Rules and Regulations (RR) of the Master’s Programme in Medicine, 2013 curriculum, English track, 2018-2019 academic year, of the Faculty of Health, Medicine and Life Sciences, Maastricht University, as meant in Section 7.12b of the Dutch Higher Education and Research Act [Wet op het hoger onderwijs en wetenschappelijk onderzoek].

These regulations have been adopted by the Board of Examiners (BoE Med) of Medicine of Maastricht University.

Contents:

1. General

2. Testing and assessment based on the master’s portfolio

3. Cum laude designation based on master’s final examination

4. Study portfolios and academic advisers’ archives

5. Final provisions
SECTION 1 – GENERAL

Article 1.1 – Applicability of the Rules and Regulations
These Rules and Regulations apply to all students who are subject to the Education and Exam Regulations (EER) of the follow-up Master’s Programme in Medicine – 2013 curriculum, 2018-2019 academic year to be hereinafter referred to as “MaMed”

Article 1.2 – Definition of terms
The definitions of terms contained in the Education and Exam Regulations (EER) of the follow-up Master’s Programme in Medicine – 2013 curriculum apply mutatis mutandis.

Article 1.3 – Examiners
The Board of Examiners of Medicine (BoE Med) will appoint instructors or external experts as examiners in a written decision.

Article 1.4 – Rules of procedure relating to tests, exams, or components of tests
1. Students must comply with the oral and written instructions issued by or on behalf of the BoE Med regarding the rules of procedure to be followed before or during a test or component of a test. Written instructions are laid down in the rules of procedure available in the Student portal.
2. In response to a request for identification made by or at the behest of the BoE Med, students must identify themselves by means of a valid proof of identity as listed in the relevant rules of procedure.
3. If a student does not satisfy the provisions contained in or laid down pursuant to the first or second paragraph, the BoE Med will be authorised to exclude that student from the relevant exam/exam component.

Article 1.5 – Fraud, including plagiarism
The General FHML Regulation on Fraud [Frauderegeling van de FHML/UM] drawn up by the BoE Med further details the definition of fraud and the measures that the BoE Med can impose. This regulation is available in the Student portal.

SECTION 2 – TESTING AND ASSESSMENT BASED ON THE MASTER’S PORTFOLIO

Article 2.1 – Testing
1. The premise for the testing within the Master’s Programme in Medicine – 2013 curriculum (to be referred to hereinafter as ‘the Programme’) is the 2009 Blueprint for the Education of Medical Doctors [Raamplan Artsopleiding 2009] and the final qualifications and competencies referred to therein.
2. The 2009 Blueprint for the Education of Medical Doctors describes the following 7 competencies:
   - Medical expert
   - Communicator
   - Collaborator
   - Organiser
   - Professional
   - Health advocate
   - Scholar
3. A variety of testing instruments are deployed in the context of the testing
programme within the Programme. Each of the tests provides specific information on specific aspects of the competencies (or elements thereof). All test information (quantitative and qualitative) is collected in the master’s portfolio.

**Article 2.2 – Progress testing**
In every phase progress testing is used. It consists of several progress tests in every phase.
A more elaborate explanation of progress testing can be found in the assessment plan that is published on the Student portal.
The results of the individual progress tests are an obligatory part of the masterportfolio.

**Article 2.3 – The master’s portfolio as a tool**
In the context of the Programme, the master’s portfolio is a tool for:
a. reflection and self-directed study;
b. storing the information and feedback on competency development that is relevant to the student;
c. assessing the student’s learning process and competency development.
A more elaborate explanation of the regulations can be found in the assessmentplan of the Masterportfolio on the student portal.

**Article 2.4 – Remediation**
1. If a student’s progress based on his/her master’s portfolio is graded as unsatisfactory, the student will have to follow a suitable remediation programme. This remediation programme will be formulated by the mentor in consultation with the student and the Master Assessment Committee.
2. The remediation programme must be (partly) based on the information in the master’s portfolio. The content of the remediation programme will depend on the competencies (or partial competencies) regarding which the student has shown to need improvement.

