

Education and Examination Rules for the International Post-Initial Master of Science in Medicine for Saudi Arabian King Abdullah Scholarship Students of the Faculty of Health, Medicine and Life Sciences, Maastricht University, (IMM), academic year 2018-2019 in accordance with Article 7.13 of the Dutch Higher Education and Research Act (Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek, WHW). These rules have been adopted by the Dean after advice of or consent from the Programme Committee (Opleidingscommissie) and after consent from or in consultation with the Faculty Council (Faculteitsraad).

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**Education and Examination Rules,
International Post-Initial Master of Science in Medicine for Saudi Arabian King
Abdullah Scholarship Students (IMM), academic year 2018-2019**

PARAGRAPH 1- GENERAL

Article 1.1 – Scope of the rules

1. These rules apply to all students registered for the academic year 2018-2019 of the International Post-Initial Master of Science in Medicine for Saudi Arabian King Abdullah Scholarship Students (hereinafter referred to as IMM). As of September 2016 no students can be admitted to the IMM, since the IMM is only accredited until 25 August 2020.
2. Registered for the academic year 2018-2019 of the IMM are Saudi Arabian King Abdullah Scholarship Students (hereinafter referred to as KAS students), who have successfully completed the International Track in Medicine (ITM) at Maastricht University (hereinafter referred to as UM) and who have an IELTS score of 6,5 or higher.
3. The IMM is offered within the Faculty of Health, Medicine and Life Sciences (hereinafter referred to as FHML) of the UM.
4. Provisions (requirements) from a previous academic year may also apply to the students referred to in article 1 if they were registered in that previous year. This will be explicitly noted in the relevant provision(s) of these rules.

Article 1.2 – Definitions

In these rules the following definitions apply:

- Academic year: the time period starting on 1 September and ending on 31 August of the subsequent calendar year
- Clinical rotation: an element of the education program that is located in the health care system. The clinical rotations are mentioned in article 3.1, article 4.2 and article 5.2.
- Competency domains: the various areas of knowledge, understanding, skills and professional behaviour present in the professional performance of a physician. In the Dutch Framework 2009 (Raamplan, see also below) seven competency domains are distinguished.
- CORE programme: Consultation skills and Reflection programme.
- Counsellor: tutor at the Student Counselling Service responsible for general and specific tasks with regards to study advice for all students.
- Credit: a unit equal to one ECTS credit with a study load of 28 hours.
- ECTS: European Credit Transfer System.
- Elective: study unit encompassing educational activities that fall under the elective education programme.
- Student portal: Electronic learning environment of Maastricht University.
- Examination: an examination is a component of the total examination programme. An examination may consist of several components/tests: these are weighted in a certain way to lead to one final result.
- Board of Examinors of Medicine: [Examencommissie Geneeskunde]The Committee referred to in Article 7.12 of the Act.
- Examiner: person appointed by the BoE Med to conduct examinations. IELTS: International English Language Testing System.
- HELP: Healthcare participation
- Mentor: staff member in charge of tasks related to study supervision and the portfolios of individual students.
- Personal details: data that can be traced to an individual person.
- Year: A part of the IMM. The IMM has a year 1, 2 and 3.
- Portfolio: the portfolio consists of documentation, administrated by the student, of the student's professional and academic development, including reflection on activities.

- Practical exercise: the exercise, as follows participation in a practical educational activity, geared towards attaining certain skills, knowledge and insight.
- Practical Medical Training (PMT): programme aimed at teaching knowledge and skills (skills training courses) which are important to exercise the medical profession and including periods in which the student does a practical internship in the health care system.
- Professional behaviour assessment: the assessments throughout each year of the observable behaviour of the student.
- Progress examination: an examination that consists of multiple progress tests.
- Progress test: a written test of knowledge and insights at the level of the general learning outcomes.
- **Raamplan: the Dutch Framework** for the national curriculum for medical schools containing the learning outcomes for the education of medical doctors in the Netherlands.
- **Rules and Regulations**: the regulations to be specified by the BoE Med regarding a smooth course of events during examinations and concerning any measures to be taken in that respect, and the guidelines and instructions to examiners regarding the assessment of the persons taking the examination and about determining the results of the examination.
- SCIP: scientific research participation
- Study portfolio: the portfolio managed by the chair of the BoE Med, concerning the study results of the student, as detailed in articles 4.1 to 4.4 of the Rules and Regulations.
- **Table of norms**: a table presenting the norms put to use in the progress tests. The table of norms is calculated after the test has been taken, and added to Student portal.
- the Act: the (Dutch) Higher Education and Scientific Research Act (Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek, WHW)
- Test: a part of an examination.
- Working day: Monday – Friday (not being a holiday)

Article 1.3 – Objectives and learning outcomes of the IMM

1. The main objective of the programme is to train students who have successfully completed the International Track in Medicine (ITM) at UM to become physicians, who are able to practice medicine in Saudi Arabia at the performance level of 'beginning practitioner' according to the international domain-specific requirements.
2. The learning outcomes of the IMM are derived from the Dutch Framework for medical schools.

