

# Rules and Regulations for the Research Master in Cognitive and Clinical Neuroscience 2022-2023

**Rules and Regulations for the Research Master in Cognitive and Clinical Neuroscience 2022-2023, as referred to in Article 7.12b of the Higher Education and Research Act (Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek, WHW)**

These Rules and Regulations have been determined by the Board of Examiners of the Faculty of Psychology and Neuroscience, Maastricht University on 23 June 2022.

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## **RULES AND REGULATIONS FOR THE RESEARCH MASTER IN COGNITIVE AND CLINICAL NEUROSCIENCE**

### **Article 1 Scope of the Rules and Regulations**

1. These Rules and Regulations (R&R) apply to the education, exams and examination for the Research Master's study programme in Cognitive and Clinical Neuroscience of the Faculty of Psychology and Neuroscience.
2. The R&R apply to all students who are registered for the Research Master study programme.
3. For cases regarding exams not covered by these R&R "The Rules of Procedure for (Course) Examinations at Maastricht University (<https://www.askpsy.nl/exams-procedure>) apply.
4. The R&R are each year adjusted and enacted by the Board of Examiners.

### **Article 2 Definitions**

The definitions contained in the Act and in Article 1.1 of the Education and Examination Regulations (EER) of the programme apply.

### **Article 3 Board of Examiners**

The Board of Examiners sees to the execution of the Rules and Regulations for the Research Master's Examination and its parts, taking into account the Act and the EER concerning the organisation and scope of the examinations of the Research Master's study programme of the Faculty of Psychology and Neuroscience. The Board of Examiners will designate examiners to conduct the interim examinations. In particular cases the Board of Examiners can annul decisions taken by the examiners, when e.g., a student has not complied with the admission requirements for a part of the examination that the student has taken.

#### *Article 3.1 Appointment and composition of the Board of Examiners*

1. The dean of FPN installs the Board of Examiners and appoints its members based on their expertise in the field of the degree programme.
2. The Board of Examiners is led by the chair(s).
3. The composition of the Board of Examiners is such that it reflects the programmes as well as possible.
4. At least one member is an external member, who is not involved in education in the programme.
5. The Board of Examiners is supported by the secretaries.

#### *Article 3.2 Working method of the Board of Examiners*

1. The Board of Examiners meets every month with the full committee.
2. The chairs and secretaries are in charge of the daily management and they meet weekly to discuss non-standard requests, appeals, the topics and the agenda of the plenary meeting, and any other relevant business that comes up.
3. The meetings of the Board of Examiners are not public due to the confidential nature of matters discussed.
4. In the event that a request or complaint submitted to the Board of Examiners involves an examiner who is a member of the Board of Examiners, the examiner concerned will abstain from deciding on the request or complaint as stated in art. 7.12b.4 of the WHW.
5. The Board of Examiners may delegate clearly defined duties [to (sub-)committees].
6. The secretaries to the Board of Examiners take standard decisions based on the EER, the R&R and/or the jurisprudence of the Board of Examiners. Non-standard requests are discussed during the weekly meetings of the chair(s) and the secretaries.
7. Only complete and correctly submitted requests and complaints will be accepted for processing.
8. The Board of Examiners decides upon a request or complaint within 20 working days after the request

or complaint was submitted. In special circumstances this term can be extended by another 20 working days.

