

Rules and Regulations 2018-2019

Master Biobased Materials

Master Systems Biology

- Article 1: Applicability of the rules
- Article 2: Definitions
- Article 3: Tasks of the Board of Examiners
- Article 4: Appointment and composition of the Board of Examiners
- Article 5: Working method of the Board of Examiners
- Article 6: Examiners
- Article 7: Registration for modules
- Article 8: Withdrawal from modules
- Article 9: Additional modules
- Article 10: Exemption
- Article 11: Grades
- Article 12: Grade point average (GPA)
- Article 13: Passes
- Article 14: Attendance requirements
- Article 15: Examinations
- Article 16: Resit examinations
- Article 17: Disability provisions
- Article 18: The degree
- Article 19: Distinction
- Article 20: Appeals procedure
- Article 21: Directive on fraud
- Article 22: Amendments
- Article 23: Hardship clause
- Article 24: Execution and Data of Commencement

Article 1: Applicability of the rules

In accordance with Article 7.12b of the Dutch Higher Education and Research Act (WHW), the Board of Examiners has formulated these Rules and Regulations for the execution of its tasks under the WHW. These Rules and Regulations apply to the education and examinations of the Master of Science programmes in Biobased Materials (BBM) and Systems Biology (SB), hereafter called the programme.

Article 2: Definitions

The definitions contained in Article 1.1 of the Dutch Higher Education and Research Act (WHW) and Article *NR* of the Education and Examination Regulations (EER) of the programme apply.

Article 3: Tasks of the Board of Examiners

The Board of Examiners executes the tasks laid down in the Dutch Higher Education and Research Act (WHW).

Article 4: Appointment and composition of the Board of Examiners

1. The Dean installs the Board of Examiners and appoints its members on the basis of their expertise in the field of the programme.
2. The Board of Examiners has at least one member who is a lecturer on the programme.

3. The Board of Examiners has one external member, who is not involved in education in the programme.
4. One member is appointed as chair of the Board of Examiners.
5. The Board of Examiners is supported by a secretary.

Article 5: Working method of the Board of Examiners

1. The Board of Examiners meets at least 6 times a year.
2. The meetings of the Board of Examiners are not public, due to the confidential nature of matters discussed.
3. In the event that a request or complaint submitted to the Board of Examiners involves an examiner who is a member of the Board of Examiners, the examiner concerned will abstain from deciding on the request or complaint as stated in art. 7.12b.4 of the WHW.
4. The Board of Examiners may delegate clearly defined duties [to (sub-)committees]
5. The secretary to the Board of Examiners is charged with looking after the day-to-day affairs of the Board of Examiners.
6. The secretary to the Board of Examiners may take standard decisions based on the EER, the Rules and Regulations and/or the jurisprudence of the Board of Examiners.
7. Only complete and correctly submitted requests and complaints will be accepted for processing.
8. The Board of Examiners decides upon a request or complaint within 15 working days after the request or complaint was complete. In case the Board of Examiners cannot reach a decision within 15 working days the student will be notified.

Article 6: Examiners

1. Upon request by the programme board, the Board of Examiners appoints members of the scientific staff of the programme as examiners. Examiners are responsible for the examination in the educational module.
2. Examiners are responsible for the design of exams, the assessment and the determination of results.
3. The Board of Examiners can appoint other members of the scientific staff or experts from outside the university as examiners for educational modules.
4. Other members of the scientific staff can perform tasks for an exam/examination, but the appointed examiner has full responsibility.
5. Examiners inform student about the assessment and examination in a module before the module starts in accordance with Article 15.
6. The Board of Examiners can proceed to withdraw an appointment as examiner when the examiner does not comply with the EER, Rules and Regulations or with guidelines of the Board of Examiners or if the competency of the examiner with respect to the design of exams, the assessment, and the determination of results has proven insufficient on repeated occasions.

Article 7: Registration for modules

1. A student can only participate in a module in the programme after the student is registered for the module in accordance with the rules in Article 4.3 of the EER.
2. Upon registration for a module in the programme, the student is automatically registered for the first sit examination and (when applicable) the resit examination, provided all resit requirements are met.
3. The student is responsible for checking the registration for modules and examinations.

