

Rules and Regulations for the Master of Science Programme Health Food Innovation Management 2021-2022 of the Faculty of Health, Medicine and Life Sciences, Maastricht University

These Rules have been determined by the Board of Examiners of the educational programme Health Food Innovation Management, Faculty of Health, Medicine and Life Sciences, Maastricht University

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Section 1 GENERAL PROVISION

Article 1.1 Applicability of the Rules

1. These rules and regulations apply to the education, assessments and final exam for the masters's degree programme in Health Food Innovation Management.
2. The regulations relate to students who are enrolled in the programme in the 2021-2022 academic year. The replacement of regulations that previously applied to a student may not affect, to the students' detriment, a decision regarding the student that has been taken by the Board of Examiners pursuant to these regulations. Where such a decision would be to the student's detriment, the Board of Examiners will seek a solution.
3. Contrary to the provisions of paragraphs 1 and 2 of this article, the curriculum and the associated exam components as set out in the Education and Examination Regulations that applied when the student commenced the programme will continue to apply to the student.
4. The rules and regulations are established by the Board of Examiners on an annual basis.

Article 1.2 Board of Examiners

1. According to the Higher Education and Scientific Research Act /Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek (from here on referred to as the WHW) the Board of Examiners (BoE) is an independent and qualified committee within the higher educational institution.
2. The Board of Examiners is responsible for safeguarding the quality of the examination (including all intermediate tests/exams and final exam) as well as for warranting the HFIM diploma (Article 7.12b of the WHW). Together with the programme management and the Faculty Board, the BoE co-defines and monitors the examinations quality assurance system which guarantees attainment of the programmes' final qualifications.
3. The Board of Examiners has mandated the quality assurance of intermediate/regular assessment to the responsible examiners and the graduation procedure to the Exam Administration.

Article 1.3 Examiners

1. The Board of Examiners appoints examiners who are qualified to set examinations. Examiners are members of the academic staff at Maastricht University. The Board of Examiners is authorised to allow for exceptions to this rule. Examiners must have obtained a Basic Teaching Qualification (BTQ) certificate or must officially participate in the trajectory towards this qualification.
2. All course coordinators will be appointed as examiner. The course examiner can, without losing his/her full responsibility, have other members of the teaching staff perform tasks belonging to an examination component.
3. The Board of Examiners also appoints staff members as examiners of the internship and master thesis. They must have a PhD and have BTQ or have at least completed training in the field of examinations and assessment. The Board of Examiners is authorised to allow for exceptions to this rule.
4. When performing the tasks as stipulated in section 4, the examiners and members of the teaching staff must observe the Act, the regulations contained within or arising from the EER and the present rules and regulations
5. The role of examiner is diverse and will entail either single tasks or a combination of these tasks taken from the Act and RACI scheme:
 - designing and implementing the assessment plan of the specific course and determining the course specific assessment methods
 - executing (elements of) the assessment organization (planning, coordination, monitoring) construction of assessment/exams
 - marking/ grading assessment
 - setting the cut-off score
 - determining measures for improvement assessments

- forwarding suspicion of plagiarism/ fraud to the Board of Examiners
 - organizing the exam inspection
6. Having heard the examiner, the Board of Examiners may suspend or revoke an examiner's appointment if the examiner fails to comply with laws and regulations of the Board of Examiners, or if the examiner's competence in the examination field has repeatedly proved to be of insufficient quality.

Article 1.4 Rules of Procedure for Examinations (course exams) and exam components

1. Students must follow all procedural instructions before and during written exams, including computer based exams and exam components as set out in Rules of Procedure for Examinations. The Rules of Procedure for Examinations have been published on the Student Portal.
2. If the student does not comply with the provisions under or pursuant to the first paragraph, the student's participation in the exam can be declared null and void by the Board of Examiners.

