

Academic Rules & Regulations 2017-2018

All academic rules and procedures with regard to teaching and examinations at the Maastricht School of Liberal Arts and Sciences (MSoLAS) are laid down in two documents:

- The Regulations on Education and Examinations;
- The Rules and Regulations concerning the Bachelor's Examination.

Every student enrolled at University College Maastricht (UCM), LAS/Maastricht Science Programme (LAS/MSP) or University College Venlo (UCV) is responsible for knowing and complying with the rules and procedures as laid out in these documents and is thus expected to comply with their content.

We advise you to carefully read through these documents as this might save you a lot of time, disappointments and problems later. If you have any questions with regard to these rules and regulations do not hesitate to contact the UCM, LAS/MSP or UCV chamber of the MSoLAS Board of Examiners to ask for an explanation.

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Regulations on Education and Examinations

1 – General provisions

Art. 1.1 – Applicability of the regulations

These regulations apply to the education and examinations of the bachelor's degree programme Liberal Arts and Sciences, hereinafter called: the degree programme. The regulations have been laid down by the Dean of the Faculty of Humanities and Sciences (FHS), having obtained the advice and consent of the Faculty Council and the advice and consent of the Education Programme Committee. The regulations take effect on September 1st 2017 and apply to the academic year 2017-2018.

Art. 1.2 – Definitions

In these regulations the following terms have the following meanings:

1. WHW: Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek: the Dutch Higher Education and Research Act;
2. Student: person enrolled at the university for the purpose of receiving education and/or taking the interim examinations and examinations of the degree programme;
3. UM: Maastricht University
4. FHS: Faculty of Humanities and Sciences of Maastricht University;
5. Dean: Dean of the Faculty of Humanities and Sciences as referred to in art. 9.12 WHW.
6. Maastricht School of Liberal Arts and Sciences, hereinafter called MSoLAS, is the organisational unit of the Faculty of Humanities and Sciences, responsible for the degree programme Liberal Arts and Sciences (LAS);
7. UCM: University College Maastricht;
8. LAS/MSP: Liberal Arts and Sciences/Maastricht Science Programme;
9. UCV: University College Venlo;
10. Programme director: the person responsible for the daily management of the UCM-Programme, the person responsible for the daily management of the LAS/MSP-Programme and the person responsible for the daily management of the UCV-Programme. These programme directors can use the title Dean UCM, Dean LAS/MSP or Dean UCV resp. on internal and external communications;
11. UCM-Programme: the degree programme as offered by UCM;
12. MS-Programme: the degree programme as offered by LAS/MSP;
13. UCV-Programme: the degree programme as offered by UCV;
14. Academic year: the period from 1 September of the year until 31 August of the next year.
15. Semester: period of 20 weeks, each academic year consists of 2 semesters;
16. Module: unit of education in the degree programme, as defined in the WHW, including any examination that forms part of it;
17. Practical exercise: a practical training or other activity combining teaching and learning, which is aimed at acquiring specific skills;
18. Core: part of the degree programme consisting of modules compulsory for all students;
19. General education: part of the degree programme in which the student acquires the required breadth in the programme;
20. Concentration: part of the degree programme in which the student gains in-depth knowledge of a cluster of academic areas;
21. Electives/elective curriculum: part of the degree programme that is the result of individual choice;
22. Course: module in which regular teaching takes place;
23. Skills training: module in which, practical work, skills trainings and workshops take place;
24. Project: module in which education takes place by means of projects;
25. Capstone: the concluding educational module/project of the UCM-Programme and UCV-Programme;
26. Bachelor thesis research: the concluding module/project of the MS-Programme;
27. Course Catalogue: register, kept under the responsibility of the programme directors, of the modules offered by UCM, by LAS/MSP or by UCV;
28. Transfer credit: credit obtained elsewhere that is accepted by UCM, LAS/MSP or UCV, prior to enrollment in the degree programme;
29. Grade point average: weighted average of all overall grades obtained by the student;
30. Progress rate: the amount of ECTS obtained divided by the total amount of ECTS that could have been obtained;
31. Bachelor's examination: final examination of the degree programme;
32. 1 Credit: study load of 28 hours of study, in conformity with Art. 7.4 WHW (*This concerns a credit in accordance with the European Credit Transfer System (ECTS)*);
33. Examination: unit of assessment as defined in Art. 7.10 of the WHW;
34. Board of Examiners: board as referred to in Art. 7.12 WHW. The Board of Examiners of LAS has three chambers: Chamber UCM, Chamber LAS/MSP and Chamber UCV;
35. Examiner: person appointed by the Board of Examiners, who is charged with setting the examinations and determining their results;
36. Committee of academic advisors: consultative body of academic advisors;
37. C.B.E. College van Beroep voor de Examens: Board of Appeal for Examinations
33. Double degree programme: approved combined study programme leading to two certificates from two universities.
34. UCF: University College Freiburg, the Liberal Arts and Sciences programme of the Albert-Ludwigs University of Freiburg, Germany.

Other terms possess the meaning which the WHW confers on them.

Art. 1.3 – Aim of the degree programme

1. The aim of the degree programme is that, on graduation, the student possesses or has the ability to:
 - a. A broad perspective and a high level of academic and intellectual development, as well as profound understanding of a selection of subjects;
 - b. Considerable fundamental knowledge of several disciplines, as well as knowledge and understanding of a number of essential social and academic issues;
 - c. More profound academic expertise in one or more disciplines;
 - d. An understanding of the nature of academic knowledge and the process of scientific development;
 - e. Insight in academic and social developments and the attitude and skills required for life-long learning and professional growth;
 - f. Practical skills (for instance computer and laboratory skills) at a level minimally required by a starting professional in the professional areas to which the degree programme gives access; especially highly developed writing skills, knowledge of languages and experimental skills;
 - g. An overall attitude of professional responsibility and social interest.
2. Preparation for further studies, in particular the degree of Master of Arts or Master of Science.

Art. 1.4 – Form of the degree programme

The degree programme is taught fulltime.

Art. 1.5 – Communication

The Deans of UCM, LAS/MSP and UCV; the Board of Examiners and the Examiners can, in communicating about teaching, exams, or decisions use My UM or e-mail using the UM-account.

2 – Admissions

Art. 2.1 – Board of admissions

The Dean of FHS appoints a Board of Admissions, which is responsible for the admissions procedure and admissions decisions.

Art. 2.2 – Eligibility

In order to be eligible for admission a prospective student needs a VWO diploma or an equivalent thereof.

Art. 2.3 – Language proficiency

1. Since English is the working language of the degree programme non-native speakers are required to demonstrate proof of their English language proficiency. Students with an International Baccalaureate (IB) or European Baccalaureate (EB) diploma are exempted. Dutch students who in 5 VWO have a grade of 7 or higher, and students in the final two years of the German Zeugnis der Allgemeine Hochschulreife who have a 8 (befriedigend) or higher are also exempted.
2. All other prospective students must present one of the following: a TOEFL (Test of English as a Foreign Language), an IELTS (International English Testing System) test, the Cambridge Proficiency English or the Cambridge Advanced Certificate before s/he can be registered.
3. The score of the TOEFL has to be at least 575 points (paper based version) or 232 points (computer based version) or 90 points (internet based version). The score of the IELTS test has to be at least 6.5. The Cambridge Proficiency English will be accepted if it has been obtained with a grade A, B or C and the Cambridge Advanced Certificate will be accepted if it has been obtained with a grade A or B.
4. The test must be passed before the student is enrolled at the degree programme.

Art. 2.4 – Admissions procedure

1. Prospective students are required to submit their application via Studielink and to upload a copy of their diploma and/or latest grade list and a personal statement in which a student motivates his/her choice for the UCM-, MS- or UCV-Programme via MyUM.
2. The Board of Admissions reviews all completed applications and assesses academic performance and motivation.
3. By means of this assessment, the Board of Admissions decides whether a student will be invited for an interview or not.
4. The evaluation of the interview and the personal statement aim at assessing the match between a student and the UCM-, MS- or UCV-Programme.
5. After the interview the Board of Admissions makes an overall assessment of the file of each student and decides whether or not to invite a student to the UCM-, MS- or UCV-Programme.
6. The Board of Admissions LAS decides to invite a student either for the UCM-, MS- or UCV-Programme. In case the student has requested to follow the UCM-Programme the Dean UCM will designate the Board of Examiners LAS (Chamber UCM) as the appropriate Board of Examiners, in case the student has requested to follow the MS-Programme the Dean LAS/MSP will designate the Board of Examiners LAS (Chamber LAS/MSP) as the appropriate Board of Examiners and in case the student has requested to follow the UCV-Programme the Dean UCV will designate the Board of Examiners LAS (Chamber UCV) as the appropriate Board of Examiners.