#### **Article 4 Examiners**

1. Members of the academic staff, who are entrusted with providing education of an educational component/course, are as examiner responsible for the assessment of the educational component/course.
2. The Board of Examiners appoints examiners who are qualified to set examinations. The main requirement is that the person is holder of a UTQ. However, in case the person has not yet obtained the UTQ certificate, this person will work under the supervision and responsibility of the relevant Research Master's specialisation coordinator until the person has obtained the UTQ.
3. While in principle examiners have to belong to the academic staff of the UM, upon request, the Board of Examiners can appoint other members of the academic staff and experts from outside the programme as examiner.
4. In case of a research internship, two supervisors have to be assigned, who meet the requirements specified under 4a or 4b.
  - a. A research internship at the UM (internal internship) needs two supervisors with a PhD. However, there is an exception for PhD-students and for UM lecturers without a PhD. When they completed the UTQ workshop 'assessment', they can be second supervisor. When in addition, the PhD student or the UM lecturer without PhD already supervised two research internships as a second supervisor, they can also act as first supervisor.
  - b. In case of a research internship outside UM (external internship) the external supervisor needs to have a PhD or needs to have a track record showing experience in conducting research and writing scientific papers. When this is not the case, two internal supervisors will have to serve as supervisors. The external supervisor still acts as assessor of the practical part (the 'research internship') and informs the internal assessor about the student's performance and grade. In this case, the internal supervisor will also take care of the administration and keeps a copy of this appraisal for two years after the conclusion of the research internship. The requirements for the other/second assessor are equal to those of an internal research internship.
  - c. For 4a and 4b, the student has to take care of finding these supervisors.
  - d. The internship coordinator is the person responsible for ensuring the supervisors meet the requirements stated under 4a or 4b.
5. In case of a clinical internship, the student has to find two supervisors. The UM supervisors have to fulfill certain criteria: (<https://www.askpsy.nl/internship/clinical-internship-supervision-and-assessment#qualification-requirements>). In case the student wants to get the BAPD, the student has to contact one of the staff members listed here (<https://www.askpsy.nl/internship/clinical-internship-supervision-and-assessment#qualification-requirements>).
6. The Board of Examiners can decide to withdraw an appointment as examiner if the examiner does not adhere to laws and R&R of the Board of Examiners, or if the assessment skills of the examiner (e.g., to construct an exam, to examine, and/or to grade an exam) has repeatedly proven to be of insufficient quality.

#### **Article 5 Proof of Having Passed a Course/Module**

##### *1. Core Courses*

A student can have a course registered as passed if the following requirements have been met:

- a. A minimum of 70% attendance at the tutorial group meetings. A student who arrives after the official starting time of the meeting or leaves before the ending time of the meeting can be considered as not to have attended. In order to be admissible for course examination, a student must have attended a

minimum of 70% of the tutorial group meetings. If a student has not complied with the attendance obligation, the grade of the exam will be declared invalid;

- b. A satisfactory assessment and attendance for those practical training sessions that are part of the course (practical training without credits). There is an attendance obligation of 100% for the practical sessions. A student who arrives after the official starting time of the meeting can be considered not to have attended. If a student has not complied with the attendance obligation but has not missed more than one meeting, the student will be able to apply for a compensatory assignment;
- c. At least sufficient grades for the final course exam. A course exam is passed when a grade of 6.0 or higher has been obtained.

## 2. *Skills training*

A student can have a skills training course registered as having been passed if the following requirements have been met:

- a. Attendance of 100% of the skills training sessions. A student who arrives after the official starting time of the meeting or leaves before the ending time of the meeting can be considered not to have attended. If a student has not complied with the attendance obligation but has not missed more than one meeting, the student will be able to apply for a compensatory assignment;
- b. Timely and satisfactory completion of the required assignments.

## 3. *Workshops*

A student can have a workshop registered as having been passed if the following requirements have been met:

- a. Attendance of a minimum of 85% of the group meetings. A student who arrives after the official starting time of the workshop or leaves before the end of the meeting can be considered not to have attended. If a student has not complied with the attendance obligation but has not missed more than one meeting extra than allowed, the student will be able to apply for a compensatory assignment;
- b. Timely and satisfactory completion of the required assignments.

## 4. *Colloquia*

A student can have the colloquium series registered as having been passed if the following requirements have been met:

- a. Registered attendance at a minimum of 8 colloquia; if a student has not complied with the attendance obligation but has not missed more than one colloquium, the student will be able to apply for a compensatory assignment;
- b. Timely and satisfactory completion of the required assignments.

## 5. *Electives (if applicable)*

- a. Electives can be regular courses offered by the UM or another university at the master's level or higher. The content of elective courses should have a link to the Research Master programme goals. In questionable cases, the Board of Examiners will decide. Course content should not duplicate or extensively overlap with previously taken courses, as judged by the Board of Examiners.
- b. Review electives: Students can design their own elective in the form of a scientific review, provided that it meets established criteria, as judged by the Research Master Electives Coordinator. These criteria include:
  - supervision and assessment by a faculty member,
  - a minimum study load of 84 hours (3 credits),
  - assessment based on a written paper,
  - content linked to the goals of the Research Master programme.

A student may not register for more than one review elective.

