Rules and Regulations 2016 - 2017

- Bachelor Programme in Health Sciences, Health Care Policy & Health Care Management,
- Master Programme in Health Care Management (part-time),
- Pre-master programmes

SECTION 1 – GENERAL PROVISIONS

Article 1.1 – Applicability of the Rules and Regulations
These Rules and Regulations apply to the examinations and interim examinations in the Health Sciences, Health Policy & Management Bachelor Programme, the Health Care Management Master Programme (HCM), the Health Economics Policy and Law Master Programme (HEPL), the Health Care Management part-time master programme, and the pre-master programmes (Fridays and contract version) at iBMG for 2016-2017, hereinafter referred to as “the Programme”.

Article 1.2 – Definitions
1. Unless otherwise stated, these Rules and Regulations use the same definitions of terms as those in the Teaching and Examination Regulations for the relevant programme.
2. The term “student” is also understood to include external candidates, examination candidates and students following a programme.
3. The term “fraud” is understood to mean any acts or omissions of a student that make it wholly or partially impossible to form a correct judgment about his or her knowledge, insight and skills or that of any other student. This also includes the regulations specified in Article 3.4.
4. Each examination will comprise an assessment of the knowledge, insight and/or skills of the candidate, as well as a grading of the results of that assessment in conformity with Article 7.10 paragraph 1 of the Higher Education and Research Act (hereinafter: “WHW”). An examination can be divided into several examination components. The terms “partial test”, “interim test”, and “final test” as defined in the Teaching and Examination Regulations are all referred to in these Rules and Regulations as “examination components”.
5. Under the mandate of the Examination Board, the exam review committee will examine the quality of the tests at regular intervals.

Article 1.3 – Daily affairs of the Examination Board
The Examination Board can make a division of responsibilities or parts thereof amongst its members for the handling of its daily affairs. The division of responsibilities will be laid down in standing orders.

Article 1.4 – The decision-making criteria
The Examination Board will make its decisions among other things based on the following criteria, and in the event of a conflict the different interests will be weighed against each other:
- the assurance of the quality of the examinations and exams;
- the possibilities and the work load associated with the organisation of the teaching and the holding of examinations;
leniency towards students who have suffered a delay in their study progress due to exceptional circumstances beyond their control; all this taking into account the principles of reasonableness and fairness.

**Article 1.5 – Appointment of examiners**

1. The Examination Board will appoint examiners to conduct examinations and to grade the results of such, and will make this publicly known in writing, such to include on a website. The Examination Board can appoint external examiners. It will verify that the examiners satisfy the set expertise requirements. The Examination Board will notify the examiners on the status of their examinership.
2. An examiner is independent and has the required expertise. Examiners are deemed to be independent if, when acting in this capacity, there is no hierarchic relationship between them and the iBMG vice-dean or their section head (known as 'operational autonomy'). Examiners have the necessary expertise if they possess the required academic qualifications and the required examining qualifications, or if they are willing to acquire the latter in the near future.
3. In the event that several examiners are involved in a certain course, the subject coordinator will be ultimately responsible for the tests as a subject examiner.
4. The Examination Board can set binding guidelines and assessment standards for examinations and exams.
5. The examiners shall provide the Examination Board with any requested information.
6. The Examination Board can revoke an appointment if it has serious cause to do so.

**Article 1.6 – Hardship clause**

In exceptional individual circumstances where the application of one or more provisions in these Rules and Regulations would lead to unreasonable and/or unfair situations with respect to a student, a student may submit a written and reasoned application for a departure from the provision(s) in question to the Examination Board. The Examination Board, after consulting with the relevant examiner(s) and the study advisor, can allow a departure from the provision(s) in question in favour of the student. A decision will not be taken about the application of the student by the Examination Board until the applicant has been given the opportunity to present his/her case where requested.

**Paragraph 2 – Exemptions**

**Article 2.1 – Exemption from practicals**

A request for exemption from the obligation to take part in practical assignments must be submitted by the relevant student in writing, thereby stating the reasons and supported by documentation, to the Examination Board at least four weeks before the start of the practical assignment for which the exemption is being requested. In exceptional cases, the Examination Board may allow an extension of the time limit stated in the previous sentence.

The Examination Board will make a decision within four weeks after the receipt of the request. The student will be notified immediately of the decision.

