

Education and Examination Regulations

Master of Science Programme

Sustainability Science and Policy

(M.Sc. SSP)

2017-2018

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SECTION 1 GENERAL PROVISIONS

Article 1.1 Applicability of the regulations

These regulations apply to the education and exams and examinations of the Master of Science programme Sustainability Science and Policy (M.Sc. SSP), hereinafter to be referred to as: 'the programme', and to all students who are registered for the programme.

The programme is provided by Maastricht University's Faculty of Humanities and Sciences (FHS), hereinafter to be referred to as: 'the faculty'.

The regulations were adopted by the faculty board after consent from or advice of the Educational Programme Committee and after consent from or in consultation with the faculty council. The regulations will take effect on 1 September 2017 for the academic year 2017-2018.

These regulations also apply to students from other programmes, faculties or institutions of higher education, insofar as they follow components of the programme to which these Education and Examination Regulations apply.

For components of the programme that students follow at another degree programme, faculty or institution of higher education, the Education and Examination Regulations for the other programme, faculty or institution apply to the component in question.

Article 1.2 Definitions

In these regulations, the following definitions apply:

- a. the Act: the Higher Education and Scientific Research Act [*Wet op het hoger onderwijs en wetenschappelijk onderzoek*];
- b. student: a person who is registered at the university for education and/or to take exams and the examination of the programme;
- c. course: a study unit of the programme within the meaning of the Act;
- d. module: an educational component of the programme, such as a course, practical training or a written paper, as referred to in Article 3.6;
- e. academic year: the period from 1 September of a calendar year up to and including 31 August of the following calendar year;
- f. programme: the master's programme referred to in Article 1.1 of these regulations, consisting of a coherent whole of study units;
- g. exam (*tentamen*): a component of the examination as referred to in Article 7.10 of the Act;
- h. practical: practical exercise as referred to in Article 7.13(2)(d) of the Act, in one of the following forms:
 - writing a thesis;
 - writing a paper, creating a technological design or performing another written assignment;
 - performing a research assignment;
 - participating in field work or a field trip;
 - completing an internship;
 - participating in an activity intended to develop certain skills;
- i. examination (*examen*): the final examination for the master's programme;
- j. credit: a unit expressed in ECTS credits, with one credit equalling 28 hours of study;
- k. board of examiners (BoE): the board of examiners referred to in Article 7.12 of the Act;
- l. examiner: the person designated by the board of examiners to administer exams and to determine the results of such exams;
- m. faculty board: the faculty board referred to in Article 9.12 of the Act;
- m1. board of admission (BoA): the board responsible for judging the admissibility of the candidate to the programme;
- m2. educational programme committee (EPC): the representation and advisory body that carries out the duties described in Article 9.18 and 9.38c of the Act
- n. semester: portion of the academic year, 1st semester starting 1 September until 31 January, and 2nd semester starting 1 February until 31 August;
- o. UM: Maastricht University;
- p. course guide: the programme guide which include further details about programme-specific provisions and information.

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

SECTION 2 ADMISSION MASTER PROGRAMME

Article 2.1 Admission

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

Article 2.2 Admission requirements

1. Persons who have obtained a bachelor of scientific education in the disciplines that fall under the fields of Science, Social Sciences or Humanities are eligible for admission to the programme.
2. Beside the requirements as mentioned in section 1, the following specific requirements apply:
 - a grade-point average of 7.0 (Dutch system) or a B (US system), or higher;
 - a basis in the scientific field of sustainable development as attested to by having attained at least 15 ECTS on courses on one or more of the following topics: sustainability, sustainable development, environment and society, human development, globalization, environmental or sustainability assessment, governance, innovation;
 - a basis in scientific research methodology as reflected in the completion of at least 15 ECTS on courses on research methods (may include research work of the bachelor thesis);
 - proof of proficiency in the English language (see Article 2.3).
3. Persons who cannot fully comply with all previous knowledge requirements as described in section 2, or (Dutch) students who have a bachelor diploma of a (Dutch) University of Applied Science (HBO), can ask the application committee for a tailor-made Bridging Programme that has to be completed successfully before the student can enter the programme (see Article 2.7).

