

# **Rules & Regulations**

**Maastricht School of Liberal Arts and Sciences**

**University College Maastricht**

**Maastricht Science Programme**

**University College Venlo**

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**Faculty of Science and Engineering**  
***Maastricht School of Liberal Arts and Sciences (MSLAS)***

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## Section 1 General provisions

### ARTICLE 1: APPLICABILITY OF THE RULES

In accordance with the Dutch Higher Education and Research Act (hereafter: "The Act"), the Board of Examiners has formulated these Rules and Regulations for the execution of its tasks. These Rules & Regulations apply to the education and examinations of the Liberal Arts and Sciences bachelor's degree programme of Maastricht University, hereafter called: "the Programme".

### ARTICLE 2: DEFINITIONS

The definitions contained in The Act and in Article 1.2 of the Education and Examination Regulations (EER) of the Programme apply.

## Section 2 Board of Examiners

### ARTICLE 3: TASKS OF THE BOARD OF EXAMINERS

The Board of Examiners executes the tasks laid down and specified in article 7.12b of The Act.

### ARTICLE 4: APPOINTMENT AND COMPOSITION OF THE BOARD OF EXAMINERS

1. The Dean of the faculty installs the Board of Examiners and appoints its members on the basis of their expertise in the field of the degree programme in accordance with article 7.12a WHW
2. The Board of Examiners consists of a total of ten members, of which nine are academic staff members of the Programme. One of these members has the role of Chair.
3. One member is an external member, who is not involved in the education in the Programme.
4. The Board of Examiners is supported by secretaries.

### ARTICLE 5: WORKING METHOD OF THE BOARD OF EXAMINERS

1. The Board of Examiners meets at least six times a year.
2. The internal functioning of the Board of Examiners is laid down in the House Rules that are available for all members and secretaries.
3. The meetings of the Board of Examiners are not public, due to the confidential nature of matters discussed.
4. In the event that a request or complaint submitted to the Board of Examiners involves an examiner who is a member of the Board of Examiners, the examiner concerned will abstain from deciding on the request or complaint as stated in art. 7.12b.4 of The Act.

5. The Board of Examiners may delegate clearly defined duties to (sub-)committees.
6. A secretary to the Board of Examiners is charged with looking after the day-to-day affairs of the Board of Examiners.
7. A secretary to the Board of Examiners may make standard decisions based on the EER, the Rules & Regulations and/or the jurisprudence of the Board of Examiners.
8. Only complete and correctly submitted requests and complaints will be accepted for processing.
9. The Board of Examiners decides upon a request or complaint within 15 working days after the request or complaint was complete and correctly submitted and received by the Board of Examiners. In case the Board of Examiners cannot reach a decision within 15 working days, the student will be notified.

#### **ARTICLE 6: EXAMINERS**

1. The Board of Examiners appoints members of the scientific staff, or experts from outside the university as examiners in the Programme. Examiners are responsible for the examination in the educational module.
2. Examiners are responsible for the design of exams, the assessment and the determination of results.
3. Other members of the scientific staff can perform tasks for an exam/examination, but the appointed examiner has full responsibility.
4. Examiners inform students about the assessment in a module at least 5 working days before the module starts by means of a syllabus. The assessment as described in the syllabus cannot be changed during a course, skills training or project.
5. The Board of Examiners can withdraw an appointment as examiner when the examiner does not comply with the EER, Rules & Regulations or with guidelines of the Board of Examiners, or if the competency of the examiner with respect to the design of exams, the assessment and the determination of results has proven insufficient on repeated occasions.
6. Examiners need to be University Teaching Qualification (UTQ) certified, or in the process of obtaining their UTQ.
7. The examiner is responsible for checking if all submitted assessments have been handed in via the university plagiarism detection programme and has to check each assignment for suspected fraud or other forms or irregularities.

### **Section 3    Education**

#### **ARTICLE 7: REGISTRATION FOR MODULES**

1. A student can only participate in a module after registering for it in accordance with the rules in Article 4.4 of the EER.
2. Upon registration for a module, the student is automatically registered for the first instance of the examination and the resit examination, provided all resit requirements are met as stated in article 17 and 18 of these Rules & Regulations.
3. The student is responsible for checking their registration for modules and examinations.

