

**Erasmus MC**

Universitair Medisch Centrum Rotterdam



**Teaching and Examination Regulations  
Research Master Programs  
2011-2012**

## **Research Master Programs**

**Health Sciences**

**Clinical Research**

**Infection & Immunity**

**Molecular Medicine**

**Neuroscience**

**Academic year 2011-2012**

2011-2012 © Erasmus MC, Rotterdam

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, electronic, mechanical, photocopying, recording, without the prior permission of the publisher.

# Content

## **Section 1      General 5**

- 1.1    Applicability of these regulations 5
- 1.2    Definitions in these regulations 5
- 1.3    Aim of the program 6
- 1.4    Execution of the program 6
- 1.5    Admission to the program 7
  - 1.5.1    Admission requirements 7
  - 1.5.2    Admissions Board 7
  - 1.5.3    Admission procedure 8
  - 1.5.4    Written notification of admission 8
- 1.6    Language of instruction and examinations 8
- 1.7    Rule of order concerning access to EUR-buildings and –campuses 8

## **Section 2      The program 9**

- 2.1    Approval and content of the curriculum 9
  - 2.1.1    Curriculum Research Master programs 9
- 2.2    Traineeships in the Research Master programs 9
- 2.3    Study load 9

## **Section 3      Exemption from education and examinations 11**

- 3.1    Elective and compulsory education 11
- 3.2    Exemptions 11
- 3.3    Extraneous education 11

## **Section 4      Assessment of instruction and taking examinations 13**

- 4.1    General rules 13
- 4.2    Inspection and follow-up interview 13
- 4.3    Provisions for physically or sensorial handicapped students 14
- 4.4    Appeals 14

## **Section 5      Examinations and period of validity 15**

- 5.1    Examinations in the Research Master programs 15
- 5.2    Order of examinations 15
- 5.3    Announcement results of examinations 15
- 5.4    Period of validity of examinations 15
- 5.5    Rules and regulations 15

## **Section 6      Denial of access to teaching and examinations 17**

- 6.1    General procedure 17
- 6.2    Scientific integrity 19

## **Section 7      Study counselling and advice 21**

- 7.1    Study progress 21
- 7.2    Study counselling 21
- 7.3    Study advice 21

**Section 8 Final and implementation provisions 23**

- 8.1 Appeals procedure 23
- 8.2 Amendments to the TER 23
- 8.3 Announcement of amendments 23
- 8.4 Entry into force 23

**Appendices**

Appendix to the Teaching and Examination Regulations 2011-2012 concerning the Erasmus MC Research Master programs

Rules and Regulations for the Examinations 2011-2012

Sections of the Law specifying the TER

# Section 1 – General

## .1 Applicability of the regulations

These regulations are applicable to the curriculum and examinations of the Research Master programs offered by Erasmus MC.

Only the Dutch-language version of these regulations is valid in law.

## 1.2 Definitions and authorizations in these regulations

In these regulations, words shall have the following meanings:

- a Decision*  
Decision of the Examination Board or examiner regarding an appeal or request of a student on behalf of the examination regulations.
- b Examination Appeals Board*  
The Examination Appeals Board (CBE) of Erasmus University Rotterdam.
- c Examination Board*  
The board referred to in Article 7.12 first paragraph of the law, appointed by the Dean.
- d Examiner*  
A person as referred to in Article 7.12, third paragraph of the law, who is entrusted with assessing an examination part.
- e ECTS*  
European Credits Transfer System, the system by which all 'participating' European countries record study load. ECTS credits are a numerical value allocated to course units to describe the study load. One ECTS represents 28 hours of study.
- f IELTS*  
International test to assess proficiency in the English language (International English Language Testing System)
- g Master of Science thesis*  
The format of the Master of Science thesis (MSc thesis) is that of a scientific article that can be submitted to a 'peer reviewed' international journal. The MSc thesis should demonstrate that the student is capable of collecting data and presenting results and has sufficient expertise to write a scientific article. The aim is to submit the article for publication, but this is no requirement. For specific requirements per program see appendix 2.3.
- h Teaching and Examination Regulations (in short: TER)*  
The regulations as referred to in Article 7.13 of the law.
- i Research supervisor*  
The scientific researcher who supervises the student's research project and its rendering into the MSc thesis. The functions of research supervisor and tutor may be combined in one person.

- j* Program Board  
The board as referred to in Article 9.18 of the law, appointed by the Dean.
- k* Program Director  
The program director, as referred to in Article 9.17 of the law, is under the responsibility of the Dean entrusted with the organisation and execution of the program as stipulated in the teaching and examination regulations.
- l* Portfolio  
File in which the student during the program is expected to record data on behalf of the program.
- m* Research Master programs  
English-taught, two-year research masters within Erasmus MC (120 ECTS) that lead to the degree of Master of Science in Health Sciences or Clinical Research or Infection & Immunity or Molecular Medicine or Neuroscience.
- n* Examination  
A written or oral test of a study unit.
- o* TOEFL  
International test of proficiency of the English language (Test of English as a Foreign Language)
- p* Admissions Board  
The Admissions Board assesses and decides whether an applicant is admitted to the program. The Examination Board may mandate this committee to perform specific tasks. The granting of exemptions cannot be delegated to this committee.
- q* Tutor  
The advisor/confidential counsellor of the student during the program. A student may be assigned two tutors each with a different background. The functions of research supervisor and tutor may be combined in one person. The Program Director appoints the tutor.
- r* Sufficient result  
A mathematically rounded off grade of minimal 6 (six) or a 'satisfactory' or 'good' assessment.
- s* Law  
The Dutch Higher Education and Research Act (*Wet op het hoger onderwijs en wetenschappelijk onderzoek - WHW*), further referred to as: the Law.

### **1.3 Aim of the program**

The Research Master programs offered by Erasmus MC train students to become a scientific researcher.

### **1.4 Program execution**

The programs are taught full-time.

## **1.5 Admission to the program**

### **1.5.1 Admission requirements**

#### **1.5.1.1 General admission requirements**

To a Research Master programme are admitted those who have obtained at least a Bachelor degree in a discipline relevant to the research master in question, such as medicine, health sciences, (medical) biology, chemistry, sociology, exercise sciences, pharmacy, psychology, nutrition, dentistry and veterinary medicine. In addition, those with a relevant degree must have an affinity with research, as demonstrated by his or her curriculum vitae. Finally, it should be clear/evident that the student has the ambition to pursue a career in the field of one of the programs.

On request, those who are enrolled in a Bachelor's program but have not yet passed the final exam may be admitted with the proviso that they meet the following conditions before the beginning of the new academic year: students have obtained a Bachelor 1 certificate and at least 105 ECTS out of the 120 ECTS of the second and third years of the Bachelor's programme (subject to amendments of the Law).

Those with a relevant degree must have proven to meet the eligibility criteria for written and spoken English. Foreign students from non-English speaking countries who have not followed English-taught secondary education and continuation schooling must have taken a TOEFL or an IELTS test. The result of the TOEFL test should be a minimum score of 575 (paper based) with scale scores minimally 57, or a score of 232 (computer based) with scale scores minimally 23. A minimum score of 90 should be obtained for the Internet-based test with scale scores minimally 22. The result of the IELTS test should be a minimum score of 6.5 with scale scores minimally 6.0.

Documents required for admission:

- 1 Registration form of the program in question
- 2 Motivation letter
- 3 Curriculum vitae
- 4 Authorized copies of diplomas and mark lists
- 5 Two references
- 6 IELTS/TOEFL
- 7 Copy of relevant passport information
- 8 Passport photograph

#### **1.5.1.2 Specific admission requirements**

Additional specific admission requirements per program are listed in the appendices.

### **1.5.2 Admissions Board**

The Admissions Board concerned assesses and decides whether an applicant is admitted to the program. The members of the different Admissions Boards are listed in Appendix 1.2.

### **1.5.3 Admission procedure**

For details on the admission procedure see Appendix 1.3

### **1.5.4 Written notification of admission**

Each applicant will receive within six weeks a written notification stating acceptance or rejection for the programme for which he or she has registered.

### **1.6 Language of instruction**

The language of instruction – teaching and examination – is English.

### **1.7 Rule of order concerning access to EUR-buildings and -campuses**

Without prejudice to the rules in force, as established by the Board of Directors of Erasmus MC, the EUR rules of order have also been declared applicable mutatis mutandis by the Dean with respect to the grounds and buildings of Erasmus MC and consequently also apply to the EUR-enrolled Research Master students who take a program at Erasmus MC. The text of this regulation can be found on the Erasmus MC website > education.

## **Section 2 – The program**

### **2.1 Approval and content curriculum**

The Dean yearly, before the start of the academic year, on the proposal of the Program Director concerned (in persons and if relevant in matters), on the advice of the Program committee and the Examination Board, the curriculum of each Research Master program. The curricula are presented in Appendix 3.1.

### **2.2 Research projects within the Research Master programs**

The Program Director in consultation with the student decides within what research group the student will perform the research project. The student will be assigned a research supervisor and /or tutor. The moment of assignment varies per program (see Appendix). The Examination Board will decide on conflicts between the student and the tutor that cannot be resolved within the Research Master program.

### **2.3 Study load**

Each Research Master program has a study load of 120 ECTS.



## **Section 3 – Admission / Exemption education and examinations**

### **3.1 Elective and compulsory education**

Each Research Master program includes elective and compulsory courses. For specific information per program see Appendix Section 3.1.

### **3.2 Exemptions**

At the request of a student the Examination Board after having consulted the Program Director and the examiner in question can grant exemption from part of the Research Master program on the grounds of knowledge or skills gained within or outside higher education.

### **3.3 Extraneous education**

In case of extraneous education (a course given by a different institution) the Admissions Board involved decides on a written request submitted by a student to approve this education. The Admissions Board involved determines the study load in ECTS of this study part, and notifies in writing the Program Director involved and the student in question of its decision.



