

Rules & Regulations

Maastricht School of Liberal Arts and Sciences

***University College Maastricht
Maastricht Science Programme
University College Venlo***

2021-2022

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Article 1: Applicability of the rules

In accordance with the Dutch Higher Education and Research Act (hereafter: "The Act"), the Board of Examiners has formulated these Rules and Regulations for the execution of its tasks. These Rules and Regulations apply to the education and examinations of the Liberal Arts and Sciences bachelor's degree programme of Maastricht University, hereafter called: "the Programme".

Article 2: Definitions

The definitions contained in The Act and in Article 1.2 of the Education and Examination Regulations (EER) of the Programme apply.

Article 3: Tasks of the Board of Examiners

The Board of Examiners executes the tasks laid down and specified in article 7.12b of The Act.

Article 4: Appointment and composition of the Board of Examiners

- 4.1. The Dean installs the Board of Examiners and appoints its members on the basis of their expertise in the field of the degree programme. The Board of Examiners of the Programme has three chambers: chamber UCM, chamber MSP and chamber UCV.
- 4.2. The three chambers have one chair; an academic staff member of the Programme.
- 4.3. At least one member of each chamber is a lecturer on the Programme.
- 4.4. At least one member of each chamber is an external member, who is not involved in education in the Programme.
- 4.5. Each chamber of the Board of Examiners is supported by a secretary.

Article 5: Working method of the Board of Examiners

- 5.1. The Board of Examiners meets at least six times a year.
- 5.2. The meetings of the Board of Examiners are not public, due to the confidential nature of matters discussed.
- 5.3. 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 Act.
- 5.4. The Board of Examiners may delegate clearly defined duties to (sub-)committees.
- 5.5. The secretary to the Board of Examiners is charged with looking after the day-to-day affairs of the Board of Examiners.
- 5.6. The secretary to the Board of Examiners may make standard decisions based on the EER, the Rules & Regulations and/or the jurisprudence of the Board of Examiners.
- 5.7. Only complete and correctly submitted requests and complaints will be accepted for processing.
- 5.8. The Board of Examiners decides upon a request or complaint within 15 working days after the request or complaint was complete. In case the Board of Examiners cannot reach a decision within 15 working days, the student will be notified.

Article 6: Examiners

- 6.1. Upon request by the Dean UCM, Dean MSP or Dean UCV, the Board of Examiners appoints members of the scientific staff as examiners in the Programme. Examiners are responsible for the examination in the educational module.
- 6.2. Examiners are responsible for the design of exams, the assessment and the determination of results.
- 6.3. The Board of Examiners can appoint other members of the scientific staff or experts from outside the university as examiners for educational modules.
- 6.4. Other members of the scientific staff can perform tasks for an exam/examination, but the appointed examiner has full responsibility.
- 6.5. Examiners inform students about the assessment in a module at least 5 working days before the module starts by means of a course manual. The assessment as described in the course manual cannot be changed during a course, skills training or project.
- 6.6. The Board of Examiners can withdraw an appointment as examiner when the examiner does not comply with the EER, Rules & Regulations or with guidelines of the Board of Examiners, or if the competency of the examiner with respect to the design of exams, the assessment and the determination of results has proven insufficient on repeated occasions.
- 6.7. The examiner has to check if all assignments have been handed in via a plagiarism-checking programme and has to check the assignment on plagiarism.

Article 7: Registration for modules

- 7.1. A student can only participate in a module after s/he has registered for it in accordance with the rules in Article 4.4 of the EER.
- 7.2. Upon registration for a module, the student is automatically registered for the first sitting examination and the resit examination, provided all resit requirements are met as stated in article 16 of these Rules & Regulations.
- 7.3. The student is responsible for checking his/her registration for modules and examinations.

