

Rules and Regulations for the Bachelor of Science programme in European Public Health 2018-2019, as referred to in Article 7.12b of the Higher Education and Research Act (*Wet op het Hoger Onderwijs and Wetenschappelijk Onderzoek, WHW*).

These Rules have been determined by the Board of Examiners of the educational programme in European Public Health, Faculty of Health, Medicine and Life Sciences, Maastricht University on 5 July 2018.

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SECTION 1 **GENERAL PROVISION**

Article 1.1 **Applicability of the Rules and Regulations**

1. These rules and regulations apply to the curriculum and the examinations of the Bachelor's programme in European Public Health.
2. These rules apply to all students who participate in the Bachelor's programme in the academic year 2017-2018.
3. These rules replace previous rules in principle, unless the alteration proves to be a disadvantage in any way to the student(s) involved.
4. The educational program which was valid at the moment that the student started with the educational program, including the exams, is still applicable for the student.
5. The board of examiners lays down rules and regulations annually.

Article 1.2 **Board of examiners**

The board of examiners is in charge of the bachelor's examination. The board of examiners ensures the proper execution of the regulation on the bachelor's examination and its components, with due regard to the provisions laid down in the Act and the Education and Examination Rules (*EER*) that pertain to the structure and volume of the bachelor's examination of the bachelor programme in European Public Health (EPH) of the Faculty of Health, Medicine and Life Sciences.

Article 1.3 **Appointment of examiners**

1. The board of examiners appoints examiners who are qualified to hold examinations. Examiners have to be members of the permanent academic staff of Maastricht University and they have a task in education in the programme. The board of examiners can appoint other members of the scientific staff and experts from outside the programme as examiner.
2. As examiners, members of the scientific staff who are entrusted with providing education of an educational component/course, are responsible for the assessment of the educational component/course. The board of examiners can appoint other members of the scientific staff and experts from outside the programme as examiner.
3. The two assessors of the placement and the bachelor thesis are also appointed as examiners by the board of examiners. At least one assessor of the placement and the bachelor thesis has to be a member of the permanent academic staff of Maastricht University and/or Maastricht University Medical Centre. In principle the assessor must have a doctorate but the board of examiners has the power to grant exceptions to this rule.
A PhD candidate who is in the 3rd or 4th year of his doctoral research can be appointed as 1st or 2nd assessor provided that his independence of the other assessor is guaranteed.
4. 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) have repeatedly proven to be of insufficient quality.

SECTION 2 **REGISTRATIONS**

Article 2.1 **Registration of courses**

1. The educational organisation has the power to make a number of educational activities mandatory for each course. All students must have participated in these educational activities.
2. Courses that include tutorials will be registered for completion when the following requirements (subsections 3-9) have been met.
3. Students must be present and actively participate in all tutorials. A student who does not attend a tutorial (including non-active participation) will have to compensate as set out below:
Participation is 75-100%

A student receives from the course coordinator, through the tutor, an extra assignment to catch up the missed material. Assignments should be submitted by the date as determined by the module coordinator. The final submission date is at the latest 20 working days after the end of the module.

If a student does not meet these criteria the grade of the module will be declared invalid and the student should follow the module again.

Participation is 50-75%

If a student missed more than 25% of the tutorials but attended and actively participated in at least 50% of the tutorials, he may submit a written request to the board of examiners within a week after the relevant course has ended, stating the reasons for his/her absence. When the board of examiners is of the opinion that the student's absence is excusable, the student must carry out and pass an extra assignment to catch up the missed material for every missed tutorial. The extra assignment(s) will be given to the student by the course coordinator and must be submitted as soon as possible.

4. When a student missed more tutorials than can be compensated, or fails to compensate tutorials, he will have no access to the course exam and have to take the course again.
5. The student needs a 100% attendance for the components of the horizontal tracks (Research Methodology, Epidemiology and Statistics (MES), Skills and Academic Thinking).
6. The student must have obtained at least a pass for any written work assigned as part of the relevant course.
7. The student must at least have obtained a pass for the presentation of findings to fellow students and/or others as part of the relevant course.
8. The student must at least have obtained a pass for the training/trainings that are part of the relevant course.
9. If a student has not met a requirement stated under 5-9, the board of examiners may decide that the student will have to resit the relevant component in the next year of study or carry out an alternative assignment. If the student passes the component at that stage or passes the alternative assignment, the component will be registered as completed.
10. For the purpose of assessing a collective piece of work, project and/or presentation, it must be visible which student is responsible for each part. The result of the individual assessment must constitute at least 50% of the final grade.