## Section 4 – Assessment of instruction and taking examinations

### 4.1 General rules

- A In order to take part in each examination opportunity the student is required to register 14 days at the latest before the examination date in question according to the common procedures of the Research Master program involved, if applicable (see Appendix).
- B The examiner announces the rating of a written examination within 22 working days after the day on which the examination was taken. Should this period be exceeded, the examiner will inform the Examination Board and the students involved before the end of this period. The Examination Board can prolong this period in consultation with the examiner if in the view of the Examination Board there are reasons to amend the assessment procedure (see also Rules and Guidelines for the Examinations).
- C The examiner must at the latest at the start of the instruction of the study part in question announce the examination requirements and manner in which it is taken.
- D An oral examination is taken in public, unless the student has objected to this.
- E Immediately after an oral examination is taken, the examiner announces the result and passes the result to the Program Director involved.
- F Examinations for which a pass was obtained cannot be taken again. In case of resit(s) for examinations for which the result was insufficient the highest grade assigned is the valid result. The number of resits has been determined per program.
- G If in the opinion of the Examination Board, as a result of the programming of a (preliminary) examination or practical, for one or more students an undesired delay of the study progress has occurred or is imminent, the Examination Board is entitled – after consultation with the examiner and Program Director involved – to settle/decide on at the request of the student(s) involved a once-only examination opportunity for the study part in question.
- H Examinations are assessed with grades on the scale 1.0 – 10.0, accurate to one decimal point, or with insufficient, satisfactory, or good.
- I A Master degree can be obtained only if a student has obtained 120 ECTS. Specific requirements per Research Master can be found in the Appendices.

### 4.2 Inspection and follow-up interview

- A During 22 working days after the announcement of the results of the examination, the person who has taken the examination students may peruse the assessed work and be informed of the criteria for assessment, as well as (be given) an explanation of the assessment. Inspection will take place under supervision of the examiner
- B The examiner, either at the request of the person in question or at his or her own initiative, will organise a follow-up interview concerning a written or oral examination.
- C During the inspection session the student may lodge a motivated, oral appeal against the assessment. This results in a re-assessment by the examiner.

- D A student who objects to the re-assessment may lodge a written appeal with the examiner. The examiner will inform the student in writing whether he or she considers the objection valid and whether revision/amendment of the assessment follows. If a student continues to disagree with the assessment, also after the follow-up interview with the examiner, the student may lodge a written appeal to the Examination Board. Copies of the correspondence with the examiner should be attached to the appeal. This appeal should be lodged within 6 weeks after inspection of the examination.
- E The Examination Board may peruse the assessed work. Only with permission of a student the Examination Board can grant third parties the right to peruse a student's assessed work.
- F The definitive result will be announced no later than 12 weeks after the examination. The Examination Board may extend this period in consultation with the examiner if in the opinion of the Examination Board there are reasons to revise the assessment (see also Rules and Guidelines for the Examinations).

### **4.3 Provisions for physically or sensorial handicapped students**

Physically or sensorial handicapped students are offered the opportunity to take the examinations in a manner adapted as far as possible to their individual handicap. A request for granting special provisions should be submitted by the student to the Examination Board. However, these provisions may not influence the quality or level of difficulty of an examination. See also Rules and Guidelines for the Examinations.

### **4.4 Appeals**

By virtue of article 7.61 of the Dutch Higher Education and Research Act, appeals against decisions of the Examination Board of examiner may be lodged with the Examination Appeals Board. The student should lodge an appeal with the Examination Appeals Board within 6 weeks.

## **Section 5 – Examinations and period of validity**

### **5.1 Examinations in the Research Master programs**

a Examinations

Examinations are taken in written and/or oral form. The student concludes a number of courses with a presentation. For a specific overview of examinations per program see Appendices.

b Resits

Regulations for taking examinations differ per Research Master program (see Appendices 2.2)

c Master of Science thesis

Students must have written and defended a thesis at the end of their program. For specific information per program see Appendix 2.3.

### **5.2 Order of examinations**

Examinations must be taken in the order as mentioned in the study program. Derogations can be made in consultation with the Program Director concerned.

### **5.3 Announcement results of examinations**

Each student will be notified in writing of the result of his or her examination.

### **5.4 Period of validity of examinations**

The period of validity of examination parts passed is limited to 6 years. The Examination Board is entitled to prolong the period of validity beyond six years. The student should submit a request to this end in a reasoned statement to the Examination Board.

### **5.5 Rules and regulations**

The rules and regulations for the (interim) examinations of the Research Master programs form an inherent part of these Teaching and Examination Regulations. These rules and regulations are laid down and modified by the Examination Board in consultation with the Program Directors concerned.



## Section 6 – Denial of access to teaching and examinations

### 6.1 General procedure

The following procedures are applicable in case of observed shortcomings in the field of professional conduct:

1 *The first notification*

If at any moment during the program a student – in the opinion of a lecturer/examiner – has demonstrated insufficient command of the general skills required in patient contact or in conducting research, as described in the Erasmus MC Guideline on scientific misconduct, the Netherlands Code of Conduct for Scientific Practice issued by the joint universities (VSNU) and the Guideline on inducement by companies (NFU), the lecturer/examiner in question will immediately submit a written, motivated notification to the Examination Board (see Section 6.1.3)

2 *The file*

The Examination Board takes due note of the notification referred to in the first paragraph and opens a confidential file regarding this notification, without prejudice to the provision in paragraph 11 of this article.

3 *The reply of the student*

The Examination Board will inform the student in question, to whom the notification as referred to in the first paragraph of this article refers, as soon as possible in writing and gives the student the opportunity to present in writing or orally his or her vision on the matter referred to in the notification. The written vision of the student is added by the Examination Board to the file; the Examination Board will make a report of an orally provided vision, which report is presented to the student and – supplemented with his or her comments, if any – is also added by the Examination Board to the file.

4 *Possible action by the Examination Board*

On account of this first notification the Examination Board may take action, dependent on the severity of the shortcomings or misconduct described in this notification and the student's reply. If required the Examination Board may seek the advice of third parties in this matter (see also the provisions in paragraph 10 and paragraph 11).

5 *A new notification*

If the Examination Board at any moment during the program, and when said moment is later than that of the notification referred to in the first paragraph, receives with regard to the same student again a notification as referred to in the first paragraph of this article from one or more lecturer(s)/examiner(s), the procedure as laid down in paragraphs 1 t/m 3 of this article is repeated.

If the nature of what is put in the new notification in the opinion of the Examination Board should be reason for this, the Examination Board will seek the advise of a confidential counsellor regarding the question whether the student may continue with the program and if so, under what conditions.

6 *Appointing the confidential counsellor*

In the event of a case as referred to in paragraph 5, second sentence of this article, the Examination Board requests the Program Director involved to appoint an objective confidential counsellor, whether or not from Erasmus MC.

*7 The procedure to be followed by the confidential counsellor*

Before submitting an advice to the Examination Board the confidential counsellor hears the student and the lecturer(s)/examiner(s) involved, preferably in one and another's presence. In the session(s) the confidential counsellor will examine if, and if so in what manner the student could compensate for the observed shortcomings. This may involve a recommendation to seek the help of professional counsellors or counselling organisations.

The confidential counsellor will make a report of the session(s) and send copies of the report to the parties involved, to which both parties can comment. The report and the comments of the parties, if any, will be attached to the advice to be submitted by the confidential counsellor to the Examination Board.

As soon as possible after having heard both parties the confidential counsellor will submit a motivated report to the Examination Board. This advice, with attached documents, will be added by the Examination Board to the file as referred to in paragraph 2 of this article.

*8 The decision of the Examination Board*

The Examination Board will within three weeks after receipt of the advice by the confidential counsellor decide on the progress of the program of the student in question, a decision preponderantly based on the advice of the confidential counsellor. This decision may imply, among other things, that the student may continue with the program only under conditions to be put by the Examination Board, or – in the extreme case – that the student must discontinue the program.

The decision of the Examination Board will be passed motivated and in writing to the student.

*9 The shortened procedure at repeat offending*

If the procedure as described in paragraph 1 t/m 3 and paragraph 5 t/m 8 of this article on the occasion of a first notification as referred to in paragraph 1, in connection with a new notification as referred to in the paragraph 5, has been followed already and if the Examination Board again receives a notification from one or more lecturer(s)/examiner(s) regarding comparable shortcomings or conduct of the student in question, the Examination Board may decide not to follow the procedure laid down in paragraph 5 t/m 8, but to make a decision without the advice of a second confidential counsellor.

*10 Seeking advice from a confidential counsellor as early as the first notification*

The Examination Board may also decide, if in the view of Examination Board the severity of this first notification should be sufficient reason, to seek advice from a confidential counsellor after the first notification. Before proceeding to this action, however, the student and the lecturer/examiner are heard. The Examination Board will make a report of the interview(s) of which copies will be sent to both parties and to which both parties may comment. The report and the comments of the parties, if any, will be added by the Examination Board to the file as referred to in paragraph 2 of this article.

*11 Interim preliminary denial of continuing the program*

In case of a notification as referred to in paragraph 1 or paragraph 5 of this article, the Examination Board may as a disciplinary action deny the student to continue the program for the time being and for a period to be determined by the Examination Board, if in the view of Examination Board the severity of this first notification should be sufficient reason for this. If necessary, in this case a disciplinary action can be taken after an oral notification. After taking such an action the Examination Board will immediately hear the student and the lecturer/examiner involved.

*12 Appeal against a decision by the Examination Board*

A student who objects to a decision of the Examination Board may lodge an appeal with the Examinations Appeal Board of Erasmus University Rotterdam. The appeal has to be lodged within four weeks from the posting date of that decision.

## **6.2 Scientific integrity**

The Erasmus MC Guideline on scientific misconduct, the Netherlands Code of Conduct for Scientific Practice issued by the joint universities (VSNU) and the Guideline on inducement by companies (NFU) are applicable to the students of the Research Master programs.



## **Section 7 – Study counselling and advice**

### **7.1 Study progress**

The Program Director in question is responsible for recording the study results in such a way that each student can be given an overview at least once per trimester of the results that he/she has obtained in relation to the program's study- and exam program.

### **7.2 Study counselling**

The Program Director in question is responsible for the study counselling of students enrolled for the program, partly in order to assist their orientation towards possible study paths within and outside the Research Master program.

### **7.3 Study advice**

The Program Director in question is responsible for a study advice to the students if study results are insufficient. A student may eventually become stuck in the program by insufficient study results, preventing the awarding of a diploma. The number of permitted resits has been established per Research Master program (see Appendix 2.2).



## Section 8 – Final and implementation provisions

### 8.1 Appeals procedure

An individual student who objects to decisions made on the grounds of this TER may lodge an appeal with the Program Director, unless the relevant article stated that the appeal should be lodged with the Examination Board.

