

Education and Examination Regulations Bachelor's programme

Communicatie- en Informatiewetenschappen

Communication and Information Studies

2019-2020
Faculty of Arts

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Section 1. Introductory provisions¹

Article 1. Purpose of these regulations

1. In these Education and Examination Regulations (hereinafter: the Regulations) the applicable procedures, rights and duties are established in relation to the education and examinations of the Communication and Information Studies Bachelor's programme with CROHO number 56826 (hereinafter: the programme) provided by the Faculty of Arts at Radboud University (hereinafter referred to as: RU).

Article 2. Scope of the regulations

The present regulations apply to all students enrolled in the programme in the academic year 2019-2020.

Article 3. Definition of terms

1. The terms used in these regulations, which are also used in the Higher Education and Research Act (*Wet op het hoger onderwijs en wetenschappelijk onderzoek*, hereinafter: "the Act"), will have the same meaning as the terms in the Act.
2. Notwithstanding clause 1, in these Regulations the following definitions apply:
 - a. *Party involved*: the student who is registered for the examination programme of these Education and Examination Regulations and, more specifically, in reference to the review of course examinations, the student who has taken the course examination in question
 - b. *Binding Study Advice*: recommendation given to all students at the end of the first year of the Bachelor's programme regarding the progress of their studies. A negative recommendation is binding
 - c. *Committee on Binding Study Advice for First-Year Students*: the committee which, on behalf of the Dean, issues the preliminary recommendation after the first semester and the definitive binding study advice at the end of the first year. This Committee consists of three to five members and is chaired by the Director of Education. The other members, in principle, are members of the Examination Board of the faculty
 - d. *Contact hour*: one education hour during which a lecturer is present
 - e. *Core curriculum*: a compulsory set of courses in the Bachelor's programme which are followed by all students of the humanities faculties consisting of a study load of 15 credits²
 - f. *Partial examination*: an examination as referred to in Article 7.10 clause 1 of the Act, as well as the assessment of the results of the examination, which in conjunction with one or more other partial

¹ Please note: this is a translation of the leading Dutch OER text. No rights can be derived from this translation.

² The core curriculum is only part of the programme for students who started a Bachelor's degree programme at the Faculty of Arts between 1 September 2011 and 1 September 2018.

examinations constitute the interim examination. Unless otherwise stated in these regulations, the term “interim examination” also includes “partial examinations”

- g. *Lecturer*: the staff member responsible for providing the education
- h. *Final examination*: an examination of the student's academic achievements, in which the Examination Board determines whether or not all educational units that are part of the degree programme have been successfully completed. The Examination Board may determine that this review requires a test of the candidate's knowledge, understanding and skills by the Examination Board itself and an assessment of the results of that test
- i. *Examination Board*: the Examination Board of the Faculty of Arts. See also *Structuurregeling Radboud Universiteit Nijmegen* (Radboud University Structure Regulations) and the *Reglement Examencommissie Faculteit der Letteren RU* (RU Faculty of Arts Examination Board Regulations)
- j. *Component*: an educational unit of the programme, as defined in the Act
- k. *Examiner*: the person designated by the Examination Board to administer the interim examinations
- l. *Fraud*: fraud at RU is defined as any behaviour or negligence on the part of the student that, by nature, is directed towards making it partly or entirely impossible to properly assess the knowledge, insights, and skills of the student or of another student (see Fraud Regulations, Appendix IV)
- m. *Resit*: a new opportunity to take a particular examination as referred to in Article 7.10 clause 1 of the Act, pertaining to an educational unit. In these regulations, when the term examination is used this can also refer to a resit, unless explicitly indicated otherwise
- n. *Institution*: Radboud University Nijmegen
- o. *Minor*: a package of related courses consisting of 40 credits³ approved by the Faculty Board and included in the faculty minor guide
- p. *Educational unit*: any organised activity that is assessed and is associated with credits (in practice, these are usually courses, but internships and seminars are also considered to be educational units). According to law, educational units are completed with an *interim examination*. Degree programmes (which consist of a coherent set of educational units) are completed with a *final examination*
- q. *Plagiarism*: copying or paraphrasing another author's works, in whole or in part, when writing assignments, essays or other written tests without adequate acknowledgement of sources or clear indication of a beginning and end to the quotations
- r. *Practical*: a practical exercise as referred to in Appendix II, in one of the following forms:
 - i. writing a thesis
 - ii. completing a literature review
 - iii. participating in fieldwork or going on an excursion
 - iv. completing an assignment
 - v. completing an internship

³ A minor of 20 EC applies to all students who began a Bachelor's programme at the Faculty of Arts before 1 September 2011. For students who started a Bachelor's programme at the Faculty of Arts between 1 September 2011 and 1 September 2018, a study load of 15 or 30 EC applies.

- vi. participating in an additional educational activity to acquire certain skills
- vii. completing the tasks prescribed by the lecturer in preparation for a seminar
- s. *Propedeuse*: the foundation year (first year) of the programme, as referred to in the Act. The propedeuse will be abolished as of the September 2019 cohort. This term will continue to be relevant for earlier cohorts
- t. *Specialisation*: a specialisation within a Bachelor's programme
- u. *Student*: anyone enrolled at Radboud University for the purpose of participating in a degree programme and/or in the interim or final examinations of a programme
- v. *Study guide*: the programme guide containing specific information about the programme
- w. *Study compatibility check*: activity as described in the *Regeling Studiekeuzecheck* (Regulations governing the study compatibility check)
- x. *Credit* (abbreviated EC): credit in accordance with the European Credit Transfer System in which 1 EC is equal to 28 hours of study
- y. *Interim examination*: an examination testing the knowledge, understanding and skills of the student in relation to a certain educational unit, regardless of the form in which this examination takes place, and which is administered by at least one examiner designated by the Examination Board
- z. *Admission Committee*: the committee which determines the admissibility of the student to a degree programme on behalf of the Dean (based on prior education, admission, and language requirements)
- aa. *Working days*: Monday to Friday, except statutory holidays and other days designated by the Executive Board as collective holidays.

Section 2. Admission to the programme

Article 4. Admission requirements and procedures

1. In order to be admitted to the programme, prospective students must meet the prior training requirements, admission requirements and/or language requirements established by the Act and/or by a separate decision of the university administration, as well as the applicable admission procedures established by the Act and/or by a separate decision of the university administration.
2. In order to provide adequate and clear information to prospective students, the requirements and procedures referred to in clause 1 have been included in Appendix I of these regulations.

Article 4a Substitute requirements for insufficient prior education

Prospective students who do not meet the admission requirements referred to in Article 2.1 of Appendix I, may still enrol, with due observance of the provisions of Article 1 clause 7.25 of the Act, on the condition that substitute requirements have been met that are equivalent, in terms of content and subject, to an admission assessment (*colloquium doctum*).

Article 5. Admission Committee

1. Decisions regarding admission to the programme are made by the Dean on behalf of the university administration.
2. Notwithstanding the provisions of clause 1, decisions regarding admission to the programme are made by the Admission Committee on behalf of the Dean.

Section 3. Structure and design of the programme

Article 6. Learning outcomes of the programme

The programme aims to:

- a. provide students with knowledge, understanding and skills in the field of the Bachelor's programme in Communication and Information Science
- b. develop the student's academic competences
- c. prepare the student for a career or further study.

Supplementary to the general learning outcomes, the programme also aims to achieve the following programme-specific learning outcomes:

- d. Students have knowledge of and insight into the communication processes of organisations, particularly the contextual and linguistic factors that play a role therein.
- e. Students are capable of analysing the communication process in terms of communication models and strategies, and can apply their knowledge and insights in real-life cases.
- f. Students have the necessary skills to communicate in the foreign language, as well as a sufficient understanding of the sociocultural and economic aspects of the countries in which that language is spoken in order to evaluate, modify and develop organisation-specific communication products in the relevant language.
- g. Students understand how culture influences the communication processes of international organisations and can apply these insights in real-life, international cases.
- h. Students possess the knowledge, insights and skills to apply qualitative and quantitative research methods in the field of organisational communication, and are capable of applying these skills to select the best research method for a specific research question.
- i. Students possess general academic skills, particularly in the field of communication, collaboration and ICT.