## **ARTICLE 8: WITHDRAWAL FROM AND LATE ENROLMENT IN MODULES**

1. A student who wants to withdraw from a module should inform their Academic Adviser (AA), the Office of Academic Advising (OAA) and the Office of Student Affairs (OSA) by completing the correct online form.
2. A student who has withdrawn from a module can choose to late enrol in an alternative module for that period within the applicable deadline.
3. The request for late enrolment in a module needs to be supported by the Academic Adviser. Deadlines for late enrolment are set by and provided by OSA.
4. The alternative choice of a student who has withdrawn from a module and wants to late enrol in another module, can be restricted because of the capacity of other modules on offer in that course period.

## **ARTICLE 9: GENERAL EDUCATION REQUIREMENTS MSP**

1. For the MSP programme, a course in a humanities or social science topic needs to be successfully completed as part of the General Education. The definition for such a course is: Course of a generally reflective nature in the field of the (natural) sciences which concerns either the scientific process and/or the role of science in society. Such a module does not have to have specific aims or skills, but instead allow the participants to see, among other things, the social and ethical aspects of science.
2. With the exception of the explicitly mentioned courses in the EER Appendix I, the modules in the MSP Course Catalogue are not eligible to meet this requirement. Other modules with a humanities or social science topic need to be approved by the BoE to meet this graduation requirement.

## **Section 4 Additional and external modules**

### **ARTICLE 10: ADDITIONAL MODULES**

1. Students who want to register for modules in addition to the regular study load, have to submit a motivated request to the Board of Examiners before the course registration deadline via the applicable online form. Specific programme related requirements can be found on the online form.
2. An additional module is allowed only in case a student shows sufficient capacity to deal with the workload of an additional module as indicated by the GPA and PR and with a maximum of 10 ECTS per semester. For the MSP programme, only one additional module is allowed alongside the Bachelor Thesis Research.
3. Additional modules are not allowed in the first year or the first two semesters of a student's enrolment.
4. A student needs written approval of the Board of Examiners before following an additional module. Without prior approval of the Board of Examiners, no ECTS will be granted upon successful completion of the module.

## ARTICLE 11A: EXTERNAL CREDITS

Students are allowed to use external credits (as specified in article 3.7.2 and 3.7.3 EER) to complete their curriculum requirements. Types of external credits are:

- a) to be followed during the studies at MSLAS: **External modules within UM** (the modules in the appendix of the course catalogue are not considered external credits), **External modules at another Dutch University, or External modules at another non-Dutch university** and
- b) followed before commencement of the studies at MSLAS: **Credit Transfer**.

## ARTICLE 11B: EXTERNAL CREDITS CONDITIONS

External credits as mentioned in Article 11A are subjected to the following conditions:

1. For all forms of external credits, students have to submit a motivated request to the Board of Examiners, via the applicable (online) form.
2. Credits that are submitted for credit transfer need to be obtained at another internationally accredited institution of higher education, for which no degree was awarded, before commencement of studies at the Programme. The motivated request needs to be submitted to the Board of Examiners before the end of the first year of the Programme.
3. For all other forms of external credits, the motivated request needs to be submitted before the course registration deadline for the semester in which the student wishes to follow the external modules.
4. External modules cannot be followed as additional workload (see article 10).
5. When deciding upon the request, the Board of Examiners takes the following factors into consideration: contribution to the MSLAS curriculum, level (and concentration) of the module, overlap with (successfully completed) modules in the Programme, performance in the Programme.
6. Students cannot apply for obtaining external credits in the first year or the first two semesters of students' enrolment.
7. External credits are preferred to be of advanced level, unless the Board of Examiners decides otherwise.
8. External credits count towards GPA and PR, with the exception of transferred credits.

## ARTICLE 12: EXEMPTION

1. Exemption is a specific waiver from compulsory education or educational requirements.
2. Exemption is only possible for mandatory modules of the Programme.
3. A motivated request for exemption must be submitted to the Board of Examiners, no later than three weeks before the start of the module.
4. The request must be accompanied by sufficient written information and documentation to decide on the request.
5. The Board of Examiners will obtain expert (content) advice where necessary before making a decision.

