Master of Science Programme
Public Policy and Human Development

Education and examination regulations (EER)

September 2018 – August 2019
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SECTION 1  GENERAL PROVISIONS

Article 1.1  Applicability of the regulations

These regulations apply to the education, exams, and examinations of the Master of Science Programme in Public Policy & Human Development, hereinafter to be referred to as: ‘the programme’, and to all participants who are registered for the programme.

The programme is provided by Maastricht University’s Faculty of Science and Engineering, hereinafter to be referred to as: ‘the faculty’.

The regulations were adopted by the faculty board after advice and consent from the programme committee and after advice and consent from the faculty council. The regulations will take effect on 1 September 2018 for the 2018/19 academic year.

Article 1.2  Definitions

In these regulations, the following definitions apply:

- academic year: the period from 1 September of a calendar year up to and including 31 August of the following calendar year;
- Act, the: the Higher Education and Scientific Research Act [Wet op het hoger onderwijs en wetenschappelijk onderzoek], chapter 7, Titles 1 and 2, of which is declared applicable by analogy to the programme, based on Article 7.1 paragraph 2 of the Act;
- Board of Admission: the board responsible for judging the admissibility of the candidate to the programme;
- Board of Examiners: the programme committee referred to in Article 7.12 of the Act;
- component: a study unit of the programme within the meaning of the Act;
- course manual: the programme guide, which include further details about programme-specific provisions;
- course examination: a component of the examination as referred to in Article 7.10 of the Act;
- credit: a unit expressed in ECTS credits, with one credit equalling approx. 28 hours of study;
- Ethics Board: a committee designated to assess research designs for ethical implications and empowered to require necessary adjustments to proposed research prior to implementation to protect the rights and interests of research subjects;
- exam [tentamen]: see course examination;
- examination [examen]: see final examination;
- examiner: the person designated by the board of examiners to administer exams and to determine the results of such exams;
- learning Agreement: a written agreement between participant, thesis supervisor and school delineating the rights and responsibilities of the three parties towards each other as related to the master thesis preparation and defence process;
- Faculty Board: the faculty board referred to in Article 9.12 of the Act;
- final examination: the examination for the degree programme;
- module: an educational component of the programme, such as a course, practical training or a written paper, as referred to in art. 3.6;
- Office of Student Affairs: a team of administrative staff providing services relating to admission, enrolment, education; and general assistance;
- participant: a person who is registered at the university for education and/or to take exams and the examination of the programme;
- practical: practical exercise as referred to in Article 7.13(2)(d) of the Act, in one of the following forms: writing a thesis; writing a paper, creating a technological design or performing another written assignment; performing a research assignment; participating in field work or a field trip; participating in an activity intended to develop certain skills;
- programme: the master’s programme referred to in Article 1.1 of these regulations, consisting of a coherent whole of study units;
- Programme Committee: the representation and advisory board as defined in Art. 9.18 of the Act;
- semester: portion of the academic year, starting 1 September and ending the following 31 January, or starting 1 February and ending the following 31 August;
- student portal: the electronic learning environment of Maastricht University;
x. thesis administrator: an administrative staff member in charge of coordinating the process of the thesis, including registration of supervisors, registration of defence, and tracking each participant’s completion of requirements;

y. thesis: a research paper written solely by the participant on a particular subject of policy relevance; rigorously analytical and resulting in an original, evidence-based contribution to academic discourse;

z. thesis Circle: a group of participants working on related topics, that, facilitated by the School, meet at regular intervals to support each other in the development of the thesis;

aa. thesis Coordinator: a qualified academic appointed as examiner by the Board of Examiners to coordinate the research component of the thesis, including advice on the regulations, vetting of supervisors and graders, monitoring reviews by the ethics board, verifying public storage of replication of data, and maintenance of grading standards across theses and assessors.

bb. thesis mentor: an academic assisting a thesis circle during the proposal and early research stages;

cc. thesis supervisor: a qualified academic or practitioner, chosen by the participant and approved by the thesis coordinator, to guide and supervise the academic development of the thesis;

dd. UM: Maastricht University.

The other terms have the meaning given to them by the Act.
SECTION 2  ADMISSION

Article 2.1  Admission

Persons who meet the requirements referred to in articles 2.2 and 2.3 are eligible for admission to the programme and have been issued with a letter of acceptance.

Article 2.2  Admission requirements

1. The following persons are eligible for admission to the programme:
   a. those who have obtained a bachelor of scientific education or
   b. those who possess the knowledge, understanding and skills on the level of a bachelor of scientific education.
2. Beside the requirements as mentioned in paragraph 1, the following specific requirements apply:
   a. basic knowledge of mathematics and statistics;
   b. basic knowledge of economics, political sciences and/or law;
   c. a letter of motivation;
   d. an essay on a topic prescribed by the board of admission; and
   e. two letters of recommendation by current/former instructors, employers or line managers.

Article 2.3  Language requirement

Persons may only register:
   a. if they have met the requirement concerning a sufficient command of English by passing one of the following language proficiency tests no more than three years before the start of the study programme:
      - IELTS (international English Language Testing System) with a score of at least 7.0;
      - TOEFL (Test of English as a Foreign Language) with a score of at least 100 (TOEFL iBT); or
      - CAE (Certificate in Advanced English) with a score of at least 185 (Cambridge English Scale).
   b. if they have been exempted from the language proficiency test referred to under (a) based on the diplomas referred to in Appendix 1.

Article 2.4  Limited capacity

not applicable

Article 2.5  Board of Admission

1. The board of admission for the programme is responsible for assessing eligibility for admission and issuing the certificate of admission to the programme. The board of admissions consists of:
   - a member who acts as Chair, appointed from academic staff who are responsible for the programme curriculum;
   - two members appointed from the other academic staff.
2. A member of the Office of Student Affairs for the programme concerned is appointed as an adviser to the Board, as is a Secretary.
3. The Dean appoints the members of the Board after consulting with the Programme Board.

Article 2.6  Admissions test dates

not applicable
SECTION 3  CONTENT AND STRUCTURE OF THE PROGRAMME

Article 3.1  Aim of the programme

1. The programme is intended:
   - to provide the participant with academic education within the specific educational concept and profile of Maastricht University;
   - to provide the participant with specialized knowledge, skills, and insights in the field of public policy and human development and test participants on their knowledge, understanding, and participation by means of the exams;
   - to prepare the participant for professional and/or scientific work in the field of public policy and human development.

2. A graduate of the programme:
   - has profound knowledge and understanding in the field of public policy;
   - has thorough knowledge of one or more specializations within the study programme;
   - has the academic skill to identify, formulate, analyse and suggest possible solutions to problems independently;
   - has the academic skill to conduct research on public policy and report on it in a manner that meets the customary standards of the discipline;
   - possesses professional and academic skills relevant to the making and analysis of public policy;
   - is capable of applying knowledge and understanding in a way which demonstrates a professional approach to his/her work or profession;
   - is capable of communicating conclusions, as well as the underlying knowledge, grounds and considerations, to an audience comprised of specialists or non-specialists.

3. The programme includes the following specialisations:
   - Foreign Policy & Development
   - Innovation, Institutions & Development
   - Migration Studies
   - Regional Integration & Multi-level Governance
   - Risk & Vulnerability
   - Social Protection Policy

Article 3.2  Form of the programme

This is a full-time programme.

The programme commences once a year in September.

Article 3.3  Language of instruction

The programme is given in English.

Article 3.4  Communications and announcement of decisions

1. The faculty board, programme board, Board of Examiners, Educational Programme Committee, Office of Students Affairs, course coordinators, tutors, examiners and the student advisers may use MyUM and e-mail via the UM account for communications relating to the programme and examinations.

2. The faculty board, programme board, Board of Examiners, Educational Programme Committee, Office of Students Affairs, course coordinators, tutors, examiners and the student advisers may use MyUM and e-mail via the UM account to announce decisions.

3. A participant must regularly check his/her university e-mail address, the Faculty website, and the digital learning environment. Information disseminated via e-mail, the digital learning environment or the website will be assumed to be known.
Article 3.5 Study load
The programme has a study load of 60 credits (ECTS), with one credit equalling approx. 28 hours of study. This study load contains necessitates personal attendance, i.e. physical presence, for all components defined under Art. 3.6 except the Master Thesis.

Article 3.6 Content
The programme includes the following components and related study loads:
1. Core Subjects, 16 ECTS in total
   - MPP4301 Public Policy, 4 ECTS
   - MPP4302 Public Economics, 4 ECTS
   - MPP4504 Public Policy Analysis, 8 ECTS
2. Research & Analysis Skills, 12 ECTS in total
   - SKL4403 Research Design, 3 ECTS
   - SKL4102 Introductory Data Science & Statistics, 3 ECTS
   - SKL4103 Regression Analysis I, 3 ECTS
   - SKL4203 Regression Analysis II, 3 ECTS
3. Specialization Subjects, 16 ECTS in total
   - 4 subjects from an elective specialization track, 4 ECTS each; or
   - an elective track of 4 subjects from more than one specializations, 4 ECTS each (subject to approval by the programme board)

Article 3.7 Programmes
not applicable

Article 3.8 Content of programmes
not applicable

Article 3.9 Components elsewhere (electives outside the faculty)
not applicable

Article 3.10 Flexible programme and flexible master’s
not applicable

Article 3.11 Honours programme
not applicable

Article 3.12 Double degree
The participant is entitled to register with the United Nations University to pursue a double degree for this program. These regulations specify only the requirements to be fulfilled to be awarded the degree ‘Master of Science in Public Policy & Human Development’ by Maastricht University.
Article 3.13  The examination

The examination consists of the following components:

1. Course exams for the core subjects, research and analysis skills, and specialization subjects identified in art. 3.6, including:
   - active participation in group discussions;
   - written assignments, such as papers, memos, summaries;
   - presentations;
   - performance of practical analytical tasks, including programming, coding, data generation and analysis, application of analytical models and presentation of results;
   - written or oral exams; and
   - group assignments similar in nature to the above.

2. Master thesis:
   - written thesis proposal;
   - oral proposal defence;
   - provision of peer feedback;
   - individual conduct of rigorous research in accordance with accepted standards and norms;
   - written thesis; and its
   - public defence.
SECTION 4  EDUCATION

Article 4.1  Courses; composition; actual design

1. For the programme components, courses are given with the study load stated in Article 3.6.
2. The education is given in the form of classes, study groups, practical training, lectures, individual supervision, assigned study tasks, or otherwise.

Article 4.2  Prior knowledge; entrance requirements

not applicable

Article 4.3  Course registration

Each participant is automatically registered for the core subjects, research and analysis skills, and master thesis track in their first academic year in the programme. Each participant may participate in courses in the specialization subjects after he/she has registered for such courses in a timely manner through MyUM. Participants may re-take subjects after their first academic year if they have registered for them in a timely manner through MyUM.

Article 4.4  Attendance and best-efforts obligation

1. Each participant is expected to attend and participate actively in the courses for which he/she has registered. While there is no attendance requirement for the whole programme, participants are expected to attend and participate in classes. Individual examiners may impose specific attendance requirements on participants, which should be stated in the course manuals of the respective course.
2. Participants may be downgraded if they are absent from components that grade participation.
3. In exceptional cases, the board of examiners may, at the participant’s request, exempt the participant from this obligation to attend or participate if the examination and evaluation of the envisaged skills may, in its judgment, also be performed if the participation percentage is lower, with or without additional requirements being imposed.

Article 4.5  Participation and priority rules

Not applicable.