Article 7. Programme study load

The degree programme has a study load of 180 EC. The study load of the programme is established by the Executive Board through a separate resolution and/or pursuant to the Act.

Article 8. Type of programme

The degree programme is offered as a full-time programme. The type of programme has been established by the Executive Board through a separate resolution.

Article 9. Language of instruction

The language of instruction for the degree programme is Dutch/English. The language of instruction for the degree programme has been established by the Executive Board through a separate resolution. The Code of Conduct for Foreign Language Education of Radboud University is applicable to the adoption of the language of instruction.

Article 10. Examination programme

1. The degree has an examination programme that is aimed at achieving the learning outcomes referred to in Article 6. The examination programme consists of the coherent set of educational units, as described further in Appendix II.
2. The programme provides space for educational units of a philosophical nature, in total amounting to at least 5 EC.
3. Academic Dutch/English language proficiency test:
 - Every student of a Dutch-taught Bachelor's programme, with the exception of the English Language and Culture Bachelor's programme, must take an academic Dutch language proficiency test during the first academic year.
 - Every student of an English-taught specialisation, including the English Language and Culture Bachelor's programme, must take an academic English language proficiency test during the first academic year.
 - This test assesses academic language proficiency and includes the following aspects: basic spelling, academic vocabulary, presentation and text structure.
 - The academic language proficiency test is part of the first-year curriculum established in Appendix II.
 - If the academic Dutch/English language proficiency test is the only interim examination that has not been passed, the successfully completed interim examinations will remain valid.
 - If the academic Dutch/English language proficiency test has been successfully completed, while the full examination programme has not been, the result of the academic Dutch/English language proficiency test will remain valid.
 - Exemption from the academic language proficiency test can only be granted on the basis of an equivalent university language test.

Article 11. Additional educational units (free electives) in the examination programme

1. Given the examination programme described in Appendix II, free elective space of 30 EC is provided for additional educational units from inside and outside the degree programme. The Examination Board may make an exception for non-English/Dutch-speaking students.
2. At the request of the student, the Examination Board will permit the inclusion of educational units from outside of the degree programme.
3. The following conditions apply when selecting educational units to fill the free elective space:
 - a. The Bachelor's programme has two minors of 15 EC each, which students can select from the faculty's educational offering or from elsewhere.⁴ For information regarding the design of the education, please refer to the minor guide of the faculty. All courses followed outside of the programme (for example, within the context of an elective minor) and the relevant examinations are established by the Examination Board of the programme which provides the course.
 - b. A student's total selection of minors may not contain more than 15 EC of B1 courses.
 - c. The student has the option of choosing a maximum of one minor from the educational offering of the faculty or from other faculties. The "elective minor" must be submitted to the Examination Board for approval. A request for approval for a minor that has been composed by the student must be submitted six weeks prior to the start of the first component. In exceptional cases, the Examination Board may deviate from this deadline.
 - d. If a student wishes to make changes to the minor composition, as referred to in clause c, he/she may submit a request to the Examination Board. The criteria mentioned in this article also apply to the desired changes.
4. The inclusion of an educational unit is only permitted prior to the start of the educational unit in question. However, proposals for changes are possible.
5. If the credits and study results of the additional educational units differ from the definitions in these regulations, they will be converted. The Examination Board decides on the conversion of these credits and results in compliance with the memorandum "*Conversie van studiebelasting en studieresultaten*" (conversion of credits and results).
6. In instances in which an educational unit from outside the degree programme is included in the free elective space, the applicable regulations regarding procedures, rights and obligations, as referred to in Article 7.13 clause 2 of the WHW, are those from the degree programme to which the educational unit belongs.

Article 12. Addition of extracurricular educational units

⁴ This regulation applies to students who started a Bachelor's programme between 1 September 2014 and 31 August 2018. Students that started from 1 September 2018 onwards, choose a minor of 40 credits in the third Bachelor's year.

1. Adding extracurricular educational units from outside of the examination programme is permitted. The Examination Board must provide approval for this.
2. The total amount of educational units added to the examination programme is, in principle, no higher than 15 EC.
3. At the request of the student, the Examination Board can include educational units from outside of the degree programme.
4. The following conditions apply to the inclusion of educational units in the free elective space:
Not applicable.
5. The provisions of Article 11, clauses 4 to 6 are applicable to the inclusion of extracurricular educational units.

Article 13. Exemption from educational units

1. Students can receive exemptions from educational units.
2. The total amount of exemptions is no higher than half of the obligatory examination programme: 90 EC.
3. At the request of the student, the Examination Board may grant an exemption for an educational unit and its corresponding interim examination, if the student:
 - a. has passed an examination for an educational unit with a corresponding content and level at a university
 - b. demonstrates that he/she has adequate knowledge and skills in regard to the educational unit in question due to relevant work or professional experience.
4. As a rule, the Examination Board does not grant exemptions for partial examinations, with the exception of the partial examination referred to in Article 10, clause 3 (academic Dutch/English language proficiency test).
5. In the assessment referred to in clause 3, the Examination Board assesses the relevance of the knowledge, insight or skills that have already been examined.
6. Exemptions, as referred to in clause 1, cannot be granted for the graduation assignment (Bachelor's Thesis).
7. The Examination Board provides no exemptions on the basis of results obtained during the period in which the student has been excluded from participation in examinations by the Examination Board due to fraud, as specified in the Fraud Regulations.
8. The programme has the following (generic) exemptions: not applicable.

Article 14. Replacement of educational units

1. The replacement of educational units is permitted.
2. In special cases, a student may, with permission from the Examination Board, replace an educational unit from the examination programme with an educational unit from outside the programme.

3. The thesis cannot be replaced, except in cases in which the Examination Board concludes that the thesis can be replaced by participation in a research study or an internship for which an academic report can be written.
4. The provisions of Article 11, clauses 4 to 6 apply to the replacement of extracurricular educational units.

Article 15. Elective programme:

Not applicable

Section 4. Structure and design of educational units

Article 16. Enrolment in education and registration for interim examinations and resits

1. The student registers for educational units pertaining to the degree programme for which he/she is enrolled through Osiris.
2. The student who has registered for an educational unit is then also registered for the education and the corresponding interim examination. If a student does not wish to sit the examination, he or she must deregister through OSIRIS, no later than five working days before the examination date.
3. The student must register themselves for the resit of an educational unit. The student must register for a resit in accordance with the applicable guidelines and instructions set by the relevant Examination Board, no later than five working days before the date of the resit. Students who are not registered will not be able to sit an interim examination.
4. If the student fails to deregister for an interim examination or a resit in time, non-appearance will be considered to be a used opportunity to sit the interim examination, unless the Examination Board decides otherwise in exceptional cases.

Article 17. Access to education and interim examinations

1. The student is permitted to follow all educational units of the study programme and to take the corresponding interim examinations.
2. Contrary to the provisions in clause 1, entry requirements apply to the educational units and corresponding interim examinations stipulated in Appendix III. If there are entry requirements, the student will not be admitted to the educational unit and the corresponding interim examination until after these requirements have been met.
3. Supplementary to clause 2, a student who has successfully passed an interim examination may not resit this examination without the explicit written authorisation of the relevant Examination Board.
4. In special cases, the Examination Board can grant exemptions from the entry requirements, either with or without replacement requirements.

