

Rules and Regulations for the academic year 2019-2020

- **Bachelor programme in Health Policy & Management**
- **Master programme in Health Economics Policy & Law (HEPL)**
- **Master programme in Health Care Management (HCM)**
- **Master programme in Health Care Management (part-time)**
- **Master EuHEM**
- **the pre-master programmes**

Section 1 – General provisions

Article 1.1 – Applicability of the Rules and Regulations

These Rules and Regulations apply to the examinations and interim examinations in the Health Sciences, Health Policy & Management Bachelor Programme, the Health Care Management Master Programme (HCM), the Health Economics Policy and Law Master Programme (HEPL), the European Master of Health Economics and Management Master Programme (EuHEM), insofar as the components of the master programme are offered through ESHPM, the part-time Health Care Management Master Programme, and the pre-master programme at Erasmus School of Health Policy & Management (ESHPM) for 2019-2020, hereinafter referred to as 'the Programme'.

Article 1.2 – Definitions

1. Unless stated otherwise, these Rules and Regulations use the same definitions of terms as those in the Teaching- and Examination Regulations (TER) for the relevant programme.
2. The term 'course' should be interpreted as the individual courses in the pre-master programme and the master programmes, and the individual modules in the bachelor programme.
3. The term 'course schedule' should be interpreted as the course schedule or course book as specified on Canvas as referred to in the bachelor, master en pre-master programme.
4. The term 'fraud' should be interpreted as all acts or omissions on the part of any student that make it entirely or partially impossible to form a correct assessment of their knowledge, understanding and skills, or of those of any other student. This also includes the regulations specified in Article 3.4.
5. Each examination will comprise a survey of the knowledge, insight and/or skills of the student, as well as an assessment of the results of that survey in conformity with Article 7.10 clause 1 of the Higher Education and Research Act (WHW). An examination can be divided into several components. The terms "partial test", "interim test" and "final test" as defined in the TER are all referred to in these Rules and Regulations as "examination components".
6. Under the mandate of the Examination Board, the test committee will examine the quality of the tests at regular intervals.

Article 1.3 – Daily affairs of the Examination Board

The Examination Board can make a division of responsibilities or parts thereof amongst its members for the handling of its daily affairs. The division of responsibilities will be laid down in standing orders.

Article 1.4 – The decision-making criteria

The Examination Board can make its decisions based on, among other things, the following criteria, and in the event of a conflict, the different interests will be weighed against each other:

- the assurance of the quality of the examinations and the exams;
- the possibilities and the workload associated with the organisation of the education and the holding of examinations;
- leniency towards students who have suffered a delay in their study progress due to exceptional circumstances beyond their control;

all this taking into account the principles of reasonableness and fairness.

Article 1.5 – Appointment of examiners

1. The Examination Board will appoint examiners to conduct examinations and to classify the results of such, and will make this publicly known in writing, such to include placement on a website. The Examination Board can appoint external examiners. It will verify that the examiners satisfy the set expertise requirements. The Examination Board will notify the examiners on the status of their role as an examiner.
2. An examiner is independent and has the required expertise. Examiners are deemed to be independent if, when acting in this capacity, there is no hierarchical relationship between them and the ESHPM vice-dean or their section head (known as 'operational autonomy'). Examiners have the necessary expertise if they possess the required academic qualifications and the required examining qualifications, or if they are willing to acquire the latter in the near future.
3. If a number of examiners are involved in a certain course (e.g. a course or module), the course coordinator will be ultimately responsible for the examinations as course examiner.
4. The Examination Board may set binding guidelines and assessment standards for examinations and interim examinations.
5. The examiners will provide the Examination Board with the requested information.
6. The Examination Board can revoke an appointment if it has serious cause to do so.

Article 1.6 – Hardship clause

In exceptional individual circumstances where the application of one or more provisions in these Rules and Regulations would lead to unreasonable and/or unfair situations with respect to a student, a student may submit a written and reasoned application for a departure from the provision or provisions in question to the 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 make a decision about a student's application until the applicant has been given the opportunity to present his/her case where requested.

