

Education and Examination Regulations

Master's programme:

Historical, Literary and Cultural Studies (research)

History (research)

Historical Studies: Ideology, Mentality and Social Practice

Arts & Culture (research)

Art and Visual Culture in a Historical Perspective

Literary Studies (research)

Literature and Literary Studies: Text in Context

2019-2020

Faculty of Arts

Radboud Universiteit



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	9
Section 5.	Assessment and examination	11
Section 6.	Study performance, support and advice.....	14
Section 7.	Evaluation of education	14
Section 8.	Transitional provisions.....	15
Section 9.	Final provisions.....	15
Appendix I	Admission requirements and procedures.....	16
Appendix II	Examination programme.....	18
Appendix III	Course-specific information.....	21
Appendix IV	Fraud Regulations	23
Appendix V	Regulations regarding House Rules for Examination Rooms	27
Appendix VI	Guideline for awarding distinctions	31

Section 1. Introductory provisions¹

Article 1. Purpose of these regulations

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 Research Master's programme in Historical, Literary and Cultural Studies with CROHO number 60857 (hereinafter: the 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

See Appendix 1A, article 1A for admission requirements.

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 the student with knowledge, insight and skills in the field of Historical, Literary and Cultural Studies
- b. develop the student's academic competences
- c. prepare the student for further study and a successful career in science or elsewhere

Supplementary to the general learning outcomes, the degree programme also aims to achieve programme-specific learning outcomes, enabling students of this programme to:

- d. obtain knowledge of leading theories and current developments within the humanities as well as the ability to critically reflect on the nature of the various disciplines and the associated methods
- e. critically analyse and interpret the phenomena and developments in the specialisation of the research Master's (Historical Studies, Literary Studies, Art and Visual Culture)
- f. critically analyse the role of the humanities and participate in current debates on cultural and social changes
- g. develop and implement research plans within their own specialisation, to obtain and manage complex information with adequate control of heuristic skills and with adequate knowledge of auxiliary sciences and ICT
- h. write a thorough and comprehensive research report on a subject from the discipline, based on careful, independent and critical research, and to embed this within the wider theoretical framework of the humanities, in particular a Master's Thesis and a scientific article
- i. convey, through various means, the results of their own research and the research of others to both a scientific audience and the general public, with the use of modern tools and devices

- j. independently organise career-promoting activities, such as a period at an academic institute abroad and preparing a grant proposal.

Article 7. Programme study load

The degree programme has a study load of 120 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 education for this Master's programme is given in English and the examinations are, in principle, administered in English. 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

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. At the request of the student, the Examination Board will include educational units from outside of the degree programme.
2. 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.
3. 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 2 to 3 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 2 and 3 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 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 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 an 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 additional obligations (such as writing an assignment or a reflective report).

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. Students are admitted to the programme if they have passed the final examination of one of the following Bachelor's degree programmes:

For Historical Studies:

- *Geschiedenis*
- or related disciplines

For Art and Visual Culture:

- *Kunstgeschiedenis*
- *Algemene Cultuurwetenschappen*
- *Griekse en Latijnse Taal en Cultuur*
- or related disciplines

For Literary Studies:

- *Griekse en Latijnse Taal en Cultuur*
- *Algemene Cultuurwetenschappen*
- *Nederlandse Taal en Cultuur*
- *Engelse Taal en Cultuur*
- *Duitse Taal en Cultuur*
- *Romaanse Taal en Cultuur* (French or Spanish)
- or a different language

Students will be admitted to the first year if the following additional requirements are met:

- the average grade is equal to or higher than 7.5 for the second and third years of their Bachelor's programme
- they achieved a score of 8 or higher in their graduation assignment (Master's Thesis)
- the student made a positive impression on the teaching staff at their admission interview with regard to the student's motivation to enrol in the Master's programme
- the student demonstrates sufficient proficiency in English, in accordance with the provisions in Appendix I, Article 2
- the student demonstrates acceptable knowledge of at least two other modern languages
- the student displays an ambition to conduct scientific research, coupled with a strong interest in national or international research.

2. Bachelor's or Master's students who wants to enrol for the first year of a Master's programme but do not meet the minimum education requirements can submit a written request to the Admission Committee to discuss their application.

Article 2 Language requirements

In addition to the admission requirements described above, sufficient proficiency is required in the language in which the programme is taught.

1. A sufficient command of the English language is required to participate in the programme and to sit for examinations. This condition is fulfilled in the following cases:
 - If the student speaks English as their native language, they are not required to present an English test score. Students from the United States, Australia, Canada, Ireland, New Zealand, Singapore, Great Britain, and South Africa are considered to be native speakers of English.
 - All other applicants, including those who possess a Dutch HBO diploma, must demonstrate their English-language proficiency. To do this, the applicant is required to complete one of the following English-language proficiency exams in their own country or in the Netherlands:
 - OOPT (Oxford Online Placement Test), a score equal to or higher than C1
 - TOEFL (English as a Foreign Language) with a score of 600 (paper-based), 250 (computer-based) or 100 (internet-based)
 - IELTS (International English Language Testing System) with a score of 7.0
 - CAE (Cambridge Certificate of Advanced English) or CPE (Proficiency in English) with a score equal to or higher than C.

