



Maastricht University

Center for European Studies

# Center for European Studies (CES) Education and Examination Regulations



## Table of contents

Introduction .....	4
Adoption .....	4
Observation.....	4
Definition of terms .....	5
Chapter I Admission .....	13
Article 1.1 Admission Committee.....	13
Article 1.2 Application deadlines.....	13
Chapter II General provisions .....	16
Article 2 Applicability of CES-EER .....	16
Chapter III Aim, content, and structure of CES study abroad education programmes...	17
Article 3.1 Learning goals.....	17
Article 3.2 Form of the study programme .....	17
Article 3.3 Language.....	18
Article 3.4 Communication .....	18
Article 3.5 Course description .....	18
Article 3.6 Course manual .....	19
Article 3.7 Field trips .....	20
Article 3.8 Book lending system .....	20
Article 3.9 Canvas .....	20
Article 3.10 Teaching methodology.....	21
Article 3.11 Introductory programme.....	21
Chapter VI Education and examination.....	22
Article 4.1 Rules of procedure for examinations.....	22
Article 4.2 Assessment.....	22
Article 4.3 Types of assessment .....	22
Article 4.3.1 ISP.....	23
Article 4.4 Written examinations .....	23
Article 4.5 Oral examinations.....	23
Article 4.6 Location of the examination .....	24
Article 4.7 Attendance, participation, and course assignments .....	24
Article 4.8 Invalid examination.....	24
Article 4.9 Resits.....	24
Article 4.10 Extra examination opportunity.....	25

Article 4.11 Special examination arrangements .....	25
Article 4.12 Results .....	25
Article 4.13 Determination of results.....	26
Article 4.14 No Grade (NG).....	26
Article 4.15 Publication .....	26
Article 4.16 Awarding credits .....	26
Article 4.17 Validity .....	26
Article 4.18 Retention period examination results.....	27
Chapter V Comment, right of inspection and objection procedure .....	28
Article 5.1 Comment procedure.....	28
Article 5.2 Right of inspection and objection procedure .....	28
Chapter VI Exemptions .....	29
Article 6.1 Authority and maximum .....	29
Article 6.2 Switching between courses .....	29
Article 6.3 No grades awarded .....	29
Article 6.4 Exemptions and the Grade Point Average (GPA) .....	29
Chapter VII Fraud (including plagiarism) .....	30
Article 7.1 Fraud definition .....	30
Article 7.2 Measures/sanctions in case of fraud .....	30
Chapter VIII Time limit for decisions by the Board of Examiners.....	32
Article 8.1 Decisions within a reasonable period of time .....	32
Chapter IX Teaching staff matters .....	33
Article 9.1 Teaching for CES .....	33
Article 9.2 Hiring new teaching staff .....	33
Article 9.3 Teachers' payment structure .....	33



## **Introduction**

These are the Education and Examination Regulations (EER) of the study abroad education programmes at the Center for European Studies (CES) at Maastricht University (UM) 2025-2026, as required by the article 7.13 of the Dutch Higher Education and Research Act (WHW). All items described in this document to compose CES EER are in accordance with the standards laid down in sections 2 and 3 of article 7.13 of the WHW. These regulations have been approved by the CES Board of Examiners (BE) for the academic year of 2025-2026 upon the advice of the CES Education Office and after the consent of CES Academic Board. The EER from CES is available on the StudentPortal and CES website.

## **Adoption**

These Education and Examination Regulations will take effect on the 1<sup>st</sup> of September of 2025 and stay in force until the end of the academic year of 2025-2026.

## **Observation**

Neutral pronouns are used in this document when referring to individuals as they/their/theirs instead of she/her/hers and he/him/his.

## Definition of terms

For the purpose of the Center for European Studies (CES) study abroad education programmes Education and Examination Regulations, the following terms are defined.

**Academic Meeting:** an introductory lecture dedicated to students arriving from CES partner universities for the study abroad education at Maastricht University. This lecture presents students with a variety of information relevant to their education in terms of rules, guidelines, and practical tips.

**Academic Semester:** 16-18 weeks.

**Academic Year:** a period of 42-44 weeks.

**Admission (at CES):** is normally performed by both CES International Relations Coordinators and CES partner universities where students are currently enrolled.

**Attendance:** can be a (partial) requirement of an educational block. That is, the minimum number of lectures and/or tutorials a student must attend in order to pass a given course. All information about conditions and exceptions are stated in the course manual/canvas of each CES course.

**Board of Examiners:** the board composed of internal teaching staff of CES study programmes, CES Education Development Officer and CES Director.

**Canvas:** an online platform dedicated to learning purposes. Every course at Maastricht University has a Canvas environment where students can find all essential information about the course and establish direct communication with teachers. Besides other features, Canvas can also be used as an online classroom for distance education.

**CES Academic Board:** the peak body formed by 6 teaching staff from Maastricht University (different faculties), CES directors, and CES Education Development Officer responsible for assuring academic quality and integrity in CES education. The board meets twice a year to go over CES progress and future projections.

**CES Programme Coordinator:** a coordinator in charge of a CES study abroad programme, as for example: University Specific Programme for Baylor University, or, Open Enrolment Programme Psychology & Neuroscience in Europe. CES programme coordinators assist students in aligning their interests with the appropriate programme offered by CES and tailoring students' schedule, registering students for their classes and for that maintaining contact with the respective UM department and faculties. Furthermore, CES programme coordinators track students experience providing them with 24/7 assistance during students' education at CES and serve as students' main point of contact throughout their education at CES/UM.

**Core Course:** is a mandatory course for OEP and sometimes for USP students that is determined by the programme students are undertaking or students' educational plan tailored by the advice CES programme coordinators.

**Course/Educational Unit:** an educational unit with well-defined objectives within a field of knowledge that is part of a group of coherent educational units that compose a

study programme, according to the definition stated in Article 7.3 of the WHW. An educational unit is part of a study programme that students must fulfil to receive the corresponding number of ECTS credits as established in the course manual of the educational unit (see Article 7.3 paragraph 2 of the WHW).

