

# Education and Examination Regulations International Joint Master of Research in Work and Organizational Psychology

2019/2020

Maastricht University, Faculty of Psychology and Neuroscience  
Leuphana Universität Lüneburg, Faculty of Business Administration  
Universitat de Valencia, Research institute of Personnel Psychology,  
Organizational Development and Quality of Working Life

# Contents

|   |           |
|---|-----------|
| <b>1. Education and Examination Regulations - 2019-2020</b> | <b>5</b>  |
| <b>Section 1 General</b>                                    | <b>5</b>  |
| Article 1.1 Scope of the regulations                        | 5         |
| Article 1.2 Definitions                                     | 5         |
| Article 1.3 Framework and local regulations                 | 6         |
| <b>Section 2 Admission</b>                                  | <b>6</b>  |
| Article 2.1 Admission                                       | 6         |
| Article 2.2 Admission requirements                          | 7         |
| Article 2.3 Joint Board of Admissions                       | 7         |
| Article 2.4 Admission and selection procedure               | 7         |
| Article 2.5 Language requirement                            | 8         |
| Article 2.6 Times of review for admission                   | 9         |
| Article 2.7 Appeal to rejection                             | 9         |
| <b>Section 3 Content and structure of the programme</b>     | <b>9</b>  |
| Article 3.1 Intended Learning Outcomes                      | 9         |
| Article 3.2 Organisation of the study programme             | 10        |
| Article 3.3 Study load                                      | 10        |
| Article 3.4 Language of instruction                         | 10        |
| Article 3.5 Programme set-up                                | 11        |
| Article 3.6 Composition of the curriculum                   | 11        |
| Article 3.7 Entrance requirements research project          | 11        |
| <b>Section 4 Assessment</b>                                 | <b>11</b> |
| Article 4.1 Grades  | 11        |
| Article 4.2 Periods and frequency of exams                  | 12        |
| Article 4.3 Form of the exams                               | 12        |
| Article 4.4 Research project                                | 12        |
| Article 4.5 Master's thesis                                 | 13        |
| Article 4.6 Determining and publishing results              | 13        |
| Article 4.7 Right of review                                 | 13        |
| Article 4.8 Proof of having passed courses                  | 13        |
| Article 4.9 Period of validity                              | 14        |
| Article 4.10 Retention period of exams                      | 14        |

|   |  |           |
|---|--|-----------|
| Article 4.11  | Exemptions   | 14        |
| Article 4.12  | Grade Point Average (GPA)  | 14        |
| Article 4.13  | Fraud  | 14        |
| Article 4.14  | Invalid exam   | 15        |
| Article 4.15  | Unsuitability (Judicium Abeundi)   | 15        |
| <b>Section 5</b>                                    | <b>Examinations</b>  | <b>15</b> |
| Article 5.1   | Examinations   | 15        |
| Article 5.2   | Degree   | 15        |
| Article 5.3   | Diploma and statements   | 16        |
| Article 5.4   | Right of Appeal  | 16        |
| <b>Section 6</b>                                    | <b>Provisions for disabled students</b>  | <b>16</b> |
| Article 6.1   | Provisions for disabled students   | 16        |
| <b>Section 7</b>                                    | <b>Study guidance</b>  | <b>17</b> |
| Article 7.1   | Study progress administration  | 17        |
| Article 7.2   | Study guidance   | 17        |
| <b>Section 8</b>                                    | <b>Transitional and concluding conditions</b>  | <b>17</b> |
| Article 8.1   | Amendments   | 17        |
| Article 8.2   | Publication  | 17        |
| Article 8.3   | Evaluation   | 17        |
| Article 8.4   | Unforeseen cases/Hardship clause   | 17        |
| Article 8.5   | Date of taking effect  | 18        |
| <b>2. Rules and Regulations for the Examination</b> |  | <b>19</b> |
| Article 1   | Applicability of the regulations   | 19        |
| Article 2   | Relation between local and the Joint Board of Examiners  | 19        |
| Article 3   | Determining and Publishing Results   | 19        |
| Article 4   | Right of Review  | 20        |
| Article 5   | Retention Period of Exams  | 20        |
| Article 6   | Right of appeal  | 20        |
| Article 7   | Degree completion with distinction   | 21        |
| Article 8   | Re-sits  | 21        |
| Article 9   | Fraud, including plagiarism and fabricating and/or falsifying survey or interview answers or research data | 21        |
| Article 10  | Implementation and Date of Taking Effect   | 23        |

### 3. Appendix to Rules and Regulations for the Examination 24

|            |   |    |
|------------|---|----|
| Appendix A | Regulations for the Master's Thesis Project | 24 |
| Article 1  | Preparing Master's Thesis Project           | 24 |
| Article 2  | Research Proposal                           | 24 |
| Article 3  | Master's Thesis Project                     | 24 |
| Article 4  | Research Project                            | 25 |
| Article 5  | Master's Thesis                             | 25 |

# 1. Education and Examination Regulations - 2019–2020

## Section 1 General

### Article 1.1 Scope of the regulations

These regulations apply to the curriculum, education, and examinations of the full-time degree programme of the International Joint Master of Research in Work and Organizational Psychology hereinafter to be referred to as IJMRWOP, and to all students who are enrolled in this programme.

The programme is offered by the Faculty of Psychology and Neuroscience of Maastricht University, the Faculty of Business Administration of Leuphana University, and the Research Institute of Personnel Psychology, Organizational Development and Quality of Working Life (IDOCAL) of the University of Valencia.

