

Rules and Regulations

Master in Forensic Psychology

2021-2022

Rules and Regulations for the Master in Forensic Psychology 2021-2022, as referred to in Article 7.12b of the Higher Education and Research Act (Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek, WHW)

These Rules and Regulations have been determined by the Board of Examiners of the Faculty of Psychology and Neuroscience, Maastricht University on 24 June 2021.

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RULES AND REGULATIONS FOR THE MASTER IN FORENSIC PSYCHOLOGY

Article 1 Scope of the Rules and Regulations

1. These Rules and Regulations (R&R) apply to the education, exams and examination for the Master in Forensic Psychology study of the Faculty of Psychology and Neuroscience.
2. The R&R apply to all students who are registered for the study programme.
3. Contrary to what is stated in 1 and 2 of this article, the regulations as mentioned in the Education and Examination Regulations (EER) that applied to a student at the start of the study programme, will be applicable to that student.
4. The R&R are each year adjusted and enacted by the Board of Examiners.

Article 2 Definitions

The definitions contained in the Act and in Article 1.1 of the EER of the programme apply.

Article 3 Board of Examiners

The Board of Examiners sees to the execution of the regulation for the Forensic Psychology Master's Examination and its parts, taking into account the Act and the EER the organisation and scope of the examinations of the study programme of the Master in Forensic Psychology of the Faculty of Psychology and Neuroscience. The Board of Examiners will designate examiners to conduct the interim examinations. In particular cases the Board of Examiners can annul decisions taken by the examiners, when, e.g. a student has not complied with the admission requirements for a part of the examination which the student has taken.

Article 3.1 Appointment and composition of the Board of Examiners

1. The dean installs the Board of Examiners and appoints its members based on their expertise in the field of the degree programme.
2. The Board of Examiners is led by the chair(s).
3. The composition of the Board of Examiners is such that it reflects the programmes as well as possible.
4. At least one member is an external member, who is not involved in education in the programme.
5. The Board of Examiners is supported by the secretaries.

Article 3.2 Working method of the Board of Examiners

1. The Board of Examiners meets every month with the full committee.
2. The chairs and secretaries are in charge of the daily management and they meet weekly to discuss non-standard requests, appeals, the topics and the agenda of the plenary, and any other business that comes to the table.
3. The meetings of the Board of Examiners are not public due to the confidential nature of matters discussed.
4. In the event that a request or complaint submitted to the Board of Examiners involves an examiner who is a member of the Board of Examiners, the examiner concerned will abstain from deciding on the request or complaint as stated in art. 7.12b.4 of the WHW.
5. The Board of Examiners may delegate clearly defined duties [to (sub-)committees].
6. The secretaries to the Board of Examiners may make standard decisions based on the EER, the R&R and/or the jurisprudence of the Board of Examiners. Non-standard requests are discussed during the weekly meetings of the chair(s) and the secretaries.
7. Only complete and correctly submitted requests and complaints will be accepted for processing.
8. The Board of Examiners decides upon a request or complaint within 20 working days after the request or complaint was submitted. In special circumstances this term can be extended by another 20 working days.

Article 4 Examiners

1. Members of the academic staff, who are entrusted with providing education of an educational component/course, are as examiner responsible for the assessment of the educational component/course.
2. The Board of Examiners appoints examiners who are qualified to set examinations. The main requirement is that the person is holder of a UTQ. However, in case the person has not yet obtained the UTQ certificate, this person will work under the supervision and responsibility of the relevant Forensic Master's specialisation coordinator until the person has obtained the UTQ.
3. While in principle examiners have to belong to the academic staff of the UM, the Board of Examiners can appoint on request other members of the academic staff and experts from outside the programme as examiner.
4. In case of a research internship, two supervisors have to be assigned, who meet criteria.
 - a. A research internship at the UM (internal internship) needs two supervisors with a PhD. However, there is an exception for PhD-students and for UM lecturers without a PhD. When they completed the UTQ workshop 'assessment', they can be second supervisor. When in addition, the PhD student or the UM lecturer without PhD already supervised two research internships as a second supervisor, they can also act as first supervisor.
 - b. In case of a research internship outside UM (external internship) the external supervisor needs to have a PhD or needs to have a track record showing experience in conducting research and writing scientific papers. When this is not the case, two internal supervisors will have to serve as supervisors. The external supervisor still acts as assessor of the practical part (the 'research internship') and informs the internal assessor about the student's performance and grade. In this case, the internal supervisor will also take care of the administration and keeps a copy of this appraisal for two years after the conclusion of the research internship. The requirements for the other/second assessor are equal to those of an internal research internship.
 - c. For 4a and 4b, the student has to take care of finding these supervisors.
 - d. The internship coordinator is the person responsible for ensuring the supervisors meet the requirements stated under 4a or 4b.
5. The Board of Examiners can decide to withdraw an appointment as examiner if the examiner does not adhere to laws and R&R of the Board of Examiners, or if the assessment skills of the examiner (e.g., to construct an exam, to examine, and/or to grade an exam) has repeatedly proven to be of insufficient quality.