Article 4.6  Practicals

All courses include a practical in accordance with the given specifications regarding the nature and scope of the participant’s activities.
SECTION 5  ASSESSMENT

Article 5.1  General
1. During a course, the participant will be tested for academic training and the extent to which the participant has sufficiently achieved the stated learning objectives.
2. The course manual describes the achievements the participant must make to pass the course and the criteria against which the participant is assessed.
3. The Rules of Procedure at Exams describe the assessment procedure.

Article 5.2  Marks
1. Marks are awarded on a scale of 1 to 10, where 1 is the lowest grade and 10 the highest grade. Marks are awarded up to at most one decimal place.
2. The participant must receive a final mark of 5.5 or higher prior to rounding to pass the course.
3. The highest result attained determines the final mark.
4. Partial grades for unsuccessfully completed courses cannot be transferred to another academic year.

Article 5.3  Order of exams
not applicable

Article 5.4  Scheduling and frequency of the exams
1. Participants can take exams twice per academic year on dates determined by the faculty board: once during or directly after the course period (first sit for the exam) and once during the remainder of the academic year (resit option). The course manual states the dates on which the exams can be taken.
2. If the exam for a course consists of multiple parts, the examiner can decide to offer a resit for each individual part, or one combined resit for all components. No resit has to be offered for a participation grade. In case individual resits for each part are offered, participants are entitled to resit each part that they have not yet passed.
3. If a participant's master thesis is deemed insufficient, she or he may be offered one chance per academic year to resubmit a revised version.
4. In exceptional cases, the board of examiners can decide that an exam may be taken at another time or in another location than determined in accordance with the first paragraph.

Article 5.5  Registration for exams
1. Participants are automatically registered for the first sit of each of their courses.
2. Participants may participate in a resit if they have not yet passed the component in question and have registered for the resit in a timely manner.

Article 5.6  Form of the exams
1. Exams are taken in the manner stated in the course manual, and can be of the following types:
   - Participation
   - Presentation
   - Written assignments, including computer-based assignments
   - Submission of data or analyses, including computer-based analyses
   - Written exam (in person/take home)
   - Oral exam
   - Other
2. The exam for a component can consist of multiple parts. The course manual specifies the weight of each partial grade. Participants who have not successfully completed a course are entitled to resit each part that they have not yet passed, subject to timely registration as specified in Art. 5.5 (2).
3. Upon request, participants with a disability may take exams in a manner that accommodates their specific disability as much as possible. The board of examiners will obtain expert advice
from the faculty’s student advisor and/or the student dean at the Student Service Centre (SSC) before taking a decision in such matters.

**Article 5.7 Oral exams**

1. Oral exams are taken by one person at a time, unless the board of examiners decides otherwise.
2. An oral exam is given by at least two examiners, unless the board of examiners has decided otherwise.
3. Oral exams take place in public, unless the board of examiners or the relevant examiner decides otherwise in a special case or if the participant objects to this.

**Article 5.8 Assessments in exceptional cases**

1. A participant can submit a request to the board of examiners for an individual assessment.
2. This request may be granted if the participant has not passed the exam in question due to exceptional circumstances and if not granting an individual assessment would result in an unacceptable study delay.
3. The following criteria apply to the granting of an individual assessment for the final component of the programme:
   - It must be the final study result to be obtained, with exception of the thesis.
   - The study delay in case the individual assessment is not granted must be at least three months.

**Article 5.9 Written assignments**

1. The board of examiners may draw up general guidelines for formulating written assignments. The guidelines (including more detailed rules on the format, content, time schedule and assessment of the thesis) are adapted to each course by the responsible examiner, and are communicated to participants in the course manual or assignment. These rules/guidelines are part of the Education and Examination Regulations.
2. The board of examiners and thesis coordinator shall draw up specific guidelines for the master’s thesis, which are included in these regulations as Appendix C.
3. The master’s thesis will be assessed by at least two examiners.

**Article 5.10 Internships**

*not applicable*

**Article 5.11 Determination and announcement of exam result**

1. The board of examiners determines the standards for assessing each examination component. The standards are included in the Rules and Regulations.
2. The examiner determines the result of a non-oral course examination within 15 working days of the date on which it was taken and provides the Office of Student Affairs of with the necessary information to apprise the participant of the result.
3. The examiner determines the result of an oral course examination within 24 hours after it has been taken and provides the Office of Student Affairs with the necessary information to apprise the participant of the result. If more than one participant takes the same exam after each other, this period may be extended by up to five working days.
4. The Office of Student Affairs publishes the final course grades in MyUM within 5 working days of the date on the examiner hands in the results of an exam.
5. When the result of an exam (written or oral) is announced, it will be indicated how the participant can inspect the exam and file an appeal as referred to in Article 6.6.
**Article 5.12 Right of inspection**

1. Within 10 working days of the date on which the result of a written exam, including a computer-based exam, is announced, participants may, upon request, inspect their evaluated work.
2. If the participant in question demonstrates that he/she will be or was prevented from attending an inspection at the specified location and time due to circumstances beyond his/her control, he/she will be offered another opportunity, if possible within the period specified in paragraph one.

**Article 5.13 Period of validity**

1. Exams that have been passed are valid for an unlimited period. Contrary to the above, the board of examiners may require the participant to take an additional or replacement exam or exam component for an exam that was passed more than two years ago. If the participant’s knowledge or insight that was examined is demonstrably outdated or the skills that were examined are demonstrably outdated.
2. If exceptional circumstances apply as referred to in Article 7.51 paragraph two of the Act, the period of two years in paragraph one will be extended by the duration of the financial support a participant receives from the profiling fund.
3. Sub-tests and assignments that were passed within a component that was not passed will lose their validity after the academic year in which they were passed unless the Board of Examiners states otherwise.

**Article 5.14 Retention period for tests**

1. The exercises, answers and the evaluated work of the written tests will be retained in paper or digital form for two years after the exam/examination result is determined.
2. The final projects/theses and the evaluation of these will be kept for at least seven years after the evaluation.

**Article 5.15 Exemption**

1. The board of examiners may, at a participant’s request and having heard the relevant examiner, grant the participant an exemption from taking an exam if he/she demonstrates that he/she previously:
   - either passed an exam for a university or higher professional education programme that was similar in terms of content and level or
   - gained sufficient knowledge and skills relevant to the exam concerned, either through work or professional experience.
2. An exemption may only pertain to an entire course and not a component thereof.
3. At most 6 of the credits for the programme may be earned based on the exemptions granted.
4. The master’s thesis is excluded from this exemption option.
5. The board of examiners will not grant any exemption based on exams passed by a participant outside the programme during the period in which the participant was barred by the board of examiners from taking exams for the programme because of fraud.
6. The same period of validity applies to exemptions as to examination results.

**Article 5.16 Fraud**

1. ‘Fraud’, including ‘plagiarism’, means actions or omissions by a participant which make it impossible in whole or in part to properly evaluate his/her knowledge, understanding and skills, or that make it impossible in whole or part to properly evaluate the knowledge, understanding, or skills of other participants.
2. ‘Plagiarism’ means the use of somebody else’s ideas or words without proper acknowledgment of the sources. ‘Fraud’ can include but is not limited to the submission of (parts of a) assignment previously submitted for another component or another programme without declaration and consent for the re-use.
3. If the board of examiners determines that a participant has engaged in fraud with respect to an exam or exam component, the board of examiners can take appropriate measures.
4. In serious cases of fraud, the board of examiners can propose to UM’s Executive Board that the participant(s) concerned be permanently deregistered from the programme.

5. The Rules and Regulations include further provisions about what constitutes fraud and which disciplinary measures the board of examiners can impose.

**Article 5.16A invalid exam**

If an exam involves irregularities that make it impossible to accurately assess a participant’s knowledge, insight and skills, the board of examiners may declare the exam invalid for either the examinee or a group of examinees.

**Article 5.17 Unsuitability (Iudicium Abeundi)**

1. In exceptional cases and after careful consideration of the interests involved, the board of examination or the dean/the faculty board may ask the executive board to terminate or, as the case may be, refuse the enrolment of a participant in a programme, if that participant, through his behavior or opinions ventured, has demonstrated his unsuitability for the practice of one or more professions for which he is trained by the programme he follows, or, as the case may be, for the practical preparation for the practice of the profession. The dean/the Faculty Board, the board of examiners and the Executive Board will reach a decision in accordance with the Iudicium Abeundi Protocol adopted by the Dutch Federation of University Medical Centres on 1 November 2010.

2. The relevant clauses of Maastricht University’s Enrolment Provisions apply.
SECTION 6 EXAMINATION

Article 6.1 Examination

1. The board of examiners determines the result and date of the examination and issues the certificate as referred to in Article 6.3 as soon as the participant has satisfied the requirements for the examination programme.
2. Prior to determining the result of the examination, the board of examiners may conduct their own investigation of the participant's knowledge regarding one or more components or aspects of the programme.
3. To pass the examination, the participant must pass or receive an exemption for each component enumerated in Art 3.6.
4. To pass the examination and receive the certificate, the participant must also have been registered for the programme during the period that the tests were taken.
5. A certificate may only be issued after it has been shown that the participant has satisfied all the obligations, including paying the fees.
6. The last day of the month in which the participant satisfied all the examination obligations will be considered the examination date (graduation date).
7. Participants who have passed the examination and who are entitled to the issuance of a certificate may, stating reasons, ask the board of examiners not to do so yet. This request must be submitted at least one month before the final assignment is turned in or the final test is taken. The board of examiners in any event grants the request if the participant is participating in an extracurricular internship, or holds or will hold a board position for which at least nine months of financial support is awarded from the 'profiling fund' or holds or will hold an 'INKOM' board position. The board of examiners may also grant the request if refusal would result in an exceptional case of extreme unfairness because of the fact that the participant concerned could not have taken the automatic graduation into account when he was planning his study.

Article 6.2 Degree

Participants who have passed the examination will be awarded the degree ‘Master of Science in Public Policy & Human Development.’

Article 6.3 Certificate and statements

1. As proof that the examination was passed, the board of examiners issues a certificate, after it has been stated by or on behalf of UM’s Executive Board that the procedural requirements for receiving the certificate have been met. The certificate is based on the model that UM’s Executive Board has adopted. One certificate will be issued per programme, even if the participant completes several programmes.
2. The certificate that the examination has been passed also indicates:
   a. the name of the institution;
   b. the name of the programme;
   c. the examination components;
   d. the degree awarded;
   e. the date on which the programme was most recently accredited or was subjected to the new programme test.
3. Participants who are entitled to the issuance of a certificate may, stating reasons, ask the board of examiners not to do this yet in accordance with art. 6.1(7).
4. The certificate is signed by the chair of the board of examiners and the faculty dean.
5. The certificate includes a list of the examination components.
6. The board of examiners includes a diploma supplement as referred to in Article 7.11(4) of the Act with the certificate. This diploma supplement is based on the model adopted by UM’s Executive Board, which is in compliance with the agreed European standard format.
7. The board of examiners may award the 'cum laude' designation in accordance with the following conditions:
   a. the candidate has obtained an average grade of 8.0 for all components in the programme weighted by their credits; and
   b. the candidate has taken no resit; and
c. the candidate has obtained no mark below a 7 for any component in the programme. Weighting is based on ECTS credits; and
d. the candidate has not been found guilty of committing academic fraud as described in Article 5.16.

8. Participants who have passed at least one exam and who cannot be issued a certificate will, upon request, receive a statement issued by the board of examiners for the exams that they have passed.

