

Teaching and Examination Regulations

Master of Science in Health Sciences (70 EC)

2022-2023

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## **Introduction**

The Teaching and Examination Regulations include the programme specific rights and obligations of students following the programme of the Erasmus MC post-initial Master of Science in Health Sciences (70 EC). The general university Student's Charter stipulates the rights and obligations applicable to all students.

These regulations were adopted by the Dean of the Erasmus MC on 11 July 2022 with the approval of the Joint Assembly and the Education Committee Research Masters following the advice of the Examination Board, Education Committee (ECRM), and Joint Assembly. These regulations come into effect on 31 August 2022.

## **SECTION 1 – GENERAL PROVISIONS**

### Article 1.1 – Applicability of the regulations

These regulations apply to the academic year of 2022 – 2023, to the teaching, the tests, and the final examination of the post-initial Master of Science in Health Sciences (70 EC) (henceforth referred to as: the programme) and to all students enrolled in the programme.

The programme is the responsibility of the Erasmus MC henceforth referred to as: the faculty.

The Examination Board of the Erasmus MC has drawn up rules and regulations within the framework of the Teaching and Examination Regulations, as referred to in article 7.12b paragraph 1 of the law. These rules and regulations have been published as Rules and Regulations of the Examinations.

In the event of inconsistencies between the Dutch and English language versions of the regulations, the Dutch version applies as the legally valid document.

### Article 1.2 – Definitions

To these regulations the following definitions apply:

- a. diploma supplement: the appendix to the Master Certificate containing an explanation of the nature and contents of the programme;
- b. EC: European Credit. Credit point expressed in the EC unit, where one EC is equivalent to 28 hours of study load;
- c. examination: When the tests of all of the courses belonging to the programme have been sufficiently passed, the examination has been successfully passed, unless the Examination Board requires an additional investigation to be conducted by the Board itself.
- d. Joint Assembly (JA): joint meeting of the Students' Council and the Committee for Teaching and Research (T&O) of the Employees' Council of the Erasmus MC. This joint meeting has the status of a Faculty Council within the university as referred to in Article 9.37 paragraph 1 of the law;
- e. programme unit: a part of the programme as referred to in Article 7.3 of the law. Each programme unit (i.e. course) is coupled to either a test or compulsory attendance;
- f. programme: a coherent set of courses (i.e. programme units) aimed at achieving well-defined learning outcomes in the areas of knowledge, understanding, and skills necessary for the graduated young professional; the Master Programme as described under Article 1.1 of these regulations;
- g. practicum: training of professional skills as referred to in Article 7.13 paragraph 2 sub d of the law, in one of the following formats:

- producing a written dissertation, article, or paper;
  - implementing research assignments;
  - participating in an excursion;
  - doing an internship;
  - doing a research project;
  - participating in any other necessary educational learning activities aimed at acquiring the skills desired;
- h. student: a person registered at the university in order to follow the educational programme and/or take examinations related to the programme as referred to in Article 7.34 of the law.
  - i. academic year: period of time starting on 1 September and ending on 31 August of the next calendar year;
  - j. test: an investigation into the knowledge, the understanding, and the skills of the one who is examined, as well as the assessment of the results of that investigation, be it in oral, or written, or any other form. A written or oral test can also be conducted digitally and/or online. Wherever these regulations refer to tests, these also include digital and/or online tests, unless indicated otherwise;
  - k. course description: course descriptions provide information about the contents, quantity, preconditions, end terms, and way of testing per course. Specific course descriptions for each programme are part of these TER and a reference to their location can be found on the website: [Masters | Erasmus MC | Erasmus University Rotterdam \(eur.nl\)](#)
  - l. workday: Monday to Friday with the exception of national holidays and collective holidays as determined by the organisation
  - m. the law: the Law on Higher Education and Scientific Research (WHW);

All other terms used in these regulations are used in the interpretation given by the law, e.g. Examination Board (Article 7.12) or examiner (Article 7.12c).

#### Article 1.3 – Evaluation of education

1. The Dean mandates the evaluation of the education per programme to the programme director of the programme concerned. The programme director is responsible for the evaluation of the education programme.
2. The manner and frequency of the educational evaluation is laid down in an annual evaluation plan. The programme director submits this evaluation plan to the Joint Assembly and the ECRM.
3. The programme director informs the Programme Committee of the evaluation results, the ensuing intended adaptations, and the effect of the actual adaptations. An explanation of the main points is included in the annual report presented to the Joint Assembly and the ECRM by the programme director.