**Course Coordinator:** the examiner responsible for developing the content of an educational unit (i.e. course), who may or not be the one teaching the given education unit. The course coordinator is in charge of resolving eventual problems connected with their educational unit, as well as organising and coordinating all tasks related to the education and examination/assessment of the educational unit. When there are additional teachers/tutors for the given education unit, the course coordinator provides them with appropriate guidance.

**Course Manual:** a document outlining the goals, content, course coordinator and teachers/tutors, educational methodology, type of assessment, attendance regulations, ECTS calculation, relevant literature, field trip, resits, and if applicable independent study project of a particular educational unit.

**Disability Office (DO):** the board in charge of disability accommodations affairs at Maastricht University. Students with disabilities of any form who need specific accessibility accommodations should contact the DO at least 6 weeks prior to the beginning of their education at UM.

**(The) Dutch Higher Education and Research Act (WHW):** Wet op Hoger Onderwijs en Wetenschappelijk Onderzoek, Stb. 1992, 593.

**Educational Block/Period:** temporal unit/period of 8 weeks as defined in the academic calendar. At CES one semester is usually composed of two educational blocks.

**ECTS (Credits):** a study credit unit expressed by the European Credit Transfer System (ECTS) credits. One ECTS is equivalent to 28 hours of workload as referred to in Article 7.4 of the WHW.

**Exam:** the overall assessment or the final exam of a course/educational unit to fulfil Bachelor's/Master's requirements as determined by Article 7.3 paragraph 3, and Article 7.10 paragraph 2 in the WHW.

**Examination:** an assessment resulting in a verdict/advice related to a component or components of an exam/assessment of an educational unit as referred to in Article 7.3 paragraph 3 and Article 7.10 paragraph 2 of the WHW.

**Examiner:** the person in charge of administering an examination process and achieving a verdict of such examinations as determined by the Board of Examiners.

**Final Exam:** the last assessment within an educational unit that partially composes the final grade of a student as determined by the course manual of the given educational unit.

**Grade Point Average (GPA):** the weighted and not rounded average score of all final numerical grades of the educational units registered within CES study abroad

programmes, listed on the students' transcripts. The weighting is based on the credits of the education units relevant to students' education at CES.

**Independent Study Project (ISP):** is a project which students are invited to take when they need extra credits to fulfil their home university requirements. At CES the independent study project can grant students with up to 3 ECTS depending on the assignment.

**Maastricht Summer School (MSS):** this programme offers international students from any university as well as Maastricht University students a broad selection of courses in a variety of themes that are not necessarily European oriented.

**Mid-term exam:** is a course assessment that happens in the middle of the educational block and usually constitutes a considerable percentage of students' final grade.

**NVAO:** abbreviation for the accreditation quality assurance agency organisation for higher education of the Netherlands and Flanders.

**Open Enrolment Programme (OEP):** a form of higher education programme offered by CES which allows bachelor's students from partner universities to select courses to compose their educational semester considering they meet the criteria specified in this EER. Students who opt for OEP choose one of the programmes listed below that consist of one CES core course in addition to CES courses as well as UM courses. CES open enrolment programmes are:

*BEiE: Business & Economics in Europe*

*HSSE: Humanities & Social Sciences in Europe*

*PLIRE: Politics, Law & International Relations in Europe*

*PHME: Public Health & Medicine in Europe*

*PNE: Psychology & Neuroscience in Europe*

**Participation:** students' active contribution to the parts (tutorials, lectures, field trips, etc.) of an educational unit. Participation may be a partial requirement within an educational unit as well as a condition to pass the educational unit if and as stated in the respective course manual.

**Pre-Academic Training (PAT):** is a comprehensive training programme focused on aiding students who are about to start their studies at Maastricht university in the transition from any educational background they may have to their new educational programme.

**Problem Based Learning (PBL):** a student-centred pedagogical method in which students learn a given subject by the experience of solving an open-ended problem connected to context of a certain education unit. Within PBL there are no defined solutions for the posed problems, and hence PBL allows for the development of desirable long-lasting learning skills such as knowledge acquisition, enhanced group collaboration and leadership and communication. In a PBL tutorial, under the supervision of a tutor,





students work together in small tutorial groups of 10 to 15 individuals engaging in hands-on training to tackle real life problems. PBL provides students with an active role in their own learning process, offering students resources to develop optimal retention of knowledge, motivation, as well as stimulating students to learn essential skills for their professional career.

**Programme:** within CES, a programme consists of an educational curriculum formed by a certain number of educational blocks.

**Resit:** the second opportunity for an examination of an educational unit after failing.

**Transcript (certificate):** the official document issued by CES bearing students' grades and ECTS achieved during their study abroad period at CES.

**Semester:** a temporal unit within the academic year, normally starting both on the first Monday of September and ending on the last Friday of January and starting on the first Monday of February and ending on the last Friday of August.

**Student:** a person who is correctly registered at a university for education.

**Summer Programme in European Studies (SES):** this programme offers a variety of courses with a European focus for students coming from CES partner universities and consists of two blocks over summertime.

**StudentPortal:** is a digital platform designed to work on a variety of devices (i.e. mobiles, tablets, laptops), dedicated to students' personal administration of their education affairs at Maastricht University. Within the StudentPortal, students can find relevant information about courses they undertake including announcements and course calendar. To access the StudentPortal, students are provided with log-in detail upon their enrolment at Maastricht University.

**Study Material:** literature (scientific and non-scientific), hardware, software and other sources of information that students need for educational purposes within a particular educational unit.

**University Specific Programme (USP):** USP's are programmes tailor-made accordingly to a given partner university request. Only students from the specific universities for whom the programmes are created can be enrolled in these programmes.

