

# **Education and Examination Regulations (EER)**

Onderwijs- en examenregeling (OER)

Master of Science Programme

**Sustainability Science, Policy and Society**

(M.Sc. SSPS)

**2018-2019**

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## **SECTION 1 GENERAL PROVISIONS**

### **Article 1.1 Applicability of the regulations**

These regulations apply to the education and examination of the Master of Science programme Sustainability Science, Policy and Society (M.Sc. SSPS), hereinafter to be referred to as: 'the programme', and to all students who are registered for the programme.

The programme is provided by Maastricht University's **Faculty of Science and Engineering (FSE)**, hereinafter to be referred to as: 'the faculty'.

The regulations were adopted by the faculty board after advice and consent of the Educational Programme Committee (EPC) and after advice and consent of the Faculty Council (FC). The regulations will take effect on 1 September 2018 for the academic year 2018-2019.

These regulations also apply to students from other programmes, faculties or institutions of higher education, insofar as they follow components of the programme to which these Education and Examination Regulations apply.

For components of the programme that students follow at another degree programme, faculty or institution of higher education, the Education and Examination Regulations for the other programme, faculty or institution apply to the component in question.

### **Article 1.2 Definitions**

In these regulations, the following definitions apply:

- a. the Act: the Higher Education and Scientific Research Act [*Wet op het hoger onderwijs en wetenschappelijk onderzoek*];
- b. student: a person who is registered at the university for education and/or to take exams and the examination of the programme;
- c. course: a study unit of the programme within the meaning of the Act;
- d. module: an educational component of the programme, such as a course, practical training or a written paper, as referred to in Article 3.6;
- e. academic year: the period from 1 September of a calendar year up to and including 31 August of the following calendar year;
- f. programme: the master's programme referred to in Article 1.1 of these regulations, consisting of a coherent whole of study units;
- g. exam: course examination as defined in Article 1.2(i)
- h. practical: practical exercise as referred to in Article 7.13(2)(d) of the Act, in one of the following forms:
  - writing a thesis;
  - writing a paper, creating a technological design or performing another written assignment;
  - performing a research assignment;
  - participating in field work or a field trip;
  - completing an internship;
  - participating in an activity intended to develop certain skills;
- i. course examination: a component of the examination as referred to in Article 7.10 of the Act;
- j. final examination: the examination for the degree programme;
- k. credit: a unit expressed in ECTS credits, with one credit equalling 28 hours of study;
- l. board of examiners (BoE): the board of examiners referred to in Article 7.12 of the Act;
- m. examiner: the person designated by the board of examiners to administer exams and to determine the results of such exams;
- n. faculty board (FB): the faculty board referred to in Article 9.12 of the Act;
- m1. board of admission (BoA): the board responsible for judging the admissibility of the candidate to the programme;
- m2. educational programme committee (EPC): the representation and advisory body that carries out the duties described in Article 9.18 and 9.38c of the Act
- o. semester: portion of the academic year, 1<sup>st</sup> semester starting 1 September until 31 January, and 2<sup>nd</sup> semester starting 1 February until 31 August;
- p. UM: Maastricht University;
- q. course guide: the programme guide which include further details about programme-specific provisions and information.

The other terms have the meaning given to them by the Act.



## **SECTION 2 ADMISSION MASTER PROGRAMME**

### **Article 2.1 Admission**

Persons who meet the requirements referred to in article 2.2 are eligible for admission to the programme.

### **Article 2.2 Admission requirements**

1. Persons who have obtained a bachelor of scientific education in a discipline that falls under the fields of Science, Social Sciences or Humanities are eligible for admission to the programme.
2. Beside the requirements as mentioned in paragraph 1, the following specific requirements apply:
  - a grade-point average of 7.0 (Dutch system) or a B (US system), or higher;
  - a basis in the scientific field of sustainable development as attested to by having attained at least 15 ECTS on courses on one or more of the following topics: sustainable development, environment and society, human development, globalization, integrated or sustainability assessment, governance, innovation;
  - a basis in scientific research methodology as reflected in the completion of at least 15 ECTS on courses on research methods (may include research work of the bachelor thesis);
  - proof of proficiency in the English language (see Article 2.3).
3. Persons who cannot fully comply with all previous knowledge requirements as described in section 2, or (Dutch) students who have a bachelor diploma of a (Dutch) University of Applied Science (HBO), can ask the Board of Admissions (via the Admissions Office) for a tailor-made Bridging Programme that has to be completed successfully before the student can enter the programme (see Article 2.7).