## **SECTION 2 – PRIOR EDUCATION AND ADMISSION**

#### Article 2.1 - Admission

4. The programme has its own admission criteria. The Dean appoints an admission committee. This committee consists of experts affiliated to the programme. The admission committee determines whether a student is admitted to the programme. For this the committee examines the motivation, knowledge, insight, and skills of the candidate. This includes knowledge of the language in which the programme is provided. The candidate receives either a proof of

admission or a motivated rejection. Within six weeks the candidate can appeal against this decision with the Court of Rotterdam.

The specific admission criteria and admission procedures are part of these TER and are described at: Masters | Erasmus MC | Erasmus University Rotterdam (eur.nl).

#### Article 2.2 – Rejection or termination of registration (iudicium abeundi)

1. Based on article 7.42 sub a of the law and in case of special events, the Dean or the Examination Board can request the Executive Board to terminate or reject the registration of a student, if the student by their behaviour or utterances has proven to be incompetent for one or more professional practices to which the programme followed by the student provides access, as well as for the practical preparation (e.g. by internships) for such a professional practice.
2. The programme educates the students to be researchers who behave and act professionally in their encounter with colleagues, stakeholders, patients, laboratory animals, and research material. This entails professional responsibility that complies with the following norms for good research practices: honesty, care, transparency, independence, and responsibility. Both students and programme staff behave professionally in scientific research, in accordance with the Integrity Code of Erasmus University Rotterdam.
3. If a student is suspected of incompetence as described in paragraph 1, the Examination Board or the Dean will start an investigation and immediately inform the student. The Examination Board or the Dean issues advice only after a careful weighing of the interests involved and after having offered the student the opportunity to be heard.

### **SECTION 3 – CONTENT AND STRUCTURE OF THE PROGRAMME**

#### Article 3.1 – Objective of the programme

- The newly graduated Master of Science in Health Sciences will have met the following intended learning outcomes: The student is able to translate a (clinical) epidemiologic, public health, or health care problem into a scientific research question;
- The student is able to translate a scientific research question in the area of (clinical) epidemiology, public health, or health care into a research protocol and/or proposal;
- The student is able to conduct a systematic literature review of a clinical or public health issue;
- The student has knowledge about quantitative methods and the ability to apply this knowledge in preparing, performing, analysing and interpreting research;
- The student understands core concepts of etiologic (causality), prognostic, diagnostic, prevention, and intervention research;
- The student has knowledge of laws, regulations and ethical rules applicable to the fields of clinical and public health research, and is able to apply this knowledge;
- The student is able to collaborate with fellow members of a research group in order to set up and conduct a research project, to collect data, and to analyse these data to draw conclusions;
- The student is able to write a draft manuscript or Master of Science thesis, based on a (clinical) epidemiologic, public health, or health care subject;
- The student is able to present the research findings in an engaging way;
- The student is able to respond to criticism in a constructive and productive manner;
- The student is able to critically review and assess the relevance of scientific results;

- The student engages in personal and professional development;

#### Article 3.2 – Form of the programme

The programmes are fulltime programmes.

#### Article 3.3 – Language in which the programme is taught

1. Following the provisions of the Code of Conduct of the Executive Board of Erasmus University Rotterdam, the programme is taught and the tests are taken in the English language.
2. To participate in the educational programme and tests, sufficient command of the English language is required. This requirement is deemed to have been met if the student:
  - a. has a pre-university education [VWO] diploma and English was one of the courses included in the assessment obtaining that diploma; or
  - b. has obtained a diploma from an English language secondary school at pre-university level within or without the Netherlands; or
  - c. has obtained a Bachelor's degree from a University of Applied Science and the subject of English was part of the tests to obtain that diploma; or
  - d. is a PhD candidate at a Dutch university; or
  - e. has done one of the following language tests:
    - computer-based Test of English as a Foreign Language (TOEFL) with a score of 232 or higher with partial scores of minimally 23;
    - internet-based TOEFL with a score of 90 or higher with partial scores of minimally 22;
    - Paper-based TOEFL with a score of 575 or higher with partial scores of minimally 57;
    - International English Language Testing System (IELTS) with a score of 6.5 or higher with partial scores of minimally 6.0;
    - Cambridge proficiency test with level C1 or higher.

