

**BSc Business Engineering**

**Education and Examination Regulations**

**2022-2023**

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## SECTION 1 GENERAL PROVISIONS

### Article 1.1 Applicability of the regulations

These regulations apply to the education and exams and examinations of the bachelor's programme Business Engineering (hereinafter to be referred to as: 'the programme') and to all students 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'. In delivering the programme the Faculty of Science and Engineering works in close cooperation with the School of Business and Economics.

The regulations were adopted by the faculty board after consent from and in consultation with the faculty board of the School of Business and Economics and the faculty councils of the Faculty of Science and Engineering and of the School of Business and Economics represented in the Business Engineering Faculty Committee. The regulations will take effect on 1 September 2022 for the 2022-2023 academic year.

These regulations also apply to students from other programmes, faculties or institutions of higher education, insofar as they follow components of the programme to which these Education and Examination Regulations apply.

For components of the programme that students follow at another degree programme, faculty or institution of higher education, the Education and Examination Regulations for the other programme, faculty or institution apply to the component in question.

### 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. **(the) Act:** the Higher Education and Scientific Research Act [*Wet op het hoger onderwijs en wetenschappelijk onderzoek*];
- c. **assignment:** part of the course examination, e.g. written exam, multiple choice exam, oral exam, portfolio;
- d. **attendance:** the minimum number of lectures, tutorials and/or lab sessions a student must attend if and as stated in the course manual/syllabus and which can be part of the assessment in a course;
- e. **binding study advice:** the advice in accordance with Article 7.8b of the Act entailing that the student can or cannot continue in the programme, in case of the latter also referred to as the 'negative binding study advice';
- f. **board of examiners:** the programme committee referred to in Article 7.12 of the Act. The board of examiners is hosted by the School of Business and Economics;
- g. **BSA committee:** the committee that issues the (negative) binding study advice on behalf of the faculty board;
- h. **course:** a programme component or study unit of the programme within the meaning of Article 7.3 of the Act;
- i. **course catalogue:** the programme guide which includes further details about programmespecific provisions and information, available via the student portal/intranet/canvas;
- j. **(course) examination:** a component of the examination as referred to in Article 7.10 of the Act;
- k. **course manual/syllabus:** a paper or electronic document outlining the goals and content of a particular course, describing methods of education and examination of that particular course and prescribing particular regulations and guidelines applicable to that particular course;
- l. **course year:** year 1, year 2 or year 3 of the programme;
- m. **distinction:** an indication of excellence, based on the grade point average of a student;

- n. **ECTS credit:** a unit expressed in ECTS credits, with one credit equalling 28 hours of study, as referred to in Article 7.4 of the Act;
- o. **education and exams office:** a team of administrative staff of the School of Business and Economics, providing services related to course registration, grades publication and education;
- p. **educational programme committee:** the representation and advisory body that carries out the duties described in Article 9.18 and 9.38c of the Act;
- q. **elective course:** a course within the programme freely chosen from the list of elective courses of the programme;
- r. **exam:** course examination as defined in Article 1.2(h);
- s. **examiner:** the person designated by the board of examiners to administer exams and to determine the results of such exams;
- t. **extracurricular education:** courses and/or other educational activities for which ECTS credits may be obtained that are not part of the programme;
- u. **faculty board:** the faculty board of the Faculty of Science and Engineering referred to in Article 9.12 of the Act. The faculty board of the Faculty of Science and Engineering shares the governance and execution of the programme with the faculty board of the School of Business and Economics;
- v. **faculty committee:** the committee that executes the rights as laid down in Article 9.37 in conjunction with Article 9.38 and Article 9.38a of the Act with regard to the programme, consisting of representatives of the faculty councils of the Faculty of Science and Engineering and the School of Business and Economics;
- w. **Grade Point Average:** the weighted and not rounded average score of all final numerical grades of the courses registered within the programme and that are stated on the certificate;
- x. **final examination:** the examination for the programme;
- y. **honours programme:** an enriched educational programme for excellent students;
- z. **matching** (studiekeuzecheck): an optional part of the admissions process for the programme without assessment by a Board of Admissions;
- aa. **project:** a course addressing real-world problems that require analytical and problem solving skills from students where they have to apply newly acquired knowledge;
- bb. **programme:** the bachelor's programme referred to in Article 1.1 of these regulations, consisting of a coherent whole of study units;
- cc. **programme director:** the person responsible for the operational management of the programme;
- dd. **propaedeutic phase:** the initial period for the programme with a study load of 60 ECTS credits, coinciding with course year 1;
- ee. **resit:** the second opportunity in an academic year for the examination of a course or parts thereof, and any other sit that is needed to pass the course after prior failing;
- ff. **rules and regulations:** the rules and regulations required to determine the results of examinations and exams as referred to in Article 7.12b(b) of the Act.
- gg. **semester:** portion of the academic year, starting 1 September and ending 31 January or starting 1 February and ending the following 31 August;
- hh. **skills training:** practical exercise as referred to in Article 7.13(2)(d) of the Act, carried out in, but not limited to, one of the following forms:
  - writing a thesis;
  - carrying out a (group) project;
  - 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;
- ii. **student:** a person who is registered at the university for education and/or to take exams and the examination of the programme;
- jj. **student advisor:** the student and career counsellor who gives advice and guidance to students enrolled in the programme regarding their individual study progress and their possible study options within and outside the study programme;
- kk. **student portal/intranet/canvas:** the portal to the digital environment of Maastricht University which can be used by the student for administrative purposes e.g. course registration and by the programme for communication to the student, for which a username and password are provided to the student upon enrolment at Maastricht University;

- ll. **study abroad**: an arrangement through which students study abroad for one semester at one of the partner universities;
  - mm. **thesis research project**: an individually and independently written essay, related to a specific domain, that concludes the programme;
  - nn. **UM**: Maastricht University;
- The other terms have the meaning given to them by the Act.

