

Education and Examination Regulations

Master's programme:

History

- *Geschiedenis en Actualiteit*
 - *Politiek en Parlement*
- *Ancient and Medieval Mediterranean Worlds*

2019-2020
Faculty of Arts

Table of contents

Section 1.	Introductory provisions	3
Section 2.	Admission to the programme.....	5
Section 3.	Structure and design of the programme.....	6
Section 4.	Structure and design of educational units	10
Section 5.	Assessment and examination	12
Section 6.	Study performance, support and advice.....	16
Section 7.	Evaluation of education	16
Section 8.	Transitional provisions.....	16
Section 9.	Final provisions.....	16
Appendix I	Admission requirements and procedures.....	18
Appendix II	Examination programme.....	20
Appendix III	Course-specific information.....	22
Appendix IV	Fraud Regulations	24
Appendix V	Regulations regarding House Rules for Examination Rooms	28
Appendix VI	Guideline for awarding distinctions	32

Section 1. Introductory provisions¹

Article 1. Purpose of these regulations

1. In these Education and Examination Regulations (hereinafter: the Regulations), the applicable procedures and rights and duties are laid down in relation to the education and examination of the History Master's programme with CROHO number 66034 (hereinafter: the degree programme) at the Faculty of Arts of Radboud University (hereinafter: 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 these terms have in the Act.
2. Without prejudice to 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 interim examinations, the student who has taken the interim examination in question
 - b. *Contact hour*: one education hour during which a lecturer is present
 - c. *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 examinations constitute the interim examination. Unless otherwise stated in these regulations, the term "interim examination" also includes "partial examinations"
 - d. *Lecturer*: the staff member responsible for providing the education
 - e. *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
 - f. *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)
 - g. *(Examination) component*: course unit of the programme, as defined in the Act
 - h. *Examiner*: the person designated by the Examination Board to administer the interim examinations

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

- i. *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)
- j. *Resit*: a new opportunity to take a particular examination as referred to in Article 7.10 clause 1 of the Higher Education and Research Act (WHW), pertaining to an educational unit. In these regulations, when the term examination is used this can also be read as resit, unless explicitly indicated otherwise
- k. *Institution*: Radboud University Nijmegen
- l. *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*
- m. *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
- n. *Practical exercise*: 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
 - vi. Participating in an additional educational activity to acquire certain skills
 - vii. completing the tasks prescribed by the lecturer in preparation for a seminar
- o. *Specialisation*: a specialisation within a Master's programme
- p. *Student*: anyone enrolled at Radboud University for the purpose of participating in a degree programme and/or in the courses or examinations of a programme
- q. *Prospectus*: programme guide containing programme specific information
- r. *Credit* (abbreviated EC): credit in accordance with the European Credit Transfer System in which 1 EC is equal to 28 hours of study
- s. *Interim examination*: an examination testing the knowledge, understanding and skills of the student in relation to a certain unit of study, regardless of the form in which this examination takes place, and which is administered by at least one examiner designated by the Examination Board
- t. *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)
- u. *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. For admission to the programme, the prospective student must meet the (additional) prior education requirements and or admission requirements established by the Act (WHW) and/or by the Executive Board, as well as the applicable admission procedures established by the Act (WHW) and/or by the Executive Board.
2. For the benefit of adequate and clear information provision to prospective students, the requirements and procedures referred to in clause 1 have been appended to these Regulations in Appendix I.

Article 4a Substitute requirements for insufficient prior education

1. If not all of the admission requirements have been met, but the Admission Committee is of the opinion that the shortcomings can be resolved within a reasonable time period, the scope and content of a pre-Master's programme will be established, if requested: see Appendix I-B.
2. The Admission Committee will establish the content of this pre-Master programme before its commencement.
3. In regard to the sequence of courses within the pre-Master programme, this will be set in advance by the degree programme.
4. Admission to the degree programme is only possible if the pre-Master's programme has been completed in full and all admission requirements for the programme have been met.

Article 4b Admission to courses and interim examinations

1. Students who have not yet obtained a Bachelor's degree can nevertheless be admitted by the Admission Committee to the courses of a connected Master's programme as specified in Article 7.30a of the Act. This admission is valid for a period of up to 12 months.
2. Students referred to in the first clause may only participate in interim examinations of the Master's programme if they are registered for that Master's programme.
3. Contrary to the provision in clause 1, students that are participating in a pre-Master's programme will not be admitted to take courses in the connected Master's programme. In all cases, they are only permitted to take part in the components of the pre-Master's programme.
4. Students who make use of the flexible enrolment scheme must adhere to the established sequence of courses in the Education and Examination Regulations.
5. Students may only begin a Master's thesis if they are registered for a Master's programme.

