
Rules and Regulations 2021-2022 Master of Science Programme 'Sustainability Science, Policy, and Society' (MSc. SSPS)

SBE Board of Examiners

School of Business and Economics

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Introduction

These Rules and Regulations explain how the Board of Examiners implements the Education and Examination Regulations (EER) of the Master of Science Programme Sustainability Science, Policy and Society. Part 1 provides general information. Part 2 refers to specific articles of the EER that need further elaboration. The article number and titles in part 2 refer to the same article in the EER. For more information about procedures, please have a look at the SBE Intranet for students.

PART 1: General Provisions

Article 1: Applicability of the rules

In accordance with Article 7.12b of the Dutch Higher Education and Research Act (WHW), the Board of Examiners has formulated these Rules and Regulations for the execution of its tasks under the WHW. These Rules and Regulations apply to the education and examinations of the Master Programme Sustainability Science, Policy and Society of Maastricht University, hereafter called the degree programme.

Article 2: Definitions

The definitions contained in Article 1.1 of the Dutch Higher Education and Research Act (WHW) and Article 1.2 of the Education and Examination Regulations (EER) of the degree programme apply.

Article 3: Tasks of the Board of Examiners

The Board of Examiners executes the tasks laid down in the Dutch Higher Education and Research Act (WHW).

Article 4: Appointment and composition of the Board of Examiners

1. The Faculty Board installs the Board of Examiners and appoints its members on the basis of their expertise in the field education. Before a member is appointed the Faculty Board will consult the Board of Examiners on the proposed appointment.
2. At least one member is a lecturer at SBE.
3. The Board of Examiners has one external member, who is not connected to SBE.
4. Members of the Faculty Board or other persons who have financial responsibilities within the institution are excluded from serving on the Board of Examiners.
5. The Board of Examiners appoints one of its members as chairperson (external members are not eligible for this position).
6. The Board of Examiners is supported by one or more secretaries.
7. The secretaries are responsible for administrative and procedural matters of the Board of Examiners.

Article 5: Working method of the Board of Examiners

1. The Board of Examiners meets at least 6 times per academic year.
2. The meetings of the Board of Examiners- are not public due to the confidential nature of matters discussed. An annual report summarising its activities will be shared with the Dean of the faculty.

3. 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 examiner concerned will abstain from deciding on the request or complaint as stated in art. 7.12b.4 of the WHW.
4. The Board of Examiners may delegate clearly-defined duties (to sub- committees).
5. The Secretary to the Board of Examiners is charged with looking after the day-to-day affairs of the Board of Examiners.
6. The Secretary to the Board of Examiners is mandated to make standard decisions related to matters for which clear determination criteria have been communicated by the chair (e.g., exam facilitation for students with disabilities, selecting a specialisation, leave of absence) based on the EER, the Rules and Regulations, and/or the jurisprudence of the Board of Examiners.
7. The Board of Examiners decides upon a request or complaint within a reasonable period. A reasonable period is eight weeks at the most.

Article 6: Examiners

1. The Board of Examiners appoints members of the scientific staff of the degree programme as examiners. Examiners are responsible for the examination in the educational module.
2. The Board of Examiners can appoint other members of the scientific staff or experts from outside the university as examiners for educational modules.
3. Appointment of examiners is based on the Basis Kwalificatie Onderwijs. If a BKO is not available, the Programme Board will provide the Board of Examiners with information that shows grounds for the appointment as examiner.
4. Other members of the scientific staff can perform tasks for an exam/examination upon delegation from the appointed Examiner, but the appointed Examiner has full responsibility for the quality of the assessment in the module.
5. Examiners are responsible for the design, assessment and determination of results and the administration of results.
6. Examiners will provide the SBE Assessment Committee with information on the assessment of the module. The Board of Examiners may request the Assessment Committee to provide information, undertake research and make proposals concerning testing at SBE.
7. Examiners inform students about the examinations in a module (the form of the exam, its resit, and assessment criteria) at the latest at the start of the module by means of the syllabus.
8. The Board of Examiners can proceed to withdraw the appointment as examiner when the examiner does not comply with the Rules and Regulations or with guidelines of the Board of Examiners or if the competency of the examiner with respect to design, assessment, or administering exams has proven insufficient on repeated occasions.

Article 7: Amendments

1. Amendments to these Rules and Regulations shall be determined by the Board of Examiners by means of a separate decision.
2. Proposed amendments to these Rules and Regulations, may be made only if it is reasonably assumed that the interests of the students will not be harmed as a result.

