

**Rules and Regulations for the Master of Science Programme Health Food Innovation Management 2017-2018 of the Faculty of Health, Medicine and Life Sciences, Maastricht University**

These Rules have been determined by the Board of Examiners of the educational programmes in Biomedical Sciences and Health Food Innovation Management, Faculty of Health, Medicine and Life Sciences, Maastricht University

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## **Section 1      GENERAL PROVISION**

### **Article 1.1      Applicability of the Rules**

These rules are applicable to the education and exams and the examination of the Health Food Innovation Management Master of Science programme of the Faculty of Health, Medicine and Life Sciences, Maastricht University.

These rules apply to those students registered for the Health Food Innovation Management Master during the academic year 2017-2018. The Board of Examiners reserves the right to adjust the rules at the beginning of every academic year.

### **Article 1.2      Board of Examiners**

The Board of Examiners is responsible for the master's examinations and the free master's examinations and any tests related to these examinations of the Health Food Innovation Management Master's programme. The Board of Examiners is responsible for the correct implementation of the Education and Examination Rules and of the Rules and Regulations, in accordance with the Act.

### **Article 1.3      Examiners**

1. The Board of Examiners appoints examiners who are qualified to set examinations. Examiners have to belong to the permanent academic staff at Maastricht University. The Board of Examiners can appoint other members of the scientific staff and experts from outside the programme as examiner.
2. Members of the scientific staff, who are entrusted with providing education of an educational component/module, are as examiner responsible for the assessment of the educational component/module.
3. The Board of Examiners can decide to withdraw an appointment as examiner if the examiner does not cohere to laws and regulations or rules of the Board of Examiners, or if the assessment skills of the examiner (construct, examine and judge) has repeatedly proven to be of insufficient quality.
4. The master's thesis will be supervised and graded by two independent Examiners (First Examiner and Second Examiner), both being members of the senior scientific staff of Maastricht University. The Board of Examiners has the authority to make exceptions to this rule.

## **Section 2      REGISTRATION**

### **Article 2.1      Registration of Modules**

1. A module registration will be granted, only when all requirements concerning a module have been satisfied. These requirements include:
  - compulsory attendance of 100% and satisfactory participation in group meetings
  - satisfactory score for the exam(s)
  - satisfactory score for a group test (where applicable)
  - satisfactory scores for practical exercises
  - satisfactory scores for paper(s)
  - satisfactory score for presentation(s)A satisfactory score is defined as an awarded "pass" or, in case of a numeral score (1-10 scale), a 5.5 or higher before rounding.
2. The final mark for the module must be at least "six" (after rounding-off).
3. In the event that a student is granted an exemption, the grade awarded will be "exemption".

## **Article 2.2 Registration of Practical Exercises**

A registration for a practical exercise will be granted only, when all requirements with regard to this exercise are satisfied. These requirements may include:

- a written exam testing the theoretical background of the topic studied;
- an evaluation of the practical “hands-on” skills with respect to pre-defined endpoints;
- compulsory attendance of 100%; an additional assignment will be introduced for each unattended exercise as long as the student attended at least 75% of that type of exercise; students must be referred to the Board of Examiners when they attended less than 75% of a particular type of exercise.
- sufficient participation;
- sufficient score for the report and/or presentation.

## **Article 2.3 Registration of Skills training**

A registration for a skills training will be granted when all requirements with regard to the training are satisfied. The requirements may include:

- a written exam testing the theoretical background of the topic studied;
- sufficient participation;
- examination of the practical “hands-on” skills with respect to pre-defined endpoints;
- report;
- presentation.

## **Article 2.4 Registration of internship**

A registration for the internship will be granted, when the supervising examiner awards a sufficient score for the internship based on criteria such as professional behaviour and practical skills, further specified in the ‘Internship Training Assessment Form’, published in the Student Portal.

## **Article 2.5 Registration of the master’s thesis**

A registration for the master’s thesis will be granted, when both examiners award at least a 5.5 (before rounding) for the form and at least a 5.5 (before rounding) for the content. The requirements are summarized in the brochure ‘Guidelines for the Master’s Thesis in Health Food Innovation Management, published in the Student Portal.

## **Article 2.6 Exemption**

In the event that a student is granted an exemption, the grade awarded will be ‘exemption’. Should students wish a numerical grade, e.g. in the case of a possible ‘cum laude’ classification, they should fulfil all requirements of the module concerned.