Art. 2.5 – Colloquium doctum

1. The colloquium doctum examination as referred to in Article 7.29 of the WHW has the form of an assessment by the colloquium doctum committee of the complete record of relevant activities.
2. Purpose of the assessment is to assess if a prospective student can be expected to be able to successfully participate in the degree programme, on the basis of his/her previous education, job experience or elsewhere obtained academic background.
3. The colloquium doctum committee further uses the same procedure and assessment criteria as articulated in Art. 2.3 and 2.4.

Art. 2.6 – Credit transfer

1. At a student's request the Board of Examiners can exempt a student from modules to an overall study load of a maximum of 60 credits, on condition that the student:
 - a. either has similar module or modules completed in content and level of a degree programme at a university;
 - b. or demonstrates satisfactory knowledge and skills with regard to the module concerned as a result of his/her work or professional experience.
2. The Board of Examiners decides upon credit transfer prior to the enrollment of the student in the degree programme.
3. The Board of Examiners decides on the credit value of the transferred education and its relation to the modules (courses, skills trainings and projects) in the degree programme.
4. The MS-Programme allows a maximum of 30 ECTS for credit transfer.

Art. 2.7 – Right of appeal

A party concerned may appeal the decision of the Board of Admissions within six weeks of its announcement. 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.

3 – Structure of the degree programme

Table 3.1a: Structure of the UCM-Programme

	Courses (5 credits each)	Skills trainings (2,5 credits each)	Projects (5 credits each)	Total (credits)
Core	4 compulsory courses	max 4 introductory	max 2 introductory	40
General education	2 x 2 courses outside chosen concentration			20
Concentration	16 courses; max 4 introductory min 4 advanced	6 skills trainings; intermediate or advanced	3 projects; max 2 intermediate min 1 advanced	110
Capstone	1 advanced level last semester Bachelor thesis of 10 credits			10
Total credits	24 courses 120	10 skills trainings + Capstone 25+5	5 projects + Capstone 25+5	180

Table 3.1b: Structure of the MS-Programme

	Courses (5 credits each)	Skills trainings (2,5 credits each)	Projects (5 credits each, bachelor thesis research 30 credits)	Total (credits)
Core	4 compulsory courses	2 compulsory skills trainings	1 compulsory project	30
Elective curriculum	16 courses; max 4 introductory min 4 advanced	8 skills trainings; max 2 introductory min 2 advanced	4 projects; max 1 introductory min 1 advanced	120
Bachelor thesis research	1 bachelor thesis research			30
Total credits	20 courses 100	10 skills trainings 25	5 projects and 1 bachelor thesis research 55	180

Table 3.1c: Structure of the UCV-Programme

	Courses (5 credits each)	Skills trainings (2,5 credits each)	Projects (5 credits each)	total (credits)
Core	4 compulsory courses	4 introductory	2 introductory	40
General education	2 courses outside chosen concentration			10
Concentration	16 courses; max 4 introductory min 4 advanced	6 skills trainings; intermediate or advanced	3 projects; max 2 intermediate min 1 advanced	110
Capstone	1 Capstone			20
Total credits	22 courses 110	10 skills trainings 25	5 projects + Capstone 45	180

Table 3.2: Regular programme and study load for a semester

Period 1	Period 2	Period 3	Total for a semester ¹
2 courses 1 skills training	2 courses 1 skills training	1 project	
12,5 credits	12,5 credits	5 credits	30 credits

Art. 3.1 – Study load

- The study load of the degree programme is 180 credits; one credit is equivalent to 28 hours of study.
- A minimum of 120 credits of the UCM-Programme have to be courses, skills and projects out of the UCM Course Catalogue.
- A minimum of 120 credits of the MS-Programme have to be courses, skills and projects out of the MSP Course Catalogue.
- A minimum of 120 credits of the UCV-Programme have to be courses, skills and projects out of the UCV Course Catalogue.
- The regular study load per semester is 30 credits.

Art. 3.2 – Core and general education

- As part of the UCM-Programme, the core consists of 4 courses listed in the appendix with a total study load of 20 credits, 4 skills trainings at introductory level with a total study load of 10 credits and 2 projects at introductory level with a total study load of 10 credits.

¹ One Academic Year consists of 2 semesters.

2. As part of the MS-Programme, the core consists of 4 courses listed in the appendix with a total study load of 20 credits, 2 skills trainings listed in the appendix with a total study load of 5 credits and 1 project listed in the appendix with a total study load of 5 credits.
3. As part of the UCV-Programme, the core consists of 4 courses listed in the appendix with a total study load of 20 credits, 4 skills trainings listed in the appendix with a total study load of 10 credits and 2 projects listed in the appendix with a total study load of 10 credits.
4. As part of the UCM-Programme, the 4 courses of the general education consist of a total study load of 20 credits, equally divided over both concentrations outside the concentration chosen by the student. The student chooses these courses from the courses listed in the appendix of the Regulations on Education and Examination of UCM under the relevant concentrations.
5. As part of the UCV-Programme, the 2 courses of the general education consist of a total study load of 10 credits outside the concentration chosen by the student. The student chooses these courses from the courses listed in the appendix of the Regulations on Education and Examination of UCV under the relevant concentrations.

Art. 3.3 – Concentration (UCM-Programme)

1. Part of the UCM-Programme, the concentration, comprises 16 courses with a total study load of 80 credits. These courses relate to Humanities, Social Sciences or Sciences.
2. The student chooses the 16 courses of the concentration from the courses listed in the appendix that are part of the relevant concentration.
3. The courses of the concentration have to be at an advanced level to a credit value of at least 20 ECTS (four courses) and at introductory level to a credit value of at most 20 ECTS (four courses).
4. The requirement concerning the minimum amount of advanced level courses (4 courses) in cases where students follow courses that are more than 5 ECTS is as follows: students need a minimum of 20 ECTS and a minimum of three courses.
5. Courses can be part of more than one concentration.
6. The concentration comprises six skills trainings at intermediate or advanced level, with a total study load of 15 ECTS.
7. The concentration comprises two projects at intermediate level and one project at advanced level, with a total study load of 15 ECTS.
8. A student can replace two skills trainings at intermediate level with language courses offered by the UM language centre as listed on the language registration form up to a maximum credit value of 5 ECTS. Courses in your native language are not allowed.
9. Language training during a semester abroad is included in the maximum of 5 ECTS language training.
10. Capstone is the concluding educational unit of the UCM-Programme at advanced level to be followed in the student's last semester, with a total credit value of 10 credits. A student needs at least 140 ECTS before s/he is allowed to start Capstone.
11. Subject to approval of the Board of Examiners, a student may compose a programme from the courses, skills trainings and projects of more than one concentration; the interdisciplinary concentration.

Art. 3.4 – Elective curriculum and bachelor thesis research (MS-Programme)

1. Part of the MS-Programme, the elective curriculum comprises 16 courses with a total study load of 80 credits.
2. The courses of the elective curriculum have to be at an advanced level to a credit value of at least 20 ECTS (four courses) and at introductory level to a credit value of at most 20 ECTS (four courses).
3. The requirement concerning the minimum amount of 3000-level courses (4 courses) in cases where students follow courses that are more than 5 ECTS is as follows: students need a minimum of 20 ECTS and a minimum of three courses.
4. Part of the elective curriculum comprises 8 skills trainings with a total study load of 20 ECTS.
5. The skills trainings of the elective curriculum have to be at an advanced level to a credit value of at least 5 ECTS (two skills trainings) and at introductory level to a credit value of at most 5 ECTS (two skills trainings).
6. Part of the elective curriculum comprises 4 projects with a total study load of 20 ECTS.
7. The projects of the elective curriculum have to be at an advanced level to a credit value of at least 5 ECTS (one project) and at introductory level to a credit value of at most 5 ECTS (one project).
8. The bachelor thesis research is the concluding educational unit of the MS-Programme at advanced level to be followed in the student's last semester, with a total credit value of 30 ECTS. A student needs at least 140 ECTS before being allowed to start the bachelor thesis.

