Master of Science Programme
Public Policy and Human Development

Education and examination regulations (EER)

September 2019 – August 2020
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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 2019 for the 2019/20 academic year.

Article 1.2  Definitions

In these regulations, the following definitions apply:

a. academic year: the period from 1 September of a calendar year up to and including 31 August of the following calendar year;

b. 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;

c. Board of Admissions: the board responsible for judging the admissibility of the candidate to the programme;

d. Board of Examiners: the Programme Committee referred to in Article 7.12 of the Act;

e. component: a study unit of the programme within the meaning of the Act;

f. course manual: the programme guide, which include further details about programme-specific provisions

g. course examination: a component of the examination as referred to in Article 7.10 of the Act;

h. credit: a unit expressed in ECTS credits, with one credit equalling approx. 28 hours of study;

i. 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;

j. exam [tentamen]: see course examination;

k. examination [examen]: see final examination;

l. examiner: the person designated by the Board of Examiners to administer exams and to determine the results of such exams;

m. 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;

n. Faculty Board: the Faculty Board referred to in Article 9.12 of the Act;

o. final examination: the examination for the degree programme;

p. module: an educational component of the programme, such as a course, practical training or a written paper, as referred to in art. 3.6;

q. Office of Student Affairs: a team of administrative staff providing services relating to admission, enrolment, education; and general assistance;

r. participant: a person who is registered at the university for education and/or to take exams and the examination of the programme;

s. 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;

r. programme: the master’s programme referred to in Article 1.1 of these regulations, consisting of a coherent whole of study units;

u. Programme Committee [opleidingscommissie]: the representation and advisory board as defined in Art. 9.18 of the Act;

v. 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;

w. student portal: the electronic learning environment of Maastricht University;
x. study advisor: a staff member keeping a comprehensive overview, support, and contact with students before, during, and after graduation;
y. 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;
z. 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;

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 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 may be issued 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. In addition to the requirements mentioned in subsection 1, the following specific requirements apply:
   a. basic knowledge of mathematics and statistics as evidenced by prior education, and/or;
   b. basic knowledge of economics, political sciences, and/or law as evidenced by prior education;
   c. a letter of motivation;
   d. an essay on a topic prescribed by the Board of Admissions; and
   e. two letters of recommendation by current/former instructors, employers, or line managers.

Article 2.3 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 7.0.
b. The requirement referred to under (a) is met if the person concerned has obtained one of the following diplomas or certificates:
   o a completed bachelor’s or master’s study programme where the language of instruction is English;
   o an International or European Baccalaureate, a US high school diploma, or UK GCE A-levels, or
   o Can demonstrate sufficient proficiency in English, for example through English-taught courses, internships, or work experience in an English environment, or
   o can submit one of the following language test certificates:
     ▪ IELTS (score of at least 7.0)
     ▪ TOEFL Paper-based test (600)
     ▪ TOEFL Internet test (score of at least 100)
     ▪ TOEIC listening and reading (780) and speaking and writing (350)
     ▪ Cambridge [Advanced (CAE) Grade C (scale 185 and above), First Certificate in English (FCE) Grade A (score of at least 185 and above)]
     ▪ or similar accredited certification

The Board of Admissions can reject an application or set additional requirements if there are reasonable doubts about the English language proficiency of the applicant.

Article 2.4 Limited capacity

Not applicable

Article 2.5 Board of Admissions

1. The Board of Admissions for the programme is responsible for assessing eligibility for admission and issuing the letter of acceptance to the programme. The Board of Admissions consists of:
   - a member who acts as Chair, appointed from among academic staff who are responsible for the programme curriculum;
   - two to three members appointed from the other academic staff.
2. A member of the Office of Student Affairs for the programme in reference 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 related to human development 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
   - Governance of Innovation
   - Migration Studies
   - Regional Integration & Multi-level Governance
   - Risk & Vulnerability
   - Social Entrepreneurship and Public Policy
   - 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. The justification of English as a language of instruction is referred to in Appendix A.