Article 2.3 Language requirement

1. An English language certificate (obtained within the last two years and passed before the programme starts) is required for applicants who are non-English native speakers.
2. By passing one of the following language proficiency tests non-English native speakers are eligible for admission to the programme:
 - IELTS (International English Language Testing System) with a score of at least 7.0;
 - TOEFL (Test of English as a Foreign Language) with a score of at least 600 (TOEFL paper), 250 (TOEFL computer) or 100 (TOEFL internet);
 - Cambridge Proficiency Certificate (grade A, B, C); or Cambridge Advanced Certificate (grade A).
3. English native speakers and persons holding a Bachelor diploma issued in a country in which English is the official language of communication and instruction (e.g. Australia, Canada, Ireland, New Zealand, United Kingdom, United States) or who have obtained their Bachelor or Master degree at a programme in which the language of communication, instruction, and assessment was completely in English, are exempt from the language requirement.

Article 2.4 Limited capacity

Not applicable.

Article 2.5 Board of Admission

1. The Board of Admission is responsible for assessing eligibility for admission and issuing the certificate of admission to the programme.
2. The Board of Admission consists of:
 - a member, also the Chair, appointed from professors who are responsible for the programme;
 - two members appointed from the other academic staff responsible for the programme, one of whom acts as the Secretary;
 - a member, the student adviser responsible for the programme.
3. The Dean appoints the members of the Board after consulting with the Programme Board.

Article 2.6 Admissions dates

1. The admissions take place 4 times a year.

Early application deadlines:

- 1 February
- 1 March

Final application deadlines:

- 1 May: for students requiring a visa
- 1 June: for students who do not require a visa

2. A request for admission to the programme must be submitted to the Board of Admission. See section 1 for the application deadlines.

3. In special cases, the Board of Admission can take up a request submitted after the closing date of the final application deadline (see section 1).

The Board of Admission decides about the request before July 20th for students requiring a visa, and before August 20th for students who do not require a visa.

4. Applicants shall submit the following to the application committee for their admission to be considered:

- completed and signed application form
- completed eligibility form (demonstration of eligibility based on former education):
 - at least 15 ECTS of courses on one or more of the following topics: sustainable development, environment and society, human development, globalization, governance, innovation;
 - at least 15 ECTS of courses on research methods (this may include bachelor thesis)
- copy of valid passport or ID-card
- passport picture
- curriculum vitae
- certified copy of the obtained Bachelor diploma (and if applicable Master diploma)
- certified copy of transcript/list of grades Bachelor study (and if applicable Master study); If the certified copy of transcript of grades in a language other than English or Dutch it has to be translated into English or Dutch
- copy of the passed English language test (English native speakers and students who have obtained their Bachelor or Master study in English are exempted)
- motivation letter describing the applicant's motivation for following the programme (max. 1.000 words)
- essay on applicant's personal view on the question: 'In which ways are science and policy connected to sustainability issues?' (1.000-1.500 words)
- two letters of recommendation from teachers/supervisors during the previous Bachelor or Master study, or from (former) employers.

5. The candidate will be admitted on the condition that, by the relevant start date for the programme, he/she will have met the requirements stated in Article 2.2 and 2.3 regarding knowledge, understanding and skills as evidenced by the certificates for the programmes and taken by him/her, and proficiency in English language.

Article 2.7 Bridging Programme

1. Applicants who do not meet the previous knowledge requirements of the programme as described in Article 2.2, or (Dutch) students who have a bachelor diploma of a (Dutch) University of Applied Science (HBO), have the possibility to meet those requirements by successfully completing a tailor-made Bridging Programme.