### 8.2 Amendments to the TER

- A The Dean RSM will adopt amendments to these regulations after approval from the Joint Assembly<sup>2</sup> through a separate decree.
- B No amendments will be made that are applicable to the current academic year, unless the interests of the students are, in reason, not thereby prejudiced.
- C Moreover, amendments must not influence, to the detriment of the students:
  - a passing an examination.
  - b any other decision with respect to a student taken by the Examination Board by virtue of these regulations.
- D In exceptional circumstances, in the discretion of the Examination Board and if necessary after consulting the relevant student counsellor and/or Program committee, the Examination Board may derogate from the regulations in favour of the student.

### 8.3 Announcement TER and amendments therein

The Program Director in question is responsible for an appropriate announcement of these regulations, of the Rules and Guidelines for the Examinations established by the Examination Board, and of amendments to these documents. In addition the TER is made available online via [www.erasmusmc.nl/onderwijs/onderzoekersopleidingen/masters](http://www.erasmusmc.nl/onderwijs/onderzoekersopleidingen/masters) .

### 8.4 Entry into force

The Teaching and Examination Regulations 2011-2012 enter into force on September 1<sup>st</sup>, 2011. Thus established by decree of the Dean after approval of the Joint Assembly of Erasmus MC on June 30<sup>th</sup>, 2011.

---

<sup>2</sup> The Joint Assembly's right of approval applies to all sections of the teaching and examination regulations with the exception of the issues mentioned in article 7.13, paragraph 2 of the Higher Education and Research Act, the subparagraphs a through g. The Joint Assembly is composed of the members of the Student Council and the members of the Education and Research Committee of the Works Council.



**Erasmus MC**

Universitair Medisch Centrum Rotterdam



**Teaching and Examination Regulations  
Research Master Programs**

Appendices

2011-2012

## **Research Master programs**

**Health Sciences**

**Clinical Research**

**Infection & Immunity**

**Molecular Medicine**

**Neuroscience**

Academic year 2011-2012

2011-2012 © Erasmus MC, Rotterdam

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, electronic, mechanical, photocopying, recording, without the prior permission of the publisher.

# Appendices

## Content

- 1 Introduction and admission 5**
  - 1.1 Admission requirements per Research Master program 5
  - 1.2 Admissions Board 7
  - 1.3 Application procedure 8
  
- 2 Taking examinations 11**
  - 2.1 Interim examinations 11
  - 2.2 Resits 12
  - 2.3 Master of Science (MSc) thesis 13
  
- 3 Programs 15**
  - 3.1 Curriculum Research Master programs 15
  - 3.2 Traineeships and assignment of tutor 20
  
- 4 Teaching 23**
  - 4.1 Elective and compulsory courses 23
  - 4.2 Exemptions 24
  
- 5 Practical information on testing 25**
  - 5.1 Registering for examinations 25
  - 5.2 Form of the examinations 25
  - 5.3 Degree requirements 26



# Appendices

## 1 Introduction and admission

In addition to the general admission criteria (see general section of this TER) the additional provisions in this Appendix are applicable as well to students of the five Research Master programs. If the additional provisions contradict or are inconsistent with the general provisions, the additional provisions must prevail. In all situations for which the general and the additional provisions do not provide, the decision lies with the Examination Board of the Research Master programs.

### 1.1 Admission requirements per Research Master program

#### Health Sciences

The admission requirements voor the Research Master program Health Sciences are the requirements mentioned in the general section of the Teaching and Examination Regulations. Apart from the disciplines listed in Section 1.5.1, medical practitioners who are pursuing a career in medical scientific research belong to the target group.

Lateral entry admission is an option. This implies that students at Erasmus MC or other institutions may be placed in the second year of the Master of Science programs. These students must have successfully completed the first year of another, equivalent, Research Master. Requests for lateral entry exemptions should be submitted to the Examination Board by the Program Director. Such a request must have been granted before the student can be admitted.

The Admissions Board assesses and decides whether a student can be admitted to the program. The applicant is entitled to receive a motivation for the decision to refuse his/her admission.

#### Clinical Research

The admission requirements voor the Research Master program Clinical Research are the requirements mentioned in the general section of the Teaching and Examination Regulations. Apart from the disciplines listed in Section 1.5.1, medical practitioners who are pursuing a career in medical scientific research belong to the target group.

Lateral entry admission is an option. This implies that students at Erasmus MC or other institutions may be placed in the second year of the Master of Science programs. These students must have successfully completed the first year of another, equivalent, Research Master. Requests for lateral entry exemptions should be submitted to the Examination Board by the Program Director. Such a request must have been granted before the student can be admitted.

The Admissions Board assesses and decides whether a student can be admitted to the program. The applicant is entitled to receive a motivation for the decision to refuse his/her admission.

## **Infection & Immunity**

The admission requirements voor the Research Master program Infection & Immunity are the requirements mentioned in the general section of the Teaching and Examination Regulations. However, in derogation of the disciplines listed in Section 1.5.1, admission to the program is possible only for:

- 1 Students in Medicine (from the Netherlands or International students) who have obtained a Bachelor's degree.
- 2 Students in Biology, Biomedical Sciences, Biochemistry, veterinarian medicine, pharmacy and molecular sciences (LUW) (from the Netherlands or International students) who have obtained a Bachelor's degree.
- 3 HLO-BML (Higher Laboratory Education Biomedical Laboratory Techniques) students who have obtained a diploma.

All non-medical students are required to take the "Infectious and Immune Diseases" course offered in the second year of the Erasmus MC Medicine curriculum. This course is not taught in English.

The derogation as laid down in the second paragraph of article 1.5.1 'Admission requirements' of the Teaching and Examination Regulations for the Research Master Programs is applicable as well to the Research Master program Infection & Immunity

The Admissions Board of the Research Master program Infection & Immunity assesses and decides whether a student can be admitted to the program. The applicant is entitled to receive a motivation for the decision to refuse his/her admission.

## **Molecular Medicine**

The admission requirements voor the Research Master program Molecular Medicine are the requirements mentioned in the general section of the Teaching and Examination Regulations. However, in derogation of the disciplines listed in Section 1.5.1, admission to the program is possible only for:

- Applicants with a Bachelor of Science degree in one of the biomedical sciences (such as biology, biochemistry, medicine), or
- Applicants with a Bachelor of Science degree of a Dutch higher professional education program in biomedical laboratory techniques (HBO-BML)

Regarding international applicants the study results already obtained will be included in the assessment: a minimum grade point average of 80% is required for them.

Conditional admission to the program is an option for Erasmus MC students in Medicine. They will take a premaster program as from Bachelor year 2 and be admitted unconditionally at the moment they obtain their Bachelor's degree.

Lateral entry admission is an option. This implies that students at Erasmus MC or other institutions may be placed in the second year of the Master of Science programs. These students must have successfully completed the first year of another, equivalent, Research Master. Requests for lateral entry exemptions should be submitted to the Examination Board by the Program Director. Such a request must have been granted before the student can be admitted.

The Admissions Board assesses and decides whether a student can be admitted to the program.

## **Neuroscience**

Requirements for admission to the Summerschool of the Neuroscience Research Master program

- 1 Having obtained a pass grade in the examination for the (basic) neuroscience unit of the (pre-)program.
- 2 Admission to the Neuroscience Research Master is first of all dependent on the admission to the Summerschool of the Neuroscience Research Master program.

Requirements for admission to year 1 of the Neuroscience Research Master program

Admission to year 1 of the Neuroscience Research Master program is based on:

- 1 Selection by the Admissions Board on the basis of the results of the qualification test that concluded the Summerschool, consisting of a written examination, a brief report and/or a presentation, and the Admissions Board assessment of the (future) functioning of the student, which plays an important part in the decision-making on admission.
- 2 Admission to year 1 of the Neuroscience Research Master program does not automatically entitle the student to enter year 2.

Admission to year 2 of the Neuroscience Research Master program

Having obtained the 60 ECTS credits of year 1, entitles the students to enter the next second year of the Neuroscience Research Master program. A one or more year delay in starting year 2 of the Neuroscience Research Master program is therefore not allowed, unless the Admissions Board, mandated by the Examination Board on the basis of a motivated request from the student in writing, co-signed by his/her tutor, permits a one or more year delay.

Lateral entry admission is an option. This implies that students at Erasmus MC or other institutions may be placed in the second year of the Master of Science programs. These students must have successfully completed the first year of another, equivalent, Research Master. Requests for lateral entry exemptions should be submitted to the Examination Board by the Program Director. Such a request must have been granted before the student can be admitted.

The Admissions Board assesses and decides whether a student can be admitted to the program.

## **1.2 Admissions Board**

### **Health Sciences**

The Admissions Board of the Master program Health Sciences for external applicants with a different study background than Erasmus MC Medicine is composed of the head of a department participating in the Netherlands Institute for Health Sciences (NIHES) and a program coordinator.

The Admissions Board Health Sciences and Clinical Research for the medical students is composed of the Program Directors of both programs and professors closely involved in the programs.  
NIHES

### **Clinical Research**

The Admissions Board of the Master program Clinical Research for external applicants with a different study background than Erasmus MC Medicine is composed of a member of the Clinical Research Advisory Board and a program coordinator.

The Admissions Board Health Sciences and Clinical Research for the medical students is composed of the Program Directors of both programs and professors closely involved in the programs.

### **Infection & Immunity**

The Admissions Board Infection & Immunity is composed of the Program Director (or deputy Program Director), the Scientific director (or his deputy) and lecturers closely involved in the programs. The presence of 3 members and consensus are required for admission to the program.

### **Molecular Medicine**

The members of the Admissions Board are the two members of the board of the Research Master program, the Program Director, and should the occasion arise a course coordinator. The presence of at least 3 members and consensus are required for admission to the program.

### **Neuroscience**

The members of the Admissions Board are the head of the department of Neuroscience, the Program Director and two tutors.

## **1.3 Application procedure**

### **Health Sciences**

The application procedure for external applicants to the Research Master program Health Sciences with a different study background than Erasmus MC Medicine is in written form only. These students' application forms are assessed by the Admissions Board. The applicant will be notified in writing regarding his/her application within 6 weeks.

A selected group of students in Medicine belonging to the best 15% in the bachelor phase are invited by the Dean to apply. However, also students not invited by the Dean may apply. All medical students who send an application letter for the MSc Health Sciences or the MSc Clinical Research are invited for an interview. Those who meet the eligibility criteria will be offered a place in the other Master if there should be insufficient place in one of the Masters Health Sciences or Clinical Research.

