Rules and Regulations for the academic year 2017 - 2018

- Bachelor programme in Health Policy & Management,
- Master programme in Health Economics Policy & Law (HEPL),
- Master programme in Health Care Management (HCM),
- Master programme in Health Care Management (part-time), and
- the 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 the exams in the Health Policy & Management bachelor programme, the Health Care Management (HCM) master programme, the Health Economics Policy and Law (HEPL) master programme, the part-time Health Care Management master programme, and the pre-master programme of Erasmus School of Health Policy & Management (ESHPM) 2017-2018, hereinafter referred to as: the Programme.

Article 1.2 – Definitions
1. Unless stated otherwise, these Rules and Regulations use the same definitions of terms as those in the Course and Examination Regulations (OER) for the relevant programme.
2. 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 judgement about his or her knowledge, insight and skills or that of any other student. This also includes the regulations specified in Article 3.4.
3. Each examination will comprise a survey of the knowledge, insight and/or skills of the student, as well as an assessment of the results of that survey in conformity with Article 7.10 paragraph 1 of the Higher Education and Research Act (WHW). An examination can be divided into several components. The terms “partial test”, “interim test” and “final test” as defined in the OER are all referred to in these Rules and Regulations as “examination components”.
4. Under the mandate of the Examining Board, the test committee will examine the quality of the tests at regular intervals.

Article 1.3 – Daily affairs of the Examining Board
The Examining 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 can make its decisions based on, among other things, 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 the exams;
- the possibilities and the work load associated with the organisation of the education 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 Examining Board will appoint examiners to conduct examinations and to classify the results of such, and will make this publicly known in writing, such to include placement on a website. The Examining Board can appoint external examiners. It will verify that the examiners satisfy the set expertise requirements. The Examining Board will notify the examiners on the status of their role as an examiner.

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 hierarchical relationship between them and the ESHPM 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 course coordinator will be ultimately responsible for the tests as a course examiner.

4. The Examining Board can set binding guidelines and assessment standards for examinations and exams.

5. The examiners will provide the Examining Board with the requested information.

6. The Examining 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 or provisions in question to the Examining Board. The Examining Board, after consulting with the relevant examiner or examiners and the study advisor, can allow a departure from the provision or provisions in question in favour of the student. The Examining Board will not make a decision about a student’s application until the applicant has been given the opportunity to present his/her case where requested.

Section 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 Examining Board at least four weeks before the start of the practical assignment for which the exemption is being requested. In exceptional cases, the Examining Board may allow an extension of the time limit stated in the previous sentence. The Examining 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 examinations

1. A request for exemption from taking examinations, as referred to in the Course 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 adding any supporting documentation, to the Examination Board at least four weeks before the examination for which exemption is being requested takes place. In exceptional cases, the Examining Board may allow an extension of the time limit stated in the previous sentence. The Examining Board can set further rules in relation to the procedure. These rules will be published on the Examining Board’s website.
2. Taking into account the Course and Examination Regulations for the relevant programme, the Examining 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/she must notify the Examining Board of this.

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

Section 3 – Rules concerning proper conduct during examinations

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

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

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

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

4. In derogation to that provided for in paragraph 3, a student can register late up to and including no more than three working days before the day on which the examination is due to take place, provided this does not jeopardise the correct preparation of the examination sitting. The head of the Department for Exam Registration will charge an administration fee of EUR 20 for this derogation. The head of the Department for Exam Registration will report this to the Examining Board.

5. In derogation to the provisions of paragraph 4, a student can register late up to and including the day on which the examination is to take place, provided this does not jeopardise the correct preparation of the examination sitting. The Examining Board will charge an administration fee of EUR 20 for this late registration. The Examining 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 have his/her examination assessed.

6. If, as a result of force majeure, a student is not able to register on time or in the proper way, the Examining Board can allow a deviation from the registration period as provided for in paragraphs 3, 4 and 5. There is a case of force majeure if a student is not able to register in the usual way due to circumstances beyond his/her control, such as a serious illness or exceptional family circumstances. The student should submit a request to this end as soon as reasonably possible.

7. If a student has not registered for an examination in accordance with the provisions of or pursuant to these Rules and Regulations, any mark 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. On request and with the permission of the examiner or the invigilator, a student sitting the examination 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 Department for Exam Registration may, with the approval of the Examining Board, establish specific rules concerning entering and leaving the room in which the written examination is being held, taking into account the Course and Examination Regulations of the programme and the Rules and Regulations of the Examining 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 in the examination being declared 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 Examining 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 Examining Board may 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 classification 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/her student card or another valid proof of identity, he/she will not be allowed to take part in the examination.

5. Nothing may be placed on a student's table other than the valid proof of enrolment for the programme, a valid identity document, proof of registration 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, unless these are explicitly permitted by the relevant course schedule.

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 always 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 accepting the papers. The written answers must be handed in to the examiner or the invigilator. Furthermore, any rough notes and the examination question papers should also be handed in.

