

# Rules and Regulations Master Programmes DKE

Rules and Regulations governing the examinations for the Master's programmes in Artificial Intelligence and in Data Science for Decision Making of Maastricht University. These Rules and Regulations take effect on 30 August 2021

## Section 1 General Provisions

### Article 1 Applicability of the rules and regulations

1. These rules and regulations apply to the education, exams and examinations for the full-time Master's programmes in Artificial Intelligence and Data Science for Decision Making (formerly known as Operations Research), as further defined in the Education and Examination Regulations of the School of Information Technology (Knowledge Engineering, Computer Science, Mathematics and ICT) and/or in the Education and Examination Regulations of the Department of Data Science & Knowledge Engineering in the Faculty of Science and Engineering, at Maastricht University hereinafter referred to as EER.
2. The rules and regulations apply to all students who are registered for the above mentioned master's programmes and to students from other programmes, faculties or institutions of higher education as well as contract students, insofar as they follow components of the programmes to which these rules and regulations apply.
3. The rules and regulations are each year adjusted and enacted by the Board of Examiners.

### Article 2 Definitions

The definitions used in these rules and regulations are the same as those used in the EER, with the following changes/additions:

- Teaching team All persons involved in teaching the course
- Assessment committee Committee tasked with providing expert advice on assessment
- Assessment plan Plan describing the assessment of a component
- Exam component Part of the exam of a component/course. This can also be a practical or an assignment.
- Student portal The electronic environment for providing information to students including intranet and Canvas

### Article 3 Appointment and composition of the Board of Examiners

1. The Dean installs the Board of Examiners and appoints its members on the basis of their expertise in the field of the two programmes. At least one member is a lecturer in one of the programmes.
2. The Board of Examiners contains one external member, who is not connected to the Faculty of Science and Engineering.
3. The Board of Examiners appoints a chair from among its members. An external member cannot be the chair.

#### Article 4 Board of Examiners: decision process

1. The Board of Examiners approves decisions on the basis of a majority vote. The quorum for a meeting is two members. In the event of a tie, the (acting) chair's vote will be the deciding vote.
2. If a conflict of interest might arise if a member of the board of examiners is also an examiner in an inquiry into fraud or an exam, that member will recuse himself from that inquiry and abstain from voting.
3. If a conflict of interest might arise for a member of the board of examiners, in granting a request to a student would have a negative effect for that member, that member will abstain from voting.
4. The Board of Examiners can delegate decision powers to individual members.

#### Article 5 Examiners

1. The Board of Examiners appoints at least one examiner per component for administering exams, assessments and/or practicals. The examiner(s) provide(s) the Board of Examiners with the information requested.
2. The examiners are responsible for the following tasks:
  - a. defining the assessment plan (see Article 7);
  - b. preparing the exams, assessments and/or practicals;
  - c. assessing and determining the results of exams, assessments and/or practicals taken by students;
  - d. providing the administration office with all the necessary information to award the exam, assessment and/or practical results;
  - e. determining the time(s) and place(s) for exam/assessment inspection by the students of the assessment of written exams or the notes on oral exams.
3. The examiner can, without losing his/her/their full responsibility, have other members of the teaching team perform tasks belonging to an examination component.
4. When performing the tasks for the relevant components as stipulated in paragraph 2, the examiners and members of the teaching teams must observe the Act, the regulations contained within or arising from the EER, and the present rules and regulations.
5. The examiners are responsible for providing study information including information on the form of the exam, assessment and/or practical to the student through the Student Portal in a timely fashion, and at the start of a study component.
6. Examiners are obliged to report fraud or a suspicion of fraud to the Board of Examiners.
7. The Board of Examiners can discharge examiners at any time.

#### Article 6 Assessment Committee

The Assessment Committee provides examiners with expert advice on assessment, checks the quality of exams and assessments and checks constructive alignment of

courses/components and their assessment. The Assessment Committee reports to the Board of Examiners in all matters regarding quality of assessment.

#### Article 7      **Assessment plan**

The assessment of each course is described in an assessment plan. This plan describes the intended learning outcomes of each course in terms of Dublin descriptors and how they are aligned with the examination. It also describes the assessment procedure for the regular exam and the resit and how the final grade of a course is calculated. If the assessment is different from or additional to a written exam, the assessment plan also indicates how fraud is prevented and detected. Each year the assessment plan needs to be submitted to the Assessment Committee. Minor changes will be approved by the Assessment Committee, major changes by the Director of Studies and the Chair of the Board of Examiners with advice from the Assessment Committee and the Chair of the Programme Committee. In expediting circumstances, the Board of Examiners can approve changes without consulting others.

#### Article 8      **Communication**

1. The Student Portal (including Canvas and UM Intranet), UM Intranet, email through UM addresses, and formal letters are the only official forms of communication with students.
2. All course/component information, including course descriptions and exam methods, will be available on the Student Portal from the start of each block (cf. Article 5.5).
3. Changes to the course/component information will be posted as announcements in the Student Portal in a timely fashion.
4. Students must regularly check and maintain Student Portal, UM Intranet, and their UM email account. Links given in the Student Portal and UM Intranet to web pages outside the Student Portal do not count as information postings. Forwarding an email to another email address does not count as maintaining the UM email.

## Section 2    **Exams/grading, overall assessment**

#### Article 9      **Assessments**

1. Assessments of the components (including skills training, projects and internships) shall be in accordance with section 5 of the EER.
2. The assessment is described in the Assessment Plan (see Article 7).
3. At the start of each component, the students are informed (through the Student Portal and/or email) of the assessment criteria, insofar as these are not contained within or arise from the EER, the present rules and regulations, or the Study Guide.

4. Each exam of a component may contain one item covering material from a previous component (i.e. a review question). This item may be worth a maximum of 10% of the grade.
5. For regular courses, bonus assignments can be given with a maximum of 10% of the grade.
6. Group assignments outside projects can be given with a maximum of 30% of the grade.