### **Clinical Research**

The application procedure for external applicants to the Research Master program Health Sciences with a different study background than Erasmus MC Medicine is in written form only. These students' application forms are assessed by the Admissions Board. The applicant will be notified in writing regarding his/her application within 6 weeks.

A selected group of students in Medicine belonging to the best 15 % in the bachelor phase are invited by the Dean to apply. However, also students not invited by the Dean may apply. All medical students who send an application letter for the MSc Health Sciences or the MSc Clinical Research are invited for an interview. Those who meet the eligibility criteria will be offered a place in the other Master if there should be insufficient place in one of the Masters Health Sciences or Clinical Research. The applicant will be notified in writing regarding his/her application within 6 weeks.

## **Infection & Immunity**

A selected group students in Medicine at Erasmus MC belonging to the best 15% in the bachelor phase are invited by the Dean to apply. However, also students not invited by the Dean may apply. All students in Medicine at Erasmus MC who send an application letter are invited for an interview.

A written selection procedure is in place for other applicants to the Research Master program.

These students' application forms are assessed by the Admissions Board. Students selected on the basis of this assessment are invited for an interview. The applicant will be notified in writing regarding his/her application within 6 weeks.

## **Molecular Medicine**

Applicants who meet the selection criteria under 1.1 may be additionally invited by the Admissions Board for an interview (in person or via internet) and an entrance examination.

Admission eligibility is based on study results obtained during previous training, the result of the entrance examination, the references, and the applicant's personal motivation, as demonstrated in the motivation letter and/or the admissions interview.

The Admissions Board decides whether a student is admitted to the program.

## **Neuroscience**

### *Admissions procedure Summerschool*

The Summerschool of the Neuroscience Research Master program is held yearly at the beginning of the program for a period of 3 weeks and serves as a comprehensive mutual acquaintanceship of the student and the Neuroscience Research Master program and as preparation of the student to the entrance examination for year 1.

The application is assessed by the Admissions Board of the Neuroscience Research Master program, which may request additional oral and/or written information to this aim. The ruling of the Admissions Board is binding.

### *Admissions procedure to year 1 of the Neuroscience Research Master program*

The Summerschool is concluded with an examination that in addition serves as entrance examination for year 1 of the Neuroscience Research Master program. The Admissions Board selects students based on the results of the Summerschool examination, consisting of a written examination, a brief report and/or a presentation, and the Admissions Board assessment of the (future) functioning of the student.

Refusal of the admission to year 1 of the Neuroscience Research Master program will be announced in writing. Students may request within one week after the date of the announcement further information on the refusal in a personal interview and/or in writing.



## 2 Taking examinations

### 2.1 Interim examinations

#### Health Sciences

Interim examinations can be taken halfway or at the end of the course unit. The study guide and the NIHES website list the courses for which interim examinations are taken. An attendance requirement is imposed for a number of courses. Students may be absent to a maximum of 20% after motivated announcement to one of the program officers or program coordinators of NIHES. ECTS are only awarded if a pass grade for the interim examination has been obtained and/or the attendance requirement has been complied with.

#### Clinical Research

Interim examinations can be taken halfway or at the end of the course unit. The study guide and the NIHES website list the courses for which interim examinations are taken. An attendance requirement is imposed for a number of courses. Students may be absent to a maximum of 20% after motivated announcement to one of the program officers or program coordinators of NIHES. ECTS are only awarded if a pass grade for the interim examination has been obtained and/or the attendance requirement has been complied with.

#### Infection & Immunity

At least the compulsory courses Summer course 1 & 2, Winter Course 1 & 2 and CC01 Study Design are concluded with a written examination. Admission to the courses following Summer Course 1 is only granted if a pass grade has been obtained for the Summer Course 1 written examination.

Students may be absent to a maximum of 20% after motivated announcement to one of the coordinators. However, concerning the complete Infection & Immunity program, absenteeism is only allowed after motivated announcement to, and in consultation with, program management (the program director or the managing director). Thus, in principle the student should be present, the 20% leeway is the upper limit of absenteeism with regard to possible unpreventable absence.

ECTS are only awarded if the attendance requirement has been complied with and a pass grade for a test has been obtained in case a course is concluded with a test.

Instead of a test, apart from the attendance requirement, ECTS may be awarded for a report that is rated at least as pass.

Outside of the non-scheduled periods provided for in the planning of the Master I&I, the student should be present to attend compulsory courses and research work.

#### Molecular Medicine

All courses of the Molecular Medicine program are tested as stated in the Study guide. An attendance requirement is imposed for a number of courses. Students may be absent to a maximum of 20% after motivated announcement to one of the coordinators. ECTS are only awarded if a pass grade for the interim examination has been obtained and the attendance requirement has been complied with.

## Neuroscience

### *Progress and testing in year 1*

- a Year 1 consists of different modules, lasting ca. 3 weeks, in which periods the various elements of the neurosciences are discussed in a compact form. A module is coordinated by a module coordinator. Furthermore, in year 1 the student prepares a research proposal and performs initial experiments, under the supervision of the student's tutor.
- b The ECTS credits for each module are awarded in retrospect provided the grade, rounded off mathematically, is at least 6 (six). A resit is offered for each module for which an insufficient grade was obtained.
- c Appeals against decisions on resits for a module can be lodged with the Examination Board.
- d During year 1 the student is expected to attend the weekly progress meetings in the department of Neuroscience, as well as other scientific meetings and seminars. Attendance ECTS credits will be assigned by his/her tutor. If a student fails to attend enough of these meetings he/she will be reprimanded by his/her tutor at the latest 3 months before the end of year 1.
- e At the end of year 1 the student submits his/her research proposal in writing, and gives an oral presentation of the proposal. An assessment committee, composed of the student's tutor and at least two other tutors, of which at least one is a member of the Admission Board, attends the presentation and may put questions to the student regarding the presentation. The assessment committee awards the grade for the research proposal and the presentation, explicitly based on the tutor's opinion. The corresponding ECTS credits are only awarded if a pass grade is obtained.
- f Appeals against decisions of the assessment committee can be lodged with the Examination Board.

### *Progress and testing in year 2 of the Neuroscience Research Master program*

- a Year 2 of the Neuroscience Research Master program consists of different workshops. In these workshops the practical skills and research technical elements of the neurosciences are taught in a compact form. A workshop is coordinated by a workshop coordinator. Furthermore, the research project proposed at the end of year 1 is conducted under the supervision of the student's tutor.
- b In the second year the student is expected to obtain at least 10 ECTS credits by following workshops. Testing will be performed by the various workshop coordinators pursuant to the provisions applicable to module testing.
- c Alternative instruction is permitted pursuant to the provisions mentioned under 4.1.
- d During year 2 the student is expected to attend general meetings in the department of Neuroscience and specialised (progress) meetings as specified by the tutor, as well as other scientific meetings and seminars. Attendance ECTS credits will be assigned by his/her tutor. If a student fails to attend enough of these meetings he/she will be approached by his/her tutor at the latest 3 months before the end of year 2, in order to discuss ways in which the requirements can still be met.

## 2.2 Resits

### Health Sciences

The Examination Board will allow students to resit each interim examination to a maximum of three times – and then has the power to decide whether the student should stop with the program or should be given a new opportunity. After the third attempt the student himself/herself is expected to request an additional resit from the Examination Board.

### Clinical Research

The Examination Board will allow students to resit each interim examination to a maximum of three times – and then has the power to decide whether the student should stop with the program or should be given a new

opportunity. After the third attempt the student himself/herself is expected to request an additional resit from the Examination Board.

### **Infection & Immunity**

The Examination Board will allow students to resit each interim examination to a maximum of two times – and then has the power to decide whether the student should stop with the program or should be given a new opportunity. After the second attempt the student himself/herself is expected to request an additional resit from the Examination Board.

### **Molecular Medicine**

Students are entitled to resit interim examinations once, after having submitted a motivated request to the Program Director.

### **Neuroscience**

Students are entitled to resit interim examinations once. However, this does not apply to the Summer School qualification test and the final examination. The latter, after all, consists of multiple elements and must be considered as a portfolio. Students failing to obtain the 60 ECTS credits of year 1 and/or year 2 may in individual cases be offered a resit, to the judgement of the Examination Board in response to a written request from the student himself/herself preferably supported by his/her tutor and on the grounds of exceptional circumstances.

Students failing to obtain a pass grade for the concluding examination of the first year, whether or not after a resit, will be denied access to the second year of the program and will consequently be removed from the program.

Students failing to obtain a pass grade for the concluding examination of the second year, whether or not after a resit, will be removed from the program.

Appeals against decisions of the assessment committee can be lodged with the Examination Board.

## **2.3 Master of Science (MSc) thesis**

### **Health Sciences**

Each student is expected to present a Master of Science thesis (MSc thesis) at the end of the program. This must be in the form of a scientific article that in principle is ready to be submitted to a 'peer reviewed' international journal. The MSc thesis is assessed by the student's tutor and a second expert who is not involved in the research.

The student presents the thesis to the research group in the department where the research was done. Medical students present their research in the Master of Science symposium.

### **Clinical Research**

Each student is expected to present a Master of Science thesis (MSc thesis) at the end of the program. This must be in the form of a scientific article that in principle is ready to be submitted to a 'peer reviewed'

international journal. The MSc thesis is assessed by the student's tutor and an expert from the Clinical Research Advisory Council who is not involved in the research.

The student presents the thesis to the research group in the department where the research was done as well as in the Master of Science symposium.

The student defends the thesis in front of a committee composed of members of the Clinical Research Advisory Council and in the presence of the tutor.

### **Infection & Immunity**

The program is concluded with the defence of a Master of Science (MSc) thesis. The format of the MSc thesis is that of a scientific article that can be submitted to a 'peer reviewed' international journal. The MSc thesis should demonstrate that the student is capable of collecting data and presenting results and has sufficient expertise to write a scientific article.

The aim is to submit the article for publication, but this is no requirement. In addition to this MSc thesis, the student is required to prepare a research proposal for follow-up research that may lead to a PhD thesis.

Both will be assessed by the research supervisor, the Admissions Board and an external reviewer. Defence of the MSc thesis and the PhD proposal consists of an oral presentation of the aim, the methods used (or to be used, the results and the conclusions of the research project. The final result of the evaluation, presentation and defence will be reported to the Program Director.