5. Access to education and interim examinations is not dependent on financial contributions other than tuition fees, unless there are costs related to the education. If such abovementioned costs are involved, then these costs are listed in Appendix III.

Article 18. Selection of educational units per academic year

Each educational unit is offered once per academic year, unless otherwise specified in Appendix II.

Article 19. Number of interim examination opportunities per educational unit

1. For each educational unit, two examination opportunities are provided (one interim examination and one resit), unless otherwise specified in Appendix II.
2. The design and type of the resit is the same as that of an interim examination, unless otherwise specified in these regulations or in Appendix II.
3. The date of the first examination opportunity will be announced at the beginning of the relevant semester. The date of the resit will be announced prior to the first examination opportunity. The date of the resit must be announced before the first examination opportunity has taken place. With regard to the Bachelor's Thesis, the internship and other components that are not concluded with an interim examination, the programme may decide differently: see Appendix II.
4. Students shall be provided with at least one additional opportunity to sit an examination for a course that is no longer in the curriculum in the first academic year that it is no longer offered.
5. In situations in which a programme or professor has not set a deadline for a project or assignment, the project or assignment shall be submitted no later than 12 months following the end of the course to which the project or assignment belongs. Projects and assignments must always be submitted to the examiner at least 20 days prior to the final examination date.

Article 20. Lecture and interim examination periods

The lectures of educational units are provided in an annual schedule with two semesters that have been established by the Executive Board. Appendix II at least stipulates the semester and period in which the course is offered.

Article 21. Language of education and interim examinations

The lectures and interim examinations of the educational units are provided in the language of instruction. If the lectures or interim examinations are provided in a different language than the language of instruction, this will be specified in the overview in Appendix III.

Article 22. Learning objectives

Each course is aimed at achieving certain learning objectives that contribute to the achievement of the final learning outcomes. These learning objectives are established in the study guide for each course.

Article 23. Instruction method

For each educational unit, the instruction method is stipulated in the overview in Appendix II.

Article 24. Number of contact hours

The number of contact hours per educational unit is stipulated in Appendix II.

Article 25. Type of interim examination

1. The type of the interim examination is specified in Appendix II. Each course has the following types of interim examinations:
 - a. written interim examination, including written exams that are conducted digitally
 - b. verbal interim examination
 - c. a mix of a and b.
2. In special cases, the Examination Board may decide to deviate from the type of examination stipulated in Appendix II.
3. Written interim examinations are taken in the exam rooms of Radboud University. This does not apply to written assignments.
4. In principle, oral interim examinations are not public unless the Examination Board decides otherwise. Oral examinations consist of an individual test in which, in principle, not more than one person is tested at the same time. Oral examinations are administered whenever possible in the presence of a second examiner or an observer appointed by the Examination Board. In special cases, the Examination Board may require the oral examination to be recorded.
5. The Examination Board may allow students with a functional impairment to take interim examinations in a form adapted to their individual functional impairment. Prior to making a decision in this matter, the Examination Board may seek expert advice. If this involves facilities provided for a “digital test”, the Examination Board may also seek advice from the digital testing coordinator of the faculty in regard to the design of these facilities.

Section 5. Assessment and examination

Article 26. Rules for administering interim examinations

In order to ensure the proper procedure for administering interim examinations in the examination rooms of Radboud University, the Dean has established the House Rules for Examination Rooms. In order to

provide adequate and clear information, these house rules have been included in Appendix V of these regulations.

Article 27. Confirmation of examination results

1. The examiner determines the result of an examination in writing.
2. The result of an interim examination is specified as a whole number or half number. With regard to this, grades up to .25 will be rounded down to .0, grades between .25 and .75 will be rounded to .5 and grades from .75 and up will be rounded up to .0. If the result of an interim examination is determined differently, this will be further described in the overview in Appendix III.
3. Contrary to the provisions of clause 2, the results of an interim examination will not be set at a grade of 5.5. In that case, a score of less than 5.5 will be rounded down to 5 and a score of 5.5 or greater will be rounded up to a 6.
4. If the result of an examination is equal to or greater than 6.0, the examination is deemed to have been passed. If the result of the examination is equal to or less than 5.0, the student is deemed to have failed the examination.
5. When a previously taken interim examination is retaken, the most recent result is valid in all cases.
6. Interim examination results may be expressed in numbers rounded to one decimal place. When rounding, the numbers after the first decimal will be ignored.
7. The provisions of clause 4 and 5 do not apply to partial examinations.

Article 27a. Rules and guidelines for the Examination Board

1. The Examination Board is responsible for guaranteeing the quality of interim examinations and final examinations.
2. In the *Reglement Examencommissie Faculteit der Letteren RU* (RU Faculty of Arts Examination Board Regulations), the Examination Board has established regulations regarding the procedures for interim examinations and the necessary measures to be followed.
3. The Examination Board may provide guidelines and instructions to examiners to assist them in determining the examination results and assessing the candidate taking the examination.

Article 27b. Fraud and plagiarism

1. The definition of fraud and the procedures and sanctions in the event of (suspected) fraud are stipulated in the Fraud Regulations (see Appendix IV).
2. The provisions of Articles 5 and 6 of the Fraud Regulations during examinations (see Appendix IV) will be implemented as follows in the Faculty of Arts:
 - a. Within ten working days of the report by the lecturer or examiner, the admissibility of the report will be determined by the Examination Board. If the report is deemed admissible, the student will be informed of this immediately.

- b. Within 10 working days of the admissibility being determined, the student will be given an opportunity to be heard and the Examination Board will make a decision regarding any measures to be taken.
 - c. If the Examination Board and the student are still engaged in discussion, the period specified in clause 2b can be extended by up to 10 working days.
3. Supplementary to the Fraud Regulations (see Appendix IV), the Examination Board of the Faculty of Arts can impose additional obligations (such as writing an assignment or a reflective report about plagiarism).

Article 28. Publication of results

1. Immediately after determining the results of the interim examination, the examiner shall input the results into Osiris. The examiner shall determine the result of a written interim examination within fifteen working days of the date it was administered. The examiner will immediately, and no later than ten working days after the date of a verbal interim examination, announce the result and provide the student with a written statement in this regard via the student administration. For interim examinations other than written or verbal examinations, the Examination Board or examiner will decide in advance the method and time frame in which the results will be announced to the students. The term of fifteen working days will not be exceeded in this case. Contrary to the provisions of clause 2 and 3, the examiner shall publish the results of examinations and resits from period 4 within five working days of the end of the examination period.
2. In special cases and if requested, the Examination Board can either extend or shorten the time frames specified in clause 1.
3. Once the results of an interim examination are published, students will be informed about their right to inspect their marked work as referred to in these regulations and about the possibility of appealing to the Examinations Appeals Board within the applicable appeal period. These provisions do not apply to partial examinations.

Article 29. Right of inspection and explanation

1. Within at least twenty working days following the publication of a written interim examination result, the student may request access to review and inspect all graded work.
2. During the period referred to in clause 1, any interested parties may also inspect the questions and assignments made or given in the context of a written interim examination as well as the standards based on which the assessment took place.
3. Due to the limited time between exam period 4 and re-sit period 4 and issuing the binding study advice, inspection of examination results from these periods shall take place within two days after the relevant results are published.

4. Contrary to clause 1 and 2, the examiner may decide that inspection will take place for all students at the same time, on a date and at a time and place set in advance. If a student is unable to attend the inspection referred to in clause 3 due to demonstrable circumstances beyond his control, a separate inspection can be arranged upon request, preferably within the time period referred to in clause 1.
5. In all cases, the inspection will take place within 5 working days before the next examination opportunity for the relevant educational unit.
6. The provisions in clause 1 to 5 do not apply to partial examinations.