## Article 10      **Grade descriptors**

The exam/assessment results of study components (including courses, research projects and internships) and the thesis are assigned on a 10-point scale, where a result of at least a 6.0/10 represents a pass. Whole grades are awarded to exams. Both half and whole grades can be awarded for study components of at least 10 ECTS as well as for research projects.

The descriptors of the different grades:

10-points	Descriptor	UK	US
10	Outstanding	A*	A+
9.5		A*	A+
9	Very Good	A*	A+
8.5		A*	A+
8	Good	A	A
7.5		A-	A
7	More than satisfactory	B	B+
6.5		C	B
6	Satisfactory	D	C
5.5		E	D
5	Almost satisfactory	F	F
4	Unsatisfactory	F	F
3	Very unsatisfactory	F	F
2	Poor	F	F
1	Very Poor	F	F

A label NG (“no grade”) can be assigned when assessment is incomplete and no result can be assigned or as a consequence of plagiarism or academic dishonesty. Exams that students have not timely deregistered for on the Student Portal, will be regarded as an incomplete assessment. An NG automatically constitutes a fail and no credit is awarded.

Examiners are instructed to grade in accordance with the Dutch grading culture.

## Article 11      **Master’s examination**

1. After all examination components have been administered, the results of the master’s examination will be determined by the Board of Examiners.
2. To pass the master’s examination, the student must:

- a. receive a grade of 6.0/10 or higher for all exams/assessments.
  - b. receive a grade of 6.0/10 or higher for the master's thesis.
3. If a student has studied for a period longer than six years or when doubts are raised by examiners or project coordinators whether the student has achieved certain intended learning outcomes, the Board of Examiners can launch an investigation into whether the student has mastered all intended learning outcomes, and if not, deny finalizing examination.

## Article 12      Resits

1. For each written exam there is a resit opportunity.
2. For students that have not been able to participate in the regular examination of exam types other than written exams due to force majeure, the Board of Examiners can grant a replacement opportunity.
3. For research projects there are separate regulations, which are included in Article 7 of the Research Project Regulations.
4. In case of a resit the highest grade obtained counts.
5. Once a student successfully passes an exam, he/she/they cannot re-sit the exam.
6. For resitting separate sub-tests and assignments within a failed exam the following guidelines hold:
  - a) Sub-tests and assignments that were passed within an exam, which was not passed, will lose their validity after the academic year in which they were passed.
  - b) The examiner decides upon content and form of the resit, replacement or repair opportunity.
  - c) In case subtests/assignments are offered as a resit separately, passed sub-tests and assignments (i.e. 6.0 or higher) cannot be resit.
  - d) When computing the grade for the full exam, the highest graded valid opportunity of each sub-test / assignment is taken into account.
  - e) A repair opportunity should always be offered for failed subtests and assignments for which at least a 40% score is obtained, and the student has an overall failing grade. Such an opportunity can be offered in a different way than the original one.
  - f) An examiner can decide to unconditionally offer a single repair opportunity per academic year in an approved assessment plan.
  - g) Resits, replacement and repair opportunities are not offered for bonus assignments.
  - h) The examiner can choose to limit the maximum grade of a repair opportunity. If nothing is specified, the default is that the maximum grade that can be obtained for a repair opportunity is 6.

## Article 13      Assessment in exceptional cases

1. The assessment in exceptional cases as meant in article 5.8 of the EER will take place during semester 1 for courses from semester 2 and during semester 2 for courses from semester 1. The exact moment of this assessment is determined by the Board of Examiners.

2. Requests for this assessment must be filed by the student to the Board of Examiners within two weeks after becoming eligible for making such a request.
3. Withstanding the minimal requirements in article 5.8 of the EER, the student must argue in his/her/their request that he/she/they has a reasonable chance of passing this assessment without retaking the course, and argue that he/she/they has taken all possible efforts to pass the component at hand.
4. Components that are offered by other parties than DKE are not eligible for this assessment, and students that are from a different programme are not eligible for this assessment.
5. Assessment in exceptional cases does not apply to research projects.
6. Assessment in exceptional cases is only offered once.
7. Assessment in exceptional cases does not apply if there is a reason to assume that the delay is due invalidation or exclusion of exam (results) due to fraud either directly or indirectly.

#### Article 14      Exemption from exams/assessments

1. A request for exemption must be submitted in writing with the reason stated to the chair of the Board of Examiners. A request must be accompanied with as much written information and evidence concerning the relevant study programme or work experience as possible.
2. The Board of Examiners may consult the relevant examiners before making their decision regarding the request.
3. The Board of Examiners shall decide within 20 working days of receiving the request, and immediately inform the requester of this decision.
4. Exemptions cannot be granted for components for which already a result has been issued, irrespective of whether this is a passing, an NG or a failing grade; nor can exemptions be issued for components where the student has been sanctioned for fraud.

#### Article 15      Exam results: amendment

Examiners may amend grades one by one grade step (i.e. for courses a single grade point). In special cases, the Board of Examiners may approve additional or larger amendments of the results of an exam determined by one or more examiners.

#### Article 16      Exam inspection

The student has, in accordance with Article 5.12 of the EER the right to inspect their evaluated work. The examiner can choose either to:

1. organize a collective inspection hour or
2. have the students request an appointment within 10 working days after the announcement of the exam results.

In the case of a collective inspection hour, students that have attended can request a follow-up individual inspection. In case of a pressing ground for not being able to attend the collective inspection hour (e.g. overlapping classes or medical

appointments, but NOT work or holiday), an individual appointment can be requested within the timeframe as stipulated under 2). Collective inspection hours are announced at least 5 working days in advance on Student Portal.

## Article 17 GPA

The GPA is computed as the weighted average score over all exams that are listed as part of the programme and have been originally marked with a Dutch grade on a ten-point scale, taking into account that

1. an exam for which a failing grade is obtained is also included in the GPA, although no credits are listed on the Student Portal;
2. if more than one grade is listed for an exam, the highest grade is taken into account for the calculation;
3. grades for research projects are excluded from the GPA
4. extracurricular courses are not included in the GPA.

