



**Rules and Regulations of the Bachelor of Medicine, English track, 2022 curriculum, 2022-2023, of the faculty of Health, Medicine and Life Sciences, Maastricht University as referred to in Article 7.12B of the Higher Education and Research Act (Wet op het Hoger onderwijs and Wetenschappelijk Onderzoek, WHW). These rules have been determined by the Board of Examiners of Medicine, Faculty of Health, Medicine and Life Sciences, Maastricht University**

Contents:

1. General
2. Testing and assessment
3. *Cum Laude* designation based on bachelor's final examination
4. Study dossiers and study advisors' archives
5. Final provisions

## PARAGRAPH 1 – GENERAL

### **Article 1.1 – Applicability of the Rules and Regulations**

These Rules and Regulations apply to all students who are subject to the Education and Examination Regulations (EER) of the Bachelor of Medicine, English track, 2022 curriculum, 2022-2023 academic year to be hereinafter referred to as “Ba-MED”.

### **Article 1.2 – Definition of terms**

The definitions of terms contained in the Education and Exam Regulations (EER) of the Bachelor of Medicine, English track, 2022 curriculum, 2022-2023 academic year apply mutatis mutandis. Furthermore, in these Rules and Regulations the following definition applies:

- a. Personal details: data that can be traced to an individual person.

### **Article 1.3 – Board of Examiners**

The Board of Examiners is in charge of the bachelor’s examination, including the flexible bachelor’s programme. The Board of Examiners ensures the proper execution of the regulation on the bachelor’s examination and its components, with due regard to the provisions laid down in the Act and the Education and Examination Rules (EER) that pertain to the structure and volume of the bachelor’s examination of the bachelor programme in Medicine of the Faculty of Health, Medicine and Life Sciences.

### **Article 1.4 – Appointment of examiners**

1. The Board of Examiners appoints examiners who are qualified to hold examinations. Examiners have to be members of the permanent academic staff of Maastricht University and/or MUMC and they have a task in education in the programme. The Board of Examiners can appoint other members of the scientific staff and experts from outside the programme as examiner.
2. As examiners, members of the scientific staff who are entrusted with providing education of an educational component, are responsible for the assessment of the educational component. The Board of Examiners can appoint other members of the scientific staff and experts from outside the programme as examiner.
3. The Board of Examiners can decide to withdraw an appointment as examiner if the examiner does not cohere to laws and regulations or rules of the Board of Examiners, or if the assessment skills of the examiner (construct, examine and judge) have repeatedly proven to be of insufficient quality.

### **Article 1.5 – Rules of procedure relating to tests, exams, or components of tests**

1. Students must comply with the oral and written instructions issued by or on behalf of the Board of Examiners Medicine regarding the rules of procedure to be followed before or during a test or component of a test. Written instructions are laid down in the rules of procedure available in the Student portal.
2. In response to a request for identification made by or at the behest of the Board of Examiners Medicine, students must identify themselves by means of a valid proof of identity as listed in the relevant rules of procedure.
3. If a student does not satisfy the provisions contained in or laid down pursuant to the first or second paragraph, the Board of Examiners Medicine will be authorised to exclude that student from the relevant exam/exam component.
4. The Rules of Procedure for (Course) Exams at Maastricht University apply to all types of exams (including written exams, collective or oral exams) and to all students, including students with special arrangements. Additional information on the conduct of exams (including digital exams) should also be consulted via the UM Library Resources.

### **Article 1.6 – Fraud, including plagiarism**

The General FHML/UM-Regulation for Fraud and Irregularities, as drawn up by the Board of Examiners Medicine, further details what is understood as fraud and what measures can be imposed by the Board of Examiners Medicine. This regulation is available in the Student portal/Intranet.