#### Article 3.4 – Study load

The programme has a study load of 70 ECs.

#### Article 3.5 – The programme

1. The study units of the educational programme which form part of the master's examination are determined by the Dean of the Faculty. The programme curriculum is part of these TER and is described on: [Masters | Erasmus MC | Erasmus University Rotterdam \(eur.nl\)](#).

### **SECTION 4 – EDUCATION**

#### Article 4.1 – Enrolment for study units

A student can only participate in a study unit after they have enrolled for it in time via OSIRIS, unless the student has been enrolled by the programme organisation.

#### Article 4.2 – Admission criteria for study units; prior knowledge

Any admission criteria are described per study unit in the course description. The admission criteria are part of these TER and a reference to their location can be found on: [Masters | Erasmus MC | Erasmus University Rotterdam \(eur.nl\)](#).

#### Article 4.3 – Obligations of attendance and best efforts

1. Every student is expected to participate actively in the units of study for which they have enrolled.
2. Where applicable, the obligation to participate in the training of practical skills intended to prepare for the relevant test applies, except for cases where the Examination Board is authorised to grant an exemption for this obligation. In some cases this exemption may comprise alternative obligations (see also Article 5.2).
3. Any supplementary requirements for each unit of study are defined in the course description, are part of these TER, and a reference to their location can be found on: [Masters | Erasmus MC | Erasmus University Rotterdam \(eur.nl\)](#).
4. Each student has a right to four weeks of holidays per year, of which minimally two weeks in a row. The student is free to plan these weeks after consultation with the supervisor, and taking into account the scheduled programme.

### **SECTION 5 – TESTING**

#### Article 5.1 – General

1. There is a corresponding test or obligation of attendance for each study unit in the programme.
2. The course guide describes what criteria students need to fulfil to successfully close off the study unit.
3. In case of an obligation of attendance, a student can be absent for maximally 20% of the study unit.
4. Preparation for the final tests: the day before the regular written tests offered to the student during the programme, the student is scheduled free from other programme-related obligations. In specific events this may be different. A decision about a digression from this rule is made by the programme director.

#### Article 5.2 – Number of times tests may be taken and test moments

1. For all units of study of the master programmes, students are offered the opportunity to sit the tests at least twice per academic year.
2. A test can only be retaken if an insufficient grade has been obtained.
3. A test may consist of two or more modular tests.
4. At least on the starting day of the study unit or before, the moment for written tests of the study unit concerned have to be determined by or on behalf of the Dean.
5. The times and locations of the tests will be announced via the channels of the programme concerned.
6. Oral tests are held at a moment decided on by the examiner(s) concerned, if possible in consultation with the student.
7. The procedure for the retake of the research is described in the course guide of the study unit.
8. In the event of considerable study delay by having missed certain resits, the student may address a motivated request for a third test opportunity to the Examination Board (possibly supported by the supervisor). The Examination Board decides whether the request is granted.

9. Absence during a test is only allowed on valid grounds. The student reports their absence asap with the programme administration. The student reports the valid grounds for this absence before the test takes place or asap with the programme administration or the study adviser. In that case the student provides evidence for their absence. Valid grounds are specific circumstances as referred to in Article 7.51 paragraph 2 of the law. Article 7.3 – studying with functional disabilities—applies to the special circumstances of a disability or chronic illness as described under Article 7.51 paragraph 2 sub d of the law

#### Article 5.3 – Type of test

1. Testing occurs in a manner as mentioned in the course description; it is part of these TER and a reference to their location can be found on [Masters | Erasmus MC | Erasmus University Rotterdam \(eur.nl\)](#).
2. In situations that are beyond anyone’s control and when it is reasonably impossible to do the test in the way described in the course description, the Examination Board may decide that the way of doing the test is to be changed, on the condition that the predetermined learning goals will also be achieved after the change of test type.

#### Article 5.4 – Admission criteria for participation in tests

The admission criteria for participation in tests are described in the course description, are part of these TER and a reference to their location can be found on [Masters | Erasmus MC | Erasmus University Rotterdam \(eur.nl\)](#). These criteria explain which study unit needs to be rounded off before the student can participate in the test of the study unit mentioned in the course description.

#### Article 5.5 – Oral tests

1. Oral tests always take place individually when aimed at an individual assessment.
2. The oral test is a public event, unless it is a resit of an originally written test.