Art. 3.5 – Concentration (UCV-Programme)

1. Part of the UCV-Programme, the concentration, comprises 16 courses with a total study load of 80 credits. These courses relate to Social Sciences or Sciences.
2. The student chooses 16 courses within their concentration from the courses listed in the appendix.
3. The courses of the concentration have to be at an advanced level to a credit value of at least 20 ECTS (four courses) and at introductory level to a credit value of at most 20 ECTS (four courses).
4. The requirement concerning the minimum amount of advanced level courses (4 courses) in cases where students follow courses that are more than 5 ECTS is as follows: students need a minimum of 20 ECTS and a minimum of three courses.
5. Courses can be part of more than one concentration.
6. The concentration comprises six skills trainings at intermediate or advanced level, with a total study load of 15 ECTS.
7. The concentration comprises two projects at intermediate level and one project at advanced level, with a study load of 15 ECTS in total.
8. A student can replace two skills trainings at intermediate level with language courses up to a maximum credit value of 5 ECTS. Courses in a student's native language are not allowed.
9. Language training during a semester abroad is included in the maximum of 5 ECTS language training.
10. Capstone is the concluding educational unit of the UCV-Programme at advanced level to be followed in the student's last semester, with a total credit value of 20 credits. A student needs at least 140 ECTS before s/he is allowed to start Capstone.
11. Subject to approval of the Board of Examiners, a student may compose a programme from the courses, skills trainings and projects of more than one concentration; the interdisciplinary concentration.

Art. 3.6 – External education

1. Subject to prior approval of the Board of Examiners, a student may follow modules that are provided by another faculty of Maastricht University at 3000-level, another Dutch university or a university abroad (the semester abroad).
2. For the UCM-Programme, the maximum overall study load of the modules as referred to in section 1 is 60 ECTS.
3. For the MS-Programme, the maximum overall study load of the modules as referred to in section 1 is 60 ECTS.
4. For the UCV-Programme, the maximum overall study load of the modules as referred to in section 1 is 60 ECTS.
5. A student is allowed to go abroad for one semester if the requirements to participate in the semester abroad programme are met.
6. For the UCM-Programme, the semester abroad has to take place in the fourth or fifth semester of the degree programme.
7. For the MS-Programme, the semester abroad has to take place in the fourth or fifth semester of the degree programme.
8. For the UCV-Programme, the semester abroad has to take place in the fourth or fifth semester of the degree programme.

9. A student has to submit a motivated proposal of his external education programme to the Board of Examiners in advance.
10. For the UCM-Programme, an approved semester abroad programme can replace up to one semester or 30 ECTS of courses, two skills trainings and a project.
11. For the MS-Programme, an approved external education programme can replace up to one semester or 30 ECTS of courses, two skills trainings and a project.
12. For the UCV-Programme, an approved semester abroad programme can replace up to one semester or 30 ECTS of courses, two skills trainings and a project.
13. The Board of Examiners determines before the start of the external education how the results obtained shall be translated into ECTS and which part of the degree programme is replaced by the external education programme.

Art. 3.7 Double degree program

1. UCM, in cooperation with the University College of the Albert-Ludwigs University of Freiburg (hereafter called UCF), offers a double degree programme.
2. The double degree programme is only accessible to students already matriculated at UCM or UCF, and who have been admitted to this programme by the Dean UCM or by a designated official of UCF.
3. Students with a GPA of 8.0 or higher and a PR of 0.9 or higher are eligible for participation in the double degree programme.
4. Students who are eligible for participation in this programme will be informed about this prior to the course registration deadline of the relevant semesters, and additional information about the application procedure will be provided to students that have expressed interest in the programme.
5. The guiding principle of the double degree programme is that students must meet the graduation requirements of both programs through mutual recognition of credits.
6. Students are subject to all the regular Examination Regulations of the degree programme of the College at which they are studying at that time, except where the notes of guidance pertaining to the double degree provide otherwise.
7. Students registered at UCM will have to meet its graduation requirements during their time at UCM (their first, second, and fourth year) and complete 60 ECTS of additional modules during their year at UCF (their third year or semesters 5 and 6), to meet the graduation requirements of UCF.
8. Notes of guidance will be issued to students participating in the double degree programme, specifying the precise requirements concerning course selection and other matters relating to the Double Degree. Students must present a plan of studies before they leave for their year at UCF, indicating how these additional modules will enable them to meet the graduation requirements of UCF. This plan is considered by the Board of Examiners of UCF.
9. Obtaining a UCF degree is contingent upon receiving a UCM degree.

4 – Education

Art. 4.1 – Module

1. The degree programme has five different kinds of modules:
 - I. courses
 - II. skills trainings
 - III. projects
 - IV. Capstone (UCM-Programme & UCV-Programme)
 - V. bachelor thesis research (MS-Programme)
2. Each module includes all the education and assessments of the relevant module.
3. One or more practical exercises are included in each module. They are listed in the course manual.

Art. 4.2 – Level

There are three levels at which a module can be offered:

1. introductory (1000)
2. intermediate (2000)
3. advanced (3000)

Art. 4.3 – Prerequisites

1. The Course Catalogue states for those modules that have prerequisites, the specific prerequisites for entry in those modules.
2. A student can only start with a module if s/he complies with the prerequisites.
3. A student can be exempted from the prerequisites after written consent from the course coordinator.
4. All advanced 3000-level courses have prerequisites.

Art. 4.4 – Co-requisites

1. The Course Catalogue states for those modules that have co-requisites, the specific co-requisites for entry in those modules.
2. Co-requisites require the student to take two or more modules in the same period.
3. A student can only start with these modules if s/he complies with the co-requisites.
4. A student can be exempted from co-requisites after written consent from the course coordinator.
5. A student can be exempted from co-requisites if the student has been granted a pass for these co-requisites in a previous period.

Art. 4.5 – Official language

The degree programme is taught in English.

Art. 4.6 – Registration

The student may participate in courses after s/he has registered for it in a timely manner through filling out a course registration form, having the course registration form signed by an academic advisor and handing it in at the Office of Student Affairs. If a student fails to meet the course registration deadline s/he will not be registered for courses, skills trainings, projects, Capstone or Bachelor Thesis Research.

Art. 4.7 – Exceptional circumstances for missing the registration deadline

If a student misses the deadline, registration for the courses of choice may no longer be possible. If a student can prove exceptional circumstances prevented him/her from registering, some form of registration may still be possible. Please take the following into consideration:

- Invalid exceptional circumstances are:

- Being unfamiliar with the registration deadlines and the accompanying rules and regulations;
- Reporting technical or other registration difficulties after the deadline has passed;
- Absence due to study abroad, travel, vacation, internships etcetera;

If the reasons for missing the deadline are not valid, this may result in no registration for the semester concerned.

5 – Assessment

Art. 5.1 – General

1. Part of each module is an examination to determine whether the student has achieved the educational objectives set for the module in a satisfactory manner. This includes advice about the student's participation in the module and the progress in his or her studies.
2. The Dutch grading system, used from elementary through university education is the 1 to 10 scale given in the following table, wherein 10 is the highest grade. At MSoLAS a module has been completed successfully if it is graded with a final grade of 5.5 or higher.
3. Partial grades are not rounded off for the calculation of the final grade. In order to complete a module successfully and obtain the credits, the final grade has to be at least 5.5 without rounding.

10	Outstanding	5	Almost satisfactory
9	Very good	4	Unsatisfactory
8	Good	3	Very unsatisfactory
7	More than satisfactory	2	Poor
6	Satisfactory	1	Very poor

4. The assessment of an examination is graded with one decimal place.
5. In case the student has made all the required efforts during the module but nevertheless has not been granted a pass, s/he is given the opportunity to take a resit examination.
6. In case a grade of 5.0-5.4 is awarded as final assessment, and a student does not indicate s/he wants to compensate the module, no credits are given for the module concerned.
7. In case a grade lower than 5.0 is awarded as final assessment no credits are given for the module concerned.