2. Applicants must contact the admissions office to determine the courses of the Bridging Programme before they can apply for the programme. In case students have not contacted the admissions office and the Board of Admission assesses during an admission that the eligibility criteria are not met, the Board of Admission can require students to complete a tailor-made Bridging Programme before the student is admitted to the programme.

3. Applicants may send a copy of all course certificates from the Bridging Programme before or together with the final application for the programme. In case students do not have course certificates before the final application, the Board of Admission may accept applicants on a conditional basis, i.e. on the condition that the applicant will obtain all course certificates from the

Bridging Programme before July 1st. The Board of Admission will check the eligibility for the programme, including the completion of the Bridging Programme.

SECTION 3 CONTENT AND STRUCTURE OF THE PROGRAMME

Article 3.1 Aim of the programme

1. The programme aims to provide the student with:
 - specialized knowledge, skills, and attitude (competencies) in the domain of sustainability science, sustainability assessment, and innovation and governance for policymaking in pursuit of sustainable development, and to acquire the final qualifications as described in section 2;
 - preparation for professional practice as policymaker, coordinator, consultant or researcher in the field of sustainable development and working at a governmental, non-governmental or business organisation, or at a university/research institute.
2. A graduate of the programme has gained [*Dublin descriptors*]:
 - Graduates have demonstrated knowledge and understanding in the multi- and interdisciplinary field of sustainable development and sustainability science, and especially in sustainability assessment to support policymaking for sustainable development.
 - Graduates can apply their knowledge and understanding of sustainable development, sustainability science and sustainability assessment in new or unfamiliar situations, and have the ability to integrate knowledge and handle complexity. Graduates are able to apply theories, methods and tools to design/conduct/evaluate sustainability assessments, and are able to formulate new ideas to support policymaking for sustainable development.
 - Graduates are able to investigate and judge research and policy developments in the field of sustainable development. They can handle scientific facts, but also incomplete and value-laden information in sustainability assessment, and reflect on the social and ethical responsibilities of their work and judgement.
 - Graduates can communicate and collaborate across disciplines and other 'boundaries', and have the ability to report to various audiences clearly and unambiguously. They are able to give clear and scientific argumentations in support of their viewpoints, but are also capable to respect other opinions and to reflect on other perspectives.
 - Graduates have a scientific problem-solving attitude and have acquired an attitude of lifelong learning that allows them to foster their academic skills during their professional life.

Article 3.2 Form of the programme

This is a full-time programme and starts once a year in September.

Article 3.3 Language of instruction

All teaching, education, examinations and communication of the programme are in English.

