



# Rules and Regulations Bachelor Brain Science 2024-2025

**Rules and Regulations for the Bachelor Brain Science 2024-2025, as referred to in Article 7.12b of the Higher Education and Research Act (Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek, WHW)**

These Rules and Regulations have been determined by the Board of Examiners Brain Science, Maastricht University on 22 August 2024.



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## **Article 1 Scope of the rules and regulations**

1. These rules and regulations (R&R) apply to the education, exams and examination for the Bachelor's Brain Science study programme of the Faculty of Psychology and Neuroscience (FPN), the Faculty of Health, Medicine and Life Sciences (FHML) and the Faculty of Science and Engineering (FSE).
2. The R&R apply to all students who are registered for the Bachelor's Brain Science study programme.
3. For cases regarding exams not covered by these R&R "The Rules of Procedure for (Course) Examinations" at Maastricht University (<https://www.askpsy.nl/exams-procedure>) apply.
4. The R&R are each year adjusted and enacted by the Board of Examiners.

## **Article 2 Definitions**

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

## **Article 3 Board of Examiners**

The Board of Examiners (BoE) sees to the execution of the Rules and Regulations for the Bachelor's Brain Science examination and its parts, taking into account the Act and the EER concerning the organisation and scope of the examinations of the Brain Science study programme of FPN, FHML and FSE. The Board of Examiners will appoint examiners to conduct the examinations. In particular cases, the Board of Examiners can annul decisions taken by the examiners, when, e.g., a student has not complied with the admission requirements for a part of the examination which the student has taken.

### *Article 3.1 Appointment and composition of the Board of Examiners*

1. The dean of FPN installs the Board of Examiners and appoints its members based on their expertise in the field of the degree programme, legal tasks, assessment and examination.
2. The Board of Examiners is led by the chair.
3. The composition of the Board of Examiners is such that it reflects the programme as well as possible.
4. The Board of Examiners is supported by the secretary.

### *Article 3.2 Working method of the Board of Examiners*

1. The Board of Examiners meets every month with the full committee.
2. The chair and secretary are in charge of the daily management. They meet frequently to discuss non-standard requests, appeals, the topics and the agenda of the plenary meeting, and any other relevant business that comes up.
3. The meetings of the Board of Examiners are not public due to the confidential nature of matters discussed.
4. In the event that a request or complaint submitted to the Board of Examiners involves an examiner who is a member of the Board of Examiners, the respective examiner will abstain from deciding on the request or complaint as stated in art.

7.12b (4) of the WHW.

5. The Board of Examiners may delegate clearly defined duties (e.g. to committees or subcommittees).
6. The secretary to the Board of Examiners take standard decisions based on the EER, the R&R and/or the jurisprudence of the Board of Examiners. Non-standard requests are discussed during the weekly meetings with the chair.
7. Only complete and correctly submitted requests and complaints will be processed.
8. The Board of Examiners decides upon a request or complaint within 20 working days after the request or complaint was submitted. In special circumstances this term can be extended by another 20 working days.

#### **Article 4 Examiners**

1. The Board of Examiners appoints examiners who are qualified to assess final examinations and other educational components. Examiner qualifications vary depending on the type of examination/educational component, resulting in distinct categories. All categories require a master's degree, with some requiring a PhD. Most categories also require a University Teaching Qualification (UTQ) or completion of specific UTQ workshops. Alternatively, examiners can be appointed temporarily while pursuing the UTQ qualification. Detailed information on examiner categories and their specific requirements is available on [Askpsy.nl](http://Askpsy.nl).
2. While in principle examiners have to belong to the academic staff of the FPN, FHML and FSE, upon request, the Board of Examiners can also appoint other experts, i.e. non-academic staff, at FPN, FHML and FSE or experts from outside FPN, FHML and FSE as examiner.
3. The Board of Examiners may decide to withdraw an appointment as examiner if the examiner does not adhere to laws and/or the R&R of the Board of Examiners, or if the assessment skills of the examiner – e.g., to construct an exam, to examine, and/or to grade an exam – has repeatedly proven to be of insufficient quality.

