



Rules and Regulations (RR) of the Master's Programme in Medicine, 2013 curriculum, English track, 2021-2022 academic year, of the Faculty of Health, Medicine and Life Sciences, Maastricht University, as meant in Section 7.12b of the Dutch Higher Education and Research Act [*Wet op het hoger onderwijs en wetenschappelijk onderzoek*].

These regulations have been adopted by the Board of Examiners (BoE Med) of Medicine of Maastricht University.

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SECTION 1 – GENERAL

Article 1.1 – Applicability of the Rules and Regulations

These Rules and Regulations apply to all students who are subject to the Education and Exam Regulations (EER) of the follow-up Master's Programme in Medicine – 2013 curriculum, 2021-2022 academic year to be hereinafter referred to as "MaMed"

Article 1.2 – Definition of terms

The definitions of terms contained in the Education and Exam Regulations (EER) of the follow-up Master's Programme in Medicine – 2013 curriculum 2021-2022 academic year apply *mutatis mutandis*.

Article 1.3 – Appointment of Examiners

The Board of Examiners of Medicine (BoE Med) appoints examiners who are qualified to hold examinations in a written decision. 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.

The assessor of the SCIP must have a doctorate and should belong to the academic personal of Maastricht University and/or have an appointment with the Maastricht University Medical Centre and/or an associated institution in terms of education and/or research.

2. 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

Article 1.4 – Rules of procedure relating to tests, exams, or components of tests

1. Students must comply with the oral and written instructions issued by or on behalf of the BoE Med regarding the rules of procedure to be followed before or during a test or component of a test. Written instructions are laid down in the rules of procedure available in the Student portal.

2. In response to a request for identification made by or at the behest of the BoE Med, students must identify themselves by means of a valid proof of identity as listed in the relevant rules of procedure.

3. If a student does not satisfy the provisions contained in or laid down pursuant to the first or second paragraph, the BoE Med will be authorised to exclude that student from the relevant exam/exam component.

Article 1.5 – Fraud, including plagiarism

The General FHML/UM-Regulation for Fraud and Irregularities, drawn up by the BoE Med further details the definition of fraud and the measures that the BoE Med can impose. This regulation is available in the Student portal/Intranet.

SECTION 2 – TESTING AND ASSESSMENT BASED ON THE MASTER'S PORTFOLIO

Article 2.1 – Testing

1. The premise for the testing within the Master's Programme in Medicine – 2013 curriculum (to be referred to hereinafter as 'the Programme') is the 2009 Blueprint for the Education of Medical Doctors [*Raamplan Artsopleiding 2009*] and



the final qualifications and competencies referred to therein.

2. The 2009 Blueprint for the Education of Medical Doctors describes the following 7 competencies:

- Medical expert
- Communicator
- Collaborator
- Organiser
- Professional
- Health advocate
- Scholar

3. A variety of testing instruments are deployed in the context of the testing programme within the Programme. Each of the tests provides specific information on specific aspects of the competencies (or elements thereof). All test information (quantitative and qualitative) is collected in the master's portfolio.

Article 2.2 – Progress testing

In every phase progress testing is used. It consists of several progress tests in every phase.

A more elaborate explanation of progress testing can be found in the assessment plan that is published on the Student portal.

The results of the individual progress tests are an obligatory part of the masterportfolio.

Article 2.3 – The master's portfolio as a tool

In the context of the Programme, the master's portfolio is a tool for:

- a. reflection and self-directed study;
- b. storing the information and feedback on competency development that is relevant to the student;
- c. assessing the student's learning process and competency development.

A more elaborate explanation of the regulations can be found in the assessment plan of the Masterportfolio on the student portal.

Article 2.4 – Remediation

1. If a student's progress based on his/her master's portfolio is graded as unsatisfactory, the student will have to follow a suitable remediation programme. The remediation programme is an individualized resit to address identified gaps in competency development. The student will formulate the further details of the remediation programme in consultation with the mentor and the MAC. The student should provide sufficient insight to what extent the remediation programme has led to the desired outcome.

2. The remediation programme must be (partly) based on the information in the master's portfolio. The content of the remediation programme will depend on the competencies (or partial competencies) regarding which the student has shown to need improvement.

