

**Education and Examination Regulations for the Master of Science programme in Health Food Innovation Management 2017-2018, Faculty of Health, Medicine and Life Sciences, Maastricht University, in accordance with Article 7.13 of the Dutch Higher Education and Research Act: *Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek, WHW.***

These Rules have been determined by the Dean of the Faculty of Health, Medicine and Life Sciences after acquired advice of the Programme Committee and after acquired consent from or hearing by the Faculty Council, Faculty of Health, Medicine and Life Sciences, on July 11, 2017

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## **SECTION 1 GENERAL PROVISION**

### **Article 1.1 Applicability of the Regulations**

1. These regulations are applicable to the education and exams and the examinations of the Master of Science programme in Health Food Innovation Management of the Faculty of Health, Medicine and Life Sciences, Maastricht University.
2. These regulations apply to all participants who are registered for the programme in the academic year 2017-2018 and replaces in principle all previous rules.
3. The replacement of the former regulations may not disadvantage student(s) involved. In cases where the new regulations disadvantage students, the board of examiners will find a solution.
4. Contrary to the content of article 1.1. sub 2 and 3 the Master programme and associated exams however still apply as specified in the regulations corresponding to the academic year students entered the Health Food Innovation Master.
5. These regulations are determined annually by the Board of the Faculty of Health, Medicine and Life Sciences upon recommendation of the Programme Committee and upon the consent of or in consultation with the Faculty Council.

### **Article 1.2 Definition of Terms**

In these regulations, the following definitions apply:

- a. the Act: the Higher Education and Scientific Research Act [*Wet op het hoger onderwijs en wetenschappelijk onderzoek* (WHW)];
- b. participant/student: a person who is registered at the university for education and/or to take exams and the examination of the programme;
- c. course: a study unit of the programme within the meaning of the Act;
- d. module: an educational component of the programme, such as a course, practical training or a written paper.
- e. course year: year 1 or year 2 of the programme;
- f. academic year: the period from 1 September of a calendar year up to and including 31 August of the following calendar year;
- g. programme: the master's programme referred to in Article 1.1 of these regulations, consisting of a coherent whole of study units;
- h. exam: a component of the examination as referred to in the Act;
- i. practical training: participating in an activity intended to develop certain skills as referred to in the Act, in one of the following forms:
  - writing a thesis;
  - writing a paper, creating a technological design or performing another written assignment;
  - performing a research assignment;
  - participating in field work or a field trip;
  - completing an internship;
  - active participation in group meetings
- j. examination: the final examination for the master's programme;
- k. credit: a unit expressed in ECTS credits, with one credit equalling 28 hours of study;
- l. registration: the administrative recording of the passing results of an exam;
- m. Rules and Regulations: additional rules and regulations associated with the Education and Examination Regulations;
- n. course and/or module coordinator: an examiner who is responsible for the content of the education for a particular course and/or particular module;
- o. board of examiners: the programme committee referred to in the Act;
- p. examiner: the person designated by the board of examiners to administer exams and to determine the results of such exams;
- q. faculty board: the faculty board referred to in the Act;
- r. board of admission: the board responsible for judging the admissibility of the candidate to the programme ;
- s. UM: Maastricht University;
- t. course guide: the (digital) programme guide which include further details about programme-specific provisions and information.

The other terms have the meaning given to them by the Act.

## **SECTION 2 ADMISSION**

### **Article 2.1 Admission**

Persons who meet the requirements referred to in article 2.2 are eligible for admission to the programme.

### **Article 2.2 Board of Admission**

1. The Dean of the Faculty has given the responsibilities of the admission to the board of admission to oversee the applications for the master programmes
2. The board of admission will make the final decisions of those applicants who will gain admittance into the master's programme, based upon the admission requirements.