## **Other Relevant Terms for CES Education**

### ***Maastricht University Faculties***

**CES:** Center for European Studies

**DKE:** Department of Data Science and Knowledge Engineering

**FASoS:** Faculty of Arts and Social Sciences

**FHML:** Faculty of Health, Medicine and Life Sciences





**FoL:** Faculty of Law

**FPN:** Faculty of Psychology and Neuroscience

**LC:** Language Centre

**MSP:** Maastricht Science Programme

**SBE:** School of Business and Economics

**UCM:** University College Maastricht

***CES Partner Universities***

*Academic Studies Abroad (ASA)<sup>1</sup>*

*Amherst College*

*Bates College*

*Baylor University*

*Beloit College*

*Bowdoin College*

*Brandeis University*

*Case Western Reserve University (CWRU)*

*Carnegie Mellon University (CMU)*

*Christopher Newport University (CNU)*

*CISaustralia<sup>1</sup>*

*Clark University*

*Colorado College (CC)*

*Duke University*

*Framingham State University*

*Grand Valley State University*

*Guilford College*

*Illinois State University*

*Indiana University (IU)*

---

<sup>1</sup> A third-party provider who connects students with relevant universities.



*Juniata College*

*Kansas University (KU)*

*Lebanon Valley College (LVC)*

*Meiji Gakuin University (MGU)*

*Miami University*

*Mount Holyoke College*

*Oberlin College*

*Ohio Wesleyan University*

*Paris School of Business (PSB)*

*Santa Clara University*

*Shanghai International Studies University*

*Smith College*

*St. Lawrence University*

*Susquehanna University*

*Texas Christian University*

*The Pennsylvania State University (PSU)*

*Trinity College*

*Tufts College*

*University of California (UC)*

*University of Colorado at Boulder (CU)*

*University of Connecticut (UConn)*

*University of Denver (DU)*

*University of North Carolina at Chapel Hill (UNC)*

*University of San Francisco (USF)*

*University of Southern California (USC)*

*University of Texas at Dallas (UT Dallas)*

*University Studies Abroad Consortium (USAC) <sup>1</sup>*

*Washington and Lee University (WLU)*



**Maastricht University**

Center for European Studies

*Washington University in Saint Louis (WUSTL)*

*Xavier University (XU)*

# Part 1: Admission

## Chapter I Admission

### Article 1.1 Admission Committee

1. All students who apply for CES courses must meet specific criteria specified by the programme they wish to enrol in and the courses requirements.
2. The admission of students is decided by a committee that varies according to which CES programme a student is applying for and which partner university the student is enrolled at. The overall structure of CES admission committees is formed by at least one CES Programme Coordinator and at least one academic or education abroad adviser from the partner university.
3. Applicants for CES abroad education programmes are assessed by the applicable admission committee.

### Article 1.2 Application deadlines

The application deadlines for CES programmes may vary in conformity with Maastricht University's academic calendar but also non-relevant periods for UM calendars and are announced on the CES website. Specifically, for OEP, the deadlines are fixed to the 1<sup>st</sup> of April for the fall semester, and the 1<sup>st</sup> of October for the spring semester.

### Article 1.3 Eligibility

1. The (specific) prerequisites for enrolment in CES study abroad education programmes at Maastricht University are available on the CES website.
2. In order to be eligible for admission a prospective student has to:
  - a. be enrolled in a bachelor's programme at a recognised university;
  - b. Have a GPA equal or higher than 3.0 (exceptions may be applied provided appropriate justification and recommendation letters);
  - c. submit the completed application form available on the CES website;
  - d. submit a copy of a valid passport;
  - e. submit a passport photograph;
  - f. meet the prerequisites regarding the payment details and tuition fee accordingly to the specific CES programme the student is applying for. The payment of the tuition fee may be done directly with CES or with a CES partner university/institution according to the programme.
3. A prospective student also needs to meet the published prerequisites concerning:
  - a. previous education;
  - b. when not from an English speaking country, English language proficiency;
  - c. (potential) requested additional information.
4. Applicants must meet all admission requirements before they start their education abroad at CES.
5. English Language Requirement
  - a. International students applying from universities where education is not in English, and who are not native speakers of the English language must present an adequate command of English, with a minimum level equivalent to a 6.0 IELTS (International English Language Testing System) score.

- b. Applicants may also meet the English proficiency criteria if they are in possession of one of the following diplomas or certificates:
  - a secondary education diploma issued in an EU/EEA country where the applicant has followed English up to and including the last year;
  - a diploma issued in a non-EU/EEA country that is at least equivalent to the VWO diploma and in which English is the official language of instruction and teaching;
  - a diploma from a completed English-language Bachelor's or Master's degree programme;
  - an International or European Baccalaureate, as US high school or UK GCE levels.
- c. If the applicant has not completed an English-taught secondary school, Bachelor's or Master's degree prior, it is possible for the applicant to be eligible if the applicant demonstrates sufficient English language proficiency, via for example English-taught courses, or an internship, or work experience in English-speaking environment. Furthermore, the applicant may demonstrate in other ways that they comply with the language requirement, through the following language tests:
  - a. IELTS minimum score 6.5;
  - b. TOEFL Paper-based test 575 points;
  - c. TOEFL Internet test 90 points;
  - d. TOEFL Computer-based test 213 points;
  - e. TOEIC listening and reading: 720; speaking and writing: 310;
  - f. Cambridge, First Certificate in English (FCE) Grade B, First Certificate in English (FCE) Grade C or equivalent certification.
6. The proof of proficiency must be provided to the CES admission team (Programme Coordinators) in the process of registration.