10. The head of the Department for Exam Registration can, with the approval of the Examining Board, establish specific rules concerning conduct in the designated examination rooms during the written examination, taking into account the Course 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, when an examination is in progress, fraud – as defined in Article 1.2, paragraph 2 – is detected or suspected, the invigilator, or an examiner brought in by him/her, will compile a written report of this as quickly as possible. 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 invigilator or examiner’s written report. The written report and any written statement will be presented to the Examining 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 Examining Board as soon as possible, thereby submitting a report of plagiarism.
3. The term “fraud” is understood to include:
   a. consulting books, syllabi or other sources during the examination, the consultation of which has not been explicitly approved by the examiner;
   b. consulting books, syllabi or other sources approved by the examiner during the examination if they include notes that have not been explicitly approved by the examiner;
   c. during the examination copying from or exchanging any information whatsoever with fellow students, either inside or outside the examination room;
   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/her, 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 it 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) or other resources (cf Article 3.3 paragraph 6) during the examination.
   j. contravening the guidelines governing the inspection of examination papers, including making use of any writing materials.

Article 3.5 - Sanctions
1. Depending on the gravity of the fraud committed, such to include a repetition of fraud, the Examining 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 designated examinations or exams, for a period to be set by the Examining Board, up to a maximum of one year. In the event of serious fraud, the Executive Board may definitively terminate the enrolment of the relevant student for the programme on the advice of the Examining Board.
   2. A combination of the above sanctions.
2. The chairperson or, in his/her absence, any other member of the Examining Board will notify the student about the sanction or sanctions imposed on him/her either 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

Article 4.1 – The questions and assignments
1. The examinations are taken in Dutch, unless the Executive Board decides otherwise in conformity with Article 7.2c of the WHW.
2. The questions and assignments of the examination will not go beyond the sources notified beforehand and on which the examination syllabus is based. These sources will be announced before the start of the education 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 Examining Board may issue further guidelines and instructions to the examiners about adhering to test matrices.

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 Examining Board with information in this respect.

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 Examining Board with information in this respect.

7. If an examination that is not held in an examination room (for example an essay) forms part of the examination, the examiner must - when establishing the examination results - take sufficient effective measures to prevent fraud, including establishing whether the candidate is the auctor intellectualis of the work submitted. If requested, the examiner must provide the Examining 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 must, where relevant, 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 Rules and 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. Well in advance of the examination date, the study guide will provide information on the way in which the provisions of the Course and Examination Regulations are to be implemented in respect of the way in which the examination is to be 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. If a student hands in an assignment after the previously announced deadline, the assignment will not be assessed and the result recorded as 1.0.

14. 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.

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

Section 5 – The assessment and requirements for passing examinations

Article 5.1 - Assessment standards
1. Wherever reasonably possible, written and oral examinations will be assessed on the basis of model answers and standards or an assessment form.
2. Each candidate will be assessed individually.
3. The method of assessment must be transparent enough to enable the examinee to determine how his/her individual assessment and the results of his/her 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 examinations.

Article 5.2 – The determination of the result of an examination
1. The results of each examination must be determined
   a. as a numerical score, rounded off to one decimal place, on a scale from 1.0 to 10.0
   b. or qualified as a ‘pass’ (satisfactory) or ‘fail’ (unsatisfactory). This applies to the following components:
      i. Bachelor thesis 1 (bachelor degree in Health Sciences)
      ii. Thesis plan (the master degrees Health Economics, Policy & Law, and 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 awarded are published in the study guide.
   c. the examination results are then determined by a weighted average of the results for the examination components, with due observance of any additional programme-specific or course-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 5.44445 will be rounded up to 5.5, and a 5.44444 will be rounded down to 5.4).
   d. if an examination consists of a number of examination components, a student who has been allowed to register 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 of the examination 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 classification 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, it will be deemed that the examination has been successfully completed.
4. If a student is not eligible to register to take an examination, any classification 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 there is any suspicion of fraud, the examiner must carry out a further investigation. In the event of a (repeated) suspicion of plagiarism, the examiner will report to the Examining Board in accordance with article 3.4, paragraph 2, and no classification will be awarded.

Article 5.3 - Requirements for passing the examinations in the courses of the Health Sciences bachelor programmes ESHPM
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 Course and Examination Regulations) have been completed with a mark of at least 5.5.
   a. In respect of courses in cluster 1 and cluster 2 of the first year of the bachelor programme, an examination in one of the courses in the relevant cluster (as laid down in the OER) which is awarded 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 a 6.0 (not rounded off).

b. The following rule applies exclusively to students in the 2012-2013 and 2013-2014 cohorts. In respect of courses in cluster 1 and cluster 2 of the first year of the bachelor programme, an examination in one of the courses in the relevant cluster (as laid down in the OER) which is awarded 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).

c. The following rule applies exclusively to students in the 2011-2012 cohort and any earlier cohorts. 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 OER), with the exception of the courses Statistics and ‘Introduction to 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).

