

**Education and Examination Regulations 2016-2017 for the Bachelor of Science programme in European Public Health of the Faculty of Health, Medicine and Life Sciences, Maastricht University, in accordance with Article 7.13 of the Dutch Higher Education and Scientific Research Act (*Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek, WHW*).**

These rules have been determined by the Dean of the Faculty of Health, Medicine and Life Sciences after acquired advice of the Programme Committee (*Opleidingscommissie*) and after acquired consent from or hearing by the Faculty Council (*Faculteitsraad*) on 17 May 2016.

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## **SECTION 1      GENERAL PROVISIONS**

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

1. These regulations apply to the education, the exams and the examinations of the Bachelor's programme in European Public Health, hereafter referred to as 'the programme'. The programme is provided by the Faculty of Health, Medicine and Life Sciences of Maastricht University, hereafter referred to as 'the faculty'.
2. These regulations apply to all students who participate in the programme in the academic year 2016-2017 and replace, in principle, all other regulations.
3. The replacement of the former regulations by these new ones may not disadvantage students that started the programme when former regulations were applicable. In cases where the new regulations disadvantage students, the old regulations are applicable.
4. Contrary to the content of article 1.1 sub 1 and 2, the educational programme which was valid at the moment that the student started with the educational programme, including the exams, is still applicable for the student.

### **Article 1.2      Definitions**

In these regulations the following terms have the following meaning:

- 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;
- e. course year: year 1, year 2 or year 3 of the programme;
- f. semester: a study unit as defined by the Act, comprising 20 weeks;
- g. academic year: the period from 1 September of a calendar year up to and including 31 August of the following calendar year;
- h. programme: the bachelor's programme referred to in Article 1.1 of these regulations, consisting of a coherent whole of study units;
- i. exam: a component of the examination as referred to in Article 7.10 of the Act;
- j. practical training: practical training as referred to in Article 7.13(2)(d) of the Act, in one of the following forms:
  - writing a paper or performing another written assignment;
  - performing a research assignment;
  - participating in field work or a field trip;
  - completing a placement;
  - participating in an activity intended to develop certain skills;
  - participating in tutorials, lectures, project groups and study groups;
  - completing a placement;
  - writing a bachelor's thesis;
- k. trajectory exam: an exam at the end of a semester, in which the subject matter of the trajectories Methodology, Epidemiology and Statistics (MES); Academic Thinking and Reflection (AT&R) and if applicable Skills are tested;
- l. placement: a period in which a student performs his research, at Maastricht University or another institution;
- m. thesis: a written scientific report, summarizing the research accomplished during a placement period;
- n. registration: the administrative recording of the passing results of an exam;
- o. examination: the final examination for the bachelor's programme;
- p. credit: an unit expressed in ECTS credits, with one credit equalling 28 hours of study;
- q. board of examiners: the board of the programme referred to in Article 7.12 of the Act;
- r. board of admission: the board responsible for judging the admissibility of the candidate to the programme;

- s. examiner: the person designated by the board of examiners to administer exams and to determine the results of such exams;
- t. semester coordinator: an examiner who organises the different courses and modules in a particular semester;
- u. course and/or module coordinator: an examiner who is responsible for the content of the education for a particular course and/or a particular module;
- v. faculty board: the faculty board referred to in Article 9.12 of the Act;
- w. Rules and Regulations: additional rules associated with the Education and Examination Regulations;
- x. UM: Maastricht University;
- y. 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**

### **Artikel 2.1      Matching**

Participation in matching is a mandatory part of the admission procedure. A more detailed description of the matching procedure is published on the faculty website.

### **Article 2.2      Pre-university education requirements**

1. A person will be granted admission to the programme if he has a pre-university education diploma referred to in Article 7.24 of the Act or if he has been exempted from this under the Act.
2. A person who has obtained the first-year certificate (*propedeuse*) of a recognised degree programme in Higher Professional Education (*HBO*) in the Netherlands is admissible to the programme.

