

Rules and Regulations
Examination Board ESHPM
2025-2026

Erasmus School of
Health Policy
& Management



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APPLICABILITY RULES AND REGULATIONS EXAMINATION BOARD ESHPM

- Pre-masterprogramme Gezondheidswetenschappen Beleid & Management Gezondheidszorg¹ (inclusief de online variant)
- Bachelor Gezondheidswetenschappen Beleid & Management Gezondheidszorg
- Master Health Economics Policy and Law (HEPL) & , the specialisation Health Economics (HE)
- Master Health Care Management (HCM) & Zorgmanagement (ZoMa, parttime)
- Master European Master of Health Economics and Management (Eu-HEM)
- Non-initial Master of Health Business Administration (MHBA)²

SECTION 1. GENERAL PROVISIONS

Article 1 - Applicability of the Rules and Regulations

1. These Rules and Regulations, hereinafter referred to as R&R, apply to the academic year 2025-2026 and are - in addition to the applicable Teaching and Examination Regulations (TER) & EUR Examination Rules - applicable to the examinations and exams of the Erasmus School of Health Policy & Management (the ESHPM faculty)³, consisting of the aforementioned programs.
2. For the HEPL specialization 'HE', the TER and R&R only apply to the components offered within ESHPM. Components offered at ESE fall under the TER and R&R of the ESE examination board.
3. Eu-HEM students who follow education at a partner university are - with the exception of the thesis trajectory - subject to the TER and R&R of the partner university.
4. ESHPM students who take an elective, minor, or exchange at an external university are subject to the TER and R&R of the external university.
5. For external students who are (temporarily) enrolled for (elective) education in one of the above ESHPM programs, the ESHPM-TER and these R&R apply.
6. When this English regulation and original Dutch version contradict each other, the Dutch text will 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: based on the provisions in the R&R (appendix 1).
 - b. Final Work: the dissertation/thesis; a combination of a concluding block (module) and/or a graduation project or research with associated products and/or dossier.
 - c. Complaint: a student has the right to file a complaint about the conduct of an ESHPM-affiliated staff member in a particular test or assessment situation.

¹ The shortened version of the pre-master Health Sciences is not covered by this regulation, except for the components that include procedures regarding testing and examinations.

² The non-initial Master of Health Business Administration (MHBA) is offered by the Erasmus Center for Health Governance. They have a collaboration agreement with ESHPM. The MHBA will undergo a 'New Program Assessment' in the academic year 2025-2026 or 2026-2027, which is why this master's program is already included in the Rules and Regulations. If not applicable, a separate provision has been made for the MHBA.

³ And where applicable also on the MHBA.

- d. Program Management: the program management consists of the Director of Education ESHPM and the program directors of the bachelor, pre-master and master programs within ESHPM. In the MHBA, the program leadership forms the program management.
- e. EUR Examination Rules: order and conduct rules for the administration of (digital on-campus and online) written exams.
- f. ESHPM Assessment Policy: The assessment policy includes the (quality) frameworks of the ESHPM assessment plans or programs.
- g. ESHPM Assessment Committee: the Assessment Committee periodically investigates the quality of the (sub)tests/exams and final works under the responsibility of the ESHPM Examination Board.
- h. Assessment Plan/Program: a coherent set of assessments within the program that fits the final objectives, learning goals, and structure of the curriculum.
- i. Course/Block/Module Coordinator: the responsible (whether or not independently-) examiner for an educational unit, module, block, or module within a block.
- j. Exemption: the lifting of the obligation to participate in an educational unit (participation test) and/or the lifting of the obligation to take an exam for an educational unit.

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, these Rules and Regulations and the EUR Examination Rules for written exams.
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 intended [digital request form](#), found on MyEUR, accompanied by relevant and recent attachments.
 - b. Osiris Case; when it concerns a request for a special (assessment) provision. Current and appropriate evidence should be attached to the Osiris Case application. The evidence must be traceable to the student (including name, date of birth).

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 receipt, which includes a timeframe within which the request will be processed. Based on the General Administrative Act (hereinafter: Awb), the decision period for requests is eight weeks. A processing period of four weeks is aimed for, except during the Christmas and summer recess. If there are reasons for a longer processing period, the period will be extended and the student will be informed of this.
5. When the examination board deems it necessary, a meeting takes place between the student, the official secretary of the examination board, and/or one or more members of the examination board. The student will receive an invitation for this.
6. A member of the examination board who is involved as an examiner or otherwise in a request, fraud report, complaint, or CBE appeal does not participate in the handling and decision-making regarding this request, report, complaint, or appeal.

7. Every decision of the examination board is properly motivated, where possible with reference to the applicable laws and/or regulations.
8. The decision on the student's request is sent digitally to the student via the email address provided to the student by the university. The student must ensure any forwarding of email correspondence to their private email address.
A copy of the decision is sent to the study advisors. If necessary, the decision is also sent to: the education service center (ESC), course/block/module coordinator, involved examiners/teachers, or other relevant persons and/or departments within EUR.
9. The examination board uses, among other things, the following standards as guidelines in its decisions and weighs various interests against each other in case of conflict:
 - 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. where possible, tailored solutions for students who have experienced significant delays in their studies due to exceptional and study-advice-recognized serious personal circumstances beyond their control;

All this with due regard to the principles of reasonableness and fairness.