### Article 1.2 Definitions

In these regulations, the following definitions are applicable:

**Academic year:** The period from 1 September of a calendar year up to and including 31 August of the following calendar year.

**Consortium Board:** The Consortium Board is responsible for managing the consortium and the study programme, ratifying the selection procedure and creating the criteria for this selection procedure, financial matters, and public relations. The Consortium Board consists of the three representatives, one per Partner University. The representatives are entrusted with the organisation and execution of the programme as stipulated in the education and examination regulations. The representative of Maastricht University (Faculty of Psychology and Neuroscience) will act as the general coordinator of the programme.

**Coordinating University:** Maastricht University (Faculty of Psychology and Neuroscience)

**Course:** A study unit of the study programme.

**European Credits:** Unit expressed in ECTS (European Credits TransferSystem), with one European Credit equalling 28 hours of study.

**Exam:** The exam as part of the examination.

**Examination:** All of the formal requirements (a total of 120 European Credits) for the IJMRWOP programme, including exams, papers, assignments, presentations, internships, theses, and other requirements as specified for each course or part of the education.

**Faculty Board:** The Executive Board of the Faculty of Psychology and Neuroscience of Maastricht University as meant by article 9.12 of the Act.

|                                   |  |
|-----------------------------------|--|
| <b>Joint Board of Admissions:</b> | The Joint Board of Admissions is responsible for judging the admissibility of the candidate to the programme.  |
| <b>Joint Board of Examiners:</b>  | The Joint Board of Examiners objectively and professionally determines whether a student has met the conditions outlined in the joint EER in terms of the knowledge, insight and skills necessary for obtaining a degree. The Joint Board of Examiners consists of one representative from each of the three Partner Universities. The three representatives are responsible for the local grades according to local regulations and laws, and the grade conversion table (see section 4.1). |
| <b>Partner University:</b>        | A university that participates in the IJMRWOP programme.   |
| <b>Programme:</b>                 | The Master's study programme referred to in Article 1.1 of these regulations, consisting of a coherent whole of study units.   |
| <b>Student:</b>                   | A person who is registered for the IJMRWOP programme, for the purpose of attending the courses and/or fulfilling the formal requirements of the study programme.   |
| <b>Sufficient result:</b>         | A result of an examination that is sufficient to pass the examination. The corresponding grade or assessment is depending on the university that offers the exam.  |

### **Article 1.3 Framework and local regulations**

1. This document is written as a general framework for the Education and Examination Regulations. It concerns only the common aspects of the IJMRWOP programme.
2. This document is only valid for the IJMRWOP students at the three Partner Universities. It only applies to the courses and research training which are part of the IJMRWOP curriculum.
3. This document has precedence over the local regulations. All matters not discussed in this document are dealt with in the local education and examination regulations of the three IJMRWOP universities.

## **Section 2 Admission**

### **Article 2.1 Admission**

Candidates who meet the requirements referred to in article 2.2 are eligible for admission to the programme.

**Article 2.2 Admission requirements**

1. Eligible for admission to the programme are candidates who have obtained a university Bachelor's degree in Psychology (obtained by the start of the study programme) or a university Bachelor's degree from an equivalent programme that meets similar achievement levels (obtained by the start of the study programme). The Bachelor's programme should include at least 70 European Credits in psychology subjects and at least 30 European Credits in research methods and statistics and related subjects.
2. The number of students per cohort that can be registered for the programme is 30.

**Article 2.3 Joint Board of Admissions**

1. The Joint Board of Admissions has delegated the authority to make judgements concerning admission to the programme and to supply proof of such admission.
2. The Joint Board of Admissions is responsible for the selection of the students for the Programme.
3. The Joint Board of Admissions consists of one staff member of each Partner University.
4. One of the members, also the chair, is appointed from professors who are responsible for the curriculum, and two members are appointed from the other academic staff responsible for the curriculum.
5. A member of the Joint Board of Admissions will not take part in the Consortium Board or in the Quality Assurance Committee.
6. The Joint Board of Admissions holds regular e-meetings, and convenes at least once a year.
7. Meetings of the Joint Board of Admissions may also be held by teleconference or other telecommunication means.

**Article 2.4 Admission and selection procedure**

The admission and selection procedure aims to meet specific objectives to achieve the desired quality and success rate of students entering the programme. In principle, students are admitted to the programme on the basis of their knowledge and skill level, attitude and motivation relevant to the successful completion of a programme that embraces the scientist-innovator model. The intention of the study programme is to optimise the chances that students will be able to complete the programme within the time stipulated.

If the applicant meets the formal requirements and the requested portfolio is complete, the Joint Board of Admissions makes a first selection on the basis of the following information:

- written motivation
- curriculum vitae
- academic performance
- proof of English proficiency.

Selected students will be invited for the second round, which consists of an admission test in research methods and statistics, and an individual interview conducted by two members of the Joint Board of Admissions. On the basis of the interview, the test results, and an evaluation of all available information, the Joint Board of Admissions judges the knowledge and skills level, attitude and motivation relevant to the programme that embraces the scientist-innovator model. The Joint Board applies the following selection criteria:

- motivation and willingness to acquire knowledge in the area of Work and Organizational Psychology;
- motivation and ability to critically analyse the research base in the specific domain of Work and Organizational psychology;
- attitude and communication skills necessary for a future career in the relevant settings;
- motivation and ability to further scientific developments in the field of Work and Organizational psychology;
- openness to learning within different international environments;
- excellent command of English.