## **Part 2: General Information**



## Chapter II General provisions

### Article 2 Applicability of CES-EER

1. These CES-EER regulations apply to the education, examinations, and exams of the following CES programmes at Maastricht University:
  - Baylor Semester
  - Baylor Summer
  - Business & Economics in Europe
  - Christopher Newport University
  - EU Politics, Policy & International Relations
  - Forensic Psychology
  - Humanities & Social Sciences in Europe
  - Indiana University
  - International Environmental Law
  - International Relations and Politics in the EU
  - Leadership & Management in a Global World
  - Lebanon Valley College
  - Maastricht Summer School
  - Meiji Gakuin College
  - Miami University
  - Muhlenberg College
  - Politics, Law, & International Relations in Europe
  - Positive Psychology
  - Psychology & Neuroscience in Europe
  - Public Health & Medicine in Europe
  - Summer Programme in European Studies
  - Washington & Lee University
  - Xavier University
2. These CES-EER (general) regulations also apply to students from other programmes, faculties, or institutions of higher education, insofar as they follow components of the CES study abroad programmes to which these EER apply, unless explicitly excluded in this CES-EER.
3. For the component of the study programme that students follow at another degree programme (at different UM faculties), for example a course offered by another UM faculty, the EER of such faculty would apply to the component (course) in question.
4. The regulations were adopted by the CES after advice from the Academic Board and after consent from or in consultation with the Faculty Council (Article 9.38 of the Higher Education and Scientific Research Act (WHW)).
5. These regulations are in compliance and in conformity with, but without prejudice to, the Dutch Higher Education and Scientific Research Act (WHW).

## Chapter III Aim, content, and structure of CES study abroad education programmes

### Article 3.1 Learning goals

The content of the programmes has an international and European orientation and focus. The learning goals of CES study abroad programmes are:

- Knowledge and insight (our students are capable to understand and use academic knowledge in a self-directed manner);
- Academic attitude (our students perform their activities with integrity following ethical principles);
- Global citizenship (our students are aware of their responsibility in a global, ethical and social context);
- Interpersonal competences (our students are capable to demonstrate excellent interpersonal skills in a collective – international – context)

These four learning goals are characteristic for all CES study abroad programmes and are translated into our programmes' specific learning objectives. The specific objectives can be found on the CES website and the StudentPortal.

### Article 3.2 Form of the study programme

CES offers a variety of different educational study abroad programmes.

- Open Enrolment Programme – The Open Enrolment Programmes (OEP) offer students of CES partner universities a chance to study different topics at UM and normally lasts for two educational blocks (16-18 weeks). Students who opt for this programme are advised to take 4 courses consisting of UM courses and CES (core) courses to achieve their home university's requirements for credits which is normally between 24-32 ECTS (1 ECTS consists of 28 hours of workload accordingly to the Article 7.4 of the WHW).
- University Specific Programme – The University Specific Programme (USP) can vary according to specific needs of CES partner universities.
- Summer Programme in European Studies – The Summer Programme in European Study (SES) is an intensive summer programme targeted at students enrolled at CES partner universities. This programme last for six weeks and students are advised to take 2 CES courses in total; one per educational block. In this programme, students will obtain a maximum of 12 ECTS (1 ECTS consists of 28 hours of workload accordingly to the Article 7.4 of the WHW).
- Maastricht Summer School – Maastricht Summer School (MSS) is a programme open to a broader audience of students around the world, including local students. Students apply independently to courses offered in this programme and are free to take as many courses as suit them. Courses offered at MSS vary in price, length, and accreditation (ECTS).

### **Article 3.3 Language**

1. For all programmes offered by CES, the language of instruction, teaching and examinations is English, with no exceptions.
2. The choice of language of instruction of the programmes is in line with the UM Code of Conduct on language in accordance with the Dutch Higher Education and Research Act (WHW) Article 7.2.

### **Article 3.4 Communication**

1. CES (may) use(s) (digital) communication channels such as MyUM, the UM webmail account, the StudentPortal, and Canvas to inform students of or to communicate about CES educational programmes and courses, including to announce information about assessment and exams, decisions and other topics related to UM and CES.
2. Students must regularly check their (digital) communication channels, mentioned under 1 of Article 3.4 of this CES-EER, throughout the entire academic year. It is students' own responsibility to inform themselves by checking these channels. Information disseminated via the (digital) communication channels is assumed to be known.

### **Article 3.5 Course description**

1. All CES courses must have a description by which the course is offered via DreamApply or listed on CES website. CES course descriptions should have the following structure:
  - a. Course title
  - b. Date last modified
  - c. Course code
  - d. ECTS
  - e. Organisational unit (i.e. CES)
  - f. Coordinator
  - g. Description (maximum of 200 words)
  - h. Goals
  - i. Instruction language (i.e. English)
  - j. Prerequisites
  - k. Recommended literature
  - l. Teaching methods
  - m. Assessment methods
  - n. Keywords
2. All CES course descriptions must be approved by CES Education Development Officer before publication on CES website.
3. Course coordinators are responsible for tailoring their course's course description and submitting it to the CES Education Development Officer for approval.

**Article 3.6 Course manual**

1. All CES courses must have a course manual containing all relevant and legal information about the course. CES course manuals should have the following structure:
  - a. On the cover, there must be the course title and code; the title of course manual; an optional relevant picture, academic year, semester in which the course is taking place, specific educational block dates in which the course will take place; the denomination of Center for European Studies, Maastricht University; followed by location Maastricht, Netherlands.
  - b. Chapter 1 – Introduction
    - i. Introduction paragraph
    - ii. Opening
    - iii. Welcoming message
    - iv. Course structure
    - v. Prerequisites
    - vi. Class hour and credits
  - c. Chapter 2 – Objective
    - i. Learning objectives
    - ii. Skills developed
  - d. Chapter 3 – Course coordinator and tutor(s) information
    - i. Bio of each course teaching staff
    - ii. Contact information of each course teaching staff including office hours, and, if applicable location
  - e. Chapter 4 – Assessment
    - i. Introductory paragraph stating this CES-EER and the Student Handbook of the relevant year for the establishment of the examination rules.
    - ii. Course specific assessment overview sheet (table).
    - iii. Information about 'No Grade' (NG).
    - iv. General CES paper guidelines including formatting
    - v. Submission rules
    - vi. Literature references and fraud/plagiarism alert
    - vii. How to use and refer to the literature
    - viii. Sanctions
    - ix. Resit
    - x. Evaluation form
  - f. Chapter 5 – Independent Study Project (ISP)
    - i. ISP specifications
    - ii. Final grade
  - g. Chapter 6 – Attendance rules
    - i. Course specific rules
    - ii. Electronic devices
    - iii. Field trip
  - h. Chapter 7 – Literature
    - i. Literature per meeting
    - ii. Online learning environment
  - i. Chapter 8 – Overview of classes and tasks