### **Article 2.3      Language requirement with non-Dutch diplomas**

Persons with a non-Dutch diploma may only register:

- a. if they have met the requirement concerning a sufficient command of English by passing one of the following language proficiency tests before the programme begins:
  - IELTS (international English Language Testing System) with a score of at least 6.0 or
  - TOEFL (Test of English as a Foreign Language) with a score of at least 550 (TOEFL paper), 213 (TOEFL computer) or 80 (TOEFL Internet), or
- b. if they have been exempted from the language proficiency test referred to under a. based on the diplomas referred to in Appendix 4.

### **Article 2.4      Entrance examination (Colloquium Doctum)**

Persons who, in accordance with Article 2.2, are not admissible may qualify for a separate admission exam as referred to in Article 7.29 of the Act. This exam concerns the following subjects at the level indicated:

- a. English (at the level of the Dutch VWO),
- b. Mathematics (at the level of the Dutch VWO: Wiskunde A).

Rules regarding the procedure are published on the faculty website.

## **SECTION 3      CONTENT AND STRUCTURE OF THE PROGRAMME**

### **Article 3.1      Aims of the programme**

1. The programme comprises sufficient elements for the benefit of the academic development of the student, in particular with regard to:

- acquiring knowledge and understanding;
  - applying knowledge and understanding;
  - forming judgements;
  - communication (in the English language);
  - obtaining and applying study skills and other skills.
2. The programme prepares students for further degrees, in particular the master's programmes in Health Sciences.
  3. The objectives of the programme correspond to the profile of a graduate Bachelor in European Public Health, as defined in the accreditation file.
  4. Students who have completed the programme and have successfully passed the bachelor's examination are expected to:
    - think and act in accordance with the concept of New Public Health;
    - be familiar with the notions and key theories of the basic disciplines underlying New Public Health, and be able to view the concept of New Public Health in a European and international context;
    - be familiar with the main current problems, issues and challenges in the area of European Public Health, and be able to interpret and explain these problems, issues, and challenges in terms used in academic theory and practice;
    - be able to think and reason in a critical, academic manner;
    - possess knowledge, understanding and skills with regard to research methods in the social sciences;
    - be able to meet professional standards for practical conduct in the relevant field;
    - be able to express themselves excellently, both verbally and in writing;
    - have acquired a lifelong learning attitude.

### **Article 3.2 Form of the programme**

This is a full-time programme.

The programme commences once a year in September.

### **Article 3.3 Language of instruction**

1. Throughout the programme and in all tests the English language will be the standard.
2. It is not allowed to use dictionaries during the examination.

### **Article 3.4 Communications and announcement of decisions**

1. The faculty board, the board of examiners and the examiners may use the student portal and e-mail through the UM account for communications relating to the programme and examinations.
2. The faculty board, the board of examiners and the examiners may use the student portal and e-mail through the UM account to announce decisions.

### **Article 3.5 Study load**

The programme has a study load of 180 ECTS (credits) with one credit equalling 28 hours of study.

### **Article 3.6 Content of the programme**

The content of the programme is described in Appendix 1.

### **Article 3.7 Major**

1. The programme comprises a Major with a study load of 150 credits.
2. The semesters listed in Appendix 1, whose total study load amounts to 150 credits, are mandatory.

### **Article 3.8 Minor (profile course)**

1. Within the framework of the programme in the 4<sup>th</sup> semester the student may choose a minor from among the subjects offered by the Faculty of Health, Medicine and Life Sciences.

2. The minor must have a total study load of 30 credits.

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

1. In addition to the option referred to in Article 3.8 the student may - subject solely to prior approval by the board of examiners and the board of examiners of the other programme - choose to take components given by another UM faculty, another Dutch university or a foreign university.
2. For students who are temporary attending courses at another programme or institute the rules and regulations for the exams of that programme or institute will be applicable for these courses.
3. The board of examiners may withhold the approval referred to in paragraph 1 if, in its judgment, the proposed elective is substantively similar to components taken previously by the student and would result in duplication.
4. A minor outside the faculty requires the approval of the board of examiners.
5. The rules and procedures for the minor are described in the 'Manual for the Minor EPH'. This manual is published in the student portal.

#### **Article 3.10 Extracurricular courses**

Extracurricular courses will not be part of the bachelor exam and will not be registered on the result sheet that is added to the certificate.