### **Molecular Medicine**

The program is concluded with the defence of a Master of Science (MSc) thesis. The format of the MSc thesis is that of a full scientific article that can be submitted to a 'peer reviewed' international journal. The MSc thesis should demonstrate that the student is capable of collecting data and presenting results and has sufficient expertise to write a scientific article.

Submitting the article for publication is not required, but is strived after, however.

The MSc thesis includes a detailed introduction and a 'Materials and Methods' section that is more extensive than required for a scientific article.

The manuscript of the MSc thesis will be assessed by the research supervisor and at least two members of the Admissions Board. Defence of the MSc thesis consists of an oral presentation of the aim, the methods used (or to be used, the results and the conclusions of the Research project. The final grade of this concluding assignment is determined from the result of the evaluation, presentation and defence.

### **Neuroscience**

The student presents the MSc thesis in written form and orally at the end of the second year. The MSc thesis should give insight into the student's ability to perform Neuroscience research at an international level. The MSc thesis has the format and the content of an article of sufficient quality to be published in an international leading journal.

Both the written and oral presentation of the Master thesis are assessed by a committee as described under 2.1 paragraphs e and f (progress and testing year 1).

### 3 Programs

#### 3.1 Curriculum Research Master programs

##### Health Sciences, 2 years full-time

	<b>ECTS</b>
First Erasmus Summer Programme	4.2
Core Courses: "Study Design" and "Classical Methods for Data-analysis"	10.0
Specialisation specific courses	11.4
Courses Erasmus Winter Programme	5.6
Skills courses	3.4
Seminars	0.8
Elective courses	7.0
Second Erasmus Summer Programme	4.2
Research project	73.4
<b>Total</b>	<b>120</b>

##### Health Sciences for students in Medicine

	<b>ECTS</b>
First Erasmus Summer Programme	4.2
Core Courses: "Study Design" and "Classical Methods for Data-analysis"	10.0
Specialisation specific courses	10.0
Skills courses	3.4
Seminars	6.0
Second Erasmus Summer Programme	4.2

### Clinical Research, 2 year full-time

	<b>ECTS</b>
Introductory courses Erasmus Summer Programme	4.2
Core Courses: "Study Design" and "Classical Methods for Data-analysis"	10.0
Course "Clinical Epidemiology"	5.7
Programme specific and elective courses	18.5
Advanced courses Erasmus Winter Programme	5.6
Skills courses	3.4
Seminars	0.8
Research project	71.8
<b>Total</b>	<b>120</b>

### Clinical Research voor Geneeskunde studenten

	<b>ECTS</b>
First Erasmus Summer Programme	4.2
Core Courses: Study Design and Classical Methods for Data-analysis	10.0
Specialisation specific courses	5.7
Skills courses	3.4
Seminars	6.0
Second Erasmus Summer Programme	4.2
Advanced courses Erasmus Winter Programme	5.6
International training	4.2
Elective courses	12.7
Research project	64.0
<b>Total</b>	<b>120</b>

## Infection & Immunity

General overview of ECTS awarded in the Research Master in Infection & Immunity.

<b>Program year 1</b>	<b>ECTS</b>
First Summer Course	6
Study Design	4
Genetics for dummies	0.5
SPSS	0.8
Biomedical English writing	2
Pubmed	0.2
Endnote	0.2
Drown or not	0.2
Evaluation presentations	0.2
Survival analysis	0.5
Visiting seminars. journal clubs. research discussions Literature reading and orientation on research programmes Acquisition of specific knowledge of the areas of research	12
First Winter Course	6
Elective courses 1	6.6
Attending seminars, journal clubs, research discussions Literature reading Performing research in the area of choice	20.8
<b>Total jaar 1</b>	<b>60</b>
<b>Program year 2</b>	
Second Summer Course	6
Elective courses 2	7
Attending seminars, journal clubs, research discussions	
Second Winter Course	6
Elective courses 3	7
Visiting seminars, journal clubs, research discussions Literature reading Research, stay abroad, writing and presentation of the Master Thesis	19
<b>Total jaar 2</b>	<b>60</b>
<b>Total master programme</b>	<b>120</b>

## Molecular medicine

Course Code	Name	ECTS
MM-IW	Introduction Weeks <sup>1</sup>	2
MM01-MCB-A	Molecular and Cell Biology - A	2
MM-ED	Evolution and Development	3
	ED – Presentation	1
MM-MCB-B	Molecular and Cell Biology - B	8
MM-LI	Laboratory Introduction <sup>1</sup>	2
MM-CRT	Contemporary Research Topics	6
	CRT - Presentation	2
MM-WOPR	Written and Oral Presentation of Research	2
	WOPR - Research Proposal	4
	WOPR – Presentation	2
MM-BD	Biology of Disease <sup>1</sup>	4
MM08-LRS-1A	Laboratory Research 1 - A <sup>1</sup>	4
MM08-LRS-1B	Laboratory Research 1 - B	20
MM-REP	Research Report	4
	<b>Total Year 1</b>	<b>60</b>
MM10-CS	Courses and Seminars	6
MM11-RD	Research Discussions	2
	Research Progress Presentation	2
MM12-LRS-2A	Laboratory Research 2 - A	16
MM12-LRS-2B	Laboratory Research 2 - B	24
MM13-MSTH	Master Thesis	8
	Master Thesis - Presentation	2
	<b>Total Year 2</b>	<b>60</b>
	<sup>1</sup> MM-IW en MM-BD for biomedical bachelors,	

## Neuroscience

### Composition of the Neuroscience Research Master program

The full program is offered over two academic years (year 1 and year 2). The schedules below list the different elements of the instruction per year as well as the ECTS credits awarded.

<b>Year 1</b>		
Courses MSc Neuroscience		
<b>Module</b>	<b>Name</b>	<b>ECTS (Totaal 60)</b>
MNEU-1.0	Summer School	3
MNEU-1.1	Nervous system	3
MNEU-1.2	Neural signalling	3
MNEU-1.3	Sensory system	3
MNEU-1.4	Motor systems	3
MNEU-1.5	Neurodevelopment	3
MNEU-1.6	Neurological disorders	3
MNEU-1.7	Molecular and cellular mechanisms	3
MNEU-1.8	Autonomic nervous and limbic system	3
MNEU-1.9	Cognitive Neuroscience	3
MNEU-1.10	Psychiatric disorders	3
MNEU-1.11A	Preparation research proposal	14
	Course "Academic Writing"	3
	Attendance at 'Labtalks' and seminars	2
MNEU-1.12	Writing/presenting a research proposal	8
<b>Jaar 2</b>		
<b>Workshops</b>	<b>Name</b>	<b>ECTS (Total 60)</b>
MNEU-2.	Attend workshops of your choice	10
MNEU-3.13	Research project	35
MNEU-3.14	Attendance at 'Labtalks' and seminars	5
MNEU-3.15	Writing/presenting a master thesis	10

## 3.2 Traineeships and assignment of tutor

### Health Sciences

The Health Sciences students will be assigned a tutor after admission to the program. The tutor supervises the student in the research traineeship period.

The tutor preferably is a professor. Practical guidance may be delegated to a staff member, but final responsibility lies with the professor.

In consultation with the tutor students may have the traineeship abroad. The program for the medical students provides for an instruction period of at least three weeks in the third summer. The students spend this period either at the Harvard School of Public Health in Boston, or at the Johns Hopkins Bloomberg School of Public Health in Baltimore.

The program for external, initial students with a background other than Medicine does not generally provide for an instruction period or traineeship abroad. Permission to spend this period abroad may be obtained, however, after consultation with the tutor and the Program Director.

### Clinical Research

The Clinical Research students will be assigned an advisor from the Clinical Research Advisory Council after admission to the program. The advisor and the student jointly will arrange for a research traineeship and a tutor. The tutor supervises the student in the research traineeship period.

The tutor preferably is a professor. Practical guidance may be delegated to a staff member, but final responsibility lies with the professor.

In consultation with the tutor students may have the traineeship abroad. The program for the medical students provides for an instruction period of at least three weeks in the third summer. The students spend this period either at the Harvard School of Public Health in Boston, or at the Johns Hopkins Bloomberg School of Public Health in Baltimore.

### Infection & Immunity

The students will be assigned a tutor after admission to the program. The tutor supervises the student in the research traineeship period. The tutor is a lecturer, (*UD*) senior lecturer (*UHD*) or professor.

In principle the traineeships are taken within Erasmus MC. Students may opt for one or two traineeships, to be discussed with the tutor. If two traineeships are opted for, one of these should last at least one year. In consultation with the tutor and the Program Director it may be decided to take the second traineeship in another institution than Erasmus MC in the Netherlands or abroad, for a period of six months at most. However, a traineeship outside of Erasmus MC can be considered only if it is essential to progress of the research project and/or in the interest of the student. Scientific quality of the external institution must be equivalent to that of the Erasmus MC institutions. Furthermore, during the traineeship abroad the possibility of intensive supervision from the research supervisor in the institution where the student takes the traineeship must be guaranteed. In consultation with the tutor the traineeship in Erasmus MC may be replaced with an external traineeship outside of Erasmus MC, for which written approval must be obtained from the Program Director.

## **Molecular Medicine**

In the first year of the program the student is assigned a tutor (or occasionally two, one with a more fundamental and one with a more clinical background, on the proposal of the student. The Program Director appoints the tutor(s) and sees to it that students and tutors regularly discuss matters during the program.

A traineeship abroad can be considered only if it is essential to progress of the research project and/or in the interest of the student. Scientific quality of the external institution must be equivalent to that of the Erasmus MC departments that participate in the Molecular Medicine program. Furthermore, during the traineeship abroad the possibility of intensive supervision from the research supervisor abroad must be guaranteed. The traineeships generally are awarded 30 ECTS and comprise a research project complemented with relevant courses, preferably in the second year (the research year) of the research master program

The Molecular Medicine MSc program is embedded in collaborations with the University of Barcelona and the Université Pierre et Marie Curie (UPMC) in Paris. Yearly a number of students will be offered a traineeship in one of these universities.

## **Neuroscience**

The tutor is appointed by the Program Director (see general provisions) on the written proposal of the chair of the Admissions Board, approved and co-signed by the student and the intended tutor. This appointment is valid for the full period of the program. If judged necessary the student may seek the advice of a confidential adviser in the department of Neuroscience, Erasmus University or Erasmus MC.