6. Students who, in accordance with this article, are admitted to participate in the courses of the degree programme are not entitled to sit for the final examinations of the degree programme if they are not registered for that Master's programme.

Article 4c Admission to connected Master's programmes

Students who have completed one of the Bachelor's programmes listed in Appendix 1, Article 1, clause 1 and 2, shall be granted unconditional admission to at least one of the Master's programmes at the university.

Article 5. Admission Committee

1. Decisions on admission to the programme are made by the Dean on behalf of the Executive Board.
2. Notwithstanding the provisions of clause 1, decisions on admission to the programme are taken by an Admission Course 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 History
- 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 programme-specific learning outcomes, enabling alumni of this programme to:

- d. present their research results orally and in writing in Dutch (*Geschiedenis en Actualiteit* and *Politiek en Parlement*) or English (Ancient and Medieval Mediterranean Worlds) in an academic, substantiated method
- e. organise tasks individually and in a team setting; evaluate and improve these tasks based in part on the feedback of others; identify gaps in their own expertise and rectify these with the help of targeted searches; make informed choices for their career
- f. participate in scientific discussion and the public debate in a substantiated way.

Specific learning outcomes for *Geschiedenis en Actualiteit*:

- g. Alumni, building on what they learned in their Bachelor's study, have knowledge of and insight into the way in which the present directs research into the past and how the past gives direction to the present. They can analyse how historical constructions were applied through time by different users.

- h. Alumni have knowledge of and insight into the corresponding theory and historiography.
- i. Alumni can analyse a historical debate about the interplay between present and past and are able to form an opinion about the different positions. Analysis and reasoning of alumni demonstrate an inquisitive attitude and an ability to methodically and critically process advanced knowledge of the subject area.
- j. Alumni are able to reflect on the role that historians (can) play in society as well as the possibilities to provide the wider public with insight from historical scientific research.
- k. Alumni are able to investigate a question from history in the field of the relationship between present and past and the use of historical constructions with the help of appropriate concepts and research methods. They can select, analyse and interpret relevant information from a research question.
- l. Alumni are able to use scientifically founded, historical expertise in order to understand a current social or political issue and can convincingly translate the insights and perspectives obtained into a concrete product that can be used in related public, political or professional debates.

Specific learning outcomes for *Politiek en Parlement*:

- m. Alumni, building on what they learned in their Bachelor's study, have knowledge of and insight into the functioning of European political systems in their social context, particularly the Dutch system, both with regard to historical development from the late 18th century and the legal foundations as a theoretical reflection on this.
- n. Alumni can analyse a scientific debate about the concepts and practices of politics and democracy and can form an opinion about the different positions. Analysis and reasoning of alumni demonstrate an inquisitive attitude and an ability to methodically and critically process advanced knowledge of the multidisciplinary subject area.
- o. Alumni are capable of researching a problem in the field of the development of modern parliamentary democracies with the help of appropriate concepts and research methods. They can select, analyse and interpret relevant information from a research question.

Specific learning outcomes for *Ancient and Medieval Mediterranean Worlds*:

- p. Alumni, building on what they learned in their Bachelor's study, have knowledge of and insight into the political and cultural significance of the Mediterranean in Ancient History and the Middle Ages, of the impact of Ancient history in later times, and of the associated theories and historiography.
- q. Alumni can analyse a historical debate about the role of the Mediterranean in Ancient history and the Middle Ages and can form an opinion about the different positions. Analysis and reasoning of alumni demonstrate an inquisitive attitude and an ability to methodically and critically process advanced knowledge of the subject area.
- r. Alumni can identify and contextualise both the long-term influence of the Mediterranean and the different visions about the Mediterranean as a political, religious and cultural centre from ancient history up to

the present. They are able to recognise why connotations that were attributed to the Mediterranean throughout past centuries were appropriated by different users.

- s. Alumni are capable of researching a question about the Mediterranean in the field of ancient and medieval history with the help of correct concepts and research methods. They can select, analyse and interpret relevant information from a research question.