## **SECTION 2    ADMISSION**

### **Article 2.1    Application deadlines**

The application deadlines regarding the programme will be announced on the UM website.

### **Article 2.2    Eligibility for admission**

1. The (specific) prerequisites for enrolment in the programme are made available on the UM website.
2. In order to be eligible for admission a prospective student has to:
  - a. submit the completed application form; and
  - b. submit a copy of a valid passport or ID-card; and
  - c. submit a passport photo; and
  - d. meet the prerequisites regarding the payment details and tuition fee.
3. A prospective student also needs to meet the published prerequisites concerning:
  - a. previous education;
  - b. mathematics level;
  - c. language tests;
  - d. requested additional information.
4. In addition, the prospective student also has the possibility to participate in a so called 'studiekeuze check' or 'matching' (before the published deadline). Matching consists of filling out an online questionnaire, after which an advice is provided to the student. Participation in matching is an optional part of the admission procedure.
5. Applicants need to meet the requirements stated in the article before the start of the programme.

### **Article 2.3    Pre-university education requirements**

For a person to be granted admission to the programme if they have a pre-university education diploma referred to in Article 7.24 of the Act, having one of the following minimal mathematics level is required:

- Dutch VWO mathematics level B; or
- Belgian ASO with mathematics at least 4 hours per week in the final 2 years. KSO, TSO or BSO (BSO only if the student followed the 7<sup>th</sup> year) is evaluated individually; or
- German Zeugnis der Allgemeinen Hochschulreife or an equivalent pre-university high-school diploma with Grundkurs Mathematics; or
- International Baccalaureate from Geneva with Mathematics HL or Further Mathematics HL for BSc Business Analytics. For BSc Econometrics and Operations Research the Mathematics Analysis and Approaches HL or SL is required; or
- European Baccalaureate with mathematics at least 3 hours per week in the final year and an exam; or
- British A-level, (I)GCE's and/or AICE with mathematics GCE A level; or
- other diplomas with an equivalent pre-university high school diploma to the Dutch VWO diploma with a sufficient amount of higher level mathematics education.

### **Article 2.4    Language requirement with non-Dutch diplomas**

Holders of a non-Dutch diploma may only register:

- a. if they have met the requirement concerning a sufficient command of English of a minimum level corresponding to academic IELTS 6.0.
- b. if they have been exempted from the language proficiency test. Exempt are students:
  - who completed their secondary education in an EU/EEA country where they followed English up to and including the final year;
  - who completed their secondary education in a country where English is the national language and language of instruction in education;
  - who completed a bachelor's or master's programme where the language of instruction is English;

- who obtained an International or European Baccalaureate, a US high school diploma or UK GCE A-levels;
- who can demonstrate sufficient proficiency in English by courses, internships or work experience in an English environment.

**Article 2.5      Enrolment in the second year of the programme**

The candidate who applies for admission into the second year of the programme, in line with the provisions in Article 5.13 of this EER, has to meet all admission requirements as stated in the provisions in this section.



## SECTION 3 CONTENT AND STRUCTURE OF THE PROGRAMME

### Article 3.1 Aim of the programme

The programme has five overall intended learning outcomes. The intended learning outcomes are translated into programme objectives, describing how students realise the intended learning outcomes.