In consultation with the tutor certain traineeships in Erasmus MC may be replaced with traineeships abroad. Written approval must be obtained from the Program Director.



## **4 Teaching**

### **4.1 Elective and compulsory courses**

#### **Health Sciences**

For the medical students taking the Research Master program the courses as described in the study guide are compulsory elements. The students are expected to make a selection from the courses offered in springtime of the second year (in the research period). A student 's study program may be adapted after consultation with the program coordinator, who then submits a proposal to this effect to the Examination Board.

The other, initial students in the Health Sciences program, whose study program has a different set-up, are expected to make a selection from the courses offered in springtime. An exception is made for the students in Genetic Epidemiology program; they need to take compulsory springtime courses.

#### **Clinical Research**

For the medical students taking the Research Master program the courses as described in the study guide are compulsory elements. The students are expected to make a selection from the courses offered in springtime of the second year (in the research period). A student 's study program may be adapted after consultation with the program coordinator, who then submits a proposal to this effect to the Examination Board.

#### **Infection & Immunity**

All modules and workshops in the program are compulsory. In consultation with the tutor and provided that written approval from the Program Director has been granted, certain modules may be replaced with equivalent instruction elsewhere.

#### **Molecular Medicine**

All course units in the program are compulsory. Exemptions from course units are considered by the Examination Board after written request by the student.

#### **Neuroscience**

All modules in the program are compulsory. Students should obtain at least 10 ECTS for the workshops.

In consultation with the tutor and provided that written approval from the Admissions Board has been granted, certain workshops may be replaced with equivalent instruction elsewhere, at renowned universities in the Netherlands or abroad.

On submission of written evidence of having obtained pass grades for these alternative units, the student will be awarded the ECTS credits for the workshops that were replaced. ECTS credits awarded for workshops taken elsewhere count in the required number of ECTS credits for the workshops.

## **4.2 Exemptions**

At the request of a student, the Examination Board, after having consulted the Medicine Program Director and the lecturer/examiner involved, may grant exemption from a course unit in the program on the grounds of demonstrable knowledge or skills obtained within or outside of higher education, The ECTS credits awarded to the course units for which exemption was granted, will be deducted from the number of ECVTS credits required for moving on (article 3.4)

## **5 Practical information on testing**

### **5.1 Registering for examinations**

#### **Health Sciences**

The students are automatically registered for the first round of the examinations and possible resits. Students who fail the examination must check the resit date themselves. The date is announced via NIHES intranet.

#### **Clinical Research**

The students are automatically registered for the first round of the examinations and possible resits. Students who fail the examination must check the resit date themselves. The date is announced via NIHES intranet.

#### **Infection & Immunity**

The students are automatically registered for the first round of the examinations and possible resits. Students who fail the examination must check the resit date themselves. The date is announced via sin-online or by email to all students.

#### **Molecular Medicine**

The students are automatically registered for the modules of the current academic year. Registering for separate modules and/or tests is not required.

#### **Neuroscience**

A module is concluded with a test. Students need not register for tests.

### **5.2 Form of the examinations**

#### **Health Sciences**

The study components to be tested are listed in the study guide and on the NIHES website. The form of the examination is mentioned as well. At the beginning of a course the lecturer will provide detailed information on the form of the examination.

#### **Clinical Research**

The study components to be tested are listed in the study guide and on the NIHES website. The form of the examination is mentioned as well. At the beginning of a course the lecturer will provide detailed information on the form of the examination.

#### **Infection & Immunity**

The study components to be tested are listed in the program website: [www.infectionimmunity.nl](http://www.infectionimmunity.nl). At the beginning of a course the lecturer will provide detailed information on the form of the examination.

## **Molecular Medicine**

The study components to be tested are listed in the study guide and on the website. The form of the examination is mentioned as well.

## **Neuroscience**

The coordinator of the module in question will announce test requirements and form of the examination no later than the first day of the module.

## **5.3 Degree requirements**

### **Health Sciences**

Students must complete the full 120 ECTS program in order to earn the Master of Science in Health Sciences degree. All parts of the program must have been concluded before the degree can be awarded.

These parts are:

- Pass grades for all examinations or attended/pass if grades are not assigned.
- Satisfactory participation in and attendance at research meetings and seminars in the research department, to be demonstrated from signatures in the portfolio.
- Approval of the research proposal.
- Successful completion of the research traineeship as demonstrated by successful defence of a Master thesis and its presentation in the research department. Medical students have presented their research at the Master of Science symposium.

### **Clinical Research**

Students must complete the full 120 ECTS program in order to earn the Master of Science in Clinical Research degree. All parts of the program must have been concluded before the degree can be awarded.

These parts are:

- Pass grades for all examinations or attended/pass if grades are not assigned.
- Satisfactory participation in and attendance at research meetings and seminars in the research department, to be demonstrated from signatures in the portfolio.
- Approval of the research proposal.

Successful completion of the research traineeship as demonstrated by successful defence of a Master thesis and the presentation of the research results in the research department and at the Master of Science symposium.

### **Infection & Immunity**

Students must complete the full program in order to earn the Master of Science in Infection & Immunity degree. All parts of the program must have been concluded before the degree can be awarded.

These parts are:

- Pass grades for all examinations or attended/pass if grades are not assigned.

- Satisfactory participation in and attendance at research meetings and seminars in the research department, to be demonstrated from signatures in the portfolio.
- Approval of the research proposal.
- Successful completion of the research traineeship as demonstrated by successful defence of a Master thesis and preparation of a PhD-proposal, as well as their presentation in the research department. The graduating students have presented their research at the Master of Science I&I Graduation Symposium.

### **Molecular Medicine**

Students must have obtained pass grades for all examinations of the program; 120 ECTS are required to earn the Master of Science in Molecular Medicine degree.

### **Neuroscience**

Students must have obtained the 60 ECTS credits of year 2 to earn the Master of Science in Neuroscience degree.





**Rules and Regulations for the Examinations  
Research Master Programs  
2011-2012**

## **Research Master programs**

**Health Sciences**

**Clinical Research**

**Infection & Immunity**

**Molecular Medicine**

**Neuroscience**

Academic year 2011-2012

2011-2012 © Erasmus MC, Rotterdam

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, electronic, mechanical, photocopying, recording, without the prior permission of the publisher.

# Content

Article 1	Definition	5
Article 2	Exemption from examination	5
Article 3	Absence	5
Article 4	Rules of order around (interim) examinations	5
Article 4a	Order (general)	7
Article 5	Fraud and sanctions	8
Article 6	Determining the grade	9
Article 7	Establishing the result of the examination	9
Article 8	The certificate and the list of grades	10
Article 9	Hardship clause	10
Article 10	Standards	10
Article 11	Regulation for students with functional disability	11
Article 11a	Limiting circumstances during the study	11
Article 12	Amendments to the Rules and Regulations for the Examinations	12
Article 13	Entry into force	12



# Articles

## Article 1 Definition

The 'Rules and Regulations for the Examinations 2011-2012' serve to supplement and further detail the Teaching- and Examination regulations as well as Examination Board bye-laws.

## Article 2 Exemption from examination

- 1 A motivated request to be granted exemption from an examination, under or by virtue of the law, must be submitted in writing to the Examination Board.
- 2 Before deciding to not grant or not fully grant exemption the Examination Board will give the requester the opportunity to be heard.
- 3 The Examination Board will make a motivated decision within a month after the date of receipt of the request and reports this decision to the requester without delay.

## Article 3 Absence

Students are required to take examinations at the first opportunity offered.

## Article 4 Rules of order around examinations

- 1 Students wishing to take part in an examination are required to be seated in the examination room in principle at the indicated time and within the area designated to the student to this aim. In case of force majeure, admission to the examination room is possible until thirty minutes after the start of the examination concerned. A candidate in the examination may not be admitted to the room later than thirty minutes after the start of the examination. A candidate may not leave the room earlier than one hour after the start of the examination nor within the thirty minutes before the end of the examination. 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.
- 2 The candidate in the examination must, on the request of the examiner or the invigilator, prove his/her identity with a valid proof of identity (valid EUR student card, ID-card, Erasmus MC card, passport or drivers license). If such a proof is impossible, the candidate is not allowed to take part in the examination.
- 3 During a written examination, the examiner or a deputy with expertise in the field is present in one the examination rooms.

- 4 The examiner as well as any invigilators appointed for this purpose is charged with maintaining order during the examination.
- 5 On the table of the candidate there must be nothing other than: writing materials, an eraser and the valid proof of identity as referred to under paragraph 2, unless article 5 paragraph 1 applies. Food and drinks may be put on the table as well. The invigilator hands out the assignment, the examination form, and exercise paper. No other things may be close at hand during the examination.
- 6 Every candidate in the examination should comply with the instructions of the examiner and the invigilators. A candidate in the examination is obliged, on request of the invigilators, to hand over the materials that he/she has with him/her during the examination, taking into account article 5, paragraph 2. These materials will be returned to the candidate as soon as possible after the end of the examination, unless article 5, paragraph 2 has been violated.
- 7 After handing in his/her examination the candidate must leave the room. Candidates may not leave without handing in the examination.
- 8 A candidate in the examination should write his/her name on each sheet of paper that is handed in. The examiner and/or the invigilator checks whether this has been done correctly before the examination is handed in to him/her. The invigilator may request the candidate to show proof of identity when handing in the examination.
- 9 A candidate in the examination may leave the examination room only once to use the toilet as from one hour after the start of the examination until half an hour before the end of the examination. This permission is granted only to one student per section at a time. The examiner or the invigilator may record which students have left the room to this aim and may as well request the student to show the contents of pockets and the like, so as to check for unallowed items (see article 5, paragraph 2), respecting the student's privacy. Permission to leave the room to use to toilet should be requested from the examiner or the invigilator.
- 10 Smoking and the use of alcohol or other stimulants during the examination are not allowed.
- 11 Candidates may not take outside the room: examination assignments and/or other information relating to the examination such as answers, information about alternatives selected in multiple-choice questions, or self-written notes on the examination and/or the answers given in the broadest sense. On request the examiner or deputy may permit students to peruse or take away information about the examination after the end of the examination, that is after all students have handed in their examination.