Section 2 ASSESSMENT

- The basis for assessment within the Health Food Innovation Management master programme is the curriculum map and the learning outcomes described therein.
- Within the programme of assessment a variety of assessment and feedback instruments are used. Each exam provides specific information on aspects or sub-aspects of the students' knowledge, insight and skills.
- Instructions concerning the content, format and assessment criteria of each exam component will be published in the assessment plan for that component. This assessment plan will be available in the Student Portal at the start of the exam component.

Article 2.1 Determination and examination of the level of the end-terms

1. The level of the end-terms is determined at the end of every course year.
2. In their annual transition meeting at the end of the academic year, the Board of Examiners checks the results of all students and may decide on exemption to the requirements and if so grant admission to the higher course year. The program management and the student advisors are consulted before or during the meeting on issues of students' personal/ professional development and/or special circumstances.
3. At the end of the programme, the student must demonstrate attainment of the learning outcomes or exit level as described in the curriculum map.

Article 2.2 Course exams

1. The form of course exams can vary and will be announced in the respective assessment plans which will be available by the start of the courses in the Student Portal.
2. If the exam consists of multiple-choice questions there will be at least three answers to choose from.
3. Where a course is assessed based on a variety of assessment formats, individual and/or collective, the student must obtain a passing mark for all the components; the weighted average of the assessments will determine the final grade for the course; exam components cannot be compensated with each other.
4. Where a course is assessed based on collective assessment or a collective assessment combined with an individual course exam assessment at least 50% of the course mark is determined on the basis of the individual course exam;
5. For courses lasting four weeks or fewer, the final grade can be made up of the collective assessment/project assessment alone;

6. Where a course assessment is partially based on peer assessment, the peer assessment will count for a maximum of 20% of the final mark;
7. In case of collective and/or peer assessment procedures must be in place to avoid students free-riding (e.g. scrum method).

Article 2.3 Written assignments and master's thesis

1. The requirements with regard to the thesis and to papers that are part of a course will be announced in the respective assessment plan in the Student Portal.
2. All written assignments must be checked for plagiarism using Ouriginal or another plagiarism-screening program approved by the Board of Examiners.
3. Students are required to upload the final version of their thesis via fhmlweb.nl as well as via the Student Portal.
4. The master's thesis must be written on an individual basis and will be graded according the assessment criteria set by the Board of Examiners.

Article 2.4 Internship

1. The Programme management determines the rules and regulations that apply to the character and scientific contents of the internship. These rules are published in the Student Portal.
2. For the Master's programme, an internship coordinator is appointed. The internship coordinator is responsible for approving a proposed internship.
3. The internship coordinator appoints an examiner to be the supervisor for the internship (or the institutional supervisor in case of an external internship), who will also be the first examiner for the master's thesis.
4. The internship will be graded according the assessment criteria set by the Board of Examiners
5. Participants of the programme (staff and students) are expected to operate within the principles of research integrity and the ensuing guidelines for good research practices as laid down in the Netherlands Code of Conduct for Research Integrity (see UM website). In case the student does not adhere to these rules the internship can be declared null and void by the Board of Examiners

Article 2.5 Invalidation of exams

The Board of Examiners is authorised to declare exams/exam results null and void.

It may do so if:

- there was an emergency while the exam was being held;
- there is evidence of widespread fraud in the exam;
- there have been demonstrable mistakes in the calculation of the exam results, or the calculation conflicted with the exam regulations.
- there are other unforeseen circumstances that make it impossible to determine whether the administration of the exams and/or calculation of marks was carried out correctly.

Article 2.6 Time allowed for exams

A maximum of three hours is allowed for the completion of a written course exam. This time can be extended by 25% with a maximum of 30 minutes on the grounds of an impairment. In special cases the Board of Examiners is authorised to allow amendments to the time for a course exam.

Article 2.7 Scheduling of course exams

The times at which course exams and course exam resits will be held are announced at the start of the academic year in the Student Portal. If a resit is oral, the originally planned time of the resit will be taken into account as much as possible. Students who have to do an oral resit will be notified accordingly at least two weeks before the planned date.