**Article 2.2 – Exemption from interim examinations**

1. A request for exemption from taking interim examinations, as referred to in the Teaching and Examination Regulations and based on the stipulations in or pursuant to the WHW, must be submitted by the relevant student in writing, thereby stating the reasons and supported by documentation, to the Examination Board at least four weeks before the interim examination for which exemption is being requested takes place. In exceptional cases, the Examination Board may
allow an extension of the time limit stated in the previous sentence. The Examination Board can set further rules in relation to the procedure. These rules will be published on the website of the Examination Board.

2. Taking into account the Teaching and Examination Regulations for the relevant programme, the Examination Board will take a reasoned decision within four weeks after the receipt of the request. The student will be notified of the decision immediately.

3. If a student is already entitled to exemption for one or more components under or pursuant to the WHW, he must notify the Examination Board of this.

4. The exemption will be indicated on the grade list with the abbreviation ‘VR’. An exempt examination component will not be taken into account for the determination of the classification for the examination.

Section 3 – Rules concerning proper conduct during the examinations

The provisions in articles 3.1 to 3.5 concern both examinations and examination components. Any reference in the articles to ‘examination’ must therefore be read as ‘examination or examination component’.

Article 3.1 – Enrolment for central written examinations (e.g., in the M building)

1. A student, who by virtue of his/her registration for the study programme is entitled to take written examinations, must enrol on time and in the proper way in accordance with that provided for in or pursuant to these Rules and Regulations.

2. The head of the Exam Administration may, with the approval of the Examination Board, establish specific rules for the proper enrolment for the examinations, taking into account the Teaching and Examination Regulations of the programme and the Rules and Regulations of the Examination Board. These specific rules will be announced in a proper and timely manner.

3. The enrolment period starts 35 calendar days before the written examination and lasts up to and including the eighth day before the day on which the examination takes place.

4. In derogation to that provided for in paragraph 3, a student can enrol late up to and including no more than three working days before the day on which the examination will take place, provided this does not jeopardize the correct preparation of the examination sitting. The head of the Student Administration Bureau will charge an administration fee of EUR 20 for this derogation. The head of the Student Administration Bureau will report this to the Examination Board.

5. In derogation to the provisions of paragraph 4, a student can enrol late up to and including the day on which the examination takes place, provided this does not jeopardize the correct preparation of the examination sitting. The Examination Board will charge an administration fee of EUR 20 for this late enrolment. The Examination Board will report on this to the Vice-Dean. Actual participation in the examination implies that the student has taken advantage of the opportunity to participate in the examination, and creates an obligation to pay EUR 20. The prompt payment of the aforesaid EUR 20 means that the student is entitled to assessment of his examination.

6. If, as a result of force majeure, a student is not able to enrol on time or in the proper way, the Examination Board can allow a deviation from the enrolment period as provided for in paragraphs 3, 4, and 5. There is a case of force majeure if the student is not able to enrol in the usual way due to circumstances beyond their control, such as a serious illness or exceptional family circumstances. The student should submit the request for this as soon as reasonably possible.
7. If a student has not enrolled for an examination in accordance with that provided for in or pursuant to these rules, any grade given for the relevant examination will be null and void.

**Article 3.2 – Entering and leaving the room where the written examination is being held**

1. Admission to the examination room is possible until fifteen minutes after the start of the written examination concerned. A student who is admitted to the examination room after the start of the examination should ensure that he/she causes as little disturbance as possible to the students already present.

2. A student sitting the written examination may not leave the room earlier than one hour after the start of that examination, or not until the end of the examination if the examination lasts for less than one hour. A student who leaves the examination room before the end of the examination should ensure that he/she causes as little disturbance as possible to the students still present.

3. A student sitting the examination, on request and with the permission of the examiner or the invigilator, may leave the examination room in the interim period to use the toilet as of one hour after the start of the examination, but not during the half hour before the end of the examination. This permission will be granted to a student during an examination one time only, and only for one student at a time. In exceptional cases, the examiner or invigilator may deviate from these rules in favour of the student.

4. In cases where suitable facilities are provided for the safe storage of the personal property of the candidates outside the room where the examination is taking place, any coats, bags, and other items that are not allowed to be used during the examination, such as telephones, may not be taken into the examination room. In other cases, coats and jackets must be placed on the back of a chair. Bags must be kept closed and out of reach, and telephones, etc., must also be out of reach and turned off.