Section 2 – Exemptions

Article 2.1 – Exemption from practicals

A request for exemption from the obligation to take part in practical assignments must be submitted by the relevant student in writing, thereby stating the reasons and supported by documentation, to the Examination Board at least four weeks before the start of the practical assignment for which the exemption is being requested. In exceptional cases, the Examination Board may permit an extension of the time limit referred to in the preceding sentence.

The Examination Board must arrive at a decision no later than four weeks after receipt of the request. The student will be notified immediately of the decision.

Article 2.2 – Exemption from examinations

1. A request for exemption from taking examinations, as referred to in the Teaching- and Examination Regulations and based on the stipulations in or pursuant to the WHW, must be submitted by the relevant student in writing, thereby stating the reasons and adding any supporting documentation, to the Examination Board at least four weeks before the examination for which exemption is being requested takes place. In exceptional cases, the Examination Board may allow an extension of the time limit stated in the previous sentence. The Examination Board can set further rules in relation to the procedure. These rules will be published on the Examination Board's website.
2. The Examination Board will arrive at a substantiated decision no later than four weeks after receipt of the request, with due observance of the Teaching- and Examination Regulations for the relevant programme. The student will be notified of the decision immediately.
3. If a student is already entitled to exemption for one or more components under or pursuant to the WHW, he/she must notify the Examination Board of this.
4. The exemption will be indicated on the list of marks with the abbreviation 'VR'. An exempt examination component will not be taken into account for the classification of the exam.

Section 3 – Rules relating to proper proceedings during interim examinations

Article 3.1 – Registration for written examinations held centrally (e.g. in the Van der Goot building or the M building)

1. Students who are entitled to take interim examinations by virtue of their enrolment for the relevant programme must register for these examinations within the time specified and in the correct manner, in accordance with the provisions in or pursuant to these Rules and Regulations.
2. The head of the Department for Exam Registration may, with the approval of the Examination Board, establish specific rules for the proper registration for the examinations, taking into account the Teaching- and Examination Regulations of the programme and the Rules and Regulations of the Examination Board. These additional rules must be posted on the EUR website in good time.
3. The registration period commences 35 calendar days before the written interim examination and lasts up to and including the eighth calendar day prior to the date on which the examination is held.
4. In derogation to that provided for in clause 3, a student can register late up to and including no more than three working days before the day on which the examination is due to take place, provided this does not jeopardise the correct preparation of the examination sitting. The head of the Department for Exam Registration will charge an administration fee of EUR 20 for this derogation. The head of the Department for Exam Registration will report this to the Examination Board.

5. 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 Examination Board will charge an administration fee of EUR 20 for this late registration. The Examination Board will report on this to the vice-dean. Actual participation in the examination implies that the student has taken advantage of the opportunity to participate in the examination, and creates an obligation to pay EUR 20. The prompt payment of the aforesaid EUR 20 means that the student is entitled to have his/her examination assessed.
6. If, as a result of force majeure, a student is not able to register on time or in the proper way, the Examination Board can allow a deviation from the registration period as provided for in clauses 3, 4 and 5. There is a case of force majeure if a student is not able to register in the usual way due to circumstances beyond his/her control, such as a serious illness or exceptional family circumstances. The student should submit a request to this end as soon as reasonably possible.
7. If a student has not registered for an examination in accordance with the provisions of or pursuant to these Rules and Regulations, any mark given for the relevant examination will be null and void.

