Education- and examination regulations Master's programme Social and Cultural Science 2013-2014

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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 Radboud University 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 successfully 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 PhD 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 1 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 and course (EC);
first year:
1. Comparative theory and methodology: ................................................................. 12
   - Comparative societal questions (3);
   - Comparative methodology (3);
   - Comparative social theories (6), i.e.:
     - Micro and macro sociology (6); or
     - Arrangements in development fields (6); or
     - Anthropology and mobility (6);
2. Comparative research methods: .............................................................................. 12
   - Multilevel analysis and event history analysis (6);
   - Structural equation modeling (3) and Categorical data analysis (3); or
   - Qualitative research methods and design (6); or
   - Mixed methods (6);
3. Comparative research application: ......................................................................... 24
   - Comparative sociological research (6);
   - Comparative development research (6);
   - Comparative anthropological research (6);
   - Comparative economic research (6) or Comparative communication research (6);
4. Comparative research training: .............................................................................. 12
   - Comparative research project (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 an individual product. It is written in English.

Section 3 Preliminary examinations and examinations

Article 3.1 Examination board
1. 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.
2. In an exceptional case of extreme unfairness the Examination Board will be entitled to make an exception
   to the Education and Examination Regulations and the present Rules and Regulations.
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, 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. 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.
5. 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.

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 resit.
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)

Grades will be rounded to the nearest whole and half grade points. The examiner decides on the rounding (upwards or downwards) in case of a .25 or .75. A grade point of 5.5 may not be awarded. Passing grades are from 6 points upwards.

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 referred to in article 8 of the Examination Board Regulations (EBR). The EBR also covers plagiarism, described in article 9.

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 examination 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.

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. See the articles 13 and 14 of the Examination Board Regulations (EBR).

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 RM-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, a 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, a 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. The programme should be completed within 2 years and 4 month.
   d. Summa cum laude: a grade of 7.5 or higher for all interim examinations, a 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. The programme should be completed within 2 years and 4 month.
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 courses of 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.
6. The students referred to in article 4.1.5 can only take part in interim examinations of the master's degree programme if they have been awarded the bachelor degree.

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 2013-2014.

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 September 2, 2013.
Any education and examination regulations laid down previously for the degree programmes referred to will cease to apply from that date onwards.
As confirmed by the Dean, June 27, 2013.
Appendices EER Master's programme Social and Cultural Science 2013-2014

Appendix 1 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 2 Examination Board Regulations Master's Progamme Social and Cultural Science

Pursuant to the provisions of Article 5.6 of the Education and Examination Regulations for the degree programmes in Social and Cultural Science: Comparative Research on Societies (research master), hereinafter referred to as: Social and Cultural Science

Article 1 Scope
The following is in regards to the regulations introduced by the Examination Board for the Master of Science (MSc) degree programme Social and Cultural Science to ensure a smooth procedure during the two-year programme and during all examinations and related degree components.

Article 2 Definitions
Any terms used in the present regulations that are also contained in or arise from the Structure Regulations will retain the meaning given to them in those regulations. Furthermore the following terms will be understood to mean:
1. Education and Examination Regulations: the education and examination regulations that apply for the research programme Social and Cultural Science, introduced by the faculty dean, and hereinafter referred to as the EER;
2. Examination Board: the Examination Board of research master programme in Social and Cultural Science;
3. Examiner: a person appointed by the Examination Board to administer examinations and determine the results;
4. Examination components: the courses listed in the EER that the student must follow and the related examinations that the student must complete successfully to obtain the MSc degree;
5. Examination: an evaluation of the student's knowledge, understanding and skills concerning a specific degree component and the assessment given for this evaluation by at least one of the examiners appointed by the Examination Board; the term 'examination' is understood to mean all test forms;
6. Student: a person enrolled for and preparing to complete MSc degree;
7. Graduation candidate: a person who has completed the requirements for the MSc degree;
8. OSP: the faculty's education service centre, Montessorilaan 3, A.01.07;
9. OSIRIS: the university's student information system;

Article 3 Composition
1. One joint Examination Board is established for the Research Master's programme.
2. In exception to the provisions in paragraph 1, the dean can decide, in consultation with the institute director, to establish one joint Examination Board for a number of different degree programmes.
3. The Examination Board consists of three or five members, the majority of whom must be part of the academic teaching staff in the relevant degree programme(s).
4. The student adviser also acts as an adviser to the Examination Board.
5. After consulting with the director of the relevant education institute and hearing the other members of the board, the dean will appoint the members and the chair for a period of four years.