### **Article 2.3 Admission requirements**

1. The following persons are eligible for admission to the programme:
  - a those who have obtained a bachelor of scientific education in the domain of Biomedical Sciences, Human Nutrition, Food Science, Food Technology, Life Sciences and/or Molecular Life Sciences or
  - b those who possess the knowledge, understanding and skills on the level of a bachelor of scientific education or
  - c those who have obtained a Bachelor degree from one of the European Union (EU) member states Higher Educational Programmes (HBO, Fachhochschule, University of Applied Sciences) in one of the following disciplines:
    - Dietetics;
    - Oecotrophology;
    - Nutrition;
    - Food Technology;
    - related discipline;
2. Beside the requirements as mentioned in article 1, additional requirements are applicable. These requirements are published on the website of Maastricht University.

## **SECTION 3 CONTENT AND STRUCTURE OF THE PROGRAMME**

### **Article 3.1 Aim of the Programme**

1. The Master of Science programme aims to provide students with knowledge of and insight in selected key-aspects of the following areas of science:

#### **Biomedical Research on Nutrition and Health.**

Basic research on the effects of nutritional compounds on mechanisms involved in the etiology of disease may lead to new insights and innovative ideas for new product development (NPD) in the food arena.

The implementation of basic research findings in nutrition intervention trials, will lead to insights on the efficacy of dietary measures to impact on health and disease.

Epidemiological research may provide ideas about the link between certain food/nutrient exposures and incidence of disease. Such studies justify the design of controlled intervention trials to determine the effects of dietary recommendations or supplementations, in order to substantiate intervention effects.

Understanding possibilities and pitfalls of a number of sophisticated scientific intervention models and techniques and the use of specific biomarkers that are commonly used to study the effects of dietary components on human health status is a prerequisite for determining the targets, timelines and expected outcomes of studies

#### **Consumer and Market Research**

Selection of appropriate development targets should be made based on specific criteria such as size of population affected, level of consumer knowledge/understanding-/trends/behaviour, food-fit, sensory factors and preferences and competitive landscape co-affecting consumer choices. Consumer and market research falls into place here.

#### **Food Technology Developments**

Novel food and nutrient isolation/extraction and processing techniques have led to the development of new ingredients and new types of foods.

Ingredient modification techniques have allowed the design of food ingredients that did not exist as such previously. Basic insights in food technology developments is important to understand the innovation process complexity

### **International Food Regulations**

With the development of the world-wide web and the growing interregional trade, products find their way all over the world. Insight in differences in food law and local regulations on health claims is essential to avoid project failures in specific countries or regions.

### **Entrepreneurship, value proposition and intellectual property**

To make any innovation successful, an understanding of entrepreneurial aspects is highly relevant. Innovation is being done to create added value to consumers and value to the company. Understanding of the business essentials in of great importance for the interdepartmental of interpersonnel discussions in the process of new business- or new product development.

2. The programme contains sufficient elements for the academic and intellectual development of students, above all:
  - independent scientific thinking and performance;
  - scientific communication;
  - handling professional knowledge and skills in a social setting.

### **Article 3.2 Form of the programme**

This is a full-time programme.

The programme commences once a year in September

### **Article 3.3 Language of instruction**

1. The programme is taught in English. However, the board of examiners reserves the right to decide that texts in the Dutch and other languages may be used.
2. Exams and examinations will take place in English.
3. During the exams it is not allowed to use dictionaries.

### **Article 3.4 Communications and announcement of decisions**

1. The faculty board, the board of examiners and the examiners may use Student Portal and e-mail through the UM account for communications relating to the programme and examinations.
2. The faculty board, the board of examiners and the examiners may use Student Portal and e-mail through the UM account to announce decisions.

### **Article 3.5 Study load**

The programme has a study load of 120 credits (ECTS), with one credit equalling 28 hours of study. Each course year has a study load of 60 credits.