## Article 18 Certificate

1. Students shall be awarded a certificate/diploma for all examinations that they complete successfully, as stipulated in the Higher Education and Research Act.
2. The following predicates may be added to the certificate by the Board of Examiners:
  - a. “cum laude”, if the student has received a minimum grade of 7.0 for all exams of the master’s overall assessment (included in the GPA computation) at each first exam opportunity, has received a minimum grade of 8.0 for the thesis at first opportunity and has a weighted average of 8.0 or higher, and if the overall exams within DKE master programmes together represent a minimum of 60 ECTS.
  - b. “summa cum laude”, if the student has received a minimum grade of 7.0 for all exams of the master’s overall assessment (included in the GPA computation) at each first exam opportunity, has received a minimum grade of 9.0 for the thesis at first opportunity and has a weighted average of 9.0 or higher, and if the overall exams within DKE master programmes together represent a minimum of 60 ECTS.These predicates can, in special cases, also be awarded at the discretion of the Board of Examiners.
3. Students who committed fraud and/or plagiarism and whose exam, or part thereof, is declared invalid or who have been excluded from exams, are excluded from the (Summa) Cum Laude predicates.
4. “first exam opportunity” in sub 2 means that all exams must be taken in the year of enrolment that corresponds to the course/component year of the exam, and that no earlier exam result exists. The thesis must be defended within the second year of enrolment.



## Article 18a Certificate for students affected by the COVID-19 closure of the university

For students that have started in September 2018, February 2019, September 2019 or February 2020 and are studying without study delay; i.e. graduating the latest by August 2020, January 2021, August 2021 or January 2022 respectively, the following provision holds:

1. Students shall be awarded a certificate/diploma for all examinations that they complete successfully, as stipulated in the Higher Education and Research Act.
2. The following predicates may be added to the certificate by the Board of Examiners:
  - a. “cum laude”, if the student
    - i. has received a minimum grade of 7.0 for all of the exams of the master’s overall assessment (included in the GPA computation) at each first exam opportunity. Here the minimum grade requirement does not hold for exam results obtained during the spring semester of 2019/2020;
    - ii. has received a minimum grade of 8.5 for the thesis, or a minimum grade of 8.0 for students who did the majority of their thesis work in the spring semester of 2020;
    - iii. and has a weighted average of 8.00 or higher; or has a weighted average of 8.00 or higher for the courses passed outside of the spring semester of 2019/2020, as long as they represent a minimum of 24 ECTS;
    - iv. and if the overall exams together represent a minimum of 60 ECTS.
  - b. “summa cum laude”, if the student
    - i. has received a minimum grade of 8.0 in all of the exams of the master’s overall assessment (included in the GPA computation) at each first exam opportunity, Here the minimum grade requirement does not hold for exam results of the spring semester of 2019/2020;
    - ii. has received a minimum grade of 9.0 for the thesis or a minimum grade of 8.5 for students who did the majority of their thesis work in the spring semester of 2019/2020;
    - iii. and has a weighted average of 9.00 or higher; or has a weighted average of 9.00 or higher for the courses passed outside of the spring semester of 2019/2020, as long as they represent a minimum of 24 ECTS;
    - iv. and if the overall exams together represent a minimum of 60 ECTS.

These predicates can also be awarded at the discretion of the Board of Examiners.

3. Students who committed fraud and/or plagiarism and whose exam, or part thereof, is declared invalid or who have been excluded from exams, are excluded from the (Summa) Cum Laude predicates.
4. “first exam opportunity” in sub 2 means that all exams have to be taken in the year of enrolment that corresponds to the course year of the exam, and that no earlier exam result exists. Not showing up for a registered exam does yield a

result in the form of a No Grade (NG), unless the student has deregistered the exam on time. First failed attempts in the spring semester of 2019/2020 are disregarded.

#### Article 19      **Assessment by committees**

For components that are in principle graded by committees on basis of consensus the following holds if consensus within the committee is not possible:

1. If there is consensus amongst the DKE staff members/examiners, that consensus determines the grade.
2. If the grade of DKE staff members/examiners differs by no more than 1 grade point, the average of the grade determines the grade of the component.
3. If the grade of DKE staff members/examiners differs by more than 1 grade point, the median of the grade determines the grade of the component. For this, at least three examiners must be part of the committee. If this is not yet the case, the examiner(s) must contact the Board of Examiners to add an additional examiner to the committee.

#### Article 20      **Electives outside DKE**

1. The Board of Examiners will take into account when considering requests for electives outside DKE
  - a. whether the proposed elective plan is feasible
  - b. whether the proposed electives contribute to the learning goals/qualifications of the programme
  - c. whether the proposed electives overlap with other components
  - d. the study progress of the student
  - e. the motivation letter.
2. The Board of Examiners only determines whether it will recognize the credits taken elsewhere and whether the student is allowed to take components outside DKE, not whether the receiving program will accept the student.
3. The deadline for requests for electives are:
  - a) for study abroad in the spring semester: a date in July of the preceding academic year, to be published on intranet.
  - b) for study abroad in the fall semester: a date in January of the preceding academic year, to be published on intranet.
  - c) for other courses/components outside DKE in the fall semester: the first of May of the preceding academic year
  - d) for other courses/components outside DKE in the spring semester: the first of December of the preceding academic year
4. The Board of Examiners can put requests on hold or conditionally approve them, when students do not (yet) meet the requirements as stated in Article 5.3 of the EER. If an elective is conditionally approved and the student does not meet the requirements before the start of the academic year or the date at which they must definitively register for the elective - whichever comes first - the student must cancel the registration.