Article 7. Programme study load

The degree programme has a study load of 60 EC. The programme's study load is, by or under the Act and / or in a separate resolution adopted by the Executive Board.

Article 8. Degree programme structure

The degree programme is offered as a full-time variant. The programme structure has been adopted by the Executive Board through a separate resolution.

Article 9. Language of instruction

The languages of instruction for the degree programme are English and Dutch.

The language of instruction for the degree programme has been adopted by the Executive Board through a separate resolution. The Code of Conduct for Foreign Language Education is applicable in the adoption of the language of instruction.

Article 10. Examination programme

1. The programme has an examination programme that is aimed at achieving the learning outcomes as referred to in Article 6. The examination programme consists of the coherent whole of educational units, as further described in Appendix II.

Article 11. Incorporation of educational units (free electives)

1. Given the examination programme described in Appendix II, a (mandatory) free elective space of 10 EC is offered which can be used to incorporate 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 include educational units from outside of the degree programme.
3. 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.
4. If the credits and study results of the educational units to be included differ from the definitions in these regulations, they will be converted. The Examination Board makes a decision regarding the conversion in

compliance with the memorandum “*Conversie van studiebelasting en studieresultaten*” (conversion of grades and credits).

Article 12. Addition of extracurricular educational units

1. Adding extracurricular educational units from outside of the examination programme is permitted. Permission from the Examination Board is required 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 may include educational units from outside of the degree programme.
4. The provisions of Article 11, clauses 3 and 4 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 mandatory examination programme.
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 in a relevant subject at a university;
 - b. demonstrates that he has adequate knowledge and skills regarding the educational unit in question as a result of relevant work or professional experience.
4. As a rule, the Examination Board does not grant exemptions for partial examinations.
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 (Master'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 3 and 4 apply to the replacement of 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 this interim examination, he or she will have to deregister through OSIRIS, no later than five working days before the interim 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 shall be announced at the beginning of the relevant semester. The date of the resit shall 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 Master'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 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 instances 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 and/or interim examinations are provided in a language other 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. Examination form

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 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 observer appointed by the Examination Board. In special cases, the Examination Board may require that the oral examination 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. As such, 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. Notwithstanding the provisions of clause 2, the results of an interim examination will not be set at a score 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 shall be ignored.
7. The provisions of clause 4 and 5 do not apply to partial examinations.

Article 27a. Guidelines and rules for the Examination Board

1. The Examination Board is responsible for guaranteeing the quality of interim examinations and final examinations.
2. In the Faculty of Arts Examination Board Regulations, the Examination Board sets rules with regard to the procedures concerning 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 (see Appendix IV) will be implemented as follows in the Faculty of Arts:
 - a. Within 10 working days of the report by the lecturer or examiner, the admissibility of the report will be determined by the Examination Board; when the report is admissible, the student will immediately be informed of this.

- b. Within 10 working days of the admissibility being determined, the student will 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 engaging 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 extra obligations (like writing a reflective report or an assignment).

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 examiner will decide in advance the method and time frame in which the results will be announced to the student. The term of fifteen working days will not be exceeded in this case. Notwithstanding 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 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 the result of a written interim examination, 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 amount of time between exam period 4 and resit period 4, inspection of examination results from this periods shall take place within two days after the relevant results are published.
4. Notwithstanding 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 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 regard 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 Master's final examination.
2. The Examination Board will determine the result of the final examination in writing once the student has passed the interim examinations of all the educational units of the degree programme in question. In that case, the examination date is the date on which the most recent examination has been taken.

Article 32. Degree and distinctions

1. A student who has passed the final examination of the degree programme will be awarded a Master of Arts degree.
2. The Examination Board can award a distinction to a student who has successfully passed the degree programme examination. The rules for awarding distinctions have been established in the 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 study 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. BSA regulations: *not applicable*.

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 systematically evaluated.

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 the 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 has no impact on the current academic year, unless this would disproportionately damage the interest of the students.

Article 38. Entry into force

1. These regulations 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 Admission requirements

1. Admission to the degree programme is always granted to students who have passed the final examination of the Bachelor's degree in History at Radboud University Nijmegen or another Dutch university.
2. With respect to the provisions in clause 1, students who have obtained a Bachelor's degree for a degree programme in the first clause are unconditionally admitted to the Master's programme.
3. In order to be eligible for a proof of admission, a student must:
 - a. be in possession of a degree certificate that, in the opinion of the Admission Committee, is at least equal to the degrees referred to in Article 1, clause 1
 - b. otherwise demonstrate suitability for participation in the degree programme, in the opinion of the Examination Board.