Article 3.2 – Entering and leaving the room where the written examination is being held

1. Admission to the examination room is possible until fifteen minutes after the start of the written examination concerned. A student who is admitted to the examination room after the start of the examination should ensure that he/she causes as little disturbance as possible to the students already present.
2. Students participating in the written interim examination may not leave the examination room during the first hour after commencement of this examination, or, if the examination lasts for less than one hour, they may not leave the examination room before the end of the examination. A student who leaves the examination room *before* the end of the examination should ensure that he/she causes as little disturbance as possible to the students still present.
3. Students participating in an interim examination may, at their own request and with the examiner or invigilator's consent, leave the examination room in order to visit the toilet after the first hour of the examination has elapsed, but not during the final half-hour of the examination. This permission will be granted to a student during an examination one time only, and only for one student at a time. In exceptional cases, the examiner or invigilator may deviate from these rules in favour of the student.
4. In cases where suitable facilities are provided for the safe storage of students' personal property outside the room where the examination is being held, no coats, bags, and other items that are not allowed to be used during the interim examination, such as telephones, may be taken into the examination room. In other cases, students must hang their coats or jackets over the backs of their chairs. Bags must be kept closed and out of reach, and telephones, etc, must also be out of reach and turned off.
5. The head of the Department for Exam Registration may, with the approval of the Examination Board, establish specific rules concerning entering and leaving the room in which the written examination is being held, taking into account the Teaching- and Examination Regulations of the programme and the Rules and Regulations of the Examination Board. These specific rules will be announced in a proper and timely manner.
6. Any violation of the rules of conduct specified in this Article may result in exclusion from the examination or in the examination being declared invalid. This may only be done on the basis of a written report of the incident drawn up by an invigilator.

Article 3.3 – General provisions concerning order during written examinations

1. At least one examiner or a lecturer designated for this purpose by the examiner must be present in the room where a written examination is held for at least the first 15 minutes of this examination. This person must be accessible by telephone for the remainder of the examination and must be able to be present in the examination room within 10 minutes. The examiner will answer questions and - if necessary - provide a further explanation.
2. On behalf of the Examination Board, the invigilators appointed for this purpose are charged with maintaining order during the written examination. The invigilators have to comply with any instructions given by the examiner, or a lecturer appointed by the examiner. The examiner may also be an invigilator.
3. All students participating in the interim examination must follow the instructions given by the examiner or invigilator. If any student fails to comply with the examiner's or invigilator's instructions, or if any student ignores a request made by the examiner or invigilator, the examiner or invigilator will submit a written report of this conduct and the Examination Board may decide to impose a sanction. In the event of unacceptable behaviour, the examiner or invigilator may exclude the relevant student from further participation in the interim examination, as a consequence of which no marks will be awarded for the examination.
4. Students must display their EUR student card or valid proof of their identity (i.e. ID document, passport or driving licence) during the examination at the examiner's or invigilator's request. If any student is unable or unwilling to produce their student card or another valid proof of identity as specified in the foregoing, they will be excluded from the examination.
5. The sole items that students may have on their desks are the valid proof of their registration for the examination, a valid identity document, their proof of participation, the examination papers containing the assignments, writing paper for working out these assignments, writing materials and a ruler.
If this has explicitly been permitted beforehand by the examiner and is stated on the cover sheet of the examination paper, study material may also be on the table, such as a calculator – graphic or otherwise –, literature, or other reference material. This study material is for the exclusive personal use of the candidate, and must not include any notes or annotations, unless these are explicitly permitted by the relevant course schedule.
6. Candidates are not allowed to have watches, mobile telephones, digital pens, other data carriers or other (electronic) communication devices such as earphones within reach during examinations or to use such devices. Mobile telephones must always be switched off. If a mobile telephone rings during the examination, it will be confiscated by the invigilator until the end of the examination, and moreover this will also be reported by the invigilator. Watches etc must be put away in a coat or bag.
7. All students participating in an interim examination are obliged to display all materials they have in their possession at the examiner's or invigilator's request, and to hand them over if so requested.
8. Only the paper provided by EUR is to be used for the written examination. The use of the student's own paper is not permitted.
9. All students participating in an interim examination must include their names, signatures and student numbers or examination numbers on each sheet of paper they hand in. The examiner or invigilator will check whether this has been done correctly before accepting these papers. The written answers must be handed in to the examiner or the invigilator. Furthermore, any rough notes and the examination question papers should also be handed in.