5. The head of the Exam Administration may, with the approval of the Examination Board, establish specific rules concerning entering and leaving the room in which the written examination is being held, taking into account the Teaching and Examination Regulations of the programme and the Rules and Regulations of the Examination Board. These specific rules will be announced in a proper and timely manner.

6. Any violation of the rules of conduct specified in this Article may result in exclusion from the examination or declaring it invalid. This may only be done on the basis of a written report of the incident drawn up by an invigilator.

**Article 3.3 – General provisions concerning order during written examinations**

1. At least one examiner or a lecturer designated for this purpose by the examiner must be present in the room where a written examination is held for at least the first 15 minutes of this examination. This person must be accessible by telephone for the remainder of the examination and must be able to be present in the examination room within 10 minutes. The examiner will answer questions and - if necessary - provide a further explanation.

2. On behalf of the Examination Board, the invigilators appointed for this purpose are charged with maintaining order during the written examination. The invigilators have to comply with any instructions given by the examiner or a lecturer appointed by the examiner. The examiner may also be an invigilator.

3. All students taking an examination must comply with the instructions of the examiner or the invigilator. If a student participating in an examination does not comply with the instructions of the examiner or the invigilator, or does not obey his/her request, the examiner or the invigilator will draw up a written report of such, and the Examination Board can decide to impose a sanction. In the event of unacceptable behaviour, the examiner or invigilator can exclude the candidate.
from further participation in the examination, as a consequence of which no grade
will be awarded for such.

4. Candidates must produce their EUR student card or provide proof of their identity
with a valid ID (i.e. an ID card, passport or driving licence) if so requested by the
invigilator or examiner during the examination. If a candidate is unwilling or
unable to produce his student card or another valid proof of identity, he will not
be allowed to take part in the examination.

5. On the table of the student there must be nothing other than the valid proof of
enrolment for the program, a valid identity document, proof of enrolment for the
examination, the examination paper, writing paper to be used for the
assignments, writing materials, and a ruler.
If this has explicitly been permitted beforehand by the examiner and is stated on
the cover sheet of the examination paper, study material may also be on the
table, such as a calculator – graphic or otherwise –, literature, or other reference
material. This study material is for the exclusive personal use of the candidate,
and must not include any notes or annotations.

6. Candidates are not allowed to have watches, mobile telephones, digital pens,
other data carriers or other (electronic) communication devices such as
earphones, within reach during examinations or to use such devices. Mobile
telephones must be switched off. If a mobile telephone rings during the
examination, it will be confiscated by the invigilator until the end of the
examination, and moreover this will also be reported by the invigilator. Watches,
etc must be put away in a coat or bag.

7. A student sitting the examination is obliged, at the request of the examiner or the
invigilator, to show the materials that he/she has with him/her, and to hand over
such if requested.

8. Only the paper provided by EUR is to be used for the written examination. The
use of the student’s own paper is not permitted.

9. A student taking the examination must write his/her name, signature and
student/examination number on each sheet of paper that is handed in. The
examiner or the invigilator will check whether this has been done correctly before
taking in the papers. The written answers must be handed in to the examiner or
the invigilator. Furthermore, the examiner may decide that rough notes and the
examination question papers have to be handed in as well.

10. The head of the Exam Administration can, with the approval of the Examination
Board, establish specific rules concerning conduct in the designated examination
rooms during the written examination, taking into account the Teaching and
Examination Regulations of the programme as well as the Rules and Regulations
of the Examination Board. These specific rules will be announced in a proper and
timely manner.

11. Insofar as this Article does not provide otherwise, any breach of the rules of
conduct laid down in this Article may result in exclusion from or invalidation of the
examination. This may only be done on the basis of a written report of the
incident drawn up by an invigilator.

Article 3.4 – Fraud

1. If in relation to the taking of an examination, fraud is detected or suspected – as
defined in article 1.2, paragraph 3 – a record will be made of this in a written
report as quickly as possible by the invigilator or the examiner to be notified by
him/her. The invigilator or examiner can ask the student to hand over any items
of evidence. A refusal to do so will be recorded in the written report. The student
will be given the opportunity to make a written statement that will be attached to
the written report of the invigilator or examiner. The written report and any
written statement will be presented to the Examination Board as quickly as
possible. The student will be given the opportunity to finish and to hand in his/her
work.
2. If, when an examination is in progress, fraud in the form of plagiarism (or rather: as referred to in paragraph 3 sub h. of this Article) is suspected or detected, the examiner or invigilator must report this to the Examination Board as soon as possible, thereby submitting a report of plagiarism.

