If a student receives a failing grade for an assignment, the student is required to deliver a new and different assignment.

7. In individual cases the examination board can decide to deviate from the regulation in article 3.3.5.

**Article 3.4 Examination requirements**

All examination requirements should be available to students prior to the start of a course.

**Article 3.5 Form of interim examinations**

1. The interim examinations of the components mentioned in article 2.1 include written examinations, practical examinations, papers and oral presentations.

2. At the request of the student, the examination board may allow that an interim examination is taken in another way than aforementioned.

3. For disabled students, allowances will be made in the administration of interim examinations as far as possible so that their individual handicap will not prevent them from taking an interim examination. If necessary, the examination board will seek expert advice before taking a decision in such a matter.

4. The administration of oral interim examinations in such cases as referred to in articles 3.5.2 and 3.5.3 will be public, unless the examination board or the examiner in question has decided otherwise in a special case, or if the student has made objections to this.

**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 notification of the results of interim examinations**

1. Written interim examinations (including assignments, papers, and projects) are in principle assessed by two examiners.

2. The examiner determines the result of a written interim examination within fifteen working days from the day on which was written. Before the examination the examiner announces when the examination is evaluated.

3. The examiner will provide the OSP in time with the necessary information required for issuing written proof of the results to the student.

4. The term of fifteen working days as mentioned in article 3.4.2 should be read as meaning that there should be at least fourteen days between the date on which the results are made public and the date of the re-examination.
5. The qualifications (grades) for the tests of each component of the programme are determined by the examiner as follows in accordance with the European assessment system:

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

The qualifications (grades) for the test of each component of the programme, as referred to in article 2.1, have to be rounded up or down. A grade below 6 will be rounded to the nearest whole grade and a grade above 6 to the nearest half grade.

6. The interim 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.

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

8. In case of possible fraud during the interim examination, the fraud regulation is in force, as in Appendix 1 of these regulations. This regulation also concerns plagiarism.

**Article 3.8 Period of validity**

1. The validity duration of interim examination results is unrestricted.
2. In derogation of the provision of article 3.8.1 the examinination board may restrict the validity duration of interim examination results, for didactical or substantive pedagogical reasons.

**Article 3.9 Right of inspection**

1. At their request, students will be given the opportunity to inspect their assessed work during a period of at least four weeks following the publication of the results of a written interim examination and at least one week before the re-examination. The examiner will explain the criteria of the qualification (grade). Also, except for multiple choice examinations, a copy of that work will be provided to requesters for the actual cost of duplication.
2. During the term mentioned in article 3.9.1, any interested acquaintance may have access to the questions and assignments of the interim examination in question, and if possible, to the standards used in the assessment.
3. The examination board 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 3.6.1.
4. Together with the release of the results of the interim examination the inspection policy and possibility registration will be posted on Blackboard and published AdValvas.

**Article 3.10 Appeals from decisions of examiners**

A student may lodge an appeal to the assessment of his or her work by the examiner. An objection procedure has been designed to do so (Appendix 3).

**Article 3.11 Exemption**

At the request of a student, and after having consulted the examiner in question, the examination board may exempt the student in question from taking an interim examination.

**Article 3.12 Final examination**

1. The examination board will determine the result of the final examination as soon as the student has submitted sufficient proof of the interim examinations that he or she has passed and thus of the corresponding university education received.
2. Prior to determining the result of the final examination, the examination board will evaluate and assess the Master's thesis.
Article 3.13 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 certificate of the examination.