The Joint Board of Admissions grants the requests for admissions in accordance with the ranking they have established.

#### **Article 2.5 Language requirement**

- a. Holders of a non-Dutch diploma can only register if they have met the minimum English language requirement corresponding to IELTS (international English Language Testing System) with a score of at least 6.5.
- b. The requirement referred to under (a) is met if the person concerned has obtained one of the following diplomas or certificates:
  - A completed Bachelor's or Master's study programme where the language of instruction is English;
  - An International or European Baccalaureate, a US high school diploma or UK GCE A-levels;
  - Can demonstrate sufficient proficiency in English, for example through English taught courses, internships or work experience in an English environment;
  - Can submit one of the following language test certificates:
    - IELTS (6.5)
    - TOEFL Paper-based test (575)
    - TOEFL Internet test (90)
    - TOEIC listening and reading (720) and speaking and writing (310)
    - Cambridge Advanced (CAE) Grade C (scale 180-184); First Certificate in English (FCE) Grade A (scale 180-184); First Certificate in English (FCE) Grade B (scale 176-179)
    - similar accredited certification approved by the Board of Admission.

**Article 2.6 Times of review for admission**

1. The review for admission takes place once a year. A request for admission to the study programme must be submitted to the Joint Board of Admission before April 1st. Only complete applications will be considered.
2. The Joint Board of Admissions can in special cases deal with a request for admission even if it has been submitted after the closing date mentioned in paragraph 1.
3. The Joint Board of Admissions takes a final decision whether applicants are selected for the programme before May 15th.
4. Selected applicants should inform the Board of Admissions within two weeks after the decision letter has been sent if they accept or decline the invitation. After two weeks, the invitation will expire.

**Article 2.7 Appeal to rejection**

Applicants can appeal against rejection, appeals must be made within six weeks after the decision has been sent and must be addressed to the Joint Board of Admissions.

**Section 3 Content and structure of the programme****Article 3.1 Intended Learning Outcomes (ILOs)**

The IJMRWOP programme is a two-year programme designed for students who want to prepare for a career in the field of research. The following intended learning outcomes are formulated.

| Level                                | Content/orientation  |   |
|--------------------------------------|--|---|
| Dublin descriptors                   | ILOs based on domain-specific reference framework and EFPA |   |
| Knowledge and understanding          | 1  | Knowledge of theories, processes, interventions, instruments and assessment methods in the field of Work and Organizational Psychology  |
| Applying knowledge and understanding | 2  | Ability to apply theories, interventions, instruments and assessment methods to practices in the field of Work and Organizational Psychology  |
|                                      | 3  | Ability to write an original and feasible research question and proposal  |
|                                      | 4  | Ability to design and conduct sound scientific research in the field of Work and Organizational Psychology (incl. the selection and application of appropriate research methods and statistics) |
| Making judgements                    | 5  | Ability to critically judge research questions and experimental designs, taking into account the ethical responsibilities in research   |
|                                      | 6  | Ability to critically analyse, assess, evaluate, interpret, and synthesise research methods, research data, theories and publications in the field of Work and Organizational Psychology        |
|                                      | 7  | Ability to relate findings to the existing literature and formulate realistic judgements on the implications and importance of research output  |

|                 |    |  |
|-----------------|----|--|
| Communication   | 8  | Ability to effectively communicate in English – in writing and orally (group discussions and presentations) – on field-related topics  |
|                 | 9  | Ability to write scientific reports in the form of a practical report, Master's thesis and/or scientific publication according to the scientific standards                   |
|                 | 10 | Ability to communicate scientific theories and empirical findings in an understandable way to both professionals (experts and non-experts) and to lay people (incl. clients) |
| Learning skills | 11 | Ability to reflect on one's own professional behaviour (incl. ethical standards) and development.  |
|                 | 12 | Ability to work in a research setting and/or in an applied setting   |
|                 | 13 | Ability to work in an international team   |
|                 | 14 | Ability to read, understand, integrate and critically reflect on research papers, professional reports and new developments.   |

The students will develop the following core competences:

- Research design and implementation
- Development of research methods and tools, and interventions
- Data analysis
- Scientific writing
- Writing research proposals / fund raising
- Research dissemination and valorisation
- Innovation

In addition, the following enabling competences will be developed:

- Oral communication
- Stakeholder identification and communication
- Cross-cultural competence
- Team work
- Organizational citizenship behaviour
- Planning and organization and project management
- Ethical competence
- Self-regulation and self-management
- Developing and mentoring others

### **Article 3.2 Organisation of the study programme**

The study programme is offered on a full-time basis.

### **Article 3.3 Study load**

The two-year programme has a total study load of 120 European Credits (60 European Credits each year), with each credit equalling 28 hours of study.

### **Article 3.4 Language of instruction**

Because of the international character of the programme and the international staff, the language of instruction – teaching and examination - is English (conform art. 7.2 sub c WHW).

### Article 3.5 Programme set-up

The curriculum is divided into four semesters. The first semester consists of courses at Maastricht University, the second semester consists of courses at Leuphana University, and the third semester consists of courses at the University of Valencia. During the fourth and final semester, students execute their research project at one of the three universities or at another institution (after approval by the Consortium Board).