Article 2 Language requirements

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

1. For participation in courses offered in Dutch and the associated exam, 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 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, or
 - 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), or
- 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 English is required. This requirement is satisfied if a student:
- a. is in possession of an academic Bachelor's degree, or
 - b. has a diploma for pre-university education (VWO), or
 - c. is in possession of a pre-university education diploma obtained at an English-language institution; or
 - d. is in possession of a diploma of a university of applied sciences (HBO), or
 - e. 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 79 (internet-based)
 - ii. International English Language Testing System (IELTS) with a minimum score of 6.0
 - iii. Cambridge Certificate of Advanced English with a score of 60% or higher.

B. Pre-Master programmes

If not all of the previously described admission requirements have been met, but the Admission Committee is of the opinion that the shortcomings can be resolved within a reasonable time period, the scope and content of a pre-Master programme will be established, if requested. The Admission Committee will establish the content of this pre-Master programme before its commencement. The sequence of courses within the pre-Master programme will be set in advance by the degree programme.

Appendix II Examination programme

Article 1 Composition

In accordance with the provisions in the main text of these regulations, the degree programme is comprised of the following educational units with the corresponding study load in EC:

Geschiedenis en Actualiteit						
Course code	Name	Period	EC	Form (WC/HC)	Exams (ST/MT/SW)	CU
LET- GESM4101	<i>Concepten en debatten</i>	1	5	HC	ST	4
	<i>Choice of research seminars from Geschiedenis en Actualiteit²</i>	1 – 2	10	WC	SW	2
LET- GESM4105	<i>Geschiedenis op bestelling³</i>	1	5	HC/WC	SW	4
	<i>Choice of project seminars from Geschiedenis en Actualiteit or an individual internship</i>	4	10	WC	SW	2
LET- GESM4104	<i>Erfgoed studies</i>	3	5	WC	TBD	variable
LET- GESM4209	<i>Actualiteitencollege⁴</i>	4	5	WC	SW	variable
LET- GESM4100	Master's Thesis	1 – 2, 3 – 4	20	-	SW	variable
			55			

Politiek en Parlement						
Course code	Name	Period	EC	Form (WC/HC)	Exams (ST/MT/SW)	CU
TBD	<i>Choice of research seminars in Politiek en Parlement</i>	1 – 2	10	TBD	TBD	TBD
LET- GESM4201	<i>Politieke representatie</i>	1	5	WC	ST	2
LET- GESM4205	<i>Het krachtenveld van Politiek en Parlement</i>	3	5	WC	SW	2
LET- GESM4203	<i>Staatsrecht</i>	1 – 2	5	HC	ST	2

² Students who enrol in February will follow a challenging theme lecture instead of a research seminar in periods 3 and 4.

³ Students who enrol in February will follow an elective course lecture instead of *Geschiedenis op bestelling* in period 2.

⁴ Students who enrol in February will take the course *De constructieve van het verleden: filosofie van de geschiedenis en het voortgezet onderwijs* (LET-EDU-GESM02) in period 3 instead of *Actualiteitencollege*.

LET-GESM4209	Current events lecture	4	5	WC	SW	2
LET-GES-STAGEPP	Internship	variable	10	TBD	SW	variable
LET-GESM4200	Master's Thesis	2 – 3	20	-	SW	variable
			35			

Ancient and Medieval Mediterranean Worlds						
Course code	Name	Period	EC	Form (WC/HC)	Exams (ST/MT/SW)	CU
LET-GESM4301	Historiography and Theory: Culture, Memory and Cultural Memory	1	10	WC	SW	2
LET-GESM4307	Research Seminar: Ceremonies as Invented Tradition	1 – 2	10	WC	SW	2
Various course codes	<i>Electives Ancient and Medieval Mediterranean Worlds and/or internship</i>	3 – 4	20	variable	variable	variable
LET-GESM4300	Master's Thesis	2 – 3	20	-	SW	variable
			50			

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

Appendix III Course-specific information

Article 1. Attendance obligation:

Not applicable

Article 2. Validity of credits earned

In order to complete a course, all partial examinations must be successfully passed.