Article 4 - Appointing examiners

1. sub a: The examination board appoints examiners for conducting exams, assessing final works, and determining the results thereof, and makes this known in writing to the examiners. The examination board can also appoint external examiners. In cases where multiple examiners are involved in a course unit, the course/block/module coordinator holds the ultimate responsibility for the assessment.

sub b: The examination board appoints assessors for evaluating final works and (partial) exams and makes this known in writing to the assessor. The examination board can also appoint external assessors. An examiner holds the ultimate responsibility for the assessment and determining the results thereof.

Articles 2 through 6 are declared applicable accordingly.

2. An examiner is independent and competent.
The independence of an examiner means that he does not stand in a hierarchical relationship with the dean-ESHM, nor with his section leader (so-called 'functional independence'). The competence of an examiner means that he possesses substantive expertise and assessment expertise.
3. Students, student assistants, and mentors may not be appointed as examiners.
4. The examination board can establish binding guidelines and assessment standards for exams and tests based on the provisions in the WHW and the OER, which examiners must adhere to.
5. Examiners provide the examination board with all information necessary for the board to perform its legal duties. The examiner is obliged to report changes in his examinership (such as completing assessment training or obtaining a PhD) to the examination board.

6. The examination board can revoke an appointment for significant reasons.
Significant reasons include repeated non-compliance with laws and regulations, TER or R&R, if the examiner commits fraud, or if the examiner's competence in assessment (construction, administration, evaluation) has repeatedly proven to be of insufficient quality..

Article 5 - Complaint about the fulfillment of the role of examiner

1. Complaints regarding the fulfillment of the role of examiner (behavior) can be submitted in writing via the designated form found on the MYEUR page of the examination board.
2. If the content of the complaint is such that another complaints committee is competent, the examination board will forward the complaint while simultaneously notifying the submitter.
3. The complaint is handled in accordance with chapter 9 of the Awb and the complaint procedure of the examination board.
4. Complaints about the assessment of an exam, assignment, or final work are not processed. An appeal can be made against these to the Board of Appeal for Examinations.
5. Complaints about test formats or the quality of exams are, as far as possible and in accordance with article 6 R&R, addressed by the testing committee within the framework of quality assurance.

Article 6 - Ensuring the quality of exams and assessments

1. The program management, in consultation with the examination board, establishes assessment policy and/or an assessment protocol for the ESHPM faculty regarding: the assessment frameworks, construction, administration, evaluation, analysis, and administration of assessments and assessment results. Examiners must act in accordance with this assessment policy/protocol.
2. The testing committee checks - under the responsibility of the examination board - on a sample basis:
 - a. The scope, quality, and implementation of the assessment plan and assessment program and the policy/protocol mentioned in paragraph 1.
 - b. The quality of the (partial) exams; among other things, based on the (student) evaluations of the course units and - where available - of the (partial) exams. This investigation can be supplemented with further research based on any additional information (e.g., specific complaints). If necessary, the examination board requests - at the initiative of the testing committee - the examiner to take appropriate action.
 - c. The testing committee structurally ensures the quality of final works/theses.
3. In the context of ensuring the quality of exams and assessments, an examiner is authorized to ask oral questions to the student in addition to an already taken exam, the submitted and possibly assessed written (group) assignment, final work, or draft thereof. If the answers raise suspicion of fraud, a report is made to the examination board.
4. The examination board can determine before, during, or after an exam that the exam should be taken again in a different manner or at a different time. This can occur in case of detected or well-founded suspicions of irregularities, such as:

- a. Large-scale or organized fraud/irregularities that make the exam results unreliable and where it cannot (yet) be determined which individual student(s) are involved;
 - b. A technical or substantive defect in (digital) assessment that makes the exam results unreliable.
5. In the event of irregularities and the exam being wholly or partially administered, the examination board can determine that the exam is unassessable for the involved student(s) and therefore must be declared invalid, or that the assessment must be declared invalid. The same applies if at any time it appears or has appeared that the exam or the organization and procedures surrounding the exam do not meet the requirements set by the assessment plan, assessment policy, or other regulations.
 6. If the situation under paragraphs 4 and/or 5 occurs, the students affected by this decision will be notified as soon as possible, and the program management, in consultation with the examination board, will consider whether and when a new exam opportunity will be offered, taking into account the provisions regarding the exam schedule in the TER.

SECTION 2. EXEMPTIONS, REPLACEMENTS AND FREE ELECTIVE SPACE

Article 7 - Exemptions

1. Subject to the conditions set in the OER and the R&R, the examination board may grant a student exemption from an exam of a course unit of the program.
2. Exemption from the entry requirement regarding the graduation project in bachelor year 3 can only be granted in exceptional cases, at the discretion of the examination board in consultation with academic advising, internship coordination, and/or the program director, subject to the following conditions:
 - a. Bachelor year 1 is fully completed;
 - b. Only one module from bachelor year 2 is still outstanding;
 - c. There are (serious) personal circumstances recognized by Study Advice;
 - d. If the study delay concerns a full academic year, all other components of the bachelor, including other course units of bachelor year 3, have been passed.

Exemption from the entry requirement for the graduation project is not a reason for the examination board to grant the student an extra exam opportunity when the graduation project is completed, but the only open module from bachelor year 2 is still not completed.