Article 3.4 Communications and announcement of decisions

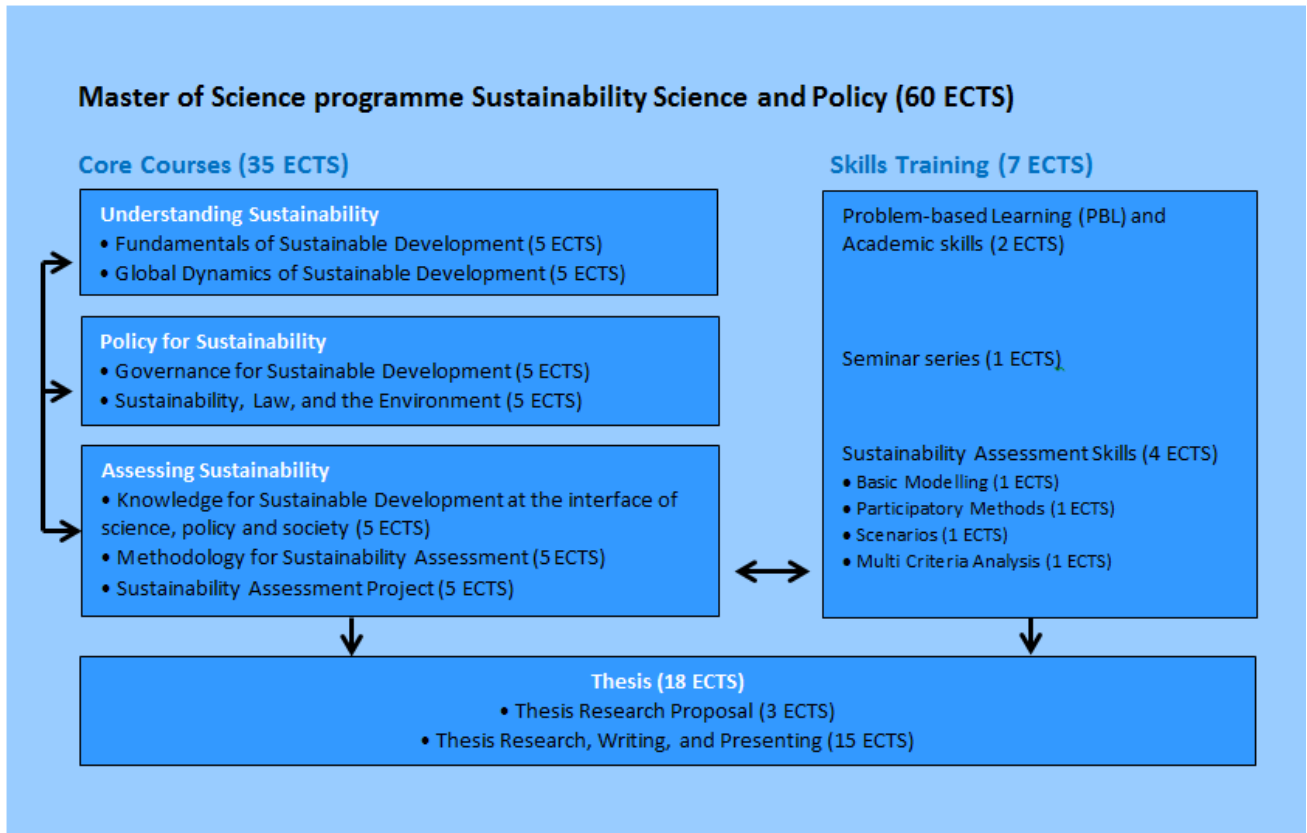
The faculty board, programme board, Board of Examiners, Educational Programme Committee, Office of Students Affairs, course coordinators, tutors, examiners and the student adviser may use 'My UM' and e-mail via the UM account for communications relating to the programme (e.g. education and examinations) and to announce decisions.

Article 3.5 Study load

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

Article 3.6 Programme structure and content

The programme includes the following courses and related study load:



Article 3.7 Programmes

Not applicable.

Article 3.8 Content of programmes (e.g. tracks, specialisations)

Not applicable.

Article 3.9 Components elsewhere (electives outside the faculty)

Not applicable.

Article 3.10 Flexible programme and flexible master's

Not applicable.

Article 3.11 Honours programme

Students of the programme can apply to participate in the UM honours programme PREMIUM.

Article 3.12 Double degree

Not applicable

Article 3.13 The examination

The examination consists of the following components:

- Course exams: different forms, and individual and group work
- Practical training: writing, presenting, group work, role playing, etc.

- Thesis: research, writing, and presenting
- Participation in education meetings (amongst which, but not limited to tutorials, lectures, workshops)

SECTION 4 EDUCATION

Article 4.1 Courses; composition; actual design

1. For the programme components, courses are given with the study load stated in Article 3.6.
2. The programme is given in the form of lectures, tutorial groups, practical training, individual supervision, or otherwise. On average per week, the student has 10 hours education meetings, 5 hours group work and 25 hours for individual study, but this can differ per course and period.
3. Information about the courses of the programme is available at the UM website.

Article 4.2 Prior knowledge; entrance requirements

The courses of the programme are offered in a predetermined order. Only for the Master thesis trajectory there are specific entrance requirements (see article 5.3).