**Article 6.4 Grade point average (GPA)**

The diploma supplement referred to in Article 6.3(6) indicates the final grade point average (GPA), to provide a reflection of the participant’s academic performance.

**Article 6.5 Honours programme certificate**

Participants who have participated in the UM honours programme PremiUM will receive a statement from UM.

**Article 6.6 Right of appeal**

Within six weeks after the decision by an examiner and/or the board of examiners is announced, the participant may appeal this decision to UM’s Complaints Service Point.

The appeal must be signed, must include a date and the name and address of the party lodging the appeal, must indicate the grounds for the appeal and, if possible, must include a copy of the decision being appealed.
SECTION 7 STUDY GUIDANCE

Article 7.1 Study progress administration
The faculty records the participants’ individual study results and makes them available through MyUM.

Article 7.2 Study guidance
1. The faculty will provide for the introduction and study guidance for participants registered for the programme.
2. The study guidance includes:
   - providing access to an academic advisor;
   - offering referrals and help if the participant experiences problems during the study.
SECTION 8 TRANSITIONAL AND FINAL PROVISIONS

Article 8.1 Amendments

1. Amendments to these regulations may be adopted in a separate decision by the faculty board, after consent from or a recommendation by the programme committee and after consent from or consultation with the faculty council.
2. An amendment in these regulations will not pertain to the current academic year, unless the interests of the participants will not reasonably be harmed as a result.
3. In addition, amendments may not affect, to the participants’ detriment, a decision regarding a participant which has been taken by the board of examiners pursuant to these regulations.

Article 8.2 Notice

1. The programme board ensures that proper notice is given of these regulations, the rules and regulations adopted by the board of examiners, and any changes to these documents, by, for example, placing such notice on the faculty website/student portal.
2. Any interested party may obtain a copy of the documents referred to in the first paragraph from the Office of Student Affairs.

Article 8.2a Evaluation

The programme board will ensure that the education of the programme is regularly evaluated, assessing at least – for the purpose of monitoring and if necessary adapting the workload – the amount of time participants need to complete their duties as set out therein.

Article 8.3 Unforeseen cases/safety net scheme

1. In cases not covered or not clearly covered by these regulations, decisions are taken by or on behalf of the faculty board, after it has consulted with the board of examiners.
2. In individual cases in which application of the Education and Examination Regulations, would lead to manifestly unreasonable results, the board of examiners can deviate from the stated regulations in the participant’s favour.

Article 8.4 Effective date

This Regulation will come into force on 1 September 2018 and will apply to the academic year 2018/19.

Adopted by the faculty board on .................
APPENDIX A  LANGUAGE REQUIREMENT

Persons holding one of the following diplomas are exempted from the language proficiency tests (English) referred to in Article 2.3: a diploma issued in a country in which English is the official language of communication and instruction (Australia, Canada, Ireland, New Zealand, United Kingdom or United States).
APPENDIX B  JUSTIFICATION OF ENGLISH AS LANGUAGE OF INSTRUCTION

The choice for the language of instruction of the programme is in line with the UM Code of Conduct on language in accordance with the Dutch Higher Education and Research Act (WHW) art. 7.2. Because of the specific educational nature and profile of the M.Sc. Public Policy & Human Development and its special status as a double-degree programme with the United Nations University, teaching and examinations are conducted in English. This is necessary given the nature of the programme and contributes to the quality of education:

1. The content of the programme has an international orientation and focus, as is appropriate for a study with a focus on human development.
2. The participant intake and current population is internationally diverse with approximately 75% of participants being non-Dutch and the vast majority of UN member states have been represented among the applicants in the past five years.
3. The academic community is internationally oriented and the staff is highly international. As a programme co-taught with the United Nations University, the instructors represent many world regions. Key staff in the programme hails from Argentina, German, Jordan, Kenya, the Netherlands, Poland, Russia, Switzerland, Turkey, and the United States, with individual instructors for several dozen countries.
4. The labour market demand is internationally oriented and career trajectories in the field of public policy and human development often include international collaboration between international organizations, governments, private businesses and the civil society. English is the most common language for these interactions, and a key UN language.
APPENDIX C  THESIS REGULATIONS

GENERAL

Article T1  Applicability of the rules
In accordance with Art. 1.1 and Section 8 (specifically Art. 8.1) of the Education and Examination Regulations of the Master of Science Programme in Public Policy and Human Development, these regulations will take effect on 1 September 2018 for the academic year 2018/19.

Article T2  Requirements
1. The thesis consists of seven requirements:
   - A written thesis proposal
   - An in-person presentation of thesis proposal
   - Provision of peer feedback on thesis proposals by fellow participants
   - If required: approval of the research design by the ethics board
   - Written thesis
   - Deposit of data, code, and instructions for replication
   - Defence of the written thesis
2. All requirements shall be completed with a pass in order to pass the Master’s thesis of the programme.

THESIS PROPOSAL

Article T3  Written proposal
1. The participant shall prepare a written thesis proposal for public circulation that shall be submitted to the thesis coordinator.
2. The proposal shall be 1,200–2,000 words in length and shall describe the intended research question, its relevance, the background in terms of academic literature, potential sub-questions, and intended milestones to the completion of the thesis project. The proposal may also discuss the participant’s choice of cases and methods.
3. The participant shall be provided access to a thesis circle and thesis mentor to assist them during the writing of the proposal.
4. The proposal is to be submitted in period 3, no later than Thursday, January 24, 2019, 12:00 (noon). A resit opportunity will be provided ahead of the resit week between periods 4 and 5, with submission no later than Thursday, April 4, 2019, 12:00 (noon).
5. If a participant is unable to submit a written proposal in either period due to force majeure, an individual submission deadline may be offered by the thesis coordinator at the request of the participant.
6. The written thesis proposal is assessed as pass/fail. No grade is attached to the thesis proposal.

Article T4  Proposal presentation
1. The participant shall present the content of the written thesis proposal publicly in attendance of staff members and (whenever possible) fellow participants.
2. The presentation shall last no longer than 10 minutes and shall cover the same content categories as defined in Art. T3 sub 2.
3. The presentation shall be followed by a discussion of its content lasting 10–15 minutes.
4. The participant shall present the thesis proposal in period 3, in the week of January 28 to February 1, 2019 and contingent upon timely submission of the written proposal. A resit opportunity will be provided in the resit week between periods 4 and 5 (April 8–12, 2019), again contingent upon timely submission of the written proposal. See Art. T3 sub 4 for submission deadlines.
5. If a participant is unable to participate in either period due to force majeure, an individual presentation may be offered by the thesis coordinator at the request of the participant.
6. The thesis presentation is assessed as pass/fail. No grade is attached to the thesis proposal.
Article T5 Provision of feedback

1. The participant shall be required to provide written feedback on at least three thesis proposals and presentations by fellow participants.
2. Feedback shall be submitted directly to the thesis coordinator for registration and communication to the intended recipient.
3. Feedback shall be submitted on the same day as the presentation of the proposal.
4. If a participant is unable to submit peer feedback due to force majeure, an alternative task may be offered by the school at the request of the participant.
5. The peer feedback requirement is assessed as pass/fail. No grade is attached to the provision of peer feedback.

Article T6 Approval by Ethics Board

1. Theses entailing the collection of primary data from human or animal subjects shall be reviewed by the ethics board prior to implementation of the proposed research. Participants whose thesis does not require the collection of primary data from human or animal subjects are exempt from this procedure.
2. Review by the ethics board serves to protect the integrity and well-being of research subjects as well as the participant conducting the research.
3. Participants shall submit a research proposal describing their proposed research design to the ethics board at least 30 working days (approx. six calendar weeks) before the planned start of implementation. The proposal shall:
   a. detail and justify their choices of methods and cases;
   b. describe any potential risks posed to the participants by participating in the research; and
   c. propose mitigation and protection measures to address these risks.
4. Following review of the research design, the ethics board shall approve the proposal, reject the proposal, or return the proposal for amendments. The ethics board shall provide a reasoning for proposals that have been returned or rejected.
5. Participants may only implement a research design in their thesis that has been approved by the ethics board, or that is exempt from ethics approval. During the implementation of an approved research design, the participant shall:
   a. not deviate from the approved research design in a manner that increases the risks to participants without seeking re-approval by the ethics board;
   b. inform all potential human participants prior to their involvement of the research purpose, how any information they provide will be recorded and stored, how they will be identified in reporting of results, and any potential risks and benefits their participation may incur;
   c. collect the informed consent of all human participants and retain documentation of this consent until after the successful completion of the thesis track;
   d. honour any requests by human participants for anonymization of their contribution by removing identifying marks from all published research output, including specifically the written thesis and replication data;
   e. provide the ethics board with contact details of all persons participating in the implementation of the approved research design to ensure that the implementation process can be monitored; and
   f. provide all participants with the contact details of the thesis administrator in case of concerns or complaints concerning the research; and
   g. include a facsimile of the letter of approval and a record of implementation of the required provisions identified in the ethical approval in an annex to the thesis.
6. Upon return of a proposal for amendments, the participant shall adapt the thesis proposal and/or research design in accordance with the reasoning provided by the ethics board. The participant shall re-submit the revised proposal within 10 working days to prevent delays in the start of the implementation phase.
SUPERVISION

Article T7 Thesis supervisor and thesis mentor
1. The participant shall be supervised in the academic development of the thesis by an individual deemed competent by the thesis coordinator to provide such guidance.
2. During the early stages of thesis research (February–May 2019), participants shall also have access to a thesis circle and thesis mentor as additional support. The thesis mentor’s role is limited to providing general guidance to all participants of the thesis circle; the thesis mentor is not tasked with guiding or grading individual thesis projects unless the thesis mentor becomes a thesis supervisor or is assigned as second reader.

Article T8 Eligibility to supervise
1. Individuals shall be considered sufficiently qualified to supervise the master’s thesis if they fulfil any of the following conditions:
   a. holding a degree of no less than Master of Science (or equivalent) and with at least 3 years of experience relevant to the topic; or
   b. holding a doctoral degree with at least 2 years of experience relevant to the topic; and
   c. having previous experience or training in assessment and guidance of participants in the completion of independent, academic research.
2. The thesis coordinator may provide a list of pre-approved thesis supervisors.
3. Individuals who have not been pre-approved by the thesis coordinator shall be eligible to supervise the master’s thesis provided they demonstrably fulfil the qualifications defined under (1).
4. The thesis coordinator shall determine whether a thesis supervisor has sufficient training in the assessment of master thesis according to the quality standards expected of a Dutch university to be awarded grading privileges as examiner (Art. T19, sub. 1). Thesis supervisors who are deemed to have insufficient experience shall be assigned an internal advisor with relevant training as a point of contact to assist them in their supervision.
5. Individuals who are in a family relationship or hierarchical work relationship with the participant, including in an internship setting, are not eligible to supervise said participant.