Intended learning outcomes	Programme Objectives
<b>1. Students have a breadth of academic knowledge</b>	1.1 Core knowledge. Students have knowledge of the basic concepts within science, technology, engineering and mathematics (STEM) and business
	1.2 Transdisciplinary approach. Students are able to identify appropriate theoretical frameworks to address a Business Engineering problem. They can connect concepts across disciplines. They are able to integrate and apply models, theories, methods and techniques in the field of business engineering
<b>2. Students have in-depth academic expertise in the field of natural sciences, business and engineering</b>	2.1 Students can place knowledge in an academic or societal context in the field of the following disciplines: <ul style="list-style-type: none"> <li>• Mathematics, especially quantitative modelling and statistics;</li> <li>• Sciences, especially biology/biotechnology, physics and chemistry;</li> <li>• Management and Business, especially operations and supply chain management and entrepreneurship;</li> <li>• Engineering, especially design of products and process</li> </ul>
	2.2 Students have the ability to understand the relationship between product and process engineering and business processes
	2.3 Students have the ability to analyse a practical problem and assess which expertise, materials, laboratory infrastructure and experiments are required to investigate this problem in an efficient manner through scientific research
	2.4 Students have knowledge of the nature of complex problems that arise at the intersections of natural sciences, business and engineering
	2.5 Students are adequately prepared for relevant graduate programmes in the field of engineering and business
<b>3. Students have a scientific attitude towards learning and problem solving</b>	3.1 Students have a scientific attitude aimed at learning and the generation of new knowledge and viewpoints
	3.2 Students are capable of reviewing, expanding and applying acquired knowledge
	3.3 Students have the ability to form a critical opinion on their own conclusions
	3.4 Students have the ability to consult scientific sources and obtain and interpret the results from them
	3.5 Students have the ability to apply knowledge and understanding to complex, interdisciplinary problems, to formulate solutions and sustain arguments for those solutions in a professional fashion, both independently and in a team
<b>4. Students have in-depth insights in the society in which they operate</b>	4.1 Students have the ability to understand and apply the professional, social and cultural contexts within which they operate and oversee the implications of their decisions and work as business engineers
	4.2 Students have knowledge of the most important globalisation developments and relationships in business, technology and society
	4.3 Students are aware of the societal implications of new developments in science and engineering
	4.4 Students have the ability to analyse ethical issues in academic and social environments in relation to their professional activities
	4.5 Students demonstrate a sufficient level of professionalism to communicate and collaborate effectively and appropriately with people from different socio-cultural and national backgrounds
<b>5. Students have highly-developed (inter)personal skills</b>	5.1 Learning: Students have to quickly adapt to new emerging theories and techniques in the field of business and engineering as a result of the competence to increase and develop scientific knowledge through study. They have the attitude and skills required for life-long learning, professional growth and professional responsibility
	5.2 Critical Thinking: Students have the ability to reach and support a conclusion in a logically structured fashion based on evidence, in an intellectually honest and reflective fashion
	5.3 Team work. Students have the ability to share expertise and work effectively in a team or other social arrangements on solving problems and accomplishing tasks
	5.4 Leadership: Students have the ability to lead a multidisciplinary team of individuals and the ability to respond to current challenges by taking adequate decisions within teams when necessary
	5.5 Communication: Students have the ability to present scientific concepts as well as the objectives, methods used and results of a business or engineering project, being able to

adapt the presentation of important aspects depending on the composition of a particular audience, such as academia, industry, policy makers, the general public or students
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### **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 in accordance with Appendix I. Components of the programme may be in Dutch or in another common language in the EU.

### **Article 3.4 Communications and announcement of decisions**

1. The faculty board, the programme director, the board of examiners and the examiners may use the student portal/intranet/canvas and e-mail via the UM account for communications relating to the education and examinations.
2. The faculty board, the programme director, the board of examiners and the examiners may use the student portal/intranet/canvas and e-mail via the UM account to announce decisions.
3. The student must regularly check their university e-mail address, the student portal/intranet/canvas and the digital learning environment. Information disseminated via e-mail, the student portal/intranet/canvas, the digital learning environment or the website will be assumed to be known.

### **Article 3.5 Study load**

The programme has a study load of 180 ECTS credits, with one credit equalling 28 hours of study.

### **Article 3.6 Content of the programme**

1. The programme includes the following components with the stated study load:

Course year 1:

- Eight mandatory courses (5 ECTS credits each);
- Two mandatory skills training (5 ECTS credits each);
- Two mandatory projects (5 ECTS credits each);

Course year 2:

- Four mandatory courses (5 ECTS credits each);
- Four elective courses (5 ECTS credits each);
- Two mandatory skills training (5 ECTS credits each);
- Two mandatory projects (5 ECTS credits each);

Course year 3:

- One mandatory course (5 ECTS credits);
- Five elective courses (5 ECTS credits each);
- One mandatory skills training (5 ECTS credits);
- One mandatory project (5 ECTS credits);
- The Thesis Research Project (20 ECTS credits).

2. After approval from the board of examiners, students can also choose to study abroad for a semester or do their Thesis Research Project abroad. These two options cannot be combined.
3. The bachelor thesis research is a course of the programme to be followed in the student's last semester, with a total credit value of 20 ECTS credits. A student needs a least 140 ECTS credits before being allowed to start the bachelor thesis research.

4. To attain the certificate for the final examination for the bachelor's programme, the student must have obtained at least 120 ECTS credits of the educational programme through components of the programme.

### **Article 3.7 Components elsewhere**

1. Students may choose to take components given within another programme of the Faculty of Science and Engineering or the School of Business and Economics, or offered by another UM faculty, another Dutch university or a foreign university. This option requires approval from the board of examiners.
2. The maximum overall study load of the courses as referred to in paragraph 1 is 30 ECTS credits.
3. The duration of the study abroad cannot be extended beyond 1 semester.
4. The board of examiners may withhold the approval referred to in paragraph 1 if, in its judgment, the proposed elective is in terms of content similar to components taken previously by the student and would result in duplication. If elective components overlap in whole or in part, the board of examiners can decide to limit the contribution of these components towards the final examination by subtracting ECTS credits in proportion to the overlap
5. Students need to have completed all first year courses, skills trainings and projects, before they can request permission to take components elsewhere.
6. The board of examiners may formulate guidelines for components elsewhere. These will be made available on the student portal/intranet/canvas.
7. Approval will not be granted if the student has not met the standard for the Binding Study Advice.

### **Article 3.8 Study abroad**

1. In line with the provisions in Article 3.7, students have the possibility to choose to go abroad for a semester as part of the programme.
2. The International Relations Office (IRO) of SBE is in charge of organising the exchange, and maintaining the partner relations and agreements. The International Relations Office reserves the right to make exceptions to the provisions related to the study abroad.