6. The Board of Examiners shall make a reasoned decision within 15 working days after receipt of the request.
7. No grades will be awarded for the examination from which the student is exempt.

## Section 5 Assessment

### ARTICLE 13: GRADES

1. Grades are awarded on a scale of 1 to 10, where a result of at least 5.5 represents a pass. All grades should be rounded to one decimal. This has to be the nearest decimal.
2. In order to complete a module successfully and obtain ECTS for the module, the final grade must be at or above 5.50 before rounding off. Grades between 5.45 and 5.49 are therefore rounded down to a 5.4.
3. When no result can be assigned, the label 'no grade' (NG) is assigned. An NG will be assigned when the examiner cannot assess the knowledge, understanding and/or skills of the student as a result of for example fraud/plagiarism, absence at the exam or an incomplete assessment.

### ARTICLE 14: GRADE POINT AVERAGE (GPA)

1. The grade list attached to the diploma indicates the final grade point average (GPA) to provide a reflection of the student's academic performance.
2. The GPA is calculated on the basis of all assessments of modules a student passed and that are registered in the student's progress records and the certificate for the final examination.
3. The GPA is calculated by dividing the "sum of weighted grades" by the "sum of credits". The sum of weighted grades is calculated by adding the overall assessments for modules passed, multiplied by the credit value of these modules. The sum of credits is calculated by adding the number of credits of the modules the student has passed and thus received credits for.
4. Credits obtained through credit transfer are excluded from the GPA.

### ARTICLE 15: ATTENDANCE REQUIREMENTS

1. Every module has a 100% attendance expectancy. Where a module has a compulsory attendance of 85%, and students may not miss more than 30% of the meetings, this means in practice:
  - for a total of 16 meetings: 85% means attend at least 13 meetings; 70% means attend at least 11 meetings;
  - for a total of 15 meetings: 85% means attend at least 13 meetings; 70% means attend at least 11 meetings;
  - for a total of 14 meetings: 85% means attend at least 12 meetings; 70% means attend at least 10 meetings;
  - for a total of 13 meetings: 85% means attend at least 11 meetings; 70% means attend at least 9 meetings;



- **for a total of 12 meetings: 85% means attend at least 10 meetings; 70% means attend at least 9 meetings;**
  - **for a total of 11 meetings: 85% means attend at least 9 meetings; 70% means attend at least 8 meetings;**
  - **for a total of 10 meetings: 85% means attend at least 8 meetings; 70% means attend at least 7 meetings;**
  - **for a total of 9 meetings: 85% means attend at least 7 meetings; 70% means attend at least 6 meetings;**
  - for a total of 8 meetings: 85% means attend at least 6 meetings; 70% means attend at least 6 meetings;
  - for a total of 7 meetings: 85% means attend at least 6 meetings; 70% means attend at least 5 meetings;
  - for a total of 6 meetings: 85% means attend at least 5 meetings; 70% means attend at least 4 meetings;
  - for a total of 5 meetings: 85% means attend at least 4 meetings; 70% means attend at least 4 meetings;
  - for a total of 4 meetings: 85% means attend at least 4 meetings. 70% means attend at least 3 meetings.
2. Attendance in (tutorial group) meetings is recorded for each (tutorial) group by the tutor/course coordinator and submitted to OSA before the end of the module. Every student has the right to check the attendance sheet before this is submitted to OSA.
  3. Students, who have not met the compulsory attendance requirement and whose absence the examiner has marked as inexcusable, will not receive a pass for the module concerned.
  4. Other educational activities, such as lectures, practicals or workshops, may have a separate attendance requirement that has to be fulfilled in order to receive a pass for the module concerned. This is specified in the syllabus of the module.