Article T9 Arranging supervision
1. The participant shall be responsible for identifying a suitable academic to act as thesis supervisor for the thesis project and for requesting the approval of their intended thesis supervisor by the thesis coordinator.
2. Participants seeking supervision by an academic who has not been pre-approved (Art. T8, sub 2) shall provide documentation of their intended thesis supervisor’s qualifications. The thesis coordinator shall approve requested thesis supervisors who fulfil the above-mentioned criteria and may exempt thesis supervisors from this requirement if the thesis supervisor’s qualifications have been demonstrated previously.
3. The thesis coordinator may advise participants on their choice of thesis supervisor.
4. After formal approval of the supervisor by the thesis coordinator, the thesis administrator shall issue the thesis supervisor with a letter to that effect and copies of the thesis regulations and grading guidelines.
5. The thesis administrator shall issue the participant a copy of the learning agreement stating the responsibilities of the participant, thesis supervisor, and school towards each other. The participant shall return the learning agreement in electronic form with their thesis supervisor’s and their own signature to the thesis administrator before the start of the data collection phase.
6. Failure of the participant to secure a signed agreement does not exempt the participant from fulfilling their obligations in the agreement but may prevent them from relying on the agreement in the event of a dispute between the participant and thesis supervisor and/or school.
WRITTEN THESIS

Article T10   Thesis
1. The participant shall submit a single-authored, written thesis in the format of a research paper.
2. The thesis shall provide rigorous analysis of a policy-relevant topic and provide an original, evidence-based contribution to academic discourse.
3. The thesis shall conform to the formal requirements as laid out in Art. T12, and shall be submitted in conformance with the requirements delineated in Art. T13.
4. The thesis shall be graded as defined as defined in Art. 5.2 of the EER and according to the guidelines in Art. T19–T22.

Article T11   Decision to submit
1. The participant shall be responsible for managing their thesis project. Upon completion of research and write-up, the participant shall submit the final version of the thesis to the School and thesis supervisor for assessment and archiving.
2. The determination that a thesis is ready for submission shall be made jointly by participant and thesis supervisor whenever possible. Consent by the thesis supervisor shall not constitute a guarantee of a passing thesis grade. In the absence of explicit approval from the thesis supervisor to submit the thesis, the participant accepts that their thesis may not meet the quality standards needed for a passing grade.

Article T12   Formal requirements for the thesis
1. The thesis shall be of an advised length of 20,000 words, counting the title page, abstract, table of contents, body text including footnotes, and tables but excluding the reference list and appendices. Participants may deviate from the advised length, but any thesis below 15,000 words shall be inadmissible.
2. The thesis shall contain appropriate front and back matter, including minimally a title page, abstract, table of contents and bibliography.
3. The thesis shall include a cover page stating the title (and subtitle if applicable) of the thesis, the name and Maastricht University ID number of the participant, the name of Maastricht University and the programme (“M.Sc. Public Policy and Human Development”), the cohort of the participant (“September 2018”), the name of the thesis supervisor and the date of submission.
4. The thesis shall include a signed Declaration of Academic Integrity clearly stating that the thesis has been written solely by the participant, that all external sources used have been properly marked and referenced in accordance with academic standards, and that the participant is aware of the consequences of fraud. This declaration shall be placed immediately after the cover page of the thesis.
5. Any direct quotations in the thesis shall be marked unambiguously through use of quotation marks or distinctive typesetting and must be accompanied by a page number, paragraph number, or other such indication of placement that would allow easier identification in the source text.
6. All sources included in the thesis shall be properly referenced in accordance with academic standards and in consistent application of a recognized referencing style (APA and Chicago Author-Date Style are preferred).
7. The thesis shall be written in English. The participant is advised to proof-read the thesis for proper use of English before submission.
8. The thesis shall be prepared in a legible serif font, 12 pt. font size, 1.5 line spacing, on A4 size paper with margins of at least 2 cm on all sides. It shall be formatted and laid out in a consistent manner that facilitates reading.
Article T13  Formal requirements for thesis submission

1. Only participants holding a current enrolment in the programme at the time of submission shall be eligible to submit and defend their thesis. Current enrolment shall be required at all points throughout the thesis process for access to supervision, guidance and support by the thesis coordinator and administrator, and use of Maastricht University information sources.

2. The participant shall submit the thesis to the thesis administrator by the monthly submission deadline (Art. T15); electronically in PDF format; via the submission mechanism designated by the school. The submission mechanism may change during the validity of these regulations. It is the participant’s responsibility to verify the appropriate submission mechanism before submission.

3. The participant shall ensure that the submitted version does not obfuscate the text or otherwise impede the function of automatic plagiarism detection tools.

4. The participant shall provide an identical copy of the thesis to their thesis supervisor on or before submission to the thesis administrator.

5. The participant shall consent to the archiving of the thesis in a public repository by Maastricht University. The thesis coordinator may waive this requirement if the participant convincingly demonstrates that publication would violate the rights of participants in the research or would place the participant and/or research participants in a potentially-risky situation.

6. The submitted version of the thesis shall be considered the final version for the purpose of assessment and grading. The thesis coordinator may require changes if the submitted thesis is in violation of the regulations, was submitted in a faulty or incomplete state, or is otherwise unsuitable. If such changes are requested, a participant’s assessment may be withheld until the revised thesis is received by the thesis coordinator.

Article T14  Replication Data

1. Reproducibility of results is a key component of the scientific process. The participant shall make data, code, coding instructions, coding procedures, coding trees, and any other such information required for replication of analysis available in a public repository.

2. Any information stored in such a public repository must ensure the confidentiality of respondents from which data was collected; to this end, all data must be anonymised to ensure that the identity of respondents cannot be determined. (See also Art. T6.)

3. The thesis coordinator may waive the requirement to publish all or part of the data on the following grounds:
   a. it is not possible to anonymize the data sufficiently to protect the rights of participants in the study;
   b. the participant has used secondary data that is subject to non-disclosure agreement(s), copyright(s), proprietary license(s), or other condition imposed on the participant that precludes its archiving in a public repository.

4. Data and related analysis materials as specified in (1) shall be maintained in a public repository for 10 years form the date of thesis submission.

5. Failure to make the data and related analysis materials available in a public repository upon the date of submission of the master thesis to the School shall make the thesis inadmissible for defence.

Article T15  Submission deadlines

1. By Monday, 29 April, 2019, the participant shall be scheduled for a thesis defence in the last week of August 2019 (26-30 August) by the thesis administrator. The thesis administrator will communicate the allotted date and time to the participant.

2. The participant shall confirm that the scheduled defence date and time are appropriate for his/her thesis supervisor. Participants or thesis supervisors who are unable to attend the scheduled defence shall inform the thesis administrator no later than four weeks before the scheduled defence to request a different defence date. Failure of a participant to reschedule the defence in a timely manner may result in delay of the participant’s desired graduation date. Failure to cancel the defence before the scheduled defence date may result in an automatic fail of the thesis.
The participant shall submit the thesis by the deadline corresponding to their desired month of graduation, as tabulated below. Failure to submit by the designated deadline may postpone graduation into the following month.

<table>
<thead>
<tr>
<th>Submission &amp; Registration Deadline</th>
<th>Defence Dates</th>
<th>Earliest Possible Graduation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug. 12, 9:00 (morning)</td>
<td>Aug. 26–30</td>
<td>Aug. 31, 2019</td>
</tr>
<tr>
<td>Sep. 10, 9:00 (morning)</td>
<td>Sep. 24–30</td>
<td>Sep. 30, 2019</td>
</tr>
<tr>
<td>Oct. 11, 9:00 (morning)</td>
<td>Oct. 25–31</td>
<td>Oct. 31, 2019</td>
</tr>
<tr>
<td>Nov. 11, 9:00 (morning)</td>
<td>Nov. 25–29</td>
<td>Nov. 30, 2019</td>
</tr>
<tr>
<td>Dec. 2, 9:00 (morning)</td>
<td>Dec. 16–20</td>
<td>Dec. 31, 2019</td>
</tr>
<tr>
<td>Jan. 13, 9:00 (morning)</td>
<td>Jan. 27–31</td>
<td>Jan. 31, 2020</td>
</tr>
<tr>
<td>Feb. 10, 9:00 (morning)</td>
<td>Feb. 24–28</td>
<td>Feb. 28, 2020</td>
</tr>
<tr>
<td>Mar. 11, 9:00 (morning)</td>
<td>Mar. 25–31</td>
<td>Mar. 31, 2020</td>
</tr>
<tr>
<td>Apr. 10, 9:00 (morning)</td>
<td>Apr. 24–30</td>
<td>Apr. 30, 2020</td>
</tr>
<tr>
<td>May 11, 9:00 (morning)</td>
<td>May 25–29</td>
<td>May 31, 2020</td>
</tr>
<tr>
<td>June 10, 9:00 (morning)</td>
<td>June 24–30</td>
<td>June 30, 2020</td>
</tr>
<tr>
<td>July 13, 9:00 (morning)</td>
<td>July 27–31</td>
<td>July 31, 2020</td>
</tr>
<tr>
<td>Aug. 11, 9:00 (morning)</td>
<td>Aug. 25–31</td>
<td>Aug. 31, 2020</td>
</tr>
</tbody>
</table>

4. All deadlines are designated in Central European (Summer) Time.
5. Participants submitting after Aug. 1, 2019 are advised that they must secure timely re-enrolment for the next academic year, and following academic years if needed. (See Art. T13, sub 1.)
6. Participants submitting after Aug. 11, 2020 are advised to contact the Office of Student Affairs for an updated list of submission deadlines and to contact the thesis coordinator regarding changes in the standards of quality for the master thesis.

**THESIS DEFENSE**

**Article T16 Thesis defence**

1. The thesis defence is a formal presentation and critical examination of the findings contained in the thesis.
2. The purpose of the defence is to summarize and clarify the content of the thesis, and to resolve any open questions on the side of the examiners.
3. The defence shall be attended minimally and simultaneously by the participant, thesis supervisor and a second reader designated by the school.
4. The defence shall last approx. 30 minutes and consist of two parts roughly equal in duration:
   a. a presentation of the content of the thesis lasting no longer than 15 minutes, and
   b. a critical examination of the participant concerning the thesis and the underlying research by the thesis supervisor and second reader lasting at least 15 minutes.
5. With the permission of the thesis supervisor and second reader, the participant can exceed 15 minutes during their presentation as long as minimally 15 minutes remain for the examination.
6. The participant shall answer all questions submitted during the examination period to the best of their ability.
7. The defence is not evaluated separately but may be used to inform examiners’ final thesis assessments.
Article T17  Scheduling and registration of defence

1. Defences are scheduled in the last five working days of each month, unless expressly agreed and confirmed by the thesis administrator. (Art. T15, sub 1 for a table of defence dates corresponding to submission deadlines and graduation dates.)

2. Participants will be allotted a defence date and time by the thesis administrator for the month of August. Participants are responsible for confirming that the chosen date is suitable for both thesis supervisor and participant. Given the unique scheduling challenges of the summer period, we advise confirming the defence well in advance and to keep in mind that the second reader designated by the school is likely to be in the Central European time zone.

3. Participants shall confirm their defence date with the thesis administrator no later than 4 weeks before the scheduled defence date. Failure to confirm the defence date or to reschedule the defence before the allotted date may result in automatic cancellation of the defence and the failure of the thesis.

4. Participants wishing to graduate later than August 2019 may request a different defence date with the thesis administrator. Participants that fail to meet the submission deadlines indicated in Art. T15, sub 1 shall also contact the thesis administrator to request allocation of another defence date.

5. Upon the participant’s defence registration confirmation, the thesis administrator shall designate a second reader qualified to assess the thesis and available at the requested date and time. Second readers must hold a degree of no less than Master of Science (or equivalent) but do not need to have the same level of expertise in the subject area as the thesis supervisor. The school shall communicate the contact details of the designated second reader to the participant.

6. The thesis administrator may cancel a requested defence date for various reasons, including:
   a. lack of current enrolment in the program;
   b. failure to adhere to research design requirements stipulated by the ethics board;
   c. late confirmation of the defence;
   d. late submission of the thesis;
   e. unavailability of a second reader at the requested day/time;
   f. unsuitability of the thesis for defence, including by rejection of the work by the thesis supervisor, indications of fraud (including plagiarism), and failure to meet the requirements described in Art. T10.

