

Rules and Regulations  
Examination Board ESHPM  
2024-2025

Erasmus School of  
Health Policy  
& Management



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## APPLICABILITY RULES AND REGULATIONS EXAMINATION BOARD ESHPM

- Premasterprogramme Gezondheidswetenschappen Beleid & Management Gezondheidszorg
- Bachelor Gezondheidswetenschappen Beleid & Management Gezondheidszorg
- Master Health Economics Policy and Law (HEPL) & the specialisation Health Economics (HE)
- Master Health Care Management (HCM) & Zorgmanagement (ZoMa, deeltijd)
- Master European Master of Health Economics and Management (Eu-HEM)
- Not initial Master of Health Business Administration (MHBA)<sup>1</sup>

### SECTION 1 GENERAL PROVISIONS

#### Article 1 - Applicability of the Rules and Regulations

1. These Rules and Regulations are effective in the academic year 2024-2025 and apply to the tests and the exams of the educations (see above) from the Erasmus School of Health Policy and Management (the faculty).
2. For the HE-specialisation, the rules are only applicable for the courses which are offered by ESHPM. For the HE-courses given by ESE, their Rules and Regulations are applicable.
3. For Eu-HEM students this Rules and Regulations are applicable for ESHPM-courses and the thesis trajectory. Eu-HEM students who are studying abroad (Oslo, Bologna, Innsbruck) are covered by the local rules.
4. When ESHPM-students are enrolled in an elective, minor or exchange courses at another university, the local rules apply.
5. These Rules and Regulations are also applicable to other (external) students enrolled in the ESHPM-programme e.g., when taking electives or join a minor at ESHPM.
6. The Dutch version of these Rules and Regulations prevail.

#### Article 2 - Definitions

1. Unless stated otherwise, the definitions used in these Rules and Regulations are the same as those used in the Teaching and Examination Regulations (TER) of the relevant program.
2. The Dutch law (Whw) is applicable on these Rules and Regulations.
3. Definitions in addition on the Teaching and Examination Regulations are:
  - a. Assessor: an examiner as defined in the Whw and the TER.
  - b. Thesis: a practical assignment or a graduation project to complete the education.
  - c. Board of the education: management of the education, which is formed by the director of education, the programme directors of ESHPM.
  - d. EUR examination rules: disciplinary rules for sitting (digital) written exams.
  - e. Testing policy: includes the framework of testing within ESHPM.
  - f. Testing Committee: Under the mandate of the Examination Board, the Testing Committee will examine the quality of the tests and thesis at regular intervals.
  - g. Testing program: includes the whole of all tests (assignments, exams, thesis, etc.).
  - h. Course coordinator: the examiner which is responsible for testing of a course or module.
  - i. Exemption: the cancellation of the obligation taking part in the course and/or the testing of the course.

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<sup>1</sup> This MHBA is not yet included in the ESHPM programme and therefore not yet applicable for the Rules and Regulations.

### Article 3 - Working method of the Examination Board

1. The duties of the Examination Board are stipulated in the Dutch Law; Higher Education and Research Act (hereinafter Whw). Additional duties of the Examination Board are detailed in the TER and in this Rules and Regulations.
2. The Examination Board has its own Rules of Procedure stipulating the division of duties and responsibilities within the Examination Board, as well as the way the Examination Board executes these duties and responsibilities.
3. Requests for the Examination Board must be submitted in a timely, motivated and, where necessary, provided with evidence, via:
  - a. the digital form and accompanied by any relevant annexes (course guide/syllabus for exemptions or electives, student-result information, and necessary documents or evidence). In the request there must be a name, student number, course, examiner or supervisor, existence of (severe) personal circumstances (pc) and contact with the study advisor.
  - b. via Osiris Case if the request is about special exams facilities. Prove must be attached.

Students who submit a request by email are referred to the request form and / or Osiris Case.