## Article 21 Study Abroad

1. Due to the fact that arrangements for study abroad have to be made in an earlier stage, there must be a high probability that the inclusion requirement from Article 5.3 of the EER, will be met at the end of the academic year. Therefore, to be considered for exchange:
  - a. after block 3 of year 1, students wanting to go on exchange should have already obtained 22 ECTS from year 1
  - b. The Research Project from the student's first semester must be successfully completed with credit points being awarded
  - c. The Board of Examiners can deviate from a) in cases that a student has applied for a university that is an Erasmus partner.
2. The Board of Examiners selects the students to be nominated for exchange from the pool of applicants. The Board of Examiners selects students based on the criteria stated in Article 20 and on past academic and non-academic conduct.
3. Any allocation of exchange partners is conditional on the requirements of Article 5.3 of the EER and meeting those conditions is the responsibility of the student.

## Article 22 Flexible curriculum

For the flexible curriculum, students must apply prior to the start of their studies, in accordance with Article 3.9 of the EER. The flexible curriculum is a conscious choice before starting the programme, not a way to avoid study delays. Further it holds that:

1. Courses for which either a passing or failing grade has been obtained, cannot be removed from the flexible curriculum
2. The deadline for applying for the flexible curriculum for students starting in the fall semester is 1 August of the preceding year
3. The deadline for applying for the flexible curriculum for students starting in the spring semester is 16 December of the preceding year

## Article 23 Extracurricular components

- Only the components that fit the nominal study of 120 ECTS are curricular.
- Whether or not to allow extracurricular components is a decision of the education management. If extracurricular components are allowed and taken, it should be made clear to the Board of Examiners beforehand that they will be extracurricular.
- The chronologically, first components obtained that constitute a valid program are considered the curricular components, the other component(s) the extracurricular ones. If a component can be removed from the program (last first) and while resulting in a valid programme of at least 120 ECTS, that component is considered extracurricular.

## Section 3 Procedures

### Article 24 Exams

1. Students must register in time for their education, exams and re-sits. If they miss the deadline, they cannot participate in the exam. If exceptional circumstances prevented registering, they are eligible for dispensation from the registration deadline. See also Article 29 on Hardship.
2. Students must adhere to the booking instructions for registering.
3. In principle all exams (including the thesis defence) are onsite.
4. The programme shall ensure that there is at least one invigilator present during written exams.
5. A student who is denied entrance entry to the exam (location) will not be awarded any results for the exam in question and therefore receives an NG.
6. The student must follow any instructions given by the Board of Examiners, the examiner and the invigilator at all times.
7. The check whether a student is admissible to the exam, may be performed afterwards. If in that case the student turns out to be inadmissible, the exam is invalidated and remains ungraded.
8. Exams take place on-campus. A place is reserved for each registered student. Student can take their place 15 minutes before the exam or earlier if the exam location is opened earlier.
9. Students will not be admitted to the exam location after the official start of the exam. Students may not leave the exam location until 30 minutes after the official start of the exam. As soon as a student has left the exam location, she/he/they will not be allowed to re-enter the exam location. If a student wants to leave the exam location for a short period, she/he/they must follow the instructions given by the invigilator. Starting from half an hour before the end of the exam, students must remain seated until the invigilator has collected the work from their table. After this, the students may leave the exam location.
10. Students may only participate in an exam if they can provide a valid and undamaged proof of identity, which must be placed on the table so that it is clearly visible. If a student cannot provide proof of identity during the exam, the student can be refused entry and the Board of Examiners will be informed who may declare the student's exam null and void (i.e. label NG).
11. Instructions on how to fill in the exam are given on the answer form and in the exam booklet. The forms cannot be processed if students ignore these instructions, use different writing devices than instructed, change the details printed on the forms or make notes elsewhere on the answer form. The consequences of not following the instructions are entirely the student's own responsibility. If students suspect that there are inaccuracies, they are to indicate this to the examiner, if present, and otherwise state this on the exam.
12. Students may not use red pens.
13. Unless the Board of Examiners has specified elsewhere, the student may not bring any aids into the exam location and/or use these during the exam. A student who has written permission from the Board of Examiners to use aids must inform the examiner or invigilator present before the start of each exam

and must always be able to provide a copy of this document. As an exception to this rule are the aids that are specifically mentioned on the cover sheet and a blue or black pen.

14. Maastricht University is expressly exempt from any liability for damage to or loss of aids that have been confiscated.
15. In the event of irregularities and/or fraud, the invigilator informs the student and reports on the irregularities and/or fraud in a written form. Immediately after the exam the student reads the report and either agrees by signing or contests by writing down his/her observation of the events. The Board of Examiners will be informed after the exam of any irregularities and violations that took place before, during or after the exam. The Board of Examiners may decide to take further sanctions and/or measures.
16. In the event of irregularities that hinder further proper examining, the invigilator is authorised to confiscate the exam materials including any answer forms and exclude the student from further participation in the exam. The Board of Examiners will be informed after the exam of any irregularities and violations that took place before, during or after the exam. The Board of Examiners may decide to take further sanctions and/or measures.
17. In the case of online/proctored exams, it is the responsibility of the student to make the exam in the way it is instructed. Failure to do so is an irregularity and means the exam will be invalid. If it is not possible to adequately supervise the student during (part of) the exam, the exam is declared invalid. Other than in paragraph 15, with proctored exams the student may be informed later about the irregularities that have occurred.
18. The exam and answer form must be handed in by the official end of the exam or as indicated by the invigilator. Refusal to comply is considered fraud and will, apart from possible sanctions, render the student ineligible for (summa) cum laude predicates. After students have handed in their answer form, they must leave the exam location as quickly and quietly as possible.
19. Students may bring a reasonable amount of prepared food and drinks. Food and drinks that student have brought to the hall may be consumed during the exam, provided that no disturbing amount of noise is made and there is no littering. All items that the student brings along must fit and be placed, together with the exam materials, on the table provided to the student. The only refreshments and snacks permitted during examinations are described in the “the Rules of Procedure for Examinations” / ”Rules of Procedure for Course Examinations at Maastricht University”.
20. If the collective testing facilities are used, the rules specified by “the Rules of Procedure for Examinations” / ”Rules of Procedure for Course Examinations at Maastricht University” apply, which may be more restrictive.
21. For proctored exams and take-home exams, additional rules may be imposed, including conditions when the exam is considered to be (in)valid.
22. For cases regarding exams not covered by these rules and regulations “the Rules of Procedure for Examinations” / ”Rules of Procedure for Course Examinations at Maastricht University” apply.