## **Article 2.7 Rounding**

1. In appropriate cases, marks will be rounded-up when the first figure behind the decimal point equals 5 or higher; marks will be rounded-down, when the first figure behind the decimal point is less than 5, unless stated otherwise.
2. In case the final grade mark is calculated as the mean of subscores, those subscores should not be rounded.

## **Section 3      EXAMS**

### **Article 3.1      Module exams**

1. Directions with regard to the content, form and criteria of module exams and of the other parts of a module will be published in the assessment plan, or announced during the module opening.
2. The mark of a module exam consisting of multiple choice questions or a combination of multiple choice and essay questions will be determined based on the degree of difficulty of the test using the Cohen-Schotanus method for the overall exam:
  - The maximal achievable score is 10.
  - The 5.5 cut-off of 5.5 will be calculated:
    - a. With 100 students or more this will be determined based on 70% of the 95<sup>th</sup> percentile of the achieved scores;
    - b. with more than 50 but less than 100 students this will be determined based on 70% of the average of the 10% highest achieved scores;
    - c. with less than 50 students this will be determined based on 60% of the maximal achievable score;
  - The final mark will be determined on a 1-10 scale based on the linear model derived from these two points.
3. The mark of a module exam consisting of essay questions will be determined as follows:
  - The maximal achievable score is 10.
  - The 5.5 cut-off is based on 55% of the maximal achievable score.
4. In case of a resit for an exam the standardization of the 5.5 cut-off is equal to the standardization of the passing grade of the regular examination.
5. In case the percentage of insufficient marks exceeds 40% the module coordinator together with the Board of Examiners will determine if further adjustments are required. Reasons to do so may also include results of previous years and the experienced degree of difficulty.
6. When the module test is composed of an individual and a group examination, the module mark will be the weighed mean of both marks. The individual part counts for at least 50%. Both, individual and group examinations should at least be marked "satisfactory".
7. The peer-assessment (if any) part of the final mark must be sufficient, with a maximal weight of 20% in the final mark.
8. In case the final mark of a module is calculated as the mean of subscores, each individual subscore must be at least 5.5 (no rounding). The final mark for the module must be at least "six" (after rounding).

### **Article 3.2      Invalidation of exams**

The Board of Examiners has the authority to declare exams/results invalid in the event of

- a calamity during the exam/test;
- large-scale exam fraud;
- evident mistakes or irregularities (i.e. not in line with the examination rules) during the examination or calculation of the scores;
- any other unforeseen circumstances that prohibited correct and reliable examination or calculation of the scores.

### **Article 3.3      Duration of exams**

A maximum of three hours is allowed for a written exam; the Board of Examiners can decide to lengthen the available time with 25% in individual and/or special cases.

### **Article 3.4      Scheduling of Exams**

The days, on which module exams are scheduled, will be announced at the beginning of each academic year. Oral exams will be announced at least two weeks in advance of the exam date.

### **Article 3.5 Resits**

In the event that a student has passed an exam, a resit will not be allowed. If possible, resits are scheduled during a course-free period.

### **Article 3.6 Written assignments and master's thesis**

1. The Programme management determines the rules and regulations with regard to written assignments and the master's thesis. These rules are published in the Student Portal.
2. Written assignments should be submitted through Safe Assignment.
3. Students are required to upload the final version of their thesis via fhmlweb.nl as well.
4. Written assignments including the master's thesis have to be written individually, unless otherwise stated in the assessment plan.

### **Article 3.7 Internship**

1. The Programme management determines the rules and regulations that apply to the character and scientific contents of the internship. These rules are published in the Student Portal.
2. For the Master's programme, an internship coordinator is appointed. The internship coordinator is responsible for approving a proposed internship.
3. The internship coordinator appoints an examiner to be the supervisor for the internship (or the institutional supervisor in case of an external internship), who, will also be the first examiner for the master's thesis.

## **Section 4 EXAMINATION**

### **Article 4.1 Degree Classification**

1. The degree classification "Cum Laude" will be awarded, if the following requirements are fulfilled:
  - A minimum weighted mean score of 'eight' (8.00), before rounding, of the final scores of all modules (thesis not included).
  - A minimum mean score of 'eight' (8.00) for the placement (before rounding).
  - A minimum mean score of 'eight' (8.00) for the Master's thesis (before rounding).
2. If one or more courses are endorsed with an 'exemption', the student cannot be granted the iudicium of 'cum laude'. If he/she wishes to apply for Cum Laude, he/she should fulfil all requirements of the courses concerned;
3. If a penalty has been imposed for fraud/plagiarism, the student cannot be granted the iudicium of 'cum laude'.