- c. Research electives: Students may apply for a research elective offered in the first year of the Research Master programme. These unpaid research assistant positions entail a minimum study load of 84 hours (3 credits) and are supervised and assessed by a faculty member. If selected, a student may register for no more than one research elective. Students taking a research elective must complete it before they start an internship.
- d. Applications to register for electives (including review and research electives) must be submitted 6 weeks in advance of their starting date to the Research Master Electives coordinator
- e. Admission to an elective course can be denied if the student does not have the prerequisite background knowledge.
- f. By notifying the Board of Examiners, a student can cancel enrolment in an elective course anytime up to and including the second meeting of a course of at least 4 meetings, or up to and including the first meeting of a shorter course, or during the first week of a review or research elective.
- g. For elective courses in which a grade is given, this grade will appear on the transcript but is not included in the weighted average score (GPA).

#### **Article 6 Attendance Obligation**

1. There is a 100% attendance obligation in the case of practical or skills training sessions.
2. Where attendance of at least 85% of meetings is mandatory, the following applies:
  - of a total of 18 meetings: at least 16 meetings;
  - of a total of 17 meetings: at least 15 meetings;
  - of a total of 16 meetings: at least 14 meetings;
  - of a total of 15 meetings: at least 13 meetings;
  - of a total of 14 meetings: at least 12 meetings;
  - of a total of 13 or 12 meetings: at least 11 meetings;
  - of a total of 11 meetings: at least 10 meetings;
  - of a total of 10 meetings: at least 9 meetings;
  - of a total of 9 meetings: at least 8 meetings;
  - of a total of 8 meetings: at least 7 meetings;
  - of a total of 7 meetings: at least 6 meetings;
  - In the case of 6 or fewer meetings there is an attendance obligation of 100%.
3. Where attendance of at least 70% of meetings is mandatory, the following applies:
  - of a total of 18 meetings: at least 13 meetings;
  - of a total of 16 or 17 meetings: at least 12 meetings;
  - of a total of 15 meetings: at least 11 meetings;
  - of a total of 13 or 14 meetings: at least 10 meetings;
  - of a total of 12 meetings: at least 9 meetings;
  - of a total of 11 meetings: at least 8 meetings;
  - of a total of 9 or 10 meetings: at least 7 meetings;
  - of a total of 8 meetings: at least 6 meetings
  - of a total of 6 or 7 meetings: at least 5 meetings;
  - of a total of 5 meetings: at least 4 meetings;
  - In the case of 4 or fewer meetings there is an attendance obligation of 100%.
4. Attendance will be registered by the tutor on the attendance form, which is transmitted to the education office at the end of the course, colloquia, practical, workshop or skills training.
5. If a student has not complied with the attendance requirements, the relevant part will not be registered as having been passed.
6. If attendance has been met in a given academic year, this will be valid for the remainder of the study, even if the exam is not passed in that year. However, an individual attendance arrangement based on personal circumstances is only valid once the exam is passed during the relevant academic year.

### **Article 7      Grade Point Average**

1. A weighted grade point average (GPA) is calculated across all parts of the examination which are assessed on a ten-point rating scale with the exception of the electives courses. Scores will be weighted according to the number of course credits (see also article 3.6 of the EER).
2. An insufficient grade can be included in the GPA.
3. On a provisional transcript, an exam that has not been taken will not be included in the GPA. In that case, the number of credits obtained will be reported in relation to the number of credits that could have been obtained in the form of a progress rate.
4. On a final transcript, a GPA will only be registered when at least 120 credits have been obtained for courses/modules as stated in paragraph 1.

### **Article 8      Degree Completion With Distinction**

Degree completion “With Distinction” is attached to the Research Master’s examination, if each of the following requirements has been met:

- a. A weighted grade point average (GPA) of at least 8.50 for all parts of the Research Master’s examination that are assessed on a ten-point scale with the exception of elective courses (see article 5.5 sub g R&R). Furthermore, all assessments must be passed on the first attempt. An NG will not be considered as a first attempt;
- b. Weighting of course grades occurs according to the credits obtained in each course (see also article 3.6 EER).
- c. Master’s thesis: a score of at least 8.0 or, where applicable, the proportional average of the scores for the master’s thesis and the minor’s thesis is at least 8.0.
- d. In the calculation of the overall GPA, thesis grades are weighted as follows: the master’s thesis is equivalent to 14 credits; for students writing both a master’s and a minor’s thesis, the master’s thesis is equivalent to 10 credits and the minor’s thesis to 4 credits.
- e. All courses/modules (except the internship) need to be passed within two years after the student started the Research Master’s programme. The Board of Examiners can, in exceptional circumstances, deviate from this. A student whom the Board of Examiners has found guilty of fraudulent acts within the meaning of Article 14 and therefore had a test result declared invalid shall not be eligible for the attribution of Distinction.