### Article 3.6 Composition of the curriculum

| Semester 1 – Maastricht University   | EC | Semester 3 – University of Valencia                               | EC |
|--|----|---|----|
| Introduction   | 2  | Interventions in Human Resources                                  | 5  |
| Human Resources<br>Practical training: What is it like to be a Work and Organizational Psychologist? | 5  | Interventions in Work Psychology :<br>Work, design and work teams | 5  |
| Work Psychology<br>Practical training: Occupational Health Audit                                     | 5  | Organizational Psychology<br>Interventions                        | 5  |
| Organisation and Cognition<br>Practical training: Conflict Management                                | 5  | Interventions in Occupational Psychology                          | 5  |
| Human Performance<br>Practical training: Data Analyses   | 5  | Advanced Research Skills  | 6  |
| Statistics and Research Methodology  | 8  | Preparing Master's thesis Project                                 | 4  |
| Semester 2 – Leuphana University   | EC | Semester 4  | EC |
| Critical Reading in Work and Organizational Psychology   | 10 | Master's thesis Project   | 26 |
| International Human Resource Management  | 5  |   |    |
| Negotiations in International and intercultural contexts   | 5  | Advanced Research Skills & Research Ethics                        | 4  |
| Research and Design  | 5  |   |    |
| Group Research Project   | 5  |   |    |

### Article 3.7 Entrance requirements research project

The Research Project cannot be started until at least 54 European Credits have been attained during the programme.

## Section 4 Assessment

### Article 4.1 Grades

A grade conversion table will be used (see below). Each mark obtained by a student at a Partner University will be converted to the grading systems of the Coordinating university that registers the grades of all students.

| Label        | Germany | Netherlands | Spain |
|--------------|---------|-------------|-------|
| Outstanding  | 1.0     | 10          | 10    |
| Very Good    | 1.0     | 9,5         | 9,5   |
| Very Good    | 1.3     | 9           | 9     |
| Good         | 1,7     | 8,5         | 8,5   |
| Good         | 2       | 8           | 8     |
| Good         | 2,3     | 7,5         | 7,5   |
| Good         |         |             | 7     |
| Satisfactory | 2,7     | 7           | 6,5   |
| Satisfactory | 3       | 6,5         | 6     |
| Satisfactory | 3,3     |             |       |
| Sufficient   | 3,7     | 6           | 5,5   |
| Sufficient   | 4       |             | 5     |

#### Article 4.2 Periods and frequency of exams

1. Exams can be taken twice a year, one regular exam and one re-sit, on dates determined by the Joint Board of Examiners.
2. In exceptional cases, the Joint Board of Examiners can decide that an exam can be taken at a time different to that set in accordance with the previous paragraph.
3. The maximum number of attempts allowed at each part of the examination is six.

#### Article 4.3 Form of the exams

1. In principle, the exams are written. 'Written exams' also include taking these exams by computer or group assignments. The examiner may decide that, because the number of students is small or because of the nature and content of a course, an exam will be oral or will include one or more written essays, which may or may not have to be explained orally. The examiner will announce any such decision no later than two weeks before the scheduled exam date.
2. Upon request, students with a disability may take exams in a manner, which accommodates their specific disability as much as possible. If necessary, the Joint Board of Examiners will obtain expert advice where necessary from the student advisor and/or the student dean before taking a decision in such matters.

#### Article 4.4 Research project

1. The Joint Board of Examiners determines the requirements regarding the nature and content of a Research project in the Research project regulations (in Appendix B).

2. In order to ensure that the Research project proceeds smoothly, further guidelines will be/are drawn up in a Research project Manual.
3. All partner universities present the topics for the research project that are available to the IJMRWOP students. Students can indicate preferences for certain research topics and the research project coordinators allocate students to the research projects. The student will be assigned a supervisor.

#### **Article 4.5 Master's thesis**

1. The format of the Master's thesis is that of a scientific article that can be submitted to a peer reviewed international journal. The thesis should demonstrate that the student is capable of collecting data and presenting results and has sufficient expertise to write a scientific article.
2. The student's supervisor and a second examiner grade the Master's thesis.

#### **Article 4.6 Determining and publishing results**

1. The respective examiner determines the norms for the exam of each part of the examination.
2. The examiner determines the result of a written exam within the locally determined number of working days (see Rules and Regulations) after the day on which the exam took place, and provides the education office of the Coordinating university with the information needed for publishing the result to the student.
3. When the result of a written exam is announced, it will be indicated on the student portal how the student can review the exam and file an appeal as referred to in the Rules and Regulations.
4. With respect to an exam that has been administered in a different way than in writing, the Joint Board of Examiners determines the way and period in which the result will be announced.

#### **Article 4.7 Right of review**

1. Within the locally determined number of working days (see Rules and Regulations) of the date on which the result of a written exam, including a computer-based exam, is announced, students may review their exam.
2. Within the period referred to in paragraph 1, interested students are allowed to review their own exam results and may, upon request, inspect the questions and assignments for a written exam and, if possible, the standards based on which the exam was assessed.

#### **Article 4.8 Proof of having passed courses**

The proof will be obtained after an examiner has declared that the requirements for that part of the examination have been complied with. A condition for obtaining proof of having passed a part is that the student has complied with the admission requirements for the relevant part of the examination. The Joint Board of Examiners can revoke the decision of the examiner if the admission requirements have not been complied with.