B. Pre-Master programmes

Not applicable

Appendix II Examination programme

The programme is comprised of the following components with the accompanying study load in EC (division per specialisation):

Historical Studies: Ideology, Mentality and Social Practice						
Course code	Name	Period	EC	Form (WC/HC)	Exams (ST/MT/W)	CU
LET-HLCS-A10	Theories and Theoreticians in Humanities	1 – 2	10	HC/WC	ST	3
LET-HLCS-B5	Methods and Techniques in Humanities	3	5	HC/WC	ST	3
LET-HLCS-C5	Contemporary Debates in Humanities	4	5	HC/WC	ST + P	3
LET-HLCS-HS02	International Historical Research	2	5	HC/WC	ST	3
LET-HLCS-HS01	Sources for Historical Research	3	5	HC/WC	ST + P	3
LET-HLCS-HS03	Key Research in Historical Studies	4	5	HC/WC	ST + P	3
LET-HLCS-HS04	Research Training (study abroad or internship)	1 – 2	20	Varying	Varying	Varying
	Individual programme, including 10 EC of required components from the course offerings at national research institutes ²		25			
LET-HLCS-HS05	Research Proposal	1 – 4	5	Varying	SW	Varying
LET-HLCS-HS06	Research Article	1 – 4	5	Varying	SW	Varying
LET-HLCS-HS15	Research Master's Thesis	1 – 4	30	Varying	SW	Varying
			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

² A selection can be made from the educational offerings of the following research institutes: POSTHUMUS, ARCHON, Huizinga Instituut, NICA, NOG, OIKOS, OPG OSK, OSL, OSZMED, RMeS

Art and Visual Culture in a Historical Perspective

Course code	Name	Period	EC	Form (WC/HC)	Exams (ST/MT/W)	CU
LET-HLCS-A10	Theories and Theoreticians in Humanities	1 – 2	10	HC/WC	ST	3
LET-HLCS-B5	Methods and Techniques in Humanities	3	5	HC/WC	ST	3
LET-HLCS-C5	Contemporary Debates in Humanities	4	5	HC/WC	ST + P	3
LET-HLCS-AVC01	Art in its Historical Context	2	5	HC/WC	ST	3
LET-HLCS-AVC02	The Body in Art and Visual Culture	3	5	HC/WC	ST	3
LET-HLCS-AVC03	Key Research in Art and Visual Culture	4	5	HC/WC	ST + P	3
LET-HLCS-AVC04	Research Training (study abroad or internship)	1 – 2	20	Varying	Varying	Varying
	Individual programme, including 10 EC of required components from the course offerings at national research institutes ³		25			
LET-HLCS-AVC05	Research Proposal	1 – 4	5	Varying	SW	Varying
LET-HLCS-AVC06	Research Article	1 – 4	5	Varying	SW	Varying
LET-HLCS-AVC15	Research Master's Thesis	1 – 4	30	Varying	SW	Varying
			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

Literature and Literary Studies: Text in Context

Course code	Name	Period	EC	Form (WC/HC)	Exams (ST/MT/W)	CU
LET-HLCS-A10	Theories and Theoreticians in Humanities	1 – 2	10	HC/WC	ST	3
LET-HLCS-B5	Methods and Techniques in Humanities	3	5	HC/WC	ST	3
LET-HLCS-C5	Contemporary Debates in Humanities	4	5	HC/WC	ST + P	3
LET-HLCS-LS01	Regionalism and Beyond	2	5	HC/WC	ST + P	3
LET-HLCS-LS02	International Literary Research	3 – 4	5	HC/WC	ST	3
LET-HLCS-LS03	Key Research in Literary Studies	4	5	HC/WC	ST + P	3

³ A selection can be made from the educational offerings of the following research institutes: POSTHUMUS, ARCHON, Huizinga Instituut, NICA, NOG, OIKOS, OPG OSK, OSL, OSZMED, RMeS

LET-HLCS-LS04	Research Training (study abroad or internship)	1 – 2	20	Varying	Varying	Varying
	Individual programme, including 10 EC of required components from the course offerings at national research institutes ⁴		25			
LET-HLCS-LS05	Research Proposal	1 – 4	5	Varying	SW	Varying
LET-HLCS-LS06	Research Article	1 – 4	5	Varying	SW	Varying
LET-HLCS-LS15	Research Master's Thesis	1 – 4	30	Varying	SW	Varying
			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*

⁴ A selection can be made from the educational offerings of the following research institutes: POSTHUMUS, ARCHON, Huizinga Instituut, NICA, NOG, OIKOS, OPG OSK, OSL, OSZMED, RMeS

Appendix III Course-specific information

Article 1. Attendance requirement

Not applicable

Article 2. Validity of credits earned

Notwithstanding the provisions of Article 30, the following restrictions shall apply to study results: *not applicable*.

Article 3. Resit regulations per course

Not applicable

Article 4. Entry requirements (sequence of components)

1. The 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 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. All specialisations consist of lectures and tutorials
- 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: *not applicable*.
- 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

The language of instruction of this Master's programme is English and the interim and final examinations are, in principle, administered in English. At the request of the student, exceptions can be made by the Examination Board regarding the language of examinations, provided there is a well-founded reason for it. The standard employed for this is that up to 60 EC of the complete 120 EC programme can be completed in a language other than English.

The Examination Board can grant an exception, as long as it is not in conflict with the goals of the course with regard to the development of language proficiency, student interaction, and peer feedback during lectures.

Article 9. Individual programme

- a. Courses included in the individual programme must be approved by the Examination Board beforehand.
- b. If a student of the Research Master's programme takes courses that are offered by Master's programmes (other than a Research Master's) in the Netherlands, their study load must be increased. This increase means that the student will be required to write a final paper in English as well as a 1000-word report reflecting on the course. The student must also hold a 10-minute debate with the course lecturer. If the lecturer is unable to do so, the tutor of the course will participate in this component.
- c. If a student taking a Master's course taught in German, French, Dutch, or Spanish wants to write the final paper in a different language, an exception to this can be requested from the Examination Board.

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 Research Master's programme in Historical, Literary and Cultural Studies 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 Historical, Literary and Cultural Studies Research 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 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 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