

**Rules and Regulations for the Bachelor of Science programme in European Public Health 2023-2024, as referred to in Article 7.12b of the Higher Education and Research Act (*Wet op het Hoger Onderwijs and Wetenschappelijk Onderzoek, WHW*).**

These Rules have been determined by the Board of Examiners of the educational programme in European Public Health, Faculty of Health, Medicine and Life Sciences, Maastricht University on 13 July 2023.

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## **SECTION 1      GENERAL PROVISION**

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

1. These rules and regulations apply to the curriculum and the examinations of the Bachelor's programme in European Public Health.
2. These rules apply to all students who participate in the bachelor's programme in the academic year 2023-2024.
3. These rules replace, in principle, previous rules, unless the alteration proves to be a disadvantage in any way to the student(s) involved.
4. The educational programme which was valid at the moment that the student started with the educational programme, including the tests, is still applicable for the student.
5. The board of examiners lays down rules and regulations annually.

### **Article 1.2      Board of examiners**

The board of examiners is in charge of the bachelor's examination. The board of examiners ensures the proper execution of the regulation on the bachelor's examination and its components, with due regard to the provisions laid down in the Act and the Education and Examination Rules (*EER*) that pertain to the structure and volume of the bachelor's examination of the bachelor programme in European Public Health (EPH) of the Faculty of Health, Medicine and Life Sciences.

### **Article 1.3      Appointment of examiners**

1. The board of examiners appoints examiners who are qualified to hold examinations. Examiners must be members of the permanent academic staff of Maastricht University and they have a task in education in the programme. In exceptional cases, the board of examiners may appoint other members of the scientific staff and experts from outside the programme as examiner.
2. As examiners, members of the scientific staff who are entrusted with providing education of an educational component/course, are responsible for the assessment of the educational component/course.
3. The examiners of the placement and the bachelor thesis are also appointed as examiners by the board of examiners. At least one examiner of the placement and the bachelor thesis has to be a member of the permanent academic staff of Maastricht University and/or Maastricht University Medical Centre. In principle the examiner must have a doctorate but the board of examiners has the power to grant exceptions to this rule.  
A PhD candidate who is in the 3<sup>rd</sup> or 4<sup>th</sup> year of their doctoral research can be appointed as 1<sup>st</sup> or 2<sup>nd</sup> examiner provided that their independence of the other examiner is guaranteed.
4. The board of examiners can decide to withdraw an appointment as examiner in consultation with the line manager or administrative manager, if the examiner does not adhere to laws and regulations or rules of the board of examiners, or if the assessment skills of the examiner (construct, examine and judge) have repeatedly proven to be of insufficient quality.

### **Article 1.4      Rules of Procedure for Exams**

The Rules of Procedure for (Course) Exams at Maastricht University apply to all types of exams (including written exams, collective or oral exams) and to all students, including students with special arrangements. Additional information on the conduct of exams (including digital exams) should also be consulted via the UM Library Resources.

## **SECTION 2      REGISTRATIONS**

### **Article 2.1      Registration of courses**

1. The educational organisation has the power to make a number of educational activities mandatory for each course. All students must have participated in these educational activities.