3. If a student wishes to qualify for exemption, the student must submit an application in a timely manner - that is, at least eight weeks before the course unit, exam, or graduation project in BA-3 for which exemption is requested begins - via the designated request form through [Individual requests from students](#), with reasons and supported by evidence. In special cases, the examination board may allow deviation from the set deadline.
4. Cannot be exempted:
 - a. An elective or minor;
 - b. A mandatory practical (e.g., site visit, presentation, serious game);
 - c. The final work/thesis;
 - d. Modules of the MHBA;
 - e. Courses of the shortened pre-master Gezondheidswetenschappen;
 - f. A working group in the bachelor labeled 'Voba and/or CbA 'Voba and/or CbA';

- g. A bachelor working group with mandatory participation test, this provision also applies to students with a deferred BSA;
 - h. A repair assignment associated with the mandatory participation test in the bachelor.
5. In addition to paragraph 4 under a, a student may request the examination board to replace an elective with another course taken elsewhere. Only courses approved in advance by the examination board can be registered as replacement courses in the student's exam program. The student must - after passing the replacement course - provide certified proof (grade list) to the ESHPM Education Service Center and the examination board to have the result registered in Osiris. The replacement course is registered in Osiris with the sufficiently obtained grade or, when this is not possible, with an exemption 'VR' or fulfilled 'VD'.
 6. Exemption, in accordance with the OER and as determined in paragraph 1, is possible when, in the opinion of the examination board and after consultation with the course coordinator and/or the program director, the course unit and/or exam to be exempted sufficiently corresponds in content, assessment, scope, and level with the provided (recent) sufficient result and evidence based on which the exemption is granted.
 7. The examination board may, in addition to paragraph 1, decide to fill the exemption with a replacement assignment.
 8. The exemption is indicated on the grade list with a 'VR'. An exempted exam component does not count towards determining the judgement of the exam.

Article 7a – Free elective space

1. In the third year of the bachelor's program Gezondheidswetenschappen, 25 EC is dedicated to the free elective space. In accordance with the TER, students can fill this space with (a combination of):
 - a. Minors
 - b. Elective courses
 - c. Exchange
 - d. International internship
2. Students must, except for approved minors offered in the EUR minor matrix, request approval from the examination board prior to filling the free elective space under clause 1 a, b, and c. See also the provisions in the TER.
3. The conditions for approval of the free elective space under clause 1 a, b, and c – where for the minor it must be a coherent package of courses of at least 15 EC – are:
 - a. In accordance with the provisions in the TER, at least half of the courses are at bachelor level 2. The other half of the education to be followed is at bachelor level 3;
 - b. it is 'on campus' education;
 - c. The education does not overlap with the fixed BA curriculum;
 - d. The education is formally examined and contains a significant individual assessment component;
 - e. Practical courses are excluded.

The examination board may make an exception to the above conditions when there are compelling reasons, weighing the interests of the student in combination with the quality of the diploma and according to standards of reasonableness and fairness.

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

Article 8 - EUR Exam Rules

1. The EUR Examination Rules for written exams, including (fraud) rules regarding on-campus exams and online proctoring, are an integral part of the R&R and can be found on the EUR website: [Examination rules EUR](#)
2. The Exam Rules of the current academic year apply simultaneously and/or additionally to the TER and the R&R. In case of differing EUR Exam Rules, the provisions in the TER and the R&R prevail.
3. The examination board reserves the right to supplement the R&R with additional order rules regarding the administration of exams during the academic year when the situation requires it.
4. A student may only participate in the exam or resit after timely registration in Osiris. Rules regarding (timely) registration for the exam are described on the EUR website [Practical-matters-examinations](#).
5. At ESHPM, the rule is: if you are registered for a course/module in Osiris, you are automatically registered for the first exam opportunity. For resits, the student must register separately via Osiris Student. This can be done from 26 to no later than 5 working days prior to the respective exam.
6. Students of the Eu-HEM are automatically registered by the ESHPM Education Service Center for the first exam opportunity, as well as for the resit. Students from an older Eu-HEM cohort must check their registration for exams and resits with the ESC themselves.
7. Eu-HEM students who, due to the structure of the curriculum, attend education at a partner university of the EUR can request online proctoring for retaking an individual written exam. This provision only applies:
 - a. during the current academic year;
 - b. with a maximum of one year thereafter;
 - c. for students who have attended education at the EUR;
 - d. for students who have participated in the first offered exam opportunity of the respective course.
8. If the registration deadline is exceeded, there is a last chance to register up to and including the day of the exam (no later than 23:59). See also: [late-registration-examinations](#)
Late registration may result in the student not being listed on the attendance list. The student will be added by the invigilator present.
9. If a student forgets to register by 23:59 on the day of the exam, an email must be sent to the ESC. A payment link can then be manually sent to the student. Post-registration is no longer possible once the review of the respective exam has taken place.
10. Without registration, the student cannot initially participate in the exam. The grade cannot be determined, making it invisible in Osiris and on the student's study progress overview. The result may be declared invalid by the examination board.
11. The MHBA has its own provisions regarding registrations for tests and processing assignments, which are described in the MHBA Test Plan.