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. It is assumed that information disseminated via e-mail, the digital learning environment, or the website is known by the participants.
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 requires personal attendance (i.e. physical presence) for all components defined under Art. 3.6, except the Master Thesis, unless explicitly noted or exempted within an individual course manual or by decision of the relevant body, namely the Board of Examiners.

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
   - one of the pre-approved elective tracks consisting of 4 subjects from two or more specializations, 4 ECTS each.

![Figure 1: Distribution of workload across the four components; each ■ represents 1 credit (approx. 28 study hours)](image)
- ■ core; ■ research/analysis skills; ■ specialization; ■ thesis

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 pursues a double degree programme offered by Maastricht University and the United Nations University. 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.

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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 those items listed in Art. 5.6.

2. Master thesis:
   - Attendance and participation in thesis tutorials and proposal presentations
   - 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
   - If applicable: deposit of data, code, and instructions for replication
   - Public defence of the written thesis

The thesis regulations provide students with information about the assessment provisions and assessment weights.
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 3.5.
2. The education is given in the form of classes, study or tutorial 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 request a course change to the Board of Examiners through MyUM at least four weeks prior to the start of the course the request relates to. 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 participation
1. Each participant should attend and participate actively in the courses for which he/she has registered. Moreover, examiners specify attendance requirements to 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 attendance and participation.
3. In exceptional cases, the Board of Examiners may, at the participant’s request, exempt the participant from the obligation to attend and participate. The Board of Examiners assess if the examination and evaluation of the envisaged skills may still 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 states the learning objectives the participant must achieve in order to pass the course and the criteria against which the participant is assessed.
3. The Rules and regulations (Appendix B) and the Rules of Procedure for Examinations of UM (Appendix C) describe the assessment procedure.

Article 5.2 Grades
1. Grades are awarded on a scale of 1 to 10, where 1 is the lowest grade and 10 the highest grade. Final grades (i.e. the weighted average of partial grades of a course) are awarded up to at most one decimal place. Partial grades (i.e. grades assigned to individual assessment components of a course) are never rounded.
2. The participant must receive a final grade of 5.5 or higher prior to rounding to pass the course.
3. Participants are eligible for a resit only when the final grade is below 5.5. Participants only resit the components that they have not passed, unless the examiner decides to offer one combined resit for all components and states so in the course manual.
4. The highest result attained determines the final grade.
5. Partial grades for unsuccessfully completed courses cannot be transferred to another academic year. Therefore, after the academic year, participants need to resit all components.
6. A “No Grade” is assigned when there is inability to determine a grade.
7. The grading scale from 1 to 10, is to be interpreted as below.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.0</td>
<td>Outstanding</td>
</tr>
<tr>
<td>9.0</td>
<td>Very Good</td>
</tr>
<tr>
<td>8.0</td>
<td>Good</td>
</tr>
<tr>
<td>7.0</td>
<td>More than satisfactory</td>
</tr>
<tr>
<td>6.0</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>5.5</td>
<td>Pass</td>
</tr>
<tr>
<td>5.0</td>
<td>Almost satisfactory</td>
</tr>
<tr>
<td>4.0</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>3.0</td>
<td>Very unsatisfactory</td>
</tr>
<tr>
<td>2.0</td>
<td>Poor</td>
</tr>
<tr>
<td>1.0</td>
<td>Very poor</td>
</tr>
</tbody>
</table>

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. In exceptional cases, the Board of Examiners may decide that an exam is taken at another time or in another location.
3. 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 who are eligible for a resit (i.e. whose final cumulative course grade is below 5.5) are entitled to resit each part that they have not yet passed.
4. If a master thesis is deemed insufficient, participants may be offered the chance to resubmit a revised version within three (3) months. If the revised version results again in an insufficient grade, or if the student fails to hand-in and defend a revision within three (3) months, the student should write a Master’s thesis on a new subject, unless exceptional circumstances are acknowledged by the Board of Examiners.
Article 5.5   Registration for exams

1. Participants are automatically registered for the first sit of the exam for each of their courses.
2. Participants have to register for the resit in a timely manner.
3. Participants may participate in a resit if they have not yet passed the component in question.

