

RULES and REGULATIONS 2018-2019

Maastricht School of Liberal Arts and Sciences
University College Maastricht
Maastricht Science Programme
University College Venlo

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: Distinctions
Article 20: Appeals procedure
Article 21: Directive on fraud
Article 22: Amendments
Article 23: Hardship clause
Article 24: Execution and date of commencement

Article 1: Applicability of the rules

In accordance with Article 7.12b of the Act, the board of examiners has formulated these Rules and Regulations for the execution of its tasks. These Rules and Regulations apply to the education and examinations of the Liberal Arts and Sciences bachelor's degree programme of UM, hereafter called the programme.

Article 2: Definitions

The definitions contained in the Act and in Article 1.1 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 degree programme. The board of examiners of the programme has three chambers: chamber UCM, chamber LAS/MSP and chamber UCV.
2. The three chambers have one chair; an academic staff member of the programme.
3. At least one member of each chamber is a lecturer on the programme.
4. At least one member of each chamber is an external member, who is not involved in education in the programme.
5. Each chamber of the MSoLAS 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 six 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 make 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 Dean UCM, Dean LAS/MSP or Dean UCV, the board of examiners appoints members of the scientific staff as examiners in the programme. 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 students about the assessment in a module at least 5 working days before the module starts by means of a course manual. The assessment as described in the course manual cannot be changed during a course, skills training or project.
6. The board of examiners can 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 after s/he has registered for it in accordance with the rules in Article 4.4 of the EER.
2. Upon registration for a module, the student is automatically registered for the first sitting examination and the resit examination, provided all resit requirements are met.

3. The student is responsible for checking his/her 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 by completing the correct (online) form.
2. A student who has withdrawn from a module within one week after the start of the period can choose an alternative module for that period. Projects and the Capstone/Bachelor Thesis Research are excluded from this option.
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 course period.
4. Time limits for withdrawal:
 - a. Courses: within the first week after the start of the period;
 - b. Skills training: within the first week after the start of the period;
 - c. Project: within the first week after the start of the period;
 - d. Bachelor thesis/capstone: within four weeks after the start of the period.

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 before the course registration deadline.
2. An additional module is allowed only in case a student shows sufficient capacity to deal with the workload of an additional module as indicated by the GPA en PR.
3. A request for an additional module cannot be submitted in the first year or the first two semesters of enrolment.
4. A student needs written approval of the board of examiners before s/he can register for an additional module. Without prior approval of the board of examiners, no ECTS will be granted upon successful completion of the module.

Article 10: Exemption

1. Exemption is only possible for mandatory modules of the UCM-, LAS/MSP-, or UCV Programme.
2. A motivated request for exemption must be submitted to the board of examiners, no later than three weeks before the start of the module.
3. The request must be accompanied by sufficient written information and documentation to decide on the request.
4. The board of examiners will obtain expert (content) advice where necessary before taking a decision.
5. The board of examiners shall take a reasoned decision within 15 working days after receipt of the request.
6. No grades will be awarded for the examination from which the student is exempt.

Article 11: Grades

1. Grades are awarded on a scale of 1 to 10, where a result of at least 5.5 represents a pass.
2. In order to complete a module successfully and obtain ECTS credits for the module, the final grade must be above 5.50 before rounding off. A grade of 5.49 is considered a 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 assessments of modules a student passed and that are registered in the student's progress records and the certificate for the final examination.
3. The grade point average is calculated by dividing the 'sum of weighted grades' by the 'sum of credits'. The sum of weighted grades is calculated by adding the overall assessments for modules passed multiplied by the credit value of these modules. The sum of credits is calculated by adding the number of credits of the modules the student has passed and thus received credit for.
4. Credits obtained through credit transfer are excluded from the GPA.

Article 13: Passes

Section 1: Courses

- 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. Students who have not met the attendance requirement and who have not missed more than 30% of the meetings, will be given a provisional overall grade. Students can repair the failed attendance by successfully completing an additional assignment.
- b. Students can apply for an additional assignment by completing the correct (online) form and submitting this within 10 working days after the last (tutorial group) meeting.
- c. The examiner decides on the validity of the reasons provided in the request for an additional assignment. When granted, the examiner will provide the student with an additional assignment that is proportional in nature and volume to the number of meetings missed. In case the request for an additional assignment is denied, the student will receive a fail for the module.
- d. The examiner will provide the student with an additional assignment within 10 working days after the application deadline after which the student has 20 working days to complete the additional assignment.
- e. Compensation is possible up to 10 ECTS. A grade of 5.0-5.49 can be compensated, provided the attendance criteria for the module were met. Two conditions need to be met for compensation. The first is that for every course grade of 5.0-5.49 the student wants to compensate there should be a course grade of 8.0 or higher on the grade list. The second is that a student needs an overall GPA of 6.5 for all modules after compensation. The request for compensation must be submitted together with the graduation request.