Art. 5.2 – Nature of the examination

1. The assessment of courses consists of at least two moments of assessment.
2. The overall assessment of a module takes place in the way as described in the course manual.
3. The assessment as described in the course manual cannot be changed during a course, skills training or project.
4. At the student's request the Board of Examiners may allow an examination to be made in a way other than the one laid down pursuant to the provision set out in the second section.
5. During exams it is not allowed to have mobile telephones or PDA's (personal digital assistant) of any kind within reach even if they are turned off. The exam will be declared invalid if students do not comply with this rule. For particular courses a course coordinator can authorize the use of specific electronic equipment (for example a calculator).

Art. 5.3 – Oral examinations

1. No more than one person is examined at an oral examination, unless the examiner has decided otherwise.
2. An oral examination is open to the public, unless the Board of Examiners has decided otherwise in a special case or the student has raised objections against this.
3. A second examiner has to be present at an oral examination.

Art. 5.4 – Time limit for assessment

1. Immediately after an oral examination has taken place, the examiner decides on the grade and issues a written statement to the student confirming this grade.
2. The examiner decides on the grade for a written or any other examination within 10 working days after the day the examination took place, and provides the UCM, LAS/MSP, UCV Office of Student Affairs with the details required for issuing a written or electronic proof of the assessment to the student.
3. The written statement with the assessment of an examination contains information on the right of inspection for the student as referred to in art. 5.6.
4. The inspection hours will be published at the same time as the grades. This will be in the Student Portal.

Art. 5.5 – Period of validity

1. The period of validity for passed modules is unlimited.
2. Notwithstanding the above provision, the Board of Examiners may impose a supplementary or replacement examination for a module passed more than ten years ago if the knowledge, insights and/or skills assessed are demonstrably outdated.

Art. 5.6 – Right of inspection

1. Within a maximum of ten working days after the results of a written examination were published, the course coordinator organises an opportunity for inspection of the student's assessed work.
2. On this occasion the student can take note of the standards, if possible, applied for the assessment.

Art. 5.7 – Archiving exams

1. Assignments, elaborations and graded work will be archived for a period of 2 years after the grade has been established.
2. The Capstone thesis of UCM and the bachelor thesis of LAS/MSP and its grade will be archived for a period of 7 years in a digital version as well as on paper. The UCV Capstone thesis is stored digitally for a period of 7 years.

Art. 5.8 – Fraud

1. Fraud, including plagiarism, is understood as a student's act or failure to act that makes it partially or fully impossible to correctly assess his/her knowledge, insight and skills.
2. Plagiarism is understood as the presentation of one's own or other people's ideas or words without adequate reference to and proper acknowledgement of the source(s).

3. If the Board of Examiners establishes that a student has committed fraud in an exam or exam component, it can take appropriate measures.
4. In serious cases of fraud, the Board of Examiners can propose to UM's Executive Board to permanently deregister the student(s) concerned 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.
6. Students who committed fraud are not awarded a distinction. The Board of Examiners can decide on exceptions to this provision.

Art. 5.9 – Grade point average (GPA)

1. The grade point average is calculated on the basis of all overall assessments of modules a student passed and that are registered in the student's progress records up to the moment the calculation is made.
2. The grade point average 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 credit for.
3. Modules that have been compensated according to the Rules and Regulations concerning the Bachelor's Examination of the degree programme laid down by the Board of Examiners are included in the GPA. A student has to indicate in case s/he wants to compensate a module.
4. Excluded from the GPA are:
 - credits obtained on the basis of credit transfer;
 - modules that are not graded, but are given a pass or fail;
 - modules from which the student has withdrawn within one week after the start;
5. All modules that a student has been registered for remain on the student's progress records and transcripts.
6. The grade list contains only the credits that count for graduation.

Art. 5.10 – Progress rate (PR)

1. The progress rate indicates the progress a student has made up to the moment the calculation is made.
2. The progress rate is calculated by dividing the total number of credits a student has obtained by the total of credits the programme enabled the student to obtain up to the moment the calculation is made.
3. The progress rate is included in the student's progress records and transcripts.

Art. 5.11 – Bachelor's examination

1. The Board of Examiners decides on the result of the Bachelor's Examination as soon as the student has fulfilled all graduation requirements.
2. Prior to deciding on the result of the Bachelor's Examination, the Board of Examiners has the power to examine the student's knowledge with regard to one or more modules or aspects of the degree programme, if and insofar as the results of the examinations concerned give cause to do so.

Art. 5.12 – Degree

1. UCM students with a concentration in Humanities or Social Sciences who successfully passed the Bachelor's Examination are awarded the degree of 'Bachelor of Arts'.
2. UCM students with a concentration in Sciences who successfully passed the Bachelor's Examination are awarded the degree of 'Bachelor of Science'.
3. UCM students with an interdisciplinary concentration, who successfully passed the Bachelor's Examination are awarded the degree of 'Bachelor of Arts' or 'Bachelor of Science' depending on the profile of the interdisciplinary concentration.
4. MS-Programme students who successfully passed the Bachelor's Examination are awarded the degree of 'Bachelor of Science'.
5. UCV students with a concentration in Social Sciences who successfully passed the Bachelor's Examination are awarded the degree of 'Bachelor of Arts'.
6. UCV students with a concentration in Sciences who successfully passed the Bachelor's Examination are awarded the degree of 'Bachelor of Science'.
7. UCV students with an interdisciplinary concentration who successfully passed the Bachelor's Examination are awarded the degree of 'Bachelor of Arts' or 'Bachelor of Science' depending on the profile of the interdisciplinary concentration.
8. The degree certificate of the Bachelor's Examination passed successfully states:
 - a the name of the institution;
 - b the name of the degree programme;
 - c the modules examined;
 - d the degree awarded;
 - e the date on which the degree programme was last accredited or the assessment that the new degree programme has undergone or the most recent regular assessment;
 - f the distinction awarded to the degree, depending on the cumulative grade point average:
 - *honors*: 7.4-7.9 grade point average
 - *cum laude*: 8.0-8.5 grade point average
 - *summa cum laude*: 8.6-10.0 grade point average
9. Students who committed fraud are not awarded a distinction. The Board of Examiners can decide on exceptions to this provision.
10. The degree certificate is signed by the chairperson of the Board of Examiners and the Dean of FHS.
11. The person entitled to receive a degree certificate can request the Board of Examiners to postpone the awarding of the degree certificate stating one's reasons for doing so.
12. The degree certificate is awarded in public unless the Board of Examiners decides otherwise in special cases.
13. A record of the student's progress is issued with the degree certificate as a separate document.
14. Accompanying the degree certificate a 'diploma supplement' will be issued. The diploma supplement will be in agreement with the model as proposed by the University Board and conform to the European standard model.

Art. 5.13 – Special examinations for students with a disability and athletes

1. The Board of Examiners may decide to apply special regulations to the following categories of students:
 - Students with a disability;
 - NOC-NSF recognized top athletes.

2. These students might be given the opportunity to take examinations in a way adjusted to individual circumstances.
3. A student can submit a request in writing to the Board of Examiners.
4. The Board of Examiners will consult an expert before taking a decision.

Art. 5.14 – Right of appeal

1. A party concerned may appeal the decision - made by the examiner and the Board of Examiners within six weeks of its announcement. 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.
2. A party concerned may appeal the grade published in the Student Portal within 6 weeks. The period of appeal starts on the date of publication in the Student Portal. 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 a motivation of why the student does not agree on the grade. If a grade changes during the inspection hour the change of grade has to be registered in the Student Portal within the six weeks following to the first registration date. A new period of appeal of six weeks starts upon the registration of the new grade.

6 – Academic Advising

Art. 6.1 – Student progress records

MSoLAS keeps records of the results of each individual student. Each overall assessment is listed in the student progress records, together with the date of the overall assessment, the credits obtained and the name and credit value of the relevant module. All results are available online in the Student Portal. Each first year student receives a list of the results after the first and the second semester.