Article 4.3 Course registration

Students are automatically registered by the Office of Student Affairs for the courses of the programme, as stated in Article 3.6.

Article 4.4 Course attendance

1. Students are expected to be present 5 minutes before an education meeting starts. A student who arrives more than 15 minutes after the official starting time of the education meeting shall be considered not to have attended.
2. Most courses of the programme have a minimum of 85% attendance at education meetings. Some courses have a 100% attendance requirement (e.g. skills training and thesis research proposal). The minimum attendance requirement for each course is specified in the course manual.
3. Attendance will be registered in a template, which is transmitted to the Office of Student Affairs at the end of the course period.
4. If a student has not complied with the minimum attendance requirements for a course, he will be admitted provisionally to participate in the course examination. In this case a student can still comply with the minimum attendance requirement by applying for a compensatory assignment. The student has to ask the course coordinator for a compensatory assignment before the end of the course period. The course coordinator assigns a compensatory assignment within 1 week after receiving the request. The student hands in the granted compensatory assignment to the course coordinator no later than 2 weeks after the end of the course period. In this case, both the course examination and the compensatory assignment have to be completed positively in order to have the relevant course registered as passed.
5. If attendance requirements have been met in a given academic year this will be valid for the remainder of the study of the programme, even if the test is not passed in that year.
6. Attendance and participation and other educational activities may be part of the examination when announced in the course manual.

Article 4.5 Participation and priority rules

Not applicable.

Article 4.6 Practical's

Practical trainings are part of the courses (see Article 3.6).

SECTION 5 ASSESSMENT

Article 5.1 General

1. During a course, practical, and the thesis, the student will be tested for academic training and the extent to which the student has sufficiently achieved the stated learning objectives.
2. The course manual describes the assessment procedure, the criteria on which the student is assessed, and the achievements the students must make to pass each individual course.
3. Rules of conduct for examinations describe the assessment procedures and the applicable rules.

Article 5.2 Marks

1. Marks are awarded on a scale of 1 to 10. In the Dutch grading system is 10 the highest grade and 1 the lowest grade.
2. Partial marks are not rounded off for the calculation of the final grade. In order to complete a course successfully and obtain the credits, the final grade has to be at least 5.5 without being rounded off.
3. The student must receive a final grade of 5.5 or higher to pass for a course, practical, and the thesis. If no decimal places are used, the student passes the course if his/her final grade is 6.0 or higher.
4. Some courses award the examination results in terms of pass or fail.
5. In case of a resit (2nd exam) the highest mark determines the final grade for the course.

Article 5.3 Order of exams

The Master's thesis trajectory consists of the Thesis Research Proposal (3 ECTS) and the Thesis Research, Writing, and Presenting (15 ECTS). The Thesis trajectory starts in the 2nd semester with the Thesis Research Proposal (after a course introduction and thesis market in the 1st semester).

The Thesis Research Proposal should be passed (evaluated as sufficiently by both supervisors) before the student may start with the Thesis Research, Writing, and Presenting.

Furthermore, the student may only start with the Thesis Research, Writing, and Presenting if he/she has passed at least 5 out of 7 core courses (see Article 3.6).

Article 5.4 Scheduling and frequency of the exams

1. Students can take exams twice per academic year on dates determined by the board of examiners:
 - 1st exam at the end of the course period in which the course was given;
 - 2nd exam (resit) during the designated resit period for that particular course.
2. Attendance at the exam/examinations is mandatory. Only students who have a valid reason for their absence might be eligible to participate in the 2nd exam (resit).
3. The 2nd exam (resit) is only available for students who have complied with the attendance requirements (article 4.4) of a given course, and, if applicable, who took part in all assignments during the course.
3. Students who have obtained a pass (5,5 or higher) for the 1st exam cannot take part in the resit.
4. There is one chance per academic year to rewrite the Master thesis if the first final draft is evaluated by the supervisors as insufficient.