#### **Article 3.11 Flexible programme and flexible bachelor**

1. A student registered for the programme may, under certain conditions, formulate an educational programme of his own which is different from the educational programme stated in Appendix 1. The composition of such a programme must be approved beforehand by the board of examiners.
2. The flexible programme must have a study load of 180 credits.
3. The board of examiners will decide whether to grant permission for the student's proposal within four weeks after it receives the proposal.

#### **Article 3.12 Honours programme**

1. The programme includes an honours programme. The composition, study load and the selection procedures of the honours programme is published on the faculty website.
2. Each year, with the board of examiners' permission, a number of students are selected on the faculty board's behalf to participate in the honours programme.

#### **Article 3.13 Examination**

1. The bachelor's examination consists of the following parts. A registration for completion must be obtained for each part:
  - Year 1: semesters 1 and 2:**
    - a. active participation in at least the mandatory educational activities of the courses within semesters 1 and 2, as published prior to each semester (see Appendix 1);
    - b. the course exams in semesters 1 and 2;
    - c. the trajectory exams and semester papers in semesters 1 and 2.
  - Year 2: semester 3:**
    - a. active participation in at least the mandatory educational activities of the courses within semester 3, as published prior to this semester (see Appendix 1);
    - b. the course exams in semester 3;
    - c. the trajectory exam and semester paper in semester 3.
  - Year 2: semester 4 (minor):**
    - a. participation in an equivalent educational programme (comprising 30 credits) approved by the board of examiners, in conformity with the provisions of Articles 3.8 and 3.9.
  - Year 3: semester 5:**
    - a. active participation in at least the mandatory educational activities of the courses within semester 5, as published prior to this semester (see Appendix 1);

- b. the course exams in semester 5;
- c. the trajectory exam and research proposal in semester 5.

**Year 3: semester 6:**

- a. completing a placement and writing a bachelor's thesis representing a total effort in time of 20 weeks;
  - b. active participation in at least the other mandatory educational activities within semester 6, as published prior to this semester (see Appendix 1).
2. The board of examiners, with due regard to the Education and Examination Regulations, lays down guidelines pertaining to the norms for and assessment of examinations for each of the components referred to in Paragraph 1. These guidelines are incorporated in the Rules and Regulations.

## **SECTION 4      EDUCATION**

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

1. For the programme components, courses are given with the study load stated in Appendix 1.
2. The education is given in the form of classes, study groups, practical training, lectures, individual supervision or otherwise.
3. The educational programme includes 40 weeks per year.

### **Article 4.4      Attendance and best-efforts obligation**

1. Each student is expected to actively participate in the course for which he has registered.
2. In addition to the general requirement that the student actively participates in the course, the student must participate in 100% of the educational activities.
3. If the student has participated in less than 100% of the activities the board of examiners may give additional assignments to the student.

## **SECTION 5      ASSESSMENT**

### **Article 5.1      General**

1. During a course, the student will be tested for academic training and the extent to which the student has sufficiently achieved the stated learning objectives.
2. The assessment plan describes the achievements the students must make to pass the course and the criteria on which the student is assessed.
3. The Rules of Procedure at Exams describe the assessment procedure. These rules are published in the student portal.

### **Article 5.2      Grades**

1. Grades are awarded on a scale of 1 to 10.
2. The student must receive a final grade of '6' or higher to pass the course.
3. The highest result attained determines the final grade.

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

1. Students are not admitted to a course exam unless they have fulfilled the obligation to attend mandatory educational activities for the relevant course. In appropriate cases, a student may be conditionally admitted to an exam at his request, pending a final decision on admissibility from the board of examiners.
2. All students who have been admitted to a particular study year have access to the trajectory exam(s) of that year.
3. Students who, at the start of any academic year, have obtained less than 36 credits for the first study year cannot be admitted to the second and third study year of the programme for that entire academic year.
4. Without prejudice to paragraph 1, students who, at the start of any academic year, have obtained a minimum of 36 but less than 50 credits for the first study year, can, for the entire duration of the