Article 30. Validity period of interim examinations

1. The following rules have been established by the Executive Board in regards to the provisions in Article 7.10, clause 4, WHW:
 - a. The term of validity of successfully completed interim examinations is unlimited.
 - b. Contrary to the provisions in a, the assessed knowledge, insight and skills described in Appendix III will deteriorate after the period stipulated in said appendix. The validity period of the interim examinations associated with these educational units expires after the aforementioned period.
 - c. The student will receive timely notification of the expiry of the validity of a successfully completed interim examination. This notification will at least include a reasoned explanation by or on behalf of the Dean for why the knowledge, insight and/or skills are outdated.
 - d. In special circumstances and in individual cases, the Examination Board can extend the period referred to under a. If a student has received financial support on the basis of the profiling fund, as referred to in the WHW, due to a disability or chronic illness, the Examination Board will always extend the period by least the number of months that financial support has been granted by the Executive Board.
2. The validity period of successfully completed interim examinations is, in principle, limited to the academic year, unless the validity period is otherwise specified in Appendix III. The validity period for the result of partial examinations will end when the result of the interim examination for the relevant educational unit has been definitively determined.

Article 31. Final examinations

1. The degree programme is concluded by the Bachelor's examination.
2. The Examination Board will determine the result of the final examination once the student has passed the interim examinations of all the educational units of the (phase of the) degree programme in question and has submitted the relevant proof. In that case, the examination date is the date on which the most recent examination was taken.

Article 32. Degree and distinctions

1. A student who has passed the examination of the Bachelor's degree programme will be awarded a Bachelor of Arts (BSc) degree.
2. The Examination Board can award a distinction to a student who has successfully passed the final examination of the degree programme. The rules for awarding distinctions have been established in Guidelines for Awarding Distinctions 2015. In order to provide adequate and clear information, these regulations have been included in Appendix VI of these regulations.

Section 6. Study performance, support and advice

Article 33. Study performance and support

1. The Dean of the faculty is responsible for recording student results in such a way that, upon request, every student can be provided with an overview of the results achieved at that time within a reasonable time of this request.
2. The Dean is responsible for providing adequate student counselling (through student advisors and mentors).

Article 34. Binding study advice regulations

1. Additional regulations regarding the binding study advice (BSA) have been established in a guideline. In order to provide adequate and clear information, these regulations have been included in Appendix VII of these regulations.
2. Anyone referred to in Article 7.31b of the Act who wishes to enrol as a student for the first year of a Bachelor's programme for the first time before 1 May, will receive a non-binding study advice based on the study compatibility check as stipulated in the *Regeling Studiekeuzecheck* (Regulations governing the study compatibility check).

Section 7. Evaluation of education

Article 35. Method of evaluation of education

In compliance with the quality assurance system of the university as described in the *Handboek Kwaliteitszorg Onderwijs Radboud Universiteit* (Radboud University quality assurance manual), the Dean shall ensure that the education of the degree programme is evaluated systematically.

Section 8. Transitional provisions

Not applicable

Section 9. Final provisions

Article 36. Safety net scheme and hardship clause

1. In all cases not covered fully or clearly by these regulations, the decision lies with the Dean.
2. In all cases in which these regulations may result in unreasonable or unfair situations for individual students, the Examination Board or, as a last resort, the Dean is authorised to make an exception to the provisions in these Education and Examination Regulations.

Article 37. Establishment, participational bodies and amendments

1. These regulations are drawn up or amended by the Dean after receiving advice from the programme committee and after having obtained the approval of the Faculty Joint Assembly.
2. An amendment to these regulations will not enter into force in the current academic year, unless this would disproportionately damage the interest of the students.

Article 38. Entry into force

1. These regulations shall enter into force on 1 September 2019.
2. The Education and Examination Regulations applicable before this date will then expire.

Article 39. Publication

1. The Director of Education of the relevant department is responsible for publishing these regulations and any amendments thereto.
2. Any interested party can obtain a copy of these regulations from the Student Information Point (STIP).

Article 40. Evaluation

The Dean is responsible to regularly assess these regulations.

As established by the Dean on August 31, 2019.

Appendix I Admission requirements and procedures

A. Programme-specific admission requirements

Article 1 Language requirements

Notwithstanding the provisions in the main text of these regulations, participation in the education and interim examinations of the components listed below is not possible until the following admission requirements have been met:

1. In order to participate in courses and the associated interim examinations offered in Dutch, a sufficient command of the Dutch language is required. This requirement is satisfied if a student:
 - a. is in possession of a pre-university education (VWO) diploma, obtained at a Dutch-language institution for secondary education, or
 - b. is in possession of a diploma of higher professional education, or
 - c. is in possession of an admission statement authorising entrance to academic education in the Netherlands
 - d. is in possession of one of the following diplomas or certificates:
 - i. the diploma of the state examination for Dutch as a Second Language Level 2 (NT2-II)
 - ii. the RU certificate for Dutch as a Second Language (RU-NT2)
 - iii. the *certificaat Nederlands als vreemde taal, Profiel Academische Taalvaardigheid* (PAT) or *Profiel Taalvaardigheid Hoger Onderwijs* (PTHO)
 - iv. International Baccalaureate: Dutch as Language A or Language B (Higher Level)
 - v. European Baccalaureate: Dutch as a second language
 - vi. United Kingdom: Dutch at GCE A-level (from 1998)
 - vii. International GCSE First Language
 - viii. Germany: Zeugnis der Allgemeinen Hochschulreife with Dutch as a Leistungs or Grundkurs
 - ix. Suriname: VWO diploma, first year (propedeuse) Anton de Kom University
 - x. Belgium: Diploma of Secondary Education (ASO)
 - xi. Overseas Territories: VWO diploma with Dutch as a final examination course or a diploma from a Dutch university of applied sciences.
2. In order to participate in courses and associated examinations offered in English, a sufficient command of the English language is required. This requirement is satisfied if a student:
 - a. has a pre-university education (VWO) diploma
 - b. is in possession of a pre-university education diploma obtained at an English-language institution
 - c. is in possession of a diploma from a university of applied sciences (HBO)
 - d. has achieved a sufficient score on one of the following English language tests:

- i. Test of English as a Foreign Language (TOEFL) with a minimum score of 550 (paper-based) or 213 (computer-based) or 80 (internet-based)
- ii. International English Language Testing System (IELTS) with a minimum score of 6.0 or higher with all sub-scores ≥ 6
- iii. Cambridge Certificate of Advanced English (CAE) or Cambridge Certificate of Proficiency with a minimum score of C
- iv. TOEIC test with a score of 785 or higher, for which the modules “Speaking and Writing” and “Listening and Reading” have been fully completed.

Article 2 Admission based on HBO propedeuse diploma

1. Students in possession of a HBO propedeuse diploma shall be exempt from the requirements set out in Article 7.24 of the Act, provided they demonstrate the required knowledge, understanding and skills to complete the programme successfully.
2. The requirement referred to in clause 1 is considered to be met provided that:
 - the HBO propedeuse was completed within one year
 - the average result obtained is a 7.0 or higher.
 - The following additional requirement applies to the specialisation in International Business Communication: a student can, with the relevant certificates, prove that his proficiency in English is at the level of the VWO final examination.