### **Article 3.6 Content of the programme**

The Health Food Innovation Management Master's programme includes the following components and related study loads:

#### **Year 1:**

Consumer concerns, health targets and market segments	(12 credits)
Biosciences innovation & entrepreneurship	(13 credits)
Consumer understanding and behaviour	(10 credits)
Food and ingredient categories, carrier systems and food technology	(10 credits)
Methods and analytics	(10 credits)
Skills training Project Management	(5 credits)

#### **Year 2:**

Health foods - scientific and regulatory environment	(10 credits)
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Skills training health & food venture lab  
Internship and thesis

(10 credits)  
(40 credits)

### **Article 3.7 Flexible programme and flexible master**

1. A student registered for one of the faculty's programmes may, under certain conditions, formulate an educational programme of his/her own which is different from the educational programme stated in Article 3.6. The composition of such a programme must be approved beforehand by the appropriate board of examiners.
2. The flexible programme must have a study load of 120 credits.
3. The board of examiners will decide whether to grant permission for the student's proposal within four weeks after it receives the proposal.
4. In granting the permission, the board of examiners will indicate which programme offered by the faculty will include the programme formulated by the student for purposes of the Education and Examination Regulations

### **Article 3.8 The examination**

The examination consists of the following components:

- Course exams
- Internship
- Thesis
- Participation in group meetings and projects
- Assignments
- Presentations
- Reports

## **SECTION 4 EDUCATION**

### **Article 4.1 Courses; composition; actual design**

1. For the programme components, courses are given with the study load stated in Article 3.6.
2. The education is given in the form of classes, study groups, practical training, lectures, individual supervision or otherwise.
3. The education programme includes 40 weeks per year

### **Article 4.2 Prior knowledge; entrance requirements**

The participant may only participate in the following components after he/she has passed the listed courses:

- Internship: after attainment of the 60 credits for the first master year.

### **Article 4.3 Attendance and best-efforts obligation**

1. Each participant is expected to actively participate in the course for which he/she has registered.
2. In addition to the general requirement that the participant actively participates in the course, the participant must attend 100% of the mandatory educational activities.
3. If the student has not participated in a mandatory activity, the board of examiners may give additional assignments to the student.
4. In exceptional cases, the board of examiners may, at the participant's request, exempt the participant from this obligation if the examination and evaluation of the envisaged skills may, in its judgment, also be performed if the participation percentage is lower, with or without additional requirements being imposed.

### **Article 4.4 Practical training**

The courses indicated in **Appendix A** include practical training in accordance with the given specifications regarding the nature and scope of the student's activities.

## **SECTION 5 ASSESSMENT**

### **Article 5.1 General**

1. During a course, the participant will be tested for academic training and the extent to which the participant has sufficiently achieved the stated learning objectives.
2. The assessment plan describes the achievements the participant must make to pass the course and the criteria on which the participant is assessed.
3. The Rules of Procedure at Exams describe the assessment procedure.

### **Article 5.2 Marks**

1. Marks are awarded on a scale of 1 to 10.
2. The participant must receive a final mark of 5.5 or higher (before rounding) to pass the course. If only whole marks are given, the participant passes the course if his/her final mark is 6 or higher.
3. Final course grades will be rounded to the nearest integer.

### **Article 5.3 Order of exams**

Students are not admitted to a module exam unless they have fulfilled the obligation to attend mandatory educational activities for the relevant module. In appropriate cases, a student may be conditionally admitted to an exam at his request, pending a final decision on admissibility from the board of examiners.

### **Article 5.4 Scheduling and frequency of the exams**

1. Participants can take exams twice a year on dates determined by the Office of Education: once during or directly after the course period (first sit for the exam) and once during the course of the academic year (resit option).
2. In exceptional cases, the board of examiners can decide that an exam may be taken at another time than determined in accordance with the first paragraph.
3. The board of examiners maintains the right to organise additional re-examination dates.
4. When the result of the course exam is insufficient after a period in which 4 consecutive exams including re-examinations have been organized, the student has to participate satisfactory in group meetings, practical skills and satisfactory complete group assignments or papers that are part of the course, to obtain admission to the course exam or re-examination.