4. The student receives a digital confirmation of the request with a period for making a decision. Based upon the general Administrative Act (Awb) the Examination Board has a decision term of eight weeks. Subject to exemptions, the Examination Board will decide within four weeks after sending the receipt of the request. If there are reasons for a delay, the student will be notified.
5. If necessary, the Examination Board invites student for a meeting.
6. If a member of the Examination Board is involved in the request or a complaint, this member will not take part in the decision.
7. Every decision of the Examination Board is clearly motivated.
8. We will inform the student about the decision via the EUR-mail.  
If necessary, a copy will be sent to the Study Advisors, the Educational Service Centre, involved examiners or coordinators. In exemption a decision can be sent by post.
9. The Examination Board can make its decisions based on, among other things, the following criteria, and in the event of a conflict, the different interests will be weighed against each other:
  - a. the assurance of the quality of the examinations and the exams;
  - b. the possibilities and the workload associated with the organization of the education and the holding of examinations;
  - c. leniency towards students who have suffered a delay in their study progress due to exceptional circumstances beyond their control;
  - d. all this taking into account the principles of reasonableness and fairness.

#### Article 4 - Appointing examiners

1. The Examination Board appoints examiners for administering examinations and determining their results. These appointments are announced in writing. The Examination Board may appoint external examiners. The Examination Board shall ascertain that the examiners meet the stated professional requirements. The examiners will receive a letter from the Examination Board stating their appointment to the position of examiner for a specified examination or examinations and the relevant periods for the appointment.  
When there is more than one examiner for a course, the course coordinator has the responsibility for the testing within the course.
2. An examiner is independent and has the required expertise.  
Examiners are deemed to be independent if, when acting in this capacity, there is no hierarchical relationship between them and the ESHPM vice-dean or their section head (known as 'operational autonomy'). Examiners have the necessary expertise if they possess the required academic qualifications and the required examining qualifications, or if they are willing to acquire the latter in the near future.
3. Students and assistant-students cannot be appointed as an examiner.
4. The Examination Board is authorized to adopt binding regulations and assessment standards for (partial) exams.
5. The examiners provide the Examination Board with the information requested. The examiner is obligated to notify the Examination Board when changes (in independency or expertise) occur.
6. The Examination Board is authorized to rescind an appointment if there is significant cause to do so.

#### Article 5 - Complaints about examiners

1. Complaints about examiners can be filed at the Examination Board.
2. If the Examination Board is not authorised to handle the complaint, it will be forwarded to the right committee. A notification will be sent to the filer of the complaint.
3. Article 7.12b sub 4 of the Whw, chapter 9 of the Awb and the House rules of the Examination Board are applicable.
4. Complaints about the quality of exams will be handled according to the House rules of the Examination Board.

#### Article 6 - Evaluation of the quality of exams

1. The Board of Education compiles, in consultation with the Examination Board, a testing programme for each programme; these plans describe all the tests systematically.  
The board of education compiles - for each programme, in consultation with the Examination Board, testing policy and testing programme related to the compilation, taking, assessment and analysis of tests, as well as the administration of both the tests and test results. The examiners must adhere to this policy.
2. The test committee will structurally review the quality of the examinations and examination components based on, among other things, evaluations of the examinations and examination components.

This review can involve random sample testing and can be supplemented with a further review on the grounds of any other information (for example specific complaints).

The testing committee may ask the examiner to take effective action if necessary. The testing committee will carry out the relevant reviews under the mandate of the Examination Board.

The testing committee evaluate the quality of the thesis trajectory structurally.

3. An examiner is authorised to ask additional oral questions at the student about the submitted written (group)assignment or thesis, also if it is a concept. If there is a suspect of fraud, a notification is made to the Examination Board.
4. When there is a fraud report and when the conversation is dominated by the fraud investigation, additional substantive oral questions by the examiner, in the presence of the examination committee, are possible. A student is not obliged to answer the questions that are asked in the context of the fraud report.
5. The Examination Board may take prior, during or after an examination. The Examination Board may, prior to, determine during or after an examination that the examination must be taken (again) in another way or at another time. This may be done in the event of suspected or justified irregularities, such as:
  - a. Large-scale or organized fraud / irregularities that make the examination results unreliable and where (for the time being) it is not possible to determine which individual student (s) are concerned or not;
  - b. A technical defect in digital testing that makes the exam results unreliable.
6. In the event of irregularities and the examination has been taken in whole or in part, the Examination Board may determine that for the student (s) concerned the examination is unjudicial and must therefore be declared invalid or that the assessment must be declared invalid. The same applies if at any time it appears or has been found that the examination or the organization and procedures surrounding the examination does not meet the requirements of the test plan, testing policy or other regulations are set.
7. In the event of the situation under paragraphs 5 and / or 6, students to whom this decision has an effect will receive, as soon as possible and is examined by the training management in consultation with the examination committee whether and when a new examination option is offered with due observance of the provisions regarding the examination schedule in the OER.