Article 8 Hardship clause

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

Article 9: Execution and date of commencement

In all cases for which the present Rules and Regulations do not provide, the Board of Examiners will decide on a case-by-case basis. These Rules and Regulations will take effect on 1 September 2021 and stay in force for the academic year 2021-2022, up to and including 31 August 2022.

PART 2: Elaboration of Specific Articles from the EER

Part 2 refers to specific articles of the EER that need further elaboration. The article number and title in part 2 refer to the same article in the EER.

Re: Article 4.4 Course attendance

- a. The attendance requirements will need to be fulfilled as described in the syllabus.
- b. For module-related practicals and skills trainings, compulsory attendance can be set at 100%. Missed meeting can be compensated with an assignment the examiner deems appropriate for the missed time. A maximum for compensating attendance of missed meetings may apply and will be described in the syllabus.
- c. Lectures that are part of a module can have an attendance requirement, which shall be clearly specified within the syllabus.
- d. The attendance requirements will also be displayed in each course syllabus (as in previous paragraph).
- e. Participation in (tutorial) group meetings is recorded by the tutor on a form for each (tutorial) group.
- f. In order to qualify for a compensatory assignment to make up for insufficient attendance, a student shall apply for a compensatory assignment within two weeks after the module is finished. This request will be handled by the course coordinator.
- g. The course coordinator assigns a compensatory assignment within 1 week after receiving the request.
- h. The assignment must be handed in to the course coordinator within 6 weeks after the examination has taken place but before the resit of the course. If this compensatory assignment is considered to be satisfactory (again, assessment should take place before the resit of the course) the student will be considered to have complied with the attendance requirements and the provisional result of the course test shall be ratified.
- i. In case more meetings have been missed than acceptable due to exceptional circumstances, a student needs to contact the Board of Examiners to discuss if, and how, absence can be compensated, within two weeks after the module is finished. The BoE will ask the student to contact the study advisor to explain the exceptional circumstances. The study advisor will advise the BoE whether the student should be given an opportunity to compensate the missed attendance.

Re: Article 5.2 Marks

Section 1: Passes for courses

- a. If an attendance requirement is set in the syllabus, students who have not met the attendance requirement will not be given an overall grade point for the course until attendance requirements have been fulfilled or the course has been taken again (see also part 2, art 4.4 for the procedure).
- b. The syllabus will indicate whether students must have obtained at least a pass for the overall assessment of the course or if students must have obtained a pass for every assessment item in the course.

- c. Each assessment will result in either a pass or fail, or a grade point on the scale mentioned in the EER.

Section 2: Passes for skills trainings and thesis research proposal

- a. Skills trainings may have an 100% attendance requirement. Any missed meeting must be compensated with an assignment the examiner deems appropriate for the missed time. If missed meetings have not been compensated, a student will receive no provisional or other grades. See also part 2-art 4.4 about attendance.
- b. The syllabus will indicate whether students must have obtained at least a pass for the overall assessment of the course or if students must have obtained a pass for every assessment item in the course.
- c. Each assessment will result in either a pass or fail, or a grade point on the scale mentioned in the EER.

Section 3: Pass for the master thesis research

- a. In order to start the thesis students must have passed the Thesis Research Proposal, and at least 5 out of 7 core courses must have been passed.
- b. Criteria for passing the thesis are set out in the syllabus of Thesis Research and Writing-SSP3021.

Section 4: Grade point

- j. Each assessment will result in either a pass or fail, or a grade point on the scale mentioned in the EER.