3. The term "fraud" is understood to include:
   a. the consultation of books, syllabi, or other sources during the examination, the consultation of which has not been explicitly approved by the examiner;
   b. the consultation of books, syllabi or other sources approved by the examiner during the examination if they include notes which have not been explicitly approved by the examiner.
   c. copying from or exchanging any information whatsoever with fellow students, either inside or outside the examination room, during the examination;
   d. impersonating someone else during the examination;
   e. being impersonated by somebody else during the examination;
   f. changing the lists of questions and/or official or unofficial examination papers or other sources of information that have been given to him, or exchanging these documents with other candidates;
   g. gaining possession of the questions or assignments for an examination before the date or time on which this examination is scheduled to take place;
   h. committing plagiarism. The term "committing plagiarism" is also understood to include invoking the assistance of third parties with respect to doing all or part of the examination, including written assignments, theses or practicals, to such an extent that justifies reasonable doubt as to whether the content and purport can actually be ascribed to the person in whose name this examination is being taken;
   i. using communication devices (e.g., earphones) during the examination.
   j. using writing materials during inspection of the examination papers.

Article 3.5 – Sanctions
1. Depending on the gravity of the fraud committed, such to include a repetition of fraud, the Examination Board can impose, amongst others, the following sanctions on the student:
   1. If a student commits fraud, the Examination Board can issue a reprimand, or declare the results of the relevant examination null and void, or revoke the entitlement to take one or more examinations or exams designated by the Examination Board, for a period to be set by the Examination Board, up to a maximum of one year. In the event of serious fraud, the university board may definitively terminate the enrolment of the relevant student for the programme on the advice of the Examination Board.
   2. A combination of the above sanctions.
2. The chairperson, or in his/her absence, any other member of the Examination Board will notify the student about the sanction(s) imposed in writing and/or by e-mail to the e-mail address issued by the University to the student.

Section 4 – The taking of examinations and exams

The provisions of Article 4.1 relate to examinations and examination components alike. All references in the aforesaid Article to ‘examination’ must therefore be interpreted as ‘examination or examination component’.

Article 4.1 – The questions and assignments
1. Examinations and interim examinations are taken in Dutch unless the Executive Board decides otherwise in conformity with Article 7.2c of the Higher Education and Research Act (‘WHW’).
2. The questions and assignments of the examination will not go beyond the sources notified beforehand which the examination syllabus is based on. These sources
will be announced before the start of the teaching that will prepare the student for the examination.

3. The questions and assignments in examinations are distributed evenly over the subject matter of the relevant examination.

4. The examination will reflect the learning goals in content and form in accordance with Bloom’s theory. The Examination Board may issue further guidelines and instructions to the examiners about the test matrix to be used.

5. When formulating and drawing up the examination assignments, the examiner must take sufficient effective measures to prevent fraud. When requested, the examiner will provide the Examination Board with an explanation about such.

6. If group work forms a part of the examination assignment, the examiner should take measures when designing and formulating the examination assignment to ensure that each candidate can be assessed individually. In determining the result of the examination, each student will be assessed individually. When requested, the examiner will provide the Examination Board with an explanation about such.

7. If an examination that is not held in an examination room - such as an essay - forms part of the examination assignment, the examiner must take sufficient effective measures to prevent fraud, including establishing whether the candidate is the *auctor intellectualis* of the work submitted, when evaluating the examination results. If requested, the examiner must provide the Examination Board with the required information, including an explanation as to why an invigilated examination is not an appropriate examination assignment.

8. The cover sheet of the examination assignment, where relevant, must provide clear examination instructions.

9. The examiner must be given the opportunity to add instructions on the cover page of the examination. Such instructions may not conflict with the provisions in these Regulations nor with the course schedule for the course in which the examination is held.

10. The questions and assignments of an examination must be clear and unambiguous, and worded in such a way, or contain such directions, that the student will know how extensive and detailed the answers have to be.

11. The study guide will provide information well in advance of the examination date on the way in which the provisions of the Teaching and Examination Regulations are implemented with respect to the way in which the examination is taken.

12. The duration of the examination will be such that the students will have sufficient time, measured in accordance with reasonable standards, to answer the questions.

13. Before a written examination is taken, the examiner will have the examination paper evaluated by a colleague with a view to the quality of the examination.