Article 8: Withdrawal from and late enrolment in modules

- 8.1. A student who wants to withdraw from a module should inform his or her Academic Adviser (AA), the Office of Academic Advising (OAA) and the Office of Student Affairs (OSA) by completing the correct (online) form.
- 8.2. A student who has withdrawn from a module can choose to late enrol in an alternative module for that period.
- 8.3. The request for late enrolment in a module needs to be supported by the Academic Adviser. Deadlines for late enrolment are set by and provided by OSA.
- 8.4. The alternative choice of a student who has withdrawn from a module and wants to late enrol to another module, can be restricted because of the capacity of other modules on offer in that course period.

Article 9: Additional modules

- 9.1. A student who wants to register for modules in addition to the regular study load has to submit a motivated request to the Board of Examiners before the course registration deadline via the applicable (online) form.
- 9.2. An additional module is allowed only in case a student shows sufficient capacity to deal with the workload of an additional module as indicated by the GPA and PR and with a maximum of 10 ECTS per semester.
- 9.3. Additional modules are not allowed in the first year or the first two semesters of a student's enrolment.
- 9.4. A student needs written approval of the Board of Examiners before s/he can register for an additional module. Without prior approval of the Board of Examiners, no ECTS will be granted upon successful completion of the module.

Article 10: Components elsewhere at UM (external education)

- 10.1. A student who wants to apply for external education as stated in article 3.10 of the EER has to submit a motivated request to the Board of Examiners before the course registration deadline via the applicable (online) form.
- 10.2. External education is not allowed in the first year or the first two semesters of student's enrolment.
- 10.3. The external module at UM has to be of advanced level, unless the Board of Examiners decides otherwise.

Article 11: Exemption

- 11.1. Exemption is only possible for mandatory modules of the Programme.
- 11.2. A motivated request for exemption must be submitted to the Board of Examiners, no later than three weeks before the start of the module.
- 11.3. The request must be accompanied by sufficient written information and documentation to decide on the request.
- 11.4. The Board of Examiners will obtain expert (content) advice where necessary before taking a decision.
- 11.5. The Board of Examiners shall take a reasoned decision within 15 working days after receipt of the request.
- 11.6. No grades will be awarded for the examination from which the student is exempt.

Article 12: Grades

- 12.1. Grades are awarded on a scale of 1 to 10, where a result of at least 5.5 represents a pass. All grades should be rounded to one decimal. This has to be the nearest decimal.
- 12.2. In order to complete a module successfully and obtain ECTS credits for the module, the final grade must be above 5.50 before rounding off. A grade of 5.49 is considered a fail. This is the only grade that cannot be rounded.
- 12.3. When no result can be assigned, the label no grade (NG) is assigned. An NG will be assigned when the examiner cannot assess the knowledge, understanding and/or skills of the student as a result of for example fraud/plagiarism, absence at the exam without a valid reason or an incomplete assessment.

Article 13: Grade point average (GPA)

- 13.1. The grade list attached to the diploma indicates the final grade point average (GPA) to provide a reflection of the student's academic performance.
- 13.2. The GPA is calculated on the basis of all assessments of modules a student passed and that are registered in the student's progress records and the certificate for the final examination.
- 13.3. The GPA is calculated by dividing the "sum of weighted grades" by the "sum of credits". The sum of weighted grades is calculated by adding the overall assessments for modules passed, multiplied by the credit value of these modules. The sum of credits is calculated by adding the number of credits of the modules the student has passed and thus received credits for.
- 13.4. Credits obtained through credit transfer are excluded from the GPA.

Article 14: Passes

Section 1: Courses

- a. Next to a passing grade, the following requirement must have been met: students must have attended at least 85% of all tutorial group meetings. Students who have not met the attendance requirement and who have not missed more than 30% of the meetings, will be given a provisional overall grade. Students can repair the failed attendance by successfully completing an additional assignment.
- b. Students can apply for an additional assignment by completing the correct (online) form and submitting this within 10 working days after the last (tutorial group) meeting.
- c. The examiner decides on the validity of the reasons provided in the request for an additional assignment. When granted, the examiner will provide the student with an additional assignment that is proportional in nature and volume to the number of meetings missed. In case the request for an additional assignment is denied, the student will receive a fail for the module.
- d. The examiner will provide the student with an additional assignment within 10 working days after the application deadline after which the student has 20 working days to complete the additional assignment.