### **Article 5.5 Form of the exams**

1. At the beginning of each course the assessment plan for that course will be published on the Student Portal. In principle, the exams are written. 'Written exams' also include taking these exams by computer. The examiner may upon consent of the board of examiners decide that, because the number of participants is small or because of the nature and content of a course, an exam will be oral or will include one or more written essays, which may or may not have to be explained orally.
2. The board of examiners reserves the right to grant other forms of testing, including testing of group work and portfolio.
3. Practical tests may include laboratory skills, conversational skills, participation and attitude and professional behaviour. The form and judgement criteria of practical tests will be announced in the assessment plan.
4. Upon request, participants with a disability may take exams in a manner which accommodates their specific disability as much as possible. If necessary, the board of examiners will obtain expert advice before taking a decision in such matters.

### **Article 5.6 Oral exams**

Exams are taken as follows:

1. Oral exams are taken only by one person at a time, unless the board of examiners decides otherwise.
2. An oral exam is given by the examiner in the presence of a lecturer (second examiner), unless the board of examiners has decided otherwise.
3. Oral exams take place in public, unless the board of examiners or the relevant examiner decides otherwise in a special case or if the participant objects to this.



#### **Article 5.7 Assessments in exceptional cases**

1. If, to pass the final master's examination, a participant only needs at most one mandatory component (taken earlier, but not passed), and not granting an individual assessment would demonstrably result in a study delay of more than one semester, he/she may request to be eligible for an individual assessment.
2. If not granting an individual assessment would result in an 'exceptional case of manifest unfairness', the board of examiners may decide to give an individual assessment.
3. Requests for exceptional assessments must be submitted to the board of examiners with supporting documents as soon as possible.

#### **Article 5.8 Written assignments and master's thesis**

1. The board of examiners may draw up guidelines for formulating written assignments and master's thesis. The guidelines will be published in the StudentPortal.
2. The master's thesis will be evaluated by at least two examiners.
3. The master's thesis must be written individually.

#### **Article 5.9 Internship**

1. The Programme management determines the rules and regulations that apply to the nature and content of the internship in separate rules. These rules are published in the StudentPortal
2. An internship coordinator is assigned to the Masters' programme. All internships must be pre-approved by the internship coordinator
3. The internship coordinator appoints on behalf of the board of examiners, the examiners as supervisors for the internship.

#### **Article 5.10 Determination and announcement of exam result**

1. The board of examiners determines the standards for assessing each examination component. The standards are included in the Rules and Regulations.
2. The examiner determines the result of a written exam and provides the Education Office with this result within 13 working days of the date on which the exam was taken. The Education Office apprises the participant of the result within 15 working days of the date on which the exam was taken.
3. The examiner determines the result of an oral exam immediately after it is taken and issue the relevant certificate to the Education Office. If more than one participant takes the same exam after each other, this period may be extended by up to five working days.
4. When the result of a written exam is announced, it will be indicated how the participant can inspect the exam and file an appeal as referred to in Article 6.4.

#### **Article 5.11 Right of inspection**

1. Within 10 working days of the date on which the result of a written exam, including a computer-based exam, is announced, participants may, upon request, inspect their evaluated work.
2. Together with or before the announcement of the result of a written exam, it is stated how students can inspect their reviewed exam.
3. When a paper or master's thesis has been corrected and provided with marginal notes by the examiner, it will be returned to the student.

#### **Article 5.12 Registration of modules**

A registration for completion of a module, and therefore the module-related credits, is obtained once all requirements with regard to the components of the module have been met.

These requirements include:

- *where applicable*: active participation in the group meetings;
- *where applicable*: participation in the practical exercises, including oral and/or written reports;
- *where applicable*: satisfactory completion of papers;
- *where applicable*: a sufficient mark for the module exam.

### **Article 5.13      Invalidation of exams**

The board of examiners has the authority to declare an exam invalid.