Notwithstanding the provisions in the general part of these regulations, the partial results achieved for the Master's Thesis in *Geschiedenis en Actualiteit*, the Master's Thesis in *Politiek en Parlement* and the Master's Thesis in Ancient and Medieval Mediterranean Worlds will retain their validity.

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 taken once the examinations of the listed components have been successfully completed: *not applicable*.
2. In regard to an examination which is not mentioned in the first clause because it corresponds to a course from a different programme, the Education and Examination Regulations of that programme shall apply.

Article 5. Costs of education, other than tuition:

Not applicable

Article 6. Practical exercise:

- a. All components of the Master's specialisations listed in Appendix II consist of regular lectures, tutorials and seminars in addition to practical exercises in the form of written and/or verbal assignments.
- b. The interim examination of a component as described in the first clause of this article, cannot be taken until the relevant practical exercises are completed successfully: Master's Thesis in *Geschiedenis en Actualiteit*, Master's Thesis in *Politiek en Parlement* and Master's Thesis in Ancient and Medieval Mediterranean Worlds.
- c. With regard to the following components, successfully completing the stipulated extra assignments is considered passing the examination: *not applicable*.

Article 7. Special facilities:

Not applicable

Article 8. Language of instruction for each course

This Master's programme is taught partially in Dutch (the specialisations *Geschiedenis en Actualiteit* and *Politiek en Parlement*) and partially in English (specialisation Ancient and Medieval Mediterranean Worlds).

Appendix IV Fraud Regulations

Section 1. Introductory provisions

Article 1. Objective and scope of the regulations

To prevent fraud during interim and final examinations, as referred to in Article 7.12b of the Act, associated with the education and examinations of the Master's programme in History 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 these terms have 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. looking at the work of others or exchanging information
 - iii. impersonating someone else or allowing someone else to impersonate oneself during an interim 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 examination, 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 fraud in the sense of these regulations.

Article 4. Procedure to establish fraud

1. In the event that fraud is suspected, the Examination Board or the examiner will immediately inform the student. If fraud is suspected while an exam is being given, then the Examination Board or the examiner will provide the student with the opportunity to complete the exam.
2. The Examination Board or the examiner may order the student to provide the materials involved in the suspicion of 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 send it to the Examination Board immediately.
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 an instance of fraud, it is able to:
 - c) decide that the student is no longer able 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 the distinction can be granted 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 a *serious* instance of fraud, it is also able to

- f) recommend to the Executive Board that the student's enrolment in a degree programme be definitively terminated.

2. After 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 as specified in this provision 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. For decisions based on these regulations, the student is permitted to appeal the relevant decision within six weeks of the decision date to the Examination Appeals Board (EAB).

Article 8. Establishment and amendments

1. This scheme is 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, that content must be approved by that Examination Board.

Article 9. Entry into force

These regulations 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 for appropriately disclosing any amendments thereto.
2. For the purposes of adequately and clearly informing (prospective) students, the Dean has included these regulations as an appendix to the Education and Examination Regulations (EER). The

Examination Board will accordingly include the regulations as an appendix to the degree programme rules and guidelines drawn up by the relevant 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 the regulations

In order to ensure the proper procedure for administering the interim examinations, referred to in clause 1, that are part of the education and examination programme of the History Master'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 these terms have in the Act or the EER.

Article 3. Examiners and invigilators

1. The Examination Board of the faculty 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 should be present in the examination room or be available on call.

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 the rules can also lead to a 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 a 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 these regulations 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 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 Wi-Fi 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. This scheme is 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, that content must be approved by that Examination Board.

Article 15. Entry into force

These regulations 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 for appropriately disclosing any amendments thereto.

2. For the purposes of adequately and clearly informing (prospective) students, the Dean has included these regulations as an appendix to the Education and Examination Regulations (EER). The Examination Board will accordingly include the regulations as an appendix to the degree programme rules and guidelines drawn up by the relevant 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 set out 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 distinction:
 - 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, or
 - 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 mark has been awarded on a scale ranging between 1 and 10, with the exception of extra-curricular components.
4. The number of EC of the component 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 examinations programme (being one or more components) has been re-sat and if interim examinations have been re-sat 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 examinations of the degree programme.

Article 2 - Transitional provision for distinctions:

Not applicable