Section 2: Skills trainings

- a. For the **UCM and UCV programme**, next to a passing grade, the following requirement must have been met: students must have attended at least 85% of all tutorial group meetings to be allowed to take the final exam. Students who have not met the attendance requirement and who have not missed more than 30% of the meetings, will be given a provisional overall grade. Students can repair the failed attendance by successfully completing an additional assignment.
- b. For the **UCM and UCV programme**, some skills training may have an attendance requirements of 100%. The attendance requirements is communicated in the course manual.
- c. For the **MSP programme**, next to a passing grade, the following requirement must have been met: students must have attended at least 100% of all meetings to be allowed to take the final exam. Students who have not met the attendance requirement and who have not missed more than 1 meeting will be given a provisional overall grade. Students can repair the failed attendance by successfully completing an additional assignment.
- d. Students can apply for an additional assignment by completing the correct (online) form and submitting this within 10 working days after the last (tutorial group) meeting.
- e. The examiner decides on the validity of the reasons provided in the request for an additional assignment. When granted, the examiner will provide the student with an additional assignment that is proportional in nature and volume to the number of meetings missed. In case the request for an additional assignment is denied, the student will receive a fail for the module.

f. The examiner will provide the student with an additional assignment within 10 working days after the application deadline after which the student has 20 working days to complete the additional assignment.

Section 3: Projects

- a. Next to a passing grade, the following requirement must have been met: students must have attended at least 100% of all meetings to be allowed to take the final exam. Students who have not met the attendance requirement and who have not missed more than 1 meeting will be given a provisional overall grade. Students can repair the failed attendance by successfully completing an additional assignment.
- b. Students can apply for an additional assignment by completing the correct (online) form and submitting this within 10 working days after the last (tutorial group) meeting.
- c. The examiner decides on the validity of the reasons provided in the request for an additional assignment. When granted, the examiner will provide the student with an additional assignment that is proportional in nature and volume to the number of meetings missed. In case the request for an additional assignment is denied, the student will receive a fail for the module.
- d. The examiner will provide the student with an additional assignment within 10 working days after the application deadline after which the student has 20 working days to complete the additional assignment.

Section 4: Capstone/Bachelor Thesis Research

- a. For the **UCM programme**, next to a passing grade, the following requirement must have been met: students must have attended at least 85% of all tutorial group meetings to be allowed to take the final exam. Students who have not met the attendance requirement and who have not missed more than 30% of the meetings, will be given a provisional overall grade. Students can repair the failed attendance by successfully completing an additional assignment.
- b. For the **MSP and UCV programme**, next to a passing grade, the following requirement must have been met: students must have attended at least 100% of all (tutorial group) meetings to be allowed to take the final exam. Students who have not met the attendance requirement and who have not missed more than 1 meeting will be given a provisional overall grade. Students can repair the failed attendance by successfully completing an additional assignment.
- c. Students can apply for an additional assignment by completing the correct (online) form and submitting this within 10 working days after the last (tutorial group) meeting.
- d. The examiner decides on the validity of the reasons provided in the request for an additional assignment. When granted, the examiner will provide the student with an additional assignment that is proportional in nature and volume to the number of meetings missed. In case the request for an additional assignment is denied, the student will receive a fail for the module.
- e. The examiner will provide the student with an additional assignment within 10 working days after the application deadline after which the student has 20 working days to complete the additional assignment.