### **Article 3.9 Courses during study abroad**

1. Courses taken in the context of the study abroad are solely considered to be part of fulfilling this requirement of the programme;
2. The International Relations Office together with the Board of Examiners assess and establish which courses are accepted for the study abroad.
3. The courses during the semester abroad must be equivalent to the level of courses offered in the 2<sup>nd</sup> and 3<sup>rd</sup> year of the programme. If the partner university has a three (3) year programme, courses of the 2<sup>nd</sup> and 3<sup>rd</sup> year will be accepted. If the partner university has a four (4) year programme, courses of the 3<sup>rd</sup> and 4<sup>th</sup> year will be accepted.
4. The semester abroad ECTS credits need to be obtained in either economics, business administration, econometrics, natural sciences and/or engineering courses. .
5. The study abroad is listed on the transcript and certificate on the basis of a pass/fail system.

### **Article 3.10 Eligibility for study abroad**

1. In order to be eligible for a study abroad semester, students have to:
  - At the time of applying obtained at least 55 ECTS credits of the first year of the programme;
  - At the start of the semester abroad, have obtained all 60 ECTS credits of the first year of the programme.
2. Eligible students will be ranked by the IRO based on the following criteria:
  - The number of ECTS credits the students have obtained in the first year of the programme – at the moment of ranking (art. 1, paragraph 2);

- The average grade of the successfully completed courses, calculated in two (2) decimals, and based on the seven (7) highest grades obtained in the first sit of the first year courses, excluding skills trainings.
3. Independent of their GPA, all eligible students who have obtained 60 ECTS credits will be ranked first, after which eligible students who have obtained 55 ECTS credits will be ranked.

#### **Article 3.11 Open programme**

1. Deviation from the programme as defined in Article 3.6 and related provisions, will result in an open programme.
2. An open programme consists of the obligatory first-year propaedeutic phase and a final exam with a coherent programme, representing a total study load of 180.0 ECTS credits. A student registered for the programme may formulate an open programme from programme components given by the FSE and/or SBE. Coherence of the programme is confirmed by the Vice-dean education of the Faculty of Science and Engineering and the Bachelor's programme director of the School of Business and Economics and requires approval from the Board of Examiners.
3. The open programme needs to meet the objectives of the programme.
4. The minimum requirements for an open programme are published on the student portal/intranet/canvas.

#### **Article 3.12 Honours programme**

1. Students have the opportunity to participate in the honours programme, with limited places available.
2. Students can apply to the honours programme at the end of the first year, following the procedures and deadlines as indicated on the student portal/intranet/canvas.
3. Students who successfully complete the honours programme receive an honours programme certificate together with the programme certificate upon graduation. The honours programme is not part of the curricular transcript.

#### **Article 3.13 The examination**

The final examination consists of all programme components listed in article 3.6.

## **SECTION 4    EDUCATION**

### **Article 4.1    Courses; composition; actual design**

1. For the programme components, courses are given with the study load stated in Article 3.6.
2. The education is given in the form of problem-based learning (PBL), classes, study groups, practical training, lectures, individual supervision, projects or otherwise.

### **Article 4.2    Prior knowledge; entrance requirements**

The student may only participate in the (elective) components after they have passed the required prior courses as stated in the course catalogue and/or course manual/syllabus.

### **Article 4.3    Course and examination registration**

1. Students are only allowed to participate in a course when they have correctly and timely registered for it.
2. First year students are registered for all courses. Students must register through the student portal/intranet/canvas for all other courses.
3. Students are only allowed to participate in an examination when they have a correct and timely registration for it.
4. Upon registration for a course, students are automatically registered for the first sit examination.
5. In case of a fail or an insufficient grade for the first sit, the student is automatically registered for the resit examination within the same/current academic year.
6. In case a 'No Grade' is registered in the student portal/intranet/canvas for the previous examination opportunity, the student always has to register themselves.
7. Deadlines for course and examination registration are timely communicated to students on the student portal/intranet/canvas.
8. It is the responsibility of the student to check in time whether they have a valid registration for the course and the (resit) examination.
9. In case a student has no valid registration for the course and/or the examination, results are invalid, unless the board of examiners decides to declare the result(s) valid.

### **Article 4.4    Attendance**

Attendance at and participation in educational activities may be part of an examination when announced along with its assessment norms in the course manual/syllabus.

### **Article 4.5    Practicals**

**Courses may include a practical in accordance with the given specifications regarding the nature and scope of the student's activities. This information is included in the course manual/syllabus.**

## SECTION 5 ASSESSMENT

### Article 5.1 General

1. During a course, the student will be tested for academic training and the extent to which the student has sufficiently achieved the stated learning objectives.
2. The course manual/syllabus describes the achievements the students must make to pass the course and the criteria on which the student is assessed.
3. The Rules of Procedure for Examinations describe the assessment procedure. The Rules of Procedure for Examinations are published on the UM website.

### Article 5.2 Grades

1. Grades are awarded on a scale of 1 to 10 in accordance with table 1. Grades can be awarded as whole grades, half grades, pass/fail or No Grade (NG).
2. The student must receive a final grade of 5.50 without rounding to pass a course.
3. In case a student cannot be appraised, for example if a student has registered for the examination but has not actually taken the examination or part thereof, a 'No Grade' (NG) will be assigned.