Article 2.8 Resits

1. Each academic year there are two opportunities for the course exam, the regular sit and the resit. The examiner decides upon form of the resit in consultation with the Board of Examiners.
2. Each academic year a resit opportunity is offered for failed subtests and assignments. Such an opportunity can be offered in a different way as stated in the assessment plan.
3. For resitting course exams, subtests and assignments the following regulations hold:
 - Passed results cannot be resit.
4. For resits of written papers or other assignments for which feedback has been received, it may be determined that the maximum obtainable score is lower than 10. The examiner must state the maximum obtainable score for resits of written papers in the assessment plan.

Article 2.9 Comment and Inspection Procedures

1. There are two points at which students may inspect an exam:
 - Within the context of the comment procedure.
 - Inspection of their own exam.
2. The comment and inspection procedure for multiple-choice exam differs from the procedure for open-question exams. Information on both procedures can be found in the document BMS comment and inspection procedures, published in the Student Portal.
3. The exam inspection procedure is a statutory right students have to inspect their own exam after the grades have been published. They can at the inspection appeal to their grade. They do so on an individual basis; this means that if their appeal is successful, it applies only to the relevant student.

Section 3 REGISTRATION

Article 3.1 Marks and qualifications

1. Exam components must be registered with a mark (1–10 point scale) or a qualification (Fail, Pass).
2. Marks and final grades will be given up to one decimal place only.
3. The first decimal figure is decisive for the cutoff.
E.g : 5.41 -> 5.4 and 5.49 -> 5.4
5.51 -> 5.5 and 6.59 -> 6.5
4. A label NG ("no grade") can be assigned as a result of fraud/plagiarism or when assessment is incomplete and no result can be assigned. A NG automatically constitutes a fail and no credits are awarded.

Article 3.2 Determination and Registration of exam results

1. Exam components will be registered and the associated credits granted if the requirements for the relevant components as stated in the applicable assessment plan have been fulfilled.
2. The following applies to the registration of courses:
 - the student must have a final grade of at least "5.5" .
 - for receiving a registration of the internship and thesis the final grade must be at least 6.00.
3. Marks of course exams with multiple-choice questions will be calculated using the Cohen-Schotanus method for determining the cut-off point:
 - The maximum obtainable score is equal to a mark of 10.
 - The threshold value for a mark of 5.5 is calculated as follows:
 - a. if there are 100 or more students, it will be determined on the basis of 70% of the

- 95th percentile of the scores obtained;
 - b. if there are 50 or more but fewer than 100 students, it will be determined on the basis of 70% of the average of the 10% best scores;
 - c. if there are fewer than 50 students, it will be determined on the basis of 60% of the maximum obtainable score.
4. For an end of course exam with a mix of open and closed questions, in principle the Cohen method will be used. The decision for the use of Cohen in the case of a mix of open and closed questions will be made by the Board of Examiners guided by the blue-print of the course-exam, in consultation with the course coordinator.
 5. Mark of course exams that consist solely of open questions, an absolute standard setting method will be used, with the cutoff value as indicated in paragraph 3.2.2
 6. In resits, the cut-off point for a mark of 5.5 is equal to that for regular exams.
 7. If the percentage of failing scores exceeds 40%, the course coordinator will consult with the Board of Examiners to determine whether there are grounds for adjusting the standards. The rationale for this may include: results in preceding years and the perceived degree of difficulty of the course exam.
 8. If the percentage of passing scores exceeds 90%, and/or the median value of the marks obtained is an 8.0 or higher, the course coordinator will consult with the Board of Examiners to determine whether there are grounds for adjusting the standards. The rationale for this may include: results in preceding years and the perceived degree of difficulty of the course exam.

Article 3.3 Registration of Practical Exercises

A registration for a skills training or practical will be granted when all requirements with regard to the training are met.

These requirements may include:

- a written exam testing the theoretical background of the topic studied;
- an evaluation of the practical “hands-on” skills with respect to pre-defined endpoints;
- compulsory attendance of 100%; an additional assignment will be introduced for each unattended exercise as long as the student attended at least 75% of that type of exercise; students must be referred to the Board of Examiners when they attended less than 75% of a particular type of exercise.
- sufficient participation;
- sufficient score for the report and/or presentation.