#### ARTICLE 16: PASSING REQUIREMENTS

1. For all modules in the Programme next to a passing grade that is calculated as explained in the course manual/syllabus, students need to meet the attendance requirements to be allowed to take the final exam. Unless the course manual/syllabus states otherwise, the following attendance requirements apply for the different types of modules:
  - a. **Courses** and **skills** an attendance requirement of at least 85% of all (tutorial group) meetings. Students who have not met this requirement and who have not missed more than 30% of the meetings, will be given a provisional overall grade. Students can repair the failed attendance by successfully completing an assignment.
  - b. **Skills trainings** at **MSP** always have an attendance requirement of 100% of all (tutorial group) meetings. Students who have not met the attendance requirement and who have not missed more than 1 meeting will be given a provisional overall grade. Students can repair the failed attendance by successfully completing an assignment.
  - c. **Projects** at **UCV** and **UCM** have an attendance requirement of 100% of all (tutorial group) meetings. Students who have not met the attendance requirement and who have not missed more than 1 meeting will be given a

- provisional overall grade. Students can repair the failed attendance by successfully completing an assignment.
- d. **Projects at MSP** have a specific attendance requirement as specified in the Projects Syllabus. The additional attendance requirements should be clearly communicated to the students no later than the first day of the project. Students who have not met the attendance requirement may be able to repair the failed attendance by successfully completing an assignment. Eligibility for this assignment is specified in the project syllabus. Those who are eligible will be given a provisional overall grade.
  - e. **Capstone at UCM** has an attendance requirement of at least 85% of all (tutorial group) meetings. Students who have not met the attendance requirement and who have not missed more than 30% of the meetings, will be given a provisional overall grade. Students can repair the failed attendance by successfully completing an assignment.
  - f. **Capstone at UCV** has an attendance requirement of at least 100% of all (tutorial group) meetings. Students who have not met the attendance requirement and who have not missed more than 1 meeting will be given a provisional overall grade. Students can repair the failed attendance by successfully completing an assignment.
  - g. For that **Bachelor Thesis Research (BTR)** at MSP the attendance requirement is specified by the external supervisor of the BTR. These attendance requirements should be clearly communicated to the student no later than the first day of the BTR.
2. Students can only apply for making up for the attendance, if there was a valid reason for their absence.
  3. Students can apply for the assignment by completing the correct online form and submitting this within 10 working days after the last scheduled (tutorial group) meeting of the module.
  4. The examiner decides on the validity of the reasons provided in the request for the assignment. When granted, the examiner will provide the student with the assignment that is proportional in nature and volume to the number of meetings missed. In case the request for the assignment is denied, the student will receive a fail for the module.
  5. The examiner will provide the student with the assignment within 10 working days after the application deadline, after which the student has 20 working days to complete the assignment.
  6. The examiner will grade the assignment within 10 working days after the student submitted the assignment.
  7. For the **UCM programme** the assignment referred to in this article is called the compensation assignment.
  8. For the **MSP and UCV programme** the assignment referred to in this article is called the additional assignment.

## **ARTICLE 17: EXAMINATIONS**

1. In accordance with article 6.4 of these Rules & Regulations, the form of the course assessment is announced in the syllabus before the start of the module.
2. Each assessment will result in a grade point on the scale mentioned in article 5.2 of the Education and Examination Regulations.
3. Attendance and participation in the assessments in the module is mandatory.
4. Attendance and participation in educational activities may be part of an examination when announced in the course manual/syllabus.
5. The examiner determines the result of a module's assessment within 10 working days, communicates the partial grades to students (via Canvas) and provides the Office of Student Affairs with the final results.
6. Results are published on the student portal within 15 working days after the last examination date.

## **ARTICLE 18: RESIT-EXAMINATIONS**

Students who have obtained a pass for the module cannot take part in resit-examinations. For students who initially fail a module, the following resit-examination regulations apply:

1. The resit-examination concerned is only available for students who did a fair attempt in the first instance of the examination and met (or can still meet) the attendance requirements and have met any additional requirements as mentioned in course manual/syllabus. What constitutes a fair attempt is specified in the course manual/syllabus.
2. Students will be granted one resit examination in accordance with the resit policy as specified in the course manual/syllabus, which needs to be taken in the same Academic Year as the module was taken in.
3. After a resit-examination, the highest grade point will stand.
4. The examiner decides upon content and form of the resit-examination.
5. The Board of Examiners may issue guidelines and / or instructions for the examiner to adhere regarding the resit examination.
6. If a student fails the resit, and consequently fails the module, assessments (sub-exams) passed within the module will lose their validity, unless the Board of Examiners decides otherwise.

