



**Rules and Regulations, Bachelor International Track in Medicine (ITM), academic year 2022-2023, as referred to in Article 7.12B of the Higher Education and Research Act (Wet op het Hoger onderwijs and Wetenschappelijk Onderzoek, WHW). These rules have been determined by the Board of Examiners of Medicine, Faculty of Health, Medicine and Life Sciences, Maastricht University**

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## PARAGRAPH 1 - GENERAL

### **Article 1.1 – Scope of the Rules and Regulations**

1. These Rules and Regulations apply to all students to whom the Education and Examination Regulations of the bachelor International Track in Medicine (EER ITM), academic year 2022-2023 apply.
2. The Rules and Regulations of a previous academic year may also apply to the students referred to in article 1. This will be explicitly noted in the relevant provision(s) of these Rules and Regulations.

### **Article 1.2 - Definitions**

The definitions of the Education and Examination Rules, ITM, academic year 2022-2023 similarly apply. Furthermore, in these Rules and Regulations the following definitions apply:

- a. Personal details: data that can be traced to an individual person.
- b. Compensation assignment: a form of retaking a component of the block exam (excluding the final exam of the block exam).

### **Article 1.3 - Board of Examiners**

The Board of Examiners is in charge of the bachelor's examination, including the flexible bachelor's programme. The Board of Examiners ensures the proper execution of the regulation on the bachelor's examination and its components, with due regard to the provisions laid down in the Act and the Education and Examination Rules (EER) that pertain to the structure and volume of the bachelor's examination of the bachelor programme in Medicine of the Faculty of Health, Medicine and Life Sciences.

### **Article 1.4 - Appointment of examiners**

1. The Board of Examiners appoints examiners who are qualified to hold examinations. Examiners have to be members of the permanent academic staff of Maastricht University and/or MUMC and they have a task in education in the programme. The Board of Examiners can appoint other members of the scientific staff and experts from outside the programme as examiner.
2. As examiners, members of the scientific staff who are entrusted with providing education of an educational component/course, are responsible for the assessment of the educational component/course. The Board of Examiners can appoint other members of the scientific staff and experts from outside the programme as examiner.
3. The Board of Examiners can decide to withdraw an appointment as examiner if the examiner does not cohere to laws and regulations or rules of the Board of Examiners, or if the assessment skills of the examiner (construct, examine and judge) have repeatedly proven to be of insufficient quality.

## PARAGRAPH 2 - EXAMS

### **Article 2 – Resit exams or parts thereof**

The student may resit an exam or a part of an exam only if the student has received a 'fail' qualification.

### **Article 2.1 – Examiners**

An overview of the examiners of the parts mentioned in article 2.2 – 2.7 can be found in the appendix "Examiners in the International Track in Medicine 2022-2023".



### **Article 2.2 – Block exam/cluster exam**

- 1.. The block exam has the following possible final qualifications: “fail”, “pass” or “good”.
- 2.. The cluster exam has the following possible final qualifications: “fail”, “pass” ,“good” or “excellent”.

### **Article 2.3 – Programme Clinical Skills**

The Programme Clinical Skills year 1,2 and 3 has the following possible final qualifications: ‘fail’, ‘pass’ or ‘good’. The Programme Clinical Skills is passed if it is completed with at least a ‘pass’ as its final grade.  
In year 2 and 3 of the bachelor, the Programme Clinical Skills is part of the portfolio.

### **Article 2.4 – Progress test exam**

In course year 1, 2 and 3 of the ITM a progress test exam is administered to all students. It consists of four tests (test moments).  
A more elaborate explanation of the progress test exam can be found in the assessment plan that is published on the Student portal.

### **Article 2.5 - Professional behaviour**

1. The assessment of professional behaviour is done by the Bachelor Portfolio Review Committee (BPRC) (year 1, 2, 3). In year 1, 2 and 3 professional behaviour is part of the portfolio.
2. In determining the result of the professional behaviour exam, the BPRC will take into account the reports received on the basis of article 8.1 of the EER for the Bachelor International track in Medicine, curriculum 2011, academic year 2022-2023, and the results of the investigation carried out.