### **Article 5.14      Period of validity**

1. In principle, exams which have been passed are valid for an unlimited period.
2. Notwithstanding this, the board of examiners may require an additional or replacement exam or examination component for an exam which was passed more than four years ago if the knowledge, insights or skills tested are demonstrably outdated.

### **Article 5.15      Retention period for exams**

1. The exercises, answers and the evaluated work of the written exams, including the corresponding answer keys will be retained in paper or digital form for two years after the exam/examination result is determined.
2. The final projects/theses and the evaluation of these will be kept for at least seven years after the evaluation.

### **Article 5.16      Exemption**

The board of examiners may, at a student's request, grant the student an exemption from taking an exam if he/she demonstrates in writing to the board of examiners' satisfaction that he/she previously:

1. Either passed an exam for a university or higher professional education programme which was similar in terms of content and level or
2. Gained sufficient knowledge and skills relevant to the exam concerned, either through work or professional experience
3. At most one third of the credits for the programme may be earned based on the exemptions granted.
4. The master's thesis and internship are excluded from this exemption option
5. In order to qualify for an exemption, a student has to submit a written request to the board of examiners within a minimum of 6 weeks prior to the start of the relevant module
6. 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

### **Article 5.17      Fraud**

1. 'Fraud', including 'plagiarism', means actions or omissions by a participant which make it impossible in whole or in part to properly evaluate his/her knowledge, understanding and skills.
2. 'Plagiarism' means the presentation of ideas or words from one's own or someone else's sources without proper acknowledgment of the sources.
3. If the board of examiners determines that a participant has engaged in fraud with respect to an exam or exam component, the board of examiners can take appropriate measures.
4. In serious cases of fraud, the Examination Board can propose to UM's Executive Board that the student(s) concerned be permanently deregistered from the programme.
5. The Rules and Regulations include further provisions about what constitutes fraud and which disciplinary measures the board of examiners can impose.

### **Article 5.18      Unsuitability (*Iudicium Abeundi*)**

1. In exceptional circumstances and after carefully weighing the interests at stake, the board of examiners may, stating reasons, ask the dean to request that the Executive Board terminate or deny a student's registration for a programme if, through his/her conduct or statements, the student shows that he/she is unsuitable to practice one or more professions for which the programme in which he/she is registered is training him/her or is unsuitable for the practical preparation for the profession.
2. If the faculty dean is asked by the Executive Board for a recommendation on a proposed termination or denial of registration based on the reasons stated in paragraph 1, the dean will in turn ask for a recommendation from the board of examiners. The recommendation to the dean will be supported by reasons.

## **SECTION 6 EXAMINATION**

### **Article 6.1 Examination**

1. The board of examiners determines the result and date of the examination and issues the certificate as referred to in Article 6.3 as soon as the participant has satisfied the requirements for the examination programme.
2. Prior to determining the result of the examination, the board of examiners may conduct their own investigation of the participant's knowledge regarding one or more components or aspects of the programme if and insofar as the results of the relevant exams give reason to do this.
3. To pass the examination, the participant must pass all components.
4. To pass the examination and receive the certificate, the participant must also have been registered for the programme during the period that the exams were taken.
5. A certificate may only be issued after it has been shown that the participant has satisfied all the obligations, including paying the fees.
6. The last day of the month in which the student satisfied all the examination obligations will be considered the examination date (graduation date).
7. Students who have passed the examination and who are entitled to the issuance of a certificate may, stating reasons, ask the board of examiners not to do this yet. This request must be submitted at least one month before the final assignment is turned in or the final exam is taken. The board of examiners in any event grants the request:
  - if the student is selected by the faculty for a double degree, an extracurricular internship or an extracurricular exchange, or
  - if the student has held/will hold a board position of at least nine months or a Student Introduction Committee ('INKOM') board position.

The board of examiners may also grant the request if refusal would result in an exceptional case of extreme unfairness because of the fact that the student concerned could not have taken the automatic graduation into account when he was planning his study.