## **Section 6    Special facilities**

### **ARTICLE 19A: EXCEPTIONAL CIRCUMSTANCES – DISABILITIES**

1. Upon request by the student, students with a disability may take exams in a manner that accommodates their specific disability as much as possible.
2. A request for disability provisions must be submitted to the Disability Support Office.
3. This request is submitted preferably before the start of the study programme, or as soon as the student is confronted with the disability.
4. The Disability Support Office sends an advice to the Board of Examiners and the Board of Examiners takes a final decision with regard to the exact disability provisions and the period of validity.

5. If a student is entitled to get extra exam time, this will generally be a standard amount of 30 minutes for all students with special circumstances. This general rule applies for written (online) exams.
6. Requests submitted according to paragraph 2 will only be approved if the student can still meet the Intended Learning Outcomes of the module for which the request is submitted and the aims of degree of the programme.

#### **ARTICLE 19B: EXCEPTIONAL CIRCUMSTANCES – TOPSPORT STATUS**

1. A request for Topsport status must be submitted to the Student Services Centre.
2. Students with a confirmed Topsport status may – if necessary – request to take education and/or exams in a manner that accommodates their specific needs as much as possible. A request must be submitted to the BoE as soon as possible.
3. Requests submitted according to paragraph 2 will only be approved if the student can still meet the Intended Learning Outcomes of the module for which the request is submitted and the aims of degree of the programme.

## **Section 7   Graduation**

#### **ARTICLE 20: THE DEGREE**

1. A Bachelor of Science (MSP, UCV, UCM) or Bachelor of Arts (UCV, UCM) degree is awarded to students who have fulfilled all the requirements of the degree programme.
2. The degree certificate and/or the accompanying documents will state:
  - a. the name of the student;
  - b. the date of birth of the student;
  - c. the place of birth of the student;
  - d. the name of the institution;
  - e. the name of the Programme;
  - f. the final examination components and the grades obtained for them;
  - g. the degree awarded;
  - h. the concentration (not applicable for MSP);
  - i. the Grade Point Average;
  - j. (if applicable) the distinction;
  - k. the date on which the Programme was most recently accredited or was subjected to the new programme test.

#### **ARTICLE 21: COMPENSATION**

1. Compensation is the granting of credits for a failed module, under the below mentioned conditions.
2. Compensation is not possible for compulsory modules (with the exception of article g below) and the Capstone/Bachelor Thesis Research.
3. A request for compensation must be submitted together with the graduation request. Compensation is possible under the following conditions:
  - a. A maximum of 10 ECTS can be compensated;

- b. Only for a maximum of 10 ECTS for courses, a maximum of 5 ECTS for skills trainings and a maximum of 5 ECTS for projects can be compensated;
- c. Modules can only be compensated by another module of the same type (course, skill, project) as well as the same or higher level (introductory, intermediate, advanced). The module used for compensation must be graded 8.0 or higher;
- d. Only one advanced module can be compensated;
- e. Only a grade of 5.0-5.49 can be compensated;
- f. Attendance criteria for the module have to be met;
- g. At UCM and UCV a maximum of one core course can be compensated.
- h. The overall GPA for all modules should be at least 6.5 after compensation.

## **ARTICLE 22: DISTINCTIONS**

1. When the examination for the Programme is passed and the certificate belonging to this examination is awarded, the following distinctions may be added to the results:
  - a. Honours: 7.4-7.9 grade point average
  - b. Cum laude: 8.0-8.5 grade point average
  - c. Summa Cum laude: 8.6-10.0 grade point average
2. The Board of Examiners can withhold the awarding of a distinction in case a student has committed fraud.

## **Section 8 Irregularities and Fraud**

### **ARTICLE 23A: DISCLOSING USE OF GENERATIVE ARTIFICIAL INTELLIGENCE**

1. Unless otherwise mentioned in the course materials / syllabus, it is not allowed to use generative artificial intelligence including, but not limited to GPT-x, ChatGPT (Plus) and BARD, to generate content that is used to answer exam questions / assignments in a way that makes it impossible to assess the Intended Learning Outcomes.
2. If the use of generative artificial intelligence is allowed, it still must be disclosed, unless explicitly stated otherwise in the course materials / syllabus / assignment.
3. In case of permitted use of generative artificial intelligence, it is up to the examiner to decide in how far credits can be awarded to parts that were constructed using generative artificial intelligence.