## SECTION 2. EXEMPTIONS AND REPLACEMENTS

### Article 7 - Exemptions

1. With due observance of the in the OER and the R&R conditions can be granted by the Examination Board an exemption for an examination of an educational unit of the study program as referred to in Article 7.3 WHW and for the repair assignment as a mandatory part of the Participation scheme in the bachelor.
2. Exemption from the entry requirement with regard to the graduation project in Bachelor Year 3 is only possible in exceptional cases, for assessment by the Examination Board in consultation with study advice, the internship coordination and / or the program director, subject to the following conditions:
  - a. when bachelor year 1 has been completed in full;
  - b. if only one module from bachelor year 2 is open;
  - c. in principle if there are (serious) personal circumstances recognized by study advice;

d. when the study delay concerns a whole academic year, since all other parts of the bachelor, including other parts of bachelor year 3, have been obtained.

Exempting the entry requirement for the graduation project is no reason for the examination committee to provide the student with an extra chance of testing when the graduation project has been completed, but the only open module from bachelor year 2 is still not completed.

3. If a student wishes to qualify for an exemption, the student must do so in time - that is, at least eight weeks before the unit of education, the examination or the graduation project in BA-3, for which an exemption is requested starts - an application starts via the appropriate request form via My EUR: [individual-requests-students](#), reasoned and supported with evidence. In special cases, the Examination Board may allow derogations from the stipulated period.
4. An exemption is not possible for:
  - a. an elective;
  - b. the thesis;
  - c. Module 6 (Research methods & Thesis) MHBA
  - d. an obligatory course;
  - e. a bachelor working group with mandatory participation test, this provision also applies to students with a postponed BSA.
5. In addition to paragraph 4 under a, a student may request the Examination Board to have an elective replaced by another subject to be followed elsewhere. Only courses approved in advance by the Examination Board can be registered as a replacement course in the student's examination program. After obtaining the replacement course, the student must provide certified proof (number list) to the ESHPM Education Service Center and/or the examination board to register the result in Osiris. The replacement box, is registered in Osiris with the sufficiently achieved figure or when this is not possible, with an exemption 'VR' or satisfied 'VD'.
6. Exemption, as stipulated in paragraph 1, is possible when, in the opinion of the Examination Board - after consultation with the subject coordinator and / or the program director:
  - a. the education unit to be exempted and / or the examination in terms of content, assessment, size and level sufficiently corresponds to the sufficient result and burden of proof on the basis of which the exemption is granted;
  - b. the repair order to be exempted meets the conditions for exemption: personal circumstances recognized by study advice that arose during the period that the repair order had to be returned.
7. Exemption for the MHBA is possible when, in the opinion of the Examination Board - after consultation with the program management, - coordinator and / or core teacher of the module concerned:
  - a. the student demonstrates that he has completed a content and level in accordance with the part / examination of a university course prior to the start of the MHBA;
  - b. the student demonstrates that he has sufficient knowledge and skills with regard to the relevant part / examination through work or professional experience;
  - c. the obligation to be exempted meets the conditions for exemption: serious personal circumstances, which have been recognized by the study advisor and which have played during the module.

8. In addition to the previous paragraph under c, the Examination Board may decide to fill in the exemption from the obligation to attend and / or the participation test with a replacement assignment.
9. The exemption is indicated on the grading list with a 'VR'. An exempt exam component does not count when determining the judgement of the exam.