During oral tests there is at least one examiner present. If there is no second assessor, it is obligated to make a sound-recording of the test.

#### Article 5.6 – Time frame of assessments

1. Immediately after an oral test, the examiner decides on the result of the assessment and hands the student a written statement of the result.
2. Within 22 work days of a written test or a final project, the examiner has determined the results, with the exception of oral tests as mentioned in paragraph 1, and provided the necessary data to the faculty so that a written (electronic) proof of the result can be given to the student. In the months of July and August this period may be extended for maximally 11 work days.
3. The written explanation of the result of a test tells the student that they have a right to review, as referred to in Article 5.8 and a right to appeal with the Board of Appeal for non-initial programmes (GNIO).
4. If the deadlines mentioned in paragraph 2 of this Article are exceeded, the programme administration informs both the Examination Board and the students concerned.

#### Article 5.7 – Term of validity for results

1. The validity of the tests and practical training courses passed – including parts that have been done elsewhere and have been approved as part of the examination programme and exemptions provided – is unlimited. The Dean can only limit the period of validity for these

examination parts, if the knowledge, insights, or skill examined have proved to be outdated. The changing demands of the professional practice may be an argument for considering certain examination parts outdated.

2. Based on the first paragraph, the Examination Board may extend limited validity periods in special circumstances and for individual cases.
3. The Examination Board may demand a substitute test for a part of the examination of which the validity has expired, or they can demand an additional or replacement test, before the student is admitted to taking the examination.
4. If, in the opinion of the examiner, one or more parts of a test or practical assignment(s) of a study unit have not been changed in form or content in comparison with the previous year, then the validity period of the result of the test part in question or the practical assignment that was passed by the student in the previous year is extended until the end of that study year. Extension of a validity period can occur only once.

#### Article 5.8 – Right of inspection

1. During 22 work days after the results of a written test have been made known, the student can inspect their assessed work at their request.
2. During the term mentioned in the first paragraph, every student who has taken part in the test, can see the questions and assignments and the correct answers of the test in question, as well as the norms used for the assessment, if possible.
3. In spite of the care taken, it may happen that test results contain mistakes or incorrect items. Incorrect or wrong information in OSIRIS that turns out to be disadvantageous to the student can always be changed. Incorrect or wrong information in OSIRIS that turns out to be advantageous to the student can be corrected until six weeks after date of publication. To do so a written consent has to be obtained from the Examination Board.

#### Article 5.9 – Follow-up discussion

1. After assessment of the a written or digital test, there is a follow-up discussion at the request of the student or examiner, at a place and time set by the examiner.
2. A follow-up discussion can take place either individually or collectively.
3. Immediately after an oral test has been conducted, it is followed by a follow-up discussion with examiner(s) and the student.

#### Article 5.10 – Term of retention of tests and final assignments

1. The computations and the assessed work from written tests will be retained (in paper or digital form) for two years after the assessment
2. Test protocol, test key, pass mark, test / assignment and evaluation of the written tests are stored (in paper or digital form) for seven years after the test.
3. The thesis and its assessment (in paper or digital form) are retained for seven years after the assessment.

#### Article 5.11 – Exemption

1. At a student's request and having consulted the relevant examiner, the Examination Board can grant the student exemption from a component of the programme, if the student has either:

- a. completed a corresponding, in terms of content and level, component of a university or higher professional education programme prior to the start of the master programme; or
  - b. demonstrated through his/her work or professional experience that he/she has sufficient knowledge, insight and skills in respect of the relevant component.
2. An exemption has been applied for minimally six weeks before the start of the study unit.
  3. Students receive a maximum of 14 EC as exemptions in the programme. Because of the fact that it is no longer possible to have an exemption and keep the same grade, the total EC for exemptions may be more than 14 EC (guideline 20%).  
Issued exemptions may have an influence on the possibility of receiving the epithet Cum Laude.
  4. Issued exemptions have the same validity terms as the test results and therefore also subject to Article 5.6.

At a student's request and having consulted the relevant examiner, the Examination Board can grant the student exemption from partaking in a practical assignment intended to give access to the test concerned, this may or may not be accompanied by the demand of substitute requirements.

