

**Rules and Regulations for the Master of Science Programmes in Health Sciences 2018-2019, as referred to in Article 7.12b of the Higher Education and Research Act (Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek, WHW)**

These rules and regulations have been determined by the board of examiners Health of the Faculty of Health, Medicine and Life Sciences, Maastricht University on 5 July 2018.

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## **SECTION 1**      **GENERAL PROVISION**

### **Article 1**      **Applicability of the rules and regulations**

1. These rules and regulations apply to the exams and the examinations of the Master of Science programmes in:

*Epidemiology (EPI)*  
*Governance and Leadership in European Public Health (GLEPH)*  
*Global Health (GH)*  
*Health Education and Promotion (HEP)*  
*Health Sciences Research (HSRM)*  
*Healthcare Policy, Innovation and Management (HPIM)*  
*Human Movement Sciences (HMS)*  
*Mental Health (MH)*  
*Work, Health and Career (WHC)*

of the Faculty of Health, Medicine and Life Sciences, Maastricht University.

2. These rules apply to all students who participate in one of the master's programmes in the academic year 2018-2019.
3. These rules replace, in principle, previous rules, unless the alteration proves to be a disadvantage in any way to the student(s) involved.
4. The educational programme which was valid at the moment that the student started with the educational programme, including the tests, 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 master's examination. The board of examiners ensures the proper execution of the regulation on the master'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 master's examination of the Health Science programmes 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 set examinations. Examiners have to belong to the permanent academic staff of the Maastricht University. The board of examiners can appoint other members of the scientific staff and experts from outside the programme as examiner.
2. With respect to the assessment of the master's thesis, the assessor has to belong to the permanent academic staff of the Maastricht University; the board of examiners has the power to grant exceptions to this rules.
3. Members of the scientific staff, who are entrusted with providing education of an educational component/course, are as examiner 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.
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) has repeatedly proven to be of insufficient quality.

## **SECTION 2**      **REGISTRATIONS**

### **Article 2.1**      **Registration of courses**

1. In order to get a registration for a course, students should meet each of the following requirements (if applicable):

- Attendance of at least 75% of the group meetings, unless otherwise stated in the assessment plan;
  - Active participation in the group meetings;
  - Passing grade for the exam;
  - Passing grade score for practical exercises;
  - Passing grade scores for individual written paper(s);
  - Passing grade for collectively written papers.
2. The final grade of a course must be based on at least 50% individually received grades.
  3. In case the final grade is based both on an individual grade and a group grade, both grades must be passing or higher.

## **Article 2.2 Exemption**

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

## **Article 2.3 Registration of the placement and the master'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, 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 (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 3<sup>rd</sup> supervisor when the grades of the 1<sup>st</sup> and 2<sup>nd</sup> supervisor are sufficient.

## **Article 2.4 Rounding off**

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.
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 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 95<sup>th</sup> 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      Duration of the exams**

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 3.3      Schedule for exams**

The days on which course tests are scheduled will be announced at the beginning of each academic year. Oral examinations will be announced at least two weeks in advance of the test date.

**Article 3.4      Re-examination**

In the event that a student has passed an exam, he is not allowed to attend the resit exam.

**Article 3.5      Written assignments and thesis**

1. The board of examiners determines the rules and regulations with regard to written assignments and the master's thesis. These rules are published on the faculty website.
2. In principle the master thesis must be written as a scientific manuscript. Exemptions from this rule can be given by the placement coordinator.
3. Only individual theses are allowed.

**Article 3.6      Placement**

1. The board of examiners determines the rules and regulations that apply to the general and scientific nature of the placement. These rules are published on the faculty website.
2. For each master a placement coordinator is appointed. The placement coordinator approves the subject of the thesis of the student.
3. The placement coordinator appoints an examiner as supervisor for the thesis and the placement (first supervisor) and a second supervisor.

**SECTION 4      EXAMINATION**

**Article 4.1      Degree classification**

The degree classification 'Cum Laude' (with distinction) will be awarded if the following requirements are fulfilled:

1. Courses (with exclusion of the thesis): for all courses a weighted average grade (not rounded off) of '8.0' or higher;
2. the courses graded with 'exemption' will not be taken into account;
3. thesis and placement: a 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 FHML/UM apply. The regulations are established by the three boards of examiners of the faculty. The regulations are made available to all students at the beginning of the academic year in the student portal.