- i. Table with 'course week', 'date', and 'activities'
- j. Chapter 9 – Classes and content
  - i. Includes overview of topics discussed in each class and relevant literature overview per class
  - ii. Includes all relevant details for the field trip
- k. References
  - i. Includes the complete reference list used to compose the course manual

### **Article 3.7 Field trips**

At UM, education is engaged with real world problems and current pressing matters. Hence, all CES courses reflect the need to connect the topics learned in the classroom to a relevant field trip. The field trips are an inherent component of CES education. All CES courses must include a field trip which gives students the opportunity to apply the knowledge gathered in the course to a concrete context in the world. Course coordinators must choose a field trip which is directly connected to the content of the given course. All field trips must be approved by the CES Education Development Officer. In principle, all CES field trips must bring students out of the classroom. Exceptions may be applied in pertinent contexts, e.g. online education due to global health issues (i.e. pandemics). Furthermore, exceptions may also be applied when a field trip (i.e. out of the classroom) experience does not fit with the course content; in these cases the course coordinator must offer an alternative activity to replace the field trip, which must be approved by the CES Education Development Officer.

### **Article 3.8 Book lending system**

As CES often offers, or may come to offer, courses in subjects that are not always a common field of knowledge within UM, CES often acquires books that are relevant for CES courses. CES students are allowed to borrow books from CES' Dr. Karl Syndram Library. Students must pay a one-time deposit of 50 euros (or equivalent amount in students' home country currency) for all books they need to borrow per educational block. At the end of every educational block, students must return the borrowed books to CES' Dr. Karl Syndram Library. There is no limit of minimum or maximum number of books students may borrow at a time. Students may borrow books from different topics from the courses students are taking, as long as such books are available. Upon the return of the borrowed books and provided that the books are returned in excellent condition, students will receive their deposit back.

### **Article 3.9 Canvas**

All CES courses must have a Canvas learning environment. Every Canvas course environment is generated by CES education office before every educational block. The content within the Canvas environment of every course is the responsibility of the respective course coordinator. The CES Education Development Officer communicates to every course coordinator the deadline for them to add all relevant content and set up their Canvas environment. The CES Education Development Officers ensure that all Canvas requirements are met before the start of classes in each educational block.

1. All Canvas environments must include:
  - 1.1. An image that represents the course to be added to the course settings and hence appear in students' dashboard.
  - 1.2. Home – In the home page, there must be an introductory paragraph about the course;
  - 1.3. Announcements – Course coordinators should communicate important matters to students via announcements. The CES Education Office may also use the announcements tab to communicate with students when relevant and/or necessary;
  - 1.4. Syllabus – Complete course manual with all information added to Article 3.6 of this CES-EER;
  - 1.5. Assignments – All relevant assignments must be added into the assignments tab, including presentations and ISPs; there must be comprehensive clear instructions for each assignment, including deadlines;
  - 1.6. Zoom – Course coordinators must set up zoom meetings via the Zoom tab for the possibility of hybrid classes and fully online classes;
  - 1.7. Files – Course coordinators may add up to 1GB of relevant files to the course in the tab files;
  - 1.8. Attendance – Course coordinators must consistently upload students' attendance into the attendance tab where the attendance will be stored for the necessary legal period;
  - 1.9. Grades – Course coordinators must post students grades for each relevant assignment/examination into the grades tab. The grades will be stored in Canvas for the necessarily legal period.

**Article 3.10 Teaching methodology**

UM is a European pioneer in Problem Based Learning (PBL) since its foundation in 1976. Hence, PBL (a student-centred methodology) is the official methodology used in UM's education. All courses offered at CES must adhere to PBL as a teaching methodology. If a course coordinator wishes not to use PBL, they must send an official request justifying why PBL cannot be used for the topic of the course to the CES Board of Examiners. Even when exceptions are granted and hence PBL does not have to be the course methodology, the CES Board of Examiners must assure that there are student-centred components in the proposed methodology, or components that provide student interaction.

**Article 3.11 Introductory programme**

CES students must attend the mandatory meetings that are part of their CES programme introduction. Such meetings may change and be updated accordingly to different contexts and are communicated to students by their CES Programme Coordinator.

## Chapter VI Education and examination

### Article 4.1 Rules of procedure for examinations

1. In the rules of procedure for examinations, which can be found on the StudentPortal, Canvas, and this CES-EER; the Board of Examiners lays down the rules and guidelines regarding proper conduct for examination as well as procedural aspects of examination, including non-compliance with these rules.
2. If students are suspected to have violated the rules of procedure for examinations in and examination or part(s) thereof, the Board of Examiners will investigate the case and decide whether fraud is established and if so, which sanction will be imposed in line with Chapter VII of this CES-EER.

### Article 4.2 Assessment

1. Concerning CES courses, examinations will be conducted, assessed, and graded by the respective course coordinator or else course tutor. Concerning UM courses, examinations will be conducted, assessed and graded accordingly to the specific rules established by the respective faculty.
2. Examinations may be conducted in writing or oral format, which can include presentations and discussion facilitation, as announced or outlined in the course manual of each course; without prejudice to the Board of Examiners' competence to determine otherwise in exception cases.