2. The following rule applies to the 2015-2016 cohort and subsequent cohorts. 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 OER) have been completed with a mark of at least 5.5 and a ‘pass’ for the Bachelor Thesis 1 component. In this connection, no compensation is possible between the examinations of the relevant courses.

a. The following rule applies exclusively to students in the 2013-2014 cohort. 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).

b. The following rule applies exclusively to students in the 2012-2013 cohort and any earlier cohorts. 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 OER) 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).

Article 5.4 - Requirements for the passing of the examinations for the subjects in the master programme 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 Course 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 Course 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 of the aforesaid courses is at least 6.0 (not rounded off).

Article 5.5 Requirements for passing 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 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, and designated a compulsory part of the pre-master programme for 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 exam will also be deemed to have been successfully completed, insofar as the Examining Board does not stipulate that the exam necessitates further research (Article 7.10, paragraph 2, WHW).

2. The Examining Board will establish whether all the requirements have been fulfilled for the awarding of the relevant certificate to the student or person following the course.

3. The Examining Board will determine the classification of the exams after the examinations associated with the programme have been completed.

Article 6.2 - Classifications
1. Based on the ECTS unweighted average of the courses within the programme’s curriculum, the following classifications will be awarded:
   - cum laude (with distinction) for an average mark of 8.25 to 9.0;
   - summa cum laude (with honours) for a final mark of 9.0 or higher.

2. If exemption has been granted for a component in the programme or if a component has been assessed as a pass, the classification 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. Supplementary to the previous paragraph: the results of examinations taken at a foreign university as part of an international exchange programme will not be included in the calculation of the classification. To be awarded a classification for the Bachelor degree, a minimum of 120 ECTS of the programme must have been completed within the programme of the Erasmus School of Health Policy & Management itself. To be eligible to receive a classification for the master programme Health Care Management (the part-time course), at least 40 ECTS of the programme must have been completed within the programme of the Erasmus School of Health Policy & Management.

4. A classification will not be awarded for the pre-master programmes.

Article 6.3 – The certificate, the list of marks, and the diploma supplement
1. The ESHPM Department for Exam Registration must verify whether candidates have fulfilled all the requirements of the exam.

2. As proof that the exam has been successfully completed, a certificate will be awarded by or on behalf of the Examining Board, after the Executive Board has declared that the procedural requirements for the award have been fulfilled.
3. The examination components belonging to the exam will be stated in a list of marks, which constitutes part of the certificate.
4. The Examining Board will add a diploma supplement to the certificate in accordance with the agreed European standard format.
5. The certificate, the list of marks and the diploma supplement will be signed by the chairperson of the Examining Board or his/her deputy.
6. As proof that the examinations for the pre-master have been successfully completed, a certificate will be awarded by or on behalf of the Examining 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 Examining Board will structurally review the quality of the examinations and examination components for all the courses, and has set up a test committee for this purpose.
2. The Examining Board will review the quality of the examinations and examination components based on, among other things, evaluations of the examinations and examination components. 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 Examining Board may ask the examiner to take effective action if necessary. Details of this evaluation will be reported in the Examining Board’s annual report. The test committee will carry out the relevant reviews under the mandate of the Examining Board.

Section 8 – Request and decisions

Article 8.1 Requests and decisions
1. Notwithstanding the provisions in these Rules and Regulations in relation to the periods for the submission of requests and accompanying documents, all requests made on the grounds of these Rules and Regulations must be submitted to the Examining Board as quickly as possible, either in writing or by e-mail and accompanied by the reasons for the request. When a request is submitted, use must be made of the digital application form available on the Examining Board’s website, provided it is applicable for the specific type of request. All digital communication conducted by the Examining Board about a request will take place via the e-mail address issued to the student by the university.
2. Notwithstanding the provisions in these Rules and Regulations concerning the periods in which the Examining Board has to take a decision on certain requests, the Examining Board will take its decisions as quickly as possible. All decisions made by the Examining Board must be accompanied by the reasons for such decisions.
3. If a member of the Examining Board could be regarded an interested party in respect of a request or decision, he/she may not 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 Examining Board due to the fact that it is contrary to (written and unwritten) law. Furthermore, an appeal can be lodged with the CBE against
any mark given for an examination by an examiner, provided 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 Examining Board must, within two weeks of receipt of the invitation, call on the parties concerned to enter into consultation with him/her to ascertain whether the dispute can be settled amicably. If the president of the Examining Board is personally a party to the dispute, his/her role in the attempt to reach an amicable settlement will be taken over by another member of the Examining Board.

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

4. If the relevant student’s interests so require, the Examining Board is - to a reasonable extent - at liberty to shorten the relevant periods in this Article in order to prevent or minimise any damage to the aforesaid student’s interests.

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 are not unreasonably prejudiced by the amendments.

Article 10.2 – Effective date
These Rules and Regulations will enter into force on 1 September 2017. Thus laid down by the Examining Board of the Erasmus School of Health Policy & Management in its meeting on 4 August 2017.