### SECTION 3. RULES RELATED TO EXAMINATION REGISTRATIONS AND THE PROPER ADMINISTRATION OF EXAMINATIONS

#### Article 8 - Order rules

- 1 The articles with the rules related to examination registrations, exam taking, online proctoring, complaints and the proper administration of examinations are included in the 'EUR-examination rules'. You can find these on the website of the EUR: [Rules for written exams](#).
- 2 The 'EUR-examination rules' are applicable next to the TER and Rules and Regulations of the Examination Board ESHPM. The TER prevails when there are conflicting rules.
- 3 The Examination Board has the right to supplement the Rules and Regulations during the academic year, when the situation calls for it.
4. A student is allowed to take an exam or re-sit after if registered in time.
5. Rules about registration are described on the EUR website: [practical matters examinations](#)
6. When having a registration for the Course in Osiris, you are registered for the first exam opportunity. For a re-sit you have to register yourself.  
Rules about enrolling for an exam are described at: [Enrolment examinations](#)
7. A student who didn't enrol on time for an exam is not permitted to sit for an examination, any result determined for the examination in question is considered invalid.  
In derogation to the provisions of clause 4, a student can register late up to and including the day on which the examination is to take place, provided this does not jeopardise the correct preparation of the examination sitting. The Institutional Administration will charge an administration fee € 20.00 per test for this late registration if you do want a grade.
8. Rule number 6 is not applicable for Eu-HEM students: the ESHPM Education Service Centre (ESC) will register Eu-HEM students for the re-sit. But, if you are not a regular Eu-HEM student, but a student from an older cohort, please make sure you have a registration in Osiris for the exam and re-sit. If not, please contact the ESC.
9. The MHBA has its own provisions regarding registrations for tests and processing orders, which are described in the MHBA Assessment Plan.

## SECTION 4. FRAUD

### Article 9 - Fraud

1. The term “fraud” is understood to mean:
  - a. Any actions or omissions of a student that make it, or could make it, impossible for the examiner and the Examination Board to form a correct judgment about the student’s knowledge, insight, and skills or that of any fellow students.
  - b. Fraud is also all actions of a student whether or not deliberately, to influence the exam process or exam result.
2. During the examinations, students should avoid any appearance of potential fraud which may involve them and, if in doubt, should immediately report this potential fraud to the invigilator.
3. The following incidents are in any case deemed fraud:
  - a. gaining information about examination questions or exercises prior to the examination to which they relate;
  - b. assuming someone else’s identity or having someone assume their identity during an examination;
  - c. consulting or having within reach information sources (for example books, syllabi, digital files, internet sources, personal paper, notes written on skin or other material, calculators which can be programmed, mobile telephones, smartphones, etc.), the use of which is not explicitly permitted on Canvas, the cover sheet of the exam, or in the online proctoring rules during an examination.
  - d. Mobile telephones, smartphones etc. should be switched off and remain off during examinations<sup>2</sup>;
  - e. copying from or exchanging any information whatsoever with fellow students, either inside or outside the examination room or online home testing, during an examination and within a half hour after the examination time.
  - f. swapping or exchanging question and/or answer forms that have been handed out, during an examination and within a half hour after the examination time.;
  - g. making any changes to previously submitted examination answers during a subsequent inspection;
  - h. submission from an exam or assignment when the examination time has finished. Unless the course coordinator gave extra submission time to the student(s);
  - i. not following the (Order)rules (and code of conduct) when taking a digital (online proctored) exam<sup>3</sup>;
  - j. making it possible for other persons to commit fraud is also deemed fraud;

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<sup>2</sup> Mobile phones are allowed when necessary, as second camera during online proctored exams.

<sup>3</sup> Notice also Article 6 ‘irregularities and not assessable exams.

- k. committing plagiarism, which is defined as: quoting a passage of more than a few words from either one's own or another person's work, or a translation of such, in a (group) project, assignment, thesis or any other form of text or data forming part of an examination, without indicating this is a direct quote by using quotation marks or other unambiguous typographic means, even if the correct and traceable source is included in a bibliography;
- l. using AI-software if not allowed, when taking an exam, writing an assignment or thesis;
- m. making it possible for other persons to commit plagiarism by lending out your own work;
- n. the use of former assessed own work, without correct quotation or paraphrasing;
- o. submitting a written assignment or thesis which is written by someone else.<sup>4</sup>

In addition, students are not permitted to do the following:

- p. sit any examinations without being entitled to;
  - q. in any way whatsoever, commit fraud through deceptive actions or omissions that make it wholly or partially impossible to form a correct judgment of their knowledge, insight, and skills;
  - r. fake research results or use the not published results from someone else and present it as your own work;
  - s. not following the EUR-copyright statement: you cannot: publish, copy or distribute the content in any form, by any means. Upload the content to external websites or databases such as online platforms that allow students to share study materials. Provide or sell the content to tutoring organizations. Distribute educational material, such as a lecture recording, that has been shared with individual students in the context of personal circumstances among fellow students. Failing to comply with the above may result in appropriate measures being taken.
4. An academic achievement consisting of a written product can only be awarded credits once. Consequently, it is not permissible for a previously written thesis, assignment or any other form of text - written in the context of the current programme or any programme previously followed by the student either within or outside the faculty - to be resubmitted in the same or another course without consulting and gaining the approval of the examiner (of the component for which the text is being resubmitted or, as the case may be, for which the text is to be awarded credits for the second time) or, without consulting and gaining the approval of this examiner, to use part of a previously compiled assignment, whether or not in an amended form, for a thesis/assignment and such like, in order to be awarded credits again.