#### **Article 4.9 Period of validity**

1. As a rule, the period of validity of examination components is unlimited.
2. In exceptional cases, the Joint Board of Examiners can determine otherwise.

#### **Article 4.10 Retention period of exams**

1. The retention period of assignments, results and assessments of written exams is determined by the regulations of the university that offers the course/ assessment (see Rules and Regulations).
2. The diploma and the list of examination components will be saved by the Coordinating university for 50 years.

#### **Article 4.11 Exemptions**

The Joint Board of Examiners does not grant the student an exemption from taking an exam.

#### **Article 4.12 Grade Point Average (GPA)**

The Coordinating university receives all grades from the other Partner Universities. The grades will be converted and then processed in the administrative system of the Coordinating university.

1. A weighted average score (GPA) is calculated for all parts of the examination that are assessed on a ten-point scale. Scores will be weighted according to the number of course credits (see also article 3.6).
2. On a provisional transcript, the GPA can also include an insufficient grade.
3. On a provisional transcript, an exam that has not been taken will not be included in the GPA. In that case, the number of credits obtained will be reported in relation to the number of credits that could have been obtained in the form of a progress rate.

#### **Article 4.13 Fraud**

1. Fraud, including plagiarism, is understood as a student's act or failure to act that makes it partially or fully impossible to correctly assess the student's knowledge, insight and skills.
2. Plagiarism is understood as the presentation of one's own or other people's ideas or words without adequate reference to the source.
3. If the Joint Board of Examiners establishes that a student has committed fraud in an exam or exam component, it may impose suitable measures.
4. In serious cases of fraud, the Joint Board of Examiners can propose to the Consortium Board that the student(s) concerned be permanently deregistered from the programme.
5. The Rules and Regulations further detail what is understood as fraud and what measures can be imposed by the Joint Board of Examiners.

**Article 4.14 Invalid exam**

If an exam involves irregularities that make it impossible to accurately assess the student's knowledge, insight and/or skills, the Joint Board of Examiners may declare the exam invalid for both the student and a group of students.

**Article 4.15 Unsuitability (Judicium Abeundi)**

1. In exceptional circumstances and after carefully weighing the interests at stake, the Joint Board of Examiners, the Consortium Board, and the Dean/Faculty Board of the Coordinating university may request the Executive Board of the Coordinating university to terminate or deny a student's registration for a programme if, through the student's conduct or statements, the student shows that the student is unsuitable to practice one or more professions for which the programme the student is enrolled in, is training the student's for, or is unsuitable for the practical preparation for the profession. The Dean/ Faculty Board, the Joint Board of Examiners, the Consortium Board and the Executive Board will reach a decision in accordance with the Judicium 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, since Maastricht University is the Coordinating university at which the students register for their programme.
3. If a student is expelled from one of the Partner Universities, the student is also expelled from the IJMRWOP programme. The student does not have the possibility to continue the programme at another Partner University.

**Section 5 Examinations****Article 5.1 Examinations**

1. The Joint Board of Examiners determines the result of the examination and grants the diploma as meant in 5.3 as soon as the student has fulfilled all the requirements of the examination programme.
2. To pass the examination, the student must have passed all components as defined in article 3.6.
3. To pass the examination and receive the diploma, the student must also have been registered for the programme during the period that the exams were taken, the student was supervised, or work of the student was assessed.
4. A diploma may only be issued after it has been shown that the student has satisfied all the requirements, including paying the tuition fees.
5. The last day of the month in which the student fulfilled all the examination requirements will be considered the examination date (graduation date).

**Article 5.2 Degree**

The student who has passed the examination successfully will be awarded the degree of Master of Science and will receive the diploma associated with the IJMRWOP examination as proof of this.

### **Article 5.3 Diploma and statements**

1. As proof that the examination was successfully completed, the Joint Board of Examiners issues a diploma, after it has been stated that the procedural requirements for receiving the diploma have been met.
2. The diploma issued as a result of having passed the examination successfully will contain:
  - a. The name of the three universities;
  - b. The name of the study programme;
  - c. The degree awarded;
  - d. The date on which the programme was most recently accredited.
3. The diploma will be signed by the Chair of the Joint Board of Examiners and the representatives of the Consortium Board of the three universities involved.
4. The diploma is awarded in public, unless the Joint Board of Examiners decides otherwise, in special cases.
5. The diploma includes a list of the examination components.
6. An English diploma supplement will be issued with the diploma. This diploma supplement is in compliance with the agreed European standard format.
7. The Joint Board of Examiners can award the diploma with the qualification of 'With Distinction' in accordance with the Rules and Regulations for the IJMRWOP Examination.
8. Students who have passed more than one exam and who cannot be issued a diploma will, upon request, receive a statement of the Coordinating university issued by the Joint Board of Examiners, which at least indicates the exams that they passed.

### **Article 5.4 Right of appeal**

1. Students who wish to appeal against decisions regarding grades, European Credits, or other procedures regarding education and examination can do so according to the local regulations of the university, where the concerned course was taken. Regulations for appeals per university are stated in the Rules and Regulations.
2. Students cannot appeal to decisions made by one university with the aid of another university's regulations.
3. It is not possible to appeal twice using a different set of local regulations.
4. Students can appeal against decisions of the Joint Board of Admissions at the Board of Appeal of the Coordinating university.