### **Article 2.3 Language requirement**

1. An English language certificate (obtained within the last two years and passed before the programme starts) is required for applicants who are non-English native speakers.
2. By passing one of the following language proficiency tests non-English native speakers are eligible for admission to the programme:
  - IELTS (International English Language Testing System) with a score of at least 7.0;
  - TOEFL (Test of English as a Foreign Language) with a score of at least 600 (TOEFL paper), 250 (TOEFL computer) or 100 (TOEFL internet);
  - Cambridge Proficiency Certificate (grade A, B, C); or Cambridge Advanced Certificate (grade A).
3. English native speakers and persons holding a Bachelor diploma issued in a country in which English is the official language of communication and instruction (e.g. Australia, Canada, Ireland, New Zealand, United Kingdom, United States) or who have obtained their Bachelor or Master degree at a programme in which the language of communication, instruction, and assessment was completely in English, are exempted from the language requirement.

### **Article 2.4 Limited capacity**

Not applicable.

### **Article 2.5 Board of Admission**

1. The Board of Admission is responsible for assessing eligibility for admission and issuing the certificate of admission to the programme.
2. The Board of Admission consists of:
  - the Chair, appointed from the academic staff responsible for the programme;
  - two members appointed from the academic staff responsible for the programme, one of whom acts as the Secretary;
  - a member, the study adviser responsible for the programme.
3. The Dean appoints the members of the Board of Admission after consulting with the Programme Board.

## **Article 2.6 Admissions dates**

1. The admissions take place 3 times a year.  
Early application deadlines:
  - 1 FebruaryFinal application deadlines:
  - 1 May: for students requiring a visa
  - 1 June: for students who do not require a visa
2. A request for admission to the programme must be submitted to the Board of Admission. See section 1 for the application deadlines.
3. In special cases, the Board of Admission can take up a request submitted after the closing date of the final application deadline (see section 1).  
The Board of Admission decides about the request before July 20<sup>th</sup> for students requiring a visa, and before August 20<sup>th</sup> for students who do not require a visa.
4. Applicants shall submit the following to the application committee for their admission to be considered:
  - completed and signed application form
  - completed eligibility form (demonstration of eligibility based on former education):
    - at least 15 ECTS of courses on one or more of the following subjects: sustainability, environment, nature, economics, business, innovation, society, governance, policy, management, (integrated) assessment, development, globalization
    - at least 15 ECTS of courses on research methods (may include the bachelor thesis)
  - copy of valid passport or ID-card
  - passport picture
  - curriculum vitae
  - certified copy of the obtained Bachelor diploma (and if applicable, Master diploma); in case the applicant does not yet have the diploma the Board of Admission may accept applicants on a conditional basis, i.e. on the condition that the applicant will obtain the diploma before the start of the academic year
  - certified copy of transcript/list of grades Bachelor study (and if applicable Master study); If the certified copy of transcript of grades in a language other than English or Dutch it has to be translated into English or Dutch
  - copy of the passed English language test (English native speakers and students who have obtained their Bachelor or Master study in English are exempted)
  - motivation letter describing the applicant's motivation for following the programme (max. 1.000 words)
  - essay on applicant's personal view on the question: 'In which ways are science, policy and society connected to sustainability issues?' (1.000-1.500 words)
  - two letters of recommendation from teachers/supervisors during the previous Bachelor or Master study, or from (former) employers.
5. The candidate will be admitted on the condition that, by the relevant start date for the programme, he/she will have met the requirements stated in Article 2.2 and 2.3 regarding knowledge, understanding and skills as evidenced by the certificates for the programmes and taken by him/her, and proficiency in English language.