Article 3.14 Judicia
1. The examination board recommends students for a judicium, based on the requirements noted in the EER Master Social and Cultural Science.
2. The following judicia are awarded for the result of the Master’s examination. In case more than one judicia are applicable, the highest one counts.
   a. Passed: a grade of 6.0 or higher for all interim examinations.
   b. Bene meritum: a grade of 6.5 or higher for all interim examinations, an average grade point for all interim examinations excluding the Master’s thesis of 7.5 or higher and a grade of 7.5 or higher for the Master’s thesis.
   c. Cum laude: a grade of 7.0 or higher for all interim examinations, an average grade point for all interim examinations excluding the Master’s thesis of 8.0 or higher and a grade of 8.0 or higher for the Master’s thesis.
   d. Summa cum laude: a grade of 7.5 or higher for all interim examinations, an average grade point for all interim examinations excluding the Master’s thesis of 9.0 or higher and a grade of 9.0 or higher for the Master’s thesis.
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 interim examinations;
   c. the student is caught committing fraud and the examination board has registered this fraud on file.
5. The examination board 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 the Master’s programme have to apply by submitting a letter of motivation in the English language, curriculum vitae, two letters of recommendation by lectures or supervisors (with contact details), and copies of the certificates mentioned in article 4.2 to the examination board. Applicants of the institute may obtain a standard letter of recommendation for the applicant to complete.
2. The examination board decides about the admission by means of an individual check which includes a personal interview. Candidates will be selected on the basis of their prior education and qualifications in social science research and the strength of their motivation to become a scientific researcher.
3. To the individual procedure are admitted Bachelor graduates who passed with good results the Bachelor’s examination in communication science, sociology, cultural anthropology, development studies, economics, political science, public administration and human geography at university level, or a Bachelor’s examination that the examination board deems to be equivalent.
4. The examination board may decide that a candidate is admitted to the Master’s programme in spite of deficits, but may request the candidate to take additional courses in the faculty.
5. Candidates will be formally enrolled in the Master’s programme only after they have passed the final examination of the Bachelor’s programme. Those who have not passed all interim Bachelor’s examinations may be tentatively admitted to the research master’s programme, provided that the candidate is deficient in Bachelor examinations to a total of not more than 15 EC. They are required to have to have fulfilled all the requirements for the bachelor diploma before January 1 in the first academic year of the programme.

Article 4.2 Certificates of admission
Next to the documents mentioned in article 4.1 sub 1 the following certificates are required for admission:
1. copy of pre-university diploma(s). Foreign certificates should be accompanied by legally-certified English transcripts;
2. copy of Bachelor’s diploma mentioned in article 4.1 sub 3 or equivalent. Foreign certificates should be accompanied by legally-certified English transcripts;
3. list of the results of the interim examinations of the Bachelor’s programme;
4. if appropriate, list of the Bachelor’s interim examinations the candidate has not yet passed, including their EC;
5. proof of adequate command of the English language as determined in article 1.7.2;
6. copy of passport.

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 opportunities in 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 insufficient, the student counsellor will consult the examination board about an imperative recommendation to terminate the student's education.

Section 6  Transitional and final provisions

Article 6.1  Transitional provisions
These tuition and examination regulations apply to students who enrol for the programme in the academic year 2011-2012.

Article 6.2  Adoption of these regulations and any amendments
1. These regulations and any amendments to these regulations will be enacted by separate order of the dean, after consultation with the education committee and having acquired the approval of the joint faculty meeting.
2. An amendment to these regulations shall not disadvantage students by affecting any other decision that has been taken by the examination board concerning students in accordance with these regulations.

Article 6.3  Publication
1. The dean will ensure appropriate publication of these regulations, of the rules and guidelines adopted by the examination board, as well as of any amendment to these documents.
2. Anyone interested may consult the EER on the faculty’s website.

Article 6.4  Coming into effect
These regulations will come into effect on August 29, 2011.
As confirmed by the dean, June 30, 2011.
Appendices EER Master’s programme Social and Cultural Science 2011-2012

Appendix 1 Fraud

Article 1
If, during an examination, the supervisor suspects fraud, he will make note of this at the available protocol. He also makes 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 that specific course. 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 examination board, which may undertake appropriate actions.

Article 2
The head of the examination board meets the student as well as the supervisor, and will discuss his judgment and related consequences with the other members of the examination board. When the board finds fraud, the examination board may decide to exclude the student from that specific course as well as other courses for a maximum of one year. The board informs the student, the teacher and coordinator of the course, as well as director of the institute.

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

Article 4
Students may object to the decision of the examination board at the College van Beroep voor de Examens of the University.

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  Appeals from decisions of examiners

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.