Table 1. Interpretation of the Dutch grading system

10.0	Outstanding
9.0	Very good
8.0	Good
7.0	More than satisfactory
6.0	Satisfactory
5.0	Almost satisfactory
4.0	Unsatisfactory
3.0	Very unsatisfactory
2.0	Poor
1.0	Very poor
Pass	≥5.5; performance meets the minimum criteria
Fail	<5.5; performance below the minimum criteria
'No grade' (NG)	Result cannot be determined

Disclaimer: Rights can only be derived from final results as published in the Student Portal. Please note that the explanation of the marks in the table above is only used to explain the valuation of the mark and is not a grade in itself (e.g. if an examiner indicates "Good" for an examination, this does not automatically mean the examination is graded with an 8.0).

### Article 5.3 Resits

1. A resit of an exam entails the second opportunity in an academic year for the examination of a course or parts thereof, unless explicitly excluded in the course manual/syllabus.
2. No resit will be offered for courses that are passed with a 5.5 or higher.
3. The exclusion of a resit opportunity for (a) component(s) of the course examination, as referred to above in paragraph 1, is only permitted if the component(s) can only be assessed

- within the relevant course period and not thereafter because of its (their) specific nature.
4. The syllabus may stipulate (additional) rules with regard to the resit of the exam and/or parts of the examination in a course.
  5. The form of the resit may differ from the form used for the first sit examination(s).

#### **Article 5.4 Scheduling and frequency of the exams**

1. Students can take exams twice per academic year on dates to be determined by the faculty board: once during or directly after the course period (first sit for the exam) and once thereafter during the academic year (resit option). For written re-examinations, a timetable will be timely communicated to students on the student portal/intranet/canvas.
2. In exceptional cases, the board of examiners can decide that an exam may be taken at another time than determined in accordance with the first paragraph.

#### **Article 5.5 Form of the exams**

In principle, the exams are written. 'Written exams' also include taking these exams by computer. The examiner may decide that, because the number of students is small or because of the nature and content of a course, an exam will be in another format. The examiner will announce any such decision no later than at the start of the course.

#### **Article 5.6 Oral exams**

1. Oral exams are taken only by one student at a time, unless the board of examiners decides otherwise.
2. An oral exam is given by the examiner in the presence of a second assessor, unless the board of examiners has decided otherwise.
3. Oral exams take place in public, unless the board of examiners decides otherwise.

#### **Article 5.7 Extra examination opportunity**

An extra opportunity to take an examination during one academic year may be permitted by the board of examiners, under very strict conditions. The applicable rules and guidelines are published on the student portal/intranet/canvas.

#### **Article 5.8 Written assignments**

The board of examiners may draw up guidelines for formulating written assignments. These will be made available on the student portal/intranet/canvas.

#### **Article 5.9 Determination and announcement of exam result**

1. The board of examiners determines the standards for assessing each examination component. The standards are included in the Rules and Regulations.
2. The examiner determines the result of a written exam within 15 working days of the date on which it was taken and provides the education and exams office with the necessary information to apprise the student of the result.
3. The examiner determines the result of an oral exam immediately after it is taken and issues the relevant certificate to the student. If more than one student takes the same exam after each other, this period may be extended by up to five working days.
4. When the result of an exam is announced, it will be indicated how the student can file an appeal as referred to in Article 6.5.

#### **Article 5.10 Right of inspection**

1. Students may inspect their evaluated work within 10 working days after the date on which the result of a written exam, including a computer-based exam, is announced.
2. The examiner or supporting staff will provide the opportunity in paragraph 1 and thereto will timely announce the details regarding date, time, location and identification of the student.
3. Within the given period of time, as stated in section 1, a student will be given a second opportunity to exercise the right of inspection, provided that the student can demonstrate their inability to exercise this right in the first instance due to circumstances beyond the student's control.
4. Within the period referred to in paragraph 1, any interested party may, upon request, inspect the questions and assignments for the written exam and, if possible, the standards based on which it was assessed.

#### **Article 5.11 Period of validity**

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

#### **Article 5.12 Retention period for exams and assessments**

1. The exercises, answers and the evaluated work of assignments 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 5.13 Exemption**

1. The board of examiners may, at a student's request and having heard the relevant examiner, grant the student an exemption from taking an exam if they demonstrate that they previously:
  - a. either passed an exam for a university or higher professional education programme which was similar in terms of content and level to the course from which the student requests to be exempted, or
  - b. gained sufficient knowledge and skills relevant to the exam concerned, either throughwork or professional experience.
  - c. it is only possible to enrol in the second year, if the student can be granted exemption from the entire first year of the programme as defined in art. 3.6 (60 ECTS credits). It is not allowed to grant exemptions from one or more courses of the programme's first-year.
2. An exemption can only pertain to an entire course and not a component thereof.
3. At most 60 ECTS credits for the programme may be earned based on the exemptions granted.
4. The thesis research project is excluded from this exemption option.
5. The board of examiners will not grant any exemption based on exams passed by a student outside the programme during the period in which the student 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.
7. No grades will be awarded for the examination from which the student has been granted



exemption. Consequently, no grades will be published on the Student Portal and listed on the student's (final) transcript. Exemptions are not part of a student's GPA.