7. The thesis administrator shall inform the participant and thesis supervisor of any cancellation, its reasons, and which steps need to be undertaken by the participant and thesis supervisor.

Article T18  Public access and recording

1. Thesis defences shall take place in a location at Maastricht University or UNU-MERIT in Maastricht, the Netherlands.

2. The thesis administrator shall designate and reserve a room equipped with presentation facilities and communicate the location to participant, thesis supervisor and second reader.

3. The thesis defence shall be a public event. Participant, thesis supervisor and second reader shall not bar members of the public from attending the event. Members of the public shall not participate actively in the presentation or examination unless expressly invited to do so by the thesis supervisor or second reader.

4. When it is unreasonably difficult for participant or thesis supervisor to travel to Maastricht for the defence, the participant may request a defence via electronic communication such as Skype, phone conference, etc. (long-distance defence).

5. Long-distance defences shall be subject to two conditions:
   a. The participant shall accept the responsibility for arranging the defence by technical means that allow participant, thesis supervisor and second reader to simultaneously attend and participate. The participant shall ensure that all participants have the necessary information to participate (Skype user names, phone numbers, date and time in the appropriate time zones).
b. The participant shall record the defence in its entirety for review and archiving, to compensate for the lack of public access. The participant shall be responsible for making the recording and for submitting it to the thesis administrator within 48 hours of the defence in a common audio or video format (MP3, M4V, M4A).

6. The thesis administrator shall declare a defence attempt void if the participant fails to produce a complete recording or if the recording demonstrates that the participant, thesis supervisor and/or second reader did not participate in the defence. The participant shall be responsible for arranging and registering a new defence attempt.

**GRADING**

**Article T19  Assessment and grading**

1. The thesis shall be assessed individually and separately by two examiners.

2. If the thesis supervisor was deemed to have sufficient training in the assessment of a master thesis according to Dutch quality standards (Art. T8, sub 4), the thesis supervisor will be appointed as first reader. In all other situations, the thesis supervisor functioning merely in an advisory capacity to the examiners.

3. The thesis coordinator shall establish a panel of graders who fulfil the same requirements as thesis supervisors (Art. T8) and receive training on the assessment of master theses. All examiners other than the thesis supervisor (2) shall be assigned from this panel.

4. The thesis shall be graded on the following components:
   a. awareness and inclusion of relevant literature and theory;
   b. quality of reasoning in the discussion of theory, in the collection of empirical evidence, and its analysis;
   c. suitability of selection and application of research method(s) and case(s);
   d. quality of contribution made to academic discourse, and;
   e. formal requirements as stipulated in Art. T12.

5. The written proposal, presentation thereof, approval by the ethics board, and submission of all relevant replication data to a public repository are required components that shall be completed before the thesis grade can be published. If the thesis coordinator waives any individual requirement, the participant shall fulfil the remaining requirements before the thesis grade can be published.

6. Examiners shall summarize their assessment in a numerical grade in accordance with Art. 5.2 of the EER. Grades shall be based on the written thesis. Examiners shall not coordinate their grades but may discuss their impressions of the participant’s research process, written thesis, and defence.

7. Examiners shall assess the thesis and record their comments in a standardised assessment form provided by the thesis administrator. Each examiner shall submit their feedback exclusively to the thesis administrator, within 10 working days (approx. two calendar weeks) of the thesis defence.

8. The thesis administrator shall be responsible for collecting grades and feedback in a timely manner, for calculating the final grade on the basis of the individual grades, and for informing the participant of the final grade and feedback by the examiners. The final grade and examiner feedback shall be provided to the participant within 15 working days (approx. three calendar weeks) of the thesis defence, excepting situations of grading disputes, suspicions of academic fraud, or other circumstances that would delay grade publication.

9. The final grade shall be the unweighted arithmetic mean of the individual grades submitted by the examiners, unless the grades issued by the examiners differ by more than one point, or at least one of the grades issued by an examiner is a failing grade (1.0-5.4) (see Art. T19, sub. 9 and Art. T20, sub. 4).

10. Grades shall range from 1 to 10 in accordance with the Dutch grading scale as per EER, Art. 5.2 of the EER.

11. The thesis administrator and thesis coordinator may hold a thesis grade under the following conditions:
   a. a large discrepancy between the individual grades submitted by the examiners;
   b. the issuance of one passing grade and one failing grade; or
c. a suspicion of fraud (including plagiarism) by the participant in the preparation and writing of the thesis.

In such situations, the thesis coordinator serves as the ultimate arbiter and shall be entitled to override one or both partial grades if they are found to be inconsistent with the quality standards expected of a Dutch university.

12. The thesis administrator and thesis coordinator shall inform the participant of a hold on their grade, and shall be jointly responsible for a timely resolution of the concerns.

13. Any delay shall not affect the participant’s desired graduation date as long as the participant has fulfilled their obligations in a timely manner and is cleared of any accusations.

**Article T20 Quality Control**

1. The thesis coordinator is responsible for ensuring consistent application of assessment criteria and grading norms. To this end, the thesis coordinator shall provide examiners with guidance on the Dutch grading scale and grading guidelines for the thesis.

2. The thesis coordinator may review the assessment of individual masters theses and provide advice on the assessment of the thesis upon request of an examiner prior to grade submission; or in response to a sign of an inconsistent assessment after grade submission. Signs include but are not limited to:
   a. difference in grades issued by the thesis supervisor and second reader by more than a full mark;
   b. issuance of one passing and one failing grade;
   c. discrepancies between assessment of partial criteria and the overall thesis grade; and
   d. discrepancies between the numerical grade and the content of the written feedback.

3. In the event that a sign of an inconsistent assessment is detected, the thesis coordinator may initiate a discussion with the thesis supervisor, first reader (if applicable), and second reader to discuss the application of assessment criteria.

4. In the event that the thesis supervisor and second reader have issued grades that differ by more than one point, or that fall on different sides of the passing threshold of 5.5, and are unable to reconcile these grades, the thesis coordinator may appoint a third reader to assess the thesis. On the basis of the three assessments, the thesis coordinator may determine the final grade; this grade shall be neither lower than the lowest grade nor higher than the highest grade issued by the original examiners.

5. Examiners shall respond to communication by the thesis coordinator in a timely manner to prevent a delay in releasing the final grade to the participant. The thesis coordinator shall notify the participant of any delay in the acceptance and publication of the final thesis grade in a timely manner.

6. Any delay in the acceptance and publication of the final thesis grade shall not affect the date of graduation printed on the diploma as long as the participant has fulfilled their obligations in a timely manner.

**Article T21 Fraud**

1. The thesis coordinator shall notify the Board of Examiners and thesis administrator of any indications of fraud, including substantial cases of plagiarism and the submission of a document not authored solely by the participant.

2. The Board of Examiners decides whether any reports as specified under (1) are substantial enough to warrant investigation in accordance with EER and the Act. Should the Board of Examiners decide to pursue an investigation, the thesis process shall rest until the investigation is concluded. The Board of Examiners is responsible for notifying the participant of the investigation and the potential for delay.

3. If sufficient evidence of fraud is found, the Board of Examiners is entitled to impose penalties on the participant within the limits of EER and the Act. Penalties include but are not limited to
   a. declaring a thesis submission void; and
   b. requiring revisions of the thesis; or
   c. requiring the writing of a new thesis on a separate subject.
4. Before deciding on any disciplinary measure for suspected fraud, the Board of Examiners shall provide the participant the opportunity to respond to the accusations. The participant may bring a witness to any in-person meeting(s) that is part of the investigation.
Article T22  Inspection & Re-assessment

1. In lieu of an in-person inspection, the thesis administrator shall issue the participant the written assessment of their thesis by both graders as noted in Art. T19, sub 5.

2. The participant shall be entitled to request re-assessment of their final thesis grade within 10 working days of written notice of their grade.

3. The participant shall direct their written request for re-assessment to both thesis coordinator and thesis administrator. Participants shall not contact the thesis supervisor and second reader directly in an effort to convince them to adjust their grades, and neither thesis supervisor nor second reader may change grades after submission without consent of the thesis coordinator.

4. The participant shall accept that their request for re-assessment can lead to a delay in issuing their diploma and transcript. However, this delay shall not affect the date of graduation printed on the diploma as long as the participant has fulfilled their obligations in a timely manner.

5. Upon receipt of the request for re-assessment, the thesis coordinator shall appoint a third reader who fulfils the requirements laid out in Art. T8. The thesis coordinator shall provide the third reader with access to the written thesis and a recording of the defence (if available), but shall withhold access to both the participant’s request and the written evaluations by the thesis supervisor and second reader to avoid influencing the third reader’s assessment.

6. The third reader shall assess the thesis within 10 working days (approx. two calendar weeks); the third reader is not bound by the grades previously issued by the thesis supervisor/first reader and second reader. This implies that the third reader shall be entitled to issue a grade that is lower or higher than the grades previously submitted.

7. Upon receipt of the grade by the third reader, the thesis coordinator shall advise the thesis administrator to expunge the grades previously submitted by the thesis supervisor and second reader, and to declare the grade by the third reader as the final grade for the thesis.

8. The participant shall retain their entitlement to appeal the final grade with higher authorities, beginning with the Board of Examiners, after this initial re-assessment procedure has been completed.
Appendix D: Rules and Regulations

Master of Science Programme
Public Policy and Human Development (MPPHD)
2018-2019

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Introduction

These Rules and Regulations explain how the Board of Examiners-SMM\(^1\) implements the Education and Examination Regulations (EER). Part 1 provides general information. Part 2 refers to specific articles of the EER that need further elaboration. The article number and titles in part 2 refer to the same article in the EER. More information on procedures, including on student requests to the Board of Examiners-SMM, can be found on the online MPPHD form portal.

PART 1: General Provisions

Applicability of the rules

In accordance with Article 7.12b of the Dutch Higher Education and Research Act (WHW), the Board of Examiners-SMM has formulated these Rules and Regulations for the execution of its tasks under the WHW. These Rules and Regulations apply to the education and examinations of the Master of Public Policy and Human Development programme of Maastricht University’s Faculty of Science and Engineering (FSE) and the United Nations University-Maastricht Economic and Social Research Institute on Innovation and Technology (UNU-MERIT), hereafter called the degree programme.

The degree programme is a double-degree programme offered jointly by Maastricht University and the United Nations University. Different elements of the degree programme may be executed by one or both of these entities. When a specific function is executed by Maastricht University, the UM EER is the guiding document, and these rules and regulations therefore apply. When a specific function is executed by UNU, the Rules Governing the United Nations University Master of Science Double Degree in Public Policy and Human Development (hereafter: the Rules of UNU-MPPHD) apply, and these rules and regulations do not apply. The UNU has agreed to draft its Rules in a way that replicate the relevant components of the EER within the UN legal context.

While examinations are jointly executed by both bodies, the MPPHD courses and their examinations are executed under specific bodies. Table 2 summarises the institutional entity under which each course falls, which also determines which rules apply to the education and examinations of that course.