Article 1.4 – Format IMM: Full time, language and study counselling

1. The IMM is offered exclusively on a full-time basis.
2. The IMM is offered in the English, and in some occasions (year 3), in the Arabic language.
3. The faculty ensures that the students registered for the programme receive adequate study counselling and guidance.

Article 1.5 – Study load

The IMM has a study load of 180 ECTS, divided over three years.

Article 1.6 – Awarding credits

Credits are awarded as soon as the student has successfully completed the entire examination concerned, or as soon as the BoE Med has granted the student exemption from said examination on the basis of article 2.13.

Article 1.7 – 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 the source.
3. By fraud is also understood attempted fraud.
4. If the BoE Med establishes that a student has committed fraud in an exam or exam component, it may impose suitable measures.
5. In serious cases of fraud, the BoE Med can propose to the UM Executive Board that the student(s) concerned be permanently deregistered from the programme.
6. The [General FHML-Regulation for Fraud](#) as drawn up by the Examination Boards, further details what is understood as fraud and what measures can be imposed by the BoE Med.
7. In case of fraud or plagiarism in a group assignment the whole group is considered responsible for the fraud or plagiarism.

PARAGRAPH 2 – GENERAL PROVISIONS CONCERNING EXAMINATIONS AND RESITS

Article 2.1 and 2.2 – Deleted

Article 2.3 – Progress test examination

Each of the three course years consists of four progress tests . A detailed description of the progress test examination is published on Student portal.

Article 2.4 - Combining clinical rotations with pregnancy and childcare

1. With regard to pregnancy and/or childcare, the Board of Examiners for Medicine may set up a custom programme for master's students upon their written request.
2. The request referred to in section 1 should be accompanied by a concrete proposal for a programme that has been prepared in consultation with the academic adviser.
3. The Board of Examiners for Medicine will take a decision on the request within two months of its submission.

Article 2.5 – Portfolio examination

1. Years 1, 2 and 3 of the IMM programme are concluded with a portfolio assessment, consisting of an evaluation of: (a.) professional and academic development documented by the student (the portfolio), (b.) his/her reflection on this development and (c.) recommendations issued by the mentor of the student. A more detailed description of the contents of the portfolio assessment, per programme year, is included in Student portal and is considered a part of this regulation.
2. The Board of Examiners of medicine has specified in the portfolio assessment rules, the form and content of the assessment and the way in which the results are determined. These rules are outlined in the Rules and Regulations.
3. The portfolio assessment for the master's programme in Medicine can only occur once in an academic year.

Article 2.6 – Elective study examination

1. The elective study period is concluded with the appropriate elective study examination. The format of the examination and the resit are announced at least four weeks before the registration periods for the concerned elective study.
2. The BoE Med specifies the rules with regards to the format and content of the tests, the way in which the result is calculated and the way of remediation.

Article 2.7 – Assessment of the clinical rotations and remediation

1. The description of the content of each clinical rotations can be consulted via Student portal.
2. During the clinical rotation the student is assessed on the basis of the competency domain medical performance (with the emphasis on clinical skills and clinical reasoning).
3. The BoE Med edits on the proposal of the coordinator of the clinical rotation concerned an examination plan that contains the way the clinical rotation can be remediated. This examination plan also explains the format and the content of the test and the way in which the result is calculated.

This examination plan will be published in writing at least at the beginning of the clinical rotation concerned.

Article 2.8 – Examination format

1. The Faculty Board determines if examinations are conducted in written, oral or other form.
2. Examinations are carried out in the English language.
3. For students with disabilities, arrangements can be made once a request to this effect has been submitted, to take examinations in a manner adapted to accommodate their individual disability, in so far as reasonably possible in view of the objective of the study programme and the educational and organisational provisions.
Where necessary the Faculty Board will seek expert advice before making their decision.
4. The oral examination is public, unless the Faculty Board decrees otherwise in a special case or the student objects to this.

Article 2.9 – Examination results

1. The result of the examination will be qualified as decreed for the concerned examination in these rules.
2. The examination is completed successfully if the result has been qualified as at least a 'pass'.

Article 2.10 – Grading and publication of examination results

1. Unless other rules have been specified in these rules, the examiner will grade an examination or a part of an examination within 15 working days (being Mo-Fr) of the day the examination was taken. The examiner provides the organisation of education/the secretariat of the BoE Med with the relevant information in behalf of the publication of the examination results to the student. The publication of the examination results to the students will also take place within 15 working days (being Mo-Fr) of the day the examination or a part of the examination was taken.
2. In contravention to section 1, the examiner will grade an oral examination (or part thereof) immediately after taking that examination and provide the concerned student and the organisation of education/ the secretariat of the BoE Med with evidence of the grade. If multiple students take the same examination soon after one another, this term of notification may be extended by 5 working days.