### **Article 6.2 Degree**

Participants who have passed the examination will be awarded the degree 'Master of Science'

### **Article 6.3 Certificate and statements**

1. As proof that the examination was passed, the board of examiners issues a certificate, after it has been stated by or on behalf of UM's Executive Board that the procedural requirements for receiving the certificate have been met. The certificate is based on the model that UM's Executive Board has adopted. One certificate will be issued per programme, even if the participant completes several programmes.
2. The certificate that the examination has been passed also indicates:
  - a. the name of the institution;
  - b. the name of the programme;
  - c. the examination components;
  - d. the degree awarded;
  - e. the date on which the programme was most recently accredited or was subjected to the new programme test;
3. Participants who are entitled to the issuance of a certificate may, stating reasons, ask the board of examiners not to do this yet (pursuant to Article 6.1(7)).
4. The certificate is signed by the chair of the board of examiners and the faculty dean.
5. The certificate is awarded in public, unless the board of examiners decides otherwise in exceptional cases.
6. The certificate includes a list of the examination components.
7. The board of examiners includes a diploma supplement as referred to in Article 7.11(4) of the Act with the certificate. This diploma supplement is based on the model adopted by UM's Executive Board, which is in compliance with the agreed European standard format.
8. The board of examiners may award the 'cum laude' designation in accordance with the provisions in the Rules and Regulations.

9. Participants who have passed more than one exam and who cannot be issued a certificate will upon request, receive a statement issued by the board of examiners which at least indicates the exams which they passed.

#### **Article 6.4 Right of appeal**

1. When a decision by the examiner and the Board of examiners is announced to a participant, the participant will also be notified of the right to file an appeal to UM's Complaint Service Point.
2. Within six weeks after the decision by the examiner and the board of examiners is announced, the student may appeal this decision. The appeal can be submitted to Maastricht University, Student Service Centre, attn. Complaints Service Point, 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.

### **SECTION 7 STUDY GUIDANCE**

#### **Article 7.1 Study progress administration**

The faculty records the students' individual study results and makes them available through StudentPortal.

#### **Article 7.2 Study guidance**

The faculty will provide for the introduction and study guidance for students registered for the programme

### **SECTION 8 TRANSITIONAL AND FINAL PROVISIONS**

#### **Article 8.1 Amendments**

1. Amendments to these regulations may be adopted in a separate decision by the faculty board, after a recommendation from the programme committee and after consent from or consultation with the faculty council.
2. An amendment in these regulations will not pertain to the current academic year, unless the interests of the students will not reasonably be harmed as a result.
3. In addition, amendments may not affect, to the students' detriment, a decision regarding a student which has been taken by the board of examiners pursuant to these regulations.

#### **Article 8.2 Notice**

The faculty board ensures that proper notice is given of these regulations, the rules and regulations adopted by the board of examiners, and any changes to these documents, by, for example, placing such notice on the StudentPortal.

#### **Article 8.3 Unforeseen cases/safety net scheme**

1. In cases not covered or not clearly covered by these regulations, decisions are taken by or on behalf of the faculty board, after it has consulted with the board of examiners.
2. In individual cases in which application of the Education and Examination Regulations, would lead to manifestly unreasonable results, the board of examiners can deviate from the stated regulations in the student's favour.

#### **Article 8.4 Effective date**

This Regulation will come into force on 1 September 2017 and will apply to the academic year 2017-2018.

## **SECTION 9 APPENDIX A: PRACTICAL TRAINING**

The following modules consist in whole or in part of practical training:

<b>Module</b>	<b>Course Year</b>	<b>Duration</b>	<b>Nature of activities</b>
HFV1006	year 1	4 weeks	learn how to apply project management techniques to technology or product development project
HFV1105	year 1	2 days	acquire hands-on laboratory skills in a research environment
HFV2002	year 2	7 weeks	develop both theoretical and practical insight of and an initial competence in into the start-up processes of new ventures and of the role of business planning
HFV2003	year 2	6 months	conducting scientific research