## Article 4a Order (general)

- 1 Research Master students within the framework of their program, as long as they are enrolled as Research Master, are required to behave like befits a good student (see also paragraph 3 of this article). This applies explicitly, though certainly not with exclusion of other circumstances, in case of examination parts or other parts of the program which entail acts and/or skills to be performed or exercised on or in persons (patients), and as well in other cases in which a student within the framework of his or her program or from his or her position as a Research

Master student, has contact with persons present and/or employed in Erasmus MC or the healthcare institution at which he or she takes a part of the program, or is expected to take in the future. If students to the judgement of a lecturer or the show misconduct at said parts of an examination or of the program, or otherwise, the Examination Board – having heard the parties involved – is authorized to impose a sanction, as formulated in paragraph 2, if necessary indirectly by calling in the Dean or the institutional board, dependent on the nature of the misconduct in question. Misconduct in this sense includes, among other things:

discriminating, offensive, injurious or otherwise negative remarks, or rude or highly impolite utterances, or harshness, or no or too little respect, manners or hygiene, or breach of confidentiality, or deceitful action, forgery, fraud, conscious deception et cetera, or transgressing behaviour including sexual intimidation, or action directed toward a third party against the wish of that person.

- 2 In situations such as mentioned in paragraph 1, the Examination Board – either itself or through the Dean or the institutional board – is authorized to impose suitable measures in the form of sanctions. These sanctions may, if the worst comes to the worst, entail suspension. The Examination Board may decide to put Section 6 of the TER in force dependent on the nature of the misconduct.

- 3 In supplementation to, and support of paragraph 1 and paragraph 2, and to clarify that which may be expected of students in the Research Master program, the medical faculty has issued guidelines on patient-bound skills and patient contacts. These have been published in a document: 'Patient-bound skills and patient contacts in students in Medicine', which if required is yearly emended preceding the start of the academic year, and which is available and downloadable via the website:

<http://www.erasmusmc.nl/desideriusschool/geneeskunde/regelsenrichtlijnen/>

These guidelines apply to all students enrolled in the Research Master programs who within the framework of their program have patient contacts in Erasmus MC.

## Article 5 Fraud and sanctions

- 1 The examiner may permit candidates to consult books, syllabi, notes or other data media during the examination. The examiner will inform the students participating in the examination of this no later than at the beginning of the course.
- 2 Students are not allowed:
  - a to consult or have close at hand during an examination: mobile phones, electronic diaries, so-called 'message watches' or other data media than those allowed in the specific circumstances mentioned in paragraph 1; however, these data media (such as a mobile phone) may be carried in a jacket or bag, however, provided they are switched off; in case of reasonable doubt and when students wish to use the toilet the examiner or invigilator may check students on carrying unallowed items, respecting the student's privacy; if necessary the examiner or his/her deputy will make an annotation of the incident and in forms the Examination Board of the incident; the Examination Board is then authorized to impose a sanction as formulated in paragraph 9.
  - b to copy work of others during an examination or to exchange information with them in whichever way, inside or outside the examination room, which includes giving others the opportunity to copy work during the examination; to prevent misunderstanding and cheating, caps or hairstyles that in the opinion of the invigilator do not allow good observation of the eyes may not be worn;
  - c to assume the identity of another person during an examination;
  - d to have themselves represented by another person in the taking of an examination;
  - e to replace the question forms and/or reply forms handed to them or to exchange these with other persons;
  - f to gain possession of the questions or assignments for an examination before that examination;
  - g to wholly or partly make impossible, in whichever way, specifically by discreditable conduct or neglect, the making of a correct (i.e. reliable and valid) assessment of his/her knowledge, insight and/or skills, or professional behaviour; this applies as well to reports, written assignments, theses, and assignments in the broadest sense of the word that serve to assess knowledge, insight and/or skills, or professional behaviour; plagiarism (e.g. from internet) is explicitly considered fraudulent conduct as well.
- 3 Students who act in violation of the provisions under or by paragraph 2, or enable acts in violation of the provisions under or by paragraph 2, are guilty of fraud.
- 4 If regarding the taking of an examination, or assessment of other work of a student, fraud is detected or suspected, the examiner will be informed without delay. In such a case the paragraphs 5 through 10 are applicable.
- 5 The examiner informs the student in question that fraud has been detected or is suspected, hears the student's response, and makes a written annotation of this, if possible on paper(s) to be handed in by the student in question; in case fraud is detected or suspected after the end of an examination (for example if answers have been copied from other candidates in the examination) the examiner records his or her findings in a separate report; in this case, too, the examiner should inform the student and hear his or her response.
- 6 In all cases of detected or suspected fraud the examiner prepares a written report on the detected or suspected fraud. If a candidate during or after the examination was asked to make available any items of evidence and yet refused to hand in these items, this is recorded in the written report. The candidate in question is given the opportunity to add written comments to the written report of the examiner.
- 7 In case of detected or suspected fraud during an examination, the student is allowed to finish and hand in his/her examination.

- 8 As soon as possible after the end of an examination at which fraud was detected, or – if the examiner cannot immediately establish whether the candidate has committed fraud – as soon as possible after the examiner has confirmed the fraud afterwards, the report as referred to in paragraph 5 and 6 as well as any comments added by the candidate in question, will be passed to the Examination Board.
- 9 The chair of the Examination Board or his/her deputy next invites both the lecturer and the student to attend a follow-up interview; subsequently the Examination Board, having heard all parties involved, is authorized to impose a sanction, which will be recorded in the student's personal file. The Examination Board can impose the following sanctions:
  - a reprimand;
  - b invalidation of the examination concerned (or the assessment of the course unit to which the fraud related), even if meanwhile the assigned grade was made public;
  - c exclusion from the examination concerned (or the assessment of the course unit to which the fraud related) for at most one year;
  - d exclusion from one or more rounds of examinations, or from taking examinations for at most one year.
- 10 The student in question will be notified in writing of the sanction imposed and of the possibility to lodge an appeal against the decision with the Examination Appeals Board (CBE) of Erasmus University Rotterdam.

## **Article 6 Determining the grade**

- 1 Students have passed an examination when they have obtained a mathematically rounded off grade of at least 6 (six) or a 'satisfactory' or 'good' classification.
- 2 Command of the English language is taken into account in the assessment of examinations, assignments and other forms of test that ask students to formulate their answers/responses themselves. Notably incorrect usage that may give rise to confusion of ideas or ambiguity is a factor to be considered.
- 3 The grading policy is transparent, enabling the candidate in the examination insight into the way in which the result of the examination was established.
- 4 Students have passed an examination when the requirements referred to in Section 5 of the TER Research Master programs have been met.
- 5 Without prejudice to the power of the examiner in the assessment, the Examination Board has jurisdiction to give rulings establishing the result of an examination. Any rules are announced before start of the instruction period in question.

## **Article 7 Establishing the result of an examination**

- 1 After a student has successfully passed an examination for a unit of the study phase in question, the examiner establishes the result of this examination.
- 2 The Examination Board has the right to inspect the assessed work and may, before the date of an examination is determined, extend the assessment period in consultation with the examiner if in the opinion of the Examination Board there are reasons to revise the assessment procedure.

## **Article 8 The certificate and the list of grades**

- 1 Without prejudice to the provisions in article 7.58 of the law, to show that the final examination has been passed the Examination Board presents a Master certificate. The presentation is made in public at least once a year.
- 2 The certificate is signed by the chair of the Examination Board, or by one or more other members of the Examination Board as deputies of the chair.
- 3 At the presentation of the certificate the student will receive a separate list of grades.
- 4 If the student has shown exceptional competence in the final examination, as referred to in paragraph 5, the Examination Board may decide to award the designation "*cum laude*" or "with credit" on the degree certificate. This provision applies solely to the Research Master programs Neuroscience and Infection & Immunity, the other Research Master programs do not acknowledge these designations.
- 5 There is said to be exceptional competence, as referred to in the preceding paragraph, when the student has sat all examinations of the core curriculum only once, if no exemptions for examination parts were granted, and when the weighted average of the examinations to which grades were assigned was at least 8.25 provided that none of the grades was less than 7.0. Examination parts assessed with either 'satisfactory' or 'good' must have been assessed at least as satisfactory and are left out of consideration, and so are the parts for which the assigned grade does not involve assessment of the individual student but rather a group of students.

## **Article 9 Hardship clause**

The student may request the Examination Board or examiner to hear the study advisor or Program Director, before derogation from any rule concerning the examinations is decided upon.

## **Article 10 Standards**

In decisions on (interim) examinations, the Examination Board or the examiner will apply the following standards:

- a upholding the quality- and selection requirements of an (interim) examination;
- b efficiency, to be achieved for example by striving to:
  - limit loss of time in preparing for an (interim) examination for students showing rapid study;
  - induce students to stop their study if successful completion of the study has become unlikely;
- c the extra work load for lecturers;
- d self-protect students from taking up a disproportionately large study load;
- e show leniency to students who demonstrably by circumstances through no fault of them have met with delay in their study progress.

When standards are conflicting the Examination Board will weigh application of the one against that of the other.

## **Article 11 Regulation for students with functional disability**

- 1 The Examination Board does not distinguish between students with and without a functional disability, unless
  - this is warranted on account of safety- or health reasons
  - affirmative action policy is at stake (positive discrimination)
  - a provision for a person with functional disability is at stake.
- 2 The Examination Board may offer the following adaptations, among other things, to students with a functional disability:
  - adjusting the allotted time period for a test
  - allowing breaks during a test
  - alternative testing methods (including oral examination, replacement assignment)
  - adapted testing methods, including sitting an examination in a separate room, whether or not with the opportunity to extend the allotted time period, printing the examination assignment in a larger font, providing for use of computer, providing for special seats
  - adjusted study plan, whether or not providing for extra resits.
- 3 Students with a functional disability that restricts their possibilities to sit written examinations, may request the Examination Board to adapt the written examinations as to duration and/or design.
- 4 Those concerned should submit said requests to the Chair of the Examination Board as soon as possible after start of the academic year and no later than four weeks before the first examination, supported by documentation with respect to his or her functional disability, unless this was provided before.
- 5 Applicants should state the nature of any requested adaptation apart from prolongation of the duration of examination.
- 6 The Chair of the Examination Board or his/her deputy on behalf of the board decides on the request within 15 working days after the day it was received. He/she will in addition state the additional time granted, in principle to a maximum of thirty minutes, as well as the nature of any other specific regulation(s).
- 7 Appeals against a decision as referred to in paragraph 6 may be lodged with the Examination Appeals Board (CBE) of Erasmus University Rotterdam.