Article 2.5 – To declare an exam invalid

The BoE Med is authorized to declare an exam invalid.

Article 2.6 - 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 he or she 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'.

SECTION 3 – CUM LAUDE DESIGNATION BASED ON MASTER'S FINAL EXAMINATION

Article 3.1 – Award of cum laude designation based on master's final examination

This article is applicable to students who started their master programme in 2018-19.

The assessment of the master's portfolio determines whether the *cum laude* designation is awarded upon passing the master's final examination.

The BoE Med may award him/her the *cum laude* designation upon passing the master's final examination if all of the following requirements are met:

The assessment for T1, T2 and T3 should be at least "above expectation".

See the assessment plan Master in Medicine and the associated assessment forms in the portfolio for a detailed description of the requirements for awarding the "above expectations" verdict per phase.

The student may not have committed fraud.

Finally, the BoE Med decides whether to designate the cum laude or not.

SECTION 4 – STUDY PORTFOLIOS AND ACADEMIC ADVISERS' ARCHIVES

Article 4.1 – The study portfolio: Contents

1. There is a study portfolio for each student.
2. The study portfolio contains:
 - a. The results of the tests (exams) taken and the final exams taken as part of the Programme
 - b. The decisions rendered by the BoE Med
 - c. Any decisions and procedural documents from the Exam Appeal Board (*College van Beroep voor de Examens*) and any judicial bodies
 - d. Other relevant documents

Article 4.2 – The study portfolio: Management

1. The chair of the BoE Med is responsible for study portfolio management, with the head of Education [*Onderwijszaken*] actually managing the portfolio on behalf of the BoE Med.
2. The head of Education ensures that the information referred to in the previous article is included in the study portfolio. He/she takes the measures necessary to ensure that the information included in the portfolio is correct and complete.



He/she also takes the measures necessary to ensure that this information is not lost or compromised and to ensure that the information is not examined, provided, or changed without authorisation.

3. The course data must be processed and included in the course files in accordance with the provisions of these RR.

4. The study file is kept from the time the student registers for the Programme until 6 years after the student has passed the final examination for qualification as a medical doctor, or until 6 years after the student has ceased being registered for the Programme.

Article 4.3 – The study portfolio: Provision of personal data

1. Personal data – meaning data that is traceable to an individual person – from the study files can be provided to the chair and members of the BoE Med, the relevant student, and those the BoE Med considers must have the data in order for the duties of the BoE Med to be properly performed. Personal data can also be provided to the members and secretary of the Board of Appeal if the student institutes an appeal.

2. Personal data can be provided to the relevant student's academic advisers and mentor, given that they are charged with providing the student with academic advice. The mentor will already have much of this information as a result of his/her progress meetings with the student and his/her exam of the student's master's portfolio.

3. Personal data can also be provided if that provision is required by law.

4. Personal data can only be provided to the persons listed above if that provision is necessary to the performance of their duties.

5. Personal data may only be provided to persons other than those listed above if the student consents to that provision.

Article 4.4 – The study portfolio: Research

Upon request, the BoE Med can provide non-identifying programme data for research purposes.

Article 4.5 – Academic advisors' archives

1. Academic advisers keep the student's correspondence and other documents not mentioned in article 4.1, section 2 in an archive separate from the study portfolio.

2. The student has a right to examine his/her archive as referred to in paragraph one.

3. Persons other than those referred to in previous paragraphs may not examine this archive without the consent of both the student and an academic adviser.

SECTION 5 – FINAL PROVISIONS

Article 5.1 – E-mail correspondence from the BoE Med

The BoE Med can correspond with students by e-mail; in such cases, this correspondence must be addressed to the student's formal university e-mail address.

Article 5.2 – Contingency clause

In cases for which these RR do not provide, the BoE Med will issue decisions.

Article 5.3 – Documents indicated in this regulation with a computer-link



Documents which are indicated in this regulation with a computer-link, are the most up to date documents. These documents are leading and binding.

Article 5.4 – Citation

These regulations should be cited as the Rules and Regulations of the Master's Programme in Medicine, 2013 curriculum, 2021-2022 academic year.

Article 5.5 – Effective date

The RR will enter into effect on 1 September 2021 and will apply to the 2021-2022 academic year.

Adopted by the BoE Med on 12 May 2021.