### Article 4.3 Types of assessment

1. **Attendance** may be a component of students' assessment as pre-established in the course manual of a given CES course. If a student does not meet the required attendance component stated in the course manual of the relevant course, they automatically fail the course. It is not possible to compensate or resit for attendance.
2. **In class participation** may be a component of students' assessment as pre-established in the course manual of a given CES course. Students must have clear guidelines to the specific criteria teachers are looking for to accomplish this assessment.
3. **Continuous short assignments** such as portfolios and short presentations may be a component of students' assessment as pre-established in the course manual of a given CES course. The instructions for such assignments will be displayed on Canvas and clarified in class by the course coordinator or tutor of the given course.
4. A **mid-term paper or exam** normally composes a large percentage of students' final grade and is a requirement for all CES courses. The specific rules and conditions for the mid-term paper or exam will be displayed on the course manual and Canvas of a given course.
5. A **final paper or exam** composes a large percentage of students' final grade and is a requirement for all CES courses. The specific rules and conditions for the final paper or exam will be displayed on the course manual and Canvas of a given course.



6. An **independent Study Project (ISP)** may be part of students' assessment if students wish to apply for extra ECTS credits as established in Article 4.3.1 of this CES-EER.

#### **Article 4.3.1 ISP**

1. The Independent Study Project (ISP) is a non-compulsory assessment component of a CES course which can add up to 3 ECTS to students' total of credits accumulated during their education at CES. All CES courses offered to OEP students must give students the option of adding an ISP to complement the required credits by students' home university.
2. An ISP should consist of an academic paper with a maximum of 2500 words, and an extensive list of references. Each course coordinator is responsible for devising a sound rubric which will allow them to attest if students have fulfilled the hours of workload equivalent to the 3 ECTS that the ISP is worth. Hence, the final product of a student's ISP should demonstrate that the given student has devoted at least eighty-four (84) hours of workload in the completion of the ISP assignment, as established by the Article 7.4 of the WHW).
3. If a course coordinator wishes to propose a different ISP format rather than a 2500-word academic paper, they should submit a proposal to CES Education Development Officer. If the proposed ISP format is approved by CES Education Development Officer, the course coordinator may use the relevant ISP format. It is the responsibility of the course coordinator to update the new ISP format to the course manual and Canvas.
4. The deadline for students to submit their ISP is thirty (30) working days (6 weeks) past the end of the course.
5. The deadline for course coordinators and/or tutors to post students' ISP grades is fifteen (15) working days (3 weeks) after student's submission deadline.

#### **Article 4.4 Written examinations**

For every written examination, an assessment norm is determined and stated on the examination paper. Written examinations also include taking these examinations digitally (e.g. computers, tablets, etc.). The Board of Examiners may draw up guidelines for formulating written assignments, which will be published on the StudentPortal or Canvas.

#### **Article 4.5 Oral examinations**

When applicable to the course, the course coordinator may choose to apply an oral examination instead of a written examination. In this case, the oral examination is given by the course coordinator or course tutor in the presence of an assessor (second examiner) and taken by one student at a time, unless previously established by the course coordinator in consultancy with the Board of Examiners.

**Article 4.6 Location of the examination**

1. In order to safeguard the quality of the examinations, written examination can only be held at any of the CES locations published on StudentPortal and Student Handbook, or a location approved by the Board of Examiners. No written examination will be offered at a location that is not defined as a CES location. If applicable, students may request to the Board of Examiners authorisation to carry out their examinations from a non CES location.
2. An oral examination will be assessed and graded by the course coordinator or course tutor and a second assessor pointed by the Board of Examiners. The course coordinator or course tutor must provide the student with a written statement of this assessment stating the grade.

**Article 4.7 Attendance, participation, and course assignments**

Attendance and participation in educational activities may be part of an examination when announced along with its assessment norms in the course manual. Normally, CES courses have either a 100% attendance requirement (for courses with 28 hours of contact), or a 87,5% attendance requirement (for courses with 32 hours of contact). A course assignment may be part of the examination, provided the corresponding assessment norms are included in the course manual.

**Article 4.8 Invalid examination**

If (components of) an examination involve(s) irregularities that make it impossible to accurately assess the student's knowledge, insight and skills, the Board of Examiners may accurately declare (component(s) of) an examination invalid. Once (component(s) of) an examination has/have been declared invalid, the Board of Examiners must inform the student(s) of the consequences and, if applicable, another opportunity to take (components of the) a new examination.

**Article 4.9 Resits**

1. A resit of an examination entails the second opportunity within an academic year for students to take an examination facilitated for all educational units or components thereof, unless explicitly excluded in the course manual.
2. The exclusion of a resit opportunity for (a) component(s) of (the examination of) an educational unit is only permitted if the aforementioned component(s), because of its/their nature can only be assessed within the relevant course period (e.g. participation, software labs, presentation).
3. The course manual may stipulate (additional) rules with regard to the resit and for components of the educational unit, which are also considered to be resits. Consequently, the form of the resit of an educational unit or of the components may differ from the form used for the first sit examination(s).
4. The highest overall final grade obtained will be considered the final grade for the educational unit.
5. It is not allowed to take a resit for an educational unit that is already awarded with a pass or a grade of five and half (5.5) or higher and the student obtained the ECTS credits for the educational unit.

#### Article 4.10 Extra examination opportunity

Upon request, the Board of Examiners may grant students an extra examination opportunity for the last examination of a compulsory course or core course that need to be fulfilled in order to meet all requirements of the course, receive the ECTS credits for the course and to be able to fulfil a programme. All other partial requirements of the course must have already been passed. The applicable rules, conditions and guidelines on the extra examination opportunity will be determined by the course coordinator and the Board of Examiners.

#### Article 4.11 Special examination arrangements

The Board of Examiners may decide to grant students special examination arrangements suited to the individual situation. Students with chronic diseases and/or any form of disability such as dyslexia, who would like to request appropriate arrangements during their study programme and/or examinations, should contact the Disability Support Office. More information on the conditions and procedure with regard to special arrangements can be found on the UM website. Once the Disability Office has reached a decision they will inform the CES Education Development Officer who sees that the relevant arrangements are placed.