Article 4 Day-to-day affairs
1. The Examination Board will appoint a vice chair who will replace the chair when he or she is absent.
2. The Examination Board will appoint a secretary from among its members who is responsible for preparing meetings and implementing decisions, among other things.
3. The chair and the secretary are responsible for handling day-to-day affairs.
4. The Examination Board authorises the chair and the secretary to sign certain documents, either jointly or separately, on behalf of the Examination Board.

Article 5 Work procedure
The Examination Board may introduce standing orders or house rules that provide for the working procedure in further detail.

Article 6 Procedure for examinations
Article 6.1 Administering examinations
1. The Examination Board appoints examiners for administering examinations and determining the results of the degree components referred to in article 2.1 of the EER.
2. The Examination Board determines whether a student meets the requirements for graduation or for one or more of the components.

Article 6.2 Language used during the examinations
1. The examinations are administered in English, unless the Examination Board decides otherwise (see also the Radboud University Policy for Use of Foreign Languages, Gedragscode Vreemde Taal van de Radboud Universiteit).

Article 6.3 Place and time of written examinations
1. The Examination Board determines the place and time of the written examinations and announces this in due time.
2. If changes are made to previous announcements, or the announcement is not made on time, the change or announcement will be published on Blackboard, the digital learning environment.
3. No changes may be made to the time of the examination less than 15 days before the examination, unless the Examination Board decides otherwise in special circumstances of force majeure.
4. Exceptions may only be applied to paragraphs 2 and 3 if the students and examiner in question have agreed to do so.
Article 6.4 Registration for and participation in examinations and resits
1. Students can register for examinations in OSIRIS through the course registration system. To register for a course after it has started students will need to register manually at the OSP for both the course and the examination.
2. Registrations for resits can also be done in OSIRIS. Registration to resit the examination is opened after the examination has been processed. The registration system in OSIRIS closes five days before the resit.
3. If a student cannot register for a resit in OSIRIS because of technical reasons, the student will need to manually register at the OSP.
4. Once the registration period for the resit has closed, a student will no longer be able to register for or participate in the resit. A student wishing to appeal under the hardship clause (Art. 13 of these regulations) will need to contact the head of the OSP.
5. If modifications are required for an examination, the student must submit a request to the OSP at least 10 days before the examination by means of the digital or paper form provided by the OSP.
6. If a student fails to cancel the registration for an examination or resit, this student will be given a mark of zero (0) for this examination or resit.
7. A student is deemed to have participated in an examination when he/she has turned up for that examination. Valid proof that a student turned up is provided either by the invigilator signing the student's name off on the attendance list or by the student submitting the complete examination booklet.

Article 6.5 Order during written examinations
1. The student is given sufficient time (announced in advance) in a venue suitable for undertaking his/her examination.
2. The student must provide proof of identity to participate in a written examination: either a valid student ID or a valid proof of enrolment together with photographic identification.
3. The student must follow the instructions given by the invigilator(s) at all times.
4. Students are not permitted to bring books, notebooks, mobile phones, etc. into the examination venue, unless the examiner has given explicit permission.
5. A student who arrives more than half an hour after the official commencement time of the examination will not be allowed to participate in the examination.
6. Students are not permitted to leave the examination venue within the first half hour after the published commencement time.
7. Toilet breaks during the examination are permitted by exception as long as there is an invigilator who can accompany the student.
8. Students are not allowed to eat during the examination. Non-alcoholic drinks may be consumed.
9. When a student leaves the examination venue, he/she must submit or leave behind the complete examination booklet(s) provided at the start of the examination.
10. The student is not allowed to disrupt any of those present in any way during the examination or when leaving the venue.
11. A student who does not meet the stipulations contained in paragraphs 1 to 10 can be excluded from further participation in the examination by the examiner. The invigilator is authorised in this regard to act on behalf of the examiner.
12. A student for whom exceptions need to be made to paragraphs 7 and 8 on medical grounds is required to report this along with a doctor's note at least 10 days before the examination at the OSP.

Article 6.6 Results and registration of results
1. The examinations are assessed and given one of the following assessment marks:
   A: excellent ................................................................. 10
   B: very good ............................................................... 9
   C: good ........................................................................... 8
   D: satisfactory .............................................................. 7
   E: sufficient .................................................................... 6
   F: fail ........................................................................ lower than 6

Grades will be rounded to the nearest whole and half grade points. Passing grades are from 6 points upwards.
2. Marks of 5.5 may not be awarded. If a mark is higher than 5, but lower or equal to 5.5, the work will be awarded with a 5. If a mark is higher than 5.5 but lower than 6, the work will be awarded with a 6.
3. If a student has undertaken an examination more than once, the latest mark received will be valid.
4. The results of the examinations are registered by the OSP and made available to the Examination Board.
5. The university Examinations Office is responsible for registering the results of all examinations. This office also keeps a record of which certificates have been issued to a graduation candidate.