SECTION 4. FRAUDE

Article 9 - Fraud and Irregularities

1. Fraud is defined as:
 - a. The actions or omissions of a student that make it wholly or partially impossible for the examiner to form an accurate judgment about the knowledge, understanding, and skills acquired by the student or about the knowledge, understanding, and skills of fellow students;
 - b. Intentionally or unintentionally influencing (parts of) the examination process, thereby affecting or potentially affecting the result of the exam.
2. The student must avoid any appearance of fraud concerning themselves before, during, or after the exam and the (online) review.
3. The following actions are considered fraud in any case:
 - a. Gaining prior knowledge of the questions, assignments, or model answers of the exam or previous exams of the subject unless provided by the teachers via Canvas;
 - b. Impersonating someone else during the exam or being represented by someone else during the exam;
 - c. Consulting or having within reach information sources that are not explicitly allowed, including but not limited to: books, syllabi, notes written on personal paper/skin/textiles, programmable calculators, mobile phones, smartphones, smartwatches, and other devices that can connect to the internet or third parties, unless their consultation or presence is explicitly permitted;
 - d. Mobile phones, smartphones, smartwatches, smart glasses, extra laptops, and other equipment that can connect to the internet or third parties that are not turned off during exams. Bringing the aforementioned items to the toilet⁴;
 - e. Cheating off fellow students during the exam or exchanging information with them or third parties, in any way, inside or outside the exam room. This also includes: having contact (in any way) with a (fellow) student or third parties about the (relevant) exam during or within half an hour after taking a (home) exam;
 - f. Exchanging or swapping the distributed exam question forms and/or answer sheets with others before or during the test time;
 - g. Making changes to the given answers after the test time has ended, after submitting the exam, and/or during the subsequent review;
 - h. Submitting an exam and/or attachments after the test time has ended, except for the margin possibly given by the course coordinator or exam organization;
 - i. Not following the Examination Rules regarding (digital) exams;
 - j. Allowing another person to commit fraud;

The following actions are also considered fraud:

⁴ A mobile phone is allowed when necessary as a second camera for exams taken via online proctoring or when it is required as a (medical) aid and prior approval has been obtained from the examination board.

- k. Committing plagiarism, which includes taking a passage larger than one or a few words from one's own or someone else's work literally, in translation, or using synonyms for a (group) assignment, paper, thesis, or any other form of text or data—part of an exam and/or assignment—without indicating this through quotation marks, citation, or another clear typographical tool, even if a bibliographically traceable correct source reference is included;
- l. Using (generative) Artificial Intelligence (AI) in written exams, (group) assignments, and final work, other than what is permitted for the respective test;
- m. Making one's own work available to another, even if unaware of the intent to commit plagiarism by the other;
- n. Reusing one's own work without proper referencing. Reuse is defined as taking a previously or simultaneously submitted concept or a satisfactorily assessed assignment of one's own work without proper and/or complete source reference to this earlier performance;
- o. Submitting a written assignment or final work that has been written by someone other than the student, whether paid or not;⁵

It is also not allowed to:

- p. Participate in the exam without being entitled to do so;
 - q. In any other way, through deceitful actions or omissions, make it wholly or partially impossible for the examiner and/or examination board to form an accurate judgment about the student's knowledge, understanding, and skills;
 - r. Fabricate research data or present research material gathered by someone else but not yet published as one's own work;
 - s. Fail to comply with the EUR copyright statement:
'No part of exams may be reproduced, stored in an automated data file, and/or made public in any form or by any means without prior written permission from the author of Erasmus University Rotterdam'.
4. A study achievement consisting of a written product can only be valued in study credits once. It is not allowed to resubmit an already written (draft) thesis, written assignment, or any other form of text, created as part of the current or previously followed program by the student within or outside the faculty, without further consultation with and approval from the examiner (of the course where the text is resubmitted or where the text should earn study credits for the second time/attempt) in the same or another course. Additionally, it is not permitted to use part of a previously completed assignment, whether modified or not, in the creation of a thesis/written assignment, etc., without consultation with and approval from this examiner, in order to obtain study credits again.
 5. When there is no fraud involved, but there is unacceptable behavior and/or violation of the rules included in the Teaching and Examination Regulations, these Rules and Guidelines, and/or the EUR Examination Rules, or actions that lead to contravention of these rules, irregularities may still be present.

⁵ When external support is used in the area of language (including generative AI), it must be mentioned in the elaboration of the written assignment or final work/thesis.

Article 10 - Fraud and Irregularities: Procedure, Measures, and Sanctions

1. In cases where students act in violation of the rules included in the Teaching and Examination Regulations, these Rules and Guidelines, and/or the EUR Examination Rules, or give cause for actions that contravene these rules, the following applies:
 - a. fraud;
 - b. irregularities.
2. When a suspicion of fraud or irregularities is detected during or concerning the taking of a written or oral (home) exam:
 - a. The invigilator or examiner - when possible - informs the student. The invigilator makes a note in the official report (or in ProctorExam) and collects any evidence. The student is given the opportunity to complete the exam and submit their work.
 - b. The EUR Examination Organization (TO) sends the notification of the suspicion of fraud or irregularity during the written exam to the examination board as soon as possible after the exam, or;
 - c. The examination board receives a notification in ProctorExam about the suspicion of fraud or irregularity during the written home exam. The examination board is authorized to assess, archive, and delete images of home exams according to the applicable EUR procedures.
 - d. The examination board informs the course/block coordinator of the fraud notification or irregularity and requests the coordinator and/or examiner not to publish a grade until the notification has been investigated.
 - e. The examination board conducts an investigation into the fraud notification or irregularity.
 - f. The examination board offers the student the opportunity to present their views in writing or through an (online) conversation. The student receives an invitation from the examination board for this purpose.
3. For written assignments and/or final works, the examiner performs a plagiarism and AI check using a plagiarism and AI scanner. When fraud (including plagiarism and unauthorized AI use) is suspected after submission and checking of a written assignment or final work, then:
 - a. The examiner immediately informs the examination board in writing (via email) or first makes an oral report to the examination board. If the examination board shares the suspicion of fraud after an initial investigation, this is communicated to the examiner.
 - b. The student is informed by the examiner about the report made to the examination board. The assignment is not graded pending the investigation. No visible feedback is provided to the student, nor is a rubric filled out.
 - c. The examination board conducts an investigation into the circumstances.
 - d. The student is given the opportunity to present their views in writing or through an (online) conversation. The student receives an invitation from the examination board, including - when available - the plagiarism or AI report. The examination board is authorized to request additional evidence from the student, such as original data or sources (respondents, transcripts, audio files, etc.).
4. If fraud is detected in a group assignment, it is generally attributed equally to each group member. Each group member bears the burden of proof to the contrary. The examination board may make an exception to this rule.

