

Rules and Regulations for the Master of Science Programme in BioMedical Sciences 2018-2019 of the School of Life Sciences, transnationale Universiteit Limburg

These Rules and Regulations have been determined by the Board of Examiners of the educational programme in BioMedical Sciences, School of Life Sciences, transnationale Universiteit Limburg

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Section 1 GENERAL PROVISION

Article 1.1 Applicability of the Rules

These rules are applicable to the education and exams and the examination of the Master of Science programme in BioMedical Sciences of the school of Life Sciences, Transnationale Universiteit Limburg. These rules apply to those students registered for the BioMedical Sciences Master during the academic year 2018-2019. The Board of Examiners reserves the right to adjust the rules at the beginning of every academic year.

Article 1.2 Board of Examiners

1. According to the Higher Education and Scientific Research Act /Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek (from here on referred to as the WHW) the Board of Examiners (BoE) is an independent and qualified committee within the higher educational institution.
2. The BoE is responsible for safeguarding the quality of the examination (including all intermediate tests/exams and final exam) as well as for warranting the Biomedical Sciences diploma (Article 7.12b of the WHW). Together with the programme management and the Faculty Board, the BoE co-defines and monitors the examinations quality assurance system which guarantees attainment of the programmes' final qualifications.
3. The BoE has mandated the quality assurance of intermediate/regular assessment to the responsible examiners and the graduation procedure to the Exam Administration.

Article 1.3 Examiners

1. The Board of Examiners appoints examiners who are qualified to set examinations. Examiners are members of the academic staff at Maastricht University or Universiteit Hasselt. The Board of Examiners is authorised to allow for exceptions to this rule. Examiners must have obtained a Basic Teaching Qualification (BTQ) certificate or must officially participate in the trajectory towards this qualification.
2. The examiner can, without losing his/her full responsibility, have other members of the teaching staff perform tasks belonging to an examination component.
3. When performing the tasks as stipulated in section 4, the examiners and members of the teaching staff must observe the Act, the regulations contained within or arising from the EER and the present rules and regulations
4. All course coordinators will be appointed as examiner and as such responsible for:
 - drawing up the assessment plan and provide students with information on the assessment at the start of the exam component.
 - preparing the exam
 - assessing and determining the results of exams taken by students
 - providing the administration office with all the necessary information to award the exam results
 - determining the time and place for the exam inspection of the assessment of written exams or the notes on oral exams within 10 days of publication of the results .
 - informing the Board of Examiners on indicator measures of quality assurance of exam components upon request.
5. The Board of Examiners also appoints staff members as examiners of the internship and master thesis. They must have a PhD and have BTQ or have at least completed training in the field of examinations and assessment. The Board of Examiners is authorised to allow for exceptions to this rule.
6. Having heard the examiner, the Board of Examiners may suspend or revoke an examiner's appointment if the examiner fails to comply with laws and regulations of the Board of Examiners, or if the examiner's competence in the examination field has repeatedly proved to be of insufficient quality.

Article 1.4 Rules of Procedure for Examinations (course exams) and exam components

1. Students must follow all procedural instructions before and during exams and exam component as set out in Rules of Procedure for Examinations. The Rules of Procedure for Examinations have been published on the Student Portal.
2. If the student does not comply with the provisions under or pursuant to the first paragraph, the student's participation in the exam can be declared null and void by the Board of Examiners.

Section 2 ASSESSMENT

Article 2.1 Course exams

1. The form of course exams can vary and will be announced in the respective assessment plans which will be available by the start of the courses in the Student Portal.
2. If the exam consists of multiple-choice questions there will be at least three answers to choose from.
3. Where a course is assessed based on a variety of assessment formats, individual and/or collective, the student must obtain a passing mark for all the components; the weighted average of the assessments will determine the final grade for the course; exam components cannot be compensated with each other.
4. Where a course is assessed based on collective assessment or a collective assessment combined with an individual course exam assessment at least 50% of the course mark is determined on the basis of the individual course exam;
5. for courses lasting four weeks or fewer, the final grade can be made up of the collective assessment/project assessment alone;
6. where a course assessment is partially based on peer assessment, the peer assessment will count for a maximum of 20% of the final mark;
7. in case of collective and/or peer assessment procedures must be in place to avoid students free-riding (e.g. scrum method).