Article 5 Proof of Having Passed a Course/Module

1. Core Courses

A student can have a course registered as passed if the following requirements have been met:

- a. A minimum of 70% attendance at the tutorial group meetings. A student who arrives after the official starting time of the meeting or leaves before the ending time of the meeting can be considered not to have attended. In order to be admissible for course examination, a student must have attended a minimum of 70% of the tutorial groups per course. If a student has not complied with the attendance obligation, the grade of the exam will be declared invalid;
- b. A satisfactory assessment and attendance for the practical training, if applicable. A student who arrives after the official starting time of the meeting can be considered not to have attended;
- c. At least sufficient grades for the final course exam. A course exam is passed when a grade of 6.0 or higher has been obtained.

2. Skills Labs

A student can have a skills lab registered as having been passed if the following requirements have been met:

- a. Attendance of 100% of the skills lab sessions. A student who arrives after the official starting time of the meeting or leaves before the ending time of the meeting can be considered not to have attended. If a student has not complied with the attendance obligation, the student will get one chance per academic year to make up for the missed meetings;

- b. Timely and satisfactory completion of the required assignments;
- c. At least sufficient grades for the final assessment. A skills lab is passed when a grade of 6.0 or higher has been obtained.

3. *Workshop*

A student can have a workshop registered as having been passed if the following requirements have been met:

- a. Attendance of a minimum of 100% of the workshop meetings. A student who arrives after the official starting time of the meeting or leaves before the ending time of the meeting can be considered not to have attended. If a student has not complied with the attendance obligation the student will be able to apply for a compensatory assignment;
- b. At least sufficient grades for the Research Proposal Workshop. The workshop is passed when a grade of 6.0 or higher has been obtained.

Article 6 Attendance Obligation

1. Where attendance of at least 70% of meetings is mandatory, the following applies:
 - of a total of 18 meetings: at least 13 meetings;
 - of a total of 16 or 17 meetings: at least 12 meetings;
 - of a total of 15 meetings: at least 11 meetings;
 - of a total of 13 or 14 meetings: at least 10 meetings;
 - of a total of 12 meetings: at least 9 meetings;
 - of a total of 11 meetings: at least 8 meetings;
 - of a total of 9 or 10 meetings: at least 7 meetings;
 - of a total of 8 meetings: at least 6 meetings;
 - of a total of 6 or 7 meetings: at least 5 meetings;
 - of a total of 5 meetings: at least 4 meetings;
 - In the case of 4 or fewer meetings there is an attendance obligation of 100%.
 - Attendance will be registered by the tutor on the attendance form, which is transmitted to the education office at the end of the course, workshop, master class, skills lab or training.
 - If a student has not complied with the attendance obligation, the relevant course will not be registered as having been passed.
 - If attendance has been met in a given academic year, this will be valid for the remainder of the study, even if the exam is not passed in that year.

Article 7 Grade Point Average

1. A weighted grade point average (GPA) is calculated across all parts of the examination which are assessed on a ten-point rating scale. Scores will be weighted according to the number of course credits (see also article 3.6 of the EER).
2. An insufficient grade can be included in the GPA.
3. On a provisional transcript, an exam that has not been taken will not be included in the GPA. In that case, the number of credits obtained will be reported in relation to the number of credits that could have been obtained in the form of a progress rate.
4. On a final transcript, a GPA will only be registered when at least 120 credits have been obtained for courses/modules as stated in paragraph 1.