### **Article 2.6 – Portfolio exam**

This exam consists in year 1 of the following parts:

- Assessment portfolio
- Professional behaviour
- Academic writing

This exam consists in year 2 of the following parts:

- Assessment portfolio
- Programme Clinical Skills
- Consultation skills and Reflection programme (CORE)
- Professional behaviour
- Pharmacotherapeutic skills
- Academic writing

This exam consists in year 3 of the following parts:

- Assessment portfolio
- CORE
- Programme Clinical Skills
- Professional behaviour
- Pharmacotherapeutic skills
- Academic skills (CAT)
- Chronicity
- Health law and health ethics

The student submits the portfolio to be assessed by the BPRC. The BPRC will determine the result of the portfolio within 15 working days after the portfolio has been submitted. The result of the portfolio exam will be expressed in the final qualifications ‘fail’ or ‘pass’.



The student will include all assessments in the portfolio.

#### **Article 2.7 – Consultation skills and Reflection programme**

1. The final result of the CORE programme is represented by the qualifications 'fail', 'pass' or 'good'. In year 2 and 3 the CORE programme is part of the portfolio.

#### **Article 2.8 – Non-block-related and non-cluster related programmes**

1. If a component of the non-block related or programme is in the first instance not awarded a 'pass', the student can take the exam again, by means of a 'compensation assignment'. The resit possibilities for year 3 can be found in the document "Resit possibilities year 3 bachelor"

#### **Article 2.9 – Determining results**

1. Before assessing the following tests – progress, final, Programme Clinical Skills and other exams – and determining the results, the examiner of the exam concerned may decide that one or more questions, (parts of) Programme Clinical Skills, or parts of exams will be excluded from the assessment and result, or that the scoring key will be changed for one or more questions.

2. The results of the aforementioned tests are based on the definitively determined exam and are established for each student separately by the examiner of the relevant exam according to provisions in the related articles of the Programme and Examination Rules/Rules and Regulations.

#### **Article 2.10 - Exemption**

1. The Board of Examiners may, at a student's request, grant the student an exemption from taking a course including one or more exams if the student demonstrates in writing to the Board of Examiners' satisfaction that

- he previously passed an exam for a university programme which was similar in terms of content and level
- or gained sufficient knowledge and skills relevant to the exam concerned, either through work or professional experience.

2. An exemption may only pertain to an entire course and not a component thereof.

3. In order to qualify for an exemption, a student has to submit a written request to the Board of Examiners with a minimum of 6 weeks prior to the start of the relevant course.

4. 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.

5. In the event that a student is granted an exemption, this will be registered as 'exemption'.

#### **Article 2.11 Admission ITM students to the exams outside the Netherlands**

For exams regarding education followed outside of the Netherlands, students will only be admitted if the programme was approved beforehand by the Board of Examiners Medicine. Approval will be withdrawn if at the moment of departure, the Institute of Education has made the (very) well-argued decision that the student concerned may not go abroad for education.

#### **Article 2.12 – Rules of discipline and order in exams or parts of exams**

1. Instructions regarding the course of events preceding and during the exam or part of exam, ITM students by or on behalf of the Board of Examiners Medicine, must be followed by the student. The written instructions are included in the rules of discipline and order for the concerned exam as recorded on the Student portal

2. The student is obligated to show personal identification at the request of or on behalf



of the Board of Examiners Medicine; the identification must be one of the valid identifications listed in the relevant rules of procedure.

3. When the student does not meet the provisions of the first or second section, the Board of Examiners Medicine can decide to exclude the student from further participation in that exam or part of exam.

4. The Rules of Procedure for (Course) Exams at Maastricht University apply to all types of exams (including written exams, collective or oral exams) and to all students, including students with special arrangements. Additional information on the conduct of exams (including digital exams) should also be consulted via the UM Library Resources.

#### **Article 2.13 – Fraud, including plagiarism**

The General FHML/UM-Regulation for Fraud and Irregularities, as drawn up by the Board of Examiners Medicine, further details what is understood as fraud and what measures can be imposed by the Board of Examiners Medicine. This regulation is available in the Student portal/Intranet.

#### **Article 2.14 – Format of resits of exams or parts of exams**

The format in which the resit opportunity for an exam or part of the exam is offered can differ from how the exam or part of the exam was taken the first time. The format of the resit of the exam or part of exam will be announced at the latest 2 weeks before the resit date.

#### **Article 2.15 – To declare an exam invalid**

The Board of Examiners Medicine has the right to declare an exam invalid.