Article 3 Pre-master programmes

Not applicable

Appendix II Examination programme

Article 1 Composition of Bachelor's first year

In accordance with the provisions in the general part of these regulations, the first year is comprised of the following components with the corresponding study load in EC:

Communicatie en Organisaties

Course code	Name	Period	EC	Form (WC/HC)	Exams (ST/MT/SW)	CU
	<i>Taal, communicatie en organisatie</i>					
LET-CIWB150-IBC	Corporate communication ⁵	1	5	HC	ST + SW	3
LET-CIWB157	<i>Taal en communicatie</i>	1 – 2	5	WC/HC	ST	2
LET-CIWB158	<i>Informatiewetenschap</i> ⁶	3 – 4	5	WC/HC	ST + SW	2
LET-CIWB151	<i>Organisatie en management</i>	4	5	HC	ST + SW	3
LET-CIWB153-IBC	Marketing Communication ⁷	2	5	HC	ST + SW	2
	<i>Interculturele communicatie en vreemde taal</i>					
LET-CIWB101E	<i>Internationale markt Engels</i>	1 – 2	5	WC	SW + MT	4
LET-CIWB103E	<i>Strategische allianties Engels</i>	3 – 4	5	WC	SW	4
LET-CIWB102E	<i>Bouwstenen van de taal Engels 1</i>	1 – 2	5	WC	ST	4
LET-CIWB104E	<i>Bouwstenen van de taal Engels 2</i>	3 – 4	5	WC	ST + SW	4
LET-CIWB152	<i>Interculturele communicatie</i>	3	5	HC	ST	4
	<i>Academische en methodologische vaardigheden</i>					
LET-CIWB155	<i>Onderzoeksmethodologie 1</i>	3 – 4	5	L/S	ST + SW	2
LET-CIWB156	<i>Algemene academische vaardigheden</i>	1 – 2	5	WC	SW	2
	<i>Mentoraat</i>		0			
			60			

WC = seminar, HC = lecture, ST = written examination, MT = oral examination,
SW = written assignment, CU = number of contact hours, TBD = to be determined, N.A. = not applicable

⁵Until academic year 2017-2018 the course title was *Corporate communicatie*.

⁶In academic year 2018-2019 the course title was *Information Science*.

⁷In academic year 2018-2019 the course title was *Marketingcommunicatie*.

International Business Communication

Course code	Name	Period	EC	Form (WC/HC)	Exams (ST/MT/SW)	CU
	<i>Language, Communication and Organisation</i>					
LET-CIWB150-IBC	Corporate communication	1	5	HC	ST + SW	3
LET-CIWB157-IBC	Language and Communication	1 – 2	5	WC/HC	ST	2
LET-CIWB158-IBC	Information Science	3 – 4	5	WC/HC	ST + SW	2
LET-CIWB151-IBC	Organisation and Management	4	5	HC	ST + SW	3
LET-CIWB153-IBC	Marketing Communication	2	5	HC	ST + SW	2
	<i>Intercultural Communication and Foreign Language</i>					
LET-CIWB101-IBC	International Markets	1 – 2	5	WC	SW + MT	4
LET-CIWB103-IBC	Strategic Alliances	3 – 4	5	WC	SW	4
LET-CIWB102-IBC	Building Blocks 1 ⁸	1 – 2	5	WC	ST	4
LET-CIWB104-IBC	Building Blocks 2 ⁹	3 – 4	5	WC	ST + SW	4
LET-CIWB152-IBC	Intercultural Communication	3	5	HC	ST	4
	<i>Academic and Research Skills</i>					
LET-CIWB155-IBC	Research Methodology 1	3 – 4	5	WC/HC	ST + SW	2
LET-CIWB156-IBC	Academic Skills	1 – 2	5	WC	SW	2
	Mentorship		0			
			60			

WC = seminar, HC = lecture, ST = written examination, MT = oral examination,
 SW = written assignment, CU = number of contact hours, TBD = to be determined, N.A. = not applicable

Article 2 Academic Dutch/English language proficiency test:

- A. The academic Dutch language proficiency test is part of the course *Algemene Academische Vaardigheden* (LET-CIWB156). This course can only be completed after the academic language proficiency test has been passed.

⁸ For CIW-IBC German students, Building Blocks 1 is replaced by *Sprachpraxis Deutsch* (LET-DTCB107).

⁹ For CIW-IBC German students, Building Blocks 2 is replaced by *Kommunikation in Kultur und Gesellschaft* (LET-DTCB109).

- B. The academic English language proficiency test is part of the course Academic Skills (LET-CIWB156-IBC). This course can only be completed after the academic language proficiency test has been passed.

Article 3 Composition of Bachelor's second and third years

In accordance with the provisions in the general part of these regulations, the second and third years are comprised of the following educational units with the corresponding study load in EC:

Communicatie en Organisaties

Course code	Name	Period	EC	Form (WC/HC)	Exams (ST/MT/SW)	CU
	<i>Taal, communicatie en organisatie</i>					
LET-CIWB254	<i>Argumentatieanalyse</i>	3 – 4	5	WC/HC	ST + SW	2 or 3
LET-CIWB262	<i>Interne communicatie</i>	1	5	HC	ST + SW	2
LET-CIWB261	<i>Interactie-analyse</i>	4	5	WC/HC	ST + SW	1 or 2
LET-CIWB260	<i>Sociale media en nieuwe media</i>	2	5	HC	ST + SW	2
LET-CIWB257	<i>Gezondheidscommunicatie</i>	2	5	HC	ST + SW	3
LET-CIWB267	<i>Ontwerp van overtuigende teksten</i>	3 – 4	5	WC/HC	ST + SW	2 or 3
LET-CIWB356	<i>Praktijkgerichte, communicatieve innovaties¹⁰</i>	3	5	WC	SW	5
LET-CIWB354	<i>Crisiscommunicatie en webcare¹¹</i>	4	5	WC	ST + SW	3
	<i>Interculturele communicatie en vreemde taal</i>					
LET-CIWB266-IBC	Language and Thought	3 – 4	5	HC	ST + SW	2
LET-CIWB355-IBC	Foreign Languages in Advertising ¹²	3	5	HC	ST + SW	2
LET-CIWB264-IBC	Language Management in International Organisations ¹³	3	5	HC	ST + SW	2
	<i>Academische en methodologische vaardigheden</i>					
LET-CIWB253	<i>Statistiek</i>	1	5	WC/HC	ST	4
LET-CIWB265	<i>Onderzoeksmethodologie 2</i>	3 – 4	5	WC/HC	ST	3
LET-CIWB351	Bachelor's Thesis	3 – 4	10	WC	SW	
	<i>Other</i>					
	Core curriculum	1, 2, 3, 4	15			
	Minors		30			
			120			

WC = seminar, HC = lecture, ST = written examination, MT = oral examination,

¹⁰ Until academic year 2017-2018, this space in the curriculum was filled by the course *Communicatiemanagement*.

¹¹ Until academic year 2017-2018, this space in the curriculum was filled by the course *Bedrijfstaal 3: Cross-cultureel taalgebruik*.

¹² Until academic year 2017-2018, this space in the curriculum was filled by Academic and Professional Language Skills BCO.

¹³ In academic year 2017-2018, the course title was *Taalmanagement in internationale organisaties*.

SW = written assignment, CU = number of contact hours, TBD = to be determined, N.A. = not applicable
International Business Communication

Course code	Name	Period	EC	Form (WC/HC)	Exams (ST/MT/SW)	CU
	Language, Communication and Organisation					
LET-CIWB262-IBC	Internal Communication	2	5	HC	ST + SW	2
LET-CIWB261-IBC	Interaction Analysis	4	5	WC/HC	ST + SW	1 or 2
LET-CIWB264-IBC	Language Management in International Organisations	3	5	HC	ST + SW	2
LET-CIWB267-IBC	Designing Persuasive Texts	3 – 4	5	WC/HC	ST + SW	2 or 3
LET-CIWB268-IBC	Foreign Languages in Advertising ¹⁴	2	5	WC	ST + SW	2
	Intercultural Communication and Foreign Languages					
LET-CIWB201-IBC	International Entrepreneurship	1 - 2	5	WC	ST + SW + MT	3 or 2
LET-CIWB203-IBC	International Corporate Communication	3 – 4	5	WC	SW + MT	3 or 2
LET-CIWB202-IBC	Crosscultural Online Communication	1 – 2	5	WC	ST + SW	3
LET-CIWB266-IBC	Language and Thought	3 – 4	5	WC/HC	ST + SW	2
LET-CIWB301-IBC	Cross-Cultural Language Use ¹⁵	3 – 4	5	WC	SW	2 or 3
LET-CIWB303-IBC	Academic and Professional Language Skills IBC	3 – 4	5	WC	SW	2 or 3
	<i>Academic and Research Skills</i>					
LET-CIWB253-IBC	Statistics	1	5	WC/HC	ST	4
LET-CIWB265-IBC	Research Methodology 2	3 – 4	5	WC/HC	ST	2
LET-CIWB351-IBC	Bachelor's Thesis	3 – 4	10	WC	SW	
	Other					
	Core curriculum	1, 2, 3, 4	15			
	Minors		30			
			120			

WC = seminar, HC = lecture, ST = written examination, MT = oral examination,
SW = written assignment, CU = number of contact hours, TBD = to be determined, N.A. = not applicable

¹⁴ Until academic year 2017-2018, this space in the curriculum was filled by the course *Communicatiemanagement*. In 2019-2020, this course will be included in the B2 curriculum as well as the B3 curriculum.