Article 2.2 Written assignments and master's thesis

1. The Programme management determines the rules and regulations with regard to written assignments and the master's thesis. These rules are published in the Student Portal.
2. Written assignments should be submitted through Safe Assignment
3. Students are required to upload the final version of their thesis via fhmlweb.nl as well.
4. Written assignments including the master's thesis have to be written individually, unless otherwise stated in the assessment plan.
5. The master's thesis will be graded according the assessment criteria set by the Board of Examiners

Article 2.3 Internships (Junior and Senior practical training)

1. The Programme management determines the rules and regulations that apply to the character and scientific contents of the internships. These rules are published in the Student Portal.
2. For the Master's programme, internship coordinators are appointed for the Junior and Senior practical training. The internship coordinator is responsible for approving a proposed internship.
3. The internship coordinator appoints a supervisor for the internship (or the institutional supervisor in case of an external internship), who will also be the first examiner for the master's thesis.
4. The internship will be graded according the assessment criteria set by the Board of Examiners

Article 2.4 Invalidation of exams

The Board of Examiners is authorised to declare exams/exam results null and void.

It may do so if:

- there was an emergency while the exam was being held;
- there is evidence of widespread fraud in the exam;
- there have been demonstrable mistakes in the calculation of the exam results, or the calculation conflicted with the exam regulations.
- there are other unforeseen circumstances that make it impossible to determine whether the administration of the exams and/or calculation of marks was carried out correctly.

Article 2.5 Time allowed for exams

A maximum of three hours is allowed for the completion of a written course exam. This time can be extended by a maximum of 25% on the grounds of an impairment. In special cases, the Board of Examiners is authorised to allow amendments to the time for a course exam.

Article 2.6 Scheduling of course exams

The times at which course exams and course exam resits will be held are announced at the start of the academic year in the Student Portal. If a resit is oral, the originally planned time of the resit will be taken into account as much as possible. Students who have to do an oral resit will be notified accordingly at least two weeks before the planned date.

Article 2.7 Resits

1. Each academic year there are two opportunities for the course exam, the regular sit and the resit. The examiner decides upon form of the resit in consultation with the Board of Examiners.
2. Each academic year a resit opportunity is offered for failed subtests and assignments. Such an opportunity can be offered in a different way as stated in the assessment plan.
3. For resitting course exams, subtests and assignments the following regulations hold:
 - passed results cannot be resit.

Section 3 REGISTRATIONS

Article 3.1 Marks and qualifications

1. Exam components must be registered with a mark (1–10 point scale) or a qualification (Fail, Pass or Good).
2. Marks and final grades will be given up to one decimal place only.
3. The first decimal figure is decisive for the cutoff.
E.g : 5,41 -> 5,4 and 5.49 -> 5,4
5,51 -> 5,5 and 6,59 -> 6,5
4. A label NG ("no grade") can be assigned as a result of fraud/plagiarism or when assessment is incomplete and no result can be assigned. A NG automatically constitutes a fail and no credits are awarded.

Article 3.2 Determination and Registration of exam results

1. Exam components will be registered and the associated credits granted if the requirements for the relevant components as stated in the applicable assessment plan have been fulfilled.

2. The following applies to the registration of courses:
 - the student must have a final grade of at least 5,50
 - for receiving a registration of the senior internship and thesis the final grade must be at least 6,00
3. Marks of course exams with multiple-choice questions will be calculated using the Cohen-Schotanus method for determining the cut-off point:
 - The maximum obtainable score is equal to a mark of 10.
 - The threshold value for a mark of 5.5 is calculated as follows:
 - a. if there are 100 or more students, it will be determined on the basis of 70% of the 95th percentile of the scores obtained;
 - b. if there are 50 or more but fewer than 100 students, it will be determined on the basis of 70% of the average of the 10% best scores;
 - c. if there are fewer than 50 students, it will be determined on the basis of 60% of the maximum obtainable score.
4. Marks of course exams with a combination of open and closed questions will also be calculated, on the basis of the overall score, using the Cohen-Schotanus. For reliability considerations the Board of Examiners can decide otherwise.
5. In results, the cut-off point for a mark of 5.5 is equal to that for regular exams.
6. If the percentage of failing scores exceeds 40%, the course coordinator will consult with the Board of Examiners to determine whether there are grounds for adjusting the standards. The rationale for this may include: results in preceding years and the perceived degree of difficulty of the course exam.
7. If the percentage of passing scores exceeds 90%, and the median value of the marks obtained is an 8 or higher, the course coordinator will consult with the Board of Examiners to determine whether there are grounds for adjusting the standards.