Article 8 Degree Completion Cum Laude

Degree completion Cum Laude is attached to the examination of the Master in Forensic Psychology, if each of the following requirements has been met:

- a. A weighted grade point average (GPA) of at least 8.50 for all parts of the master's examination that are assessed on a ten-point scale. Furthermore, all exams must be passed on the first attempt. An NG will not be considered as a first attempt;
- b. Weighting of course grades occurs according to the credits obtained in each course (see also article 3.6)
- c. A score of at least 8.0 for the master's thesis.
- d. All courses/modules (except the internship) need to be passed within two years after the student

started the Master in Forensic Psychology. The Board of Examiners can, in exceptional circumstances, deviate from this. A student whom the Board of Examiners has found guilty of fraudulent acts within the meaning of Article 14 and therefore had a test result declared invalid shall not be eligible for the attribution of Distinction.

Article 9 Exemptions

1. Request for exemption from taking an exam or undergoing another part of the examination on the strength of what has been determined by the Act will be submitted to the Board of Examiners. Written proof must be submitted to support the request in English or Dutch. Only official certified translations in English or Dutch will be processed.
2. The Board of Examiners makes a substantiated decision within four weeks after having received the request. The Board of Examiners is entitled to extend this period of four weeks by a further period of four weeks. The student will be informed about the Board of Examiners' decision in writing.
3. A request for exemption will only be considered if it has been submitted by a student who is enrolled at FPN and who has fulfilled the student's financial requirements.

Article 10 Re-sits

The following re-sit arrangements apply to students who have not passed a part of the examination of the Master in Forensic Psychology. The relevant re-sits are available only to students who have complied with the attendance requirement.

1. *Core Courses*
The student who fails a course exam will get one opportunity per academic year to re-sit that exam. If a student passes the initial exam, the student cannot re-sit the exam. In case of a re-sit of a failed final grade, the highest grade counts.
2. *Skills Labs, Workshop and Master Class*
Students who failed an assignment or a task will have to complete a re-sit in the same academic year.
3. *Written assignments*
There will be one chance to redo written assignments (including the master's and clinical activities report) per academic year. Note that for the master's thesis, the re-sit is likely to take place within the next academic year. This will consist of rewriting the written assignment. A paper can be rewritten only when it has been turned in before the deadline and the student adhered to the guidelines, but has failed.

Article 11 Extra exam or other format of exam

In special cases, the Board of Examiners may decide to grant a student a different exam format of exam and/or an extra exam opportunity in addition to the regular exam and re-sit. This decision will only be taken if it is based on exceptional demonstrable personal circumstances of a student, which would cause disproportionate study delay. Special personal circumstances that can be considered are:

- a. illness of the student in question;
- b. pregnancy of the student in question;
- c. special family circumstances;
- d. administrative activities as referred to in Art. 2.1 paragraph 1 under e, f and g of the Act.

Article 12 Appeal procedure

An appeal against a decision as stated in Article 7.61 of the Dutch Higher Education and Research Act (WHW), including but not limited to decisions on grades and decisions of the Board of Examiners, must be submitted to the Board of Appeal for Examinations (CBE) within 6 weeks after publication of such a decision. The appeal can be submitted to Maastricht University, Student Services Centre, attn. Complaints Service Point (CSP), PO Box 616, 6200 MD Maastricht. The appeal must be signed, dated and include the name and address of the petitioner. It should also include the grounds on which the appeal is based and, if possible, a copy of the decision being appealed.

Article 13 Non regular exam inspection

Students who for serious reasons have not attended the regular exam inspection can request a non-regular exam inspection within two weeks after the regular exam inspection. Requests must be motivated and include evidence why the exam inspection was missed. Requests will be processed within four weeks.

Article 14 Fraud, including plagiarism and fabricating and/or falsifying survey or interview answers or research data

In this article – which is related to article 5.16 of the EER – it is, in accordance with article 7.12b (3) of the Act explained in more detail, how the Board of Examiners acts under article 7.12b (2) of the Act (WHW).