Article 25 Quoting and copying code

1. Unless it is clearly specified to the contrary in the assignment/project, it is not allowed to use source code from others, other sources, or one's own source code from other components.
2. In the case it was explicitly permitted to use code from other sources, one must both
  - a. Indicate with the following block marking that the code was copied

```
#####  
#####  
// BEGIN COPIED CODE BLOCK  
// Source: <fill out source>  
#####  
#####
```

<copied code>

```
#####  
#####  
// END COPIED CODE BLOCK  
#####  
#####
```

ensuring that this block marking can be clearly distinguished from other block markings.

- b. Add clearly and unambiguously in the report and/or in the accompanying submission notes which parts of the code contain copied parts and indicate the source as well as the percentage of the code in the file that was copied.

Such that the examiner is aware that this is not the students work and can decide not to award credit for it.

3. In case that packages have been used in a research project or in thesis research, these must be clearly indicated in the report or thesis.

Article 26 Fraud including plagiarism and fabricating and/or falsifying research data

In this article - which is related to Article 5.16 of the EER - it is, in accordance with Article 7.12b(3) of the Act explained, how the Board of Examiners acts under Article 7.12b(2) of the Act.

1. The Board of Examiners may impose one of the disciplinary measures set down in paragraph 7 of this article if it establishes that a student, in any exam or exam component has committed fraud, including:
  - a) has had any aids/devices, resources, text or notes at his or her disposal, or has used aids and/or (communication) devices that were not explicitly allowed, or that were explicitly forbidden in the exam instructions and/or Rules of Procedures for Exams;
  - b) has communicated or tried to communicate with another student without permission from an invigilator, examiner, or Board of Examiners member;

- c) has copied or attempted to copy from another student, or has provided the opportunity to copy;
  - d) has collaborated on a graded assignment, paper or practical, whereas this was not explicitly allowed;
  - e) has posed as someone else or let someone else pose as him/her;
  - f) has misled, or at least attempted to mislead or provided the opportunity to mislead an invigilator, an examiner, a corrector or the Board of Examiners with respect to the exam;
  - g) has used an obfuscation method in submitted work that is likely to have the effect that plagiarism checking tools do not work optimally;
  - h) has disregarded the instructions of the invigilator or the instructions for the exam (component) such that an unfair advantage might have been obtained;
  - i) has performed actions or omissions which make it impossible in whole or in part to properly evaluate his/her knowledge, understanding and/or skills.
2. The Board of Examiners may impose one of the disciplinary measures set down in paragraph 7 of this article if it establishes that a student has committed fraud, including:
- a) has falsified the information on mandatory attendance, participation or effort obligation; or had someone else falsify that information; or has signed off on attendance, participation or effort obligation when it was not (fully) met;
  - b) has falsified exam results;
  - c) has falsely obtained, or attempted to, access to an exam;
  - d) has misled an examiner relating to exam (components), registration, or grading;
  - e) has facilitated other students to engage in fraud;
  - f) has fabricated and/or falsified survey or interview answers or research data;
3. The Board of Examiners may impose one of the disciplinary measures set down in paragraph 7 of this article if it establishes that a student has committed plagiarism in any exam, part or component, including:
- a) using or copying his/her personal or other people's texts (including code), data, ideas, other materials or thoughts without adequate reference to the source;
  - b) presenting the structure or central body of thought from others without adequate reference to the source and thus passing it off as his/her own;
  - c) not clearly indicating in the text (including code), for example via quotation marks or a certain layout, that verbatim or nearly verbatim quotes have been used;
  - d) paraphrasing the content of his/her own or other people's texts without adequate reference to the source;
  - e) copying video, audio or test material, software and program codes from others without adequate reference to the source and thus passing them off as his/her own;
  - f) copying work from other students and thus passing it off as his/her own;
  - g) submitting a text that has been previously been submitted for an different component/module, or is similar to a text that has been

previously been submitted by oneself or by others, unless explicitly allowed;

- h) submitting work or assignments acquired from or written by a third party (whether or not for payment) and thus passing them off as his/her own.
4. During the exam inspection students are not allowed to have communication devices and/or other electronic devices at their disposal, neither to take the exam and answer key outside the room where the inspection takes place nor to copy these documents in any form. Also, students are not allowed to make any modifications to the exam. When the exam inspection is virtually, it is not allowed to make screenshots or record the inspection. The Board of Examiners may impose one of the disciplinary measures set down in paragraph 7 of this article if it establishes that a student did not adhere to these rules.
  5. In case of fraud / plagiarism in group assignments, all students in the group are in principle responsible for fraud / plagiarism unless it is clear that specific students have committed fraud. In that case only the students in question will be penalized.
  6. In the event that the Board of Examiners suspects that a student has committed fraud in any way, the Board of Examiners shall be entitled to start the following procedure: the (acting) chair of the Board of Examiners opens an inquiry into the established facts, and may call in an expert to do so. After this inquiry has been closed, but within 15 working days after fraud has been reported to the Board of Examiners by the examiner(s), the chair will inform the members of the Board of Examiners, and invite the student and the examiner(s) the opportunity to each state their case. The student may have an adviser accompany him/her. If the Board of Examiners establishes that a student has committed fraud, the Board will declare the relevant exams/assessment and/or attendance registration null and void (label NG) and can impose a measure as set down in paragraph 7. The Board of Examiners will inform the student involved, the examiner and education office regarding this measure and the reason on which this measure is based. This procedure shall take place in accordance with Article 7.12b of the Act.
  7. In the cases referred to in paragraphs 1 to 6 the Board of Examiners can declare the results of the relevant exam or part in question and/or the attendance registration invalid, as well as impose the following disciplinary measures:
    - a) a reprimand;
    - b) exclusion from participation or further participation in one or more exams in the programme for a period of at most one year;
    - c) in serious cases of fraud, the Board of Examiners can propose to the UM's Executive Board that the student(s) concerned be permanently deregistered from the programme.
  8. Repeat offenses of fraud are considered an aggravating circumstance and may result in more severe sanctions. This also includes fraud in components/modules that were taken at other faculties or institutions of higher education. For this reason, UM Boards of Examiners can inform each other if fraud and/or plagiarism has been established in an exam (component) at another faculty.