\(^1\) Note that the Board of Examiners-SMM represents three master programmes within the Faculty of Science and Engineering: the Master of Sustainability Science and Policy (SSP) of the International Centre for Integrated assessment and Sustainable Development (ICIS), the Master of Public Policy and Human Development (MPPHD) of the Maastricht Graduate School of Governance/UNU-MERIT (MGSoG/UNU-MERIT), and the Master on Evidence-Based Innovation in Teaching (MEBIT) of the Top Institute for Evidence-Based Education Research (TIER). The abbreviation SMM indicates the first letters of the master programmes the Board of Examiners represents.
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Definitions

The definitions contained in Article 1.1 of the Dutch Higher Education and Research Act (WHW) and Article 1.2 of the Education and Examination Regulations (EER) of the degree programme apply.

Tasks of the Board of Examiners

The Board of Examiners-SMM executes the tasks laid down in the Dutch Higher Education and Research Act (WHW). It acts on behalf of the entire MPPHD programme, regardless of whether specific courses are executed under UM or UNU.

Appointment and composition of the Board of Examiners-SMM

1. The Dean installs the Board of Examiners and appoints its members on the basis of their expertise in the field of the degree programme.
2. At least one member is a lecturer in the degree programme.
3. At least one member is an external member who is not involved in education and/or examinations in the degree programme. In the Board of Examiners-SMM, the members of the three master programmes act as each other’s external member, as they are not involved in teaching or grading in each other’s programmes.
4. One member is appointed as chair of the Board of Examiners-SMM.
5. The Board of Examiners-SMM is supported by three Secretaries; one from each degree programme.

Working method of the Board of Examiners

1. The Board of Examiners-SMM meets at least 6 times per academic year, or more often, depending on the case load and the corresponding deadlines. Additional meetings may be scheduled upon request of individual students, members of the Programme Board, examiners or teachers, and other stakeholders involved in the MPPHD programme. Members of the Board of Examiners-SMM may be approached for individual (confidential) consultation outside of regularly-scheduled meetings.
2. The regular meetings of the Board of Examiners-SMM are not public due to the confidential nature of matters discussed and the independence of the Board of Examiners-SMM from other entities within the programme (e.g., the Programme Board). Minutes are kept for each such meeting. Additional meetings with other stakeholders are generally also not public due to the confidential nature of matters discussed, but some information may be shared with wider groups upon decision of the Board of Examiner-SMM members.
3. An annual report summarising its activities is prepared and shared with each of the concerned units (including the Programme Board) and with the Dean of the faculty.
4. In the event that a request or complaint submitted to the Board of Examiners-SMM 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–SMM may delegate clearly-defined duties (to sub-committees), which are specified in greater detail in the sub-committee mandates.
6. The Secretaries to the Board of Examiners-SMM manage the day-to-day affairs of the Board of Examiners.
7. The Board of Examiners-SMM makes decisions on complaints, requests, and other matters that it deems appropriate to consider as a full body based on full consensus of its voting members. When consensus is not possible (due to, e.g., extended absence of one member), decisions will be based on majority opinion whereby the chair has a casting vote.
8. The Secretaries to the Board of Examiners-SMM are mandated to make standard decisions related to specific matters for which clear determination criteria have been communicated by the chair (e.g., exam facilitation for students with disabilities, selecting a specialisation, leave of absence) based on the EER, the Rules and Regulations, and/or the jurisprudence of the Board of Examiners.
9. Only complete and correctly submitted requests and complaints will be accepted for processing.
10. The Board of Examiners-SMM decides upon a request or complaint within 15 working days after the request or complaint was received in as far as it is possible. In case the Board of Examiners cannot reach a decision within 15 working days, the student will be notified.

Examiners

1. Upon request by the Programme Board, the Board of Examiners-SMM appoints members of the scientific staff of the degree programme as examiners. Examiners are responsible for the examination in the educational module.
2. The Board of Examiners-SMM can appoint other members of the scientific staff or experts from outside the university as examiners for educational modules upon a well-motivated request of the Programme Board.
3. Appointment of examiners is based on the Basis Kwalificatie Onderwijs (BKO; also called the University Teaching Qualification or UTQ). If a BKO/UTQ is not available, the Programme Board will provide the Board of Examiners-SMM with information that demonstrates grounds for the appointment as examiner. The Board of Examiners-SMM will assess examiner suitability based on prior experience among other criteria.
4. Examiners are responsible for the design of exams, the assessment, and the determination of results.
5. Other members of the scientific staff can perform tasks for an exam/examination upon delegation from the appointed Examiner, but the appointed Examiner has full responsibility for the quality of the assessment in the module.
6. Examiners are provide the Board of Examiners-SMM with information on the assessment of the module by means of the Assessment and Grading Plan by the deadline set by the Board of Examiners-SMM in the appointment letter.
7. Examiners inform students about the examinations in a module (the form of the exam, its resit, the weight of individual assessment components within the total course grade, and assessment criteria) at the latest at the start of the module by means of the module manual.
8. The Board of Examiners-SMM can withdraw the appointment as examiner when the examiner does not comply with the EER/the Rules of UNU-MPPHD, these Rules and Regulations, or with guidelines communicated by the Board of Examiners-SMM, or if the competency of the examiner with respect to the design of exams, the assessment and the determination of results has proven insufficient on repeated occasions.
Amendments

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

Hardship clause (EER Article 8.3)

The Board of Examiners-SMM is authorized to deviate from these regulations if strict adherence to these regulations would result in inequitable circumstances for the student.

Execution and date of commencement

In all cases for which the present Rules and Regulations do not provide, the Board of Examiners-SMM will decide on a case-by-case basis. These Rules and Regulations will take effect on 1 September 2018 and stay in force for the academic year 2018-2019, up to and including 31 August 2019.

PART 2: Elaboration of specific articles from the EER

Part 2 refers to specific articles of the EER that need further elaboration on how the Board of Examiners-SMM will execute its mandate related to that article. The article number and title in part 2 refer to the same article in the EER.

Article 3.12 Double degree

As noted in Article 3.12, students are entitled to receive a double degree for the Programme given fulfilment of all requirements outlined in Section 6 of the UM EER (regarding the Maastricht University diploma) and Sections XV and XVI of the Rules of UNU-MPPHD (regarding the United Nations University diploma).

Article 3.6 Content

Elective track registration

Students must request registration and obtain permission to attend specialisation courses offered in the spring semester. A free elective track is comprised of four courses from two or more specialisations.

Students wishing to pursue a free elective track need to submit their proposed course choices to the Office of Student Affairs for approval from the Programme Board and Board of Examiners-SMM by the dates communicated by the Office of Student Affairs. Approvals of elective tracks are based on the following criteria:

- The combination of courses leads to fulfilment of the end terms of the programme as listed in Article 3.1.2;
• The student has fulfilled knowledge pre-requisites identified for specific courses. Such pre-requisites are communicated by the Programme Board per subject prior to the specialisation course registration deadline. Fulfilment of pre-requisites is based on previous course completion;
• The requested combination of courses will support the future employability of the student.

Approvals of elective track requests will be granted no later than one week prior to the start of the first course. A student needs written approval from the Programme Board and the Board of Examiners before s/he can be registered for a free elective track.

**Article 4.3 Course registration**

**Course change requests**

Students may request deregistration in a previously-approved course and registration in a different course during the spring semester. Course change requests must be made *at least four weeks prior* to the start of the course the request relates to. Course changes must be requested to the Board of Examiners-SMM either via the form in the online forms portal or via email. Course changes are subject to the same conditions as stated above for elective track requests and require written approval from the Programme Board and the Board of Examiners.

**Concurrent course registration requests**

Students may request registration in up to two courses simultaneously from the Board of Examiners-SMM during the spring semester. Requests are evaluated for their feasibility qua fulfilment of course-specific assessment requirements. Concurrent course registration requests must be made *at least four weeks prior* to the start of the courses the request relates to via the course change request form in the MPP forms portal.

**Course auditing**

Students who wish to attend lectures and/or participate in course tutorials but do not wish to receive ECTS for the course may audit the course. Requests for auditing a course may be made with the Office of Student Affairs, who will consider the request in view of course capacity. Students who are allowed to audit a course are not entitled to complete course assessments.

**Article 4.4 Attendance and best-efforts obligation**

Under exceptional circumstances, students may be exempted from the obligation to attend or participate in (specific) courses or course components by request to the Board of Examiners-SMM. Requests for exceptions to the attendance and best-efforts obligations should be clearly motivated by the student and should demonstrate that failure to grant the exception could result in manifestly unreasonable results for the concerned student. Requests will be evaluated in consultation with the appointed examiner of the concerned course and will be considered in line with the student’s capacity to demonstrate mastery of the examined content through an alternative assessment form.
Article 5.2 Marks

Marks for the master thesis and its supporting components

The thesis proposal and its defence are not assessed on a 1-10 grade scale but are assessed as pass/fail. In order to start the master thesis research, students need to pass both the thesis proposal and its defence and must provide at least two peers with written feedback. Students who have not completed the thesis proposal and the thesis proposal defence will not be allowed to submit the final thesis.

No grade

When no result can be assigned for an individual assessment component (due to, e.g., a student’s failure to submit an assignment, an assignment or exam declared null and void because of the result of a finding of fraud), the label no grade (NG) is assigned. When an NG is assigned for an individual assessment component, the student will receive an NG for the entire course.

Article 5.4 Scheduling and frequency of exams

Resitting assessment components

Relating to paragraph 2, students are entitled to resit each assessment component that they did not succeed only when they did not succeed the overall course with a final grade of 5.5 or above and the course examiner does not offer a combined resit. Students who failed individual course components but who succeeded the overall course with a grade of 5.5 or above are not entitled to resit individual assessment components. This requirement also applies to Article 5.6, paragraph 2.

Students who have received an NG for a course component cannot be assessed by an examiner and therefore fail a course without the right to a resit. Examiners may take specific student circumstances into account, however, and may deviate from this rule in cases of, e.g., force majeure, in which a student is prevented from taking part of an assessment due to circumstances beyond his/her control.

Requests for a different exam date/location

Relating to paragraph 4, students may request to take an exam or submit an assessment component (e.g., a written assignment, presentation) at a different time or in a different location under exceptional circumstances. Students who request to complete an exam at another location must secure a supervised exam location, which may be a room at another university. The student must provide the Office of Student Affairs a description of the other exam location and contact details of a focal point at the other location who will supervise the exam at least five working days before the planned exam date. The Office of Student Affairs will consult with the Board of Examiners SMM regarding the appropriateness of the proposed exam location and facilitation procedure and will inform the student about the Board of Examiners’ decision. If the student’s request is approved, the Office of Student Affairs will facilitate the remote exam and will ensure that the circumstances under which the exam takes place, including its start and end times, are as closely matched to those of the regular exam as possible.
Requests for a replacement first examination opportunity

A student who misses an exam or fails to submit an assignment, or a part thereof, by the stated deadline forfeits the first exam opportunity, will receive a ‘no grade’ (NG) designation for the course, and will not be eligible for graduation with distinction (cum laude designation).

If a student fails to participate in an exam or does not submit an assignment by the deadline stated in the course manual and that failure can be justified due to circumstances beyond the student’s control, students may request to take the exam/submit the assignment at another time due to exceptional circumstances. The student must request an additional examination opportunity with the Board of Examiners-SMM. After submitting this request, the student must contact the study advisor to explain the exceptional circumstances. The study advisor will advise the Board of Examiners-SMM whether the student should be given an additional exam opportunity, replacing the missed exam as the first sit of the exam. If the student’s request is granted, the student may still be eligible to graduate with distinction conditional upon approval of the Programme Board. The Board of Examiners-SMM will decide upon the advice of the study advisor. Figure 1 below summarises the process related to missed first examination opportunities.
Figure 1: Flowchart demonstrating process of requesting an additional first examination opportunity

Student misses/does not hand in the (take-home) exam

Student feels there is a legitimate reason for missing the exam

NO

(First) exam opportunity is forfeit. In case of 1st exam: Student has only one opportunity left and cannot obtain cum laude.