## PARAGRAPH 2 – TESTING AND ASSESSMENT

### **Article 2.1 – Testing**

1. The premise for the testing within the Bachelor Programme in Medicine (to be referred to hereinafter as 'the Programme') is the 2020 Blueprint for the Education of Medical Doctors [*Raamplan Artsopleiding 2020*] and the final qualifications and competencies referred to therein.
2. The 2020 Blueprint for the Education of Medical Doctors describes the following 7 competencies:
  - Medical expert
  - Communicator
  - Collaborator
  - Leader
  - Professional
  - Health advocate
  - Scholar
3. A variety of assessment instruments are deployed in the context of the assessment programme within the Programme. Each of the tests provides specific information on specific aspects of the competencies (or elements thereof). All test information (quantitative and qualitative) is collected in the bachelor's portfolio.

### **Article 2.2 – Progress testing**

In every year progress testing is used. It consists of several progress tests in every year. A more elaborate explanation of progress testing can be found in the assessment plan that is published on the Student portal. The results of the individual progress tests are an obligatory part of the bachelor's portfolio.

### **Article 2.3 – The bachelor's portfolio as a tool**

In the context of the Programme, the bachelor's portfolio is a tool for:

- a. reflection and self-directed study;
- b. storing the information and feedback on competency development that is relevant to the student;
- c. assessing the student's learning process and competency development.

A more elaborate explanation of the regulations can be found in the assessment plans of Ba-MED year 1-2-3 on the Student portal.

### **Article 2.4 – Remediation**

1. If the competency exam is graded as insufficient, the student will have to follow a suitable remediation programme. The remediation programme is an individualized resit to address identified gaps in competency development. The student will formulate the further details of the remediation programme in consultation with the Learning Team Coach and the Bachelor Competency Exam Assessment Committee. The student should provide sufficient insight to what extent the remediation programme has led to the desired outcome.
2. The remediation programme must be (partly) based on the information in the bachelor's portfolio. The content of the remediation programme will depend on the competencies regarding which the student has shown to need improvement.



### **Article 2.5 – To declare an exam invalid**

The Board of Examiners Medicine is authorized to declare an exam invalid.

### **Article 2.6 – Exemption**

1. The Board of Examiners may, at a student's request, grant the student an exemption from taking an educational unit including one or more exams if the student demonstrates in writing to the Board of Examiners' satisfaction that
  - he previously passed an exam for a university programme which was similar in terms of content and level
  - or gained sufficient knowledge and skills relevant to the exam concerned, either through work or professional experience.
2. An exemption may only pertain to an entire educational unit and not a component thereof.
3. In order to qualify for an exemption, a student has to submit a written request to the Board of Examiners with a minimum of 6 weeks prior to the start of the relevant educational unit.
4. 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.
5. In the event that a student is granted an exemption, this will be registered as 'exemption'.

### **Article 2.7 – Admission of students to exams outside the Netherlands**

For exams regarding education followed outside of the Netherlands, students will only be admitted if the programme was approved beforehand by the Board of Examiners Medicine. Approval will be withdrawn if at the moment of departure, the Institute of Education has made the (very) well-argued decision that the student concerned may not go abroad for education.

### **Article 2.8 – Exams**

1. The instructions regarding the contents, form and assessment criteria for educational units are published in the assessment plan. The assessment plan will be published in the Student portal before the start of the educational unit.
2. With exception of the progress test, in case of an examination with (primarily) closed questions the assessment is determined based on the level of difficulty of the test by means of the Cohen-Schotanus method as follows:  
The test score (percentage correct answers) is translated to a test qualification (Fail/Pass/Good). The test qualification is determined by means of the Cohen method, which means that if a test is taken by less than 100 but more than 50 students, the cut-off values (Pass/Fail and Good/Pass) are based on the mean of the 10% best scores. Tests taken by less than 50 students do have absolute cut-off values. The Board of Examiners can decide to deviate from the use of the Cohen-Schotanus method based on the blueprint of the course exam or in consultation with the course coordinator.

### **PARAGRAPH 3 – CUM LAUDE DESIGNATION BASED ON BACHELOR'S FINAL EXAMINATION**

#### **Article 3.1 – Award of cum laude designation based on bachelor's final examination**

The assessment of the bachelor's portfolio determines whether the *cum laude* designation is awarded upon passing the bachelor's final examination. At the moment, within the domain of Medicine the (un)desirability of a cum laude regulation is under discussion. In anticipation of a decision on this matter, the Board of Examiners Medicine has established the following requirements regarding the study



results during Ba-Med year 1 that a student has to meet in order to be considered for the designation cum laude when passing the final bachelor examination.