10. The head of the Department for Exam Registration can, with the approval of the Examination Board, establish specific rules concerning conduct in the designated examination rooms during the written examination, taking into account the Teaching- and Examination Regulations of the programme as well as the Rules and Regulations of the Examination Board. These specific rules will be announced in a proper and timely manner.
11. Insofar as this Article does not provide otherwise, any breach of the rules of conduct laid down in this Article may result in exclusion from or invalidation of the examination. This may only be done on the basis of a written report of the incident drawn up by an invigilator.

Article 3.4 - Fraud

1. If, when an examination is in progress, fraud – as defined in Article 1.2, clause 4 – is detected or suspected, the invigilator, or an examiner brought in by him/her, will compile a written report of this as quickly as possible. The invigilator or examiner can ask the student to hand over any items of evidence. A refusal to do so will be recorded in the written report. The student will be given the opportunity to make a written statement that will be attached to the invigilator or examiner's written report. The written report and any written statement will be presented to the Examination Board as quickly as possible. The student will be given the opportunity to finish and to hand in his/her work.
2. If, when sitting an interim examination, any student is suspected of or caught in the act of committing fraud in the shape of plagiarism, as referred to in clause 3 sub h. of this Article, the examiner or invigilator will report this to the Examination Board as soon as possible, and submit a report of plagiarism at that same time.
3. The term "fraud" is understood to include:
 - a. consulting books, syllabi or other sources during the examination, the consultation of which has not been explicitly approved by the examiner;
 - b. consulting books, syllabi or other sources approved by the examiner during the examination if they include notes that have not been explicitly approved by the examiner;
 - c. during the examination copying from or exchanging any information whatsoever with fellow students, either inside or outside the examination room;
 - d. impersonating someone else during the examination;
 - e. being impersonated by somebody else during the examination;
 - f. changing the lists of questions and/or official or unofficial examination papers or other sources of information that have been given to him/her, or exchanging these documents with other candidates;
 - g. gaining possession of the questions or assignments for an examination before the date or time on which this examination is scheduled to take place;
 - h. committing plagiarism. The term "committing plagiarism" is also understood to include invoking the assistance of third parties with respect to doing all or part of the examination, including written assignments, theses or practicals, to such an extent that it justifies reasonable doubt as to whether the content and purport can actually be ascribed to the person in whose name this examination is being taken. It is not allowed committing self-plagiarism.
 - i. using communication devices (e.g. earphones) or other resources (Article 3.3 clause 6) during the examination.
 - j. contravening the guidelines governing the inspection of examination papers, including making use of any writing materials.
 - k. attending the examination while not entitled to join.
 - l. all other (deceptive) acts or omissions on the part of any student that make it entirely or partially impossible to form a correct assessment of their knowledge, understanding and skills, or of those of any other student.

Article 3.5 - Sanctions

1. Depending on the gravity of the fraud committed, such to include a repetition of fraud, the Examination Board can impose, amongst others, the following sanctions on the student:
 1. If a student commits fraud (including plagiarism), the Examination Board can issue a reprimand, or declare the results of the relevant examination null and void, or revoke the entitlement to take one or more designated examinations or exams, for a period to be set by the Examination Board, up to a maximum of one year. In the event of serious fraud, the Executive Board may definitively terminate the enrolment of the relevant student for the programme on the advice of the Examination Board.
 2. A combination of the above sanctions.
2. The chairperson or, in his/her absence, any other member of the Examination Board will notify the student about the sanction or sanctions imposed on him/her either in writing and/or by e-mail to the e-mail address issued by the university to the student.