- academic year, only be admitted to the exams of modules of the second study year as long as the relevant student demonstrates satisfactory progress with his first-year studies (at the discretion of the board of examiners).
5. The Board of Examiners can allow exemptions to the rules stated in the paragraphs 3-4.
  6. Without prejudice to paragraph 1, students who, at the start of any academic year, have obtained a minimum of 50 credits of the first study year, can be admitted to the exams of all modules of the second study year.
  7. Students who have not obtained a minimum of 51 credits of the first study year and a minimum of 73 credits of the first three semesters are not admitted to the exams of the third study year. The board of examiners has the power to admit students at their request to the third-year exams; in order to qualify for admission, the student must submit a substantiated request to the board of examiners, explaining the causes for not fulfilling all requirements.
  8. Without prejudice to paragraph 1, students who, at the start of any academic year, have obtained less than 30 credits for the major component of the second study year, can, for the entire duration of the academic year, only be conditionally admitted to the exams of modules of the third study year as long as the relevant student demonstrates satisfactory progress with his second-year studies (at the discretion of the board of examiners).
  9. Admission to the placement in the sixth semester is only obtained under three conditions:
    - a. all modules of year 1 and year 2 have been registered;
    - b. the student has participated successfully in the procedure to secure a placement through the program or through the student's own initiative that is acceptable to the program's placement coordinator;
    - c. the student has submitted a research proposal that is deemed, upon first review, at least 'gradable' by the academic thesis supervisor.
  10. Permission to start writing the thesis is only obtained under the condition that the student has received a passing grade for the research proposal.
  11. In appropriate cases, a student may be conditionally admitted to an exam at his request, pending a final decision on admissibility from the board of examiners.

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

1. At the end of a course, students are given the opportunity to take the course exam. For each module in semesters 1, 2 and 3 there will be only one opportunity per year. Within the semesters 1, 2, 3 and 5 compensation regulations are in force; these are included in the Rules and Regulations.
2. For course exams in the fifth semester one resit will be organised within the same academic year.
3. At the end of the first, second, third and fifth semester students are given one opportunity to take a trajectory exam. As a rule, this exam takes place in the last month of the relevant semester, yet within the semester concerned.
4. In exceptional cases, the board of examiners can decide that an exam may be taken at another time than determined in accordance with the paragraphs 1-3 but in any case during the same academic year.

#### **Article 5.5      Form of the exams**

1. Before the beginning of each module the assessment plan for that module will be published in the student portal. The examiner may decide that, because the number of students is small or because of the nature and content of a course, an exam will be oral or will include one or more written essays, which may or may not have to be explained orally. The examiner will announce any such decision no later than two weeks before the scheduled exam date.
2. Practical tests may include laboratory skills, conversational skills, participation, attitude and professional behaviour. The format and judgement criteria of practical tests will be published in the assessment plan in the student portal.
3. The board of examiners reserves the right to allow other forms of examination, including testing of group work and portfolio. The structure and judgement criteria of the exams will be announced in the assessment plan in the student portal.
4. Upon request, students with a disability may take exams in a manner which accommodates their specific disability as much as possible. If necessary, the board of examiners will obtain expert advice before taking a decision in such matters.



**Article 5.6 Oral exams**

1. Oral exams are taken only by one person at a time, unless the board of examiners decides otherwise.
2. An oral exam is given by the examiner in the presence of a lecturer [second examiner], unless the board of examiners has decided otherwise.
3. Oral exams take place in public, unless the board of examiners or the relevant examiner decides otherwise in a special case or if the student objects to this.

**Article 5.7 Assessments in exceptional cases**

1. If, to pass the final bachelor's examination, a student only needs at most one component in the 3<sup>rd</sup> year (taken earlier, but not passed) of at most 12 credits, and not granting an individual assessment would demonstrably result in a study delay of more than one semester, he may request to be eligible for an individual assessment.
2. If not granting an individual assessment would result in an exceptional case of manifest unfairness, the board of examiners may decide to give an individual assessment.
3. Requests for exceptional assessments must be submitted to the board of examiners with supporting documents as soon as possible.

**Article 5.8 Written assignments and thesis**

1. The board of examiners draw up guidelines for formulating written assignments and the thesis. The brochures 'Guide to Academic Writing Skills' and 'Guidelines for Theses' are published in the student portal.
2. Theses written by two or more students are not allowed.
3. Within the programme, students are allowed to write only one bachelor thesis.