### **ARTICLE 23B: DIRECTIVE ON FRAUD**

In this article – which is related to Article 5.14 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 students, in any exam or exam component have committed fraud, including but not limited to:

- a. have had any aids/devices, resources, text, software, algorithms or notes at their disposal, or have 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. have communicated or tried to communicate with another student without permission from an invigilator, examiner, or Board of Examiners member;
  - c. have copied or attempted to copy from another student, or have provided the opportunity to copy;
  - d. have collaborated on a graded assignment, paper or practical, whereas this was not explicitly allowed;
  - e. have posed as someone else or let someone else pose as their;
  - f. have 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. have used an obfuscation method in submitted work that is likely to have the effect that plagiarism checking tools do not work optimally;
  - h. have disregarded the instructions of the invigilator or the instructions for the exam (component) such that an unfair advantage might have been obtained;
  - i. have performed actions or omissions which make it impossible in whole or in part to properly evaluate their 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 students have committed fraud, including:
  - a. have falsified the information on mandatory attendance, participation or effort obligation; or had someone else falsify that information; or have signed off on attendance, participation or effort obligation when it was not (fully) met;
  - b. have falsified exam results;
  - c. have falsely obtained, or attempted to, access to an exam;
  - d. have misled an examiner relating to exam (components), registration, or grading;
  - e. have facilitated other students to engage in fraud;
  - f. have fabricated and/or falsified survey or interview answers or research data;
  - g. have breached or attempted to breach the security measures around exams.
3. The Board of Examiners may impose one of the disciplinary measures set down in paragraph 7 of this article if it establishes that students have committed plagiarism in any exam, part or component, including:
  - a. Using or copying their personal or other'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 their 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 their own or others' 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 their own;
  - f. copying work from other students and thus passing it off as their own;
  - g. submitting a text that has been previously submitted for a different component/module, or is similar to a text that has been previously 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 their own;
- where in all of these provisions "others" and "third party" does not only refer to people but also to generative artificial intelligence such as GPT-x, ChatGPT (Plus), BARD. If the use of artificial intelligence is allowed and/or does not have to be disclosed for a specific use, this is explicitly mentioned in the course materials.
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. If it is unambiguously clear that only specific students have committed fraud, only the students in question will receive punitive sanctions, but all are subject to corrective sanctions.
  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. Students may have an adviser accompany them. 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 Office of Student Affairs 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 offences 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 programme.
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 23C: 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.



## Section 9 Final provisions

### ARTICLE 24: APPEALS PROCEDURE

1. An appeal against a decision from the Board of Examiners as stated in Article 7.61 of The Act must be submitted to the Board of Appeal for Examinations (CBE) within 6 weeks after publication of such decision by submitting [the applicable form to the Complaint Service Point](#). The appeal must be signed, dated and include the name and address of the petitioner. It should also include the grounds on which the appeal is based and, if possible, a copy of the decision being appealed.
2. An appeal against (components of) a decision of an examiner as stated in Article 7.61 of The Act, is first submitted as complaint to the Board of Examiners, as stated in Article 5 of these Rules and Regulations within 6 weeks after the publication of the (resit) grade. In the absence of a satisfactory outcome of the complaint procedure, the student can appeal the decision of the examiner following the procedure in paragraph 1 of this article.

### ARTICLE 25: AMENDMENTS

1. Amendments to these Rules & Regulations shall be determined by the Board of Examiners by means of a separate decision.
2. No amendments will be made to these Rules & Regulations, unless it may reasonably be assumed that the interests of the students will not be harmed as a result.

### ARTICLE 26: HARDSHIP CLAUSE

The Board of Examiners is authorised to deviate from these regulations in individual cases if strict adherence to these regulations would result in inequitable circumstances for the Programme and/or the student(s).

### ARTICLE 27: EXECUTION AND DATE OF COMMENCEMENT

In all cases for which the present Rules & Regulations do not provide, the Board of Examiners will decide. These Rules & Regulations will take effect on 1 September 2025 and stay in force for the academic year 2025-2026, up to and including 31 August 2026.