No grade

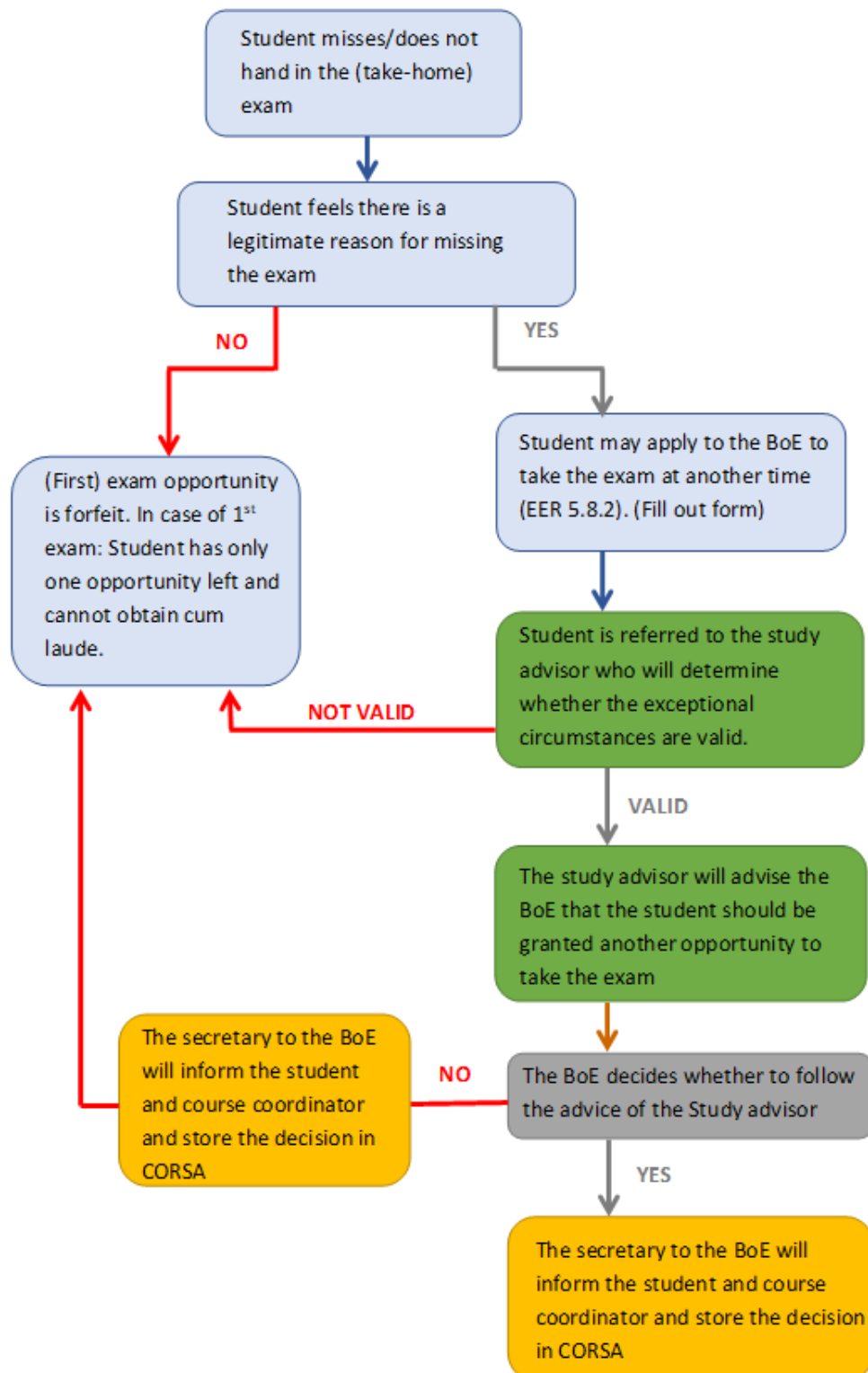
When no result can be assigned for an individual assessment component (due to, e.g., a student's failure to submit an assignment or attend an exam without prior notice, an assignment or exam declared null and void because of the result of a finding of fraud), the label no grade (NG) is assigned. When an NG is assigned for an individual assessment component, the student will receive an NG for the entire course.

Re: Article 5.4.2 Scheduling and frequency of the exams: students with a valid reason for missing the exam

- a. A student who misses the exam or misses the deadline for handing in the final course paper forfeits the exam opportunity, will receive NG, and will not be eligible anymore for honors graduation (cum laude designation).
- b. If a student fails to participate in the exam and that failure can be justified due to circumstances beyond the student's control, students can apply for taking the exam at another time due to exceptional circumstances (EER art 5.8.2)
- c. The student must request an additional examination opportunity with the BoE, who in turn will ask the student to contact the study advisor to explain the exceptional circumstances. The study advisor will advise the BoE whether the student should be given an additional exam opportunity, replacing the missed exam as the first sit of the exam. If the student's request is granted, the student may still be eligible to receive cum laude.

The BoE will decide upon the advice. The procedure for missing an exam is summarised in Fig, 1 below.

Fig.1: overview of procedure for missing an exam



Re: Article 5.4.3 Scheduling and frequency of the exams: the form of the resit exam

- a. The examiner will ensure that a resit exam complies with the requirements of validity, reliability and transparency of examination, regardless of the form the resit takes.
- b. The form in which a resit examination is offered should be specified at the start of the module in the syllabus.