Article 5.5 Registration for exams

1. When registered for the programme, the student is automatically registered for the 1st exam of a course.
2. If a student did not pass the 1st exam of a course but meets the attendance requirements, the student will automatically be registered for the 2nd exam (resit) of that course.

Article 5.6 Form of the exams

1. In practice, the course exams are written. 'Written exams' also include taking these exams by computer.
2. The examiner may decide that, because the number of students is small or because of the nature and content of a course, an exam will be oral or will include one or more written essays, which may or may not have to be explained orally. The examiner will announce any such decision no later than two weeks before the scheduled exam date.
3. Upon request, students with a disability may take exams in a manner that accommodates their specific disability as much as possible. The board of examiners will obtain expert advice from the faculty's student advisor and/or the student dean at the Student Service Centre (SSC) before taking a decision in such matters.

Article 5.7 Oral exams

1. Oral exams are taken only by one student at a time, unless the board of examiners decides otherwise.
2. An oral exam is given by the examiner in the presence of a second examiner (academic staff who is responsible for the programme), unless the board of examiners has decided otherwise.
3. Oral exams take place in a suitable room at UM, unless the board of examiners or the relevant examiner decides otherwise in a special case or if the student objects to this.

Article 5.8 Assessments in exceptional cases

1. If, to pass the final master's examination, a student only needs at most two courses (taken earlier, but not passed for the 1st exam and the resit) at the end of the study year (June), and not granting an individual final assessment would demonstrably result in a study delay of one semester or more, the board of examiners can decide to grant an individual assessment (in July-August). The Master thesis is excluded from this rule.
2. In exceptional cases, the board of examiners can decide that an exam may be taken at another time than determined in accordance with Article 5.4.
3. Requests for exceptional assessments must be submitted to the board of examiners with supporting documents as soon as possible.

Article 5.9 Written assignments

1. The board of examiners draws up general guidelines for written assignments in consultation with the programme board and the assessment expert. The guidelines are translated by course coordinators (examiners), who make it specific for their course in the course manual.
2. The Master thesis will be evaluated by (at least) two supervisors. At least one supervisor has a Ph.D. degree, and at least one supervisor is from the programme staff. The 1st supervisor must have proven knowledge and ability of thesis (or research) supervision and assessment. The 1st supervisor has at least a Master's degree. The supervisors are assigned by the Master thesis coordinator. As part of the examination of the Master thesis, students need to present and discuss their thesis work.

Article 5.10 Internships

Internships are not part of the programme.

Article 5.11 Determination and announcement of exam result

1. The board of examiners determines the standards for assessing each examination component (e.g. attendance pass, grade of 5,5 or higher, etc).
2. The examiner determines the preliminary result of a written exam within 10 working days of the date on which the exam was taken and provides the Office of Student Affairs with the necessary information to apprise the student of the result.
3. The examiner determines the result of an oral exam immediately after it is taken and issues the relevant certificate to the student. If more than one student takes the same exam consecutively, this period may be extended by up to 5 working days.
4. The Office of Student Affairs publishes the final course grades in 'My UM' within 5 working days of the date on the examiner hands in the results of an exam.
5. When the result of an exam (written or oral) is announced by the Office of Student Affairs to the student, it will be indicated:
 - how the student can inspect the exam (see Article 5.12);
 - how the student can file an appeal against an exam or grade (see Article 6.6).

Article 5.12 Right of inspection

1. Students will be informed about inspection hours immediately after the grades for an exam have been published.
2. On request, the student has the right to inspect his evaluated work within a period of 10 working days after the results of a written exam have been made known, at a specified location and time determined by the examiner.
3. If the student in question demonstrates that he/she will be or was prevented from attending at the specified location and time due to circumstances beyond his/her control, he/she will be offered another opportunity, if possible within the period specified in paragraph one.