1. The Board of Examiners may impose one of the disciplinary measures set down in paragraph 7 of this article if it establishes that a student, in any exam or exam component has committed fraud, including:
 - a. has had any unauthorised aids/devices, resources, text or notes at the student's disposal, or has used aids and/or (communication) devices that were not explicitly allowed, or that were explicitly forbidden in the exam instructions and/or Rules of Procedures for Exams;
 - b. has communicated or tried to communicate with another student, without permission from an invigilator, examiner, or Board of Examiners member;
 - c. has copied or attempted to copy from another student, or has provided the opportunity to copy;
 - d. has collaborated on a graded assignment, paper or practical, whereas this was not explicitly allowed;
 - e. has posed as someone else or let someone else pose as the student;
 - f. has misled, or at least attempted to mislead or provided the opportunity to mislead an invigilator, an examiner, a corrector or the Board of Examiners with respect to the exam.
 - g. has used an obfuscation method in submitted work that is likely to have the effect that plagiarism checking tools do not work optimally;
 - h. has disregarded the instructions of the invigilator or the instructions for the exam (component) such that an unfair advantage might have been obtained;
 - i. has performed actions or omissions which make it impossible in whole or in part to properly evaluate the student's knowledge, understanding and skills.
2. The Board of Examiners may impose one of the disciplinary measures set down in paragraph 7 of this article if it establishes that a student has committed fraud, including:
 - a. has falsified the information on mandatory attendance, participation or effort obligation; or had some else falsify that information; or has signed off on attendance, participation or effort obligations when it was not (fully) met;
 - b. has falsified exam results;
 - c. has falsely obtained, or attempted to, access to an exam;
 - d. has misled an examiner relating to exam (components), registration, or grading;
 - e. has facilitated another student to engage in fraud;
 - f. has fabricated and/or falsified survey or interview answers or research data.
3. The Board of Examiners may impose one of the disciplinary measures set down in paragraph 7 of this article if it establishes that a student has committed plagiarism in any exam, part or component, including:
 - a. using or copying the student's personal or other people's texts (including code), data, ideas, other materials or thoughts without adequate reference to the source;
 - b. presenting the structure or central body of thought from others without adequate reference to the source and thus passing it off as the student's own;
 - c. not clearly indicating in the text (including code), for example via quotation marks or a certain layout, that verbatim or nearly verbatim quotes have been used;
 - d. paraphrasing the content of the student's own or other people's texts without adequate reference to the source;

- e. copying video, audio or exam material, software and program codes from others without adequate reference to the source and thus passing them off as the student's own;
 - f. copying work from other students and thus passing it off as the student's own;
 - g. submitting a text that has been previously been submitted for a different component/module, or is similar to a text that has been previously been submitted by oneself or by others, unless explicitly allowed;
 - h. submitting work or assignments acquired from or written by a third party (whether or not for payment) and thus passing them off as the student's own.
4. During the exam inspection students are not allowed to have communication devices and/or other electronic devices at their disposal, neither to take the exam and answer key outside the room where the inspection takes place nor to copy these documents in any form. Also, students are not allowed to make any modifications to the exam. When the exam inspection is virtually, it is not allowed to make screenshots or record the inspection. The Board of Examiners may impose one of the disciplinary measures set down in paragraph 7 of this article if it establishes that a student did not adhere to these rules.
 5. In case of fraud/plagiarism in group assignments, all students in the group are in principle responsible for fraud/plagiarism unless it is clear that only one student has committed fraud. In that case, only the student in question will be penalized.
 6. In the event that the Board of Examiners suspects that a student has committed fraud in any way in any exam or exam component, the Board of Examiners shall be entitled to start the following procedure: the (acting) chair of the Board of Examiners opens an inquiry into the established facts, and may call in an expert to do so. After this inquiry has been closed, but within 15 working days after fraud has been reported to the Board of Examiners by the examiners(s), the chair will inform the members of the Board of Examiners, and give the student and the examiner(s) the opportunity to each state their case. The student may have an adviser accompany the student. If the Board of Examiners established that a student has committed fraud, the Board will declare the relevant exam/assessment and/or attendance registration null and void (label 0) and can impose a measure set down in paragraph 7. The Board of Examiners will inform the student involved, the examiner and the education office regarding this measure and the reason on which the measure is based. This procedure shall take place in accordance with Article 7.12b of the Act (WHW).
 7. In the cases referred to in paragraphs 1 to 6 the Board of Examiners can declare the results of the relevant exam or part in question invalid, as well as impose the following disciplinary measures:
 - a. a reprimand;
 - b. cancel the attendance of the course;
 - c. exclusion from the re-sit in the academic year in which fraud or plagiarism was committed;
 - d. exclusion from participation or further participation in one or more exams in the programme for a period of at most one year;
 - e. in serious cases of fraud, the Board of Examiners can propose to the UM's Executive Board that the student(s) concerned be permanently deregistered from the programme;
 8. Repeat offenses of fraud are considered an aggravating circumstance and may result in more severe sanctions. This also includes fraud in components/modules that were taken at other faculties or institutions of higher education. For this reason, UM Boards of Examiners can inform each other if fraud and/or plagiarism has been established in an exam (component) at another Faculty.
 9. Before the Board of Examiners imposes an appropriate disciplinary measure, or makes a proposal to the Executive Board, the student in question is given the opportunity to be heard.
 10. If fraud is established, this is included in the student's dossier.
 11. If, after investigation, it is ultimately determined that the student concerned did not commit fraud, the names will be removed from the correspondence about the alleged fraud and the correspondence will not be included in the student's dossier.
 12. The Board of Examiners does not grant exemptions on the grounds of study results obtained elsewhere while the student was excluded from participating in the programme's exams because fraud was committed.
 13. A student who was excluded from participation in exams, or whose exam was declared invalid for a component/module due to fraud, is not eligible for an extra exam opportunity for those components/modules.