Re: Article 5.6.3 Form of the exams: disability

- a. Disability is interpreted as any circumstance that prevents a student from participating in education or taking an exam in the standard form.
- b. A student with a disability may request a different form of examination or education, either once, or for the whole duration of the study programme. A different form of the exam could entail a longer exam duration, bigger fonts, an oral instead of a written exam, an individual examination room, or other accommodations.
- c. In order to request certain (exam) facilities, students have to contact the [Disability Support Office](#). The Disability Support Office will evaluate the (medical) statements provided and will provide the Board of Examiners with an Advice Allocated Facilities (ATV) to accommodate specific needs. The Board of Examiners will evaluate the advice and inform the student, the Study Advisor, the Office of Student Affairs and the Disability Support Office about their decision.
- d. If the Board of Examiners grants special provisions for exams due to a disability, it will ensure that the allowed adaptations to the exam format are in line with the generic requirements to pass the module.
- e. The secretaries of the Board of Examiners ensure that course coordinators are informed about the specific accommodation provisions that are needed.

Re: Article 5.8 Assessments in exceptional cases

- a. In exceptional cases, the Board of Examiners may decide to schedule a regular exam at another time. Exceptional cases may be due to external circumstances applying to all students (e.g. extreme weather, malfunctioning heating) or due to individual circumstances.
- b. The procedure for requesting another time for doing the exam in **individual** cases is described under 5.4 “students with a valid reason for missing the exam”.

Re: Article 5.16 Fraud

The Board of Examiners- has drawn up the following directive on examination fraud, as further specification of article 5.16 of the EER.

Section 1

The term 'fraud' as meant in Article 5.16 of the Education and Examinations Regulations, covers at least the following action or failure to act on the part of the examinee that makes it completely or partially impossible:

- a. to obtain proper insight in his/her knowledge, insights or skills;
- b. to obtain proper insight in the knowledge, insights or skills of another examinee.

Section 2

The term 'fraud' as meant in article 5.16 of the Education and Examinations Regulations, also includes 'attempted fraud' and "offering other students the opportunity to engage in fraud".

Section 3

Action or failure to act, as meant in Section 1 of the present Directive, includes the following:

- a. with respect to writing papers, a student:
 - has used or copied from his/her own or someone else's texts, information, ideas or thoughts without adequate referencing or proper acknowledgment of sources;
 - has submitted own written content that has been previously prepared for another course, exam, or published purpose without consent of the course coordinator;
 - has presented the structure or main ideas from third-party sources as his/her own work or ideas;
 - has not clearly indicated in the text, for example, through quotation marks or a specific design, that verbatim or nearly verbatim quotes have been used, and has failed to include page numbers, line numbers, or other such placement marks that would help locate the quoted passage in the original text;
 - has paraphrased the substance of his/her own or someone else's texts without proper acknowledgment of sources;
 - has copied visual, sound, or test materials, software or program codes from others without adequate referencing or proper acknowledgment of sources, thereby giving the impression that these are his/her own work;
 - has copied work from other students and passed this off as his/her own work;
 - has submitted work or papers which have been obtained from third parties or which have been written – for payment or not – by someone else, and has passed these off as his/her own work
- b. with respect to taking official tests and comparable examinations, during the exam a student:
 - has possessed impermissible resources, texts or notes or has utilized impermissible electronic resources and/or communications;
 - has communicated or attempted to communicate with another student in writing (including through email, SMS/mobile texting), verbally or through gestures without permission from an invigilator, examiner or Board of Examiners member;
 - has copied or attempted to copy from another student, or has provided the opportunity to copy;
 - has posed as someone else or allowed this to occur;
 - has deliberately misled, or at least attempted to mislead or provided the opportunity to mislead, the Board of Examiners, marker, examiner or invigilator with respect to the exam.
- c. fabrication and/or falsification of research data and/or misreporting of research findings.
- d. the Board of Examiners determines that a student has otherwise committed fraud with respect to an exam or exam component.

Section 4

If an examiner believes that s/he has detected a case of (possible) fraud, s/he shall take the following action(s):

- a. if the (alleged) fraud has been detected during the examination:
 - the examiner (invigilator) informs the examinee that (possible) fraud has been detected;
 - any texts, devices, or other impermissible materials in the examinee's possession shall be confiscated;
 - the examinee shall be given the opportunity to complete the test, unless the examiner (invigilator) decides otherwise;