## **SECTION 6 – EXAMINATION**

### Article 6.1 – Examination

1. The Examination Board establishes the results of the student's examination record and awards the certificate as referred to in article 6.5 as soon as the student has satisfied the requirements of the examination programme.
2. Prior to establishing the results of the examination, the Examination Board may initiate an assessment of the student's knowledge, insight and skills with regard to one or more components of the programme.
3. The examination date is the date on which the Examination Board has determined that the student has successfully passed the tests.
4. Another requirement to pass the examination and to receive the certificate is that the student is enrolled for the programme during the period of the tests.
5. Any student who has successfully passed the tests and is entitled to be awarded a certificate may ask the Examination Board to delay awarding the certificate. This request for delay should be submitted within two weeks after the student has been informed of the results of their academic record. At the time of submitting the request, the student should indicate when they want to receive the certificate.

### Article 6.2 – Degree

1. A student who has successfully passed all tests and therefore satisfied all the requirements of the programme will be awarded the degree of "Master of Science".
2. The degree conferred will be detailed on the certificate.

### Article 6.3 – Certificate

1. As proof that the student has successfully passed all examinations of the programme, a certificate is awarded by the Examination Board. One single certificate is awarded for the programme, even if a student completes multiple tracks within one programme.

2. The Examination Board attaches the list of grades and the Diploma Supplement to the certificate; the Diploma Supplement provides (international) insight into the nature and content of the completed programme.

## **SECTION 7 – STUDENT COACHING**

### Article 7.1 – Student progress administration

1. The faculty registers the students' individual study results and makes these accessible to the students via Osiris-student.
2. A student can download a study progress overview via Osiris student. If a certified copy is required, it can be requested from the Education Service Centre.

### Article 7.2 – Student coaching

1. The faculty is responsible for the introduction and coaching of students who have enrolled in any of the programmes. This is a service to help them find their way amidst the various possible study routes within and without the programme.
2. Student coaching comprises:
  - an introduction in the first week of the first year of study;
  - collective and individual advice about possible study routes within and without the programme, also focusing on career opportunities and entering the labour market immediately after finishing their Master programme;
  - collective and individual advice about study skills, planning, and the options for the subsequent trajectory;
  - helping and referring students when they experience difficulties during their studies.
3. Students that are confronted with undesirable behaviour in whatever form should contact one of the confidential counsellors of the Erasmus MC. The contact information is described on: [Study Support - Confidential counsellors | Erasmus MC | Erasmus University Rotterdam \(eur.nl\)](#)

### Article 7.3 – Studying with a functional impairment

1. Students with a disability or a chronic illness are offered the opportunity to adapt their studies, in as far as reasonably possible, to the restrictions determined by the disability or chronic illness. These adaptations will be aligned as much as possible to the student's individual functional impairment, but may not affect the course or the examination programme's quality or degree of difficulty.
2. Students should submit a request to the Examination Board, if possible accompanied by a statement from an authorised agency. In case of dyslexia, the EUR Dyslexia protocol applies.

## **SECTION 8 – APPEAL**

Appeal can be directed to the University Board of Appeal for non-initial programmes (GNIO) against decisions:

- of the Examination Board or an examiner;- relating to any of the other situations as described in Article 7.61 of the Law.

The appeal document has to be submitted to the GNIO within six weeks after the publication of the decision by sending an email to: gnio@eur.nl. The appeal document contains at least the student's name and address, the date, the student's signature, a copy of the decision against which the students appeals, as well as the grounds for the appeal. Appeal against other decisions can be directed to the Court of Rotterdam.

## **SECTION 9 – TRANSITIONAL AND FINAL PROVISIONS**

### Article 9.1 – Strictness clause

In events these regulations do not provide for, do not unambiguously provide for, or lead to obviously unreasonable outcomes, the Examination Board decides.

### Article 9.2 – Amendments

1. Amendments to these regulations are determined each in their own right by the Dean, after hearing the Examination Board's and ECRM's recommendations and after obtaining the consent of the Joint Assembly or the ECRM.
2. Amendments to these regulations do not come into effect in the current academic year, unless it is reasonable to expect that they will not infringe on the interests of students.
3. No amendment may disadvantage a student by influencing a decision about the student taken by the Examination Board in accordance with these regulations.

### Article 9.3 – Publication

The Dean is responsible for the publication on the Internet of these regulations, as well as of any amendments.

### Article 9.4 – Effectuation

These regulations will be effected as of 31 August 2022.