## **Article 2.7 Bridging Programme**

1. Applicants who do not meet the previous knowledge requirements of the programme as described in Article 2.2, have the possibility to meet those requirements by successfully completing a tailor-made Bridging Programme.
2. Applicants must contact the Board of Admissions (via the Admissions Office) to determine the course(s) of the Bridging Programme before they can apply for the programme. In case students have not contacted the Admissions Office and the Board of Admission assesses during an admission that the eligibility criteria are not met, the Board of Admission can require students to complete a tailor-made Bridging Programme before the student is admitted to the programme.
3. Applicants may send a copy of all course certificates from the Bridging Programme before or together with the final application for the programme. In case students do not have course certificates before the final application, the Board of Admission may accept applicants on a conditional basis, i.e. on the condition that the applicant will obtain all course certificates from the

Bridging Programme before July 1st. The Board of Admission will check the eligibility for the programme, including the completion of the Bridging Programme.

## SECTION 3 CONTENT AND STRUCTURE OF THE PROGRAMME

### Article 3.1 Aim of the programme

1. The programme aims to provide the student with:
  - specialized knowledge, skills, and attitude (competencies) in the domain of sustainability science, in particularly sustainability assessment, innovation, and governance in the pursuit of sustainable development, and to acquire final qualifications as described in section 2;
  - preparation for professional practice as policymaker, coordinator, advisor, consultant or researcher in the field of sustainable development, and working at a governmental, non-governmental or business organisation, or at a university/research institute.
2. Graduates of the programme [*Dublin descriptors*]:
  - have demonstrated knowledge and understanding of sustainability science, and especially of assessment, innovation and governance to support policymaking and society in the pursuit of sustainable development.
  - can apply concepts, theories and methods of sustainability science in new or unfamiliar situations, have the ability to integrate knowledge and handle complexity and normativity, and are able to formulate new ideas to support policymaking and society in the pursuit of sustainable development.
  - are able to investigate and judge research and developments in policy and society in the context of sustainable development, can handle scientific facts and incomplete and value-laden information, and reflect on the social and ethical responsibilities of their work and judgement.
  - can communicate and collaborate across disciplines and other 'boundaries', and give clear and scientific argumentations in support of their viewpoints but are also capable to respect other opinions and viewpoints, and have the ability to report to various audiences clearly and unambiguously.
  - have a scientific problem-solving attitude and have acquired an attitude of lifelong learning that allows them to foster their academic skills during their professional life.

### Article 3.2 Form of the programme

This is a full-time programme taking place in Maastricht and starts once a year in September.

### Article 3.3 Language of instruction

The language of instruction of the programme is English. The choice for the English language is in line with the UM Code of Conduct on language in accordance with the Dutch Higher Education and Research Act (WHW) art. 7.2. Because of the specific educational nature and profile of the Master programme Sustainability Science, Policy and Society, all course materials, teaching, examination, and communication are in English. This guarantees the quality of education, because:

- the content of the programme has an international orientation and focus. The socio-political process of pursuing sustainable development can only be understood if sustainability issues are studied in an international context. "Think globally, act locally" is a well-known phrase in the sustainability debate. Subjects such as climate change, global value chains, and multi-level governance are international phenomena.
- the academic community is internationally oriented and the staff is international. The vision underlying the programme is embedded in sustainability science, an emerging international field of study employing a variety of disciplines, and bringing natural and social scientists together in studying complex interactions between nature and society, as well as society's capacity to steer these interactions along more sustainable trajectories.
- the labour market demand is internationally oriented (English speaking) alumni. Graduates (n=127) operate in an international labour market: 24% are employed in the Netherlands, 46% in other EEA/EER countries, 6% in non-EEA/EER countries, and for 24% there are no data available. Alumni are employed at international organisations such as multinationals, international NGOs, Think Tanks, or are PhD candidates at universities.
- The student intake and current population is internationally diverse and English is the common language. Up to now, from the student population (n=145) 23% are from the Netherlands, 56% from other EEA/EER countries, and 21% from non-EEA/EER countries. So far, 32 different nationalities have participated in the programme.