#### **Article 5.14 Extracurricular education**

1. Courses, skills training and/or projects taken at another faculty of UM or at another university that are not part of the programme are extracurricular.
2. Extracurricular education is included on the transcript after approval from the board of examiners.

#### **Article 5.15 Fraud**

1. 'Fraud', including 'plagiarism', means actions or omissions by a student which make it impossible in whole or in part to properly evaluate their knowledge, understanding and skills or creating the opportunity for others to commit fraud or plagiarism. A detailed description can also be found in the Rules and Regulations.
2. 'Plagiarism' means the presentation of ideas or words from one's own or someone else's sources without proper acknowledgment of the sources. A detailed description can also be found in the Rules and Regulations.

#### **Article 5.16 Measures and sanctions in case of fraud**

- 1a. If the Board of Examiners determines that a student has engaged in fraud with respect to an examination or examination component, the Board of Examiners may take appropriate measures, including imposing sanctions.
- 1b. Deferring from Article 1 section 5 of the UM Regulation of Fraud and Irregularities of any academic year, if the Board of Examiners determines that fraud has been established in a group assignment, it will take appropriate measures and/or impose sanctions for all students involved in the group assignment as per paragraph 4 and 5 of this Article.
2. The Board of Examiners may only (decide to) impose measures and/or sanctions if fraud indeed could be established and after having given the student the opportunity to put forward their view on the matter during a hearing.
  - a. The Board of Examiners may impose a sanction if it establishes that a student has committed fraud in any examination or part(s) thereof. Fraud includes but is not limited to a student:
    - having any unauthorised aids, texts or notes, or unauthorised electronic aids and/or communication devices at his or her disposal;
    - having communicated or tried to communicate with fellow students, either verbally or through gesture, without permission from an exam supervisor, examiner, or a member of the Board of Examiners;
    - having copied or tried to copy fellow students' answers, or has given another student the opportunity to copy their own answers;
    - having posed as someone else or have themselves represented by someone else at the examination;
    - having deliberately misled or tried to mislead an exam supervisor/invigilator, an examiner, a corrector or the Board of Examiners with respect to the exam(ination), or has provided an opportunity for them to be misled.
  - b. The Board of Examiners may impose a sanction if it establishes that a student has committed plagiarism in any examination or part(s) thereof. Plagiarism includes but is not limited to a student:
    - using or copying their personal or other people's texts, data, ideas or thoughts without adequate reference to the source;
    - presenting the structure or central body of thought from others without adequate reference to the source and thus passing it off as their own;
    - not clearly indicating literal or almost literal quotations in the text, for example via quotation marks or an appropriate layout;
    - paraphrasing the content of their own or other people's texts without adequate reference to the source;
    - copying video, audio or test material, software and programme codes from

- others without adequate reference to the source and thus passing them off as their own;
  - copying work from fellow students and thus passing it off as their own;
  - submitting work or assignments acquired from or written by a third party (whether or not for payment) and thus passing them off as their own.
- 3. If fraud has been established and, if applicable, a sanction has been imposed, the Board of Examiners will include the decision in the student's file. The decision can be taken into account in any future event of this nature and this might lead to a more severe sanction
- 4. When fraud/plagiarism has been established by means of the provisions in this Article, the Board of Examiners may reach the decision to impose any of the following measure/sanctions, referred to in Article 7.12b of the Act/WHW, or a combination thereof upon the student:
  - a. a reprimand or official warning;
  - b. complete or partial voidance or annulment of the relevant examination;
  - c. exclusion from participation or further participation in one or more examinations or exams at the Faculty of Science and Engineering and/or the School of Business and Economics at the for a period of time to be determined by the Board of Examiners, with a maximum period of one year.
- 5. In serious cases of fraud, the Board of Examiners can propose the UM's Executive Board that the student(s) concerned should be permanently deregistered from the programme.

#### **Article 5.16A Invalid examination**

If (components of) an exam involve(s) irregularities that make it impossible to accurately assess the student's knowledge, insight and skills, the Board of Examiners may give an official warning to and/or may declare (component(s) of) an examination invalid for both the student and/or a group of students. After (component(s) of) an exam has/have been declared invalid, the Board of Examiners must inform the student(s) on the consequences and, if applicable, on another opportunity to take (components of the) a new exam.

#### **Article 5.17 Unsuitability (*Iudicium Abeundi*)**

1. In exceptional cases and after careful consideration of the interests involved, the board of examiners or the faculty board may ask the executive board to terminate or refuse the enrolment of a student in a programme, if that student, through their behavior or opinions ventured, has demonstrated their unsuitability for the practice of one or more professions for which they are trained by the programme they follow, or, as the case may be, for the practical preparation for the practice of the profession.
2. The relevant clauses of the UM Enrolment Provisions apply.

#### **Article 5.18 Special examination arrangements**

1. The Board of Examiners may decide to grant students special examination arrangements suited to the individual situation.
2. A request for special arrangements must be submitted to the Board of Examiners by the Disability Office (on behalf of the student).

#### **Article 5.19 Top athletes**

1. The Board of Examiners may decide to grant students special course and examination arrangements suited to the individual situation when they are recognised as top athletes by the NOC-NSF or the Olympic Service Office.
2. A request for special arrangements must be submitted to the Board of Examiners by the student, after initial consultations with the student advisor at the Student & Career Counselling department.