¹⁵ ¹⁵ Until academic year 2017-2018, the course title was *Bedrijfstaal 3: Crosscultureel taalgebruik*.

Article 4 Core curriculum

All students who were registered for the first year of the Bachelor's programme from the 2011-2012 academic year until the 2017-2018 academic year, have core curriculum of 15 EC during their studies. This core curriculum consists of the following components:

Course code	Name	Period	EC	Form (WC/H C)	Exams (ST/MT/SW)	CU
LET-CIWBC100 LET-CIWBC100-IB	<i>Wijzgerige reflectie</i> Philosophical Reflection	1 – 2	5	HC	ST/SW	2
LET-ACWCC200 LET-ACWB108 LET-ETCENB109 LET-CIWB157-IBC LET-GLTCCC200 LET-KGB701 LET-TWCC200A LET-LETCC200	<i>Kennis en inzichten in de humaniora</i> Choice of (subject to change): 1. <i>Van Homerus tot Houellebecq: meesterwerken uit de Europese letterkunde</i> 2. European Culture 3. British Culture and History 4. Language and Communication 5. <i>De oudheid en haar voortleven in de Europese cultuur</i> 6. Golden Ages: Baroque Art in Italy and the Netherlands 7. <i>Woorden en word usewoordgebruik</i> 8. <i>De academicus voor de klas</i>	1 – 2	5	WC/HC HC HC WC/HC HC WC/HC HC WC/HC	Varies per course	3 3 – 5 2 2 – 3 3 3 2 – 3 2
LET-LETCC300	<i>Geesteswetenschappen en samenleving</i>	1 – 4	5	WC/HC	SW	2
			15			

WC = seminar, HC = lecture, ST = written examination, MT = oral examination,
SW = written assignment, CU = number of contact hours, TBD = to be determined, N.A. = not applicable

Article 5. Courses that are not part of the examination programme

Not applicable

Appendix III Course-specific information

Article 1. Attendance obligation

- a. Attendance is mandatory for all lectures, including *Mentorship*. This means that attendance is a prerequisite for all lectures which require active participation as an academic competence, as determined by the Bachelor's degree programme. The regulations in clause b are applicable in such a case.
- b. A student who is absent from more than 35% of the lectures of a course in one period is excluded from further participation in the course and from the partial and interim examinations that are part of the course.
- c. In special circumstances, the course coordinator may grant an individual exemption from clause b.

Article 2. Validity of credits earned

Contrary to the provisions of Article 30, the following restrictions shall apply to achieved study results:

- 1. If an interim examination is taken in the form of multiple partial examinations, the results of these partial examinations will expire if the relevant examination component has not been successfully completed after all the partial examinations have been resat.
- 3. If the student has interrupted his/her studies and later re-enrols for the study programme, the student must contact the Communications and Information Sciences student advisor to see how the current programme relates to the results achieved.

Article 3. Resit regulations per course

Not applicable

Article 4. Entry requirements (sequence of components)

- 1. Examinations and associated practical exercises of the components listed below may only be done once the examinations of the listed components have been successfully completed:
 - a. Bachelor's first year: *not applicable*.
 - b. Bachelor's second and third year: Bachelor's Thesis: During the second semester of the third year of the Bachelor's programme, students can only begin their Bachelor's Thesis after successfully completing the *Statistiek* / Statistics course. Students participating in a Pre-Master's programme must complete the *Wetenschappelijk Schrijven* course in addition to *Statistiek* / Statistics in order to begin the Bachelor's Thesis.

2. In special cases, the Examination Board may, at the request of the student, permit deviations from the sequence stated above.
3. With regard to an examination that is not mentioned in the first clause because it relates to a course which is not mentioned in the curriculum of the degree programme, the Education and Examination Regulations of the relevant degree programme shall apply.

Article 5. Costs of education, other than tuition:

Not applicable

Article 6. Practical exercises:

a. *The first year:*

The following first-year components, as listed in Appendix II, may include practical exercises, in the form indicated, alongside the programme's regular lectures, seminars or instruction:

- Academic Skills (instruction method: portfolio)
- *Algemene academische vaardigheden* (instruction method: portfolio)
- Building Blocks English 1 (instruction method: computer-based exercises, presentations, vocabulary exercises)
- Building Blocks English 2 (instruction method: portfolio)
- Building Blocks French 1 (instruction method: computer-based exercises and oral assignments)
- Building Blocks French 2 (instruction method: written assignments and portfolio)
- Building Blocks German 1 (instruction method: written assignments)
- *Buitenlandse Markt Engels* / International Markets English (instruction method: written assignment, portfolio, paper)
- Information Science (instruction method: assignments)
- International Markets French (instruction method: individual portfolio and group portfolio)
- International Markets German (instruction method: written and oral assignments)
- International Markets Spanish (instruction method: individual portfolio and group portfolio)
- Marketing Communication (instruction method: digital pitch, peer review)
- *Onderzoeksmethodologie 1* / Research Methodology 1 (instruction method: research participant points)
- *Onderzoeksmethodologie 2* / Research Methodology 2 (instruction method: assignments)
- Strategic Alliances English (instruction method: portfolio with assignments)
- Strategic Alliances French (instruction method: individual portfolio and group portfolio)
- Strategic Alliances German (instruction method: written and oral assignments)
- Strategic Alliances Spanish (instruction method: individual portfolio and group portfolio)

- *Taal en Communicatie* / Language and Communication (instruction method: assignments)

b. In the second and third year:

The following first-year components, as listed in Appendix II, may include practical exercises, in the form indicated, alongside the programme's regular lectures, seminars or instruction (the components are not listed per year or per specialisation):

- *Argumentatieanalyse* (instruction method: policy document)
 - Academic and Professional Language Skills English (instruction method: assignments)
 - Academic and Professional Language Skills French (instruction method: portfolio)
 - Academic and Professional Language Skills Spanish (instruction method: individual portfolio)
 - *Crisiscommunicatie en webcare* (instruction method: individual presentations)
 - Cross-cultural language use German (instruction method: SPSS assignments, portfolio)
 - Cross-Cultural Language Use English (instruction method: SPSS assignments, research report, portfolio)
 - Cross-Cultural Language Use French (method: research report, portfolio, and paper)
 - Cross-Cultural Language Use Spanish (instruction method: portfolio)
 - Crosscultural Online Communication English (instruction method: corpus, model)
 - Crosscultural Online Communication French (instruction method: corpus, model)
 - Crosscultural Online Communication German (instruction method: corpus, model)
 - Crosscultural Online Communication Spanish (instruction method: corpus, model)
 - *Interactie-analyse* (instruction method: portfolio)
 - Interaction Analysis (instruction method: portfolio)
 - International Corporate Communication English (instruction method: job adverts, job descriptions, person specifications, interview simulation, workshop, and marketing campaign)
 - International Corporate Communication French (instruction method: portfolios)
 - International Corporate Communication Spanish (instruction method: group portfolio)
 - International Entrepreneurship English (instruction method: portfolio)
 - International Entrepreneurship French (instruction method: portfolios)
 - International Entrepreneurship Spanish (instruction method: group portfolio and individual portfolio)
- c. The examination of the components listed in this Article may not be taken until the corresponding practical exercises have been successfully completed, unless the examination consists exclusively of the practical exercises themselves.