### Article 3.4 Communications and announcement of decisions

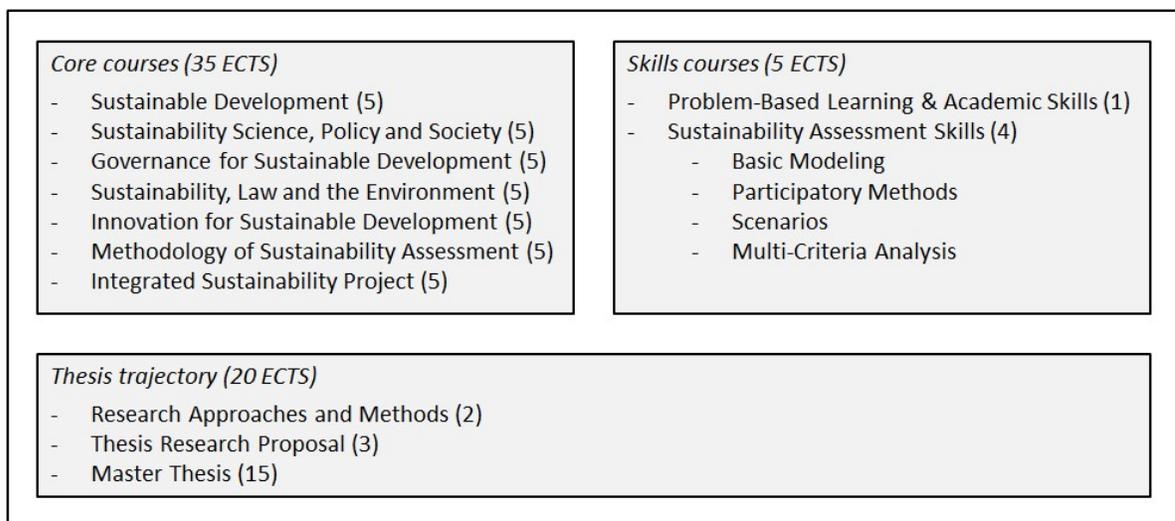
The faculty board, programme board, Board of Examiners, Educational Programme Committee, Office of Students Affairs, course coordinators, tutors, examiners and the study adviser may use 'My UM' and e-mail via the UM account for communications relating to the programme (e.g. education and examination) and to announce decisions.

### **Article 3.5 Study load**

The programme has a study load of 60 credits (ECTS), with one credit equalling 28 hours of study.

### **Article 3.6 Programme structure and content**

The programme includes the following courses and related study load (see figure).



**Figure: Curriculum Master SSPS programme 2018-2019**

### **Article 3.7 Programmes**

Not applicable.

### **Article 3.8 Content of programmes (e.g. tracks, specialisations)**

Not applicable.

### **Article 3.9 Components elsewhere (electives outside the faculty)**

Not applicable.

### **Article 3.10 Flexible programme and flexible masters**

Not applicable.

### **Article 3.11 Honours programme**

Students of the programme can apply to participate in the UM honours programme PREMIUM.

### **Article 3.12 Double degree**

Not applicable

### **Article 3.13 The examination**

The examination consists of the following components:

- Course examination: different forms, and individual and group work
- Practical training: writing, presenting, group work, role playing, etc.

- Thesis: research, writing, and presenting
- Participation in education meetings (including but not limited to tutorials, lectures, workshops)

## **SECTION 4 EDUCATION**

### **Article 4.1 Courses; composition; actual design**

1. For the programme components, courses consist of the study load stated in Article 3.6.
2. Education is provided in the form of lectures, tutorial groups, practical training, individual supervision, or otherwise. On average per week, the student has 10 hours of education meetings, 5 hours of group work and 25 hours of individual study, but this load can differ per course and period.
3. Information about the courses of the programme is available on the UM website.

### **Article 4.2 Prior knowledge; entrance requirements**

The courses of the programme are offered in a predetermined order. For most courses there are no specific entrance requirements, but there are specific entrance requirements for the Integrated Sustainability Project and the master's thesis trajectory (see article 5.3).

### **Article 4.3 Course registration**

Students are automatically registered by the Office of Student Affairs for the courses of the programme, as stated in Article 3.6.