## **Section 6 Provisions for disabled students**

### **Article 6.1 Provisions for disabled students**

Physically or sensorial disabled students are offered the opportunity to take the examinations in a manner adapted as far as possible to their individual handicap. A request for granting special provisions should be submitted to the Joint Board

of Examiners. However, these provisions may not influence the quality or level of difficulty of an examination. Local coordinators are responsible for providing assistance.

## Section 7 Study guidance

### Article 7.1 Study progress administration

The students' individual study results are recorded and made available through My UM.

### Article 7.2 Study guidance

1. The partner universities will provide for the introduction and study guidance for students registered for the programme.
2. The study guidance includes:
  - assignment of a tutor/study advisor;
  - offering referrals and help if the student experiences problems during the study.

## Section 8 Transitional and concluding conditions

### Article 8.1 Amendments

1. Amendments to these regulations will be determined by special decision of the Joint Board of Examiners following a recommendation of the Consortium Board.
2. No amendments will be made that are applicable to the current academic year, unless the interests of the students are, within reason, not prejudiced thereby.
3. Furthermore, an amendment cannot be to the detriment of students by affecting any other decision that had been taken by the Joint Board of Examiners on the basis of the original regulations.

### Article 8.2 Publication

1. The Joint Board of Examiners sees to the proper publication of this regulation, of the Rules and Regulations that have been determined by the Joint Board of Examiners, and also of any changes in these, by, for example, placing a notice on the student portal.
2. Interested persons can obtain a copy of the documents referred to in paragraph 1 from the Joint Board of Examiners.

### Article 8.3 Evaluation

The Consortium 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 student workload – the amount of time students need to complete their duties as set out therein.

### Article 8.4 Unforeseen cases/hardship clause

1. The Joint Board of Examiners decides in cases that have not been foreseen by

these Regulations.

2. The Joint Board of Examiners has the right to deviate from these regulations, in individual cases, if a strict adherence will, in their opinion, result in an unfair outcome for the individual, in view of the special circumstances.

**Article 8.5 Date of taking effect**

This regulation will come into force as of 1 September 2019 and will be effective for the 2019/2020 academic year.

Adopted by the Faculty Board on 21 May 2019.

## 2. Rules and Regulations for the Examination

### Article 1 Applicability of the regulations

These regulations are applicable to the curriculum and examinations of the International Joint Master of Research in Work and Organizational Psychology (IJMRWOP) programme, offered by the IJMRWOP Consortium, consisting of Maastricht University, Leuphana University, and the University of Valencia. Joint Education and Examination Regulations have been established for this programme. The Joint Board of Examiners will decide on all situations for which the general and the additional provisions do not provide.

### Article 2 Relation between local and the Joint Board of Examiners

The Joint Board of Examiners consists of one representative from each of the three Partner Universities. The representative in the Joint Board of Examiners is closely collaborating with the local Board of Examiners or a member of the local Board of Examiners. The three representatives of the Joint Board of Examiners are responsible for the grades according to local regulations and laws.

### Article 3 Determining and publishing results

|                        |   |
|------------------------|---|
| Maastricht University  | <p>The Joint Board of Examiners determines the norms for the exam of each part of the examination.</p> <p>The examiner determines the result of a written exam within 15 working days after the day on which the exam took place, and provides the education office with the information needed for publishing the result to the student.</p> <p>When the result of a written exam is announced, it will be indicated on Student Portal/ AskPsy how the student can review the exam and file an appeal as referred to in article 4.</p> <p>With respect to an exam that has been administered in a different way than in writing, the Joint Board of Examiners determines the way and period in which the result will be announced.</p> |
| Leuphana University    | <p>The Joint Board of Examiners determines the norms for the exam of each part of the examination.</p> <p>The examiner determines the result of a written exam within 30 days after the day on which the exam took place, and provides the education office with the information needed for publishing the result to the student.</p> <p>When the result of a written exam is announced, it will be indicated on myStudy / QIS how the student can review the exam and file an appeal as referred to in article 4.</p> <p>With respect to an exam that has been administered in a different way than in writing, the Joint Board of Examiners determines the way and period in which the result will be announced.</p>                  |
| University of Valencia | <p>The Joint Board of Examiners determines the norms for the exam of each part of the examination.</p> <p>The examiner determines the result of a written exam within 15 working days after the day on which the exam took place, and provides the education office with the information needed for publishing the result to the student.</p> <p>When the result of a written exam is announced, it will be indicated on Aula Virtual how the student can review the exam and file an appeal as referred to in article 4.</p> <p>With respect to an exam that has been administered in a different way than in writing, the Joint Board of Examiners determines the way and period in which the result will be announced.</p>           |

#### Article 4 Right of review

|                        |   |
|------------------------|---|
| Maastricht University  | <p>Within 10 working days of the date on which the result of a written exam, including a computer-based exam, is announced, students may review their exam.</p> <p>Within 10 working days, interested students are allowed to review their own exam results and may, upon request, inspect the questions and assignments for a written exam and, if possible, the standards based on which the exam was assessed.</p> |
| Leuphana University    | <p>Within one month of the date on which the result of a written exam, including a computer-based exam, is announced, students may review their exam.</p> <p>Within one month, interested students are allowed to review their own exam results and may, upon a written request, inspect the questions and assignments for a written exam and, if possible, the standards based on which the exam was assessed.</p>   |
| University of Valencia | <p>Within 15 working days of the date on which the result of a written exam, including a computer-based exam, is announced, students may review their exam.</p> <p>Within 15 working days, interested students are allowed to review their own exam results and may, upon request, inspect the questions and assignments for a written exam and, if possible, the standards based on which the exam was assessed.</p> |