Article 2.2 Registration of trajectory exams

The trajectory exam consists of different components. A component is registered as completed when a grade of at least '6' has been obtained for that specific component.

For components of the trajectory exam a resit will be organized in the same academic year or at the beginning of the next academic year.

Article 2.3 Compensation and resit exams

1. Within the semesters 1, 2, 3 and 5 course exam grades can be compensated as indicated below.
For each course, semester paper, the cumulative exam and/or the trajectory exam the grades awarded are multiplied with the number of credits connected to it. A course of 5 ECTS with an examination grade of 6 thus results in 30 'examination points'. In the case that all grades would be '6', the sum of this calculation would be 180 examination points.
One grade '5.0' (not rounded) for a course exam can be compensated when the total number of examination points in the relevant semester equals at least 185. Two grades '5.0'-s (not rounded) for course exams can be compensated when the total number of examination points in the relevant semester equals at least 190. One grade '4.0' (not rounded) for a course exam can be compensated when the total number of examination points in the relevant semester equals at least 190.
In case a final grade consists of two or more partial grades, only the grade 4.0 or 5.0 for the individual written exam can be compensated. The other partial grades must be 5.5 or higher. When compensated, the final grade will be the grade 4.0 or 5.0 with the extension 'compensation'.
The trajectory exam and the semester paper should always be rewarded a grade '6' or above to receive a pass.
2. When a course exam resulted in a grade '3' or less, or in a grade '4' or '5' that cannot be compensated, the student concerned will have to resit for this exam during the regular chance in the following academic year.

3. If a student has met the requirements for a course, with the exception of participation in the course examination, the board of examiners may grant the student a resit for the relevant examination at his request, if the Board considers the student's absence at the examination excusable and if denying such a resit would negatively influence his study progress.
4. If a student is admitted to year 2 of the study, but needs to resit for one semester 2 course exam during his Minor period (semester 4) abroad, the board of examiners may grant the student a resit for the relevant examination at his request, if denying such a resit would negatively influence his study progress.
5. It is not permitted to resit an exam for which a passing grade has been obtained.
6. With respect to written work, only one resit exam will be offered after the first assessment.
7. A paper that is submitted in the resit period can not be graded higher than a '6'.

Article 2.4 Exemption

In the event that a student is granted an exemption, the grade awarded will be 'exemption'.

Article 2.5 Minor

The selection of components for a minor outside the faculty requires the approval of the board of examiners or an authority designated by the board of examiners to make such approvals.

In any case a proposed elective may not be substantively similar to components of the major programme and all components must be of an academic level. The requirements for the minor are published in the Minor Manual in the student portal.

Article 2.6 Registration of the placement and the bachelor's thesis

1. The thesis will be graded by two examiners. The first examiner (the principle supervisor) grades the content of the thesis and also the process of writing/placement. The second examiner grades only the content of the thesis. Only one figure after the comma is allowed.
2. The unweighted mean of both grades for the content of the thesis is computed.
3. In order to compute the final grade for the thesis, the mean grade of the content counts for 75% and the grade for the process/placement for 25% of the final grade.
4. All grades must be at least 6.0 to pass the thesis.
5. In case of a large discrepancy between the grades of the two examiners for the content (i.e. 2 points or more), a student who feels treated unfairly can file an appeal to the board of examiners to have a third examiner grade the thesis. If the board of examiners thinks the appeal is well-founded and agrees with the appeal, the final grade for the 'content' of the thesis will be the average of the grades of the three examiners.
6. A student can only request a 3rd supervisor when the grades of the 1st and 2nd supervisor are sufficient.

Article 2.7 Rounding off grades

1. In appropriate cases, grades are rounded off as follows, unless stated otherwise: a grade of '.50' or more is rounded up, and a grade of less than '.50' will be rounded down.
2. If the grade for an exam is calculated by combining grades for different components of the exam, the grades of the different components should not be rounded off, before the overall grade has been calculated. A partial grade may only have one decimal place.
3. The final grade for the thesis will not be rounded off.

SECTION 3 EXAMS

Article 3.1 Course exams

1. The instructions regarding the contents, form and assessment criteria for course exams are published in the assessment plan. The assessment plan will be published in the student portal before the start of the course.