## **Section 5 IRREGULARITIES AND FRAUD WITHIN THE SCOPE OF EXAMINATION**

### **Article 5.1 Fraud, including plagiarism**

In the uniform Fraud Regulation of the FHML/UM (appendix A), that is established by the Boards of Examiners, further specification is provided of the definition of fraud, and of measures that can be taken by the Board of Examiners. The regulation is made available to all students at the beginning of the academic year in the Student Portal.

## **Section 6. FINAL CLAUSES**

### **Article 6.1 Correspondence from the Board of Examiners**

The Board of Examiners will only communicate with students via their official UM account.

### **Article 6.2 Unforeseen cases**

The Board of Examiners will decide in all cases that are not provided for in these regulations.

### **Article 6.3 Hardship clause**

The Board of Examiners is authorised to derogate from these regulations in individual cases if it feels that in view of the exceptional circumstances their application in full would result in extreme unfairness towards an individual student.

### **Article 6.4 Coming into force**

The Rules and Regulations will come into force on 1 September 2017 and apply to the 2017/2018 academic year.

## **Appendix A: The General FHML-Regulation for Fraud**

In this Regulation, the chairpersons of the Boards of Examiners of the FHML further detail what is understood as fraud and what measures can be imposed by the Board of Examiners. This regulation about fraud, including plagiarism, applies for the academic year 2016-2017 and the following academic years.

1. If the Board of Examiners determines that, with respect to an exam or exam component, a student:
  - a. has possessed impermissible resources, texts or notes or has utilised impermissible electronic resources and/or communications;
  - b. has communicated or attempted to communicate with another student verbally or through gestures without permission from an invigilator, examiner or Board of Examiners member;
  - c. has copied or attempted to copy from another student, or has provided the opportunity to copy;
  - d. has posed as someone else or allowed this to occur;
  - e. 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,

the Board of Examiners may impose one of the disciplinary measures referred to in paragraph 6 of this Regulation.

2. If the Board of Examiners determines that a student has engaged in plagiarism with respect to an exam or exam component, including if the student:
  - a. has used or copied from his/her own or someone else's texts, information, ideas or thoughts without proper acknowledgment of sources;
  - b. has presented the structure or main ideas from third-party sources as his/her own work or ideas;
  - c. 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;
  - d. has paraphrased the substance of his/her own or someone else's texts without proper acknowledgment of sources;
  - e. has copied visual, sound or test materials, software or program codes from others without proper acknowledgment of sources, thereby giving the impression that these are his/her own work;
  - f. has copied work from other students and passed this off as his/her own work;
  - g. 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,

the Board of Examiners may impose one of the disciplinary measures referred to in paragraph 6 of this Regulation.

3. 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 paragraph 6 of this Regulation.

4. In case of fraud/ plagiarism in group assignments the whole group is responsible for the fraud/ plagiarism. In case of fraud/ plagiarism in group assignments the Board of Examiners may impose one of the disciplinary measures referred to in paragraph 6 of this Regulation.

5. 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 paragraph 6 of this Regulation.

6. In the cases referred to under paragraphs 1, 2, 3, 4 and/or 5 of this Regulation, the Board of Examiners may declare the result of the exam in question invalid, as well as impose the following disciplinary measures:
  - a reprimand;
  - barring the student from sitting for one or more exams for the programme for a period of at most one year.



In case of fraud/ plagiarism in group assignments these measures may differ per individual student if there is undisputed evidence of unequal contribution of these individuals to the committed fraud/ plagiarism.

7. 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.
8. Before imposing an appropriate disciplinary measure, or making a proposal to the UM's Executive Board, the Board of Examiners will give the student in question the opportunity to be heard.
9. The established fraud will be noted in the student's dossier and, if applicable for the programme in question, a notice of unprofessional behaviour will be drawn up.
10. 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.
11. The Board of Examiners does not grant any exemption based on study results attained outside the student's own programme which were obtained during the period in which the student was barred from sitting for exams for the programme on account of the fraud committed.