Art. 6.2 – Academic advising

MSoLAS undertakes the introduction and Academic Advising for students enrolled in the degree programme.

Art. 6.3 – Study advice

In the first year of enrollment in the degree programme, each student is given an advice on the planning of his or her studies, at least twice.

Art. 6.4 – Binding study advice

1. At the end of two semesters of enrollment in the degree programme, the Board of Examiners, on behalf of the Dean of FHS, gives each student a study advice.
2. A positive binding study advice is given on behalf of the Dean of FHS by the Board of Examiners.
3. A negative study advice is binding.
4. A negative Binding Study Advice (BSA) leads to exclusion from assignments and examinations that are part of the degree programme for a period of 6 years.
5. A negative BSA is given on behalf of the Dean of FHS by the Board of Examiners.
6. Prior to a negative BSA being issued the student is given a chance to be heard by the Board of Examiners. A student counselor or an academic advisor can be present as observer during the hearing.
7. The student shall be provided a written notice of the negative BSA that is signed by the Board of Examiners.
8. An appeal against a negative BSA may be lodged within six weeks from the day on which the decision was taken. The appeal should be lodged with the Complaints Service Point (CSP); see Art. 5.14. For information about the CSP see the UM website. The 'College van Beroep voor de Examens' (CBE) will process the appeal and decide about it. An appeal against this decision must be lodged at the 'College van Beroep voor het Hoger Onderwijs' (CBHO).
9. Each student to whom this article applies shall receive a warning advice from the Board of Examiners after every semester.

Art. 6.5 – Standards for the negative binding study advice

Any student who has obtained at least 45 ECTS with a grade point average of 6.0 (grade point) or higher (see article 5.1.2) after two semesters of enrolment in the degree programme shall not receive a negative BSA. In all other cases a negative BSA shall be given. Compensation rules do not apply to the modules on which a BSA is based. In the case of the MS-Programme, in addition to 45 ECTS, the courses that belong to the core also have to be completed within the first two semesters. In case the core courses have not been completed a student will receive a negative BSA.

Art. 6.6 – Personal circumstances

1. If the student's personal circumstances have resulted in failure to meet the BSA standards, this may be ground for the decision not to attach a rejection to the advice as referred to in article 6.4.
2. The following personal circumstances qualify for recognition:
 - 2.1 illness of the person concerned;
 - 2.2 special circumstances in the family;
 - 2.3 physical, sensory or other disability of the person concerned;
 - 2.4 pregnancy of the person concerned;
 - 2.5 administrative activities of the person concerned.
 - 2.1 A student's illness is recognized as a personal circumstance if:
 - a. the period of illness either has lasted for a minimum of 8 days, or the examination date(s) fall(s) within this period;
 - b. the student notifies the UCM, LAS/MSP or UCV Office of Student Affairs in writing during the period of illness or within 5 working days after the period of illness, stating that s/he did not take or may not have passed the examination(s) due to illness; and
 - c. in addition to reporting the illness, the student forwards a medical certificate issued by the attending physician, which states the period of illness. In case no medical certificate can be produced, the student must contact his or her academic advisor, a student's counsellor or a student dean.
 - 2.2 Special circumstances in the family are recognized as a personal circumstance if:
 - a. the student can demonstrate that the alleged special circumstances in the family have taken place; and
 - b. the student notifies the UCM, LAS/MSP or UCV Office of Student Affairs within a period of 5 working days before to 5 working days after the date(s) of the examination(s) about the fact that special family circumstances are the reason for not taking or possibly not passing the examination(s);

- c. if the student is unable to demonstrate that the special family circumstances have taken place, s/he is to contact his/her academic advisor, a student's counsellor or a student dean.
- 2.3 Students suffering from a physical, sensory or other disability must inform their academic advisor or the student counselor at the start of their studies or as soon as possible after the disability has developed.
- a. At the request of the student with a physical or sensory disability, an academic advisor or the UCM /UCV study advisor may draw up a plan of study containing more detailed provisions with regard to the Binding Study Advice.
 - b. The plan mentioned above must be presented to the Board of Examiners for approval.
- 2.4 Pregnancy of a student is recognized as a personal circumstance if:
- a. the UCM, LAS/MSP or UCV Office of Student Affairs was notified about the pregnancy; and;
 - b. the notification was accompanied by a medical certificate;
 - c. in case no medical certificate from an attending physician can be produced, the person concerned must contact her academic advisor, a student's counsellor or a student dean.
- 2.5 Administrative activities of a student are recognized as a personal circumstance if the administrative activity is recognized as such either by law or by the Executive Board, in conformity with the regulations of the UM ('Profileringsfonds UM').

7 – Transitional and final provisions

Art. 7.1 – Amendment

1. Amendments to these regulations are laid down by the Dean of FHS by separate decision, after consultation with the Faculty Council and the MSoLAS Education Programme Committees.
2. Any amendment to these regulations does not take effect during the current academic year, as long as this does not reasonably prejudice the interests of the students.
3. Furthermore, an amendment cannot have detrimental consequences for the students if it affects:
 - an approval granted pursuant to art. 2.4;
 - any other decision the Board of Examiners has taken with respect to a student in accordance with these regulations.

Art. 7.2 – Publication

1. The Dean of FHS undertakes the appropriate publication of these regulations, the rules and regulations laid down by the Board of Examiners, as well as any amendment to these documents. This includes their publication on My UCM and in the student handbook of UCM and LAS/MSP.
2. Each student of UCM and LAS/MSP will receive a copy of the documents referred to in the first section from the UCM or LAS/MSP Office of Student Affairs.
3. UCV makes an electronic version available to students.

Art. 7.3 – Leave of absence

Students can request a leave of absence. A request for a leave of absence will have to be handed in to the Board of Examiners at least 20 working days prior to the leave of absence taking effect, and a leave of absence shall not extend beyond a predetermined date. A student who comes back from a leave of absence shall be reinstated to pre-leave status.

Art. 7.4 – Unforeseen cases

In cases not provided for by these regulations, the Board of Examiners shall decide upon the issue.

Art. 7.5 – Hardship clause

The Board of Examiners is authorized to deviate from these regulations in individual cases, in case it is the Board of Examiners's opinion that full application shall lead to unfairness of a decisive nature in view of the special circumstances.

Art. 7.6 – Participation in courses by students from other UM departments

Courses of the degree programme are open to students from other departments within Maastricht University only if the Board of Examiners of the other department and the Board of Examiners Chamber UCM, the Board of Examiners Chamber LAS/MSP or the Board of Examiners Chamber UCV give the student permission to follow the chosen course. A student should in principle fulfill the criteria that UCM, LAS/MSP or UCV uses to select its regular students (see paragraph 2 of these R&R). Motivation, grades and progress rate are taken into account. The number of students that can participate in courses offered by UCM, LAS/MSP and UCV is limited and additional provisions can be laid down.

Art. 7.7 – Evaluation

The Faculty Board will ensure that the education of the programme is regularly evaluated, assessing at least – for the purpose of monitoring and if necessary adapting the student workload – the amount of time students need to complete their duties as set out therein.

Art. 7.8 – Date of commencement

These Regulations on Teaching and Examinations come into force on 1 September 2017.