Article 3.3 Registration of Practical Exercises

A registration for a practical exercise will be granted only, when all requirements with regard to this exercise are satisfied. These requirements may include:

- a written exam testing the theoretical background of the topic studied;
- an evaluation of the practical "hands-on" skills with respect to pre-defined endpoints;
- compulsory attendance of 100%; an additional assignment will be introduced for each unattended exercise as long as the student attended at least 75% of that type of exercise; students must be referred to the Board of Examiners when they attended less than 75% of a particular type of exercise.
- sufficient participation;
- sufficient score for the report and/or presentation.

Article 3.4 Registration of Junior practical training

A registration for the Junior practical training will be granted by the Junior Internship coordinator only when the supervising assessor awards at least a "sufficient" score on each of the junior practical training constituents, namely practical skills, oral communications and a written report on the research performed (Junior report);

Article 3.5 Registration of internship (senior practical training)

A registration for the internship (senior practical training) will be granted, when the supervising examiner awards at least a 6,00 (before rounding) for the internship based on criteria such as professional behaviour and practical skills, further specified in the 'Senior Practical Training Assessment Form' published in the Student Portal.

Article 3.6 Registration of the master's thesis

A registration for the master's thesis will be granted, when both examiners award at least a 6,00 for the form and at least a 6,00 for the content. The requirements are summarized in the brochure 'Guidelines for the Master's Thesis in Biomedical Sciences, published in the Student Portal.

Article 3.7 Exemption

In the event that a student is granted an exemption, the grade awarded will be 'exemption'. Should students wish a numerical grade, e.g. in the case of a possible 'cum laude' classification, they should fulfil all requirements of the course concerned.

Section 4 Examination

Article 4.1 Degree Classification

1. The degree classification *cum laude* will be awarded, if the following requirements are fulfilled:
 - A minimum ects weighted mean score of 'eight' (8.00), before rounding, of the final scores of all year 1 courses and course 2.1. .
 - A minimum mean score of 'eight' (8.00), before rounding, for *each* of the course 2.2 elements: the senior practical training (internship), the corresponding poster and the master's thesis.
2. If one or more courses are endorsed with an 'exemption', the student cannot be granted the iudicium of *cum laude*. If he/she wishes to apply for *cum laude*, he/she should fulfil all requirements of the courses concerned;
3. If a penalty has been imposed for fraud/plagiarism, the student cannot be granted the iudicium of *cum laude*.

Article 4.2 Specialisation within the Master programme

Students who commenced this master program in the 2016/2017 academic year must decide on a research specialisation within the master programme at the end of year one by selecting an appropriate project for the senior internship. The research school offering the senior project determines the corresponding specialisation. In all other cases the master's coordinator, on behalf of the Board of Examiners, must approve appropriateness of the selected senior project for the desired specialisation.

Students who commenced the master program on 1 September 2017 must decide on a specialisation within the master programme 4 weeks before the start of period 2 by choosing one out of the five combinations of courses in period 2 and 3.

Article 4.3 Double degree programme

1. The student may register in of the double degree programmes offered by FHML in cooperation with Edu-Neuro European-Japan study programme
2. The double degree agreement with Edu-Neuro European-Japan consist of the following components:
 - Year 1 at Maastricht University: year 1 modules of Biomedical Sciences programme (60 ects)
 - Year 2 in Japan: modules of the Japanese partner universities, including internship and thesis and module 2.1 of Biomedical Sciences programme (72 ects).
3. For double degree programmes the requirements to obtain a 'cum laude' classification are:
 - a minimum weighted mean score of 8.00 (eight), before rounding, of the final grades of the modules followed at Maastricht University
 - a minimum mean score of 8.00 (eight), before rounding, for the master's thesis
 - in case of granted exemptions based on modules successfully followed at partner universities, for those modules the rules of the partner university for obtaining a classification 'cum laude' apply.