Article 7. Special facilities

1. Dictionaries: For written examinations of the courses listed below, students are permitted to use dictionaries that translate from the native language of the student into the language of the examination in question or vice versa. The dictionaries should not contain notes other than those of the publisher.

During the examination, the use of other tools (such as readers) and equipment that can be used to store texts and formulas are only permitted if the examiner has stated this explicitly in the examination instructions. The use of dictionaries as mentioned above is allowed during written examinations for the following courses:

- a. Academic Skills
- b. Corporate Communication
- c. Information Science
- d. Intercultural Communication
- e. Language and Communication
- f. Marketing Communication
- g. Organisation and Management
- h. Research Methodology
- i. Internal Communication
- j. Interaction Analysis
- k. Language management in International Organizations
- l. Designing Persuasive Texts
- m. Crosscultural Online Communication
- n. Language and thought
- o. Statistics
- p. Research Methodology 2
- q. Foreign Languages in Advertising

For all foreign language courses (German, English, French and Spanish), the use of dictionaries is determined by the examiner and this must be explicitly stated in the examination instructions.

2. Digital submission of assignments: all assignments that are required to be submitted via Turn-it-in, whether or not they are assessed with a grade, will only be assessed if they are submitted on time through Turn-it-in, in accordance with the course-specific guidelines.

Article 8. Language of instruction for each course

1. All courses are in Dutch, apart from the courses mentioned in clause 2 to 5.

2. The following courses are taught in English: all courses from the specialisation in International Business Communication, with the exception of the courses mentioned in clause 3 to 5 and the following courses from the specialisation in *Communicatie en Organisaties*: *Bouwstenen van de Taal 1 Engels*, *Bouwstenen van de Taal 2 Engels*, Corporate Communication, Foreign Languages in Advertising, *Internationale Markt Engels*, Language and Thought, Language Management in International Organisations, Marketing Communication, *Strategische Allianties Engels*.

3. The following courses are taught in German: Academic and professional language skills IBC, *Bouwstenen van de Taal 1 Duits*, *Bouwstenen van de Taal 2 Duits*, Crosscultural Online Communication,

International Corporate Communication, International Entrepreneurship, *Internationale Markt Duits*, *Strategische Allianties Duits*.

4. The following courses are taught in French: Academic and professional language skills IBC, *Bouwstenen van de Taal 1 Frans*, *Bouwstenen van de Taal 2 Frans*, Crosscultural Online Communication, International Corporate Communication, International Entrepreneurship, *Internationale Markt Frans*, *Strategische Allianties Frans*.

5. The following courses are taught in Spanish: Academic and professional language skills IBC, *Bouwstenen van de Taal 1 Spaans*, *Bouwstenen van de Taal 2 Spaans*, Crosscultural Online Communication, International Corporate Communication, International Entrepreneurship, *Internationale Markt Spaans*, *Strategische Allianties Spaans*.

Appendix IV Fraud Regulations

Section 1. Introductory provisions

Article 1. Objective and scope of these regulations

To prevent fraud during interim examinations and final examinations, as referred to in Article 7.12b of the Act, associated with the education and examinations of the Bachelor's degree programme Communication and Information Science of Radboud University (hereinafter: RU), the Dean of the Faculty of Arts has established the following regulations.

Article 2. Definition of terms

The terms used in these regulations, which are also used in the Higher Education and Research Act (*Wet op het hoger onderwijs en wetenschappelijk onderzoek*, hereinafter, "the Act") or the Education and Examination Regulations of the degree programme (hereinafter: the EER), will have the same meaning as the terms in the Act or the EER.

Section 2. Definition of fraud, procedure and sanctions

Article 3. Definition of fraud

1. Fraud at RU is defined as any behaviour or negligence on the part of the student that, by nature, is directed towards making it partly or entirely impossible to properly assess the knowledge, insights, and skills of the student or of another student.
2. Fraud in general is defined as:
 - a) fraud when taking written interim and final examinations, including:
 - i. having access to unauthorised aids as referred to in the House Rules for Examination Rooms
 - ii. copying the work of others or exchanging information
 - iii. impersonating someone else or allowing someone else to represent oneself during an interim examination or final examination.
 - b) fraud when writing theses or other papers, including:
 - i. plagiarism in the sense of using or including another person's texts, data, or ideas without fully and correctly citing the source; plagiarism in the sense of using the work of another student and presenting it as one's own; and other forms of plagiarism specific to academia
 - ii. the fabrication or falsification of research data
 - iii. the submission of a thesis or other paper that has been written by someone else.

- c) other fraud during examinations, including:
 - i. acquiring the questions, answer sheets, or other similar information prior to the time of the examination
 - ii. changing answers to questions on an examination after it has been submitted for assessment
 - iii. providing incorrect information when requesting exemption, an extension of the validity period, and other similar requests regarding an examination.
- 3. Any attempt at fraud will also be considered to be fraud in the sense of these regulations.

Article 4. Procedure to establish fraud

1. In the event of suspected fraud, the Examination Board or the examiner will immediately inform the student. If suspected fraud is discovered during an exam, then the Examination Board or the examiner will provide the student with the opportunity to complete the exam.
2. In the event of suspected fraud, the Examination Board or the examiner may order the student to provide the materials involved in the suspected fraud.
3. For the application of the provisions in clause 1 and 2, the examiner is understood to include the invigilator or another RU staff member.
4. The Examination Board or the examiner will draw up a report of the suspected fraud. If the examiner draws up the report, they will immediately send it to the Examination Board.
5. The Examination Board will immediately make the report referred to in Article 4 available to the student and will begin an investigation into it. The Examination Board will provide the student with the opportunity to respond to the report in writing. The Examination Board will hear both the examiner and the student.
6. Within six weeks of making the report available to the student, the Examination Board will determine whether there is evidence of fraud. The Examination Board will inform both the student and the examiner of its decision in writing.

Article 5. Remedial measures

If the Examination Board determines that fraud has taken place:

- a) it will declare the interim examination or final examination in question to be invalid
- b) it will document the identification of fraud and, if applicable, the sanctions imposed in the student's file.

Article 6. Sanctions

1. If the Examination Board determines that fraud has taken place, it may:
 - c) decide that the student is no longer permitted to sit for one or more exams during a period to be defined by the Examination Board, being no longer than a year

- d) decide that no distinction will be awarded on the student's diploma
- e) recommend to the Dean of the Honours Academy that the student not be admitted into the honours programme of the university or faculty, or that the student's participation in the university or faculty honours programme be terminated.

If the Examination Board determines that *serious* fraud, has taken place, it may:

- f) recommend to the Executive Board that the student's enrolment in a degree programme be definitively terminated.
2. In instance in which serious fraud has been determined by the Examination Board, the Executive Board may definitively terminate the student's enrolment in a degree programme at the suggestion of the Examination Board.
 3. The sanctions specified in these provisions will be imposed on the day following the date on which the student has been informed of the decision to impose the sanctions.

Section 3. Transitional provisions

Not applicable

Section 4. Final provisions

Article 7. Decisions and legal protection

1. Decisions on the basis of these regulations may be sent to the student digitally or by e-mail.
2. In regard to decisions based on these regulations, the student is permitted to appeal the relevant decision to the Examination Appeals Board (EAB) within six weeks of the date of the decision.