Section 2: Skills training

- f. For the UCM and UCV programme, 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. Students who have not met the attendance requirement and who have not missed more than 30% of the meetings, will be given a provisional overall grade. Students can repair the failed attendance by successfully completing an additional assignment.
- g. For the UCM and UCV programme, some skills training may have an attendance requirements of 100%. The attendance requirements is communicated in the course manual.
- h. For the LAS/MSP programme, next to a passing grade, the following requirement must have been met: students must have attended at least 100% of all meetings to be allowed to take the final exam. Students who have not met the attendance requirement and who have not missed more than 1 meeting will be given a provisional overall grade. Students can repair the failed attendance by successfully completing an additional assignment.
- i. Students can apply for an additional assignment by completing the correct (online) form and submitting this within 10 working days after the last (tutorial group) meeting.
- j. The examiner decides on the validity of the reasons provided in the request for an additional assignment. When granted, the examiner will provide the student with an

additional assignment that is proportional in nature and volume to the number of meetings missed. In case the request for an additional assignment is denied, the student will receive a fail for the module.

- k. The examiner will provide the student with an additional assignment within 10 working days after the application deadline after which the student has 20 working days to complete the additional assignment.
- l. Compensation is possible up to 5 ECTS. A grade of 5.0-5.49 can be compensated, provided the attendance criteria for the module were met. Two conditions need to be met for compensation. The first is that for every skills training grade of 5.0-5.49 the student wants to compensate there should be a skills training grade of 8.0 or higher on the grade list. The second is that a student needs an overall GPA of 6.5 for all modules after compensation. The request for compensation must be submitted together with the graduation request.

Section 3: Projects

- m. Next to a passing grade, the following requirement must have been met: students must have attended at least 100% of all meetings to be allowed to take the final exam. Students who have not met the attendance requirement and who have not missed more than 1 meeting will be given a provisional overall grade. Students can repair the failed attendance by successfully completing an additional assignment.
- n. Students can apply for an additional assignment by completing the correct (online) form and submitting this within 10 working days after the last (tutorial group) meeting.
- o. The examiner decides on the validity of the reasons provided in the request for an additional assignment. When granted, the examiner will provide the student with an additional assignment that is proportional in nature and volume to the number of meetings missed. In case the request for an additional assignment is denied, the student will receive a fail for the module.
- p. The examiner will provide the student with an additional assignment within 10 working days after the application deadline after which the student has 20 working days to complete the additional assignment.
- q. Compensation is possible up to 5 ECTS. A grade of 5.0-5.49 can be compensated, provided the attendance criteria for the module were met. Two conditions need to be met for compensation. The first is that for a project grade of 5.0-5.49 the student wants to compensate there should be a project grade of 8.0 or higher on the grade list. The second is that a student needs an overall GPA of 6.5 for all modules after compensation. The request for compensation must be submitted together with the graduation request.

Section 4: Capstone/Bachelor Thesis Research

- r. For the UCM programme, 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. Students who have not met the attendance requirement and who have not missed more than 30% of the meetings, will be given a provisional overall grade. Students can repair the failed attendance by successfully completing an additional assignment.
- s. For the LAS/MSP and UCV programme, next to a passing grade, the following requirement must have been met: students must have attended at least 100% of all (tutorial group) meetings to be allowed to take the final exam. Students who have not met the attendance requirement and who have not missed more than 1 meeting will be given a provisional overall grade. Students can repair the failed attendance by successfully completing an additional assignment.
- t. Students can apply for an additional assignment by completing the correct (online) form and submitting this within 10 working days after the last (tutorial group) meeting.
- u. The examiner decides on the validity of the reasons provided in the request for an additional assignment. When granted, the examiner will provide the student with an additional assignment that is proportional in nature and volume to the number of meetings missed. In case the request for an additional assignment is denied, the student will receive a fail for the module.

- v. The examiner will provide the student with an additional assignment within 10 working days after the application deadline after which the student has 20 working days to complete the additional assignment.
- w. Compensation is not possible for the Capstone/Bachelor Thesis Research.

Article 14: Attendance requirements

1. Where 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 6 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. In accordance with article 6.5 of these Rules and Regulations, the form of the course examination is 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 Education and Examinations Regulations.
3. Attendance at and participation in the assessments in 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 10 working days of the date 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 within 15 working days after the last examination date.

Article 16: Resit examinations

For students who initially fail a module, the following resit-examination regulations apply:

1. The resit-examination concerned is only available for students who have fulfilled all requirements of the module.
2. Students who failed a module and complied with the requirements as described in paragraph 1 will be granted one resit examination.
3. Students who have obtained a pass for the module cannot take part in resit-examinations.
4. After a resit-examination, the highest grade point will stand.
5. The examiner decides upon content and form of the resit-examination.

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

1. A Bachelor of Science or Bachelor of Arts degree is awarded to students who have fulfilled all the requirements of the degree programme.
2. The degree certificate and/or the accompanying documents will state:
 - a. the name of the institution;
 - b. the name of the programme;
 - c. the final examination components and the grades obtained for them;
 - d. the degree awarded;
 - e. the concentration;
 - f. the Grade Point Average;
 - g. (if applicable) the distinction;
 - h. the date on which the programme was most recently accredited or was subjected to the new programme test.

Article 19: Distinctions

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:

- | | | |
|---------------------------|----------|---------------------|
| - <i>Honors:</i> | 7.4-7.9 | grade point average |
| - <i>Cum laude:</i> | 8.0-8.5 | grade point average |
| - <i>Summa Cum laude:</i> | 8.6-10.0 | grade point average |

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 (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 course 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 Section 5a. 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 course within the programme, the ECTS weight of the course in the total programme, and the weight of the assessment component within the course. 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 degree 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 30 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 individuals 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.