Article 15 Irregularity

If, according to the Board of Examiners, one or more exam components or an entire exam have not been taken in the prescribed manner or if an exam component has not been conducted properly, the Board of Examiners can declare the exam or the relevant component(s) invalid, even in cases when the student is not accountable, to secure its legal duty as stated in Article 7.12b (1)(a) of the Act.

Article 16 Amendments

1. Amendments to these R&R shall be determined by the Board of Examiners by means in a separate decision.
2. No amendments will be made to these R&R unless it may reasonably be assumed that the interests of the students will not be harmed as a result.

Article 17 Hardship clause

The Board of Examiners is authorised to deviate from these regulations in individual cases if strict adherence to these regulations would result in inequitable circumstances for the student.

Article 18 Implementation and Date of Taking Effect

1. The Board of Examiners makes decisions in all cases that have not been foreseen by the R&R.
2. These R&R take effect in the academic year 2021-2022.

Thus enacted by the Board of Examiners at its meeting of 24 June 2021.

APPENDICES WITH RULES AND REGULATIONS FOR THE EXAMINATION OF THE STUDY PROGRAMME OF THE MASTER IN FORENSIC PSYCHOLOGY

Appendix 1 Regulations for the Research Proposal, Research Internship and Master's Thesis

Article 1 Research Proposal

1. A research proposal is an independently written proposal concerning research that the student intends to conduct during the student's internship.
2. The research proposal consists of the following parts:
 - a brief theoretical background of the research;
 - the question posed by the research;
 - a description of the research plan;
 - a description of the research methods that will be applied;
 - a description of the techniques that will be used for processing and analysing the data;
 - a timetable.
3. Guidelines for the format and length of the research proposal can be found in the Research Internship Manual.
4. The assessment is done by two assessors. They are:
 - a. two senior staff members of the Faculty if the internship is done internally (a supervisor from the Faculty and a second assessor), or
 - b. the external supervisor and the supervisor from the Faculty if the internship is done outside the Faculty.
5. If the research proposal related to the master's thesis is judged to be unsatisfactory, the regulation about re-sits for written assignments, article 10, paragraph 3, R&R applies.
6. The research proposal must be submitted within 6 weeks of commencing the research internship.
7. The research proposal will be assessed as pass/fail and can be resit once
8. For the numbers of credits of an approved research proposal related to the master's thesis, see article 3.6.
9. Before the student can commence research activities, formal permission for the study must have been obtained from the appropriate Ethics Commission/ Institutional Review Board.