#### **Article 2.16 - Exams**

1. The instructions regarding the contents, form and assessment criteria for course exams are published in the assessment plan. The assessment plan will be published in the Student portal before the start of the course.
2. The assessment of an examination with closed questions is determined on the basis of the level of difficulty of the test by means of the Cohen-Schotanus method as follows: The block test score (percentage correct answers) is translated to a block test qualification (Fail/Pass/Good). The block test qualification is determined by means of the Cohen method, which means that the cut-off values (Pass/Fail and Good/Pass) are based on the 95th percentile. When the block test is equivalent to the regular track of medicine, both groups will be taken together to determine the reference score. If a test is taken by less than 100 but more than 50 students, the cut-off values are based on the mean of the 10% best scores. Tests taken by less than 50 students do have absolute cut-off values. The Board of Examiners can decide to deviate from the use of the Cohen-Schotanus method based on the blueprint of the course exam or in consultation with the course coordinator.
3. The assessment of an examination with (primarily) closed questions is determined on the basis of the level of difficulty of the test by means of the Cohen-Schotanus method as mentioned in section 2.
4. The boundary values as determined with the regular block test will be used with the resit block test.
5. If the percentage of failed exam scripts exceeds 40% of the total number of students, the course coordinator consults the Board of Examiners in order to determine whether there are grounds for adjusting the absolute norm. Such grounds may include: the scores of previous years and the level of difficulty of the exam.
6. If the percentage of passed exam scripts exceeds 90% of the total number of students, the course coordinator consults the Board of Examiners in order to determine whether there are grounds for adjusting the absolute norm. Such grounds may include: the scores of previous years and the level of difficulty of the exam.



### PARAGRAPH 3 – DEGREES WITH DISTINCTION ('CUM LAUDE')

#### **Article 3 – Degrees with distinction**

1. The Board of Examiners Medicine will award a degree with distinction ('cum laude') **of their own accord** for the final declaration if the following cumulative requirements have been met:

- to obtain a degree 'with distinction' for the bachelor degree of science, at least a 'pass' must have been achieved in the first attempt for all parts of course year 1, 2 and 3.

- to obtain a degree 'with distinction' in the final declaration, moreover, the following cumulative requirements apply;

#### I. Course year 1:

In the first attempt, it is necessary to have:

- a. received the qualification 'good' for at least 4 block exams of course year 1;
- b. received at least a 'pass' qualification for the Portfolioexam of course year 1. Furthermore, no reprehensible behaviour reports, as referred to in article 8.1 of the Education and Exam Rules of the ITM, are to have been filed and confirmed after investigation.

#### II. Course year 2:

In the first attempt, it is necessary to have:

- a. received the qualification 'good' for at least 4 block exams of course year 2;
- b. received at least a 'pass' qualification for the Portfolioexam of course year 2. Furthermore, no reprehensible behaviour reports, as referred to in article 8.1 of the Education and Exam Rules of the ITM, are to have been filed and confirmed after investigation.

#### III. Course year 3:

In the first attempt, it is necessary to have:

- a. received the qualification 'good' or 'excellent' for all clusters of course year 3; two of the four clusters need to be concluded with an "excellent".
- b. received a qualification "good" for the progress test exam of year 3 and moreover must not have obtained any failed results for the separate progress tests of year 3;
- c. received at least a 'pass' qualification for the Portfolio exam of course year 3. CORE and the Programme Clinical Skills year 3 need to be concluded with a Good. Furthermore, no reprehensible behaviour reports, as referred to in article 8.1 of the Education and Examination Rules of the ITM, are to have been filed and confirmed after investigation.

- finally, to obtain a degree 'with distinction' in the final declaration, the student concerned may not have committed fraud.

#### **Article 3A – Amended requirements for awarding degrees with distinction ('cum laude')**

If the requirements as listed in article 3 are in any event different from those from a previous year in which the student was registered, and the concerned student experiences a disadvantage as a consequence hereof, the requirements will prevail as recorded for the previous academic year.



## PARAGRAPH 4 – STUDY DOSSIER AND STUDY ADVISORS’ DOSSIER

### **Article 4.1 – Study dossier: content**

1. For each student there is a study dossier.
2. The study dossier contains:
  - a. Information concerning the exams.
  - b. An overview of the number of credits obtained.
  - c. The decisions made by the Board of Examiners Medicine
  - d. Any judgements or rulings from the Court of other judicial institutes.
  - e. Other relevant documentation.

### **Article 4.2 – Study dossier: administration**

1. The administration of the study dossier lies with the chair of the Board of Examiners Medicine and is executed on behalf of the chair by the head of Educational Affairs.
2. The head of Educational Affairs arranges for all the information as detailed in article 4.1 (2) to be included in the study dossier. The head of Educational Affairs does what is necessary to promote the accuracy and completeness of the entered data. The head of Educational Affairs also takes measures to prevent loss or damage of the data and protect it against unauthorised perusal, modification, or distribution thereof.
3. The processing of the study details and the entering thereof in the study archive must be in accordance with the provisions in these Rules and Regulations.
4. The study dossier is administered from the moment that the student is registered for the ITM or post-initial Master of the Medical Programme until six years after the moment that the student has met all exam requirements of course years 1, 2 and 3 of the ITM or the IMM, or until six years after the moment that the student leaves the ITM or the IMM.