Artikel 2.11 – Right of inspection

1. For each exam, a description of the specific regulations regarding the exam will be included in the exam plan published on StudentPortal.
2. At the latest within 10 working days of the publication of the results of a written exam, including a computer exam, the student will, at his request, be given access to his assessed work. At the request of the student, the student will be given access to the questions and assignments of the written exam and the standards on which the assessment has taken place.

3. For other exams (non-written exams, such as oral exams), the student will, upon his request, be given access to the standards and / or assessment forms on the basis of which the assessment has taken place.
4. The publication of the results of an exam shall indicate how to obtain access or how to obtain an explanation of the assessment.

Article 2.12 – Validity of the examinations and components of examinations

1. The period of validity for passed examinations is 60 months.
2. Passed examination components of a not yet passed examination remain also valid for 60 months unless determined otherwise in the relevant rules, including the examination regulations (examination plans).
3. The BoE Med can extend the period of validity in exceptional cases of passed examinations or components of examinations by a period to be decided by the BoE Med itself. The BoE Med may impose additional or alternative requirements on the student in the process.

Article 2.13 – Exemption from examinations

1. The BoE Med can, at the request of the student, grant exemption from certain examinations or parts thereof, if the student can prove that he or she has passed a module comparable in scope and content in another study programme, or if the student can demonstrate to the satisfaction of the BoE Med that he/she has acquired competences elsewhere that are comparable to the module for which exemption is being required.
2. Granting exemption does not create any obligation on the part of the Faculty to offer an alternative study programme module.
3. The BoE Med will not grant any exemption based on exams passed by a student outside the programme during the period in which the student was excluded from taking exams for the programme by the BoE Med because of fraud.

2.14 - Resits

Principle rule: for each failed exam a resit exam will be offered once within the academic year. In case the student fails an exam that consists of multiple components, he can only resit the failed components.

2.15 To declare an examination invalid

The BoE Med has the right to declare an examination invalid.

PARAGRAPH 3 – Year 1 and 2 OF THE IMM

Article 3.1 – Study programme and examination programme year 1 and 2 of the IMM

1. Year 1 and 2 of the IMM contains the following clinical educational programs and examination parts:
 - A. Rotation Internal Medicine (CPC and Clinical Placement) (12 credits);
 - B. Rotation Surgery (CPC and Clinical Placement) (12 credits);
 - C. Rotation Public health and Primary Care (CPC and Clinical Placement) (12 credits);
 - D. Rotation Mother and Child (Gynaecology and Paediatrics CPC and Clinical Placement) (12 credits);
 - E. Rotation Neurosciences (CPC and Clinical placement Psychiatry and CPC Senses and CNS) (18 credits);
 - F. Structured elective 1 (6 credits);

- G. Progress test examination year 1 (8 credits);
- H. Progress test examination year 2 (8 credits);
- I. Portfolio examination year 1 (16 credits);
- J. Portfolio examination year 2 (16 credits);

The rotations consist of a clinical presentation course and a clinical placement.

The division of credit points, as mentioned in section 1, between these two components can vary for the different clinical educational programs and for the different locations of the clinical rotations.

A broad outline of the aims and content of the examination components as listed in section 1 can be read via Student portal.

Article 3.2 – Interruption of the defined study periods

1. The BoE Med can interrupt the study programme of a student when after thorough investigation it has determined that:
 - a. two or more defined study periods received the qualification 'fail' and/or
 - b. a mentor has identified problems with the following competency domains: medical performance, communication, collaboration, management, social performance, knowledge and science and professionalism. When looking at these seven competency domains, the main focus will be on the aspect of professional behaviour.
2. When the BoE Med considers interrupting the study programme of the student on the ground of the reasons stated in paragraph 1 a and/or b, it will search for an individual solution in consultation with the student concerned.

PARAGRAPH 4 – Year 3 OF THE IMM

Article 4.1 – Admission to IMM/year 3

1. The student is awarded unconditional admission to the study programme and examination programme of year 3 if all the credits of year 1 and 2 have been obtained.
2. The BoE Med can conditionally admit a student to the study programme and examination programme of year 3 who has not obtained the programmed number of credits of year 2, on the condition that the student obtained all credits of year 1,
3. The Board of Examiners can, on their own initiative or by circumstances beyond one's control, decide to deviate from the rules as mentioned in section 2.