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<sup>4</sup> If you use help from others, please make a notification within the assignment or thesis.

## Article 10 - Fraud and sanctions

1. Students who act in violation of the EUR-examination rules, TER or Rules and Regulations, or who give rise to actions in violation of these order rules and this article, shall be deemed guilty of fraud (also includes plagiarism) or pointed out in case of irregularities.
2. When fraud is detected, or seriously suspected, either during or in respect of taking an examination, the invigilator or examiner shall immediately inform the student concerned or directly after watching the images of the online proctored exam. The invigilator or the examiner shall record this fact on the work to be handed in by the student (when it is an exam on campus) and confiscate any potential evidence. The student shall be given the opportunity to finish the examination and hand in his/her work.
3. The invigilator reports the detected or suspected fraud directly after the end of the exam to the team Examination organization of the student administration by a standard report form. Also, any possible evidence will be attached. If the student declined to hand in any evidence this will be reported on the form.  
The team Examination organization of the student administration sends the report form filled in by the invigilator with any possible evidence attached to the Examination Board directly after the exam period. The report of the online proctored exam will be sent to the Examination Board after viewing by the Examination organization.
4. The Examination Board is - according to the EUR-examination rules- permitted to watch, archive and remove images from the online proctored exams.  
The Examination Board notify the course coordinator about the fraud notification. The course coordinator is not allowed to publish grades until the fraud investigation is carried out.
5. If after handing in a (group) assignment or thesis plagiarism is detected, or seriously suspected (e.g., by a plagiarism scanner), the examiner immediately informs the Examination Board. Also, the student is informed by the examiner.
6. If fraud or plagiarism is detected in a group assignment, all members of the group will be held accountable. Every member of the group is required to show evidence that proves their innocence.
7. Before the Examination Board decides, it will investigate the state of affairs. The Examination Board starts a fraud investigation at which the student could give her/his way of thinking. This can be organized orally (online) or in writing. The Turnitin report is send (as evidence) to the student.
8. Depending on the seriousness of the fraud, including repeated fraud, the Examination Board can give sanctions to the student including at least the following:
  - a. reprimand;
  - b. warning;
  - c. nullification of the concerning exam, (group) assignment or thesis or assessing;  
When there are irregularities (as stated in the EUR-examination rules) during an online proctored exam, the Examination Board can decide to declare the exam not assessable. The student doesn't get a result.

- d. declaring invalid of the concerning (partial) exam, (group) assignment or thesis(proposal);
  - e. exclusion of the exam, (group) assignment or thesis(proposal) for a maximum of one year;
  - f. exclusion of one or more submitting periods;
  - g. exclusion of thesis defence for a maximum of one year;
  - h. proposal to the executive board for a definite deregistration of the concerning programme;
  - i. a combination of measures above.
9. A 'NO' will be registered in Osiris when 'c' is applicable. A 'FR' will be registered in Osiris from 8b to 8g. This FR will be visible in the system, but not on the official grading list.
  10. Without prejudice to the sanctions in paragraph 8, the Examination Board may, depending on the seriousness of the fraud committed, including repeated fraud, make a proposal to the institutional board to definitively terminate the registration for the training in question.
  11. Without prejudice to the sanctions in paragraph 8, the Examination Board may, depending on the seriousness of the student's behaviour, as stipulated in article 7.42a Whw - other than fraud -, make a proposal to the institutional board to terminate or refuse the enrolment of the student for the relevant study program.
  12. The chairperson or, in his/her absence, the substitute will notify the student about the sanction or sanctions imposed on him/her either in writing and/or by e-mail to the e-mail address issued by the university to the student.
  13. If a (ESHPM) student commits fraud at an other faculty of the Erasmus University Rotterdam, the ESHPM Examination Board must be informed.