- the examiner (invigilator) shall exclude the examinee from further participation in the test if the examinee objects to confiscation of any impermissible materials and/or the examinee is a disturbance to other examinees;
 - any confiscated texts or other materials shall not be returned to the examinee after the test, unless the examiner (invigilator) decides otherwise;
 - the examiner (invigilator) shall report in writing any information relating to the detected fraud, and shall submit this report to the Board of Examiners and the appointed examiner of the concerned assessment component immediately following completion of the exam, enclosing any confiscated texts or materials as appropriate.
- b. if the (alleged) fraud is detected during or after correction of a test or examination:
 - the examiner shall notify the Board of Examiners immediately of the (possible) fraud, enclosing any relevant documents;
 - the Board of Examiners shall inform the examinee of the (possible) detection of fraud.
 - c. if the (alleged) fraud is detected during or after correction of written papers that are part of a test or which constitute the complementation of a course component:
 - the examiner shall notify the Board of Examiners immediately of the (possible) fraud, enclosing any relevant documents;
 - the Board of Examiners shall inform the examinee of the (possible) detection of fraud.
 - d. if the (alleged) fraud relates to work prepared by a group, all members of the group shall be considered jointly responsible for the assessment of concern and shall be informed of the (possible) detection of fraud.

Section 5

The Board of Examiners shall treat cases of possible fraud as follows:

- a. the student suspected of fraud is invited to a meeting; on behalf of the Board of Examiners, the meeting will be attended by one member and an official secretary, or their replacements, and - if possible - another member of the Board of Examiners;
- b. partly on the basis of the results of the meeting referred to under a. above, the Board of Examiners will decide whether or not there is sufficient evidence for a case of fraud;
- c. in each case of fraud as meant in Section 1, the test concerned will be declared null and void;
- d. in each case of fraud as meant in Section 1, the Board of Examiners will impose a sanction, considering - among other things - the nature and seriousness of the fraud committed, any previous findings of fraud stored in the student's record, the sequence of the course within the programme, the ECTS weight of the course in the total programme, and the weight of the assessment component within the course. Such sanctions include but are not limited to:
 - a. a written reprimand
 - b. exclusion from any (further) participation in one or more examinations of the degree programme for a period not exceeding one year
 - c. exclusion of the student from eligibility to receive academic distinction even though the cumulative GPA criterion is met
- e. in serious cases of fraud, the Board of Examiners can propose to UM's Executive Board that the student(s) concerned be permanently deregistered from the programme.
- f. the student involved shall be notified of the decision of the Board of Examiners as soon as possible;
- g. upon the student's request, confiscated texts or other materials will be returned by the Board of Examiners to the student involved, if the Board of Examiners decides that these need no longer remain available in connection with the case;
- h. the Board of Examiners may decide to make its decision and the facts on which it was based available to the public after having removed any identifiable data.
- i. the established fraud will be noted in the student's file;

- j. if, after investigation, it is ultimately determined that the student concerned did not commit fraud, the name of the student will be removed from the correspondence about the alleged fraud, and the correspondence will not be included in the student's dossier.

Section 6

The Board of Examiners does not recognize course credits obtained elsewhere during the period a student was excluded from participating in the programme's exams due to the fraud committed.

Section 7

An appeal against a decision taken by the Board of Examiners must be submitted to [the Board of Appeal for Examinations](#) (CBE) within 20 working days after publication of such decision. The appeal can be submitted to Maastricht University, Student Services Centre, attn. Complaints Service Point (CSP), PO Box 616, 6200 MD Maastricht. 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.

Re: Article 6.4 Grade point average (GPA)

- a. The certificate that the examination has been passed indicates the final grade point average (GPA) to provide a reflection of the student's academic performance.
- b. The final GPA is calculated on the basis of all overall assessments of modules a student passed and that are registered in the student's progress records.
- c. The grade point average is calculated by multiplying each grade with the number of credits, adding the results and dividing them by 53. The courses that only give a pass or fail (total of 7 credits) are not included in the GPA.
- d. Excluded from the final GPA are:
 - Modules that give a pass or fail
 - Modules from which the student withdrew
 - Modules that are not part of the degree programme (extracurricular courses)
 - Modules that the student failed

Re: Article 6.6 Right of appeal

- a. A decision is any decision with legally binding consequences. Decisions by the Board of Examiners and publication of grades are considered decisions.
- b. An appeal against a decision as stated in Article 7.61¹ of the Dutch Higher Education and Research Act (WHW) must be submitted to [the Board of Appeal for Examinations](#) (CBE) within 6 weeks after publication of such decision. The appeal can be submitted to Maastricht University, Student Services Centre, attn. Complaints Service Point (CSP), PO Box 616, 6200 MD Maastricht. 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.

¹¹ Decisions related to admission; decisions by the Board of Examiners; decisions by examiners; Decisions related to graduation; Decisions about access to assessment/exams.