#### **Article 5.20 Location of the examination**

1. In order to safeguard the quality of examinations, written examinations, not being online examinations, can only be held at UM location(s) as published on the student portal/intranet/canvas or at a location approved by the Board of Examiners.
2. Unless communicated otherwise by the Board of Examiners on the student portal/intranet/canvas , no written examinations will be offered at a location that is not defined as an UM location, such as examinations in foreign countries, with the exclusion of examinations taken by outgoing students belonging to the study abroad requirement.

#### **Article 5.21 Awarding ECTS credits**

1. The number of ECTS credits representing the full study load of a course, will only be awarded in full. It is not possible to award part of the ECTS credits.
2. ECTS credits are only awarded by decision of the Board of Examiners upon the student's fulfilment of all examination requirements of a course.

## **SECTION 6    FINAL EXAMINATION**

### **Article 6.1    Final examination**

1. The board of examiners determines the result and date of the final examination and issues the certificate as referred to in Article 6.3 as soon as the student has satisfied the requirements for the programme.
2. Prior to determining the result of the final examination, the board of examiners may conduct their own investigation of the student's knowledge regarding one or more components or aspects of the programme
3. To pass the final examination, the student must fulfil all requirements of the programme.
4. To pass the final examination and receive the certificate, the student must also have been registered for the programme during the period that the exams were taken.
5. A certificate may only be issued after it has been shown that the student has satisfied all the obligations, including paying the tuition fees.
6. The last day of the month in which the student satisfied all the examination obligations will be considered the graduation date.
7. Students who have passed the final examination and who are entitled to a certificate may, stating reasons, ask the board of examiners not to issue this yet.  
This request must be submitted at least one month before the final assignment is turned in or the final exam is taken.  
The board of examiners grants the request:
  - if the student is selected by the faculty for an extracurricular internship or an extracurricular exchange, or
  - if the student holds or will hold a board position for which at least nine months of financial support is awarded from the profiling fund or holds or will hold an 'INKOM' board position.The board of examiners may also grant the request if refusal would result in an exceptional case of extreme unfairness because of the fact that the student concerned could not have taken the automatic graduation into account when they were planning their study.

### **Article 6.2    Degree**

Students who have passed the final examination will be awarded the degree 'Bachelor of Science'.

### **Article 6.3    Certificate and statements**

1. As proof that the final 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 for the programme, even if the student also completed other programmes.
2. The certificate that the final 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. Students who are entitled to the issuance of a certificate may, stating reasons, ask the board of examiners not to do this yet (pursuant to Article 6.1(7)).
4. The certificate is signed by the chair of the board of examiners and the dean.
5. The certificate is awarded in public, unless the board of examiners decides otherwise in exceptional cases.
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 distinction '*cum laude*' or '*summa cum laude*' designation in accordance with the following criteria and in line with Article 6.4 below:
  - Cum laude: GPA of 8.00
  - Summa cum laude: GPA of 9.00
8. Students who have passed more than one exam and who cannot be issued a certificate will upon request, receive a statement issued by the board of examiners, which at least indicates the exams that they passed.

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

1. The grade list attached to the diploma indicates the final grade point average (GPA), to provide a reflection of the student's academic performance.
2. The GPA equals the weighted average of all final numerical grades on the student's transcript, whereby weighting is based on the ECTS credits of the courses on the transcript.
3. The weighted average score (GPA) determines the distinction.

#### **Article 6.5 Right of appeal**

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

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

## **SECTION 7    STUDY GUIDANCE**

### **Article 7.1    Study progress administration**

The faculty records the students' individual study results and makes them available through the student portal/intranet/canvas.

### **Article 7.2    Study guidance**

1. The faculty will provide for the introduction and study guidance for students registered for the programme, which also includes orientating them regarding possible study paths in and outside the study programme
2. The types of study guidance will be indicated on the student portal/intranet/canvas.

### **Article 7.3    (Negative) Binding Study Advice (n)BSA**

1. At the end of the first year of registration for the propaedeutic phase of a full-time bachelor's programme, the study advice is issued by the BSA committee on behalf of the faculty board to each student regarding continuation or not of the programme.
2. If the advice referred to in paragraph 1 is negative, the advice also entails a rejection for the bachelor's programme.
3. The rejection referred to in paragraph 1 is binding and means that the student cannot register for the bachelor's programme for the next 6 academic years.
4. The negative Binding Study Advice (nBSA) is issued to a student who was registered for the full-time bachelor's programme at any time during the first academic year and who earned less than 45 ECTS credits at the end of the academic year concerned.
5. When determining the number of ECTS credits obtained as referred to in paragraph 4 all ECTS credits obtained in the 1<sup>st</sup> year are included, except those for exemptions.
6. Students who apply to deregister before 1 February of the first year of registration will not be issued with a study advice as referred to in paragraph 1. If a student re-registers in a subsequent academic year, the study advice will be issued in the next academic year.
7. Before the negative binding study advice is issued, the student will be given the opportunity to be heard.

### **Article 7.4    Procedure**

1. Students will receive a warning if their study results make this necessary.
2. The BSA committee on behalf of the faculty board will determine whether to issue the (n)BSA to the student.
3. The student receives written notice of the (n)BSA decision by 31 August.
4. An appeal against the decision may be lodged with in accordance with Article 6.5 within six weeks of the date on which the decision was announced.