## SECTION 5. THE EVALUATION AND REQUIREMENTS FOR PASSING EXAMINATIONS

### Article 11 - Assessment standards

1. The assessment of written examinations will take place, where reasonably possible, in accordance with model answers and standards.
2. The course coordinator uses obligatory a plagiarism programme when assessing the exam or thesis.
3. Each student will be reviewed individually unless it is a group assignment. When a student did put in less effort, was absent or didn't reach the content level, the examiner has the possibility to give this student a different grade.
4. The assessment process is transparent to such a degree that it enables the student to review his/her individual evaluation and how the result was determined.
5. In cases where more than one examiner assessed the examination and the examination result was determined by various examiners, the examiners must ensure the evaluation is conducted using the same standards. The course coordinator is the lead-examiner for the administration of an examination.
6. Students and assistant-students cannot be an assessor of an exam.
7. Assignments or thesis submitted after the submission date or submitted at the wrong way won't be assessed.

## Article 12 - Determining examination results

1. Determining the result of a course is a number with a single decimal point on a scale of 1.0 to 10.0.
2. Determining the result of an examination consisting of a number of partial exams shall take place in accordance with the following:
  - a. The result of each of the (partial) examinations is recorded as a number with a single decimal point on a scale of 1.0 to 10.0.
  - b. Each of the partial examinations has been assigned a specific weight. Partial tests can have a lower limit (5.0 or lower). The adopted weights are stated in the course guide or at Canvas.
  - c. Determination of the examination result occurs through a weighted averaging of the results of the interim examinations while also taking into account any supplementary programme-specific provisions.

For rounding off the weighted average to a number with a single decimal, a 5 or higher will be rounded up and a 4 or lower will be rounded down (for example a 5.44 is a 5.4 and 5.45 is rounded to 5.5; a 5.444 is a 5.4 and a 5.44445 is rounded up to a 5.5).
  - d. If an exam consists of a number of partial examinations, a student admitted sitting for an examination is admitted to sit for all relevant partial examinations unless something else is described in the Courseguide, on Canvas or the Course catalogue.
  - e. If a student has participated in at least one partial examination, but has not participated in all partial examinations, the result will be determined as follows: the weighted average of the results of partial examinations will be indicated by a 'NO' as result for partial examinations where the student did not participate. An exemption is made for a partial test with a very small weight. In this case a 1.0 will be registered.
  - f. If the student did not participate in any partial examinations of an examination, no result (or a 'NO') will be determined for the examination in question.
3. An examination result of 5.5 or higher is considered a 'passing grade'. This means the student has successfully passed the examination. An exemption is made for the thesis; a 5.5 can be lowered after the thesis defence. This means that the thesis can not be completed in the current academic year.
4. Alphanumeric results are awarded in the following cases:
  - a. a student who registered for a test but did not actually take the test shall be given a NVD or a NO (No show);
  - b. a student who satisfied one component, but did not receive a mark for it, may be awarded a V (Completed);
  - c. a student who enrolled for a course but did not take all the test components shall be given a NVD (Not completed) or a 'NO';
  - d. a student granted exemption by the Examination Board shall be given a VR (Exemption).

### Article 13 - Requirements for passing course examinations of the programme

1. If the examinations for the courses corresponding to a ESHPM- or MHBA-programme have been successfully passed, then the requirements of the programme have been successfully satisfied, insofar as the Examination Board has not determined that the examination will also include a review to be carried out by the Examination Board. Please take a close look at the TER. The Eu-HEM and MHBA are excluded from the compensation rule.
2. Additional preconditions about exams, assignments, submission dates, re-sits, etc. are included in the relevant Teaching and Examination Regulations and/or at Canvas and/or the course guide.

### Article 14 - Grounds on which the Examination Board may grant students an additional opportunity to sit an examination or a delayed submitting deadline

1. In conformity with the applicable Teaching- and Examination Regulations for the bachelor and master programmes at ESHPM, the pre-master and MHBA-programme, the Examination Board may grant students an additional opportunity to sit an examination, turn in an assignment (thesis) or grant a delayed submitting deadline in exceptional cases.
2. In respect of handling the student request for an additional opportunity to sit a certain examination, turn in an assignment/thesis or a delayed submitting deadline, the student must ensure that he/she submit this request in full and within the time specified. When assessing such a request, the Examination Board adheres to the following criteria on the side of the student:
  - a. The existence of serious personal circumstances, recognised by the Study Advisor, or;
  - b. Declaration relating to a top-class sports event.
3. An additional opportunity to sit an examination, turn in an assignment (thesis) or grant a delayed submitting deadline is on time, if:
  - a. As soon as possible after occurring of the personal circumstances. Or when these circumstances are foreseen, before the start of these circumstances.
  - b. At least two weeks before the regular or re-sit deadline (assignment or thesis).