#### **Article 5 Proof of having passed a course/module**

Course assessment can consist of one or more assessment components. The format of the course assessment components are described in the assessment paragraph of the course manual. Course assessment components can have an 'in-course assessment' format, can be organized as an end-of-course assessment, or as a combination thereof.

When the student follows the course for the first time, or opts to re-register in a next academic year for the full course including (all) assessment component(s), the outcome(s) of the assessment component(s) as described in the assessment paragraph of the course manual lead(s) to a final grade.

A student has a course/module registered as passed:

1. if the attendance requirements for the tutorial meetings as stated in article 6, paragraph 1 in the R&R have been met.
2. if applicable, a sufficient assessment and 100% attendance for the practical training.
3. if the final grade is at least a pass or a grade of 6.0 or higher.

**Article 6 Attendance obligation**

1. In principle there is an attendance obligation of 100% with respect to the tutorial group meetings. However, students can miss a certain number of meetings. More specifically,
  - For courses/modules of 7 or more tutorial meetings, two meetings can be missed;
  - For courses/modules of 5 to 6 tutorial meetings, one meeting can be missed;
  - For courses/modules of 4 or fewer tutorial meetings, no meeting can be missed.
2. Practical trainings have an attendance obligation of 100%, and the attendance is registered by the instructor on the attendance form.
3. For each course/module, attendance in the tutorial group meetings will be registered by the tutor on the attendance form.
4. A student who arrives after the official starting time of the meeting and practical training or leaves before the ending time of the meeting and practical training can be considered to not have attended.
5. When a student has not complied with the attendance obligation, the assessment component will be registered as failed.
6. If a student has not complied with the attendance obligation, the grade of the exam will be declared invalid (NG).
7. If attendance has been met in a given academic year, this will be valid for the remainder of the study, even if the exam is not passed in that year. However, an individual attendance arrangement based on personal circumstances is only valid once the exam is passed during the relevant academic year.

**Article 7 Grade point average**

1. A weighted grade point average (GPA) is calculated across all parts of the examination which are assessed on a ten-point rating scale with the exception of the FPN elective courses and electives taken at other universities. Scores will be weighted according to the number of course credits (see also article 3.6 of the EER).
2. An insufficient grade can be included on the GPA. An insufficient grade can be included on a provisional transcript, because a resit still has to be taken.
3. On a provisional transcript, an exam that has not been taken will not be included in the GPA. In that case, the number of credits obtained will be reported in relation to the number of credits that could have been obtained in the form of a progress rate.
4. On a final transcript, a GPA will only be registered when at least 60 credits have been obtained for courses/modules included in the GPA as stated in paragraph 1.

**Article 8 Cum laude/summa cum laude pass**

1. The pass 'Cum Laude' is attached to the Bachelor's examination if each of the following requirements have been met:
  - a. a GPA of at least 8.00 for all parts of the examination which are graded on a ten-point rating scale with the exception of FPN elective courses and electives taken at other universities. Furthermore, all assessments must have been

passed on the first attempt. A no grade (NG) which has been assigned when the booked exam has not been attended, will not be considered as a first attempt;

- b. weighting of course grades occurs according to credits obtained in each course (see also article 3.6 of the EER);
- c. Bachelor's thesis: a grade of at least 8.0;
- d. All courses/modules need to be passed within three years after the student started the Bachelor's programme.

Cum laude will not be awarded if more than 20 credits are exempted. A student whom the Board of Examiners has found guilty of fraudulent acts within the meaning of Articles 16 or 17, and therefore had a test result declared invalid, shall not be eligible for the attribution of Cum Laude.

2. The pass 'Summa Cum Laude' is attached to the Bachelor examination, if each of the following requirements have been met:

- a. a GPA of at least 9.00 for all parts of the examination which are graded on a ten-point rating scale with the exception of FPN elective courses and electives taken at other universities. Furthermore, all assessments must have been passed on the first attempt. A no grade (NG), which has been assigned when the booked exam has not been attended, will not be considered as a first attempt;
- b. weighting of course grades occurs according to credits obtained in each course (see also article 3.6 of the EER);
- c. Bachelor's thesis: a grade of at least 9.0;
- d. All courses/modules need to be passed within three years after the student started the Bachelor's programme.