NOT VALID

YES

Student may apply to the BoE to take the exam at another time (EER 5.8.2). (Fill out form)

Student is referred to the study advisor who will determine whether the exceptional circumstances are valid.

NOT VALID

VALID

The study advisor will advise the BoE that the student should be granted another opportunity to take the exam

The BoE decides whether to follow the advice of the Study advisor

NO

The secretary to the BoE will inform the student and course coordinator and store the decision in the student file

YES

The secretary to the BoE will inform the student and course coordinator and store the decision in the student file
Article 5.6 Form of the exams

Disability facilitation

Disability is interpreted as any circumstance that prevents a student from participating in education or taking an exam in the standard form.

A student with a disability may request a different form of examination or education, either once, or for the whole duration of the study programme. A different form of the exam could entail a longer exam duration, bigger fonts, an oral instead of a written exam, an individual examination room, or other accommodations. In order to request certain (exam) facilities, students have to contact the Disability Support Office. The Disability Support Office will evaluate the (medical) statements provided and will provide the Board of Examiners-SMM with an Advice Allocated Facilities (ATV) to accommodate specific needs. The Board of Examiners-SMM will then discuss the recommendations arising from the ATV with the Study Advisor and the Office of Student Affairs to ensure that the student can receive support. If the Board of Examiners-SMM grants special provisions for exams due to a disability, it will ensure that the allowed adaptations to the exam format are in line with the generic requirements to pass the module. The Office of Student Affairs ensures that course coordinators are informed about the specific accommodation provisions that are needed.

Article 5.8 Assessment in exceptional cases

A student who has used all regular exam and resit opportunities but has failed to pass one course can request an additional resit opportunity to the Board of Examiners-SMM, using the designated form on the forms portal, under the following conditions:

- All exams have taken place, including the normally scheduled resits, within the given academic year;
- The student has passed all courses (excluding the thesis) except for the course for which an additional examination opportunity is requested,
- The next regularly-scheduled examination for the course in question will take place more than three months in the future.

In exceptional cases the Board of Examiners-SMM may decide to schedule a regular exam at another time. Exceptional cases may be due to external circumstances applying to all students or only to one student due to individual circumstances.

Article 5.12 Right of inspection

The purpose of an exam/assignment inspection is to allow a student to review his/her own performance on a specific assessment. An inspection allows a student to request clarification on how an assessment is marked. The exam inspection form provided by the Office of Student Affairs is used to facilitate the inspection process. Students are requested to complete the exam inspection form when reviewing their assessments.

In extension to Article 5.12, students have the right to inspect other assessments than a written exam, including written assignments, presentations, and oral exams. The following should be present during an inspection:

- The unmarked exam or assignment and the instructions given to students for its completion;
- The student’s answers or submission;
- An assessment rubric or other grading guideline;
• the examiner, grader, tutor, or other staff member with knowledge of the assessment and the criteria used to grade it.

Following an inspection, a student may request additional clarification or reassessment from the course examiner, if needed, using the exam inspection form. If the student remains dissatisfied with the assessment following the inspection process, s/he may appeal the grade as described in EER Article 6.6.

**Article 5.16 Fraud**

The Board of Examiners-SMM has drawn up the following directive on examination fraud, as further specification of article 5.16 of the EER.

**Section 1**
The term 'fraud' as meant in Article 5.16 of the Education and Examinations Regulations covers at least the following action or failure to act on the part of the examinee that makes it completely or partially impossible:

a. to obtain proper insight in his/her knowledge, insights or skills;

b. to obtain proper insight in the knowledge, insights or skills of another examinee.

**Section 2**
The term 'fraud' as meant in article 5.16 of the Education and Examinations Regulations, also includes 'attempted fraud' and “offering other students the opportunity to engage in fraud”.

**Section 3**
Action or failure to act, as meant in Section 1 of these Rules and Regulations, may include the following:

a. with respect to writing papers, a student:
   - has used or copied from his/her own or someone else’s texts, information, ideas or thoughts without adequate referencing or proper acknowledgment of sources;
   - has submitted own written content that has been previously prepared for another course, exam, or published purpose without consent of the course coordinator;
   - has presented the structure or main ideas from third-party sources as his/her own work or ideas;
   - has not clearly indicated in the text, for example, through quotation marks or a specific design, that verbatim or nearly verbatim quotes have been used, and has failed to include page numbers, line numbers, or other such placement marks that would help locate the quoted passage in the original text;
   - has paraphrased the substance of his/her own or someone else’s texts without proper acknowledgment of sources;
   - has copied visual, sound, or test materials, software or program codes from others without adequate referencing or proper acknowledgment of sources, thereby giving the impression that these are his/her own work;
   - has copied work from other students and passed this off as his/her own work;
   - has submitted work or papers which have been obtained from third parties or which have been written – for payment or not – by someone else, and has passed these off as his/her own work.

b. with respect to taking official tests and comparable examinations, during the exam a student:
   - has possessed impermissible resources, texts or notes or has utilized impermissible electronic resources and/or communications;
   - has communicated or attempted to communicate with another student verbally or through gestures without permission from an invigilator, examiner or Board of Examiners-SMM member;
has copied or attempted to copy from another student, or has provided the opportunity to copy;
- has posed as someone else or allowed this to occur;
- has deliberately misled, or at least attempted to mislead or provided the opportunity to mislead, the Board of Examiners-SMM, marker, examiner or invigilator with respect to the exam.

c. fabrication and/or falsification of research data and/or misreporting of research findings.
d. the Board of Examiners-SMM determines that a student has otherwise committed fraud with respect to an exam or exam component.

Section 4
If an examiner believes that s/he has detected a case of (possible) fraud, s/he shall take the following action(s):

a. if the (alleged) fraud has been detected during the examination:
   - the examiner (invigilator) informs the examinee that (possible) fraud has been detected;
   - any texts, devices, or other impermissible materials in the examinee’s possession shall be confiscated;
   - the examinee shall be given the opportunity to complete the test, unless the examiner (invigilator) decides otherwise;
   - the examiner (invigilator) shall exclude the examinee from further participation in the test if the examinee objects to confiscation of any impermissible materials and/or the examinee is a disturbance to other examinees;
   - any confiscated texts or other materials shall not be returned to the examinee after the test, unless the examiner (invigilator) decides otherwise;
   - the examiner (invigilator) shall report in writing any information relating to the detected fraud, and shall submit this report to the Board of Examiners-SMM and the appointed examiner of the concerned assessment component immediately following completion of the exam, enclosing any confiscated texts or materials as appropriate.

b. if the (alleged) fraud is detected during or after correction of a test or examination:
   - the examiner shall notify the Board of Examiners-SMM immediately of the (possible) fraud, enclosing any relevant documents;
   - the Board of Examiners-SMM shall inform the examinee of the (possible) detection of fraud.

c. if the (alleged) fraud is detected during or after correction of written papers that are part of a test or which constitute the complementation of a course component:
   - the examiner shall notify the Board of Examiners-SMM immediately of the (possible) fraud, enclosing any relevant documents;
   - the Board of Examiners-SMM shall inform the examinee of the (possible) detection of fraud.

d. if the (alleged) fraud relates to work prepared by a group, all members of the group shall be considered jointly responsible for the assessment of concern and shall be informed of the (possible) detection of fraud.

e. If grades have not yet been published at the time (alleged) fraud is reported to the Board of Examiners-SMM, the examiner will withhold publication of grades until investigation into the (alleged) fraud is completed.

Section 5
The Board of Examiners-SMM shall treat cases of possible fraud as follows:

a. Upon receiving a suspicion of fraud, the Board of Examiners SMM will inform the student of the suspicion, will inform the student if a grade will be withheld (if relevant), and will invite the student suspected of fraud to a meeting; on behalf of the Board of Examiners-SMM, the meeting will be attended by one member and an official secretary, or their replacements, and - if possible - another member of the Board of Examiners-SMM;

b. partly on the basis of the results of the meeting referred to under (a) above, the Board of Examiners-SMM will decide whether or not there is sufficient evidence for a case of fraud;
c. in each case of fraud as meant in Section 1, the assessment concerned will be declared null and void;

d. in each case of fraud as meant in Section 1, the Board of Examiners-SMM will impose a sanction, considering, among other factors, the nature and seriousness of the fraud committed, any previous findings of fraud stored in the student’s record, the sequence of the course within the programme, the ECTS weight of the course in the total programme, and the weight of the assessment component within the course. Such sanctions include but are not limited to:
   a. a written reprimand
   b. exclusion from any (further) participation in one or more examinations of the degree programme for a period not exceeding one year
   c. exclusion of the student from eligibility to receive academic distinction even though the cumulative GPA criterion is met

e. in serious cases of fraud, the Board of Examiners-SMM can propose to UM’s Executive Board that the student(s) concerned be permanently deregistered from the programme.

f. the student involved shall be notified of the decision of the Board of Examiners-SMM as soon as possible;

g. upon the student’s request, confiscated texts or other materials will be returned by the Board of Examiners to the student involved, if the Board of Examiners-SMM decides that these need no longer remain available in connection with the case;

h. the Board of Examiners-SMM may decide to make its decision and the facts on which it was based available to the public after having removed any identifiable data.

i. the established fraud will be noted in the student’s file;

j. if, after investigation, it is ultimately determined that the student concerned did not commit fraud, the name of the student will be removed from the correspondence about the alleged fraud, and the correspondence will not be included in the student’s dossier.

Section 6
The Board of Examiners-SMM does not recognize course credits obtained elsewhere during the period a student was excluded from participating in the programme’s exams due to the fraud committed.

Article 6.1 Examination

Graduation postponement

In cases where a student wishes to remain enrolled in the programme despite fulfilling criteria for graduation (e.g., completion of 60 ECTS), the student may request postponement of graduation from the Board of Examiners-SMM via the form on the forms portal or via email to the Board of Examiners-SMM. The postponement request must be made at least one month before the “automatic” graduation date, accompanied by a justification. During the time in which the student’s graduation is postponed, the student remains enrolled and must pay tuition until the graduation is processed. When the student wishes to graduate, s/he must inform the Office of Student Affairs and must actively de-register from the programme.
Article 6.3 Certificate and statements

Statement of completion

Students who do not complete the full MPPHD programme are therefore ineligible to receive the final certificate/diploma and are entitled to request a statement of completion from the Board of Examiners-SMM. This statement will principally include a copy of the transcript, which provides an overview of obtained grades per subject. Receiving a statement of completion will not compromise a student’s right to eventually re-enrol in the programme and eventually receive a diploma upon successful completion of all graduation requirements. A student who has completed specific courses and wishes to re-enrol in the MPPHD at a future moment must meet the requirements for admission described in \( \rightarrow \) EER Section 2. The validity of grades and credits accumulated by a student in a previous academic year are subject to approval by the Board of Examiners-SMM.

Article 6.4 Grade point average (GPA)

The certificate (diploma) indicates the final grade point average (GPA) to provide a reflection of the student’s academic performance. The GPA is calculated on the basis of all overall assessments of modules a student passed and that are registered in the student’s progress records. The grade point average is calculated by multiplying each grade with the number of credits, adding the results and dividing them by 60. Excluded from the GPA are:

- Modules that give a pass or fail;
- Modules from which the student withdrew;
- Modules that are not part of the degree programme, including extracurricular courses, honours programme participation, audited courses, and internships;
- Modules that the student failed

Article 6.6 Right of appeal

Students have the right to appeal decisions made by individual examiners or the Board of Examiners-SMM. A “decision” is any determination with legally binding consequences. Decisions by the Board of Examiners-SMM and publication of grades are considered decisions.