#### Article 4.12 Results

All examinations within CES courses are assessed by means of a grade on a scale from 0.0 to 10.0 or qualified as a pass/fail in accordance with this Article. Grades are given on a scale from 0.0 to 10.0 or qualified as a pass/fail in accordance with this Article. Grades are given on a scale from 0.0 to 10.0 in whole grades, half grades, pass/fail, or a No Grade (NG). A grade as from a 5.5 is considered sufficient. The grading scale from 0.0 to 10.0, as applied by the CES, is to be interpreted as indicated below.

##### Conversion Scale

Dutch grade	Letter grade	Grade point	Description
8.6 – 10	A+	4.0	Excellent
8.0 – 8.5	A	4.0	
7.7 – 7.9	A-	3.7	Good
7.4 – 7.6	B+	3.3	
7.0 – 7.3	B	3.0	
6.7 – 6.9	B-	2.7	Pass
6.4 – 6.6	C+	2.3	
6.0 – 6.3	C	2.0	
5.5 – 5.9	C-	1.7	
5.4	D+	1.3	Fail – no credits
5.0 – 5.3	D	1.0	
0.0 – 4.9	F	0.0	
NG	F	0.0	

**Article 4.13 Determination of results**

The Board of Examiners determines the results of each examination. Prior to determining the examination results, the Board of Examiners can commence an investigation with relation to one or more items or aspects of the study programme, if and to the extent that the concerning examinations and/or results give rise to such investigations.

**Article 4.14 No Grade (NG)**

In case of inability to determine a result, for instance if a student has registered for the examination but has not actually taken the examination or part thereof as well as all assessment components of a course and did not deregister during the registration period, an examination and other assessment components will be graded with a No Grade (NG).

**Article 4.15 Publication**

1. Official final examination results will be published within fifteen (15) working days after the examination date on the StudentPortal, unless decided otherwise by the UM Executive Board or CES Academic Board and will be announced on the UM website and/or the StudentPortal and Canvas.
2. On behalf of the CES Academic Board, the Education Development Office records examination results. This list is published on the StudentPortal. Students registered at CES have electronic access to their own records via the StudentPortal and Canvas. Students can request a transcript of their records directly from their CES Programme Coordinator.

**Article 4.16 Awarding credits**

1. The number of ECTS credits representing the full study load of a course, or any other educational unit CES might come to provide, will only be awarded in full. It is not possible to award part of the ECTS credits.
2. ECTS credits are only awarded by decision of the Board of Examiners upon the student's fulfilment of all requirements of a course, or any other educational unit, and by obtaining at least a final grade of 5.5, before rounding, or a pass on the pass/fail scale. See also Article 4.10 Results.

**Article 4.17 Validity**

1. In principle, the positive final (overall) results for passed educational units and exemptions, registered in the StudentPortal, are valid for an unlimited period, unless the student's knowledge, insight or the skill that were examined are demonstrably outdated. With regard to the latter, the CES Academic Board may decide whether results are demonstrably outdated and can limit the validity of results and may require (an) additional(s) or alternative examination(s).
2. The Board of Examiners may extend or shorten the period of validity when judged applicable.



**Article 4.18 Retention period examination results**

The examinations, results and the assessed work of written examinations have to be filed for at least two (2) years after the result of the examination is determined.

## **Chapter V Comment, right of inspection and objection procedure**

### **Article 5.1 Comment procedure**

(General) Comments regarding written examinations with open and/or closed questions (multiple choice) or parts thereof must be submitted to the course coordinator according to the rules as published in the Student Handbook and the StudentPortal.

### **Article 5.2 Right of inspection and objection procedure**

1. The right of inspection comprises that, within ten (10) working days after the official publication date of the grade in the StudentPortal and Canvas, students will be given the opportunity to inspect:
  - their assessed written examination or written part of an examination;
  - the questions and assignments posed and given within the framework thereof; and
  - the norms applicable to the assessment thereof.
2. The course coordinator will provide the opportunity and information regarding to the inspection date, time and location on Canvas in a timely manner.
3. Objections regarding the individual examination have to be submitted in writing during the inspection, according to the instructions communicated by the course coordinator.
4. The course coordinator must react to each submitted objection within a reasonable period of no longer than 48 hours.
5. Within the given period, as stated in Article 5.2 Paragraph 1 of this CES-EER, a student will be given a second opportunity to exercise the right of inspection, provided that the student can demonstrate the inability to exercise this right in the first instance due to circumstances beyond the student's control. The student must have reported the inability with due rapidity to the course coordinator and the CES Education Development Officer, however in any case within five (5) days after the course coordinator provided the inspection information.

## Chapter VI Exemptions

### Article 6.1 Authority and maximum

1. The Board of Examiners is authorised to grant students exemptions from examinations, provided that the students can demonstrate the successful completion of an examination for a university or higher professional education study programme which was similar in terms of content and level.
2. A maximum of 30% of the ECTS credits of exemptions for a given CES study abroad programme can be granted within CES programmes.

### Article 6.2 Switching between courses

After the determined deadline, it is not an option to switch CES courses unless there is a valid academic reason assessed and approved by CES the Board of Examiners.

### Article 6.3 No grades awarded

No grades will be awarded for the examination from which the students have been granted exemption. Consequently, no grades will be published on the StudentPortal and Canvas and listed on the student's (final) transcript for educational units the student has been granted exemptions from the Board of Examiners.

### Article 6.4 Exemptions and the Grade Point Average (GPA)

Exemptions do not constitute a part of a student's GPA.



## Chapter VII Fraud (including plagiarism)

### Article 7.1 Fraud definition

1. Fraud, including 'plagiarism', means actions or omission by a student which make it impossible in whole or in part to properly evaluate their knowledge, understanding and skills or creating the opportunity for others to commit fraud or plagiarism. A detailed description can also be found in the UM Rules and Regulations.
2. Plagiarism means the presentation of ideas or words from one's own or someone else's sources without proper acknowledgement of the sources. A detailed description can also be found in the UM Rules and Regulations.