Article 3.4 Attendance and best efforts obligation

1. For tutorial meetings there is a 100% attendance requirement.
2. Students who have been granted top-class athlete status are subject to an adjusted attendance requirement.
3. Students who have a medical impairment may qualify for an adjusted attendance requirement pursuant to the recommendation of the SSC-Disability Support.

Article 3.5 Registration of internship

1. The internship is assessed on the aspects of practical skills and professional behaviour, further specified in the HFIM – Research Internship Assessment form.
2. The supervisor gives feedback and a mark on the performance on the work floor (see assessment plan Internship and thesis)
3. An endorsement for the internship will be obtained if the responsible supervisor assesses the internship with at least a 6.0.
4. The requirements with regard to the internship are laid down in an internship agreement. This agreement is available on the Student Portal.

Article 3.6 Registration of the master's thesis

1. The master's thesis is assessed by two assessors on the aspects of format and content, with format determining 10% and content determining 90% of the final grade, as specified in the assessment plan internship and thesis).
2. The assessment criteria for the master's thesis are included in the 'HFIM – Master Thesis Assessment Form' in the Student Portal.
3. For the master's thesis, an endorsement is obtained when each of the two independent assessors assess the thesis with at least 6.0.
4. In the event of major differences between the two assessors (> 2 points), a student who feels that this is a significant disadvantage, may submit a request to the Board of Examiners for the appointment of a third assessor. If the Board of Examiners takes a positive decision on this matter, the final assessment of the three assessors will be averaged. This average mark is then the final mark for the thesis.
5. The requirements regarding the master's thesis will be announced on the Student Portal at the beginning of each academic year.

Article 3.7 Exemption

1. Where a student is granted an exemption for a course, this course is immediately registered with an 'exemption'; in order to be eligible for a mark, the student must take the entire course, sit the exam and also fulfil all of the other course assessment requirements.
2. In the event that one or more exam components have been registered with an exemption, the student cannot graduate with a *cum laude* designation.
3. Exemptions are granted on a course level only.

Section 4 EXAMINATION

Article 4.1 Degree Classification

1. The examination of the master will be granted the iudicium (degree classification) cum laude if the following requirements have been met:
 - A minimum weighted mean score of at least 'eight' (8.00), before cut-off, of the final scores of all courses (internship and thesis not included).
 - A minimum mean score of at least 'eight' (8.00) for the internship (before cut-off).
 - A minimum mean score of at least 'eight' (8.00) for the Master's thesis (before cut-off).
2. If one or more courses are endorsed with an 'exemption' the student cannot be granted the iudicium of *cum laude*. If he/she wishes to apply for *cum laude*, he/she should fulfil all requirements of the courses concerned;
3. If a penalty has been imposed for fraud/plagiarism, the student cannot be granted the iudicium of *cum laude*.

Article 4.2 Flexible programme

1. The student may formulate a flexible educational programme that deviates from the programme stated in Article 3.6 of the EER.
2. The Board of Examiners will determine whether the programme will lead to the required level of knowledge and skills to receive the degree in Health Food Innovation Management.
3. The content of the flexible programme should be coherent.
4. The flexible programme must have a study load of 120 ECTS.
5. The flexible programme should contain at least 40 ECTS of the original programme (the thesis and internship not included).
6. The flexible programme should include an approved internship and thesis (50 ECTS).

Section 5 IRREGULARITIES AND FRAUD WITHIN THE SCOPE OF EXAMINATION

Article 5.1 General

The General FHML/UM-Regulation for Fraud and Irregularities, drawn up by the Boards of Examiners, set out in greater detail what constitutes fraud and what measures the Board of Examiners may impose. These regulations have been added as Appendix 1 and are also available in the Student Portal.

Section 6. FINAL CLAUSES

Article 6.1 Correspondence from the Board of Examiners

The Board of Examiners will only communicate with students via their official UM account.