**Article 2.5 – To declare an exam invalid**
The BoE Med is authorized to declare an exam invalid.

**SECTION 3 – CUM LAUDE DESIGNATION BASED ON MASTER’S FINAL EXAMINATION**

**Article 3.1 – Award of cum laude designation based on master’s final examination**
1. The assessment of the master’s portfolio determines whether the cum laude designation is awarded upon passing the master’s final examination. The BoE Med may award him/her the cum laude designation upon passing the master’s final examination if all of the following requirements are met:
2. The assessment of the master’s portfolio at T1 should be at least “according to expectation”.
3. The assessment for T1, T2 and T3 should be at least “above expectation” and must consist of at least 5 out of 7 assessments with “above expectation” out of which at least Medical Expert. To achieve “above expectation” for the competency Medical Expert, the progress test exam year 1, 2 and 3 master should be concluded with a “Good”.
Per competency there should be at least 9 assessments available. The student may not have committed fraud.
Finally, the BoE Med decides whether to designate the cum laude or not.
SECTION 4 – STUDY PORTFOLIOS AND ACADEMIC ADVISERS’ ARCHIVES

**Article 4.1 – The study portfolio: Contents**
1. There is a study portfolio for each student.
2. The study portfolio contains:
   a. The results of the tests (exams) taken and the final exams taken as part of the Programme
   b. The decisions rendered by the BoE Med
   c. Any decisions and procedural documents from the Exam Appeal Board (*College van Beroep voor de Examens*) and any judicial bodies
   d. Other relevant documents

**Article 4.2 – The study portfolio: Management**
1. The chair of the BoE Med is responsible for study portfolio management, with the head of Education [*Onderwijszaken*] actually managing the portfolio on behalf of the BoE Med.
2. The head of Education ensures that the information referred to in the previous article is included in the study portfolio. He/she takes the measures necessary to ensure that the information included in the portfolio is correct and complete. He/she also takes the measures necessary to ensure that this information is not lost or compromised and to ensure that the information is not examined, provided, or changed without authorisation.
3. The course data must be processed and included in the course files in accordance with the provisions of these RR.
4. The study file is kept from the time the student registers for the Programme until 6 years after the student has passed the final examination for qualification as a medical doctor, or until 6 years after the student has ceased being registered for the Programme.

**Article 4.3 – The study portfolio: Provision of personal data**
1. Personal data – meaning data that is traceable to an individual person – from the study files can be provided to the chair and members of the BoE Med, the relevant student, and those the BoE Med considers must have the data in order for the duties of the BoE Med to be properly performed. Personal data can also be provided to the members and secretary of the Board of Appeal if the student institutes an appeal.
2. Personal data can be provided to the relevant student’s academic advisers and mentor, given that they are charged with providing the student with academic advice. The mentor will already have much of this information as a result of his/her progress meetings with the student and his/her exam of the student’s master’s portfolio.
3. Personal data can also be provided if that provision is required by law.
4. Personal data can only be provided to the persons listed above if that provision is necessary to the performance of their duties.
5. Personal data may only be provided to persons other than those listed above if the student consents to that provision.

**Article 4.4 – The study portfolio: Research**
Upon request, the BoE Med can provide non-identifying programme data for research purposes.

**Article 4.5 - Academic advisors’ archives**
1. Academic advisers keep the student’s correspondence and other documents not mentioned in article 4.1, section 2 in an archive separate from the study
portfolio.
2. The student has a right to examine his/her archive as referred to in paragraph 1.
3. Persons other than those referred to in previous paragraphs may not examine this archive without the consent of both the student and an academic adviser.

SECTION 5 – FINAL PROVISIONS

Article 5.1 – E-mail correspondence from the BoE Med
The BoE Med can correspond with students by e-mail; in such cases, this correspondence must be addressed to the student’s formal university e-mail address.

Article 5.2 - Documents indicated in this regulation with a computer-link
Documents which are indicated in this regulation with a computer-link, are the most up to date documents. These documents are leading and binding.

Article 5.3 – Contingency clause
In cases for which these RR do not provide, the BoE Med will issue decisions.

Article 5.4 – Hardship clause
The BoE Med is authorised to deviate from these RR in individual cases if it believes that the unabridged application of these RR would result in manifest unfairness.

Article 5.5 – Citation
These regulations should be cited as the Rules and Regulations of the Master’s Programme in Medicine, 2013 curriculum, 2018-2019 academic year.

Article 5.6 – Effective date
The RR will enter into effect on 1 September 2018 and will apply to the 2018-2019 academic year.

Adopted by the BoE Med on 26 maart 2018.