**Article 5.9 Placement**

1. The board of examiners lays down the requirements as regards the nature and content of the placement in separate rules. The Brochure 'Information and Rules on Placements' is published in the student portal and is considered part of the Rules and Regulations.
2. A placement coordinator is appointed for the programme. On behalf of the board of examiners, this placement coordinator decides whether a proposed placement meets the requirements.
3. The placement coordinator appoints an examiner as supervisor for the placement.
4. The student may undertake a placement supervised by the faculty only once during the programme.

**Article 5.10 Determination and announcement of exam result**

1. The board of examiners determines the standards for assessing each examination component. The standards are included in the Rules and Regulations.
2. The examiner determines the result of a written exam and provides the Education Office with the necessary information to apprise the student of the result within 15 working days of the date on which it was taken.
3. The examiner determines the result of an oral exam immediately after it is taken. If more than one student takes the same exam after each other, this period may be extended by up to five working days.
4. When the result of a written exam is announced, it will be indicated how the student can inspect the exam and file an appeal as referred to in Article 6.5.
5. A regulation on compensation applies to the module examinations in semesters 1, 2, 3 and 5. This regulation is included in the Rules and Regulations.

**Article 5.11 Right of inspection**

1. Within 10 working days of the date on which the result of a written exam, including a computer-based exam, is announced, students may, upon request, inspect their evaluated work.
2. Together with or before the announcement of the result of a written exam, it is stated how students can inspect their reviewed test.

#### **Article 5.12 Registration of modules**

A registration for completion of a module, and therefore the module-related credits, is obtained once all requirements with regard to the components of the module have been met.

These requirements include in any event:

- satisfactory attendance at and level of participation in the mandatory components of the relevant module;
- successful participation in those module components of which the contents are assessed e.g. practical and writing skills;
- passing the module examination.

#### **Article 5.13 Invalidation of exams**

The Board of Examiners is authorised to invalidate exams.

#### **Article 5.14 Period of validity**

1. In principle, exams which have been passed are valid for an unlimited period.
2. Notwithstanding this, the board of examiners may require an additional or replacement exam or examination component for an exam which was passed more than six years ago.

#### **Article 5.15 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 theses and the evaluation of these will be kept for at least seven years after the evaluation.

#### **Article 5.16 Exemption**

The board of examiners may, at a student's request, grant the student an exemption from taking an exam if he demonstrates in writing to the board of examiners' satisfaction that he previously:

1. either passed an exam for a university or higher professional education programme which was similar in terms of content and level or
2. gained sufficient knowledge and skills relevant to the exam concerned, either through work or professional experience.
3. An exemption may only pertain to an entire course and not a component thereof.
4. At most 60 credits for the programme may be earned based on the exemptions granted.
5. The bachelor's thesis is excluded from this exemption option.
6. In order to qualify for an exemption, a student has to submit a written request to the board of examiners within a minimum of 6 weeks prior to the start of the relevant module.
7. The board of examiners will not grant any exemption based on exams passed by a student outside the programme during the period in which the student was barred by the board of examiners from taking exams for the programme because of fraud.

#### **Article 5.17 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 knowledge, understanding and skills.
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. Fraud includes attempt to commit fraud.
4. If the board of examiners determines that a student has engaged in fraud with respect to an exam or exam component, the board of examiners can take appropriate measures.
5. In serious cases of fraud, the board of examiners can propose to UM's Executive Board that the student concerned be permanently deregistered from the programme.

6. The Rules and Regulations include further provisions about what constitutes fraud and which disciplinary measures the board of examiners can impose.

#### **Article 5.18      Unsuitability (*Judicium Abeundi*)**

1. In exceptional circumstances and after carefully weighing the interests at stake, the board of examiners may, stating reasons, ask the faculty dean to request that the Executive Board terminate or deny a student's registration for a programme if, through his conduct or statements, the student shows that he is unsuitable to practice one or more professions for which the programme in which he is registered is training him or is unsuitable for the practical preparation for the profession.
2. If the faculty dean is asked by the Executive Board for a recommendation on a proposed termination or denial of registration based on the reasons stated in paragraph 1, the dean will in turn ask for a recommendation from the board of examiners. The recommendation to the dean will be supported by reasons.