5. When there is a fraud notification based on Article 6 clause 3 R&R (ensuring exam quality), and when the conversation is focused on the fraud investigation, the examiner may ask additional substantive oral questions in the presence of the examination committee.
6. The student receives a decision from the examination committee via the student's EUR email address, taking into account clause 7.
7. Depending on the severity and extent of the irregularities, committed fraud, including repeated fraud, the examination committee may impose sanctions and/or measures on the student, including at least the following:
 - a. a reprimand;
 - b. a warning;
 - c. declaring the exam, written (group) assignment, final work, and/or its assessment unassessable;
 - d. invalidating the exam, written (group) assignment, or final work and/or its assessment;
 - e. exclusion from the exam, written (group) assignment, or final work and/or its assessment for up to one academic year;
 - f. exclusion from one or more exam or submission periods;
 - g. exclusion from defending the final work for up to one year;
 - h. a combination of measures and/or sanctions.
8. Under measure 7c, the student receives no result. In Osiris, a 'NO' is entered. For measures and/or sanctions under 7d to 7h, an 'FR' is recorded in Osiris. This notation is only visible in the digital system and not on the final grade list provided with the diploma.
9. Notwithstanding the measures and sanctions in paragraph 7, the examination committee may, depending on the severity and extent of the committed fraud, including repeated fraud, propose to the institutional board the definitive termination of enrollment for the relevant program.
10. Notwithstanding the measures and sanctions in paragraph 7, the examination committee may, depending on the severity and extent of the student's behavior, as determined in Article 7.42a WHW - not being fraud -, propose to the institutional board to terminate or refuse the student's enrollment for the relevant program.

SECTION 5. ASSESSMENT AND REQUIREMENTS FOR PASSING EXAMINATIONS

Article 11- Assessment Standards

1. The assessment of written exams is conducted, where reasonably possible, based on model answers and standards. The assessment of written (group) assignments and the final work is conducted using a (digital) assessment rubric, assessment form, and/or assessment software.
2. When constructing and assessing the written assignment, exam questions, or final work (thesis), the examiner takes sufficient effective anti-fraud measures and is required to perform a plagiarism/AI check when the assignment, exam, or final work is submitted.
3. Each student is assessed individually for individual written exams, oral exams, written assignments, and the final work. However, students receive a joint assessment for group assignments. Grade differentiation in group assignments is possible when the content work, attendance/participation, involvement, and/or study attitude of the student warrant it. The grade is then adjusted downward.

4. The method of assessment is sufficiently transparent according to the standards of the program.
5. In cases where an exam is administered by more than one examiner and its result is assessed by various examiners, they must ensure that this is done based on the same standards. The course coordinator is the primarily responsible examiner for the examination.
6. A student, student assistant, or mentor may not be used as an assessor of an exam, written (group) assignment, or final work.
7. Exams, written (group) assignments, or final works submitted after the deadline or incorrectly are not assessed. The student must wait for the next resit opportunity. The student can request the examination board to make an exception to this provision. The student submits this request via the [request form](#) 'other'.

Article 12 - Determination of the Result of an Examination

1. The final grade for a course unit is determined as a number with one decimal on a scale from 1.0 to 10.0.
2. The determination of the exam result for an exam consisting of several sub-exams is done in accordance with the following:
 - a. The result of each sub-exam is determined as a number with one decimal on a scale from 1.0 to 10.0.
 - b. Each sub-exam is assigned a specific weight. The established weights are listed in the TER, on Canvas, the Course Guide, or in the educational catalog of a course unit (Study Guide). Sub-exams may have a minimum threshold.
This threshold is generally set at 5.0.
If otherwise specified, it is recorded in the Teaching and Examination Regulations, Course Guide, Educational Catalog, and/or on Canvas.
 - c. The determination of the exam result is done by a weighted average of the outcomes of the sub-exams, taking into account any additional subject or program-specific provisions. When rounding this weighted average to a number with one decimal, the last 5 of the number or higher is rounded up, and a 4 or lower is rounded down (for example, a 5.44 becomes 5.4 and a 5.45 becomes 5.5; and a 5.444 becomes 5.4 and a 5.44445 becomes 5.5).
 - d. If an exam consists of several sub-exams, a student who is admitted to take the exam is admitted to take all relevant sub-exams, unless otherwise described in the TER, Course Guide, Educational Catalog, or on Canvas.
 - e. If the student has participated in at least one sub-exam but not all sub-exams, a 'NO' is entered for the exam not taken. An exception concerns a sub-exam taken as a progress test with minimal weighting. In this case, a maximum of 1.0 is recorded.
3. An exam result of 5.5 or higher or 'passed' is considered a satisfactory result. This means that the exam has been successfully completed. An exception to this rule is the final work of master's programs. When a score indication of 5.5 is given for the written part of the thesis, the final grade may be lower than the score indication of 5.5 after an inadequately performed thesis defense. The course unit is then not passed.