### **Article 4.4 Course attendance**

1. Students are expected to be present 5 minutes before an education meeting starts. A student who arrives more than 15 minutes after the official starting time of the education meeting shall be considered not to have attended.
2. Most courses of the programme have a minimum attendance requirement of 85% of all education meetings. Some courses have a 100% attendance requirement (e.g. skills training and thesis research proposal). The minimum attendance requirement for each course is specified in the course manual.
3. Attendance will be registered in a template by the academic staff responsible for the courses, which is transmitted to the Office of Student Affairs at the end of the course period.
4. If a student has not complied with the minimum attendance requirements for a course, a student can request a compensatory assignment with the course examiner (see Rules and Regulations). If insufficient attendance has not been compensated, a student will not receive a provisional or other grade.
5. If attendance requirements have been met in a given academic year this will be valid for the remainder of the study of the programme, even if the test is not passed in that year. However, there may be exceptions to this rule depending on the course.
6. If attendance and participation and other educational activities are part of the examination this will be announced in the course manual.

### **Article 4.5 Participation and priority rules**

Not applicable.

### **Article 4.6 Practicals**

Practical trainings are part of the courses (see Article 3.6).

## **SECTION 5 ASSESSMENT**

### **Article 5.1 General**

1. During a course, practical, and the thesis, the student's mastery of the course content will be tested.
2. The course manual describes the assessment procedure, the criteria on which the student is assessed, and the results the students must achieve to pass the course.
3. The rules of procedure for exams and examination describe the assessment procedures and the applicable rules (see Rules and Regulations).

### **Article 5.2 Marks**

1. Marks are awarded on a scale of 1-10. In the Dutch grading system 10 is the highest grade and 1 the lowest grade.
2. The grade for a course examination is a whole number on 1-10 scale, or rounded to a decimal.
3. The grade for the Thesis Research Proposal and the Master Thesis is a whole number on 1-10 scale, or rounded to the nearest half point (0.5).
4. Some courses award the examination results in terms of pass or fail.
5. In order to pass for a course examination and to obtain the credits, the final grade has to be at least 5.5 without being rounded off.
6. In case of a resit (2<sup>nd</sup> exam) the highest mark determines the final grade for the course.

### **Article 5.3 Order of exams**

1. The Methodology of Sustainability Assessment course should be passed before the student may start with the Integrated Sustainability Project.
2. With regard of the Master Thesis the following rules apply:
  - a. The student can only start with the Master Thesis if he/she passed for the Research Approaches and Methods course and the Thesis Research Proposal.
  - b. The student can only start with the Master Thesis if he/she has passed at least 5 out of 7 core courses, excluding the skills courses (see Article 3.6).

### **Article 5.4 Scheduling and frequency of the exams**

1. Students can take course examinations twice per academic year on dates determined by the Board of Examiners:
  - 1<sup>st</sup> exam at the end of the course period in which the course was given;
  - 2<sup>nd</sup> exam (resit) during the designated resit period for that particular course.
2. Attendance of the course examination is mandatory. Students who are not present at the first sit, without a valid reason for their absence, are not allowed to participate in the resit.
3. Students who did not pass the 1<sup>st</sup> exam, are automatically registered for the 2<sup>nd</sup> exam (resit). Attendance requirements and other assignments stated in the course manual must be fulfilled in order to receive a grade (article 4.4)
3. Students who have obtained a pass for a course (5.5 or higher) cannot take part in the resit.
4. If the Master Thesis is evaluated by the supervisors as insufficient there is one opportunity to rewrite the thesis report within the same academic year.

### **Article 5.5 Registration for exams**

1. When registered for the programme, the student is automatically registered for the 1<sup>st</sup> exam of a course.

2. If a student did not pass the 1<sup>st</sup> exam of a course but meets the attendance requirements, the student will automatically be registered for the 2<sup>nd</sup> exam (resit) of that course.

#### **Article 5.6 Form of the exams**

1. As a rule, the course examination is in written form (this includes tests done on a computer). A written test can consist of open questions, multiple choice questions, an individual paper, essay or report, or a group report. A presentation, individual and/or group, can also be part of a course exam.
2. The Rules of Procedures for Exams describe how and under which conditions the written exams are taken.
3. The examiner can decide for a different form of course examination in special cases (e.g. small number of students). This includes oral tests. The examiner will notify the students about the different form of examination no later than four weeks before the scheduled exam date.
4. Upon request, students with a disability may take course examinations in a manner that accommodates their specific disability as much as possible. The board of examiners will obtain expert advice from the faculty's study advisor and/or the student dean at the Student Service Centre (SSC) before taking a decision in such matters.