### **SECTION 6      EXAMINATION**

#### **Article 6.1      Examination**

1. The board of examiners determines the result and date of the examination and issues the certificate as referred to in Article 6.3 as soon as the student has satisfied the requirements for the examination 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 relevant tests give reason to do this.
3. To pass the examination, the student must pass all components.
4. To pass the examination and receive the certificate, the student must also have been registered for the programme during the period that the tests 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 test is taken.

The board of examiners in any event grants the request in the academic year 2016-2017:

- if the student is selected by the faculty for a double degree, an extracurricular placement or an extracurricular exchange, or
- if the student has held/will hold a board position for which a financial support from the 'Profileringsfonds' will be granted for 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 of the fact that the student concerned could not have taken the automatic graduation into account when he was planning his study.

#### **Article 6.2      Degree**

Students who have passed the examination will be awarded the degree 'Bachelor of Science'

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

1. As proof that the examination was passed, the board of examiners issues a certificate, 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 is based on the model that UM's Executive Board has adopted.
2. The certificate that the examination has been passed also indicates:

- a. the name of the institution;
  - b. the name of the programme;
  - c. the examination components;
  - d. the degree awarded;
  - e. the date on which the programme was most recently accredited or was subjected to the new programme test;
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 signed by the chair of the board of examiners or an appointed substitute and the faculty dean or an appointed substitute.
  5. The certificate is awarded in public, unless the board of examiners decides otherwise in exceptional cases.
  6. The certificate includes a list of the examination components.
  7. 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.
  8. The board of examiners may award the '*cum laude*' designation in accordance with the provisions in the Rules and Regulations.
  9. A student who has passed at least one exam and who cannot be issued a certificate will upon request, receive a statement issued by the board of examiners which indicates the exam(s) which he passed.

#### **Article 6.4 Honours programme certificate**

1. If the honours programme referred to in Article 3.12 is successfully completed, a separate certificate indicating this will be issued in addition to the one referred to in Article 6.3. The separate certificate is based on the model that UM's Executive Board has adopted.
2. To receive this certificate, the student must, in addition to the requirements for the regular bachelor's examination, satisfy the conditions of the honours programme.
3. The board of examiners decides whether the student has satisfied all the specific requirements of the honours programme.

#### **Article 6.5 Right of appeal**

Within six weeks after the decision by the examiner and the board of examiners is announced, the student may appeal this decision to UM's Complaint 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.

### **SECTION 7 STUDY GUIDANCE**

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

The faculty records the students' individual study results and makes them available for the student through My UM.

#### **Article 7.2 Study guidance**

The faculty will provide for the introduction and study guidance for students registered for the programme, which also includes orientating them regarding possible study paths in and outside the study programme.

#### **Article 7.3 First-year Study Advice**

1. At the end of the first year of registration for the bachelor's programme, study advice is issued by or on behalf of the faculty board to each student regarding continuation or not of the programme.
2. Subject to the provisions in the first paragraph, the faculty board may issue the advice to the student as long as the student has not passed the exams related to the first year.

## **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 from the programme committee 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**

The faculty 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.

### **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, except for the study advice rules, 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 2016 and will apply to the academic year 2016-2017.

## Appendix 1: Components of the Major

Mandatory components of the major (Article 2.3) (total 150 credits)

Semester 1: European Public Health Problems Today (30 credits):

Module E. 1.1.0	1011	Introduction (1 credit)
Module E. 1.1.1	1001	a) Infectious diseases: Tuberculosis
	1101	b) Educational Approach: Active and Self-directive Learning (a and b together: 9 credits)
Module E. 1.1.2	1002	Social and Cultural Determinants: Work-related Stress and Burn-out (5 credits)
Module E. 1.1.3	1018	Introduction to Statistical Methods for data Analysis (5 credits)
Module E. 1.1.4	1004	Frames for Public health; semester paper (5 credits)
Module E. 1.1.5		Trajectory test 1:
	1014	Methodology, Epidemiology and Statistics (3 credits) and
	1015	Academic Thinking and Reflection (2 credits)

Semester 2: The shape of Public Health in Europe Today (30 credits)