4. In addition to the provisions in the previous clauses, the following alphanumeric results are assigned in the cases below:
 - a. A student who is registered for a (sub-)exam but did not participate receives a NO (Did Not Show/NO show);
 - b. A student who has not participated in any sub-exam of a course unit but was registered for it receives no result for the relevant course unit, a 'NO' (Did Not Show/NO show) or 'NVD' (not passed).
 - c. A student who has fulfilled a component but does not receive a grade for it gets a 'VD' (passed) as a result.
 - d. A student who has been granted an exemption by the examination committee based on Article 7 R&R receives a 'VR' (Exemption).
5. Apparent errors in the determination of the result of an exam must be corrected by the examiner.

Article 13 - Requirements for Passing the Examinations of the Programs Course Units

1. The exams of the course units of the ESHPM programs or the MHBA are considered passed if these exams are completed with a satisfactory result, in accordance with the previous article, except in cases where an exemption has been granted or compensation is applicable. In addition to this compensation provision, refer to what is established in the TER of the respective program
2. The Eu-HEM, MHBA, and shortened pre-master Gezondheidswetenschappen are excluded from the compensation scheme.
3. In the case of a resit for a centrally administered written exam, the highest grade is valid, subject to the provision regarding the validity period of the obtained (partial) results. Refer to the respective program's TER for this.
4. Resits for other assessments than centrally administered written exams (e.g., group work, (writing) assignments, and final works) are not possible when a satisfactory result has been achieved (VD, 5.5 >), except as specified in clause 5.
5. Additional conditions may be attached to the resit of other assessments than centrally administered written exams (e.g., group work, (writing) assignments, and final works) by the course coordinator, such as:
 - a. Whether a satisfactory result may be retaken when the resit involves a new assignment (not processing the provided reasoning of the assessment/feedback).
 - b. Whether group work may or may not be retaken individually and, if so, always after approval by the examination board.
 - c. Whether there is a grade ceiling on the result to be achieved in the resit when an unsatisfactory result was obtained in the first round..

These additional conditions must be clearly and consistently stated at the start of the course, block, or module in the Course Guide, educational catalog, and/or on Canvas.

Article 14 - Grounds on which the examination board allows an extra examination opportunity

1. In accordance with the provisions in the applicable TER of the regular pre-master, bachelor, and master programs of ESHPM and the non-initial MHBA, the examination board⁶ may, in exceptional cases, allow an extra examination opportunity, submission deadline, or postponed deadline for written assignments or final work (thesis).
2. Providing a postponed submission deadline, individual resit, or an extra examination opportunity for written group assignments is not always possible. In such cases, the examination committee has the authority to offer (or have offered) an (individual) alternative assignment, provided that the alternative is of equivalent level to the original examination form, when the same learning objectives can be achieved, and when the number of credits to be obtained remains the same.
3. Providing an extra opportunity for the final work (the thesis) of the ESHPM master's programs is not possible. There is one established start date per academic year with two associated and established submission opportunities. A postponed submission deadline can be requested.
4. A request for an extra opportunity, an extra submission moment, or postponed deadline can be submitted:
 - a. when there are serious personal circumstances recognized by the study advisor and included in the WHW Implementation Decision, or;
 - b. when there is an Erasmus Top Sport status.
5. The examination committee applies the following criteria when handling the request under paragraph 4 sub a, based on the WHW Implementation Decision, where the circumstances are recognized by the study advisor after providing current evidence.
 - a. Presence of serious personal circumstances, which are recorded in the WHW Implementation Decision. These include:
 - I. serious or chronic (physical and/or psychological) illness;
 - II. disability or (temporary) functional limitation;
 - III. pregnancy and/or childbirth;
 - b. special family circumstance;
 - c. presence of an EUR Top Sport status;
 - d. board membership of the ESHPM study association, the ESHPM Council, or University Council, considering the demonstrated necessity of presence.
6. In the absence of the study advisor, the examination committee has the authority to independently determine personal circumstances based on the evidence provided by the student.
7. A request for an extra opportunity, an extra submission moment, or postponed deadline must be submitted fully (see also clause 9) and timely by the student to the examination committee. This means:

⁶ In accordance with the provisions in the bachelor's TER, the program director is authorized by the examination committee to make decisions regarding granting an extra opportunity for the remedial assignment as part of the participation assessment.

- a. As soon as possible upon/after the occurrence of the personal circumstances. Or when these circumstances are foreseen; before the onset of these circumstances.
- b. For the final work; in principle at least two weeks before the established regular deadline or resit deadline.

A request that is not submitted timely and/or completely will, in principle, not be considered.