9. Before the Board of Examiners imposes an appropriate disciplinary measure, or makes a proposal to the Executive Board, the student in question is given the opportunity to be heard.
10. If fraud is established, this is included in the student's dossier and, if applicable for the programme in question, a notice of unprofessional behaviour will be drawn up.
11. If, after investigation, it is ultimately determined that the student concerned did not commit fraud, the names will be removed from the correspondence about the alleged fraud and the correspondence will not be included in the student's dossier.
12. The Board of Examiners does not grant exemptions on the grounds of study results obtained elsewhere while the student was excluded from participating in the programme's exams because fraud was committed.
13. A student who was excluded from participation in exams, or whose exam was declared invalid for a component/module due to fraud, is not eligible for assessment in exceptional cases for those components/modules.

#### Article 27      Irregularity

If, according to the Board of Examiners, one or more exam components or an entire exam have not been taken in the prescribed manner or if an exam component has not been conducted properly, the Board of Examiners can declare the exam or the relevant component(s) invalid, even in cases when the student is not accountable, in order to secure its legal duty as stated in Article 7.12b (1)(a) of the Act.

#### Article 28      Participation

1. Events that are considered practicals as defined in Article 7.13(2)(t) of the Act may require active participation. Students are assessed for this element of the practical (assignments) in terms of pass/fail.
2. For participation in an on-line setting, it is required that students are visible on camera, such that participation can be verified.

#### Article 29      Hardship

1. The Board of Examiners decides whether circumstances are hardship or not. When students make a request for hardship the student must properly motivate this request and provide proof for the circumstances that have occurred. The request must be filed as soon as possible, but no later than two weeks after the event occurred.
  - a. Without proper proof the claim cannot be taken into consideration. To be clear: An email claiming illness is not considered proof, it must be proven by a medical statement / sufficient proof in writing of the illness throughout the entire relevant period.
  - b. If it is possible to avoid a problem from occurring by e.g. requesting to reschedule a meeting, the student is obliged to do so.

2. To be considered hardship, the events and consequences that have occurred are beyond the control of the student and the student had no way of preventing the negative consequences, this is also referred to as force majeure. Examples that might be considered as hardship:
  - a. Acute medical care that made it impossible to participate and there was no alternative available
  - b. Death of a family member in the first degree that made it impossible to participate and there was no alternative available
3. Examples that are not considered hardship:
  - a. Plannable medical care
  - b. Motivation
  - c. Study delay or financial issues
  - d. Exchange
  - e. Consequences of fraud
4. In cases of personal circumstances students are obliged to be proactive and seek help from the study advisor and actively try to mitigate the possible effects.

## Section 4 Closing provisions

### Article 30 Amendments

1. Amendments to these rules and regulations shall be determined by the Board of Examiners by means of a separate decision.
2. Amendments will in principle not be made to the current academic year, unless it may reasonably be assumed that the interests of the students will not be harmed as a result, or when necessary to ensure the quality of the exams.

### Article 31 Entry into force

These rules and regulations shall enter into force as of 30 August 2021 and hold until new Rules and Regulations are published.

Last amendment: 24/9/2021 replaced typo “bachelor” to “master”

# Research project regulations

Research project regulations for the Master's programmes in Artificial Intelligence and Data Science for Decision Making, of the Department of Data Science and Knowledge Engineering of the Faculty of Science and Engineering, at Maastricht University, approved by the Board of Examiners.

## Article 1      **Applicability of the rules and regulations**

These rules and regulations apply to the research projects for the Master's programmes Artificial Intelligence and Data Science for Decision Making, as further defined in the Education and Examination Regulations, hereinafter referred to as EER. These rules and regulations apply only for the research projects and not for group assignments within a course

## Article 2      **Definitions**

- *project examiner(s)*: the person(s) who set the requirements for the different aspects of the research project and award the results within the legal framework.
- *project supervisor(s)*: the person(s) who provide content-based supervision during the research projects
- *project teaching team*: all members of the academic staff who are involved in the research projects. The teaching team includes project examiners, project coordinators, project supervisors and lecturers;
- *research project*: an education component, as defined in Article 7.13(2)(t) of the act, where students work in small groups on complex and challenging assignments in order to develop a variety of skills. The research project spreads out over one semester (or multiple blocks). They are usually group projects, but individual projects may also occur.
- *project group*: a small group of students that jointly work on a research project. Project groups can also consist of a single member.
- *project coordinator*: the person responsible for the daily management of the research project in a certain year or certain semester during a year;
- *project tutor*: the person responsible for the daily management of a project group in a certain semester or certain block during a semester;
- *project meeting*: an education activity, as defined in Article 7.13(2)(t) of the act; a scheduled meeting between the project tutor and the project group, aimed at learning to manage research projects.
- *skills training*: an education activity, as defined in Article 7.13(2)(t) of the act; skills training that is part of the project as referred to as "project skill" in the EER.

## Article 3      **Research projects**

1. The project coordinator is responsible for the daily management of the research project; regularly communicates and consults with the teaching team, in particular the project supervisors and examiners; is responsible for the attendance and participation registration for compulsory project meetings (which are indicated in these regulations); distributes information at the start of the research project; determines project group composition; and ensures that the students are given feedback after each assessment.