Section 4 – The taking of examinations

Article 4.1 – The questions and assignments

1. The examinations of the Bachelor and pre-master courses are taken in Dutch, unless the Executive Board decides otherwise in conformity with Article 7.2c of the WHW. The examinations of the Master courses are taken in English.
2. The questions and assignments of the examination will not go beyond the sources notified beforehand and on which the examination syllabus is based. These sources will be announced before the start of the education that will prepare the student for the examination.
3. The questions and assignments in examinations are distributed evenly over the subject matter of the relevant examination.
4. The interim examinations represent the learning objectives in respect of form and content in accordance with Bloom's theory (ESHPM examinations policy, 2016). The Examination Board may issue further guidelines and instructions to the examiners in respect of adhering to examination matrices (ESHPM examinations policy, 2016).
5. When formulating and drawing up the examination assignments, the examiner must take sufficient effective measures to prevent fraud. If so requested, the examiners will provide the Examination Board with the desired information in this connection.
6. If group work forms part of the interim examination assignment, the examiner must take measures when compiling and formulating the interim examination assignment, in order to ensure that each student can be assessed individually. In determining the result of the examination, each student will be assessed individually. If so requested, the examiners will provide the Examination Board with the desired information in this connection.
7. If an examination that is not held in an examination room - such as an essay - forms part of the interim examination assignment, the examiner must take sufficient effective fraud prevention measures when determining the examination results. This includes establishing that the relevant student is the *auctor intellectualis* of the work submitted. If so requested, the examiner must provide the Examination Board with the desired information in this respect, including an explanation of why an invigilated examination is not a suitable examination assignment.
8. The cover sheet of the examination assignment must, where relevant, provide clear examination instructions.

9. The examiner must be given the opportunity to add instructions on the cover page of the examination. These instructions may not conflict with the provisions in these Rules and Regulations, nor with the course schedule for the course in which an interim examination is held.
10. The questions and assignments of an examination must be clear and unambiguous, and worded in such a way, or contain such directions, that the student will know how extensive and detailed the answers have to be.
11. Well in advance of the examination date, the study guide will provide information on the way in which the provisions of the Teaching- and Examination Regulations are to be implemented in respect of the way in which the examination is to be taken.
12. The duration of the examination will be such that the students will have sufficient time, measured in accordance with reasonable standards, to answer the questions.
13. If a student hands in an examination, an examination component or an interim examination after the previously announced deadline, the examination will not be assessed.
14. Before a written examination is taken, the examiner will have the examination paper evaluated by a colleague with a view to the quality of the examination.
15. Students and student assistants may not be involved in the drawing up and assessment of test and examination assignments.

Section 5 – The assessment and requirements for passing examinations

Article 5.1 - Assessment standards

1. Wherever reasonably possible, written and oral examinations will be assessed on the basis of model answers and standards or an assessment form.
2. Each student is assessed individually.
3. The assessment method must be sufficiently transparent to enable students to ascertain how their individual assessment and the results of their examination have been determined.
4. In the event that examination results are assessed by more than one person under the examiner's responsibility, this examiner must ensure that the assessment is carried out in an orderly fashion and based on the same standards.
5. Students and student assistants may not be involved in the assessment of examinations.

Article 5.2 – The determination of the result of an examination

1. The results of each examination must be determined
 - a. as a numerical score, rounded off to one decimal place, on a scale from 1.0 to 10.0
 - b. or qualified as a 'pass' (satisfactory) or 'fail' (unsatisfactory).
2. The numerical results for an examination consisting of several examination components will be determined in conformity with clause 1 sub a, with due observance of the following provisions:
 - a. the result for each of the examination components will be expressed as a numerical score, rounded off to one decimal place, on a scale from 1.0 to 10.0.
 - b. each of the examination components will be awarded a specific weighting. The weightings awarded are published in the study guide.
 - c. the examination results are then determined by a weighted average of the results for the examination components, with due observance of any additional programme-specific or course-specific provisions. This weighted average will be rounded up to one decimal point for a 5 or over, and rounded down for a 4 or under

(i.e. a 5.45 will be rounded up to 5.5, and a 5.44 will be rounded down to 5.4; a 5.44445 will be rounded up to 5.5, and a 5.44444 will be rounded down to 5.4).