Article 15: Attendance requirements

15.1. Where a module has a compulsory attendance of 85%, this means in practice:

- for a total of 16 meetings: at least 13 meetings;
- for a total of 15 meetings: at least 13 meetings;
- for a total of 14 meetings: at least 12 meetings;
- for a total of 13 meetings: at least 11 meetings;
- for a total of 12 meetings: at least 10 meetings;
- for a total of 11 meetings: at least 9 meetings;
- for a total of 10 meetings: at least 8 meetings;
- for a total of 9 meetings: at least 7 meetings;

- for a total of 8 meetings: at least 6 meetings;
 - for a total of 7 meetings: at least 6 meetings;
 - for a total of 6 meetings: at least 5 meetings;
 - for a total of 5 meetings: at least 4 meetings;
 - for a total of 4 meetings; at least 4 meetings.
- 15.2. Attendance in (tutorial group) meetings is recorded on a form for each (tutorial) group by the tutor/course coordinator and submitted to OSA before the end of the module. Every student has the right to check the attendance sheet before this is submitted to OSA.
 - 15.3. Students, who have not met the compulsory attendance requirement and whose absence the coordinator has marked as inexcusable, will not receive a pass for the module concerned.
 - 15.4. Other educational activities, such as lectures, practicals or workshops, may have a separate attendance requirement that has to be fulfilled in order to receive a pass for the module concerned.

Article 16: Examinations

- 16.1. In accordance with article 6.5 of these Rules & Regulations, the form of the course assessment is announced in the course manual before the start of the module.
- 16.2. Each assessment will result in a grade point on the scale mentioned in Article 5.2 of the Education and Examinations Regulations.
- 16.3. Attendance at and participation in the assessments in the module is mandatory.
- 16.4. Attendance and participation in educational activities may be part of an examination when announced in the course manual.
- 16.5. The examiner determines the result of a module's assessment within 10 working days and provides the Office of Student Affairs with the necessary information to apprise the student of the result.
- 16.6. Results are published on the student portal within 15 working days after the last examination date.

Article 17: Resit-examinations

Students who have obtained a pass for the module cannot take part in resit-examinations. For students who initially fail a module, the following resit-examination regulations apply:

- 17.1. The resit-examination concerned is only available for students who have fulfilled all requirements mentioned in the catalogue of the module.
- 17.2. Students will be granted one resit examination, which needs to be taken in the same Academic Year as the module was taken in.
- 17.3. After a resit-examination, the highest grade point will stand.
- 17.4. The examiner decides upon content and form of the resit-examination.
- 17.5. If a student fails the resit, and consequently fails the module, assessments (sub-exams) passed within the module will lose their validity, unless the Board of Examiners decides otherwise.

Article 18: Compensation

Compensation is not possible for compulsory modules and the Capstone/Bachelor Thesis Research. A request for compensation must be submitted together with the graduation request. Compensation is possible under the following conditions:

- a. Only for a maximum of 10 ECTS for courses, a maximum of 5 ECTS for skills and a maximum of 5 ECTS for projects can be compensated;
- b. Modules can only be compensated by another module *of the same type* (course, skill, project) as well as *the same or higher level* (introductory, intermediate, advanced);
- c. Only one advanced module can be compensated;
- d. Only a grade of 5.0-5.49 can be compensated;
- e. For every grade a student wants to compensate, there should be an 8.0 or higher grade on the grade list for the module with which they are compensating;
- f. Attendance criteria for the module have to be met;

- g. At UCM and UCV you can compensate a maximum of one core course. You can not compensate core courses at MSP;
- h. The overall GPA for all modules should be 6.5 after compensation.

Article 19a: Exceptional circumstances - Disabilities

- 19a.1. Upon request by the student, students with a disability may take exams in a manner that accommodates their specific disability as much as possible.
- 19a.2. A request for disability provisions must be submitted to the Disability Office.
- 19a.3. This request is submitted preferably before the start of the study programme, or as soon as the student is confronted with the disability.
- 19a.4. The Disability Office sends an advice to the Board of Examiners and the Board of Examiners takes a final decision with regard to the exact disability provisions and the period of validity.
- 19a.5. If a student is entitled to get extra exam time this will generally be a standard amount of 30 minutes for all students with special circumstances. This general rule applies for written (online) exams.
- 19a.6. The Board of Examiners ensures that the allowed adaptations to the exam format are in line with the generic requirements to pass the module.