2. Courses that include tutorials will be registered for completion when the following requirements (subsections 3-8) have been met.
3. Students must be 100% present and actively participate in all tutorials / project groups. Presence and active participation will be registered by the tutor/trainer e.g. The following aspects of active participation can be assessed:
  - Contribution to analysing tasks and formulating learning goals;
  - Keep one's appointments;
  - Contribution to presentations and discussion of findings;
  - Acting as a chair person;
  - Involvement in the process evaluations with respect to the meetings;
  - Contribution in stimulating collaboration in meetings.
  - a. Presence and participation 75-100%:  
The student is allowed to miss maximum 25% of the mandatory meetings under the condition that the student has provided reasons for each mandatory meeting missed. He/she must inform the tutor/trainer of these reasons *before* the meeting starts. If the student does not want to tell the tutor/trainer the reason because of privacy reasons, he/she must contact the student advisor instead of the tutor/trainer before the meeting starts in a similar fashion. In addition, if a student is present but cannot actively participate because of special circumstances, he/she must inform the tutor/trainer before the meeting starts or because of privacy reasons contact the student advisor.
  - b. Presence and participation 50-75%:  
If a student misses more than 25% of the meetings but attended and actively participated in at least 50% of the tutorials, the student must make an appointment with the student advisor. During this confidential appointment, the student must give reasons for their absence in all meetings. The student advisor will request the board of examiners to accept the absence in case of valid reasons. The reasons will not be mentioned. The student must submit a written request to the board of examiners within a week after the relevant course has ended. The board of examiners will finally decide whether the student's absence is an exception or he/she should take the course again.
  - c. Presence and participation of less than 50%:  
If a student misses more than 50% of the meetings, the student will have to take the course again.
  - d. For students with a sport status who do not meet attendance requirements due to that sport status, the criteria of Article 2.1 sub 3b apply. These students do need to visit the student advisor.
4. The student must have obtained at least a pass for any written work assigned as part of the relevant course.
5. The student must at least have obtained a pass for the presentation of findings to fellow students and/or others as part of the relevant course.
6. The student must at least have obtained a pass for the training/trainings that are part of the relevant course.
7. If a student has not met a requirement stated under 5-8, the board of examiners may decide that the student will have to resit the relevant component in the next year of study or carry out an alternative assignment. If the student passes the component at that stage or passes the alternative assignment, the component will be registered as completed.
8. For the purpose of assessing a collective piece of work, project and/or presentation, it must be visible which student is responsible for each part. The result of the individual assessment must constitute at least 50% of the final grade.

## **Article 2.2 Exemption**

In the event that a student is granted an exemption, this will be registered as 'exemption'.

## **Article 2.3 Minor**

The selection of components for a minor outside the faculty requires the approval of the board of examiners or an authority designated by the board of examiners to make such approvals.

In any case a proposed elective may not be substantively similar to components of the major programme and all components must be of an academic level. The requirements for the minor are published on the intranet at Maastricht University.

#### **Article 2.4 Placement and bachelor's thesis**

1. The thesis will be graded by two examiners. The first examiner (the principal examiner) grades the content of the thesis and also the process of writing/placement. The second examiner grades only the content of the thesis. Only one figure after the comma is allowed.
2. The unweighted mean of both grades for the content of the thesis is computed.
3. In order to compute the final grade for the thesis, the mean grade of the content and the grade for the process/placement will be determined. The weights will be published before the start of year 3.
4. All grades must be at least 6.0 to pass the thesis.
5. In case of a large discrepancy between the grades of the two examiners for the content (i.e. 2 points or more), a student who feels treated unfairly can file an appeal to the board of examiners to have a third independent examiner grade the thesis. If the board of examiners thinks the appeal is well-founded and agrees with the appeal, the final grade for the 'content' of the thesis will be the average of the grades of the three examiners.
6. A student can only request a 3<sup>rd</sup> examiner when the grades of the 1<sup>st</sup> and 2<sup>nd</sup> examiner are sufficient.

#### **Article 2.5 Rounding off grades**

1. Final grades are rounded off to one decimal place.
2. If the grade for an exam is calculated by combining grades for different components of the exam, these partial grades may have a maximum of one decimal place. Partial grades are truncated, for example a 5.475 becomes a 5.4.
3. The final grade for the thesis will be rounded off to one decimal place.