3. An examination result of 5.5 and over, or qualified as a 'pass', will be considered as a pass; or, in other words, it will be deemed that the examination has been successfully completed.
4. If a student is not eligible to register to take an examination, any classification given for the relevant examination will be declared null and void.
5. If a written examination or examination component - such as an assignment or thesis - is not invigilated, the examiner must use a plagiarism scanner to ascertain that no plagiarism has been committed. If there is any suspicion of fraud, the examiner must carry out a further investigation. In the event of a (repeated) suspicion of plagiarism, the examiner will report to the Examination Board in accordance with article 3.4, clause 2, and no classification will be awarded.

Article 5.3 Requirements for passing the interim examinations set in the courses for the Health Sciences, Health Policy & Management bachelor programme

1. Pursuant to Article 4.4 clause 6, candidates will be deemed to have passed the interim examinations for the courses in the first year of the bachelor programme if the interim examinations for all these courses (as recorded in the relevant CER) have been completed with a mark of at least 5.5, and the PPO portfolio has been awarded a pass mark.
 - a. With respect to courses in cluster 1 and cluster 2 of the first year of the bachelor programme, the interim examination for one of the courses in the relevant cluster - as laid down in the CER - with a mark of 5.0 or over but lower than 5.5 may be compensated if the unweighted average of the results achieved in the interim examinations for all courses in the relevant cluster taken together is at least 6.0 (not rounded off). This exclusively applies to students in the cohorts for 2014-2015 to 2017-2018 inclusive.
 - b. The following rule applies exclusively to students in the 2012-2013 and 2013-2014 cohorts. In respect of courses in cluster 1 and cluster 2 of the first year of the bachelor programme, the interim examination for one of the courses in the relevant cluster (as laid down in the relevant CER) that is awarded a mark of 4.5 or over but lower than 5.5 may be compensated if the unweighted average of the results achieved in the interim examinations for all courses in the relevant cluster taken together is at least 5.5 (not rounded off).
 - c. The following rule applies exclusively to students in the 2011-2012 cohort and all previous cohorts. If a mark of 5.0 or over but lower than 5.5 has been obtained for, at most, one of the courses in the first year of the bachelor programme (as laid down in the relevant CER), with the exception of the Statistics course and 'Introduction to Methods and Techniques of Research' course, this may be compensated if the unweighted average of the final marks for all components taken together is at least 6.5 (not rounded off).
2. Students are deemed to have successfully completed the second and third years of their bachelor programme if they have fulfilled the requirements set out in Article 4.5 clause 4 and Article 4.6 clause 6 of the applicable CER, including the conditions set out in Article 4.5 clauses 1, 2 and 3 and Article 4.6 clauses 1 to 5 (inclusive) of the applicable CER.
 - a. The following rule applies exclusively to students in the 2013-2014 cohort. If a mark of 5.0 or over but lower than 5.5 has been obtained for at most one of the interim examinations for the courses in cluster 1 of the second and third years of the bachelor programme (as laid down in the relevant CER), this result may be compensated if the unweighted average of the results obtained for the interim examinations for all courses in this cluster 1 taken together is at least 6.0 (not rounded off).

- b. The following rule applies exclusively to students in the 2012-2013 cohort and all previous cohorts. If a mark of 5.0 or over but lower than 5.5 has been obtained for at most one of the courses in the second and third years of the bachelor programme (as laid down in the relevant CER) - with the exception of the bachelor thesis, Quantitative Health Care Research (M&T 4) and Qualitative Health Care Research (M&T 5) - this may be compensated if the unweighted average of the final marks obtained for all courses taken together - with the exception of the bachelor thesis - is at least 6.5 (not rounded off).

Article 5.4 Requirements for passing the interim examinations for the courses in the Health Care Management master programme (part-time option)

1. For students in the 2015-2016 cohort or subsequent cohorts, and pursuant to Article 5.2 clause 3, the interim examinations for the courses in the master programme are deemed to have been passed if all interim examinations for the courses as referred to in Article 3.3 clause 1 of the Teaching- and Examination Regulations for the Health Care Management master programme have been concluded with a mark of at least 5.5.
 - a. If a mark of 5.0 or over but lower than 5.5 has been obtained for no more than one of the interim examinations for the courses, as referred to in Article 3.3 clause 1 of the Teaching- and Examination Regulations for the Health Care Management master programme, with the exception of the thesis, this result may be compensated if the unweighted average of the results obtained for the examinations for the aforesaid courses is at least 6.0 (not rounded off).