## **Article 11a Limiting circumstances during the study**

- 1 Any existing or presenting limiting circumstances, other than referred to in article 11 and for which the student cannot be blamed, which may seriously negatively influence his or her study should be reported to Program Director in question in due time (within 6 weeks).
- 2 Limiting circumstances will be considered in decisions on adapted regulations only, provided they have been timely reported to the Program Director in question .

## **Article 12 Amendments to the Rules and Regulations for the Examinations**

No amendments will be made that are applicable to the current academic year, unless the interests of the students are, in reason, not thereby prejudiced.

## **Article 13 Entry into force**

These Rules and Regulations for the Examinations enter into force on September 1<sup>st</sup>, 2011.

**Erasmus MC**  
Universitair Medisch Centrum Rotterdam



**Sections of the law**  
Specifying the TER

2011-2012 © Erasmus MC, Rotterdam

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, electronic, mechanical, photocopying, recording, without the prior permission of the publisher.

# Sections of the law specifying the TER

The sections included in this Appendix are derived from the Netherlands Higher Education and Research Act (WHW). Please refer to this Act for information not included in the Appendix of these Teaching and Examination Regulations.

## Legal protection to students and extraneous students

### Section 1 – Appeals board for the examinations

#### **Article 7.60 Appeals board for the examinations**

- 1 Each institution for higher education has an Appeals board for the examinations.
- 2 The Appeals Board has three or five members. The number of deputy members does not exceed the number of members. The full Board meets in plenary session.
- 3 The Board may decide to institute chambers. If the Board decides so, the Board consists of at least six and a maximum of fifteen members. The number of deputy members does not exceed the number of members. Each chamber has three or five members. The full chamber meets in plenary session.
- 4 The Chair, the deputy Chair or Chairs and the other members and any deputy members are appointed by the executive Board of the institution for a term of at least three and a maximum of five years, or in the case of students, for a term of at least one and at most two years. The members and deputy members do not sit on the executive Board of the institution or the Board of the Inspectorate. Apart from the Chair, at least half of the Board members are lecturers or scientific staff.
- 5 The Chair and the deputy Chair or Chairs must meet the requirements for eligibility to judicial officer, as referred to in article 1d of the Act on the legal position of to judicial officers.
- 6 The members and deputy members of the Appeals Board may resign at their own request. Upon reaching the age of seventy years they will resign as from the next month. They will be relieved of duty if on the grounds of disease or handicap they are unfit to fulfil their function or if they are sentenced for criminal offence by irrevocable judicial sentence. Before the dismissal on the grounds of the provision in the third sentence is pronounced, the person in question is informed about the intended dismissal and he or she is given the opportunity to be heard on this matter.

#### **Article 7.61 Power of authority of the Appeals Board for the examinations**

- 1 The Appeals Board voor the examinations has power of authorization with regard to the following decisions:
  - a decisions as referred to in the articles 7.8b, third and fifth paragraphs, and 7.9, first paragraph,
  - b decisions regarding the calculation of the number of study credits obtained as referred to in the articles 7.9ba of 7.9bb, as well as decisions on passing the final examination, as referred to in article 7.9d,
  - c decisions regarding the extent of the exemption, as referred to in article 7.31a, third paragraph,
  - d decisions other than decisions of a general nature, made on the grounds of the regulations stipulated under and pursuant to section 2 of this chapter, regarding the admission to examinations,
  - e decisions made on the grounds of the additional examination, as referred to in the articles 7.25, fourth paragraph and 7.28, fourth paragraph
  - f decisions of examination Boards and examiners,

- g decisions of committees as referred to in article 7.29, first paragraph and
  - h decisions made on the grounds of the articles 7.30a and 7.30b regarding the admission to the programs referred to in that article.
- 2 The appeal may, as far as the public institutions are concerned in derogation of chapter 7 of the General Administrative Law Act, be lodged in case a decision is in violation of the law.
  - 3 Before dealing with the appeal, the Appeals Board will forward the notice of appeal to the body against which the appeal is directed, supplemented with an invitation to explore in consultation with the parties involved whether an amicable settlement of the litigation is feasible, as far as the public institutions are concerned in derogation of section 7.3 of the General Administrative Law Act. If the appeal is directed against a decision by an examiner, the forwarding as referred to in the preceding will be to the Examination Board in question. If the examiner against whom the appeal is directed is a member of the Examination Board, he or she will not participate in the deliberations. Within three weeks the body in question will inform the Appeals Board, with submission of the relevant documents, of the outcome of the deliberations. If an amicable settlement proved to be impossible, the notice of appeal will be considered by the Board.
  - 4 Within ten weeks after the day of receipt of the notice of appeal the Appeals Board will pronounce a decision, as far as the public institutions are concerned in derogation of article 7:24, second paragraph of the General Administrative Law Act.
  - 5 In the event the Appeals Board finds the appeal admissible, it annuls the decision fully or partially. The Board is not authorized to make a new decision replacing the fully or partially annulled, as far as the public institutions are concerned in derogation of article 7:25 of the General Administrative Law Act. The Board may stipulate that again or, in the event that the decision is refused, the matter is yet decided on, or that the (interim) examination, the admissions test, the additional examination or any part of it is again administered under conditions to be stipulated by the Board. The body whose decision is annulled, again provides in the matter with due observance of the ruling of the Appeals Board. The ruling may include a term for this.
  - 6 In the event that speed is required the Chair of the Appeals Board may make a temporary provision on the request of the person who submitted the note of appeal, without prejudice to the provisions in article 7.66, second paragraph and article 8:81 of the General Administrative Law Act. The Chair decides on this request after having heard or summoned the body or examiner in question.

#### **Article 7.62 Rules of order**

- 1 The Appeals Board lays down rules of order regarding:
  - a the size and composition of the Appeals Board,
  - b if applicable, the subdivision into chambers, as well as the apportioning of the tasks to the various chambers,
  - c the term of (deputy) membership of the Appeals Board,
  - d the procedure for ending (deputy) membership of the Appeals Board,
  - e the procedure referred to in article 7.61, third paragraph and the cases in which this procedure may be omitted,
  - f the way in which the secretariat of the Appeals Board is provided for, as well as
  - g the way in which the Chair is replaced.
- 2 The rules of order as well as amendments to them must be approved by the institutional board.

#### **Article 7.63 Duty of information**

The bodies and personnel as well as the examiners of institution are held to supply to the Appeals Board the information that this Board considers essential to the execution of its task.

### **Article 7.63a Power of authority and composition of the Disputes Committee**

- 1 Each institution for higher education has a Disputes Committee. Article 7:13, first through the sixth paragraph of the General Administrative Law Act applies in conformity to a Disputes Committee. The members of the Disputes Committee are functionally independent.
- 2 The Disputes Committee advises the institutional board on Appeals regarding other decisions or the lack of these on the grounds of this Act and regulations based on it, than those referred to in article 7.61.
- 3 The Disputes Committee explores whether an amicable settlement between the parties is feasible.
- 4 In the event that speed is required the Chair of the Disputes Committee may stipulate when requested so that the Disputes Committee advises the institutional board as soon as possible. Within one week after the day of receipt of the appeal the Chair will rule whether speed is required and will inform the person involved and the institutional board on this matter as soon as possible. The institutional board will then, as far as the public institutions are concerned in derogation of article 7:10 of the General Administrative Law Act, make a decision within four weeks after the day of receipt of the appeal by the facility.

### **Article 7.63b Decision on Appeals**

- 1 The institutional board makes a decision within 10 weeks after the day of receipt of the appeal, without prejudice to the decisions on the grounds of the procedure referred to in article 7.63a, fourth lid. As far as the public institutions are concerned the institutional board makes a decision in derogation of article 7:10, third paragraph of the General Administrative Law Act.
- 2 As far as the public institutions are concerned the articles 7:11, 7:12 and 7:13, seventh paragraph of the General Administrative Law Act are applied in conformity.

## **Section 2 - Appeals Tribunal for Higher Education**

### **Article 7.64 Appeals Tribunal for Higher Education**

- 1 There is an Appeals Tribunal for Higher Education, domiciled at 's-Gravenhage.
- 2 The Appeals Tribunal has at least three and at most seven members, including the Chair. The Tribunal has an equivalent number of deputy members.
- 3 The Appeals Tribunal is assisted by a secretary. Our Minister is authorized to assign civil servants to the secretary.
- 4 The civil servants who work for the Appeals Tribunal are under the charge of that Tribunal and with regard to their activities are responsible to that Tribunal.
- 5 The Appeals Tribunal consists of several chambers. The Appeals appoints the Chair of a chamber from among the members.
- 6 The Appeals Tribunal establishes rules of orders for its activities, pertaining at least to:
  - a the subdivision into chambers,
  - b the allocation of tasks to the various chambers, and
  - c the way in which the Chair of the Appeals Tribunal and of a chamber is replaced.

### **Article 7.65 Legal position members of the Appeals Tribunal for Higher Education**

- 1 the members of the Appeals Tribunal for Higher Education and the deputy members are appointed by royal decree.
- 2 the secretary is appointed by royal decree and is gainfully employed. House of Representatives, session year 2008– 2009, 31 821, No. 2 27
- 3 the members and deputy members meet the requirements for eligibility to judicial officer, as referred to in article 1d of the Act on the legal position of to judicial officers.
- 4 A member or deputy member is relieved of duty by royal decree as from the next month after he/she:
  - a has requested so,
  - b has reached the age of seventy years,
  - c after being heard on this matter, on the grounds of disease or handicap is found permanently unfit to fulfil his or her function, or
  - d is sentenced for criminal offence by irrevocable judicial sentence.
- 5 the remuneration to the Chair, the other members and the deputy members is laid down by royal decree, to be passed on the joint proposal of Our minister and Our Minister of Finance.

### **Article 7.66 Power of authority and procedure Appeals Tribunal for Higher Education**

- 1 The Appeals Tribunal for Higher Education rules on the appeal a person has lodged against a decision of a body or an institution for higher education made regarding him or her on the grounds of this Act and the regulations based on it. Rulings of the Appeals Tribunal for Higher Education are final.
- 2 Chapter 8 of the General Administrative Law Act applies in conformity, with the exception of the articles 8:1, first and second paragraphs, and 8:13.
- 3 The bodies or the institution will submit to the Appeals Tribunal the information this Tribunal judges essential for the execution of its tasks.

### **Article 7.67 Court fee**

The court fee amounts to €41. Article 8:41, fifth paragraph, of the General Administrative Law Act applies in conformity.