#### Article 5 Retention period of exams

|                        |  |
|------------------------|--|
| Maastricht University  | <p>Assignments, results and assessments of written exams will be saved 2 years after the exam results have been determined.</p> <p>Theses and the assessment of theses will be saved at least 7 years after the thesis has been assessed.</p> <p>The diploma and the list of examination components will be saved for 50 years.</p>                                |
| Leuphana University    | <p>Assignments, results and assessments of written exams will be saved 3 years after the exam results have been determined.</p> <p>Theses and the assessment of theses will be saved at least 3 years after the thesis has been assessed.</p> <p>The diploma and the list of examination components will be saved by the Coordinating university for 50 years.</p> |
| University of Valencia | <p>Assignments, results and assessments of written exams will be saved 2 years after the exam results have been determined.</p> <p>Theses and the assessment of theses will be saved at least 7 years after the thesis has been assessed.</p> <p>The diploma and the list of examination components will be saved for 50 years.</p>                                |

#### Article 6 Right of appeal

|                       |  |
|-----------------------|--|
| Maastricht University | <p>Within 6 weeks after a decision has been announced by an examiner or the Joint Board of Examiners, a person concerned can file an appeal against this decision with the Complaint Service Point of the UM. The appeal needs to be signed and dated and needs to bear the name and address of the petitioner, as well as the grounds for appeal and, if possible, a copy of the decision against which the appeal is lodged.</p> |
| Leuphana University   | <p>Within 4 weeks after a decision has been announced by an examiner or the Joint Board of Examiners, a person concerned can file an appeal against this decision with the Complaint Service Point of the UM. The appeal needs to be signed and dated and needs to bear the name and address of the petitioner, as well as the grounds for appeal and, if possible, a copy of the decision against which the appeal is lodged.</p> |

|                        |   |
|------------------------|---|
| University of Valencia | Within 5 days after a decision has been announced by an examiner or the Joint Board of Examiners, a person concerned can file an appeal against this decision with the Office of the Dean of IDOCAL. The appeal needs to be signed and dated and needs to bear the name and address of the petitioner, as well as the grounds for appeal and, if possible, a copy of the decision against which the appeal is lodged. |
|------------------------|---|

### **Article 7 Degree completion “With Distinction”**

Degree completion “With Distinction” is attached to the examination, if each of the following requirements has been met:

1. A weighted grade point average (GPA) of at least 8.50 for all parts of the examination that are assessed on a ten-point scale. Furthermore, all assessments must be passed on the first attempt.
2. Weighting of course grades occurs according to the credits obtained in each course.
3. Master’s thesis project: a score of at least 8.0.
4. All courses need to be passed within two years after the student started the programme. The Joint Board of Examiners can, in exceptional circumstances, deviate from this.

### **Article 8 Re-sits**

The following re-sit arrangements apply to students who in the first instance have not passed a part of the Master’s examination.

1. **Core courses:** A student who failed a course assessment will get one opportunity to re-sit that exam per academic year. In the case of a re-sit, the highest grade counts.
2. **Workshops, Skills Training, and Colloquia:** Students who failed an assignment or a task will have to complete a re-sit in the same academic year.
3. **Papers:** There will be one chance to redo papers (including the Master’s thesis) per academic year. This will consist of rewriting the relevant paper. A paper can be rewritten only when it has been turned in before the deadline and a serious attempt has been made, but has failed.
4. The maximum number of attempts allowed at each part of the examination is six.

### **Article 9 Fraud, including plagiarism and fabricating and/or falsifying survey or interview answers or research data**

1. The Joint Board of Examiners may impose one of the disciplinary measures set down in paragraph 5 of this article if it establishes that a student, in any exam or exam component:
  - a. has had any unauthorised aids/devices at the student’s disposal, or has used unauthorised aids and/or (communication) devices as mentioned in the rules of Procedures for Exams.
  - b. has communicated or tried to communicate with another student, either verbally or through gesture, without permission from an invigilator, examiner, or Joint Board of Examiners member;

- c. has copied or attempted to copy from another student, or has provided the opportunity to copy;
  - d. has posed as someone else or let someone else pose as from the student's;
  - e. has deliberately misled or at least attempted to mislead, provided the opportunity to mislead an invigilator, an examiner, a corrector or the Joint Board of Examiners with respect to the exam.
2. The Board of Examiners may impose one of the disciplinary measures set down in paragraph 5 of this article if it establishes that a student has committed plagiarism in any exam, part or component, including:
  - a. using or copying the student's personal or other people's texts, data, ideas or thoughts without adequate reference to the source;
  - b. presenting the structure or central body of thought from others without adequate reference to the source and thus passing it off as the student's own;
  - c. not clearly indicating in the text, for example via quotation marks or a certain layout, that verbatim or nearly verbatim quotes have been used;
  - d. paraphrasing the content of the student's own or other people's texts without adequate reference to the source;
  - e. copying video, audio or exam material, software and programme codes from others without adequate reference to the source and thus passing it off as the student's own;
  - f. copying work from other students and thus passing it off as the student's own;
  - g. submitting work or assignments acquired from or written by a third party (whether or not for payment) and thus passing them off as the student's own.
3. The Joint Board of Examiners may impose one of the disciplinary measures set down in paragraph 5 of this article if it establishes that a student has fabricated and/or falsified survey or interview answers or research data.
4. If the Joint Board of Examiners establishes that a student has committed fraud in any other way in any exam or exam component, it can impose a measure set down in paragraph 6.
5. In the cases referred to in paragraphs 1, 2, 3, and 4 the Joint Board of Examiners can declare the results of the relevant exam or part in question invalid, as well as impose the following disciplinary measures: - a reprimand; - exclusion from participation or further participation in one or more exams in the programme for a period of at most one year.
6. In serious cases of fraud, the Joint Board of Examiners can propose to Executive Board of the Coordinating university that the student(s) concerned be permanently deregistered from the programme.
7. Before the Joint Board of Examiners imposes an appropriate disciplinary measure, or makes a proposal to the Executive Board, the student in question is given the opportunity to be heard.
8. If fraud is established, this is included in the student's dossier.