Article 5.13 Period of validity

1. Exams which have been passed are valid for an unlimited period.
2. Contrary to the above, the board of examiners may require the student to take an additional or replacement exam or exam component for an exam which was passed more than five years ago if the student's knowledge or insight that was examined is demonstrably outdated or the skills that were examined are demonstrably outdated.
3. Assignments passed within a course for which the exam failed will lose their validity after the academic year in which they were passed, unless the board of examiners decides otherwise.

Article 5.14 Retention period for tests

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

Article 5.15 Exemption

Not applicable.

Article 5.16 Fraud

1. 'Fraud', including 'plagiarism', means actions or omissions by a student which make it impossible in whole or in part to properly evaluate his/her knowledge, understanding and skills.

2. 'Plagiarism' means the presentation of ideas or words from one's own or someone else's sources without proper acknowledgment of the sources.

3. If the board of examiners determines that a student has engaged in fraud with respect to an exam or exam component, the board of examiners can take appropriate measures.

4. In serious cases of fraud, the board of examiners can propose to UM's Executive Board that the student(s) concerned be permanently deregistered from the programme.

5. The Rules and Regulations include further provisions about what constitutes fraud and which disciplinary measures the board of examiners can impose.

Article 5.16A Invalid exam

If an exam involves irregularities that make it impossible to accurately assess the candidate's knowledge, insight and skills, the board of examiners may declare the exam invalid for both the examinee and a group of examinees.

Article 5.17 Unsuitability (*Iudicium Abeundi*)

In exceptional cases and after careful consideration of the interests involved, the board of examiners or the dean/the faculty board may ask the executive board to terminate or, as the case may be, refuse the enrolment of a student in a programme, if that student, through his behavior or opinions ventured, has demonstrated his unsuitability for the practice of one or more professions for which he is trained by the programme he follows, or, as the case may be, for the practical preparation for the practice of the profession.

SECTION 6 EXAMINATION

Article 6.1 Examination

1. The board of examiners determines the result and date of the examination of the programme and issues the certificate (M.Sc. diploma SSP) as referred to in Article 6.3 as soon as the student has satisfied the requirements for the examination of the whole programme.

2. Prior to determining the result of the examination, the board of examiners may conduct their own investigation of the student's knowledge regarding one or more components or aspects of the programme, if and insofar as the results of the examinations concerned give cause to do so.

3. To pass the examination of the programme, the student must have:

- a pass for all core courses and all skills courses of the programme;
- a pass for the Master thesis research proposal and the Master thesis;
- fulfilled the minimum attendance requirements of all courses;
- fulfilled the assignments that are part of the courses.

4. To pass the examination and receive the certificate, the student must also have been registered for the programme during the period that the exams were taken.

5. A certificate may only be issued after it has been shown that the student has satisfied all the obligations, including paying the tuition fees.

6. The last day of the month in which the student satisfied all the examination obligations will be considered the examination date (graduation date).

7. Students who have passed the examination and who are entitled to the issuance of a certificate may, stating reasons, ask the board of examiners not to do this yet.

This request must be submitted at least one month before the final assignment is turned in or the final exam is taken. The board of examiners in any event grants the request:

- if the student is selected by the faculty for a double degree, an extracurricular internship or an extracurricular exchange, or
- if the student has held/will hold a board position of at least nine months or a Student Introduction Committee ('INKOM') board position.

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

Article 6.2 Degree

Students who have passed the examination of the programme will be awarded the degree 'Master of Science' (M.Sc.).