Article 8. Establishment and amendments

1. These regulations are adopted and amended by the Dean.
2. If the content of these regulations relates to the duties and powers of the Examination Board of the degree programme, the content must be approved by that Examination Board.

Article 9. Entry into force

These regulations shall enter into force on 1 September 2019. On that date, these regulations will replace the preceding regulations.

Article 10. Publication

1. The Dean is responsible for publishing these regulations and any amendments thereto.
2. In order to provide adequate and clear information to (prospective) students, these regulations have been included as an appendix to these Education and Examination Regulations (EER). The

Examination Board will accordingly include these regulations as an appendix to the rules and guidelines of the degree programme that have been drawn up by the programme committee.

As established by the Dean on 5 February 2019 and ratified by the Examination Board of the faculty on 28 February 2019.

Appendix V Regulations regarding House Rules for Examination Rooms

Section 1. Introductory provisions

Article 1. Objective and scope of these regulations

In order to ensure the proper procedure for administering interim examinations, referred to in clause 1, that are part of the education and examination programme of the Communication and Information Science Bachelor's programme and which are held in the examination rooms of Radboud University (hereinafter: RU), the Dean of the Faculty of Arts has established the following regulations.

Article 2. Definition of terms

The terms used in these regulations, which are also used in the Higher Education and Research Act (*Wet op het hoger onderwijs en wetenschappelijk onderzoek*, hereinafter, "the Act") or the Education and Examination Regulations of the degree programme (hereinafter: the EER), will have the same meaning as the terms in the Act or the EER.

Article 3. Examiners and invigilators

1. The Examination Board of the Faculty of Arts appoints one or more examiners to administer examinations.
2. The designated examiners, referred to in clause 1, are responsible for the supervision and execution of the provisions in these regulations. On behalf of the designated examiner(s), one or more invigilators deployed by or on behalf of the Executive Board may also be present in the examination rooms.
3. When deploying invigilators, at least one designated examiner must be present in the examination room or be available on call. The lecturer is preferably present during the first half hour of an examination (or resit).

Article 4. Executive Board provisions

1. This regulation contains provisions as defined in Article 7.57h of the WHW. Given the power of attorney decision of the Executive Board of 15 May 2019, the Dean is authorised to adopt these regulations on behalf of the Executive Board. The student is obligated to comply with the provisions laid down in these regulations.
2. Students who do not comply with the provisions in these regulations can be denied access to the examination room by or on behalf of the examiner. Failure to comply with these house rules can also lead to the suspicion of fraud as described in the Fraud Regulations.

Article 5. Guidelines for examiners

These regulations contain provisions as defined in Article 7.12b of the WHW. The student is obligated to comply with the provisions laid out in these regulations.

Article 6. Instructions from examiners to students

1. If required in a specific situation, an examiner can, in the spirit of the provisions in these regulations, give instructions to the student in the RU examination rooms. The student is obligated to comply with these instructions.
2. Students who do not follow the instructions referred to in clause 1 may be denied access to the examination room by the examiner. Failure to comply with the rules can also lead to the suspicion of fraud as described in the Fraud Regulations.

Section 2. House rules

Article 7. Entry to and exit from the examination room

1. The following applies to entry to and exit from the examination rooms:
 - a. The exam room is accessible to students at least 15 minutes before the start of the examination.
 - b. Except for the cases described in clause c and d, students will no longer be admitted to the examination room after the start of the examination.
 - c. Student who arrive late to the examination room will still be able to be admitted to the examination room 15 minutes after the start of the examination.
 - d. Toilet visits are permitted during the examination.
 - e. Students are not allowed to leave the examination room during the first 30 minutes of the examination.
2. In exceptional cases, the Examination Board may deviate from the provisions in clause 1. If the Examination Board decides to deviate from the provisions in clause 1, the student will be informed in a timely fashion.

Article 8. Student identification

1. Students must be able to identify themselves at all times in the examination room using a valid proof of identity. This includes a passport, driving license, ID card or residence permit.
2. Students who cannot identify themselves, as specified above, will not be admitted to the examination room.

Article 9. Start and duration of the examination

The examiner starts the interim examination at the scheduled time. If, due to circumstances, the examination starts later, the examiner will ensure that the stipulated examination duration can be fully utilised by the student.

Article 10. Unauthorised aids

1. During the examination, the student has no items at his or her disposal that can be used as an examination aid, unless the examiner has explicitly stipulated that the aid is permitted prior to the start of the examination.
2. Aids within the meaning of this regulation include: (word) books, dictations and notes as well as watches, laptops, tablets, telephones, and other (smart) devices and/or wearables.

Article 11. Handing in examination work

1. After the examination, the student is obliged to hand in their examination work.
2. The student may also be required to submit other exam materials, such as exam assignments and/or scrap paper used during the exam.

Article 12. Order and quiet in and the design of the examination room

1. Coats, bags and other accessories must be placed in accordance with the examiner's instructions.
2. In order to prevent disruption of the WiFi signal, equipment present in the room, including watches, laptops, tablets, telephones, and (other) (smart) devices and/or wearables must be switched off according to the examiner's instructions.
3. Notwithstanding the provisions of the preceding clauses, the examiner will take the measures necessary to ensure proper supervision and to maintain order and quiet in the examination room before, during and after the examination.
4. At least one clock is clearly visible to every student in every examination room during examinations.
5. Eating and drinking in the examination room is permitted, unless this makes it impossible to maintain proper supervision and/or order and quiet.

Section 3. Transitional provisions

Not applicable

Section 4. Final provisions

Article 13. Deviation from these house rules

In exceptional cases, the Examination Board may deviate from the provisions in these regulations.

Article 14. Establishment and amendments

1. These regulations are adopted and amended by the Dean.
2. If the content of these regulations relates to the duties and powers of the Examination Board of the degree programme, the content must be approved by that Examination Board.

Article 15. Entry into force

These regulations shall enter into force on 1 September 2019. On that date, these regulations will replace the preceding regulations.

Article 16. Publication

1. The Dean is responsible for publishing these regulations and any amendments thereto.
2. In order to provide adequate and clear information to (prospective) students, these regulations have been included as an appendix to these Education and Examination Regulations (EER). The Examination Board will accordingly include these regulations as an appendix to the rules and guidelines of the degree programme that have been drawn up by the programme committee.

As established by the Dean on 18 June 2019 and ratified by the Examination Board of the faculty on 20 June 2019.

Appendix VI Guideline for awarding distinctions

Article 1 - Awarding distinctions

1. With due observance of the provisions established in this article, the Examination Board is responsible for the decision of whether a distinction shall be awarded and if so, which distinction.
2. The distinctions:
 - a. “cum laude” shall be awarded if the weighted average result of the final assessment of the components referred to in clause 3 is equal to or higher than 8.0
 - b. “summa cum laude” shall be awarded if the weighted average result of the final assessment of the components referred to in clause 3 is equal to or higher than 9.0.
3. The distinction shall be calculated on the basis of all components of the examination programme for which a grade has been awarded on a scale ranging between 1 and 10, with the exception of extracurricular components.
4. The number of EC of the components referred to in clause 3 shall serve as the weighting factor for the calculation of the weighted average result, unless stipulated otherwise in the programme-specific part of these regulations.
5. The distinction shall not be awarded if more than 10 percent of the total study load of the examination programme (being one or more components) has been resat and if interim examinations have been resat more than once, unless the Examination Board exercises its authority to decide otherwise, stating the reasons for this decision.
6. The distinction shall not be awarded if fraud was discovered in one of the components of the examination programme.

Article 2 - Transitional provision for distinctions

Not applicable

Appendix VII Guideline BSA

See Dutch EER.