Appendix – Modules UCM

a. Courses

Core Courses (COR) at 1000-level (introductory):

- COR1002	<i>Philosophy of Science</i>	<i>study load</i>	<i>5 ECTS</i>
- COR1003	<i>Contemporary World History</i>	<i>study load</i>	<i>5 ECTS</i>
- COR1004	<i>Political Philosophy</i>	<i>study load</i>	<i>5 ECTS</i>
- COR1005	<i>Modeling Nature</i>	<i>study load</i>	<i>5 ECTS</i>

Courses Humanities (HUM)

- introductory: see Course Catalogue
- intermediate: see Course Catalogue
- advanced: see Course Catalogue

Courses Social Sciences (SSC)

- introductory: see Course Catalogue
- intermediate: see Course Catalogue
- advanced: see Course Catalogue

Courses Sciences (SCI)

- introductory: see Course Catalogue
- intermediate: see Course Catalogue
- advanced: see Course Catalogue

b. Skills trainings (SKI)

- Core skills training at 1000-level (introductory):
 - SKI1008: Introduction to Academic Skills I
 - SKI1009: Introduction to Academic Skills II
 - SKI1004: Research Methods I
 - SKI1005: Research Methods IIintermediate: see Course Catalogue
- advanced: see Course Catalogue
- language courses: see language course manual

c. Projects (PRO)

- Core projects at 1000 level (introductory):
- PRO1010: *Introduction Academic Communication: A Writing Project* *study load* *5 ECTS*
- PRO1011: *Research Proposal Writing* *study load* *5 ECTS*
- intermediate: see Course Catalogue
- advanced: see Course Catalogue

d. Capstone (CAP)

Advanced: topic decided in interaction with Capstone reviewer

Appendix – Modules LAS/MSP

a. Courses

Core Courses at 1000-level (introductory):

-	<i>CHE1001</i>	<i>Introduction to Natural Sciences: Chemistry</i>	<i>study load</i>	<i>5 ECTS</i>
-	<i>BIO1001</i>	<i>Introduction to Natural Sciences: Biology</i>	<i>study load</i>	<i>5 ECTS</i>
-	<i>PHY1002</i>	<i>Introduction to Natural Sciences: Mathematical Foundations of Physics</i>	<i>study load</i>	<i>5 ECTS</i>
-	<i>INT1001</i>	<i>Introduction to Liberal Arts and Sciences</i>	<i>study load</i>	<i>5 ECTS</i>

Courses elective curriculum

- introductory: see Course Catalogue
- intermediate: see Course Catalogue
- advanced: see Course Catalogue

b. Skills trainings (PRA)

Core skills training at 1000-level (introductory):

-	<i>PRA1001</i>	<i>Research Methods</i>	<i>study load</i>	<i>2.5 ECTS</i>
-	<i>PRA1002</i>	<i>Research, Data Analysis and Presentation Academic Skills</i>	<i>study load</i>	<i>2.5 ECTS</i>

Skills elective curriculum

- introductory: see Course Catalogue
- intermediate: see Course Catalogue
- advanced: see Course Catalogue

c. Projects (PRO)

Core project at 1000-level (introductory):

-	<i>PRO1001</i>	<i>Philosophy of Science</i>	<i>study load</i>	<i>5 ECTS</i>
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Projects elective curriculum

- introductory: see Course Catalogue
- intermediate: see Course Catalogue
- advanced: see Course Catalogue

d. Bachelor thesis research

- advanced: topic decided in interaction with research advisor

Appendix – Modules UCV

a. Courses

Core Courses (VCO) at 1000-level (introductory):

-	VCO1001	Modelling Nature	study load	5 ECTS
-	VCO1002	Philosophy of Science	study load	5 ECTS
-	VCO1003	World Orientation: an introduction to cultural studies	study load	5 ECTS
-	VCO1004	Globalisation: World politics and economics	study load	5 ECTS

Courses elective curriculum Social Sciences (VSS)

- introductory: see Course Catalogue
- intermediate: see Course Catalogue
- advanced: see Course Catalogue

Courses elective curriculum Sciences (VSC)

- introductory: see Course Catalogue
- intermediate: see Course Catalogue
- advanced: see Course Catalogue

b. Skills trainings (VSK)

Core skills training at 1000-level (introductory):

-	VSK1001	Introduction to Academic Skills	study load	2.5 ECTS
-	VSK1002	Research Methods I	study load	2.5 ECTS
-	VSK1000	The Applied Researcher I	study load	2.5 ECTS
-	VSK1004	The Applied Researcher II	study load	2.5 ECTS

Skills elective curriculum

- introductory: see Course Catalogue
- intermediate: see Course Catalogue
- advanced: see Course Catalogue
- language courses: see language course manual

c. Projects (VPR)

Core project at 1000-level (introductory):

-	VPR1003	Research Methods II or VPR1004 Research Methods II: Lab Skills	study load	5 credits
-	VPR1002	The Applied Researcher III	study load	5 credits

Projects elective curriculum

- introductory: see Course Catalogue
- intermediate: see Course Catalogue
- advanced: see Course Catalogue

d. Capstone (VCA)

- advanced: topic decided in interaction with Capstone reviewer

Rules and Regulations concerning the Bachelor's Examination of University College Maastricht, Liberal Arts and Sciences/Maastricht Science Programme and University College Venlo

Article 1: Board of Examiners	Fout! Bladwijzer niet gedefinieerd.
Article 2: Examiners	Fout! Bladwijzer niet gedefinieerd.
Article 3a: Composition of the Bachelor's Examination of UCM	Fout! Bladwijzer niet gedefinieerd.
Article 3b: Composition of the Bachelor's Examination of LAS/MSP	Fout! Bladwijzer niet gedefinieerd.
Article 3c: Composition of the Bachelor's Examination of UCV	Fout! Bladwijzer niet gedefinieerd.
Article 4: Passes	Fout! Bladwijzer niet gedefinieerd.
Article 5: Compulsory attendance	Fout! Bladwijzer niet gedefinieerd.
Article 6: Withdrawal from modules	Fout! Bladwijzer niet gedefinieerd.
Article 7: Additional modules	Fout! Bladwijzer niet gedefinieerd.
Article 8: Requirements of the UCM, LAS/MSP and UCV Bachelor's Examination	Fout! Bladwijzer niet gedefinieerd.
Article 9: Declaration of concentration (only at UCM and UCV)	Fout! Bladwijzer niet gedefinieerd.
Article 10: Resit-examinations	Fout! Bladwijzer niet gedefinieerd.
Article 11: Complaints on examinations	Fout! Bladwijzer niet gedefinieerd.
Article 12: Directive on fraud	Fout! Bladwijzer niet gedefinieerd.
Article 13: Execution and Date of Commencement	Fout! Bladwijzer niet gedefinieerd.

Article 1: Board of Examiners

The Board of Examiners is responsible for the execution of the regulations of the Bachelor's Examination and its components, taking into consideration the Regulations on Education and Examinations regarding the setup and scope of the examinations of the Bachelor's programme of UCM, LAS/MSP and UCV. The Board of Examiners shall appoint examiners, who are authorized to take examinations on behalf of the Board of Examiners. In cases in which such is deemed necessary, the Board of Examiners may reverse an examiner's decision and take a new decision. This applies in particular to those cases in which students have failed to comply with the admission requirements for the examination component concerned.

Article 2: Examiners

1. Members of the scientific staff tasked with the design and teaching of the educational units are - as examiners - responsible for the examination of the educational unit. The Board of Examiners can appoint other members of the scientific staff or experts from outside the university as examiners for educational units.
2. 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 3a: Composition of the Bachelor's Examination of UCM

The Bachelor's Examination consists of the following components:

1. a pass for the modules of the core programme and general education programme, as stated in article 3.2-1 of the Regulations on Education and Examinations;
2. a pass for the modules of the "Concentration" programme, as stated in article 3.3 of the Regulations on Education and Examinations;
3. participation in practicals, projects and related assignments that are part of the modules as meant under 1. and 2. above;
4. participation in tutorial group meetings.

Article 3b: Composition of the Bachelor's Examination of LAS/MSP

The Bachelor's Examination consists of the following components:

1. a pass for the modules of the core programme, as stated in article 3.2-2 of the Regulations on Education and Examinations;
2. a pass for the modules of the elective curriculum, as stated in article 3.4 of the Regulations on Education and Examinations;
3. participation in practicals, projects and related assignments that are part of the modules as meant under 1. and 2. above;
4. participation in tutorial group meetings.

Article 3c: Composition of the Bachelor's Examination of UCV

The Bachelor's Examination consists of the following components:

1. a pass for the modules of the core programme and general education programme, as stated in article 3.2-3 of the Regulations on Education and Examinations;
2. a pass for the modules of the "Concentration" programme, as stated in article 3.5 of the Regulations on Education and Examinations;
3. participation in practicals, projects and related assignments that are part of the modules as meant under 1. and 2. above;
4. participation in tutorial group meetings.