Article 6.3 Certificate and statements

1. As proof that the examination was passed, the board of examiners issues a certificate/diploma, after it has been stated by or on behalf of UM's Executive Board that the procedural requirements for receiving the certificate have been met. The certificate/Master diploma is based on the model that UM's Executive Board has adopted. One certificate will be issued per programme.
2. The certificate (Master diploma) that the examination has been passed also indicates:
 - the name of the institution;
 - the name of the programme;
 - list of the examination components;
 - the degree awarded;
 - the distinction awarded to the degree ('Cum Laude'), if applicable (see article 6.3.6);
 - the most recent date on which the study programme has been accredited, or was subjected to the new programme test;
 - the certificate is signed by the chair of the board of examiners and the faculty dean.
3. Students who are entitled to the issuance of a certificate may, stating reasons, ask the board of examiners not to do this yet (pursuant to Article 6.1(7)).
4. The certificate is awarded in public, unless the board of examiners decides otherwise in exceptional cases.
5. The board of examiners includes a diploma supplement as referred to in Article 7.11(4) of the Act with the certificate. This diploma supplement is based on the model adopted by UM's Executive Board, which is in compliance with the agreed European standard format.
6. The board of examiners may award the degree '*cum laude*' if each of the following requirements has been met:
 - all exams must be passed on the first attempt in the first academic year of study;
 - none of the grades is below 7.0 on a 10-point scale (before rounding off);
 - Master thesis grade of at least 8.0 on a 10-point scale (before rounding off), whereby the thesis is presented, assessed and graded in the first academic year of study;
 - Grade Point Average of at least 8.0 on a 10-point scale (before rounding off), including the grade for the Master thesis.
7. Students who have passed more than one exam and who cannot be issued a certificate will upon request, receive a statement issued by the board of examiners which at least indicates the exams that were passed.

Article 6.4 Grade point average (GPA)

The diploma supplement referred to in Article 6.3 indicates the final grade point average (GPA), to provide a reflection of the student's academic performance.

Article 6.5 Honours programme certificate

Students who have participated in the UM honours programme PREMIUM, will receive a certificate from UM.

Article 6.6 Right of appeal

Within six weeks after the decision by the examiner and/or the board of examiners is announced, the student may appeal this decision to UM's Complaints Service Point.

The appeal must be signed, must include a date and the name and address of the party lodging the appeal, must indicate the grounds for the appeal and, if possible, must include a copy of the decision being appealed.

SECTION 7 STUDY GUIDANCE

Article 7.1 Study progress administration

The Office of Student Affairs registers the individual study results of all students in their student progress records. Each overall assessment/exam is listed in the student progress records, together with the date of the overall assessment/exam, the credits obtained and the name and credit value of the relevant course. The Office of Student Affairs facilitates that students can access their progress record through My UM. Close monitoring of students' performance and progression will help ensure that students complete the programme on schedule.

Article 7.2 Study guidance

The Office of Student Affairs is responsible for the introduction to the programme and the study guidance of its students. The study guidance includes:

- a study advisor to discuss academic or personal problems. The study advisor can provide impartial advice and referrals, as appropriate, to students seeking solutions for such problems;
- after the 1st semester the programme board and study advisor will check the grades of students (progress rate), and in case of concern invite the student for a meeting.

SECTION 8 TRANSITIONAL AND FINAL PROVISIONS

Article 8.1 Amendments

1. Amendments to these regulations may be adopted in a separate decision by the faculty board, after a recommendation from the programme board and after consent from or consultation with the faculty council.

2. An amendment in these regulations will not pertain to the current academic year, unless the interests of the students will not reasonably be harmed as a result.

3. In addition, amendments may not affect, to the students' detriment, a decision regarding a student which has been taken by the board of examiners pursuant to these regulations.

Article 8.2 Notice

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

2. Any interested party may obtain a copy of the documents referred to from the Office of Student Affairs.

Article 8.2a Evaluation

The programme 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.

Article 8.3 Unforeseen cases/safety net scheme

1. In cases not covered or not clearly covered by these regulations, decisions are taken by or on behalf of the faculty board, after it has consulted with the board of examiners.

2. In individual cases in which application of the Education and Examination Regulations, would lead to manifestly unreasonable results, the board of examiners can deviate from the stated regulations in the student's favour.

Article 8.4 Effective date

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

Adopted by the faculty board: June 2017