Summa cum laude will not be awarded if more than 20 credits are exempted. A student whom the Board of Examiners has found guilty of fraudulent acts within the meaning of Articles 16 or 17, and therefore had a test result declared invalid, shall not be eligible for the attribution of Summa Cum Laude.

### **Article 9 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 student must put in a request to formulate a flexible programme before the start of the study programme.
3. The Board of Examiners will determine whether the programme will lead to the required level of knowledge and skills to receive the degree of Bachelor Brain Science.
4. The content of the flexible programme should be coherent.
5. The flexible programme must have a study load of 180 ECTS.
6. The flexible programme should contain 60 ECTS of the first year of the original programme.
7. The flexible programme should contain at least 40 ECTS on year 2 level and at least 40 ECTS on year 3 level (thesis not included).
8. The flexible programme should include an approved thesis (21 ECTS).

### **Article 10 Electives**

The decision whether or not an elective course will be considered as part of the

programme will be determined by the Board of examiners after consultation with the elective coordinator, who acts on behalf of the programme directors. The following conditions apply for the formal approval of the Board of Examiners:

- a. The content should not overlap, or only overlap minimally, with mandatory courses of the Brain Science programme;
- b. The content should be related to the objectives of the Brain Science Bachelor programme;
- c. In case of an elective at another institute, the host institute should be an academic centre, and the elective should be part of an accredited programme.

### **Article 11 Exemption**

1. A request for exemption from taking an exam or undergoing another part of the examination on the basis of what has been determined by the Act will be submitted to the Board of Examiners. The request must be submitted at least 20 working days before the start of the requested course/module. Written proof in English or in Dutch must be submitted to support the request. Only official certified translations in English or Dutch will be processed.
2. The Board of Examiners makes a substantiated decision within 20 working days after having received the request. The Board of Examiners is entitled to extend this period by an additional period of 20 working days. The student will be informed about the Board of Examiners' decision in writing.
3. A request for exemption will only be considered if it has been submitted by a student who is enrolled in the programme and who has fulfilled the study programme's financial requirements.
4. The number of credits of the course that is being proposed to act as exemption must be equal to or greater than the course the exemption is requested for.

### **Article 12 Resits**

The following resit arrangements apply to students who, in the first instance, have not passed a part of the Bachelor's examination. The relevant resits are available only to students who have complied with the attendance requirement.

#### *12.1 Course assessment*

- a. In case the final grade of the course assessment is a fail, there is one resit opportunity in the same academic year for the course assessment that covers all the intended learning outcomes, as described in the course manual.
- b. If a student passed course assessment component(s), the student cannot use the resit opportunity.
- c. In the case of a failed resit of a course assessment component the highest grade of the first or the second sit, counts.
- d. If the student fails the resit opportunity in the same academic year, and consequently fails the course assessment, the student has two options for retaking the course assessment in the next academic year: (i) Re-register for the course in the next academic year and retaking all course assessment components, which outcomes are combined in the final grade. Or (ii) register as "takes-exam only", which means that the 'in-course assessment' component(s) are not taken, and student takes part in the end-of-course assessment(s) which



fully determine(s) the final grade.

### *12.2 Practical and skills training*

A student who has missed a practical or skills meeting or obtained an unsatisfactory assessment for a practical/skills assignment, in principle, is offered one resit per academic year. If the organization of the resit is logistically impossible, a separate arrangement will be made. A student will only qualify for a resit when the practical coordinator was notified on time about the absence. A student who has been assigned to a practical or skills meeting, or who has registered for such a meeting but could not participate, has to notify the practical coordinator within 24 hours after the missed meeting. A student who did not register or who failed to notify the practical/skills coordinator in time does not qualify for a resit of the practical or skills training.