14. Students and student assistants may not be involved in the drawing up of test and examination assignments.

Section 5 – The assessment standards and requirements for passing examinations

Article 5.1 – Assessment standards

1. Wherever reasonably possible, written examinations will be assessed on the basis of model answers and standards.

2. Each candidate will be assessed individually.

3. The method of assessment must be transparent enough to enable the examinee to determine how his individual assessment and the results of his examination have been determined.

4. In the event that examination results are assessed by more than one person under the examiner’s responsibility, this examiner must ensure that the assessment is carried out in an orderly fashion and based on the same standards.
5. Students and student assistants may not be involved in the assessment of examination results.

**Article 5.2 – Determination of the grade for an examination**

1. The results for each examination must be determined
   a. as a figure with one decimal point on a scale of 1.0 to 10.0 inclusive
   b. or qualified as ‘pass’ or ‘fail’. This applies to the following components:
      i. Bachelor thesis 1 (Bachelor degree in Health Sciences)
      ii. Thesis plan (master degree in in Health Economics, Policy & Law, Health Care Management)
      iii. Writing skills 1 and 2 (Bachelor degree in Health Sciences)

2. The numerical results for an examination consisting of several examination components will be determined in conformity with paragraph 1 sub a, with due observance of the following provisions:
   a. the result for each of the examination components will be expressed as a numerical score, rounded off to one decimal place, on a scale from 1.0 to 10.0.
   b. each of the examination components will be awarded a specific weighting. The weightings thus determined will be published in the study guide.
   c. the examination results are determined by a weighted average of the results for the examination components, with due observance of any additional programme-specific provisions. This weighted average will be rounded up to one decimal place for a 5 or higher, and rounded down for a 4 or lower (i.e., a 5.45 will be rounded up to 5.5, and a 5.44 will be rounded down to 5.4; a 5.44444 will be rounded up to 5.4, and a 5.44445 will be rounded down to 5.5).
   d. if an examination consists of a number of examination components, a student who has been allowed to enrol for the examination will also be allowed to take all the relevant examination components. If an examination candidate has taken at least one examination component but has not taken all the examination components, the results will be determined using the calculation of the weighted average of the results of the examination components as if the results for the examination components that the candidate has not taken were equal to 1.0. If an examinee has not participated in any of the examination components, no grade will be awarded for the relevant examination.

3. An examination result of 5.5 and over or qualified as ‘pass’ will be considered as a pass, or in other words, that the examination has been successfully completed.

4. If a student is not eligible for enrolment to take an examination, any grade given for the relevant examination will be declared null and void.

5. If a written examination or examination component - such as an assignment or thesis - is not invigilated, the examiner must use a plagiarism scanner to ascertain that no plagiarism has been committed. If fraud is suspected, or in any event if the reported match percentage is 15% or over, the examiner must carry out further investigations. In the event of a (repeated) suspicion of plagiarism, the examiner will report to the Examination Board in accordance with article 3.4, paragraph 3, and no grade will be awarded.

**Article 5.3 - Requirements for the passing of the examinations for the subjects of the Master programme in Health Care Management**

1. Pursuant to Article 5.2 paragraph 3, candidates have passed examinations for the courses in the first year of the Bachelor programme if the examinations for all these courses - as recorded in the relevant Teaching and Examination Regulations - have been completed with a mark of at least 5.5.
   a. With respect to cluster 1 and cluster 2 of the first year of the Bachelor programme, the examination in one of the courses in the relevant cluster - as laid down in the Teaching and Examination Regulations - with a mark of 5.0 or
over, but lower than 5.5 may be compensated if the unweighted average of the results achieved in the examinations for all courses in the relevant cluster taken together is at least 6.0 (not rounded off).

b. With respect to cluster 1 and cluster 2 of the first year of the Bachelor programme, the examination in one of the courses in the relevant cluster - as laid down in the Teaching and Examination Regulations - with a mark of 4.5 or higher but lower than 5.5 may be compensated if the unweighted average of the results achieved in the examinations for all courses in the relevant cluster taken together is at least 5.5 (not rounded off). This exclusively applies to students in the 2012-2013 and 2013-2014 cohorts.

c. If a mark of 5.0 or over, but lower than 5.5 has been obtained for at most one of the courses in the first year of the Bachelor programme as laid down in the relevant Teaching and Examination Regulations and with the exception of Statistics and ‘Introduction Methods and Techniques of Research’, this may be compensated if the unweighted average of the final marks for all components taken together is at least 6.5 (not rounded off). This exclusively applies to students in the 2011-2012 and preceding cohorts.