2. At the start of the research project these meetings shall be announced in writing by email or posted on the Student Portal. The project supervisors supervise the students using a process-based and a content-based approach.
3. Students whose behaviour is still detrimental after receiving a formal warning from the project coordinator can be expelled from the research project. They are not allowed to take a project resit.

#### Article 4 Attendance and participation

On-campus attendance and participation in the project meetings and, if applicable, project skills trainings, is mandatory. Missing a meeting/training in this article means failure to be present during part of or the complete meeting/training, inadequate participation or inadequately completing the assignments. For project meetings the project tutor or project coordinator decides whether a student missed it or not, and for the skill trainings the lecturer or project coordinator.

One project meeting may be missed each block of the three blocks of a semester, without consequences, as an arrangement to cover force majeure and may only be used as such. If two or more meetings are missed in a block, the student will not have access to the exam of that project phase and that phase will count as zero.

Participation in project skill trainings is taken into account in the final grading. If a student has missed three or more skills trainings, the student will not be able to participate in the final examination of the project, meaning that an NG is given for the project. This NG will also be awarded if after the final examination it turns out that a student that was ineligible still participated.

The arrangements that offer the possibility to miss meetings should not be taken lightly and only be used in a case of clear force majeure.

#### Article 5 Examiners

The Board of Examiners appoints project examiner(s) to assess the research project for each project group. A project examiner may coincide with the project coordinator. The project examiners determine the grade according to a pre-agreed procedure and set extra assignments when needed. At least one of the examiners acts as a project supervisor for the same research project.

#### Article 6 Project grade

1. The research project is graded on three occasions by the examiners. The first grade is issued after the first phase presentation and accounts for 15% of the final grade. The second grade is issued after the second phase presentation and accounts for 15% of the final grade. The third grade is issued after the final assessment at the end of the third block using an item-based form. This grade accounts for 70% of the final grade. These grades are then rescaled in Paragraph 5 to a range 0 to 9.

2. The skill trainings are graded on a scale from 0 to 1.
  - a. If a student has participated fully in all skill classes, where the student also has a passing grade for all assignments, the student will receive the grade of 1 for the skill trainings.
  - b. If a student has participated fully in all but one skill trainings, where fully participating includes that the student has a passing grade for all assignments, the student will receive a grade of 0.5 for the skill classes.
  - c. If the student fully participated in all but two skill trainings, the student will receive a grade of 0.0 for the skill trainings.
  - d. If the student did not participate fully in three or more skill trainings, the student will not be able to participate in the final examination of the project, meaning that an NG is given for the project.
3. As indicated in paragraph 1, for each project there are a number of on-campus assessment moments that may include, but are not limited to: the presentation first phase, the presentation second phase, the final presentation and the product and report examination. Failure to participate in either the presentation first phase or presentation second phase has the consequence that the student concerned cannot be graded for that particular phase and the grade for that phase will count as 0. Failure to participate in the final project presentation or misses in total two or more of the aforementioned assessment moments, there is insufficient bases for assessing the individual contribution of the student, with the consequence that an NG is awarded for the overall project of the student involved.
4. The final assessment includes the final presentation, the written report and the product and will be based on the following aspects:
  - a. the project management and cooperation;
  - b. the academic skills;
  - c. the professional skills;
  - d. the communication;
  - e. participation;
  - f. the grades from earlier project phases.

The requirements for the project product, report and presentation are determined by the project examiners.
5. The project grade is on a scale from 0 to 10, where the grade consists for 90% of the grade from paragraph 1, to which the skill class grade is added.
6. The project grade is a group grade, which applies to all members of the group. The project examiners may deviate (positively or negatively) from the group grade and issue an individual grade for students, if participation and cooperation within a group has not been homogeneous.
7. Examiners can choose to use peer assessment for adjusting individual grades.
8. For students who have not met the project requirements by insufficient attendance or participation in project meetings, skill trainings, project presentations, the product and report assessments and any other mandatory meetings, the modification to the student's grade as indicated in Article 4 and in Article 6.3 will be applied after the individual grading of the student.

## Article 7      Project grade: written motivation

The project assessment will be justified in terms of the following themes: project management and cooperation, academic skills, professional skills and communication, using an item-based form. This form will be communicated to the students.

## Article 8      Resits

The resit is a repair opportunity, and the method shall be determined by the examiners. Repair opportunities can be individual or on a group level, where changes will be permitted to the composition of the original project group. Students who were expelled from the project or that did not receive a grade in the current academic year are not allowed to take the project resit. A repair opportunity will only be offered if the grade is 4.0 or more (hence an NG is ineligible for a resit) to ensure that a student has obtained sufficient practical training. The student(s) will receive the resit assignment from the examiners within 2 working days after failing the project. This additional assignment must be handed in within 15 working days. If completed successfully, the student will receive a 6.0 for the project.

## Article 9      Hardship

The Board of Examiners can excuse students from the participation in examination/assessment moments and other mandatory meetings in individual cases due to personal circumstances and can offer repair opportunities for those. The student must in such cases proof force majeure for all mandatory meeting that the student missed, see also Article 29 of the Rules and Regulations. Deviation from the group grade is possible in such cases. The Board of Examiners can also grant resits for projects in special circumstances.

# Internship regulations

Internship regulations for the Master's programmes in Artificial Intelligence and Data Science for Decision Making, approved by the Board of Examiners.



## Article 1      [Applicability of the rules and regulations](#)

These rules and regulations apply to the Internship for the Master's programmes in Artificial Intelligence and Data Science for Decision Making as further defined in the Education and Examination Regulations, hereinafter referred to as EER.

## Article 2      [Objective](#)

In the second year of the Master's programmes, students may do an internship as part of their orientation towards the professional field of decision making, artificial intelligence and data science research. This internship can take the form of an individual professional internship within a company, or as an individual research internship at DKE, at another department at the UM or at another research university (or in special cases at a research institute). In accordance with UM policy, the internship must take place for at least 75% onsite at the internship organization. The internship has a minimal size of 10 ECTS.