2. In principle, course exams are written exams; the board of examiners has the power to decide on or permit a different method of examination. The exams consist of closed questions, open questions, assignments, written work and/or a presentation (including hand out), or a combination of these methods.
3. The assessment of an examination with closed questions is determined on the basis of the level of difficulty of the test by means of the Cohen-Schotanus method as follows:
 - The maximum obtainable score is awarded a grade of 10.
 - The minimum passing grade of 5.5 is calculated as follows:
 - for 100 or more students, the grade of 5.5 is equal to 70% of the 95th percentile of the obtained scores
 - for 50 or more but fewer than 100 students, the grade of 5.5 is equal to 70% of the average of the 10% best scores
 - for fewer than 50 students the grade of 5.5 is equal to 60% of the maximum obtainable score
 - On the basis of a straight line through these two points the final grade will be calculated on a scale of 1 - 10.
4. For the assessment of an examination with open questions the grade of 5.5 is equal to 55% of the maximum obtainable score.
5. For the assessment of an examination with a mix of open and closed questions, in principle the Cohen-Schotanus method will be used as stated in 3.1.3. The board of examiners can decide to deviate from the use of the Cohen-Schotanus method based on the blue-print of the course exam or in consultation with the course coordinator.
6. In case of a resit for a trajectory exam the standardization of the passing grade is equal to the standardization of the passing grade of the regular end examination.
7. If the percentage of failed exam scripts exceeds 30% of the total number of students, the course coordinator consults the board of examiners in order to determine whether there are grounds for adjusting the absolute norm. Such grounds may include: the scores of previous years and the level of difficulty of the exam.
8. In the event that, in addition to the course exam at the end, the course is partly assessed by means of a collective assessment; the weighted average of both assessments constitutes the final grade for the course; the result of the individual examination must constitute at least 50% of the final grade for the course.

Article 3.2 Trajectory exams

The trajectory exams at the end of semesters 1, 2, 3 and 5 contain questions on the subject material covered in all foregoing semesters, including the three horizontal tracks: Methodology, Epidemiology and Statistics (MES), Academic Thinking (AT) and Skills.

The trajectory exam always includes two components, concerning respectively:

- Methodology, Epidemiology and Statistics tracks
- Academic Thinking track.

Depending on the content of the skills trajectory in the semester associated with the trajectory exam, a third chapter may (or may not) be added concerning the content of the skills trajectory in that and all previous semesters.

Article 3.3 Duration of the exam

The time allowed for taking a written course exam is two to three hours. The board of examiners has the power to grant an extension to the time allowed for taking an exam if a student has a functional disorder.

Article 3.4 Schedule for exams

The schedule for exams is published at the start of each academic year. Oral exams will be announced at least two weeks in advance of the exam date.

Article 3.5 Written work

1. The requirements with regard to written work, such as the semester papers in Semesters 1, 2 and 3, are announced in the student portal at the start of the semester. These requirements include the obligation to submit written work electronically via Safe Assign in the student portal.
2. If a student obtains an insufficient grade for written work with feedback from the corrector, a resit of that written work cannot be graded higher than a grade '6' or a pass.

Article 3.6 Placement and thesis

The regulations with regard to the placement are published in the student portal: Information and rules on placement for Bachelor of Science in European Public Health, Maastricht University.

The regulations with regard to the bachelor's thesis are published in the student portal: Guidelines for Theses, Bachelor of Science in European Public Health, Maastricht University.

SECTION 4 EXAMINATION

Article 4 Degree classification

The student is awarded the bachelor's degree with distinction ('Cum Laude') if he has met the following requirements:

1. courses: for all courses (including the semester papers and the trajectory tests, with the exception of the placement and the thesis) an average grade (not rounded off) of '8.0' or higher;
2. a minimum grade of '6' for all courses;
3. the grades of the courses in the minor period will be left out of consideration;
4. the courses graded with 'exemption' will not be taken into account;
5. Bachelor's thesis and placement: a minimum grade of '8.0' or higher.

SECTION 5 IRREGULARITIES AND FRAUD WITHIN THE SCOPE OF EXAMINATION

Article 5.1 Fraud, including plagiarism

The uniform fraud regulations of the Faculty Health, Medicine and Life Sciences, made by the three boards of examiners of the faculty, will be applied. In these regulations the definition of fraud and plagiarism will be elaborated, as well as the sanctions the board of examiners can impose. The regulations will be published in the student portal at the beginning of the academic year.