2. Pursuant to Article 5.2 paragraph 3, candidates have passed examinations for the courses in the second and third years of the Bachelor programme if the examinations for all these courses - as recorded in the relevant Teaching and Examination Regulations - have been completed with a mark of at least 5.5 and a 'pass' for the Bachelor Thesis 1 component. This applies to the 2015-2016 cohort and subsequent cohorts. In this connection, no compensation is possible between the examinations of the relevant courses.

a. If a mark of 5.0 or over, but lower than 5.5 has been obtained for at most one of the examinations for the courses in cluster 1 of the second and third years of the Bachelor programme as laid down in the relevant OER, this result may be compensated if the unweighted average of the results obtained for the examinations for all courses in this cluster 1 taken together is at least 6.0 (not rounded off). This exclusively applies to students in the 2013-2014 cohort.

b. If a mark of 5.0 or over, but lower than 5.5 has been obtained for at most one of the courses in the second and third years of the Bachelor programme as laid down in the relevant Teaching and Examination Regulations and with the exception of the Bachelor thesis, Quantitative Health Care Research (M&T 4) and Qualitative Health Care Research (M&T 5), this may be compensated if the unweighted average of the final marks obtained for all courses taken together, with the exception of the Bachelor thesis, is at least 6.5 (not rounded off). This exclusively applies to students in the 2012-2013 and preceding cohorts.

**Article 5.4 - Requirements for the passing of the examinations for the subjects of the Master programme in Health Care Management (part-time course)**

1. For students in the 2015-2016 cohort or subsequent cohorts, and pursuant to Article 5.2 paragraph 3, the examinations for the courses in the Master programme have been passed if all examinations for the courses as referred to in Article 3.3 paragraph 2 of the Teaching and Examination Regulations for the Health Care Management Master programme have been concluded with a mark of at least 5.5 and with a 'pass' for the Thesis Plan component..

a. If a mark of 5.0 or over, but lower than 5.5 has been obtained for no more than one of the examinations for the courses as referred to in Article 3.3 paragraph 2 of the Teaching and Examination Regulations for the Health Care Management Master programme, with the exception of the final thesis, this result may be compensated if the unweighted average of the results obtained for the examinations for the aforesaid courses is at least 6.0 (not rounded off).

**Article 5.5 Requirements for the passing of the examinations for the courses of the pre-Master programme**
1. If an examination comprises a number of examination components, an additional provision will apply (in respect of Article 5.2 paragraph 2 sub c.) to the effect that the examination has not been completed successfully if a result of less than 5.0 is obtained for at least one examination component.

2. Pursuant to Article 5.2 paragraph 3, the examinations for the courses in the pre-Master programme are passed if all examinations for the courses specified in the letter confirming enrolment for the pre-Master programme and forming part of the Letter of admission to the pre-Master programme are appointed to the Master programme as being a compulsory part of the pre-Master programme of the student or person following the course, have been completed with a mark of at least 5.5.
   a. If a mark of 5.0 or higher but lower than 5.5 has been obtained for no more than one of the examinations for the courses as referred to in paragraph 2, this result may be compensated if the unweighted average of the results obtained for the examinations for all courses is at least 6.0 (not rounded off).

Section 6 – Exams

Article 6.1 – The final exam
1. If the examinations for the courses that are part of a programme, with due observance of the compensation scheme, have been successfully completed, the examination has been taken insofar as the Examination Board has not stipulated that the examination also comprises research to be carried out by it (Article 7.10 paragraph 2 of the WHW).
2. The Examination Board will establish whether all the requirements have been fulfilled for the awarding of the relevant certificate to the student in question.
3. The Examination Board will determine the grade for the final exam after the examinations associated with the programme have been completed.

Article 6.2 - Classifications
1. Based on the ECTS unweighted average of the grades for all examinations, the following classifications will be awarded:
   - "with distinction" for an average grade of 8.25 to 9.0;
   - "with honours“ for a final grade of 9.0 or higher.
2. If exemption has been granted for a component in the programme or if a component is assessed as a pass, the examination result will be calculated over the remaining courses in the curriculum. The classification “cum laude” or “summa cum laude” will be stated on the degree certificate.
3. In addition to the previous paragraph: the results of examinations taken at a foreign university in connection with an international exchange programme will not be included in the calculation of the classification. For an award of a classification for the Bachelor degree, a minimum of 120 ECTS of the programme must have been completed within the programme of the Institute of Health Policy & Management itself. To be eligible for an award of a classification for the Master programme in Health Care Management (part-time variant), a minimum of 40 ECTS of the programme must have been completed within the programme of the Institute of Health Policy & Management itself.
4. A classification will not be awarded for the pre-Master programme.