Article 7 Specific tasks of the examiner
1. The examiner ensures an orderly course of an examination.
2. The examiner may determine that the student is not permitted to take the examination papers with him/her at the end of an examination.
3. The examiner determines in advance and publishes in due time which auxiliary materials may be used by the student during the examination.

Article 8 Fraud
1. If a participant is found to have committed fraud while undertaking a written examination, the invigilator will immediately take note of this on the available protocol document. The invigilator will also make a note of this on the answer sheets of the participant suspected of fraud, either immediately when the fraud is detected or later when the participant submits the examination booklet. At the end of the examination, the invigilator makes a written report about the fraud. The student is given the opportunity to add his/her own written comments. The written report and any comments are given to the examiner involved, who must then contact the Examination Board for further processing.
2. In the event of fraud, in whichever form, during an examination, the Examination Board can exclude the student from participating further in the examination in question, as well as other examinations for a period not exceeding one year after the detection of the fraud.
3. In the event of serious fraud, the student's enrolment in the degree programme can be permanently cancelled at the Examination Board's proposal.
4. Paragraphs 2 and 3 are also valid in the event of fraud in written papers and other written (or digital) products.

Article 9 Plagiarism
1. Plagiarism will be understood to mean: the copying of texts, thoughts or arguments belonging to others which the student has presented as his or her own work.
2. To check for plagiarism, the examiner is permitted to use the anti-plagiarism program Ephorus.
3. In the event that the examiner has detected plagiarism, the Examination Board will decide which sanctions will be imposed on the student.
4. Depending on the gravity and the extent of the plagiarism, the Examination Board can impose different sanctions, varying from a reprimand to exclusion from participating in examinations for one year and, for serious or repeated cases, exclusion from the degree programme. These sanctions are the same for other forms of fraud.

Article 10 Exemptions
1. Applications for exemptions will be submitted in writing, supported by reasons, to the chair of the Examination Board.
2. Before reaching a decision the Examination Board will consult the examiner in question.
3. The Examination Board will take a decision within one month following the receipt of the application.
4. The Examination Board may attach conditions to its decision to grant a full or partial exemption.

Article 11 Graduation applications
1. The Examination Board determines the results of the graduation applications for the Research Master's programme once a month.
2. A certificate is dated on a predetermined graduation date. All examination results must be registered before this date.
3. As evidence that the degree programme has been completed successfully, the Examination Board issues a certificate. The certificate is signed by at least two of the examiners in the Examination Board appointed
for this task. The certificates are presented in public, except in special cases where the Examination Board decides otherwise.

4. The degree components and the result are specified on the back of the certificate, or on an appendix to the certificate. Listed above these are the components that were not part of the degree programme, but that the student registered for, completed successfully and was issued the results for before the graduation application.

**Article 12 Distinctions**

With due observance of the provisions in Article 3.14 of the EER, the Examination Board will award a distinction if the conditions referred to have been satisfied. In response to the graduation application, OSIRIS will make a proposal for a distinction based on the regulations in the EER. The Examination Board may decide to deviate from the proposed distinction.

**Article 13 Unforeseen circumstances and hardship clause**

1. In individual cases not covered by these regulations, or insufficiently covered by these regulations, the Examination Board will be authorised to decide.

2. In exceptional cases of extreme unfairness, the Examination Board will be entitled to make exceptions, in favour of the student, to the Education and Examination Regulations and the present Rules and Regulations.

**Article 14 Appeal procedure for assessment of a degree component**

1. If a student does not agree with the assessment of an examination, he/she can lodge an appeal with the examiner during or after the review or feedback session for the examination.

2. If a student has not been able to reach an agreement with the examiner, he/she can lodge an appeal with the Board of Appeal for Examinations. This appeal must be lodged within a period of four weeks after the examination results have been determined. If the examiner has not provided the results within this period of four weeks, the student can lodge a 'pro forma' appeal with the Board of Appeal for Examinations to request an extension for the appeal.

**Article 15 Complaints**

1. Complaints and appeals with regard to procedures during an examination can be lodged with the Examination Board.

2. The complaint or appeal must meet the following formal requirements:
   a. written and signed letter (not an email);
   b. individual letter (not a group letter);
   c. personal letter with reasons (not a standard letter).

   Complaints and appeals will only be processed if they meet the requirements stipulated in a. to c.

**Article 16 Amendments**

Amendments applicable to the current academic year will only be introduced if they have not reasonably been considered detrimental to the interests of examinees or graduation candidates.

**Article 17 Entry into force**

These regulations shall enter into force with retroactive effect to 1 September 2011.

Thus decided by the Examination Board of the degree programme in Social and Cultural Science on April 18 2013.