Article 4: Passes

Section 1: Courses

For each of the courses, students receive a pass if each of the following requirements has been met:

- a. Students must have attended at least 85% of all tutorial group meetings to be allowed to take the final test of the course. Students who have not met the attendance requirement and who have not missed more than 30% of all meetings, will be given a provisional overall grade point for the course. To qualify for an additional assignment and thus to meet the attendance requirement, students must submit to the UCM, LAS/MSP or UCV Office of Student Affairs a completed request form for an additional assignment because of insufficient attendance, within 10 working days after completion of the course. Request for additional assignments can be submitted online via the portal of UCM, LAS/MSP or UCV. The course coordinator shall decide on the validity of the reasons given. If the course coordinator decides that a student has had valid reasons for not complying with the attendance percentage, s/he will be given an additional assignment within 10 working days after receipt of the online request. The nature and volume of the assignment will be proportional to the number of tutorials that were missed more than the attendance requirement allowed for. The assignment must be completed and submitted to the course coordinator concerned within 20 working days after the student has received the assignment. The result of the additional assignment has to be available before the end of the running academic year. Students, who receive a pass for the additional assignment, will be regarded as having met the attendance requirement and their provisional overall grade point will be declared valid. If

the course coordinator decides that the reasons for absence were not valid and/or if more than 30% of the meetings have been missed, no additional assignment will be given and the provisional overall grade point will be annulled.

- b. Students must have obtained at least a pass for the overall assessment of the course.
- c. Each assessment will result in a grade point on the scale mentioned in article 5.1 of the Regulations on Education and Examinations. A grade of 5.0-5.4 can be compensated. Compensation is possible for up to 20 ECTS in the category Courses, of which up to 5 ECTS can be used in the first year. Two conditions need to be met for compensation. The first one is that the student concerned must have obtained a grade point average of 6.5 for all courses. The second one is that for every grade of 5.0-5.4 the student wants to compensate there should be an 8.0 or higher on the list of obtained course results.
- d. A pass by means of compensation for courses that have been awarded a 'fail but can be compensated' can only be achieved if the compulsory attendance requirement has been met. A signed and submitted request for compensation cannot be recalled. A request for compensation is handed in together with the request to graduate at the end of a students' study at UCM, LAS/MSP or UCV.

Section 2: Skills trainings

For each of the skills trainings, students receive a pass if each of the following requirements has been met:

- a. Students must have attended at least 85% of all group meetings to be allowed to take the final test of the skills training. Students who have not met the attendance requirement and who have not missed more than 30% of all meetings will be given a provisional overall grade point for the skills training. To qualify for an additional assignment and thus to meet the attendance requirement, students must submit to the UCM, LAS/MSP or UCV Office of Student Affairs a completed request form for an additional assignment because of insufficient attendance, within 10 working days after completion of the skills training. Request for additional assignments can be submitted online via the portal of UCM, LAS/MSP or UCV. The skills training coordinator shall decide on the validity of the reasons given. If the skills training coordinator decides that a student has had valid reasons for not complying with the attendance percentage, s/he will be given an additional assignment. The nature and volume of the assignment will be proportional to the number of tutorials that were missed more than the attendance requirement allowed for. The assignment must be completed and submitted to the skills training coordinator concerned within 20 working days. The result of the additional assignment has to be available before the end of the running academic year. Students, who receive a pass for the additional assignment, will be regarded as having met the attendance requirement and their provisional overall grade point will be declared valid. If the skills training coordinator decides that the reasons for absence were not valid and/or if additional meetings have been missed, no additional assignment will be given and the provisional overall grade point will be annulled.
- b. Students must have obtained at least a pass for the overall assessment of the skills training.
- c. Each assessment will result in a grade point on the scale mentioned in article 5.1 of the Regulations on Education and Examinations. A grade point of 5.0-5.4 can be compensated. Compensation is possible for up to 5 ECTS in the category skills trainings. Two conditions need to be met for compensation. The first one is that the student concerned must have obtained a grade point average of 6.5 (grade point) for all skills trainings. The second one is that for every 5.0-5.4 the student wants to compensate there should be an 8.0 or higher on the list of obtained skills training results.
- d. A pass by means of compensation for skills trainings that have been awarded a 'fail but can be compensated' can only be achieved if the compulsory attendance requirement has been met. A signed and submitted request for compensation cannot be recalled. A request for compensation is handed in together with the request to graduate at the end of a student's study at UCM, LAS/MSP or UCV.

Section 3: Projects

Students receive a pass for each project if they have met each of the following requirements:

- a. Students must have attended at least 85% of all project meetings in order to have the grade point for the project assignment declared valid. Students who have not met the attendance requirement and who have not missed more than 30% of all meetings will be given a provisional overall grade point for the project. To qualify for an additional assignment and thus to meet the attendance requirement, students must submit to the UCM, LAS/MSP or UCV Office of Student Affairs a completed request form for an additional assignment because of insufficient attendance, within 10 working days after completion of the project. Request for additional assignments can be submitted online via the portal of UCM, LAS/MSP or UCV. The project coordinator shall decide on the validity of the reasons given. If the project coordinator decides that a student has had valid reasons for not complying with the attendance percentage, s/he will be given an additional assignment. The nature and volume of the assignment will be proportional to the number of tutorials that were missed more than the attendance requirement allowed for. The assignment must be completed and submitted to the skills training coordinator concerned within 20 working days. The result of the additional assignment has to be available before the end of the running academic year. Students, who receive a pass for the additional assignment, will be regarded as having met the attendance requirement and their provisional overall grade point will be declared valid. If the project coordinator decides that the reasons for absence were not valid and/or if additional meetings have been missed, no additional assignment will be given and the provisional overall grade point will be annulled.
- b. Students must have obtained at least a pass for the overall assessment of the project.
- c. Each assessment will result in a grade on the scale mentioned in article 5.1 of the Regulations on Education and Examinations. A grade of 5.0-5.4 can be compensated. Compensation is possible for up to 5 ECTS in the category Projects. Two conditions need to be met for compensation. The first one is that the student concerned must have obtained a grade point average of 6.5 (grade point) for all projects. The second one is that for every 5.0-5.4 the student wants to compensate there should be an 8.0 or higher on the list of obtained project results. A signed and submitted request for compensation cannot be recalled. A request for compensation is handed in together with the request to graduate at the end of a student's study at UCM, LAS/MSP or UCV.

Section 4: Capstone (at UCM)

For Capstone, students receive a pass if each of the following requirements has been met:

- a. Students must have attended at least 85% of all Capstone group meetings to be allowed to take the final test of the course. Students who have not met the attendance requirement and who have not missed more than 30% of all meetings will be given a provisional overall grade point for the course but will not receive any credits. In order to receive the credits a student needs to request, and be permitted to make, an additional assignment. Students must submit to the UCM Office of Student Affairs a completed request form for an additional assignment because of insufficient attendance, within 10 working days after the last meeting that takes place. This electronic form is to be found on the online portal of UCM. The Capstone coordinator shall decide on the validity of the reasons given. If the Capstone coordinator decides that a student has had valid reasons for not complying with the attendance percentage, s/he will be given an additional assignment. The nature and volume of the assignment will be proportional to the number of Capstone group meetings missed, and the assignment must be completed and submitted to the course coordinator concerned within 10 working days after the student has received the assignment. Students, who receive a pass for the additional assignment, will be regarded as having met the attendance requirement and their provisional overall grade point will be declared valid. If the Capstone coordinator decides that the reasons for

absence were not valid and/or if more than 30% of the meetings have been missed, no additional assignment will be given and the provisional overall grade point will be annulled.

- b. Students must have obtained at least a pass for the overall assessment of Capstone.
- c. Each assessment within Capstone will result in a grade point on the scale mentioned in article 5.1 of the Regulations on Education and Examinations. Compensation for a failed Capstone project is not possible.