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:
   - Attendance and participation
   - Oral assignment
   - Written assignment, including computer-based assignments
   - Submission of data or analyses, including computer-based analysis
   - Performance of practical analytical tasks, including programming, coding, data
   - 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 is possible by the university. 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 making a decision in such matters.

Article 5.7   Oral assignments

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.
4. Examiners of an oral exam should record answers in a way that would enable the inspection of the grade.

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 a lack of 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.
   - This extra-ordinary repeat examination can only be requested once per student.

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.
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, Appendix B.
2. For non-oral course examination, the examiner determines the result within 15 working days of the date on which it was taken and provides the Office of Student Affairs with the necessary information to apprise the participant of the result.
3. For oral course examination, the examiner determines the result 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 that 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 subsection one.

Article 5.13 Period of validity

1. Exams that have been passed are valid for an unlimited period. However, 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 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 subsection 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 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’, is defined here as actions or omissions by a participant that 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’ is defined here as 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 (Appendix B) 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 Examiners or the dean/Faculty Board may ask the UM’s Executive Board to terminate or, as the case may be, refuse the enrolment of a participant in a programme if that participant, through his/her behaviour or opinions ventured, has demonstrated unsuitability for the practice of one or more professions for which the participant is trained by the programme, or, as the case may be, for the practical preparation for the practice of the profession. The dean/Faculty Board, the Board of Examiners, and the UM’s 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, unless otherwise requested by the participant and approved by the Board of Examiners as per Article 6.1.7.
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 within 10 working days after 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 - if the participant 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 in other circumstances and when compelling reasons are provided by the participant.

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 valid reasons, ask the Board of Examiners to postpone the issuing of the certificate 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 grade 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 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, 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 may include:
   - providing access to a study advisor;
   - providing access to an academic advisor and/or mentor;
   - 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 to 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 made 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 subsection one 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 the amount of time participants need to complete their duties as set out therein for the purpose of monitoring and, if necessary, adapting the workload.

Article 8.3  Unforeseen cases/safety net scheme
1. In cases not covered or not clearly covered by these regulations, decisions are made 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 2019 and will apply to the academic year 2019/20.

Adopted by the Faculty Board on 19 June 2019.
APPENDIX A  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.

Given 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. English as the language of instruction and examination 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 having 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 hail from Argentina, Germany, Italy, Jordan, Kenya, the Netherlands, Poland, Russia, Switzerland, Turkey, and the United States of America, with several dozen countries represented among the group of instructors.
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 is a key UN language. Students must be able to grasp and express nuances in English to navigate complex subject matter in cross-cultural, international work environments.
PART 1: General Provisions

Applicability of the rules
Definitions
Tasks of the Board of Examiners
Appointment and composition of the Board of Examiners-SMM
Working method of the Board of Examiners
Examiners
Amendments
Unforeseen cases/safety net scheme (Hardship clause; EER Article 8.3)
Execution and date of commencement

PART 2: Elaboration of specific articles from the EER

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No grade
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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 student 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 School of Business and Economics (SBE) 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 (UM) and the United Nations University (UNU). 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 rules and regulations 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.

Table 1: Executing Entity per Course

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course Code</th>
<th>Course Type</th>
<th>Executing Entity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Policy</td>
<td>MPP4301</td>
<td>Core</td>
<td>UNU</td>
</tr>
<tr>
<td>Public Economics</td>
<td>MPP4302</td>
<td>Core</td>
<td>UNU</td>
</tr>
<tr>
<td>Public Policy Analysis</td>
<td>MPP4504</td>
<td>Core</td>
<td>UM</td>
</tr>
<tr>
<td>Introductory Data Science and Statistics</td>
<td>SKL4102</td>
<td></td>
<td>UM</td>
</tr>
<tr>
<td>Regression Analysis I</td>
<td>SKL4103</td>
<td>Core</td>
<td>UNU</td>
</tr>
<tr>
<td>Regression Analysis II</td>
<td>SKL4203</td>
<td>Core</td>
<td>UNU</td>
</tr>
<tr>
<td>Research Design</td>
<td>SKL4403</td>
<td>Core</td>
<td>UM</td>
</tr>
<tr>
<td>Master Thesis</td>
<td>MTH4911</td>
<td>Core</td>
<td>UM</td>
</tr>
<tr>
<td>International Trade: Theory, Policy, Environment and Development</td>
<td>FPD4105</td>
<td>Specialisation: Foreign Policy &amp; Development</td>
<td>UNU</td>
</tr>
<tr>
<td>The Law and Policy of the World Trade Organization</td>
<td>GTD4206</td>
<td>Specialisation: Foreign Policy &amp; Development</td>
<td>UM</td>
</tr>
</tbody>
</table>