### **Article 4.3 - The study dossier: release of personal details**

1. Personal details from the study archive can be released to the chair and members of the Board of Examiners Medicine, to the concerned student and to the persons necessary, in the view of the chair of the Board of Examiners Medicine, to the implementation of the role of Board of Examiners Medicine. Personal details can also be released to members and secretary of the Court of Appeal for Examinations if the concerned student has brought an appeal.
2. Personal details can be released to the study advisors and the mentor of the concerned student on the basis of their responsibility as study supervisors.
3. Personal details can be released to the chair and the members of the professional behaviour review committee on the basis of their responsibilities regarding the professional behaviour exam.
4. Personal details can furthermore be released if this is required in consequence of a legal order.
5. Personal details can only be released to abovementioned persons if this is necessary to carry out their tasks taking into account the subsidiarity principle and the proportionality principle.
6. Release of personal details to other parties than mentioned in the previous sections, will only take place after permission is granted by the student concerned.

### **Article 4.4 - The study dossier: scientific research**

The Board of Examiners Medicine may, upon request, make study data that are not personal data available for research purposes.

### **Article 4.5 – Study advisor’s archive**

1. Students can consult a study advisor to discuss their personal development and plans for the future. Study advisors of the student will save correspondence and other particulars of the student in an archive separate from the study dossier.



2. The student is allowed access to the archive in their own name, as referred to in section 1.
3. Access to anyone other than those mentioned in the previous sections, is only granted after permission from the student as well as the study advisor.

#### PARAGRAPH 5 – FINAL PROVISIONS

##### **Article 5.1 –Correspondence with the Board of Examiners Medicine via email**

The Board of Examiners Medicine can correspond with students via e-mail; in that case they will address their correspondence to the student email-address of the Maastricht University.

##### **Article 5.2 – Unforeseen circumstances**

In circumstances not provided for by these regulations, Board of Examiners Medicine will make a decision.

##### **Article 5.3 – Official title**

These regulations will be referred to as the Rules and Regulations, International Track in Medicine (ITM), academic year 2022-2023.

##### **Article 5.4 – Date of Commencement**

These Rules and Regulations take effect on 1 September 2022 and apply to the academic year 2021-2022.

As established by the Board of Examiners Medicine on 3 August 2022.





Appendix to article 2.1.

**EXAMINERS INTERNATIONAL TRACK IN MEDICINE STUDY YEAR 2022-2023**

<b>Year 1</b>	<b>Part of the portfolio</b>	<b>Examiner</b>
Blocks	No	Block coordinator
Progress test exam	No	Chairman Progress test Review Committee (PtRC)
Imaging Techniques	No	Coordinator
Portfolio	Yes	BPRC
Professional Behaviour	Yes	BPRC
Academic Writing	Yes	Chairman Workgroup Academic Education
Programme Clinical Skills	No	Skills Assessment Committee (SAC)
CORE	No	CORE Coordinator
Pharmacotherapeutic skills (P-scribe)	No	Coordinator Pharmacotherapy Education

<b>Year 2</b>	<b>Part of the portfolio</b>	<b>Examiner</b>
Blocks	No	Block coordinator
Progress test exam	No	Chairman PtRC
Portfolio	Yes	BPRC
Professional Behaviour	Yes	BPRC
Academic Writing	Yes	Chairman Workgroup Academic Education
Programme Clinical Skills	Yes	SAC
CORE	Yes	CORE coordinator
Pharmacotherapeutic skills (P-scribe)	Yes	Coordinator Pharmacotherapy Education

<b>Year 3</b>	<b>Part of the portfolio</b>	<b>Examiner</b>
Clusters	No	Cluster coordinator
Progress test exam	No	Chairman PtRC
CAT	Yes	CAT coordinator
Health Law & Health Ethics	Yes	Coordinator HLHE
Professional Behaviour	Yes	BPRC
Programme Clinical Skills	Yes	SAC
CORE	Yes	CORE coordinator
Pharmacotherapeutic skills (P-scribe)	Yes	Coordinator Pharmacotherapy Education

BPRC = BachelorPortfolioReviewCommittee

SAC = Skills Assessment Committee

PtRC = Progress test Review Committee