Section 5: Bachelor thesis research (only at LAS/MSP)

For the bachelor thesis research, students receive a pass if each of the following requirements has been met:

- a. During the bachelor thesis research compulsory attendance is 100%. Students who have not met the attendance requirement and who have not missed more than 10% of the thesis research period will be given a provisional overall grade point for the course but will not receive any credits. In order to receive the credits a student needs to request, and be permitted to make, an additional assignment. Students must submit to the LAS/MSP Office of Student Affairs a completed request form for an additional assignment because of insufficient attendance, within 10 working days after the last meeting that takes place. This electronic form is to be found on the online portal of LAS/MSP. The bachelor thesis research coordinator shall decide on the validity of the reasons given. If the bachelor thesis research coordinator decides that a student has had valid reasons for not complying with the attendance percentage, s/he will be given an additional assignment. The nature and volume of the assignment will be proportional to the number of days missed, and the assignment must be completed and submitted to the bachelor thesis research coordinator concerned within 10 working days after the student has received the assignment. Students, who receive a pass for the additional assignment, will be regarded as having met the attendance requirement and their provisional overall grade point will be declared valid. If the bachelor thesis research coordinator decides that the reasons for absence were not valid and/or if more than 10% of the meetings have been missed, no additional assignment will be given and the provisional overall grade point will be annulled.
- b. Students must have obtained at least a pass for the bachelor thesis research.
- c. Each assessment within the bachelor thesis research will result in a grade point on the scale mentioned in article 5.1 of the Regulations on Education and Examinations. Compensation for failed bachelor thesis research is not possible.

Section 6: Capstone (at UCV)

For capstone, students receive a pass if each of the following requirements has been met:

- a. Students who have not met the attendance requirement will be given a provisional overall grade point for the course but will not receive any credits. In order to receive the credits a student needs to request, and be permitted to make, an additional assignment. Students must submit to the UCV Office of Student Affairs a completed request form to be found online on the portal for an additional assignment because of insufficient attendance, within 10 working days after the last meeting that takes place. The capstone coordinator shall decide on the validity of the reasons given. If the capstone coordinator decides that a student has had valid reasons for not complying with the attendance percentage, s/he will be given an additional assignment. The assignment must be completed and submitted to the course coordinator concerned within 10 working days after the student has received the assignment. Students, who receive a pass for the additional assignment, will be regarded as having met the attendance requirement and their provisional overall grade point will be declared valid. If the capstone coordinator decides that the reasons for absence were not valid, no additional assignment will be given and the provisional overall grade point will be annulled.
- b. Students must have obtained at least a pass for the overall assessment of capstone.
- c. Each assessment within capstone will result in a grade point on the scale mentioned in article 5.1 of the Regulations on Education and Examinations. Compensation for a failed capstone project is not possible.

Article 5: Compulsory attendance

1. In the case of tutorial group meetings, compulsory attendance is 85% per course or skills training or project :
 - 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.
2. Participation in (tutorial) group meetings is recorded on a form for each (tutorial) group.
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 course, skills training or project concerned.
4. For module related practicals, compulsory attendance is 100%.
5. Lectures that are part of a module can have an attendance requirement.

Article 6: Withdrawal and late enrolment from modules

1. A student that wants to withdraw from a module should inform the UCM, LAS/MSP or UCV Office of Student Affairs in writing. Forms can be obtained at the Office of Student Affairs.
2. A student who has withdrawn from a course within one week after the start of a course can choose an alternative course out of the other courses on offer in that course period.
3. The alternative choice of a student who has withdrawn from a module and wants to be reassigned to another module can be restricted because of the capacity of other modules on offer in that course period. This is a decision that is up to the Office of Student Affairs.
4. Modules that have been registered as withdrawn will be excluded from the grade point average.
5. Time limits for withdrawal:
 - a. Courses: within one week after the start of the course;
 - b. Skills training: one week after the start of the skills training;
 - c. Project: within one week after the start of the project;

- d. Capstone: within four weeks after the start of Capstone;
- e. Bachelor thesis research: within four weeks after the start of bachelor thesis research.

Students should be aware of schedule clash due to late enrolment or withdrawal or switching courses.

Article 7: Additional modules

1. A student that wants to register for modules in addition to the regular study load has to submit a motivated request to the Board of Examiners no later than three weeks before the module starts.
2. A student needs written approval of the Board of Examiners before s/he can register for an additional course. Without the approval of the Board of Examiners, no ECTS will be granted upon successful completion of the course.

Article 8: Requirements of the UCM, LAS/MSP and UCV Bachelor's Examination

1. The UCM Bachelor's Examination will be passed and the certificate belonging to this examination will be awarded, when passes have been obtained for all components of the degree programme as listed in Table 3.1.a, and at least a weighted pass mark has been obtained for all modules.
2. The LAS/MSP Bachelor's Examination will be passed and the certificate belonging to this examination will be awarded, when passes have been obtained for all components of the degree programme as listed in Table 3.1.b, and at least a weighted pass mark has been obtained for all modules.
3. The UCV Bachelor's Examination will be passed and the certificate belonging to this examination will be awarded, when passes have been obtained for all components of the degree programme as listed in article Table 3.1.c, and at least a weighted pass mark has been obtained for all modules.

Article 9: Declaration of concentration (only at UCM and UCV)

A student has to declare his or her concentration before the last day of his or her second semester at UCM or UCV respectively.

Article 10: Resit-examinations

For students who initially fail a module of the Bachelor's Examination, the following resit-examination regulations apply:

1. the resit-examination concerned is only available for students who have complied with the compulsory attendance requirement and took part in all of the assessments during the module and if the students made a reasonable attempt of participating in the assessment;
2. students who failed a module and complied with the requirements as described in section 1 will be granted one resit-examination;
3. students, who have obtained a pass, cannot take part in resit-examinations.
4. After a resit-examination, the highest grade point will stand;
5. the course coordinator decides upon content and form of the resit-examination.

Article 11: Complaints on (components of) examinations

1. A complaint against (components) of an examination must be submitted to the Board of Examiners in writing.
2. The Board of Examiners shall take a reasoned decision within 15 working days after receipt of the request. The Board of Examiners may decide to extend. Students will be notified of the decision in writing.

Article 12: Directive on fraud

The Board of Examiners has drawn up the following directive on examination fraud, as further specification of article 5.8 of the Regulations on Education and Examinations.

Section 1

The term 'fraud' as meant in Article 5.8 of the Regulations on Education and Examinations, covers at least the following:

- a. action or failure to act on the part of the examinee that makes it completely or partially impossible to obtain proper insight in his/her knowledge, insights or skills;
- b. action or failure to act on the part of the examinee that makes it completely or partially impossible to obtain proper insight in the knowledge, insights or skills of another examinee.

Section 2

The term 'fraud' as meant in article 5.8 of the Regulations on Education and Examinations, also includes 'attempted 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:
 - 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 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:
 - has possessed impermissible resources, texts or notes or has utilised 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. If the Board of Examiners establishes that a student has fabricated and/or falsified research data, the Board of Examiners may impose one of the disciplinary measures referred to in this directive.
- d. In case of fraud/ plagiarism in group assignments, the whole group is responsible for the fraud/ plagiarism.
- e. If the Board of Examiners determines that a student has otherwise committed fraud with respect to an exam or exam component, the Board of Examiners may impose one of the disciplinary measures referred to in this directive.

Section 4

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

- a. if the (alleged) fraud has been detected during the examination:
 - the examiner informs the examinee that (possible) fraud has been detected;
 - any texts that the examinee may wrongfully have available for usage, shall be confiscated;
 - the examinee shall be given the opportunity to complete the test, unless the examiner decides otherwise;
 - the examiner shall exclude the examinee from further participation in the test if the examinee objects to confiscation of any texts wrongfully available for usage and/or the examinee is a disturbance to other examinees;
 - any confiscated texts shall not be returned to the examinee after the test, unless the examiner decides otherwise;
 - the examiner shall report in writing any findings relating to the detected fraud, and shall submit this report to the Board of Examiners immediately, enclosing any confiscated texts.
- 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.

Section 5

In principle, 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 its chairman and 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
 - a. a reprimand
 - b. exclusion from any (further) participation in one or more examinations of the degree programme for a period not exceeding one year
 - c. a student is no longer eligible for receiving 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. after a request to this effect, 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;
- 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 names 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 credits obtained elsewhere during the period a student was excluded from participating in the programmes exams due to the fraud committed.

Section 7

An appeal against a decision taken by the Board of Examiners with regard to a case of fraud must be submitted to the Examinations Appeals Board within 20 working days after publication of such decision.

Article 13: Execution and Date of Commencement

In all cases for which the present Rules and Regulations do not provide, the Board of Examiners will decide. These Rules and Regulations will take effect on 1 September 2017.