#### **Article 5.7 Oral exams**

1. Oral exams are taken only by one student at a time, unless the board of examiners decides otherwise.
2. An oral exam is given by the examiner in the presence of a second person (academic staff who is teaching in the programme), unless the board of examiners has decided otherwise.
3. Oral exams take place in a suitable room at UM, unless the board of examiners or the relevant examiner decides otherwise in a special case or if the student objects to this.

#### **Article 5.8 Assessments in exceptional cases**

1. In exceptional cases, the board of examiners can decide that an exam may be taken at another time than determined in accordance with Article 5.4.
2. The Board of Examiners can decide to allow a student to take a third course exam (within the same academic year) in July-August, if each of the following requirements have been met:
  - The student took the first and second (resit) exam of the course for which he/she requests a third exam.
  - In June, the student only needs to pass at most two more courses of the programme. The Master Thesis is excluded from this rule.
  - Not granting the third exam would demonstrably result in a study delay of one semester or more.
3. Requests for exceptional assessments must be submitted to the board of examiners with supporting documents as soon as possible.

#### **Article 5.9 Written assignments**

1. The Board of Examiners draws up general guidelines for written assignments in consultation with the programme board and the assessment expert. The guidelines are translated by examiners, who make them specific for their course in the course manual.
2. The Master thesis will be evaluated by (at least) two supervisors. At least one supervisor has a Ph.D. degree, and at least one supervisor is from the programme staff. The 1<sup>st</sup> supervisor must have proven knowledge and ability of thesis (or research) supervision and assessment. The 1<sup>st</sup> supervisor has a least a Master's degree. The supervisors are assigned by the Master thesis coordinator. As part of the examination of the Master thesis, students need to present and discuss their thesis work.

#### **Article 5.10 Internships**

Internships are not part of the programme.

**Article 5.11 Determination and announcement of exam result**

1. The board of examiners determines the standards for assessing each examination component (e.g. attendance pass, grade of 5.5 or higher, etc.). These standards are included in the Rules & Regulations.
2. The examiner determines the preliminary result of a written exam within 12 working days of the date on which the exam was taken and provides the Office of Student Affairs with the necessary information to apprise the student of the result.
3. The examiner determines the result of an oral exam immediately after it is taken and issues the relevant certificate to the student. If more than one student takes the same exam consecutively, this period may be extended by up to 5 working days.
4. The Office of Student Affairs publishes the final course grades in 'My UM' within 3 working days of the date on the examiner hands in the results of an exam.
5. When the result of an exam (written or oral) is announced by the Office of Student Affairs to the student, it will be indicated:
  - how the student can inspect the exam (see Article 5.12);
  - how the student can file an appeal against an exam or grade (see Article 6.6).

**Article 5.12 Right of inspection**

1. Students will be informed about inspection hours immediately after the grades for a course examination have been published.
2. On request, the student has the right to inspect his evaluated work within a period of 10 working days after the results of a written exam have been published, at a specified location and time determined by the examiner.
3. If the student in question demonstrates that he/she will be or was prevented from attending at the specified location and time due to circumstances beyond his/her control, he/she will be offered another opportunity, if possible within the period specified in paragraph 5.12.2.

**Article 5.13 Period of validity**

1. Course examinations which have been passed are valid for an unlimited period.
2. Contrary to the above, the board of examiners may require the student to take an additional or replacement exam or exam component for a course examination which was passed more than five years ago if the student's knowledge or insight that was examined is demonstrably outdated or the skills that were examined are demonstrably outdated.
3. Sub-exams and assignments which were passed within a course for which the exam was failed will lose their validity after the academic year in which they were passed, unless the Board of Examiners decides otherwise.

**Article 5.14 Retention period for tests**

1. The exercises, answers and the evaluated work of the written tests will be retained in paper or digital form for two years after the exam/examination result is determined.
2. The final projects/theses and the evaluation of these will be kept for at least seven years after the evaluation.

**Article 5.15 Exemption**

Not applicable.