Article 8: Withdrawal from modules

1. A student who wants to withdraw from a module should inform the Office of Student Affairs.
2. A student who has withdrawn from a module in the first week after the start of a module can choose an alternative module for that period in accordance with the programme.
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 period.
4. The time limit for withdrawal from the thesis is 4 weeks after the start of the thesis.

Article 9: Additional modules

1. A student who 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 module.
3. It is at the discretion of the Board of Examiners to decide whether the additional module counts towards the programme or is considered an extra-curricular module. This is communicated to the student in the decision.

Article 10: Exemption

1. A motivated request for exemption must be submitted to the Board of Examiners, no later than three weeks before the start of the module.
2. The request must be accompanied by sufficient written information and documentation.
3. The Board of Examiners will obtain expert (content) advice where necessary before taking a decision.
4. No grades will be awarded for the examination from which the student is exempt. Exemptions are not part of the GPA.

Article 11: Grades

1. Grades are awarded on a scale of 1 to 10, where a result of at least 6.0 represents a pass. Grades are given to one decimal.
2. Modules or parts thereof may award the results in terms of pass or fail.
3. When no result can be assigned, the label no grade (NG) is assigned. A NG will be assigned when the examiner cannot assess the knowledge, understanding and skills of the student as a result of for example fraud/plagiarism, absence at the exam without a valid reason or an incomplete assessment.

Article 12: Grade point average (GPA)

1. The grade list attached to the diploma indicates the final grade point average (GPA) to provide a reflection of the student's academic performance.
2. The GPA is calculated on the basis of all overall assessments of modules a student passed and that are registered in the student's progress records and the grade list attached to the diploma as part of the programme.
3. The GPA is calculated by weighting the grades obtained for modules according to ECTS.
4. Credits obtained through credit transfer and extracurricular credits are excluded from the GPA.

Article 13: Passes

Section 1: Modules

- a. Next to a passing grade, the following requirement must have been met: Students must have attended at least 85% of all (tutorial group) meetings to be allowed to take the final exam of the module.
- b. Each assessment will result in a grade point on the scale mentioned in the Regulations on Education and Examinations.

Section 2: Master thesis research

- c. Next to a passing grade, the attendance requirement as stated in the thesis manual must have been met.
- d. Each assessment will result in a grade point on the scale mentioned in the Regulations on Education and Examinations.

Article 14: Attendance requirements

1. When a module has a compulsory attendance of 85% this means in practice:
 - 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 7 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 and submitted to the Office of Student Affairs before the end of the module. Every student has the right to check the attendance sheet before this is submitted to the Office of Student Affairs.
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 module concerned.
4. Other educational activities, such as lectures, practicals or workshops, may have a separate attendance requirement that has to be fulfilled in order to receive a pass for the module concerned.

Article 15: Examinations

1. The form of the examination and the different assessments that are part thereof are announced in the course manual before the start of the module.
2. Each assessment will result in a grade point on the scale mentioned in the EER.
3. Attendance at and participation in the assessment of the module is mandatory.
4. Attendance and participation in educational activities may be part of an examination when announced in the course manual.
5. The examiner determines the result of a (written) exam within 15 working days of the day on which it was taken and provides the Office of Student Affairs with the necessary information to apprise the student of the result. Results are published on the student portal.

Article 16: Resit examinations

1. A resit examination is only available for students who have fulfilled all requirements of the module.
2. Students who obtained a pass for the module cannot take part in the resit-examination.
3. For every module, one resit examination is offered.
4. The examiner decides upon form and content of the resit examination.
5. In exceptional circumstances, an additional resit can be requested from the Board of Examiners.
6. Assessments (sub-exams) passed within a module that the student failed will lose their validity after the academic year in which they were passed, unless the Board of Examiners decides otherwise.

Article 17: Disability provisions

1. Upon request by the student, students with a disability may take exams in a manner which accommodates their specific disability as much as possible.
2. The deadline for submitting a request for a special facility to the Board of Examiners is 15 working days before the start of the period.
3. The Board of Examiners will obtain expert advice where necessary before taking a decision in such matters.
4. The Board of Examiners ensures that the allowed adaptations to the exam format are in line with the generic requirements to pass the module.