Article 6.3 – The certificate, the grade list, and the diploma supplement
1. The iBMG Department for Examination Registration must verify whether candidates have fulfilled all the requirements for the examination.
2. As proof that the examination has been successfully completed, a certificate will be awarded by or on behalf of the Examination Board, after the Executive Board has declared that the procedural requirements for the award have been fulfilled.
3. The examination components belonging to the examination will be stated in a list of grades, which constitutes a part of the certificate.
4. The Examination Board will add a diploma supplement to the certificate in accordance with the agreed European standard format.
5. The certificate, the grade list, and the diploma supplement will be signed by the chairperson of the Examination Board or his/her deputy.
6. As proof that the examinations for the pre-Master programme have been successfully completed, a certificate will be awarded by or on behalf of the Examination Board, after the Executive Board has declared that the procedural requirements for the award have been fulfilled.

Section 7 – Evaluation of the quality of examinations

Article 7.1 – Evaluation of the quality of examinations
1. The Examination Board will structurally review the quality of the examinations and examination components for all the courses, and has set up an exam review committee for this purpose.
2. The Examination Board will review the quality of the (component) examinations amongst other things based on evaluations of the (component) examinations. This review can involve random sample testing, and can be supplemented with a further review on the grounds of any other information (for example specific complaints). The Examination Board may ask the examiner to take effective action if necessary. Details of this evaluation will be reported in the annual report. The exam review committee will carry out the relevant reviews under the mandate of the Examination Board.

Section 8 – Request and decisions

Article 8.1 Requests and decisions
1. Notwithstanding that which is provided for in these regulations in relation to the periods for the submission of request and the documents that have to submitted with such, all requests made on the grounds of these regulations must be submitted as quickly as possible in writing or by e-mail, together with the reasons for such, to the Examination Board. When a request is submitted, if applicable for the specific type of request, the digital application form must be used that can be obtained via the website of the Examination Board. All digital communication conducted by the Examination Board about a request will take place via the e-mail address issued to the student by the university.
2. Notwithstanding that which is provided for in these regulations concerning the periods in which the Examination Board has to take a decision on certain requests, the Examination Board will take its decisions as quickly as possible. All decisions made by the Examination Board must be accompanied by the reasons for such decisions.
3. A member of the Examination Board, who is involved as an interested party with a request or decision, cannot participate in the decision-making process about this request or decision.

Section 9 – Appeal

Article 9.1 Appeal
1. An appeal can be lodged with the Board of Appeal for Examinations (CBE) against any decision of the Examination Board which is contrary to the (written and unwritten) law. Furthermore, an appeal can be lodged with the CBE against any
grade given for an examination by an examiner, provided that the appeal is submitted in a timely manner after the notification of the examination results.

2. If invited to do so by the CBE, the president of the Examination Board must call on the parties concerned within two weeks of receipt of the invitation to enter into consultation with him to ascertain whether the dispute can be settled amicably. If the president of the Examination Board is himself a party to the dispute, his task in the attempt to reach an amicable settlement will be taken over by another member of the Examination Board.

3. In the event the CBE has called upon the Examination Board to hold a meeting to discuss an amicable settlement, this must take place within a reasonable period. The Examination Board will inform the CBE about the outcome of this meeting no later than four weeks after the receipt of the invitation of the CBE. This period can be deviated from in exceptional cases.

4. If the relevant student’s interests so require, the Examination Board is at liberty to abbreviate the relevant periods in this Article to a reasonable extent in order to prevent or limit any damaging of the aforesaid student’s interests as far as possible.

**Section 10 – Transitional provisions and final provisions**

**Article 10.1 – Amendments of these Rules and Regulations**
No amendments will be made that are applicable to the ongoing academic year, unless the interests of students or examinees will not be unreasonably prejudiced by such.

**Article 10.2 – Effective date**
These Rules and Regulations will enter into force on 1 September 2016. Thus laid down by the Examination Board of the Institute of Health Policy & Management in its meeting on 20 June 2016.