When a practical or skills training has to be concluded with a report, this has to be turned in before the deadline. There will be one chance to redo the report per academic year. This will consist of rewriting the report. A report can be rewritten only when it has been turned in before the deadline and the student adhered to the guidelines, but has failed (see article 12, paragraph 3 of the R&R). However, the fact that it must be rewritten will be taken into account when determining the grade.

### *12.3 Written assignment*

There will be one chance to redo written assignments, including the bachelor's thesis, per academic year. This will consist of rewriting the relevant written assignment. A written assignment can be rewritten only when it has been turned in before the deadline and the student adhered to the guidelines, but has failed.

## **Article 13 Other format of exam**

1. In special cases the Board of Examiners may decide to grant a student a different format of an exam in addition to the regular exam and resit. This decision will only be taken if it is based on exceptional demonstrable personal circumstances of a student, which would cause disproportionate study delay. Special personal circumstances of the student in question that can be considered are:
  - a. handicap or (chronical) illness;
  - b. pregnancy or given birth, also for the student's partner;
  - c. special family circumstances (that necessitate for example informal care);
  - d. top sport status;
  - e. insufficiently studyable education.
2. In exceptional cases, a student can submit a request for an extra exam possibility to be eligible for the final examination. For granting such a request the following criteria apply:
  - it must be the final study result to be obtained before graduation;
  - the study delay, in case the exceptional assessment is not granted, must be at least one semester;
  - in principle, the student must have taken part in the last two exam opportunities for the exam for which the student is requesting another assessment.

A request for an exceptional assessment must be submitted to the Board of Examiners within two weeks after period 6 has ended.



### **Article 14 Non-regular exam inspection**

Students who for valid reasons have not attended the regular exam inspection can request a non-regular exam inspection within two weeks after the regular exam inspection. Requests to the Board of Examiners must be motivated and include evidence on why the exam inspection was missed. Requests will be processed within 20 working days.

### **Article 15 Appeal procedure**

An appeal against a decision as stated in Article 7.61 of the WHW, including but not limited to decisions on grades and decisions of the Board of Examiners, must be submitted to the [Complaints Service Point \(CSP\)](#) within 6 weeks after publication of such a decision. Subsequently, the appeal will be forwarded to the Board of Appeal for Examinations (CBE) who will ultimately take the decision. 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.

### **Article 16 Fraud**

In this article – which is related to article 5.16 of the EER – it is, in accordance with article 7.12b (3) of the Act, explained in more detail, how the Board of Examiners acts under article 7.12b (2) of the Act (WHW).

1. The Board of Examiners may impose one or several disciplinary measures set down in article 18 if it establishes that a student, in any exam or exam component or otherwise, has committed fraud, including, but not limited to:
  - a. has had any unauthorised aids/devices, resources, text, software or notes at the student's disposal, or has used aids, devices 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 tried 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 the student;
  - 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 relating to the examination, any exams or exam components, registration or grading;
  - 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 used artificial intelligence software (such as, but not limited to, ChatGPT) when not explicitly allowed to do so in the exam instructions, course manual and/or Rules of Procedures for Examinations.
  - i. has disregarded the instructions of the invigilator or the instructions for the exam or exam component such that an unfair advantage might have been obtained;

- j. has performed actions or omissions, which make it impossible in whole or in part to properly evaluate the student's knowledge, understanding and skills.
  - k. 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 obligations when it was not (fully) met;
  - l. has falsified exam results;
  - m. has falsely obtained, or attempted to, access to an exam;
  - n. has facilitated another student to engage in fraud;
  - o. has fabricated and/or falsified survey or interview answers or research data;
  - p. has breached or attempted to breach the security measures around exams.
2. 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. In addition, students are not allowed to make any modifications to the exam. When the exam inspection is held virtually, it is not allowed to make screenshots or record the inspection. The Board of Examiners may impose one or several disciplinary measures set down in article 18 if it establishes that a student did not adhere to these rules.