Article 19b: Exceptional circumstances – Topsport status

- 19b.1. Upon request by the student, students with a Topsport status may – if necessary - take education and/or exams in a manner that accommodates their specific needs as much as possible.
- 19b.2. A request for Topsport status must be submitted to the SSC.
- 19b.3. This request is submitted preferably before the start of the study programme, or as soon as the student is assigned the Topsport status.
- 19b.4. The SSC sends an advice to the Board of Examiners and the Board of Examiners takes a final decision with regard to the exact provisions and the period of validity.

Article 20: The degree

- 20.1. A Bachelor of Science or Bachelor of Arts degree is awarded to students who have fulfilled all the requirements of the degree programme.
- 20.2. The degree certificate and/or the accompanying documents will state:
 - a. the name of the student;
 - b. the date of birth of the student;
 - c. the place of birth of the student;
 - d. the name of the institution;
 - e. the name of the Programme;
 - f. the final examination components and the grades obtained for them;
 - g. the degree awarded;
 - h. the concentration;
 - i. the Grade Point Average;
 - j. (if applicable) the distinction;
 - k. the date on which the Programme was most recently accredited or was subjected to the new programme test.

Article 21: Distinctions

- 21.1. When the examination for the Programme is passed and the certificate belonging to this examination will be awarded, the following distinctions may be added to the results:
 - a. Honours: 7.4-7.9 grade point average
 - b. Cum laude: 8.0-8.5 grade point average
 - c. Summa Cum laude: 8.6-10.0 grade point average
- 21.2. In exceptional cases the Board of Examiners can withhold the awarding of a distinction.
- 21.3. Students who committed fraud are not awarded a distinction, unless the Board of Examiners decides otherwise

Article 22: Appeals procedure

- 22.1. An appeal against a decision from the Board of Examiners as stated in Article 7.61 of The Act 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.
- 22.2. An appeal against (components of) a decision of an examiner as stated in Article 7.61 of The Act, ~~is~~ first submitted as complaint to the Board of Examiners, as stated in Article 5 of these Rules and Regulations. In the absence of a satisfactory outcome of the complaint procedure, the student can appeal the decision of the examiner following the procedure in paragraph 1 of this article.

Article 23: Directive on fraud

The Board of Examiners has drawn up the following directive on examination fraud, as further specification of article 5.14 of the Education and Examinations Regulations.

Section 1

The term "fraud" as meant in Article 5.14 of the Education and Examinations Regulations, covers at least the action or failure to act on the part of the examinee as described in Section 3 of this article, 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 5.14 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 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;
 - 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 programme 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, 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 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;
- 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 Section 5a. 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, 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 written reprimand;
- exclusion from any (further) participation in one or more examinations of the degree programme for a period not exceeding one year;
- exclusion of the student from eligibility to receive academic distinction even though the cumulative GPA criterion is met;
- 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;
- the student involved shall be notified of the decision of the Board of Examiners as soon as possible;
- upon the student's request, confiscated texts 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;
- 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.
- the established fraud will be noted in the student's file;
- if, after investigation, it is ultimately determined that the student concerned did not commit fraud, the names will be removed from the correspondence about the alleged fraud and the correspondence will not be included in the student's file.

Section 6

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

Article 24: Amendments

- 24.1. Amendments to these Rules & Regulations shall be determined by the Board of Examiners by means of a separate decision.
- 24.2. No amendments will be made to these Rules & Regulations, unless it may reasonably be assumed that the interests of the students will not be harmed as a result.

Article 25: Hardship clause

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

Article 26: Execution and Date of Commencement

In all cases for which the present Rules & Regulations do not provide, the Board of Examiners will decide. These Rules & 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.