Section 5 Irregularities and Fraud within the Scope of Examination

Article 5.1 Fraud, including plagiarism

The FHML/UM uniform Fraud Regulations, drawn up by the Boards of Examiners, set out in greater detail what constitutes fraud and what measures the Board of Examiners may impose. These regulations have been added as Appendix A and are also available in the Student Portal.

Section 6. FINAL CLAUSES

Article 6.1 Correspondence from the Board of Examiners

The Board of Examiners will only communicate with students via their official UM account.

Article 6.2 Unforeseen cases

The Board of Examiners will decide in all cases that are not provided for in these regulations.

Article 6.3 Hardship clause

The Board of Examiners is authorised to derogate from these regulations in individual cases if it feels that in view of the exceptional circumstances their application in full would result in extreme unfairness towards an individual student.

Article 6.4 Coming into force

The Rules and Regulations will come into force on 1 September 2018 and apply to the 2018/2019 academic year.

Appendix A: The General FHML Regulation for Fraud

In this Regulation, the chairpersons of the Boards of Examiners of the FHML further detail what is understood as fraud and what measures can be imposed by the Board of Examiners. This regulation about fraud, including plagiarism, applies for the academic year 2016-2017 and the following academic years.

1. If the Board of Examiners determines that, with respect to an exam or exam component, a student:
 - a. has possessed impermissible resources, texts or notes or has utilised impermissible electronic resources and/or communications;
 - b. has communicated or attempted to communicate with another student verbally or through gestures without permission from an invigilator, examiner or Board of Examiners member;
 - c. has copied or attempted to copy from another student, or has provided the opportunity to copy;
 - d. has posed as someone else or allowed this to occur;
 - e. 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,

the Board of Examiners may impose one of the disciplinary measures referred to in paragraph 6 of this Regulation.

2. If the Board of Examiners determines that a student has engaged in plagiarism with respect to an exam or exam component, including if the student:
 - a. has used or copied from his/her own or someone else's texts, information, ideas or thoughts without proper acknowledgment of sources;
 - b. has presented the structure or main ideas from third-party sources as his/her own work or ideas;
 - c. 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;
 - d. has paraphrased the substance of his/her own or someone else's texts without proper acknowledgment of sources;
 - e. has copied visual, sound or test materials, software or program codes from others without proper acknowledgment of sources, thereby giving the impression that these are his/her own work;
 - f. has copied work from other students and passed this off as his/her own work;
 - g. 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,

the Board of Examiners may impose one of the disciplinary measures referred to in paragraph 6 of this Regulation.

3. If the Board of Examiners establishes that a student has fabricated and/or falsified research data, the Board of Examiners may impose one of the disciplinary measures referred to in paragraph 6 of this Regulation.
4. In case of fraud/ plagiarism in group assignments the whole group is responsible for the fraud/ plagiarism. In case of fraud/ plagiarism in group assignments the Board of Examiners may impose one of the disciplinary measures referred to in paragraph 6 of this Regulation.
5. If the Board of Examiners determines that a student has otherwise committed fraud with respect to an exam or exam component, the Board of Examiners may impose one of the disciplinary measures referred to in paragraph 6 of this Regulation.
6. In the cases referred to under paragraphs 1, 2, 3, 4 and/or 5 of this Regulation, the Board of Examiners may declare the result of the exam in question invalid, as well as impose the following disciplinary measures:
 - a reprimand;
 - barring the student from sitting for one or more exams for the programme for a period of at most one year.

In case of fraud/ plagiarism in group assignments these measures may differ per individual student if there is undisputed evidence of unequal contribution of these individuals to the committed fraud/ plagiarism.

7. 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.
8. Before imposing an appropriate disciplinary measure, or making a proposal to the UM's Executive Board, the Board of Examiners will give the student in question the opportunity to be heard.
9. The established fraud will be noted in the student's dossier and, if applicable for the programme in question, a notice of unprofessional behaviour will be drawn up.
10. 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.
11. The Board of Examiners does not grant any exemption based on study results attained outside the student's own programme which were obtained during the period in which the student was barred from sitting for exams for the programme on account of the fraud committed.