If the request is not submitted on time or isn't complete; the Examination Board can decide not to handle it.

4. The Examination Board relies on the 'Uitvoeringsbesluit Whw' for the existence of serious personal circumstances, including the following:
  - a. Presence of serious personal circumstances, which are laid down in the Whw Implementing Decree and are recognized by the study advisor, after submitting current evidence. It concerns:
    - a serious or chronic (mental) illness, i.e., not a slight temperature or influenza;
    - a disability or a temporary or permanent functional impairment;
    - pregnancy and parturition.
  - b. Exceptional family circumstances in which a situation of force majeure exists, such as a decease.

- c. Declaration relating to a top-class sports event.
  - d. Board membership of Share, the ESHPM Council or the University council. Considering the demonstrated need for presence.
5. If an inadequacy in the ESHPM-programme occurs, the Examination Board can take this into account if it is extreme detrimental for the student. This will be a decision made by the Examination Board.
  6. In principle, no additional testing time, including an additional submission time or delayed deadline for a written assignment or thesis, is provided if:
    - a. the student has not made use of the regular test and / or submission moments, except for the presence of seriously recognized personal circumstances.
    - b. the only reason is that it is a last part of education to be able to graduate or obtain a premaster certificate.
  7. The request must be complete. This means that the student fills in the form completely and is also subject to a request for an extra test moment; an additional submission time or delayed deadline for a written assignment or thesis (thesis), adds current evidence that supports / substantiates personal circumstances. The request also contains the name of the tutor / mentor / examiner / subject, block, module coordinator or (thesis) supervisor and reader involved. Without this information, the request will not be processed. Evidence that is not traceable to the student is not valid.
  8. The evidence must show that the personal circumstances have had a negative impact on the preparation for or participation in the test. This also includes preventing the use of a regular fixed submission moment.
  9. If the assessment of a request for an extra chance, extra submission time or delayed deadline gives cause to do so, the Examination Board can take into account the degree of study delay when examining the request:
    - a. If there is a slight study delay, the Examination Board may decide not to allow an extra chance or an extra submission time or delayed deadline.
    - b. When assessing the request, the Examination Board also takes into account whether the student has taken (in time) precautions to prevent the study delay.
  10. The thesis of the ESHPM master's programs is excluded from this provision - in the sense of obtaining an extra chance - as there is only one fixed starting moment per academic year is. The regular resit of the Eu-HEM thesis (November 1) falls under the ongoing thesis process
  11. When handling the students' request, the Examination Board will consider recommendations made by the study advisor, as well as explanations given by the examiner, the course coordinator, or the programme director.
  12. It is not always possible to offer an additional opportunity for group assignments. The Examination Board can decide to offer an alternative individual assignment. This is only possible if the assignment measures the original learning goals, level and EC's.
  13. If the Examination Board's decision is positive, they will grant the student an additional opportunity to sit an examination in the regular academic year or turn in an assignment or thesis for no more than one course.

## SECTION 6. THE EXAMINATION

### Article 15 - Certificates and Statements

1. To show that the final exam has been passed, the Examination Board awards a certificate, after by or on behalf of the Executive Board has been stated that the procedural requirements for the issuance have been met. According to:
  - a. The TER
  - b. The Rules and Regulations of the ESHPM Examination Board.
2. If the student has met the content criteria and all the credits belonging to the master, a certificate will be actively be printed by the Erasmus Student Service Centre.
3. One certificate is awarded for each programme.
4. The procedure for applying the certificate is published at the EUR website: Graduation. Students who have been awarded a degree can in accordance with regulations to be determined by the executive board request the Examination Board not to proceed with the award of the certificate yet. This has to be requested on time, which means before the final exam result has been registered in Osiris and in advance of printing the certificate.
5. On a transcript, which constitutes a part of the certificate, the examination parts belonging to the final exam are stated.
6. The Examination Board adds a supplement to the certificate in accordance with the agreed European standard.
7. The certificate, the transcript and the supplement are signed by the chair of the Examination Board or the substitute.
8. The certificate, the transcript and the supplement are issued by or on behalf of the Examination Board.
9. The Erasmus Student Service Centre is mandated by the ESHPM Examination Board to print a new certificate if there is a legally registered sex change.
10. The board of education declares when a student - who followed the pre-master programme Health care Management and Policy – gained enough results. This student receives a certificate from or on behalf of the Examination Board.
11. The student who has taken and passed more than one examination but cannot be awarded a certificate, may ask the Erasmus Student Service Centre to issue a statement stipulating the examinations which have been taken and passed.
12. The exam of the program is successfully passed if all conditions are met, with due regard to the additional research performed by the ESHPM Examination Board.