Article 6.2 Unforeseen cases

The Board of Examiners will decide in all cases that are not provided for in these regulations.

Article 6.3 Hardship clause

1. The Board of Examiners is authorised to derogate from these regulations in individual cases if it feels that in view of the exceptional circumstances their application in full would result in extreme unfairness towards an individual student.
2. In exceptional cases, a student can submit a request for an extra exam possibility. For granting such a request the following criteria apply:
 - It must be the final study result to be obtained before graduation
 - student must have taken part in the last two exam opportunities for the exam for which he/she is requested another assessment

Request for an exceptional assessment can be submitted to the Board of Examiners once all other credits of the programme have been earned.

Article 6.4 Coming into force

The Rules and Regulations will come into force on 1 September 2021 and apply to the 2021-2022 academic year.

Appendix A: The General UM/FHML Regulation for Fraud and Irregularities

In this Regulation, the chairpersons of the Boards of Examiners of the UM/ FHML further detail what is understood as fraud and what measures can be imposed by the Board of Examiners. Furthermore, it is explained what is meant by irregularities and what measure the Board of Examiners can impose. This regulation about fraud, including plagiarism, applies for the academic year 2021-2022 and the following academic years.

Article 1: Fraud including plagiarism and fabricating and/or falsifying research data

In this article - which is related to the article on Fraud in the EER - it is, in accordance with Article 7.12b(3) of the Act, explained how the Board of Examiners acts under Article 7.12b(2) of the Dutch Higher Education and Research Act [Wet op het hoger onderwijs en wetenschappelijk onderzoek].

1. The Board of Examiners may impose one of the disciplinary measures set down in paragraph 7 of this article if it establishes that a student, in any exam or exam component has committed fraud, including (among others):
 - a) has had any aids/devices, resources, text or notes at his or her disposal, or has used aids and/or (communication) devices that were not explicitly allowed, or that were explicitly forbidden in the exam instructions and/or Rules of Procedures for Exams;
 - b) has communicated or attempted to communicate with another student without permission from an invigilator, examiner, or Board of Examiners member;
 - c) has copied or attempted to copy from another student, or has provided the opportunity to copy;
 - d) has collaborated on a graded assignment, paper or practical, whereas this was not explicitly allowed;
 - e) has posed as someone else or let someone else pose as him/her;
 - f) has misled, or at least attempted to mislead or provided the opportunity to mislead an invigilator, an examiner, a corrector, or the Board of Examiners with respect to the exam;
 - g) has used an obfuscation method in submitted work that is likely to have the effect that plagiarism checking tools do not work optimally;
 - h) has disregarded the instructions of the invigilator or the instructions for the exam (component) such that an unfair advantage might have been obtained;
 - i) has performed actions or omissions which make it impossible in whole or in part to properly evaluate his/her knowledge, understanding and/or skills.
2. The Board of Examiners may impose one of the disciplinary measures set down in paragraph 7 of this article if it establishes that a student has committed fraud, including (among others):
 - a) has falsified the information on mandatory attendance, participation, or effort obligation; or had someone else falsify that information; or has signed off on attendance, participation, or effort obligation when it was not (fully) met;
 - b) has falsified exam results;
 - c) has falsely obtained, or attempted to, access to an exam;
 - d) has misled an examiner relating to exam (components), registration, or grading;
 - e) has facilitated other students to engage in fraud;
 - f) has fabricated and/or falsified survey or interview answers or research data;
3. The Board of Examiners may impose one of the disciplinary measures set down in paragraph 7 of this article if it establishes that a student has committed plagiarism in any exam, part, or component, including (among others):
 - a) using or copying his/her personal or other people's texts (including code), data, ideas, other materials, or thoughts without adequate reference to the source;
 - b) presenting the structure or central body of thought from others without adequate reference to the source and thus passing it off as his/her own;
 - c) not clearly indicating in the text (including code), for example via quotation marks or a certain layout, that verbatim or nearly verbatim quotes have been used;

