

Procedures relating to deficiencies in professional behaviour

Research Masters

2026-2027

General provisions

Article 1 – Procedures

1. This document outlines the procedures for addressing concerns, deficiencies, and severe misconduct related to the professional behaviour of students in the research master programmes in Clinical Research, Genomics in Society, Health Sciences, Infection and Immunity, Molecular Medicine, and Neuroscience.
2. The procedures set forth in this Appendix should be considered chronological and deal with concerns or shortcomings of increasingly serious nature. As each stage of the procedures is focused on preventing escalation and remediation, the procedures can be concluded at any point if the concerns regarding the professional behaviour of the student in question have been sufficiently addressed.
 - a. The procedures set forth in the first part of this Appendix (see Articles 2 through 4) shall be complied with in the event of concerns regarding professional behaviour and are handled by the programme and the Committee Longitudinal Assessment of Professional Behaviour (henceforth referred to as: CLBP). These procedures are focused on early-stage remediation.
 - b. The procedures set forth in the second part of this Appendix (see Articles 5 through 11) shall be complied with in the event of observed serious deficiencies in professional conduct and are handled by the Examination Board.
 - c. Only if the deficiencies or their repetition are of such a nature that they indicate a possible unfitness for professional practice shall the procedure concerning the Iudicium Abeundi come into effect (see Articles 12 through 18). Note that the Iudicium Abeundi only relates to articles 12 through 18 of these procedures.
3. In the event serious deficiencies are identified regarding the professional behaviour of a student, the student should be directly referred to the Examination Board. Serious shortcomings include (but are not limited to) misuse of assigned authorisations for access to patient files, or the unauthorised publication of patient files to third parties. Concerns or shortcomings that involve fraud or plagiarism should also be referred directly to the Examination Board (see Articles 5 through 11).

Procedure for reporting concerns regarding professional behaviour

Article 2 – General provisions

1. Anyone involved with a student within the context of the research master programme can report concerns regarding the professional behaviour of that student. Concerns regarding

professional behaviour should be reported to the programme director or the programme coordinator of the (research) master programme that the student is enrolled in.

2. The programme coordinator is responsible for the logistical handling and (if applicable) escalation of reports, always in consultation with their programme director. The programme coordinator informs the programme director of any reports made and vice versa.
3. For filing purposes, the examination board is informed by the programme coordinator of any reports made. No further action is taken by the examination board unless the report is escalated to them as described in articles 1.3, 4.3 and 5 of these procedures.
4. Reports made are registered in OSIRIS by the programme coordinator. Any updates to the report following the procedures described below are also recorded in OSIRIS by the programme coordinator.

Article 3 – In-programme procedure

1. Concerns regarding the professional behaviour of a student should always first be discussed with the student in question. If this does not lead to sufficient improvement of the behaviour or it is not possible to discuss the concerns with the student, the concerns should be reported to and discussed with the programme coordinator or programme director of the research master programme that the student is enrolled in.
2. The programme coordinator or programme director discusses the concerns with the student. If necessary, the following steps are taken:
 - a. The programme coordinator or programme director discusses the concerns regarding professional behaviour and steps towards improvement with the student. A report of this meeting is recorded in OSIRIS by the programme coordinator.
 - b. If the student shows adequate improvement following the meeting with the programme coordinator or programme director, no further action is necessary, and the report of the concern is closed.
 - c. In the event the student does not show adequate improvement following the meeting, a follow-up meeting is scheduled with the programme coordinator or the programme director. The student is informed of the reasons why the concerns are not yet deemed to be adequately addressed. A report of this meeting is recorded in OSIRIS by the programme coordinator.
 - d. If the student still does not show adequate improvement following this second meeting, the student is directed to the CLBP by the programme coordinator, in consultation with their programme director.
 - e. The programme coordinator is responsible for forwarding the report to the CLBP and for informing the student of this escalation.
3. In the event there is reason to believe the programme coordinator and/or programme director may not be able to handle a report without bias, for example due to their own involvement in the situation, the report is forwarded directly to the CLBP by the programme coordinator.

Article 3.2 does not apply in these cases. However, the programme coordinator is still required to inform the student of the report to the CLBP.