### Article 7.2 Measures/sanctions in case of fraud

1. If the CES Board of Examiners determines that a student has engaged in fraud with respect to an examination or examination component, the board of examiners may take appropriate measures/impose sanctions.
2. The CES Board of Examiners may only (decide to) impose measures/sanctions if fraud indeed could be established and after having given the student the opportunity to put forward their view on the matter during a hearing.
3. The CES Board of Examiners may impose a sanction if it establishes that a student has committed fraud in any examination or part(s) thereof.
4. Fraud includes but is not limited to a student:
  - having any unauthorised aids, text or notes, or unauthorised electronic aids and/or communication devices at their disposal;
  - having communicated or tried to communicate with fellow students, either verbally or through gesture, without permission from an exam supervisor, examiner or a member of the Board of Examiners;
  - having copied or tried to copy fellow students' answers, or having given another student the opportunity to copy their own answers;
  - having posed as someone else or have themselves represented by someone else at the examination;
  - having deliberately misled or tried to mislead an exam supervisor/invigilator, an examiner, a corrector or the Board of Examiners with respect to the exam(ination) or having provided an opportunity for them to be misled.
5. The Board of Examiners may impose a sanction if it is established that a student has committed plagiarism in any examination or part(s) thereof.
6. Plagiarism includes but is not limited to a student:
  - using or copying their personal or other people's texts, data, ideas, or thoughts without adequate reference to the source;
  - presenting the structure or central body of thought from others without adequate reference to the source and thus passing it off as their own;

- not clearly indicating literal or almost literal quotations in the text, for example via quotation marks or an appropriate layout;
  - paraphrasing the content of their own or other people's texts without adequate reference to the source;
  - copying video, audio, or test material, software and programme codes from others without adequate reference to the source and thus passing them off as their own;
  - copying work from fellow students and thus passing it off as their own;
  - submitting work or assignments acquired from or written by a third party (whether or not for payment) and thus passing them off as their own.
7. If fraud has been established and, if applicable, a sanction has been imposed, the Board of Examiners will include the decision in the student's file. The decision can be taken into account in any future event of this nature and this might lead to a more severe sanction.
  8. When fraud/plagiarism has been established by means of Article 7.1 and 7.2 of this Chapter in this CES-EER, the Board of Examiners may reach the decision to impose any of the following measure/sanctions, referred to in Article 7.12b of the WHW, or a combination thereof upon the student:
    - a. a reprimand/official warning;
    - b. complete or partial voidance or annulment of the relevant examination; and
    - c. exclusion from participating or further participation of one or more examinations or exams at UM for a period of time to be determined by the Board of Examiners, with a maximum period of one year.
  9. In serious cases of fraud, the Board of Examiners can propose to UM's Executive Board that the student(s) concerned should be fail the relevant courses.

## **Chapter VIII Time limit for decisions by the Board of Examiners**

### **Article 8.1 Decisions within a reasonable period of time**

1. A decision taken by the CES Board of Examiners shall be made within the time limit prescribed by statutory regulation, or in the absence of such a time limit, within a reasonable period after receipt of the request.
2. The reasonable period, referred to in paragraph 1 of this Article, shall in any event be deemed to have expired when the Board of Examiners has not made a decision or given communication, as referred to in Article 4:14 Awb (Dutch General Administrative Law Act), within eight (8) weeks of receiving the request.
3. If, in the absence of a time limit prescribed by statutory regulation, a decision cannot be made within eight (8) weeks, the Board of Examiners shall inform the student, stating a reasonable time limit for the decision to be made (adjournment).
4. The Board of Examiners will handle and decide on requests in order of priority and the legal time limit as referred to in Article 8, paragraph 2 of this CES-EER. For this reason, it might be possible that students who submitted a request earlier, receive the decision at a later stage than their fellow students who submitted the request at a later date.

## Chapter IX Teaching staff matters

### Article 9.1 Teaching for CES

1. CES teachers may be hired on demand, when CES is looking to develop a particular thematic course to offer to our partner university students, or when a teacher is interested in offering at CES a course they have already tailored.
2. CES has two modalities of teaching staff, namely, UM hired teachers and freelancers. When CES teachers are already hired by UM, they may choose to either fulfil their teaching obligation hours with their workload at CES, or to be hired as a freelancer teacher.
3. CES teachers receive the CES Teacher Handbook every academic year with relevant information for their work at CES and UM.

### Article 9.2 Hiring new teaching staff

1. All teachers must have obtained or be willing to obtain the appropriate education background requested by UM, namely:
  - a. Have obtained a Master's degree.
  - b. Have taken or be willing to take the BKO training.
  - c. Have taken or be willing to take UM PBL training.
  - d. Experience in education.
2. The CES Education Office oversees that the candidates for coordinating/teaching a course have the requested educational background.
3. The CES Scheduler oversees that the candidates for coordinating/teaching a course provide CES with all necessary documents accordingly to UM's hiring guidelines.
4. The CES Scheduler oversees that the CES secretary has all correct information to conduct the formal hiring procedure with UM HR/Finance.
5. The CES Scheduler creates the model-agreement (*modelovereenkomst*) containing all legal details about the new teaching staff employability to be signed by the new teaching staff member.
6. The CES Scheduler oversees with the CES secretary that the new teaching staff is given a UM account conceding a new teaching staff member access to UM webmail and Canvas.

### Article 9.3 Teachers' payment structure

The CES teaching staff payment is based on the teaching staff member qualification and predicted development hours which include course manual updates and students grading based on the minimum number of students for a course to take place of 7 (seven) students, and the maximum number of students allowed per group of 15 (fifteen) students. Within this structure:

- PhD teaching staff's payment consists of €127 per hour.
- Master's degree teaching staff's payment consists of €100 per hour.

The CES courses have a maximum of 32 hours of contact (divided among lectures, tutorials and field trip). It is calculated a maximum of 1.5 hours for the teaching staff to



grade students (up to fifteen per group) considering the entire assessment plan of the given course.