- d) paraphrasing the content of his/her own or other people's texts without adequate reference to the source;
 - e) copying video, audio or test material, software, and program codes from others without adequate reference to the source and thus passing them off as his/her own;
 - f) copying work from other students and thus passing it off as his/her own;
 - g) submitting a text that has previously been submitted for a different component/module, or is similar to a text that has previously been submitted by oneself or by others, unless explicitly allowed;
 - h) submitting work or assignments acquired from or written by a third party (whether or not for payment) and thus passing them off as his/her own.
4. During the exam inspection students are not allowed to have communication devices and/or other electronic devices at their disposal, neither to take the exam and answer key outside the room where the inspection takes place nor to copy these documents in any form. Also, students are not allowed to make any modifications to the exam. When the exam inspection is virtually it is not allowed to make screenshots or record the inspection. The Board of Examiners may impose one of the disciplinary measures set down in paragraph 7 of this article if it establishes that a student did not adhere to these rules.
 5. In case of fraud / plagiarism in group assignments, all students in the group are in principle responsible for fraud / plagiarism unless it is clear that specific students have committed fraud. In that case only the students in question will be penalized.
 6. In the event that the Board of Examiners suspects that a student has committed fraud in any way, the Board of Examiners shall be entitled to start the following procedure: the (acting) chair of the Board of Examiners opens an inquiry into the established facts and may call in an expert to do so. After this inquiry has been closed, but within 15 working days after fraud has been reported to the Board of Examiners by the examiner(s), the chair will inform the members of the Board of Examiners and invite the student and the examiner(s) the opportunity to each state their case. The student may have an adviser accompany him/her. If the Board of Examiners establishes that a student has committed fraud, the Board will declare the relevant exams/assessment and/or attendance registration null and void (label NG) and can impose a measure as set down in paragraph 7. The Board of Examiners will inform the student involved, the examiner and education office regarding this measure and the reason on which this measure is based. This procedure shall take place in accordance with Article 7.12b(3) of the Act.
 7. In the cases referred to in paragraphs 1 to 6 the Board of Examiners can declare the results of the relevant exam or part in question and/or the attendance registration invalid, as well as impose the following disciplinary measures:
 - a) a reprimand;
 - b) exclusion from participation or further participation in one or more exams in the programme for a period of at most one year;
 - c) in serious cases of fraud, the Board of Examiners can propose to the UM's Executive Board that the student(s) concerned be permanently deregistered from the programme.
 8. Repeat offenses of fraud are considered an aggravating circumstance and may result in more severe sanctions. This also includes fraud in components/modules that were taken at other faculties or institutions of higher education. For this reason, UM Boards of Examiners can inform each other if fraud and/or plagiarism has been established in an exam (component) at another faculty.
 9. Before the Board of Examiners imposes an appropriate disciplinary measure, or makes a proposal to the Executive Board, the student in question is given the opportunity to be heard.
 10. If fraud is established, this is included in the student's dossier and, if applicable for the programme in question, a notice of unprofessional/reprehensible behaviour will be drawn up.

11. If, after investigation, it is ultimately determined that the student concerned did not commit fraud, the names will be removed from the correspondence about the alleged fraud and the correspondence will not be included in the student's dossier.
12. The Board of Examiners does not grant exemptions on the grounds of study results obtained elsewhere while the student was excluded from participating in the programme's exams because fraud was committed.
13. In cases where a student's exam has been declared invalid, or the student has been excluded from participation in exams for a period of time as a consequence of fraudulent behaviour, there is no possibility to appeal to an exceptional circumstance clause that would involve the creation of an additional opportunity to make the exam in question.

Article 2: Irregularity

If, according to the Board of Examiners, one or more exam components or an entire exam have not been taken in the prescribed manner or if an exam component has not been conducted properly, the Board of Examiners can declare the exam or the relevant component(s) invalid, even in cases when the student is not accountable, in order to secure its legal duty as stated in Article 7.12b (1)(a) of the Act.