### **Article 17 Plagiarism**

The Board of Examiners may impose one or several disciplinary measures set down in article 18 if it establishes that a student has committed plagiarism in any exam, part or component, including, but not limited to:

- a. using or copying the student's 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 the student's 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 the student's own or other people's texts without adequate reference to the source;
- e. copying video, audio or exam material, software and program codes from others without adequate reference to the source and thus passing them off as the student's own;
- f. copying work from other students and thus passing it off as the student's own;
- g. submitting a text that has been previously been submitted for a different component/module, or is similar to a text that has been 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 the student's own;
- i. in all of these provisions "others" and "third party" does not only refer to people but also to generative artificial intelligence (such as, but not limited to, ChatGPT). If the use of artificial intelligence is allowed and/or does not have to be disclosed for a specific use, this is explicitly mentioned in the exam instructions, course manual and/or Rules of Procedures for Examination.

**Article 18 Measures in case of fraud and/or plagiarism**

1. In the cases referred to in Articles 16 and 17 the Board of Examiners can declare the results of the relevant exam or part in question invalid, as well as impose the following disciplinary measures:
  - a. a reprimand;
  - b. cancellation of the attendance of the course;
  - c. exclusion from the resit in the academic year in which fraud or plagiarism was committed;
  - d. exclusion from participation or further participation in one or more exams in the programme for a period of at most one year;
  - e. 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.
2. Repeat offences of fraud and/or plagiarism are considered an aggravating circumstance and may result in more severe sanctions. This also includes fraud and/or plagiarism 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.
3. 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.
4. If fraud or plagiarism is established, this will be included in the student's dossier.
5. If, after investigation, it is ultimately determined that the student concerned did not commit fraud or plagiarism, no disciplinary measures will be imposed, their name will be removed from the correspondence about the alleged fraud or plagiarism and the correspondence will not be included in the student's dossier.
6. 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 and/or plagiarism was committed.
7. A student who was excluded from participation in exams, or whose exam was declared invalid for a component/module due to fraud and/or plagiarism, is not eligible for an extra exam opportunity for those components/modules.
8. In case of fraud and/or plagiarism in group assignments, all students in the group are in principle responsible for fraud and/or plagiarism. If it is unambiguously clear that only specific students have committed fraud and/or plagiarism, only these students will receive punitive sanctions but all are subject to corrective sanctions.
9. In the event that the Board of Examiners suspects that a student has committed fraud and/or plagiarism in any way in any exam or exam component, the Board of Examiners shall be entitled to start the following procedure: the chair or a member 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 and/or plagiarism has been reported to the Board of Examiners by the examiners(s), the chair or member will inform the members of the Board of Examiners, and give the student and the examiner(s) the opportunity to each state their case. The student may have an adviser accompany the student. If the Board of Examiners established that a student has committed fraud and/or plagiarism, the Board will declare the relevant

exam/assessment and/or attendance registration null and void (label 0) and can impose a measure set down in the present article. The Board of Examiners will inform the student involved, the examiner and the Education Office regarding this measure and the reason on which the measure is based. This procedure shall take place in accordance with Article 7.12b of the Act (WHW).

### **Article 19 Irregularity**

If, according to the Board of Examiners, one or more exam components or an entire exam have or has not been taken the prescribed manner or if an exam component has not been conducted properly, the Board of Examiners can declare the exam or the relevant exam 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.

### **Article 20 Amendments**

1. Amendments to these R&R shall be determined by the Board of Examiners if necessary by means in a separate decision.
2. If amendments will be made to these R&R this will only be done if it may reasonably be assumed that the interests of the students will not be harmed as a result.

### **Article 21 Hardship clause**

The Board of Examiners is authorised to deviate from these regulations in individual cases if strict adherence to these regulations would result in inequitable circumstances for the student.

### **Article 22 Implementation and date of taking effect**

1. The Board of Examiners will decide in all cases that have not been foreseen by these R&R.
2. These R&R take effect in the academic year 2024-2025.

**Thus enacted by the Board of Examiners Brain Science at its meeting of 22 August 2024.**