Article 5.5 Requirements for passing the interim examinations for the courses in the pre-master programme

1. If an interim examination comprises a number of examination components, an additional provision will apply (in respect of Article 5.2 clause 2) to the effect that the interim examination has not been completed successfully if a result of less than 5.0 is obtained for at least one examination component.
2. Pursuant to Article 6.1, the interim examinations for the courses in the pre-master programme have been passed if all interim examinations for the courses specified in the letter confirming enrolment for the pre-master programme and forming part of the *Letter of admission to the pre-master programme* of the Master programme as a compulsory part of the pre-master programme for the student or person following the course, have been completed with a mark of at least 5.5.
 - a. If a mark of 5.0 or over but lower than 5.5 has been obtained for no more than one of the interim examinations for the courses referred to in clause 2, this result may be compensated if the unweighted average of the results obtained for the examinations for all courses is at least 6.0 (not rounded off).

Section 6 – Exams

Article 6.1 – The final exam

1. If the interim examinations for the courses forming part of a certain programme have been successfully completed with due observance of the compensation scheme, the examination is deemed to have been taken insofar as the Examination Board has not determined that this examination also includes a review to be conducted by the Examination Board itself (Article 7.10 clause 2 of the Higher Education and Research Act).
2. The Examination Board will establish whether all the requirements have been fulfilled before awarding the relevant certificate to the student in question.
3. The Examination Board will determine the results of the examinations after all the interim examinations for the programme have been completed.

Article 6.2 - Classifications

1. Based on the ECTS unweighted average of the courses in the programme curriculum, the following classifications will be awarded:
 - *cum laude* (with distinction) for an average mark of 8.25 to 9.0;
 - *summa cum laude* (with honours) for an average mark of 9.0 and over.
2. If exemption has been granted for a component in the programme, or if a component has been assessed as a pass, the classification will be calculated on the basis of the remaining courses in the curriculum. The classification “cum laude” or “summa cum laude” will be stated on the degree certificate.
3. Supplementary to the previous clause: the results of examinations taken at a foreign university as part of an international exchange programme will not be included in the calculation of the classification. To be awarded a classification for the Bachelor degree, a minimum of 120 ECTS of the programme must have been completed within the programme of the Erasmus School of Health Policy & Management itself. To be eligible to receive a classification for the master programme Health Care Management (the part-time course), at least 40 ECTS of the programme must have been completed within the programme of the Erasmus School of Health Policy & Management.
4. A classification will not be awarded for the pre-master programmes.

Article 6.3 – The certificate, the list of marks, and the diploma supplement

1. The ESHPM Department for Exam Registration must verify whether candidates have fulfilled all the requirements of the exam.
2. As proof that the exam has been successfully completed, a certificate will be awarded by or on behalf of the Examination Board, after the Executive Board has declared that the procedural requirements for the award have been fulfilled.
3. The examination components belonging to the exam will be stated in a list of marks, which constitutes part of the certificate.
4. The Examination Board will add a diploma supplement to the certificate in accordance with the agreed European standard format.
5. The certificate, the list of marks and the diploma supplement will be signed by the chairperson of the Examination Board or his/her deputy.
6. As proof that the examinations for the pre-master have been successfully completed, a certificate will be awarded by or on behalf of the Examination Board, after the Executive Board has declared that the procedural requirements for the award have been fulfilled.

Section 7 – Evaluation of the quality of examinations

Article 7.1 Evaluation of the quality of examinations

1. The Examination Board will structurally review the quality of the interim examinations and examination components for all the courses, and it has established a test committee for this purpose.
2. The Examination Board will review the quality of the examinations and examination components based on, among other things, evaluations of the examinations and examination components. This review can involve random sample testing, and can be supplemented with a further review on the grounds of any other information (for example specific complaints). The Examination Board may ask the examiner to take effective action if necessary. The test committee will carry out the relevant reviews under the mandate of the Examination Board.