- 8. The examination committee applies the following criterion when handling the request from the side of the program: a preventable deficiency that has an extremely adverse impact on study progress. The determination of the deficiency is at the discretion of the examination committee.
- 9. In principle, no extra examination opportunity, submission moment, or postponed deadline for a written assignment or final work (thesis) is granted if:
 - a. the student has not attended classes and/or has not used the regular examination and/or submission moments, except for the presence of timely reported and recognized serious personal circumstances;
 - b. the sole reason is that it concerns the last educational component needed to graduate or obtain a pre-master certificate;
 - c. there are financial considerations on the part of the student.
- 10. The request must be complete. This means that the student fills out the request form completely and adds current evidence to the request that supports/substantiates the personal circumstances. The request also includes the name of the involved tutor, mentor, examiner, course, block, module coordinator, or (thesis) supervisor and reader. Without this information, the request will not be considered.
Evidence that cannot be traced back to the student is not valid.
- 11. The evidence must show that the personal circumstances have negatively impacted the preparation for or participation in the examination. This also includes being prevented from using a regularly established submission moment.
- 12. The examination committee may take into account the degree of study delay when handling the request:
 - a. When there is minor study delay, the examination committee may decide not to allow an extra opportunity or an extra submission moment or postponed deadline.
 - b. The examination committee also considers whether the student has taken (timely) precautionary measures to prevent study delay.
- 13. When handling student requests, the examination committee takes into account the advice of the study advisor, as well as the explanation of the examiner, (thesis) supervisor, course, block, or module coordinator, program director, program management (MHBA), or other experts.
- 14. If the examination board decides positively, it grants a student a maximum of one extra exam opportunity, submission moment, or extended deadline for one (part)exam of one educational unit in the current academic year (the thesis trajectory may extend into the following academic year).

SECTION 6. THE EXAMINATION

Article 15 - Certificates and Statements

1. After all components of the examination have been successfully completed, the head of the Student Administration - on behalf of the examination board - determines the result of the final examination, taking into account:
 - a. the Teaching and Examination Regulations of the program;
 - b. the Rules and Guidelines of the examination board.
2. As proof that the examination has been completed, a certificate is issued by the examination board, after the Executive Board or the authorized official has declared that the procedural requirements for issuance have been met, provided there is no situation as specified in clause 13.
3. One certificate is issued per program, even if a student completes multiple programs, tracks, graduation directions, or specializations within a program
When the student has met all substantive requirements and has obtained the required number of credits from the compulsory educational units associated with the program, an active degree conferral is carried out by the Erasmus Student Service Center. The procedure regarding the issuance of the certificate is available on the EUR website: [Practical-matters-graduation](#).
4. A student who is granted a degree can, in accordance with rules established by the Executive Board, request the examination committee in a timely manner not to proceed with the issuance of the certificate. See article 15a of these Rules and Guidelines for this.
5. The grade list, which is part of the certificate, lists the components that belong to the examination.
6. The examination committee adds an English diploma supplement to the certificate that complies with the European agreed standard format.
7. The certificate, grade list, and diploma supplement are (digitally) signed by the chair of the examination committee or their deputy.
8. The certificate, grade list, and diploma supplement are issued by or on behalf of the examination board.
9. The examination board has mandated the examination administration of the Erasmus Student Service Center to issue a new certificate in the event of a legally recognized gender change.
10. As proof that the exams of the (online) regular pre-master Health Sciences have been successfully completed, a certificate is issued by or on behalf of the examination committee, after the institutional board has declared that the procedural requirements for issuance have been met.
11. A student who has successfully completed more than one exam and cannot be issued a certificate can download an authenticated study progress overview online, which at least lists the exams that have been successfully completed.
12. If the exams of the courses belonging to a program have been successfully completed, the examination is considered completed, unless the examination board has determined that the examination also includes an investigation conducted by itself, as specified in article 7.10 clause 1 in conjunction with 2 WHW. See also the provisions in article 15b.

Article 15a - Postponement of Degree Conferral

1. In addition to article 15, clause 5, and in accordance with the Regulation 'Enrollment, Deregistration, and Tuition Fees EUR', based on the legal foundation of article 7.11, clause 3 of the WHW, the examination committee can - at the student's request - postpone the awarding of the certificate.
2. The student must submit a request at least two weeks before the result of the last (partial) exam and/or educational component is registered in Osiris. The examination committee may deviate from this period provided the certificate has not yet been printed.
3. The request must include the reason(s) for the postponement and specify a future date when the certificate can be issued (the postponement date), taking into account that a maximum of one academic year of postponement can be granted.
4. The postponement date, as determined by the examination committee, becomes the new graduation date, which will be listed as the graduation date on the certificate. The student can request the EUR Graduation Department to print the certificate before the postponement date.
5. Postponement is only granted for the purpose of:
 - a. Pursuing a second university master's degree (see also clause 6).
 - b. Following an additional HCM/ZoMa track.
 - c. Undertaking an extracurricular internship in addition to the HEPL/HE curriculum.
 - d. Taking extra elective courses or participating in an exchange to the University of Oslo (HEPL & HCM/ZoMa).
6. In case of postponement due to pursuing a second master's degree, there must be at least one month of overlap between both enrollments. Therefore, postponement of degree conferral is not necessary when the student enrolls in the Medicine program during the current academic year, as this already establishes the overlapping month.
7. It is not possible to be deregistered in the interim when there is a postponed degree conferral.

