



Rules and Regulations (RR) of the Master's Programme in Medicine, 2013 curriculum, English track, 2022-2023 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 of Medicine of Maastricht University.

Contents:

1. General
2. Testing and assessment based on the master's portfolio
3. *Cum laude* designation based on master's final examination
4. Study dossiers and study advisors' archives
5. Final provisions

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 Examination Regulations (EER) of the follow-up Master's Programme in Medicine – 2013 curriculum, 2022-2023 academic year.

Article 1.2 – Definition of terms

The definitions of terms contained in the Education and Examination Regulations (EER) of the follow-up Master's Programme in Medicine – 2013 curriculum 2022-2023 academic year apply *mutatis mutandis*.

Article 1.3 – Appointment of Examiners

The Board of Examiners of Medicine 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 Board of Examiners Medicine 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 Board of Examiners Medicine, 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 Board of Examiners Medicine will be authorised to exclude that student from the relevant exam/exam component.

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 1.5 – Fraud, including plagiarism

The General FHML/UM-Regulation for Fraud and Irregularities, drawn up by the Board of Examiners Medicine further details the definition of fraud and the measures that the Board of Examiners Medicine 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 the 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 Board of Examiners Medicine 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 the student demonstrates in writing to the Board of Examiners' satisfaction that
 - the student 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. The Scientific Research Participation (SCIP) is excluded from this exemption.
3. An exemption may only pertain to an entire course and not a component thereof.
4. 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.
5. The Board of Examiners will not grant any exemption based on exams passed by a student outside the programme during the period in which the student was barred by the Board of Examiners from taking exams for the programme because of fraud.
6. 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 Board of Examiners Medicine may award a student 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 Board of Examiners Medicine decides whether to designate the *cum laude* or not.

SECTION 4 – STUDY DOSSIERS AND STUDY ADVISORS' ARCHIVES

Article 4.1 – The study dossier: Contents

1. There is a study dossier for each student.
2. The study dossier 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 Board of Examiners Medicine
 - 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 dossier: Management

1. The chair of the Board of Examiners Medicine is responsible for study dossier management, with the head of Education [*Onderwijszaken*] actually managing the portfolio on behalf of the Board of Examiners Medicine.
2. The head of Educational Affairs ensures that the information referred to in the previous article is included in the study dossier. The head of Educational Affairs takes the measures necessary to ensure that the information included in the portfolio is correct and complete. The head of Educational Affairs 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 dossier: 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 Board of Examiners Medicine, the relevant student, and those the Board of Examiners Medicine considers must have the data in order for the duties of the Board of Examiners Medicine 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 study advisors and mentor, given that they are charged with providing the student with study advice. The mentor will already have much of this information as a result of the progress meetings with the student and the 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 dossier: Research

Upon request, the Board of Examiners Medicine can provide non-identifying programme data for research purposes.

Article 4.5 – Study advisors' archives

1. Students can consult a study advisor to discuss their personal development and plans for the future. Study advisors keep the student's correspondence and other documents not mentioned in article 4.1, section 2 in an archive separate from the study dossier.
2. The student has a right to examine their own 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 a study advisor.



SECTION 5 – FINAL PROVISIONS

Article 5.1 – E-mail correspondence from the Board of Examiners Medicine

The Board of Examiners Medicine 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 Board of Examiners Medicine will issue decisions.

Article 5.3 – Citation

These regulations should be cited as the Rules and Regulations of the Master's Programme in Medicine, 2013 curriculum, 2022-2023 academic year.

Article 5.4 – Effective date

The RR will enter into effect on 1 September 2022 and will apply to the 2022-2023 academic year.

Adopted by the Board of Examiners Medicine on 3 August 2022.