\(^1\) Note that the Board of Examiners-SMM represents three master programmes: 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.
<table>
<thead>
<tr>
<th>Course Title</th>
<th>Code</th>
<th>Specialisation</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FPD4408</td>
<td>Specialisation: Foreign Policy &amp; Development</td>
<td>UM</td>
</tr>
<tr>
<td>Innovation &amp; Innovation Policy from a System Perspective</td>
<td>GID4105</td>
<td>Specialisation: Governance of Innovation</td>
<td>UNU</td>
</tr>
<tr>
<td>Local Knowledge, Systems and Policy Managing the 4th Industrial Revolution</td>
<td>GID4206</td>
<td>Specialisation: Governance of Innovation</td>
<td>UNU</td>
</tr>
<tr>
<td></td>
<td>GID4307</td>
<td>Specialisation: Governance of Innovation</td>
<td>UNU</td>
</tr>
<tr>
<td></td>
<td>GID4408</td>
<td>Specialisation: Governance of Innovation</td>
<td>UNU</td>
</tr>
<tr>
<td>Introduction to Migration Studies</td>
<td>MGR4105</td>
<td>Specialisation: Migration Studies</td>
<td>UM</td>
</tr>
<tr>
<td>Migration and Remittance Effects</td>
<td>MGR4206</td>
<td>Specialisation: Migration Studies</td>
<td>UM</td>
</tr>
<tr>
<td>Data Collection and Analysis for Migration Studies</td>
<td>MGR4307</td>
<td>Specialisation: Migration Studies</td>
<td>UM</td>
</tr>
<tr>
<td>Comparative Migration Policy</td>
<td>MGR4408</td>
<td>Specialisation: Migration Studies</td>
<td>UM</td>
</tr>
<tr>
<td>Introduction to Regions</td>
<td>RIG4105</td>
<td>Specialisation: Regional Integration &amp; Multi-level Governance</td>
<td>UNU</td>
</tr>
<tr>
<td>Comparative Regionalism</td>
<td>RIG4206</td>
<td>Specialisation: Regional Integration &amp; Multi-level Governance</td>
<td>UNU</td>
</tr>
<tr>
<td>Regionalism and Multi-Level Governance</td>
<td>RIG4307</td>
<td>Specialisation: Regional Integration &amp; Multi-level Governance</td>
<td>UNU</td>
</tr>
<tr>
<td>Global Policy Challenges in Comparative Regionalism</td>
<td>RIG4409</td>
<td>Specialisation: Regional Integration &amp; Multi-level Governance</td>
<td>UNU</td>
</tr>
<tr>
<td>Risk and Vulnerability Assessment</td>
<td>RSK4105</td>
<td>Specialisation: Risk &amp; Vulnerability</td>
<td>UNU</td>
</tr>
<tr>
<td>Building Resilience and Adaptive Governance</td>
<td>RSK4206</td>
<td>Specialisation: Risk &amp; Vulnerability</td>
<td>UNU</td>
</tr>
<tr>
<td>Risk Management in Crisis Situations</td>
<td>RSK4307</td>
<td>Specialisation: Risk &amp; Vulnerability</td>
<td>UM</td>
</tr>
<tr>
<td>Behavioral Insights for Policy Design in Risky and Vulnerable Situations</td>
<td>RSK4409</td>
<td>Specialisation: Risk &amp; Vulnerability</td>
<td>UM</td>
</tr>
<tr>
<td>The Global Social Challenge: Beyond Poverty and Inequality</td>
<td>SPP4205</td>
<td>Specialisation: Social Protection Policy</td>
<td>UM</td>
</tr>
<tr>
<td>Understanding Social Protection</td>
<td>SPP4206</td>
<td>Specialisation: Social Protection Policy</td>
<td>UM</td>
</tr>
<tr>
<td>Financing Social Protection</td>
<td>SPF4105</td>
<td>Specialisation: Social Protection Policy</td>
<td>UM</td>
</tr>
<tr>
<td>Introduction to Social Entrepreneurship</td>
<td>SOE4105</td>
<td>Specialisation: Social Entrepreneurship &amp; Public Policy</td>
<td>UNU</td>
</tr>
<tr>
<td>The Social Entrepreneurship/Public Policy Nexus</td>
<td>SOE4206</td>
<td>Specialisation: Social Entrepreneurship &amp; Public Policy</td>
<td>UNU</td>
</tr>
<tr>
<td>Leveraging Social Entrepreneurship with Science, Technology and Innovation</td>
<td>SOE4307</td>
<td>Specialisation: Social Entrepreneurship &amp; Public Policy</td>
<td>UM</td>
</tr>
<tr>
<td>Solution Design and Policy Communication to Address Societal Challenges</td>
<td>SOE4408</td>
<td>Specialisation: Social Entrepreneurship &amp; Public Policy</td>
<td>UNU</td>
</tr>
</tbody>
</table>
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 Secretaries representing the degree programmes.