Section 8 - Request and decisions

Article 8.1 Requests and decisions

1. Notwithstanding the provisions in these Rules and Regulations in relation to the periods for the submission of requests and accompanying documents, all requests made on the grounds of these Rules and Regulations must be submitted to the Examination Board as quickly as possible, either in writing or by e-mail and accompanied by the reasons for the request. When a request is submitted, use must be made of the digital application form available on the Examination Board's website, provided it is applicable for the specific type of request. All digital communications relating to a request and conducted by the Examination Board will take place via the e-mail address issued to the student by the university.
2. Notwithstanding the provisions in these Rules and Regulations concerning the periods in which the Examination Board will arrive at a decision on certain requests, the Examination Board must make such decisions as soon as possible, and in any event within a period of four weeks. All decisions made by the Examination Board must be accompanied by the reasons for such decisions.
3. If a member of the Examination Board is involved as an interested party in a request or decision, this member may not participate in the decision-making process relating to this request or decision.

Article 8.2 Grounds on which the Examination Board may grant students an additional opportunity to sit an examination

1. In conformity with the applicable Teaching- and Examination Regulations for the bachelor and master programmes at ESHPM and the pre-master programme, the Examination Board may grant students an additional opportunity to sit an examination in exceptional cases.
2. In respect of handling students' requests for an additional opportunity to sit a certain examination, students must ensure that they submit this request in full and within the time specified. When assessing such requests, the Examination Board adheres to the following criteria:
 - 1a. The existence of serious personal circumstances, including the following:
 - A serious or chronic illness, i.e. not a slight temperature or influenza;
 - A disability or a temporary or permanent functional impairment;
 - Pregnancy and parturition;
 - Exceptional family circumstances in which a situation of force majeure exists, such as a decease;
 - A declaration relating to a top-class sports event.
 - 1b. An inadequacy in the actual programme
2. Furnishing proof of the student's personal circumstances

3. Furnishing proof that these personal circumstances have had an adverse effect on the student's ability to prepare for the examination or participate in it.
4. Extent of the delay that the relevant students incur in their studies (final component of the programme)

When assessing each case, the Examination Board will also consider whether the relevant students have taken any precautionary measures themselves to avoid lagging behind in their studies.

No additional opportunities to sit examinations will be granted for group assignments.

3. When handling students' requests, 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.
4. The Examination Board may request additional information from the relevant student, study advisor or examiner for the purpose of discussing an alternative solution.
5. If the Examination Board's decision is positive, the Examination Board will grant the relevant student an additional opportunity to sit an examination for no more than one course, provided that this student has submitted their request in accordance with Article 8.2.2.

Section 9 – Appeal

Article 9.1 Appeal

1. An appeal can be lodged with the Board of Appeal for Examinations (CBE) against any decision of the 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 after the notification of the examination results.
2. If invited to do so by the CBE, the president of the Examination Board must, within two weeks of receipt of the invitation, call on the parties concerned to enter into consultation with him/her to ascertain whether the dispute can be settled amicably. If the president of the 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 four 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 minimise any damage to the aforesaid student's interests.

Section 10 – Transitional provisions and final provisions

Article 10.1 – Amendments of these Rules and Regulations

No amendments will be made that are applicable to the ongoing academic year, unless the interests of students or examinees are not unreasonably prejudiced by the amendments.

Article 10.2 – Effective date

1. This document is a translation of the Dutch 'Regels en Richtlijnen van de Examencommissie'. If the English translation is not the same as the Dutch text, the Dutch version of this document applies.
2. These Rules and Regulations will enter into force on 1 September 2019. Laid down by the Examination Board of Erasmus School of Health Policy & Management during its meeting in August 2019.

A handwritten signature in blue ink, appearing to be 'P. H. E.', is located in the lower-left quadrant of the page. The signature is fluid and cursive, with a long horizontal stroke extending to the right.