Article 18: The degree

5. A Master of Science in Biobased Materials or Master of Science in Systems Biology degree is awarded to students who have fulfilled all the requirements of the BBM-programme or SB-programme respectively.
6. The degree certificate and/or the accompanying documents will state:
 - the name of the institution;
 - the name of the programme;
 - the final examination components and the grades obtained for them;
 - the degree awarded;
 - the Grade Point Average;
 - (if applicable) the distinction;
 - the date on which the programme was most recently accredited or was subjected to the new programme test.

Article 19: Distinction

When the examination for the programme is passed and the certificate belonging to this examination will be awarded, the following distinctions may be added to the results:

1. The distinction *cum laude* may be added when the student has:
 - a Grade Point Average between 8.0 and 9.0, and;
 - a thesis grade of 8.0 or higher, and;
 - obtained a minimum of 110 ECTS within the programme, and;
 - no resit examinations are on the student's progress records.
2. The distinction *summa cum laude* may be added when the student has:
 - a Grade Point Average between 9.0 and 10.0, and;
 - a thesis grade of 9.0 or higher, and;
 - obtained a minimum of 110 ECTS within the programme, and;
 - no resit examinations are on the student's progress records.
3. Students who committed fraud are not awarded a distinction, unless the Board of Examiners decides otherwise.

Article 20: Appeals procedure

An appeal against a decision as stated in Article 7.61 of the Dutch Higher Education and Research Act (WHW), including but not limited to decisions on grades and decisions of the Board of Examiners, must be submitted to the Board of Appeal for Examinations (in Dutch CBE) within 6 weeks after publication of such decision. 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.

Article 21: Directive on fraud

The Board of Examiners has drawn up the following directive on examination fraud, as further specification of article 5.16 of the Education and Examinations Regulations.

Section 1

The term 'fraud' as meant in Article 5.16 of the Education and Examinations Regulations, covers at least the following action or failure to act on the part of the examinee that makes it completely or partially impossible:

- a. to obtain proper insight in his/her knowledge, insights or skills;
- b. to obtain proper insight in the knowledge, insights or skills of another examinee.

Section 2

The term 'fraud' as meant in article 5.16 of the Education and Examinations Regulations, also includes 'attempted fraud' and 'offering other students the opportunity to engage in 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, a student:
 - 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, a student:
 - has possessed impermissible resources, texts or notes or has utilized 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. fabrication and/or falsification of research data.

- d. the Board of Examiners determines that a student has otherwise committed fraud with respect to an exam or exam component.

Section 4

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

- a. if the (alleged) fraud has been detected during the examination:
 - the examiner (invigilator) informs the examinee that (possible) fraud has been detected;
 - any texts, devices, or other impermissible materials in the examinee's possession shall be confiscated;
 - the examinee shall be given the opportunity to complete the test, unless the examiner (invigilator) decides otherwise;
 - the examiner (invigilator) shall exclude the examinee from further participation in the test if the examinee objects to confiscation of any impermissible materials and/or the examinee is a disturbance to other examinees;
 - any confiscated texts or other materials shall not be returned to the examinee after the test, unless the examiner (invigilator) decides otherwise;
 - the examiner (invigilator) shall report in writing any information relating to the detected fraud, and shall submit this report to the Board of Examiners and the appointed examiner of the concerned assessment component immediately following completion of the exam, enclosing any confiscated texts or materials as appropriate.
- 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 module 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.
- d. if the (alleged) fraud relates to work prepared by a group, all members of the group shall be considered jointly responsible for the assessment of concern and shall be informed of the (possible) detection of fraud.

Section 5

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 one member and an 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, the sequence of the module within the programme, the ECTS weight of the module in the total programme, and the weight of the assessment component within the module. Such sanctions include but are not limited to:
 - a. a written reprimand
 - b. exclusion from any (further) participation in one or more examinations of the programme for a period not exceeding one year
 - c. exclusion of the student from eligibility to receive academic 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. upon the student's request, 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 Board of Appeal for Examinations (CBE) within 20 working days after publication of such decision. 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.

Article 22: Amendments

1. Amendments to these Rules and Regulations shall be determined by the Board of Examiners by means of a separate decision.
2. No amendments will be made to these Rules and Regulations, unless it may reasonably be assumed that the interests of the students will not be harmed as a result.

Article 23 Hardship clause

The Board of Examiners is authorized to deviate from these regulations in individual cases if strict adherence to these regulations would result in inequitable circumstances for the student.

Article 24: 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 2018 and stay in force for the academic year 2018-2019, up to and including 31 August 2019.