- The competency exam Ba-MED Year 1 should at least be "meet expectations" in the first attempt. See the assessment plan Bachelor of Medicine and the associated assessment forms in the portfolio for a detailed description of the requirements for awarding the 'meets expectations' verdict per year.
- The student may not have committed fraud.

Finally, the Board of Examiners Medicine decides whether to designate the cum laude or not.

#### PARAGRAPH 4 – STUDY DOSSIERS AND STUDY ADVISORS' ARCHIVES

##### **Article 4.1 – Study dossier: content**

1. For each student there is a study dossier.
2. The study dossier contains:
  - a. Information concerning the exams.
  - b. An overview of the number of credits obtained.
  - c. The decisions made by the Board of Examiners Medicine
  - d. Any judgements or rulings from the Court of other judicial institutes.
  - e. Other relevant documentation.

##### **Article 4.2 – Study dossier: administration**

1. The administration of the study dossier lies with the chair of the Board of Examiners Medicine and is executed on behalf of the chair by the head of Educational Affairs.
2. The head of Educational Affairs arranges for all the information as detailed in article 4.1 (2) to be included in the study dossier. The head of Educational Affairs does what is necessary to promote the accuracy and completeness of the entered data. The head of Educational Affairs also takes measures to prevent loss or damage of the data and protect it against unauthorised perusal, modification, or distribution thereof.
3. The processing of the study details and the entering thereof in the study archive must be in accordance with the provisions in these Rules and Regulations.
4. The study dossier is administered from the moment that the student is registered for the Ba-MED until six years after the moment that the student has met all exam requirements of Ba-MED year 1, Ba-MED year 2 and Ba-MED year 3, or until six years after the moment that the student leaves the Ba-MED.

##### **Article 4.3 – The study dossier: release of personal details**

1. Personal details from the study archive can be released to the chair and members of the Board of Examiners Medicine, to the concerned student and to the persons necessary, in the view of the chair of the Board of Examiners Medicine, to the implementation of the role of Board of Examiners Medicine. Personal details can also be released to members and secretary of the Court of Appeal for Examinations if the concerned student has brought an appeal.
2. Personal details can be released to the study advisors and the Learning Team Coach of the concerned student on the basis of their responsibility as academic supervisors.
3. Personal details can be released to the chair and the members of the professional behaviour review committee on the basis of their responsibilities regarding the professional behaviour exam.
4. Personal details can furthermore be released if this is required in consequence of a legal order.
5. Personal details can only be released to abovementioned persons if this is necessary to carry out their tasks taking into account the subsidiarity principle and the proportionality principle.



6. Release of personal details to other parties than mentioned in the previous sections, will only take place after permission is granted by the student concerned.

**Article 4.4 – The study dossier: scientific research**

The Board of Examiners Medicine may, upon request, make study data that are not personal data available for research purposes.

**Article 4.5 – Study advisor’s archive**

1. Students can consult a study advisor to discuss their personal development and plans for the future. Study advisors of the student will save correspondence and other particulars of the student in an archive separate from the study dossier.
2. The student is allowed access to the archive in its own name, as referred to in section 1.
3. Access to anyone other than those mentioned in the previous sections, is only granted after permission from the student as well as the study advisor.

PARAGRAPH 5 – FINAL PROVISIONS

**Article 5.1 – Correspondence with the Board of Examiners Medicine via email**

The Board of Examiners Medicine can correspond with students via e-mail; in that case they will address their correspondence to the student email-address of the Maastricht University.

**Article 5.2 – Unforeseen circumstances**

In circumstances not provided for by these regulations, Board of Examiners Medicine will make a decision.

**Article 5.3 – Official title**

These regulations will be referred to as the Rules and Regulations, Bachelor of Medicine, English track, 2022 curriculum, academic year 2022-2023.

**Article 5.4 – Date of Commencement**

These Rules and Regulations take effect on 1 September 2022 and apply to the academic year 2022-2023.

As established by the Board of Examiners Medicine on 3 August 2022.