### **Article 7.5    Personal circumstances**

1. In issuing the study advice, the BSA committee on behalf of the faculty board takes the personal circumstances referred to in paragraph 2 of this Article into account.
2. Personal circumstances which may be considered include:
  - a. Illness on the part of the student concerned;
  - b. physical, sensory or other impairments which the student concerned has;
  - c. pregnancy of the student concerned;
  - d. special family circumstances;
  - e. administrative activities as referred to in Article 2.1(1) under (e), (f) and (g) of the Implementation Decree for the Act 2008 [*Uitvoeringsbesluit WHW 2008*];
  - f. participation in top-level sport;

- g. circumstances other than those referred to in subparagraphs a. to f. which, if they were not to be honoured by the faculty board, would result in excessive unfairness.
- 3. To ensure that the student receives the best possible support, they must notify the student advisor of the personal circumstances as soon as possible.

#### **Article 7.5A Postponement of the BSA**

1. If it is impossible to issue advice on the student's suitability for the programme due to personal circumstances that occurred in the first year, contrary to Article 7.4 this advice may be postponed to a later moment during the propaedeutic phase. An adapted standard may be used for the student in question.
2. If the advice is postponed, the advice will be issued no later than at the end of the second year of registration in the programme. The postponed advice will be positive if the (adapted) BSA standard is met. The student will receive a negative advice if they have not achieved the agreed standard.

#### **Article 7.6 Hardship clause**

In exceptional cases in which application of the study advice rules would lead to unreasonable treatment or serious unfairness, the BSA committee on behalf of the faculty board can deviate from the stated regulations in the student's favour.

## **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 and in consultation with the educational programme committee and after consent from and in consultation with the faculty committee.
2. An amendment to these regulations will not pertain to the current academic year, unless the interests of the students would be harmed unreasonably as a result.
3. In addition, amendments may not affect, to the students' detriment, a decision regarding a student which has been taken by the board of examiners pursuant to these regulations.

### **Article 8.2    Notice**

1. The faculty 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 and/or the student portal/intranet/canvas.
2. Any interested party may obtain a copy of the documents referred to in the first paragraph from the faculty office.

### **Article 8.2A    Evaluation**

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

### **Article 8.3    Unforeseen cases/safety net scheme**

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

### **Article 8.4    Effective date**

This Regulation will come into force on 1 September 2022 and will apply to the academic year 2022-2023.

Adopted by the faculty board of the Faculty of Science and Engineering April 2022.



## **Appendix 1**

### **Transitional arrangements**

#### **SECTION 1 APPLICABILITY**

##### **Article 1 Context**

1. These transitional regulations apply to students who commenced the programme in the academic year of the cohort corresponding with the section title of each transitional regulation.
2. These regulations remain in force for those students only, because the regulations are more favourable for those students. They do not apply to students who commenced the programme in a later academic year.
3. Students are expected to find out about possible modifications and how these could affect them. Students may contact the Information Desk of the Education Office with any questions, or submit them via SurfYourSelf (SYS).

##### **Article 2 Modifications**

1. If modifications, which are to the detriment of the students, are made to the Education and Examination Regulations during the course of a programme, the board of examiners is required to provide an (interim) arrangement in order to prevent them from being disadvantaged.
2. If a change is made to the regulations that is less favourable for students of an earlier cohort, the new regulations will apply to those students if they were published at least one year before the introduction of the new or changed regulations.
3. If compulsory courses as set out in Article 3.6 above, or components in the programme are cancelled, students have to be able to repeat the course, including an examination and a resit opportunity in the upcoming academic year.
4. If elective courses or courses for which an alternative is offered as indicated in Article 3.6 above are cancelled, then no repeat education, examination or resit will be offered, as students can choose another elective course in the programme.

##### **Article 3 Subsidiary**

Other than the substituted rule, all other rules of these Education and Examination Regulations 2022-2023 remain fully applicable.

##### **Article 4 Interpretation of terms**

The authority for the interpretation of terms is carried by the board of examiners.

## **SECTION 2 EDUCATION AND EXAMINATION REGULATIONS 2021-2022**

### **Article 5 Transitional regulation for Article 5.8 – Internships**

Students who started the programme prior to September 2022 can still participate in an internship in line with the provisions in Article 5.8 of the Education and Examination Regulations 2021-2022 of the programme.

## Appendix 2

### 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) article 7.2.

To prepare students for working in interdisciplinary and international teams, the programme is offered in an international classroom setting. Because of the specific educational nature and profile of the bachelor's programme Business Engineering, all teaching and examinations are conducted in English. This guarantees the quality of education, because:

- The content of the programme has an international orientation and focus as it is designed for students who can bridge the 'world of the natural sciences and engineering' and the 'world of business', in order to reflect on international issues and to cooperate and communicate in respect to international contexts.
- The programme is characterized by working together across faculties and strengthening the links between disciplines. The programme is also characterized by a strong connection to stakeholders in industry. To participate in the globalizing research community, home to diverse scientific fields and different cultures, it is crucial that students master the English language.
- Being internationally competent enhances students' chances on both the national and international labour markets.
- The student intake is expected to be internationally diverse, whereby English is the common language.