### **SECTION 3 EXAMS**

#### **Article 3.1 Course exams**

1. The instructions regarding the contents, form and assessment criteria for course exams are published in the assessment plan. The assessment plan will be published in Canvas before the start of the course.
2. In principle, course exams are written exams; the board of examiners has the power to decide on or permit a different method of examination. The exams consist of closed questions, open questions, assignments, written work and/or a presentation (including hand out), or a combination of these methods.
3. The assessment of an examination with closed questions is determined on the basis of the level of difficulty of the test by means of the Cohen-Schotanus method as follows:
  - The maximum obtainable score is awarded a grade of 10.
  - The minimum passing grade of 5.5 is calculated as follows:
    - for 100 or more students, the grade of 5.5 is equal to 70% of the 95<sup>th</sup> percentile of the obtained scores
    - for 50 or more but fewer than 100 students, the grade of 5.5 is equal to 70% of the average of the 10% best scores
    - for fewer than 50 students the grade of 5.5 is equal to 60% of the maximum obtainable score
  - On the basis of a straight line through these two points the final grade will be calculated on a scale of 1 - 10.
4. For the assessment of an examination with open questions the grade of 5.5 is equal to 55% of the maximum obtainable score.
5. For the assessment of an examination with a mix of open and closed questions, in principle the Cohen-Schotanus method will be used as stated in 3.1.3. The board of examiners can decide to deviate from the use of the Cohen-Schotanus method based on the blue-print of the course exam or in consultation with the course coordinator.
6. In case of a resit for a trajectory exam the standardization of the passing grade is equal to the standardization of the passing grade of the regular end examination.
7. If the percentage of failed exam scripts exceeds 40% of the total number of students, the course coordinator consults the board of examiners in order to determine whether there are grounds for adjusting the absolute norm. Such grounds may include: the scores of previous years and the level of difficulty of the exam.

8. In the event that, in addition to the course exam at the end, the course is partly assessed by means of a collective assessment; the weighted average of both assessments constitutes the final grade for the course; the result of the individual components of the examination must constitute at least 50% of the final grade for the course.

#### **Article 3.2 Duration of the exam**

The time allowed for taking a course exam is a maximum of two hours. The board of examiners has the power to grant an extension for taking an exam if a student has a functional disorder.

#### **Article 3.3 Re-examination**

In the event that a student has passed an exam, they are not allowed to attend the resit exam.

#### **Article 3.4 Written work**

1. The requirements with regard to written work are announced in the digital learning environment at the start of the semester. These requirements include the obligation to submit written work electronically via the student portal.
2. If a student obtains an insufficient grade for written work with feedback from the corrector, a resit of that written work cannot be graded higher than a grade '6' or a pass.
3. If a student hands in the written work for the first time during the resit, that written work cannot be graded higher than a grade '6' or a pass.

#### **Article 3.5 Placement and thesis**

1. The regulations with regard to the placement are published in the digital learning environment: Information and rules on placement for Bachelor of Science in European Public Health, Maastricht University. The regulations with regard to the bachelor's thesis are published in the digital learning environment: Guidelines for Theses, Bachelor of Science in European Public Health, Maastricht University.
2. The final version of the thesis must be submitted electronically via the electronic platform used.
3. Only individual theses are allowed.

### **SECTION 4 EXAMINATION**

#### **Article 4.1 Degree classification**

The student is awarded the bachelor's degree with distinction ('Cum Laude') if they have met the following requirements:

1. courses: for all courses (including the semester papers and the trajectory tests, with the exception of the placement and the thesis) an average grade (not rounded off) of '8.0' or higher;
2. the grades of the courses in the minor period will be left out of consideration;
3. the courses registered with 'exemption' will not be taken into account;
4. Bachelor's thesis and placement: a minimum grade of '8.0' or higher.

### **SECTION 5 IRREGULARITIES AND FRAUD WITHIN THE SCOPE OF EXAMINATION**

#### **Article 5.1 Fraud, including plagiarism and passing off work or assignments (partially) generated by artificial intelligence software, such as ChatGPT, as their own work**

The General FHML Regulation for Fraud and Irregularities, made by the three boards of examiners of the faculty, will be applied. In these regulations the definition of fraud and plagiarism will be elaborated, as well as the sanctions the board of examiners can impose. The regulations will be published in the student portal at the beginning of the academic year.