## Article 16 - Distinction honours and (summa) cum laude

1. The distinction 'honours', 'cum laude' or 'summa cum laude' is awarded for the review of a students' academic records, provided each of the following conditions is met:

- a. the same weighted average final grade (including the thesis):

- a 8,25 till 9,0 for 'cum laude'
- a 9,0 or higher for 'summa cum laude'

Only the subjects that are part of the examination program and for which a grade has been awarded are included in the calculation. An exemption (VR), a completed (V) and the results from international exchange are excluded. For the master ZoMA a student needs to collect 40EC within the ESHPM-master.

- b. exclusion of a student who has been sanctioned by the Examination Board of the relevant study program for fraud or plagiarism.

2. In order to determine the judicium, at least 120 EC of the training must be completed within the training of ESHPM itself with regard to the Bachelors diploma. For the Master Care Management (part-time variant), in order to qualify for a judicium, at least 40 EC of the program have been obtained within the training of the ESHPM.
3. The Examination Board has the authority to award a judicium cum laude to an individual student on special grounds, even if the requirements of acquisition as stipulated in the first paragraph are not fully met.
4. The judicium "cum laude" or "summa cum laude" is stated on the certificate.
5. The Eu-HEM master's program and the pre-master's program in Health Sciences are excluded from the designation (summa) cum laude.
6. The rules for obtaining a predicate (summa) cum laude for the non-initial master's program MHBA are included in the Education and Examination Regulations of the MHBA.

## SECTION 7. APPEAL, FINAL AND IMPLEMENTATION PROVISIONS

### Article 17 - Appeal

1. An appeal can be lodged with the Board of Appeal for Examinations (CBE) against any decision of the Examination Board due to the fact that it is contrary to (written and unwritten) law. Furthermore, an appeal can be lodged with the CBE against any mark given for an examination by an examiner, provided the appeal is submitted in a timely manner (six weeks) after the notification of the examination results. An appeal against a partial grade, is not possible.
2. If invited to do so by the CBE, the Examination Board must, within three weeks of receipt of the invitation, call on the parties concerned to enter into consultation with him/her to ascertain whether the dispute can be settled amicably. If a member of the Examination Board is a party to the dispute, their role in the endeavour to arrive at an amicable settlement will be taken over by another member of the Examination Board.
3. In the event that the CBE has called upon the Examination Board to arrive at an amicable agreement through consultations, this must be done within a reasonable period of time, yet not exceeding three weeks at the most.

The Examination Board must notify the CBE of the outcome of these consultations no later than four weeks after receipt of the CBE's invitation. A departure from this may be made in exceptional circumstances, stating the reasons.

4. If the relevant student's interests so require, the Examination Board is - to a reasonable extent - at liberty to shorten the relevant periods in this Article in order to prevent or minimize any damage to the aforesaid student's interests.
5. This section is not applicable for the MHBA. Also, the participant of the MHBA cannot turn to the Disputes College Non-Initial Training (GNIO). The regular complaints procedure of the ESHPM Examination Board does apply. The participant can also turn to the civil court.

#### Article 18 - Hardship clause

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

#### Article 19 - Changes in these Rules and Regulations

1. No changes will be made that are applicable to the current academic year, unless the interests of students or examinees are, in reason, not thereby prejudiced.
2. In the case national binding measurements are taken on behalf of the public health, changes can be made tot this Rules and Regulations.

#### Article 20 - Publication

The chair of the ESHPM Examination Board publishes the Rules and Regulations via the website of the faculty and on MyEUR.

#### Article 21 - Legal force

These Rules and Regulations have legal force from 01-09-2024 until 31-08-2025.

#### Article 22 - Citing

These regulations may be cited as 'Rules and Regulations' of the Examination Board ESHPM.



*dr. ir. drs. S.G. Elkhuisen*  
*Chair of the Examination Board ESHPM*