9. If, after investigation, it is ultimately determined that the student concerned did not commit fraud, the names will be removed from the correspondence about the alleged fraud and the correspondence will not be included in the student's dossier.

**Article 10 Implementation and date of taking effect**

1. The Joint Board of Examiners makes decisions in all cases that have not been foreseen by the Rules and Regulations.
2. These Rules and Regulations take effect in the academic year 2019/2020.

Thus enacted by the Joint Board of Examiners at its meeting of 21 May 2019.

### 3. Appendix to Rules and Regulations for the Examination

#### Appendix A Regulations for the Master's thesis project

##### Article 1 Preparing Master's thesis project

1. The Master's thesis project is preceded by the course Preparing of the Master's thesis project in semester 3. During this course, students write and finalize their research proposal for their Master's thesis project.

##### Article 2 Research proposal

1. A research proposal is an independently written proposal concerning research that the student intends to conduct during the student's research project.
2. The research proposal consists of the following parts:
  - a brief theoretical background of the research;
  - the question posed by the research;
  - a description of the research plan;
  - a description of the research methods that will be applied;
  - a description of the techniques that will be used for processing and analysing the data;
  - a timetable.
3. Guidelines for the format and length of the research proposal can be found in the Research Project Manual that will be distributed during the course Preparing Master's thesis project in semester 3.
4. The assessment is done by two supervisors. If the research project is done at one of the Partner Universities, the supervisors will be two senior staff members from different Partner Universities. In case of a research project executed outside the university, the student will be supervised by an external supervisor and a supervisor from one of the Partner Universities.
5. The research proposal will be assessed as part of the course Preparing Master's thesis project in semester 3.
6. Before the student can commence research activities, formal permission for the study must have been obtained from the Ethics Review Committee Psychology and Neuroscience (ERCPN) at Maastricht University.

##### Article 3 Master's thesis project

1. A student is required to do a Master's thesis project at the conclusion of the student's study programme. The Master's thesis project consists of two parts, the research project itself (i.e., doing the research) and writing the Master's thesis. The Master's thesis project is assessed on several criteria. The final grade for the Master's thesis project, based on these criteria, needs to be at least sufficient. The grading of the Master's thesis project consists of the scores given by the first and second assessor after conversion. The first assessor gives a score for the Master's thesis and for the practical part, i.e., the research project. The second assessor only gives a score for the Master's thesis. 75% of the final grade of the Master's

thesis project is determined by the grade for the Master's thesis (see article 5) and 25% is determined by the grade for the research project (see article 4).

#### **Article 4 Research project**

1. The student must notify the Education Office about the research project at least one month before the start of the research project by means of a research project notification form. The Joint Board of Examiners checks whether the student has complied with the requirements in article 3.7 of the Education and Examination Regulations.
2. A research project agreement is drawn up, in which a number of arrangements are set out between the institution where the project takes place, the supervisor from the university and the student. A copy of this agreement is sent to the Education Office at least one month before the research project starts.
3. The student will be supervised during the research project by a first and a second supervisor. The two supervisors may either be from different Partner Universities or from one of the Partner Universities and an external institution where the project takes place (external supervisor). The task of the supervisor from the Partner Universities and/or the external supervisor consists of advising the student in matters of content with respect to the research project activities and the reporting of these in a Master's thesis (see article 3). In addition, the supervisor from one of the Partner Universities is the contact person for the institution where the project takes place, in case the project is conducted at an external institution, according to the rules of the local universities.
4. The final grade for the of the research project needs to be at least sufficient (cf. article 4.1).

#### **Article 5 Master's thesis**

1. A Master's thesis is an independently written report of the research that has been conducted during the research project.
2. The Master's thesis is an individually written piece of work.
3. Guidelines for the format and length of the Master's thesis can be found in the Research Project Manual.
4. The student needs to send the final version of the Master's thesis to an e-mail address that is published on the Student Portal. The student needs to send this final version of the Master's thesis also to both Master's thesis project supervisors. Assessment forms have to be filled in and signed by both supervisors, and have to be sent back to the Education Office within 20 working days. The Education Office keeps the electronic version of the Master's thesis for filing.
5. The Master's thesis is graded by averaging the scores given by the first and the second assessor. If the grades differ by more than one grade point or if one of the supervisors gives a fail grade, both have to discuss the grading and come to an agreement.
6. If the Master's thesis is awarded insufficient grades by both supervisors, the Regulation for Re-sit of Papers, Article 8 of the Rules and Regulations of the study programme apply.