Article 15b – Examination Committee's Own Investigation

1. As stipulated in article 15, clause 13 of the Rules and Regulations, the examination committee may decide to conduct an investigation into the student's knowledge, understanding, and skills as referred to in article 7.10, second paragraph of the WHW, if all components of the examination program have been successfully completed by the student.
2. The examination committee will only initiate such an investigation if it determines that there are facts or circumstances that lead it to doubt whether the student has achieved the final qualifications of the program.
3. The student will be informed about the investigation and given the opportunity to present a written and/or oral statement. For this purpose, the student will receive an invitation from the examination committee.
4. Other individuals involved in the investigation will be given the opportunity to be heard.
5. The examination committee's investigation may include a test to be taken by the student. This test can only be retaken once.
6. If the test is assessed as unsatisfactory, the examination committee may decide not to proceed with issuing a certificate.

Article 16 - Distinction (summa) cum laude

1. The distinction 'cum laude' or 'summa cum laude' is awarded if each of the following conditions is met:
 - a. the weighted average final grade (including the final thesis) is:
 - I. between 8.25 and 9.0 for the distinction 'cum laude';
 - II. 9.0 and higher for the distinction 'summa cum laude'.

Only the educational units that are part of the mandatory examination program, including the mandatory elective courses for which a grade has been given, are included in the calculation. If an exemption has been granted for a component in the program or a component has been assessed as 'satisfactory', the distinction is calculated over the remaining educational units of the curriculum. The results of exams taken at a foreign university as part of an international exchange are not considered in determining the distinction.
- b. There must be no record of fraud in Osiris;
2. or determining the distinction, at least 120 EC of the bachelor's degree must have been completed within the ESHPM program itself. For the master's programs HCM/ZoMa & HEPL/HE, to be eligible for a distinction, at least 40 EC of the program must be obtained within the program.
3. The examination board has the authority to award a distinction cum laude to an individual student on special grounds, even if the requirements set forth in the first paragraph are not fully met.
4. The distinction "cum laude" or "summa cum laude" is noted on the certificate.
5. The master's program Eu-HEM and the pre-master program Health Sciences are excluded from the (summa) cum laude distinction.
6. The rules for achieving a (summa) cum laude distinction for the non-initial master's program MHBA are included in the Education and Examination Regulations of the MHBA.

SECTION 7. APPEAL, IMPLEMENTATION AND FINAL PROVISIONS

Article 17 - Appeal

1. An appeal can be lodged against any decision of the examination board due to a conflict with (written and unwritten) law, with the Examination Appeals Board (CBE). An appeal can also be lodged with the CBE against any result of an exam determined by an examiner, provided the appeal is submitted in a timely manner (within six weeks) after the announcement of the exam result. An appeal against a partial grade is not possible.
2. When invited by the CBE, the examination board calls upon the student within three weeks of receiving the notice of appeal to discuss whether an amicable settlement of the dispute is possible. If the chairperson of the examination board is personally involved in the dispute, their role in the attempt at an amicable settlement is taken over by their deputy or another member of the examination board.
3. Within three weeks of receiving the notice of appeal, the examination board informs the CBE of the outcome of this amicable consultation. If the examination board wishes to deviate from the deadline, it must request this from the CBE.

4. The examination board is free to reasonably shorten the relevant deadlines in this article if the student's interest warrants it and if possible, in order to prevent or minimize any damage to the student's interest.
5. This provision does not apply to the shortened pre-master Gezondheidswetenschappen and the MHBA. Participants in the shortened pre-master can turn to the Disputes Committee for Non-Initial Programs (GNIO). For participants of the MHBA, the regular complaints procedure of the ESHPM Examination Committee applies. Participants can also turn to the civil court.

Article 18 – Hardship Clause

In exceptional individual circumstances where the application of one or more provisions from these Rules and Guidelines leads to unreasonable and/or unfair situations for a student, the student may submit a written request, supported by reasons and/or evidence, to deviate from the said provision(s) to the examination board. The examination board may, after consulting the relevant examiner(s), program director, and/or study advisor, deviate from the said provision(s) in favor of the student, taking into account the protection of general interests. Upon request, the student will be given the opportunity to be heard.

Article 19 - Amendments to these Rules and Guidelines

1. In principle, no amendments to the Rules and Guidelines applicable to the current academic year will be made unless the situation necessitates a change and/or addition. Consideration is given to the interests of students, which should not be unreasonably harmed.
2. In the event that national binding measures, related to but not limited to public health, affect what is established in these Rules and Guidelines, the examination committee may make appropriate amendments. Amendments will be made in the spirit and intent of what has already been determined.

Article 20 - Publication

The chair of the examination board is responsible for the publication of these regulations, as well as any amendments, via the faculty's website and on MyEUR.

Article 21 - Effective Date

These Rules and Guidelines come into effect on 01-09-2025 and are valid until 31-08-2026.

Article 22 - Citation Title

This regulation may be cited as 'Rules and Guidelines of the Examination Board ESHPM' for the programs offered by the Erasmus School of Health Policy & Management and the MHBA of the Erasmus Centrum voor Zorgbestuur.

Thus established by decision of the Examination Board ESHPM, dated 01-09-2025.

On behalf of the Examination Board ESHPM,

A handwritten signature in black ink, consisting of a stylized 'S' followed by a horizontal line.

Dr. ir. drs. S.G. Elkhuisen
Chair ESHPM Examination Board