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 Examiners-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 (e.g., 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, including maintenance of communication channels (e.g., email, office visits).
7. The Board of Examiners-SMM makes decisions on complaints, requests, and other matters that it deems appropriate and as per the guidance of the WHW. Decisions are preferably made by the full body and based on 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, course change requests, extension validity of grades) 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. Examiners may delegate execution of assessment-related tasks (e.g., grading of assessments) to other staff (e.g., tutors) but remain responsible for the quality execution of assessment tasks.

6. Examiners provide the Board of Examiners-SMM with information on the assessment of the module by means of the Assessment and Grading Plan. This information should be provided 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 course 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 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.

9. Termination of an examiner’s appointment will be supported by documentation of the examiner’s performance and response to previously-communicated concerns related to his/her capacity to execute the tasks delegated to an examiner in the letter of appointment.

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.

Unforeseen cases/safety net scheme (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 2019 and stay in force for the academic year 2019-2020, up to and including 31 August 2020.
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

Specialisation choice and elective track registration

Students must request registration and obtain permission to attend specialisation courses offered in the spring semester. Students who register for four courses that belong to the same specialisation are automatically approved for such registration except under exceptional circumstances. Students who register for four courses that are from two or more specialisations are considered to follow a “free elective” track.

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.

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. If a student wishes to change the specialisation courses in which s/he enrolled after the initial specialisation track choice is made, the Board of Examiners will consider if the resulting elective track composition fulfils the requirements listed above.

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. Additionally, to be eligible for a concurrent course registration, a student may not have failed any previous course. 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 at least four weeks prior to the start of the concerned course. The Office of Student Affairs will consider the request in view of course capacity. Students who are allowed to audit a course are not entitled to complete course assessments nor to receive a certificate of completion. They are entitled to request a certificate of attendance.

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 consequences for the concerned student. Requests will be evaluated in consultation with the appointed examiner of the concerned course and the programme director. Such requests will be considered in line with the student’s capacity to demonstrate mastery of the examined content on both course and programme level through an alternative assessment form. The request will also be judged for its implications on the performance and demonstrated mastery of course content of other students in the concerned course. If a student’s request to have the attendance or best-efforts obligation waived is granted, and if the decision of the Board of Examiners indicates that assessed components related to attendance of physical presence may be replaced or otherwise accommodated, it is the student’s responsibility to make alternative arrangements to replace missed components.

Article 5.2 Grades

Grades 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. For more information see MPP Thesis Regulations.

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 or attend an exam without prior notice, 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. At least five working days before the planned exam date, 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. The focal point must act as an invigilator and agree to supervise the exam as per the standards communicated within the rules of procedure for examinations. 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.