Article 4 – Committee Longitudinal Assessment of Professional Behaviour (CLBP)

1. Reports made to the CLBP regarding professional behaviour are triaged by the CLBP and can take one of the following routes:
 - a. The CLBP implements a remedial process.
 - b. The CLBP refers to the examination board if the remedial process leads to study delay.
 - c. The CLBP decides that the report does not warrant further action. This route is only available in the event the report is directly forwarded to the CLBP as described in article 3.3.
2. The CLBP informs the student and the programme coordinator about which route they have decided the report will take.
3. The process of a report handled by the CLBP consists of the following steps:
 - a. Within two weeks, the student submits a reflection report with an improvement plan to the CLBP.
 - b. The CLBP discusses the student's case during the next monthly meeting and informs the student within two weeks after this meeting about the measures the student is required to take. The CLBP can also decide that no measures are necessary. The CLBP reports this to both the student and the programme coordinator.
 - c. If the CLBP decides to implement a remedial process, it is the responsibility of the student to follow up on this process (possibly with support from the programme coordinator). The student is informed by the CLBP about the timeline within which they are expected to complete the remedial process.
 - d. If the student is of the opinion that the remedial process has been completed, they submit proof of this to the CLBP.
 - e. Based on this proof, the CLBP decides whether the remedial process has been sufficiently completed.
 - i. If the CLBP finds that the remedial process was not successful, the CLBP can decide to implement a follow-up process. In this case, the report of the concern remains open. The CLBP reports this to both the student and the programme coordinator.
 - ii. If the CLBP finds that the remedial process was successful, the report of the concern is closed and no further action is necessary. The CLBP reports this to both the student and the programme coordinator.
 - f. If the student repeatedly evades remediation by the CLBP or shows insufficient improvement in their behaviour, the student is referred to the examination board. The CLBP reports this in writing to both the student and the programme coordinator.

- g. If the remedial process is likely to lead to study delay, the case is transferred to the examination board. The CLBP reports this in writing to both the student and the programme coordinator.

Severe deficiencies in professional behaviour

Article 5 – The first notification

The procedure for severe deficiencies in professional behaviour as described in Articles 5 through 11 of these proceedings can be initiated in one of the following ways:

1. If at any time during the Programme a student shows observed serious deficiencies in professional conduct as defined in Article 1.3 of these procedures, the Examination Board will be immediately informed of this in writing and with reasons by the programme coordinator, in consultation with their programme director, or by a lecturer, examiner, or supervisor. .
 - a. This report will be recorded in OSIRIS by the programme coordinator. In the event that a report is made directly to the Examination Board by a lecturer, examiner, supervisor or other party, the Examination Board will inform the programme director and programme coordinator of this report.
2. If the procedures outlined in Articles 2 through 4 lead to insufficient improvement in the student's behaviour, the student repeatedly evades remediation by the CLBP, or the remedial process is likely to lead to study delay, the case is referred to the Examination Board by the CLBP.

Article 6 – The file

The Examination Board takes note of the report referred to in Article 5 and establishes a confidential file in connection with this notification.

Article 7 – The student's response

1. The Examination Board will inform the student, to whom the notification as referred to in Article 5 pertains, as soon as possible in writing and will give the student the opportunity to give their rebuttal in writing and/or orally on the contents of the notification.
2. The written rebuttal of the student is added to the file established for the case by the Examination Board. In case an oral rebuttal is provided by the student, the Examination Board will make a written report of this rebuttal, which will be presented to the student and – supplemented with their comments, if any – will also be added to the file by the Examination Board.

Article 8 – Measures of order

If the deficiencies in professional behaviour of the student are such that the given regulations and the measures taken with regard to the good course of affairs in the buildings and grounds of the institution have been violated, the Examination Board may, on the basis of Faculty or University Regulations, advise the dean, the Security Team, the Executive Board of Erasmus MC and/or the Executive Board of Erasmus University Rotterdam to take measures of order. The content of these measures are

dependent on the seriousness of the shortcomings or behavior described in the report and on the student's rebuttal. If necessary, the examination board may seek information from third parties in this regard, or appoint an independent evaluator as described in Article 10.2.

Article 9 – Subsequent notification

If at any time during the programme the examination board receives a subsequent notification as referred to in article 5 regarding the same student, the procedure described in article 6 up to and including 8 will be repeated.

Article 10 – Serious doubts about professional conduct

1. In case of serious doubts about a student's professional conduct, the examination board may have the student temporarily suspend their studies for the purpose of investigation or remediation.
2. If, in the opinion of the examination board, the nature of what has been stated in a report gives cause to do so, the examination board may seek the advice of an independent evaluator as to whether the student may continue their studies and, if so, under what conditions.
3. The independent evaluator mentioned in article 10.2 is appointed by the programme director.
4. If the unprofessional behavior occurs outside the immediate educational setting, the dean may also ask the programme director to appoint an independent evaluator.