**Article 5.16 Fraud**

1. 'Fraud', including 'plagiarism', means actions or omissions by a student which make it impossible in whole or in part to properly evaluate his/her knowledge, understanding and skills, or that makes it impossible in whole or in part to properly evaluate the knowledge, understanding, and skills of his/her fellow students.
2. 'Plagiarism' means the presentation of ideas or words from one's own or someone else's sources without proper acknowledgment of the sources.
3. If the board of examiners determines that a student has engaged in fraud with respect to a final examination, course examination or exam component, the board of examiners can take appropriate measures.
4. 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.
5. The Rules and Regulations include further provisions about what constitutes fraud and which disciplinary measures the board of examiners can impose.

**Article 5.16A Invalid exam**

If an exam involves irregularities that make it impossible to accurately assess the candidate's knowledge, insight and skills, the Board of Examiners may declare the exam invalid for both the examinee and a group of examinees.

**Article 5.17 Unsuitability (*Iudicium Abeundi*)**

In exceptional cases and after careful consideration of the interests involved, the board of examiners or the dean/the faculty board may ask the executive board to terminate or, as the case may be, refuse the enrolment of a student in the programme, if that student, through his behavior or opinions ventured, has demonstrated his unsuitability for the practice of one or more professions for which he is trained by the programme he follows, or, as the case may be, for the practical preparation for the practice of the profession.

## **SECTION 6 EXAMINATION**

### **Article 6.1 Examination**

1. The board of examiners determines the result and date of the examination of the programme and issues the certificate (M.Sc. diploma SSP) as referred to in Article 6.3 as soon as the student has satisfied the requirements for the examination of the whole programme.
2. Prior to determining the result of the examination, the board of examiners may conduct their own investigation of the student's knowledge regarding one or more components or aspects of the programme, if and insofar as the results of the examinations concerned give cause to do so.
3. To pass the examination of the programme, the student must have:
  - obtained a pass for all core courses of the programme;
  - obtained a pass for all skills courses of the programme;
  - obtained a pass for all courses of the thesis trajectory;
  - obtained a pass for the Master Thesis;
  - fulfilled the assignments that are part of the courses;
  - fulfilled the minimum attendance requirements of the courses.
4. To pass the examination and receive the certificate, the student must also have been registered for the programme during the period that the exams were taken.
5. A certificate may only be issued after it has been shown that the student has satisfied all the obligations, including paying the tuition fees.
6. The last day of the month in which the student satisfied all the examination obligations will be considered the examination date (graduation date).
7. Students who have passed the examination and who are entitled to the issuance of a certificate may, stating reasons, ask the board of examiners not to do this yet. This request must be submitted at least one month before the final assignment is turned in or the final exam is taken. The board of examiners in any event grants the request:
  - if the student is selected by the faculty for a double degree, an extracurricular internship or an extracurricular exchange, or
  - if the student has held/will hold a board position of at least nine months or a Student Introduction Committee ('INKOM') board position.The board of examiners may also grant the request if refusal would result in an exceptional case of extreme unfairness because the student concerned could not have taken the automatic graduation into account when s/he was planning his study.

### **Article 6.2 Degree**

Students who have passed the examination of the programme will be awarded the degree 'Master of Science' (M.Sc.).

### **Article 6.3 Certificate and statements**

1. As proof that the examination was passed, the board of examiners issues a certificate/diploma, after it has been stated by or on behalf of UM's Executive Board that the procedural requirements for receiving the certificate have been met. The certificate/Master diploma is based on the model that UM's Executive Board has adopted. One certificate will be issued per programme.
2. The certificate (Master diploma) that the examination has been passed also indicates:
  - the name of the institution;
  - the name of the programme;
  - list of the examination components;
  - the degree awarded;
  - the distinction awarded to the degree ('Cum Laude'), if applicable (see article 6.3.6);
  - the most recent date on which the study programme has been accredited, or was subjected to the new programme test;
  - the certificate is signed by the chair of the board of examiners and the faculty dean.
3. Students who are entitled to the issuance of a certificate may, stating reasons, ask the board of examiners not to do this yet (pursuant to Article 6.1(7)).