Module E. 1.2.0	1012	Introduction (1 credit)
Module E. 1.2.1	1006	European (Public Health) Institutions (9 credits)
Module E. 1.2.2	1007	Public sector: Mother and child care (5 credits)
Module E. 1.2.3	1008	Private sector: Aging in Europe (5 credits)
Module E. 1.2.4	1009	Institutions in EPH; semester paper(5 credits)
Module E. 1.2.5		Trajectory test 2:
	1016	Methodology, Epidemiology, Statistics (3 credits) and
	1017	Academic Thinking and Reflection (2 credits)

Semester 3: European Public Health Objectives (30 credits)

Module E. 2.1.0	2005	Introduction (1 credit)
Module E. 2.1.1	2008	Alcohol and Drugs Use (9 credits)
Module E. 2.1.2	2009	Food, Novel Food, Food Safety (9 credits)
Module E. 2.1.3	2010	Excursion to Central and Eastern Europe (1 credit)
Module E. 2.1.4	2011	Healthy lifestyles in Europe; semester paper (5 credits)
Module E. 2.1.5		Trajectory test 3:
	2012	Methodology, Epidemiology, Statistics (3 credits)
	2013	Academic Thinking and Reflection (2 credits)

Semester 5: Making Public Health work in Europe (30 credits)

Module E. 3.1.0	3007	Introduction (1 credit)
Module E. 3.1.1	3011	Health Systems in Europe (10 credits)
Module E. 3.1.2	3012	Health Policy at the European Level (10 credits)
Module E. 3.1.4	3003	Writing a research proposal and preparation for placement (4 credits)
Module E.3.1.5		Trajectory test 4:
	3014	Methodology, Epidemiology, Statistics (3 credits)
	3015	Academic Thinking and Reflection (2 credits)

Semester 6: Shaping Europe's Future of Public Health (30 credits)

Module E. 3.2.1	3006	Placement and Bachelor Thesis (30 credits)
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## Appendix 2: Components of the Minor

Students are obliged to take a Minor period (4<sup>th</sup> semester) with a study load of 30 credits. The composition of the Minor needs the approval of the Board of Examiners.

### Appendix 3: Compatible Foreign Diplomas

Foreign diplomas that give access to the bachelor's degree programme in European Public Health:

<b>Country</b>	<b>Diploma</b>
Austria	<i>Matura or Reifezeugnis</i>
Belgium	<i>Diploma van Secundair Onderwijs</i> <i>Diploma van BSO (the 7<sup>th</sup> year must have been taken in 'doorstroming')</i>
Denmark	<i>Bevis for Studentereksamen</i>
Finland	<i>Yllioppilastutkintotodistus</i>
France	<i>Baccalauréat de l'Enseignement de second degré</i>
Germany	<i>Abitur, Zeugnis der allgemeinen Hochschulreife</i>
Italy	<i>Diploma di Maturità of a Liceo</i>
Luxembourg	<i>Diplôme de fin d'études secondaires</i>
Norway	<i>Vitnemål fra den videregående skolen</i>
Poland	<i>Swiadcetwo Dojrzalosci/Matura</i>
Portugal	<i>Provas geral de aceso ao ensino superior</i>
Spain	<i>Prueba de Apitud or Prueba de Acceso of a university</i>
Sweden	<i>Avgangsbetyg efter slutförd lärokurs i gymnasieskolan</i> <i>or Slutbetyg gymnasieskolan</i>
Turkey	<i>Lise Diplomasi</i> and admission to the same programme at a recognised university in Turkey (2 year valid)
United Kingdom	2 GCE A-levels (grades between A and E) + 3 (I)GCSE's (grades between A and C), or 3 GCE A-levels (grades between A and E) + 1 (I)GCSE (grades between A and C)
International Schools	European Bacculaureate International Bacculaureate

### Appendix 4: Language requirement with non-Dutch diplomas

Persons holding one of the following diplomas are exempted from the language proficiency tests (English) referred to in Article 2.3:

- a diploma issued in an EU/EEA country which is at least equivalent to a diploma of pre-university education;
- a diploma issued in a non-EU/EEA country which is at least equivalent to a diploma of pre-university education and in which country English is the official language of communication and instruction (Australia, Canada, Ireland, New Zealand, United Kingdom or United States)