Article 11 - The decision of the examination board

1. After completing its own investigation and/or the investigation by an independent evaluator, the examination board shall discuss the conclusions of the investigation with the student within three weeks.
2. During this meeting with the student, the examination board also discusses further steps to be taken, which can include that:
 - the student is allowed to continue the programme, possibly under certain conditions or,
 - the student is required to successfully complete a remediation programme before the study programme can be resumed or,
 - the student is advised to choose another study programme or,
 - the student is informed that the Iudicium Abeundi protocol will be initiated (see article 12 and following).
3. After the discussion mentioned in Articles 11.1 and 11.2, the examination board will make a final decision within three weeks and send this to the student in writing with further motivation.

Protocol Iudicium Abeundi

Article 12 - Notification of seriously reprehensible behavior and/or remarks - the Iudicium Abeundi Protocol

1. The Iudicium Abeundi refers to the termination of, or the refusal of enrollment as a student or as an external student at the educational institution on the grounds of conduct and/or statements that render him or her unsuitable for the practice of the profession for which the Programme is training. Background and details on this procedure, as well as the flowcharts as referred to in articles below, are provided in the national [Protocol Iudicium Abeundi](#).
2. If at any time or at repetitive moments during the programme a student has, in the opinion of a lecturer, supervisor, examiner, programme director or programme coordinator demonstrated behavior and/or remarks that make him or her unsuitable for the later practice of the profession, or for the practical preparation for that profession, the lecturer, supervisor, examiner, programme director or programme coordinator in question shall immediately inform the examination board and the dean, providing motivation for this report.

Article 13 - The Iudicium Abeundi dossier

1. The examination board takes good note of a notification mentioned in Article 12 and consults with the dean, in accordance with the national Protocol Iudicium Abeundi, on the procedure to be followed. If necessary, additional advice is sought from the independent evaluator referred to in Article 10.
2. If the notification relates to an educational situation as defined in the aforementioned Protocol, the examination board will create a confidential Iudicium Abeundi file in connection to this report and will subsequently act in accordance with the flowchart in the Protocol, as also described in Articles 14 to 18.
3. The confidential file may be supplemented with any previous reports and subsequent procedures as mentioned in Articles 3, 4 and 6.
4. If the report does not specifically relate to a situation within the programme, it will be handled by the Dean.
5. In the event of reports handled by the Dean as described in Article 13.4, the following applies:
 - a. In accordance with the Protocol Iudicium Abeundi, the dean will further handle the report according to the flowchart described in the Protocol.
 - b. The treatment by the dean is analogous to the treatment by the examination board as further elaborated below in Articles 14 to 18.

Article 14 – The student's rebuttal

The Examination Board will inform the student about whom the notification as referred to in article 12 was made in writing as soon as possible and will offer the student the opportunity to give their rebuttal to the notification orally in an interview with (members of) the Examination Board. A report of this interview will be presented to the student and – supplemented with their comments, if any – added to the file referred to in Article 13 by the Examination Board.

Article 15 – Possible measures following a notification

1. In response to a notification referred to in Article 12, the Examination Board may decide to impose a measure of order in accordance with Article 8.

2. In response to a notification referred to in Article 12, the Examination Board may also decide to submit a request for the issuance of Iudicium Abeundi, if and to the extent that the nature of the challenged conduct and/or remarks by the student justifies this in the opinion of the Examination Board. This request is submitted to the Executive Board of Erasmus University Rotterdam only after obtaining the advice of the Dean.

Article 16 – Termination of the student's enrollment at the institution

The Executive Board of Erasmus University Rotterdam may terminate the enrollment of a student, following the advice of the Examination Board or the Dean, if the steps in the protocol Iudicium Abeundi have been completed.

Article 17 – Decision of the Executive Board

The Executive Board makes a decision, as referred to in Article 16, only after the student in question has been heard about the intended decision, after a careful weighing of all interests of the student and the institution has taken place, and after it has become plausible that a student, by their behavior and/or remarks, has demonstrated unsuitability for the practice of one or more professions for which the study programme they have taken are preparing them, or for the practical preparation for professional practice.

Article 18 – Objection and appeal

A student whose interests are directly affected by a decision of the Executive Board may lodge an objection with the Disputes Advisory Committee (Geschillen Adviescommissie). If the student's objection is declared unfounded by the Disputes Advisory Committee, the student may lodge an appeal against this decision with the Higher Education Appeals Board (Raad van State).