4. The certificate is awarded in public, unless the board of examiners decides otherwise in exceptional cases.
5. The board of examiners includes a diploma supplement as referred to in Article 7.11(4) of the Act with the certificate. This diploma supplement is based on the model adopted by UM's Executive Board, which is in compliance with the agreed European standard format.
6. The board of examiners may award the degree '*cum laude*' if each of the following requirements have been met:
  - a. All exams must be passed on the first attempt in the first academic year of study;
  - b. None of the grades is below 7.0 on a 1-10 point scale (before rounding off);
  - c. Master thesis grade of at least 8.0 on a 1-10 point scale (before rounding off), whereby the thesis is presented, assessed and graded in the first academic year of study;
  - d. Grade Point Average of at least 8.0 on a 1-10 point scale (before rounding off), including the grade for the Master thesis;
  - e. The candidate has not been found guilty of committing academic fraud, as described in Article 5.16.
7. Students who have passed more than one exam and who cannot be issued a certificate will upon request, receive a statement issued by the board of examiners which at least indicates the exams that were passed.

**Article 6.4 Grade point average (GPA)**

The diploma supplement referred to in Article 6.3 indicates the final grade point average (GPA), to provide a reflection of the student's academic performance.

**Article 6.5 Honours programme certificate**

Students who have participated in the UM honours programme PREMIUM will receive a certificate from UM.

**Article 6.6 Right of appeal**

Within six weeks after a decision by an examiner and/or the board of examiners is announced, the student may appeal this decision to UM's Complaints Service Point.

The appeal must be signed, must include a date and the name and address of the party lodging the appeal, must indicate the grounds for the appeal and, if possible, must include a copy of the decision being appealed; see Rules and Regulations for additional information on the appeal process.

## **SECTION 7 STUDY GUIDANCE**

### **Article 7.1 Study progress administration**

The Office of Student Affairs registers the individual study results of all students in their student progress records. Each overall assessment/exam is listed in the student progress records, together with the date of the overall assessment/exam, the credits obtained and the name and credit value of the relevant course. The Office of Student Affairs facilitates that students can access their progress record through My UM. Close monitoring of students' performance and progression will help ensure that students complete the programme on schedule.

### **Article 7.2 Study guidance**

The Office of Student Affairs is responsible for the introduction to the programme and the study guidance of its students. The study guidance includes:

- a study advisor to discuss academic or personal problems. The study advisor can provide impartial advice and referrals, as appropriate, to students seeking solutions for such problems;
- after the 1<sup>st</sup> semester the programme board and study advisor will check the grades of students (progress rate), and in case of concern (failed and/or missed 2 or more exams) invite the student for a meeting.

## **SECTION 8 TRANSITIONAL AND FINAL PROVISIONS**

### **Article 8.1 Amendments**

1. Amendments to these regulations may be adopted in a separate decision by the faculty board, after a recommendation or consent from the programme board and after consent from or consultation with the faculty council.
2. An amendment in these regulations will not pertain to the current academic year, unless the interests of the students will not reasonably be harmed as a result.
3. In addition, amendments may not affect, to the students' detriment, a decision regarding a student which has been taken by the board of examiners pursuant to these regulations.

### **Article 8.2 Notice**

1. The programme board ensures that proper notice is given of these regulations, the rules and regulations adopted by the board of examiners, and any changes to these documents, by, for example, placing such notice on the faculty website and EleUM.
2. Any interested party may obtain a copy of the documents referred to from the Office of Student Affairs.

### **Article 8.2a Evaluation**

The programme board will ensure that for monitoring the programme and if necessary adapting the curriculum all courses are regularly evaluated. The course evaluations by students will be carried out in accordance with the educational programme committee's course evaluation protocol at the end of a course. The course evaluations intent to establish a picture of the quality of the courses, and take secondary factors into account such as the organisation of the education as perceived by the students.

### **Article 8.3 Unforeseen cases/safety net scheme**

1. In cases not covered or not clearly covered by these regulations, decisions are taken by or on behalf of the faculty board, after it has consulted with the board of examiners.
2. In individual cases in which application of the Education and Examination Regulations, would lead to manifestly unreasonable results, the board of examiners can deviate from the stated regulations in the student's favour.

### **Article 8.4 Effective date**

This Regulation will come into force on 1 September 2018 and will apply to the academic year 2018-2019.

Adopted by the faculty board: 15 May 2018