An appeal against a decision as stated in Article 7.61\(^2\) of the Dutch Higher Education and Research Act (WHW) must be submitted to the Board of Appeal for Examinations (CBE) within 6 weeks after publication of such 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.

\(^2\) Decisions related to admission; decisions by the Board of Examiners-SMM; decisions by examiners; decisions related to graduation; decisions about access to assessment/exams.
Appendix E: Rules and procedure for exams of UM

Section 1 General provisions

Article 1 Applicability
These Rules of Procedure apply to all written examinations administered at locations designated by or on behalf of the Maastricht University faculty or school Board of Examiners offering the examination. Where applicable, supplementary or different regulations may be appended for examinations administered in computer labs or faculty rooms.

Article 2 Definitions
a. Board of Examiners: the Board of Examiners of a faculty or school;
b. Examination Coordinator: the person responsible for scheduling and organising a written examination on the Board of Examiners’ behalf;
c. Head (or other) Invigilator: the person who monitors compliance with the Rules of Procedure at the examination location on the Board of Examiners’ or Faculty Board’s behalf;
d. Examiner: the teacher designated by the Board of Examiners to administer the examination and determine the results.

Section 2 Participation in the examination

Article 3 Proof of identity
1 Only students who are officially enrolled at UM at the time of the examination are permitted to participate in the examination. Students must provide proof of their identity during the examination in the form of a clearly legible UM Card with an undamaged, recent passport photo bearing a clear resemblance to the holder and which complies with the Digital Passport Photo Guidelines for the UM Card (see Annex 1), or an original, legal ID in the form of a valid passport, driving licence or official ID card. The UM Card or legal ID must be placed on the student’s table and be clearly visible. Copies of IDs will not be accepted as proof of identity.

2 Students who cannot provide a proof of identity during the examination in the prescribed manner will not be permitted to participate in or continue to participate in the examination, and will be required to leave the examination room at the Head (or other) Invigilator’s instruction.

Article 4 Right to participate
1 Students as referred to in Article 3 will be permitted to participate in the examination only if they are entitled to do so under the specific faculty regulations.

2 No student will be admitted into the room where the examination is being administered after the examination has officially begun. Such students will not be entitled to participate in the examination, regardless of the reason for their late arrival.

Article 5 Instructions
Students must always follow the instructions of the Examination Coordinator and/or the Head (or other) Invigilator.
Section 3 Use of the examination room

Article 6 Arrangement of the room
1 The examination room will open at least 15 minutes before the examination begins. From the time the examination room is opened, students may enter and take a seat in accordance with the seating plan posted by the room entrance.

2 A seat shall be reserved for each student who has registered for the examination in conformity with the registration procedure.

Article 7 Personal belongings and other materials
1 Before the examination starts, coats, bags and other personal belongings must be placed underneath the table or in the place designated by the Head (or other) Invigilator. Bags must be closed.

2 Materials as referred to in Article 16(c) (such as communication devices and other information carriers) must be switched off and stored in students’ bags. Use of these materials is not permitted during the examination, unless the Board of Examiners has determined otherwise. Students are not permitted to take these unauthorised materials out of their bags until after they leave the examination room.

3 Students are not permitted to wear watches during the examination. Watches must be placed in students’ bags before the examination starts and are not to be taken out until after they leave the examination room.

Article 8 Leaving the examination room/seat
1 Students are not permitted to leave the examination room until 30 minutes after the official start of the examination.

2 Students are not permitted to leave the examination room or their seat without the Head (or other) Invigilator’s permission

Article 9 Disruptive behaviour
1 Students are not permitted to engage in any behaviour that is disruptive to the other students or to the Invigilators or other persons present in the examination room. The Head (or other) Invigilator will judge whether behaviour is disruptive and speak to the student in question.

2 Students are permitted to consume food and drinks they have brought along during the examination provided this is not disruptive to others and they leave the area clean and tidy.

3 If a student creates a serious disruption, the Head (or other) Invigilator may exclude that student from further participation in the examination.

Article 10 Emergencies during the examination
In the event of an emergency, students must follow the instructions of the Invigilators, emergency services (such as the fire brigade) and/or company emergency response workers at the examination venue.
Section 4 Handing in examinations

Article 11 Procedure
1 Students are permitted to hand in their examinations to their course Invigilator no earlier than 30 minutes after the examination starts. Students may indicate they wish to hand in their examination in two ways:
   - by raising a hand. The student must remain seated until the Head (or other) Invigilator has removed the examination papers from the student’s table;
   - by taking their examination papers to the Invigilator and handing them in.

The Board of Examiners may determine that the examination questions must also be handed in.

2 The Head (or other) Invigilator will announce when there are only 30 minutes remaining until the end of the examination.

3 After students hand in their examinations they must leave the room as quickly and as quietly as possible. Students who have handed in their examinations and left the room will not be permitted to re-enter the room. The Board of Examiners may determine that students must provide proof of identity in conformity with the provisions of Article 3 when handing in their examinations and before they can leave the room.

4 Examination papers must be handed in no later than the official end of the examination or as instructed by the Head (or other) Invigilator. If a student continues writing on their answer form after the examination has officially ended, this may be documented on an Irregularity Report Form.

Section 5 Toilet visits

Article 12 Restrictions; medical necessity
1 Students are permitted a maximum of two toilet visits during two-hour examinations. No toilet visits are permitted during the first and last 30 minutes of the examination.

2 Students are permitted a maximum of three toilet visits during three-hour examinations. No toilet visits are permitted during the first and last 30 minutes of the examination.

3 If due to a medical necessity a student may have to make more than the maximum number of toilet visits permitted during the examination, the student must inform the Head (or other) Invigilator before the examination and present a document from the Board of Examiners or student adviser granting permission for this.

Article 13 Procedure
1 Students wishing to leave the examination room temporarily to go to the toilet must request permission from the Head (or other) Invigilator by raising a hand. If permission is granted, the student will receive a toilet pass in exchange for their ID, which will be returned in exchange for the toilet pass upon their return to the examination room.

2 No more than two students (per block) shall be allowed to go to the toilet area at the same time.

3 The Head (or other) Invigilator shall monitor toilet visits by recording the names of students who leave the room to go to the toilet. This information shall be retained by the Board of Examiners for no longer than it takes for any appeals to be decided.
4 Before being permitted to visit the toilet, students will be asked to present the contents of their pockets or the like to verify they are not in possession of any unauthorised materials as referred to in Article 16(c)), having due regard for students’ privacy. If a student refuses to present the full contents of their pockets or the like, an Irregularity Report Form will be drawn up. Article 15.2 shall apply by analogy.

5 Detection devices may be placed in toilet areas to monitor that students do not use communication devices and/or other electronic equipment while the examination is under way.

Section 6 Completion instructions

Article 14 Compliance with completion instructions
Instructions for completing examination answer forms, questions or booklets shall be included with the forms, questions or booklets in question. If a student fails to follow these instructions, uses materials other those permitted (see Article 16(c)), makes changes to pre-printed information or notes elsewhere on an answer form, it will not be possible to process the answer form and issue an examination result. Students will be held wholly responsible for the consequences of failure to comply with the completion instructions. Any suspected mistakes in the instructions must be reported immediately to the Head (or other) Invigilator.

Section 7 Suspected fraud and reporting irregularities

Article 15 Irregularity Report Form
1 If a student is suspected of fraud, the Head (or other) Invigilator shall submit a report to the Board of Examiners using an Irregularity Report Form.

2 The irregularity report shall describe in detail the factual situation as witnessed by the Head (or other) Invigilator. The Head (or other) Invigilator may draw up this report in Dutch or English, depending on the language spoken and written by the student. The Head (or other) Invigilator will make sure that the student understands the content of the report. After the student has read and agreed to the content of the Irregularity Report Form, the Head (or other) Invigilator, the Examiner (if present) and the student shall sign the form. The student is not permitted to add their own statement to the form. If the student does not agree to the content of the report, they may state their disagreement on the form.

Article 16 Suspected fraud
Fraud may be suspected in situations where a student:

a. exchanges information with another student or other persons in the examination room in any manner whatsoever before, during or after the examination is administered;

b. exchanges information with another student or other persons in any manner whatsoever before, during or after visiting the toilet during the examination;

c. has unauthorised materials within reach. Unauthorised materials in any case include:

- forms of identification other a UM Card or legal ID (see also Article 3);

- communication devices and/or other electronic equipment (mobile phones, smart watches and the like);

- other information carriers (calculators, palmtops and the like) other than the authorised materials specified on the front page of the examination;

- dictionaries, books, texts and notetaking materials (notes can be made on blank pages in the examination booklet or on the scrap paper furnished by the examination administrators) other than the authorised materials specified on the front page of the examination;
d. leaves the room without an Invigilator’s permission;
e. goes to the toilet without an Invigilator’s permission;
f. takes something out of their bag without an Invigilator’s permission. g. makes any changes to their answer form after the examination has officially ended.

Article 17 Confiscation of unauthorised materials
1 If in the Head (or other) Invigilator’s judgment a student has unauthorised materials as referred to in Article 16(c) within reach, the Head (or other) Invigilator may ask to inspect them.

2 The Head (or other) Invigilator shall inform the student of the potential irregularity or fraud observed and confiscate the unauthorised materials. In principle, the student may continue to participate in the examination.

3 If the student objects to the confiscation of unauthorised materials, the Head (or other) Invigilator will record this on an Irregularity Report Form and submit it to the Board of Examiners. To the extent that the confiscated materials cannot serve as evidence of fraud, they shall be returned to the student on a date/at a time to be determined by the Board of Examiners.

4 If a student has written permission from the Board of Examiners to use unauthorised materials during the examination they must inform the Examination Coordinator or Head (or other) Invigilator at the examination venue before the start of the examination and must be able to present a copy of this document.

Section 8 Liability

Article 18 Damage to or loss of property in the examination room
Maastricht University hereby expressly excludes any liability for damage to or loss of property given in custody to or confiscated by the Head (or other) Invigilator.

Section 9 Unforeseen cases

Article 19 Violations
Any violation of these Rules of Procedure shall be documented on an Irregularity Report Form. Article 15.2 shall apply by analogy.

Article 20 Consultation
In cases not provided for in these Rules of Procedure, the Examination Coordinator shall decide the matter in consultation with the Head Invigilator and, if possible, the Examiner or Board of Examiners. These Rules of Procedure were adopted by the Board of Examiners on [date] and take effect on [date].
Annex 1
Digital Passport Photo Guidelines for the UM Card

- The photo is a recent photo of you and bears a clear resemblance to you.
- The photo shows solely your uncovered face.
- Both eyes are visible and clearly recognisable.
- Your head fills the available space as much as possible.
- The photo is in focus.
- The photo is not rotated.
- The dimensions are at least 85 x 113 pixels (width x height: 30 x 40 mm).
- The photo is in JPEG or JPG file format.
- Both colour and black-and-white photos are permitted.

Instructions for taking a digital photo:

- Have someone take a photo of your face using a digital camera. Save the photo as a JPEG or JPG file.
- Scan a passport or other photo of yourself or have someone do this for you. Then save the photo as a JPEG or JPG file.