Article 4.2 – Study programme and examination programme of year 3 IMM

1. Year 3 contains the following rotations and examination parts:
 - a. Elective (6 credits);
 - b. Healthcare Participation (HELP) (18 credits);
 - c. Scientific research participation (SCIP) (18 credits);
 - d. Portfolio examination year 3 (10 credits);
 - e. Progress examination (8 credits).

PARAGRAPH 5: Changes in the study programme year 1, 2 and 3

Article 5 – Sequence of components

The sequence of components in year 1 and 2 as mentioned in paragraph 3, 4 may change for logistical reasons. In exceptional cases the scientific research rotation (SCIP) can move from year 3 to year 1 or 2.

PARAGRAPH 6 AND PARAGRAPH 7 – Reserved for additional provisions to be specified in future academic years

PARAGRAPH 8 – FINAL DEGREE

Article 8.1 - Degree and diploma

1. Participants who have successfully completed the overall assessment -being 180 credits- are awarded the degree 'Master of science in Medicine'.
2. As proof that the assessment was successfully completed, the BoE Med issues a diploma, after it has been stated by or on behalf of UM's Executive Board that the procedural requirements for receiving the diploma have been met. One certificate will be issued for the programme.
3. The diploma that the assessment has been successfully completed also indicates at least:
 - a. the name of the institution;
 - b. the name of the programme;
 - c. the exam components;
 - d. (as appropriate) the right to practice a specific profession which is related to the certificate;
 - e. the degree awarded;
 - f. the date on which the programme was most recently accredited or was subjected to the new programme test;
4. Participants who are entitled to a diploma may, stating reasons and taking into account UM regulations, ask the BoE Med not to issue this yet.
5. The diploma is signed by the Dean of the faculty and the Chair of the BoE Med.
6. The diploma is awarded in public unless the BoE Med decides otherwise in special cases.
7. The diploma includes a list of exam components.
8. The BoE Med includes a diploma supplement as referred to in Article 7.11 paragraph 4 of the Act with the diploma. This diploma supplement is based on the model adopted by UM's Executive Board, which is in compliance with the agreed European standard format.
9. The BoE Med may award the 'cum laude' designation in accordance with the provisions in the Rules and Regulations.

PARAGRAPH 9 –SERIOUS PROBLEMS REGARDING PROFESSIONAL BEHAVIOUR

Article 9 – Professional behaviour and performance in the programme including patient care

1. If at any moment during the programme the professional behaviour of the student is judged, by a staff member or a person not directly involved in the programme (in teaching), to be below standard for performing in the programme including patient care, the staff member or the person not directly involved in the programme will report this in writing and with reasons stated to the mentor.
2. On the basis of the report, the mentor will determine if further investigation is necessary. If he deems that this is the case, the mentor will report this to the BoE Med. The BoE Med will then instigate an investigation into the professional behaviour of the student. The BoE Med will send written notice of the instigation of the investigation on the basis of this article to the student and to the FHML Board. The investigation will be completed within a period of six weeks.
3. During the investigation, the student and the involved tutor, staff member or

person not directly involved in the programme will be heard. The findings of the investigation will be recorded in written form.

4. The results of the investigation will be attached to the notice and included in the study portfolio.

5. The Board of Examiners will seek an individual solution.

PARAGRAPH 10 – LEGAL PROTECTION

Article 10 – Right of appeal

Within six weeks after the decision by the examiner and 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

PARAGRAPH 11 – FINAL PROVISIONS

Article 11.1 - Amendments

1. Amendments of these rules are determined by the FHML Faculty Board.

2. No amendments will be made that apply to the current academic year, unless it is reasonable to assume that no student interests will be prejudiced.

Article 11.2 – Publication

1. The FHML Faculty Board shall ensure suitable publication of these rules, of the **Rules and Regulations**, and of any amendments to these papers.

2. Any interested party can obtain a copy of the papers as referred to in section 1 from the Education Office of the FHML.

Article 11.3 – Unforeseen circumstances

In circumstances not provided for by these rules, BoE Med will make a decision on behalf of the Faculty Board. This decision will be in writing and supported by arguments.

Article 11.4 – Hardship clause

The BoE Med is authorised to deviate from these rules in individual cases, if the unaltered application will in their opinion, due to exceptional circumstances, lead to serious injustices.

Article 11.5 – Official title

These rules will be referred to as the Education and Examination Rules, IMM (International Post-Initial Master of Science in Medicine for Saudi Arabian Students), academic year 2018-2019.

Article 11.6 Documents indicated in this regulation with a computer-link

Documents which are indicated in this regulation with a computer-link, are the most up to date documents. These documents are leading and binding.

Article 11.7 – Date of commencement

These rules take effect on 1 September 2018 and applies to the academic year 2018-2019.

As established by the dean of the FHML on behalf of the Faculty Board of the Maastricht on 12 June 2018.