Article 2 Research Internship

1. A student is required to do a research internship and Master's thesis at the conclusion of the student's study programme. If applicable, the clinical internship and clinical activities report can be done before, after, or together with the research internship. In case of an internship within a team of students, each student should formulate and investigate a unique research question.
2. The student must notify the education office about the internship at least one month before the start of the internship by means of a research internship notification form. The Board of Examiners checks whether the student has complied with the requirements in article 4.2 of the EER.
3. An internship agreement is drawn up for the internship, in which a number of arrangements are set out between the institution where the internship takes place, the supervisor from the Faculty and the student. A copy of this agreement is sent to the education office at least one month before the internship starts.
4. The student will be supervised during the internship by a supervisor from the Faculty and a supervisor from the institution where the internship takes place (internship supervisor). The task of the supervisor from the Faculty and/or the internship supervisor consists of advising the student in matters of content with respect to the internship activities and the reporting of these in a master's thesis (see appendix 2: article 3). In addition, the supervisor from the Faculty is the contact person with the institution where the internship takes place.
5. The internship is registered as having been completed successfully by the internship supervisor or the supervisor from the Faculty on an assessment form, which is sent to the education office.
6. The final grade for the practical part of the research internship needs to be at least 6.0.

Article 3 Master's Thesis

1. A master's thesis is an independently written report on the research that has been conducted during the internship.
2. The master's thesis is an individually written piece of work.
3. The master's thesis is assessed on several criteria. The final grade for the thesis, based on these criteria, needs to be at least 6.0.
4. Guidelines for the format and length of the master's thesis can be found in the Research Internship Manual.
5. The student needs to submit the final version of the master's thesis via Dors Web app. Assessment forms have to be filled in and signed by both supervisors via Dors Webb app within 15 working days.
6. The master's thesis is graded by averaging the scores given by the first and the second assessor. Both grades must be at least 6.0 and the difference between the grades may not be more than 2 points. If the grades of both supervisors differs by more than two points, the supervisors will discuss the grading amongst themselves. When the new grade is decided based on the heard arguments this will be the final grade
7. If the grade of the Master's thesis, either given by the supervisor or the second supervisor, is less than 6.0 the Regulation for Re-sits of Written Assignments, article 10, paragraph 3 of the R&R applies.
8. For the number of credits of a satisfactory assessment of the Master's thesis see article 3.6 of the EER.

Appendix 2 Regulations for the Clinical Internship and Clinical Activities Report

Article 1 Clinical Internship

1. Students are required to complete a clinical internship of 13 weeks or the equivalent of 520 hours (including clinical activities report).
2. The student notifies the education office about the internship at least one month before the start of the internship by means of a clinical internship notification form. The Board of Examiners checks whether the student has complied with the requirements in article 4.2 of the EER.
3. An internship agreement is drawn up for the internship in which a number of arrangements are set out between the institution where the internship takes place, the clinical internship coordinator from the Faculty and the student. A copy of this agreement is sent to the education office at least one month before the internship starts.
4. The student will be supervised during the internship by a supervisor from the Faculty and a supervisor from the institution where the internship takes place (internship supervisor). The task of the internship supervisor from the institution is to guide and monitor the student's clinical activities. The supervisor from the Faculty advises the student concerning the conduct and reporting of research for the clinical activities report (see appendix 2, article 2, clinical activities report) and is the contact person with the institution where the internship takes place.
5. The internship is registered as having been completed successfully when the clinical internship coordinator has approved the student's clinical activities report, has received a satisfactory assessment of the internship performance from the supervisor from the institution, and has sent the relevant assessment form to the education office.

Article 2 Clinical Activities Report

1. All students are required to write a clinical activities report.
2. The clinical activities report is an independently written report, including a general section, based mainly on a literature review, and sections specific to the internship activities and the institution where these are carried out (see Clinical Internship Manual for specific information).
3. The clinical activities report is assessed on the following aspects: scientific content, argumentation, form and internship activities. The final grade for the clinical activities report needs to be at least 6.0.

4. The student needs to send the final version of the clinical activities report via Dors Web app. Assessment forms have to be filled in and signed by the supervisor, and have to be sent back to the education office within 15 working days.
5. If the clinical activities report is awarded insufficient grades, the Regulation for Re-sits of Written Assignments, article 10, paragraph 3 of the R&R applies.
6. The clinical activities report is graded by the clinical internship supervisor/ assessor at Maastricht University.