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

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

VALID

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. Students must contact the https://www.maastrichtuniversity.nl/support/during-your-studies/studying-disability/applying-support-studying-disability to discuss needed (exam) facilitation. 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 the requested accommodation. 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 secretaries of the Board of Examiners-SMM ensure 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, and;
- the student has not previously been granted an exceptional additional resit opportunity in the same academic year.

When such a request is approved and an examiner agrees to facilitate the additional examination, the exam may be held within three months of the next regularly-scheduled exam was planned for three months or more in the future. Students may request an exceptional assessment opportunity once per academic year.

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, shared with examiners 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 the Education and Examination Regulations Article 6.6.

**Article 5.15 Exemption**

A student may request to be exempted from a course based on demonstrated previous  
mastery of the course content as per paragraphs 1-6. A request for a course exemption  
must be made at least four weeks prior to the start of the concerned course, with the  
exception of courses falling in course period 1a. Requests made after this point will not be  
considered.

Students are encouraged to review course materials before requesting an exemption, as  
they should understand similarities in content between the upcoming course and a  
previously-completed course. If the course manual for the course is not yet published,  
students may contact the office of student affairs and/or the course coordinator for  
previously-published course materials and for guidance on the course content.

If a student decides to submit an exemption request, s/he should be prepared to share the  
course manual of the previously-completed course and a transcript demonstrating the marks  
achieved on the previous course with the Board of Examiners-SMM.

**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 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 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 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 (see → EER Article 6.1.7). The postponement request must be made within 10 days of the final assessment’s submission, 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 deregister from the programme.
**Article 6.3 Certificate and statements**

*Statement of completion*

Students who do not complete the full MPPHD programme (through completion of the requisite 60 ECTS) are ineligible to receive the final certificate/diploma but 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 → 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 and/or received an exemption;
- 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 7.61² of the Dutch Higher Education and Research Act (WHW) must be submitted to https://www.maastrichtuniversity.nl/support/during-your-studies/complaints-service-point-csp-one-service-desk-objections-appeals-or-0 (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. Note that this appeals procedure applies only the decisions issued by a body (e.g., Board of Examiners-SMM, examiner) related to procedures or courses that fall within the Maastricht University competence. Appeals for decisions related to procedures or courses under the competence of the United Nations University follow the procedure described in → the Rules of UNU-MPPHD.

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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.
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 a 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.
Appendix C
Rules of Procedure for Examinations

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, preferably by 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). Students can also identify themselves by an original, legal ID in the form of a valid:
- passport; or
- students from EU/EEA countries: driving licence or state-issued identity card; or
- Dutch residence permit or in some cases EU residence permit.
At the start of the exam, 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.
Rules of Procedure for Examinations

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. Head coverings are permitted with eyes and ears clearly visible.

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.

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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 The only refreshments permitted during examinations are as follows.
   - Drinks: no more than a one-litre bottle or two half-litre bottles of still water (no cans, no other drinks).
   - Food: preferably no food, but certainly no more than two packaged snacks, such as energy bars.
In case of a medical necessity to deviate from the above restriction on refreshments during examinations, the student in question must communicate this fact in advance to the Head (or other) Invigilator by producing a statement drawn up by Disability Support.

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 hand in their exam papers in one of two different ways, depending on when they finish:
   - Before the end of the exam:
     By taking the exam papers to the invigilator and handing over their completed work.
   - At the end of the exam:
     Students remain seated until either the head invigilator or another invigilator has collected their completed work/answer form/exam papers from their desk.
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.
Rules of Procedure for Examinations

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.

5 Students are not allowed to amend their answers once the exam has ended. Students must fill in their name and/or student ID number before the end of the exam. See also Article 16, paragraph g.

Section 5 Toilet visits

Article 12 Restrictions; medical necessity

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

2 Students are permitted a maximum of two toilet visits during examinations of more than three hours. 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 preferably 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 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.

4 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.

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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. Students may not write anything on the exam papers after the official end of the exam without permission from an invigilator.

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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 presidents of the Board of Examiners and take effect on 1 September 2019.
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.
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