## Article 3      [Approval of internship](#)

A student may present a proposal for an internship to the Board of Examiners for approval after she/he/they has consent from the intended internship examiner. Students can only do a single internship. The internship agreement must be of the UM standard model, or approval of legal affairs must be obtained.

## Article 4      [Internship examiner: appointment](#)

The Board of Examiners will appoint an internship examiner. The internship examiner must be a member of the academic staff of the programme and DKE and must have obtained a PhD degree. In case of an internship outside DKE, the internship examiner is not allowed to be employed at the internship organization. The examiner takes the role of internship adviser.

## Article 5      [Internship plan](#)

Before the student starts the internship, the student has to set up a written internship plan in consultation with the internship examiner and the internship organization. The most recent form provided by the board of examiners is mandatory. The internship plan needs approval of the Board of Examiners before the internship starts. For the period of the internship before approval has been given, no ECTS credits can be awarded.

## Article 6      [Daily supervisor](#)

The daily supervisor at the internship organisation cannot be a student of DKE or a family member. If the daily supervisor is an alumnus of DKE, s/he must have graduated more than two years ago. Supervision cannot be done by a third party.

## Article 7      [Internship examiner: tasks](#)

The tasks of the internship examiner include the following:

- approving the internship plan;
- advising the student during the internship about internship activities and products;
- maintaining contact with the internship organisation;
- composing an ad hoc assessment committee;
- grading the internship based on consensus in the assessment committee;
- completing and signing an assessment form, providing specific feedback on positive and negative points.

## Article 8      [Assessment](#)

Assessment of the internship is done in accordance with the internship plan, by an ad hoc committee, which consists of at least two members of the academic staff of the programme holding a PhD degree, and which includes the internship examiner as well as the daily adviser from the internship organisation. Grading is performed by the examiner on the basis of consensus reached within the ad hoc assessment committee (See Article 19 of the Rules and Regulations). The assessment form is handed in by the examiner to the education office within 5 working days after grading.

## Article 9      [Internship report](#)

The internship report must include a list of the work activities and experience during the internship and an in-depth review of specific problems related to the programme that were dealt with during the internship. The student is responsible for handing in the internship report and products included in the internship plan to the internship examiner within 30 days of the end of the internship. The internship report may only be made public with permission from the internship organisation.

# Thesis regulations

Thesis regulations for the Master's programmes in Artificial Intelligence and Data Science for Decision Making, approved by the Board of Examiners.

## Article 1      [Applicability of the rules and regulations](#)

These rules and regulations apply to the Master's thesis for the master's programmes in Artificial Intelligence and Data Science for Decision Making as further defined in the Education and Examination Regulations, hereinafter referred to as EER. The Board of Examiners can set down further specification in master's thesis regulations.

## Article 2      [Thesis examiner: appointment](#)

The Board of Examiners shall appoint two thesis examiners for every student, in consultation with the student and the proposed thesis examiner(s). One of the thesis examiners takes the role of thesis supervisor. The thesis examiners must be a member of the academic staff of the programme and DKE and must hold a PhD degree.

## Article 3      [Thesis in the form of an internship](#)

The thesis can take the form of an internship, but with clearly defined research questions. Furthermore, if the student previously did an internship as an elective, the thesis must be clearly separated and distinct from the internship.

## Article 4      [Thesis plan](#)

Before the student starts his/her/their thesis, the student has to set up a written thesis plan in consultation with and consent from the thesis examiners. The use of the most recent form provided by the board of examiners is mandatory. The thesis plan needs approval of the Board of Examiners before the thesis work can start. If there is a confidentiality agreement, the Board of Examiners must confirm that this will not interfere with the assessment.

## Article 5      [Thesis examiner: tasks](#)

The thesis examiners are responsible for presenting the thesis plan to the Board of Examiners; establishing that the required academic level is obtained; composing an ad hoc assessment committee as described in Article 7, and completing the assessment form. The examiners are also responsible for conducting a plagiarism check on the final version of the thesis.

## Article 6      [Thesis supervisor: tasks](#)

The thesis supervisor(s) advises the student while she/he/they is working on the thesis about thesis activities and products and establishes that the required academic level is obtained. If the thesis is conducted as an internship at an external organisation, the thesis advisor needs to maintain contact with the daily supervisor at the internship organisation. Supervision cannot be done by a third party.

## Article 7      Thesis assessment

1. Assessment of the master's thesis is done on-campus, during the thesis defence. It must be done by an ad hoc committee, which consists of at least the thesis examiners. If the thesis is conducted as in an external collaboration, the assessment committee also includes the daily supervisor from the internship organisation.
2. The date of the defence is scheduled by the examiners in consultation with the student.
3. Grading is done by the examiners on the basis of consensus reached in the ad hoc assessment committee (See Article 19 of the Rules and Regulations). The assessment form is handed in by the examiners to the education office within 5 working days after grading.

## Article 8      Start of thesis after approval of thesis plan

The student must wait until the Board of Examiners has approved the written thesis plan as referred to in Article 3 before starting the thesis. A thesis plan has to be approved by the thesis examiners before it is offered to the Board of Examiners. The Board of Examiners assesses the plan on the formal requirements and on the basis of the academic level of the research proposal and whether it is in line with the learning goals of the programme (possibly seeking advice from staff members with relevant expertise). Approval of the thesis plan is in principle valid for one year. If the thesis is not finished within this period, the student receives an NG for his/her thesis. An extension of 6 months is possible. To obtain this extension the student must request approval from the Board of Examiners. The request must be supported by the examiner and must state the reason(s) of the delay and a motivation how the student will finish within 6 months. If this extension is not granted, the student must submit a new thesis plan with a new topic and a new supervisor.

If a student has started without prior approval of the Board of Examiners, the thesis research can be nullified and the student will have to start a new thesis on another topic in the semester thereafter.