### **Article 9      Exemptions**

Request for exemption from taking an exam or undergoing another part of the examination on the basis of what has been determined by the Act will be submitted to the Board of Examiners. Request must be submitted at least 20 working days before the start of the requested course/module. Written proof in English or Dutch must be submitted to support the request. Only official certified translations in English or Dutch will be processed.

1. The Board of Examiners makes a substantiated decision within 20 working days after having received the request. The Board of Examiners is entitled to extend this period of 20 working days by an additional period of 20 working days. The student will be informed about the Board of Examiners’ decision in writing.
2. A request for exemption will only be considered if it has been submitted by a student who is enrolled at FPN and who has fulfilled the study programme’s financial requirements.
3. The number of ECTS of the course that is being proposed to act as exemption must be equal to or greater than the to be exempted course.

### **Article 10**      **Re-sits**

The following re-sit arrangements apply to students who in the first instance have not passed a part of the Research Master's examination. The relevant re-sits are available only to students who have complied with the attendance requirement.

#### *1. Core courses*

The student who failed a course exam will get one opportunity per academic year to re-sit that exam. If a student passed the initial exam the student cannot re-sit the exam. In case of a re-sit of a failed final grade, the highest grade counts.

#### *2. Workshops, Skills Training, and Colloquia*

Students who failed an assignment or a task will have to complete a re-sit in the same academic year.

#### *3. Written assignments*

There will be one chance to redo written assignments (including the master's and minor's thesis) per academic year. Note that for the master's thesis, the re-sit is likely to take place within the next academic year. This will consist of rewriting the relevant written assignment. A written assignment can be rewritten only when it has been turned in before the deadline and the student adhered to the guidelines, but has failed.

### **Article 11**      **Extra exam or other format of exam**

In special cases, the Board of Examiners may decide to grant a student a different test format of exam and/or an extra exam opportunity in addition to the regular exam and re-sit. This decision will only be taken if it is based on exceptional demonstrable personal circumstances of a student, which would cause disproportionate study delay. Special personal circumstances of the student in question that can be considered are:

- a. handicap or (chronical) illness;
- b. pregnancy or given birth (also for partner);
- c. special family circumstances (that necessitate for example informal care);
- d. top sport status;
- e. membership of the board of student organization of some size with full jurisdiction, a study programme committee, education board, the faculty board, the faculty council or the university council;
- f. administrative or social activities that in the opinion of the institutional management are also in the interest of the institution or of the education that the student follows;
- g. insufficient studyable education.

### **Article 12**      **Appeal procedure**

An appeal against a decision as stated in Article 7.61 of the Dutch Higher Education and Research Act (WHW), including but not limited to decisions on grades and decisions of the Board of Examiners, must be submitted to the Board of Appeal for Examinations (CBE) within 6 weeks after publication of such a decision. The appeal can be submitted to Maastricht University, Student Services Centre, attn. Complaints Service Point (CSP), PO Box 616, 6200 MD Maastricht. The appeal must be signed, dated and include the name and address of the petitioner. It should also include the grounds on which the appeal is based and, if possible, a copy of the decision being appealed.

### **Article 13**      **Non regular exam inspection**

Students who for valid reasons have not attended the regular exam inspection can request a non-regular exam inspection within two weeks after the regular exam inspection. Requests to the Board of Examiners must be motivated and include evidence why the exam inspection was missed. Requests will be processed within 20 working days.



**Article 14 Fraud, including plagiarism and fabricating and/or falsifying survey of interview answers or research data.**

In this article – which is related to article 5.16 of the EER – it is, in accordance with article 7.12b (3) of the Act explained in more detail, how the Board of Examiners acts under article 7.12b (2) of the Act (WHW).

1. The Board of Examiners may impose one of the disciplinary measures set down in paragraph 7 of this article if it establishes that a student, in any exam or exam component has committed fraud, including:
  - a. has had any unauthorised aids/devices, resources, text or notes at the student's disposal, or has used aids and/or (communication) devices that were not explicitly allowed, or that were explicitly forbidden in the exam instructions and/or Rules of Procedures for Exams;
  - b. has communicated or tried to communicate with another student, without permission from an invigilator, examiner, or Board of Examiners member;
  - c. has copied or attempted to copy from another student, or has provided the opportunity to copy;
  - d. has collaborated on a graded assignment, paper or practical, whereas this was not explicitly allowed;
  - e. has posed as someone else or let someone else pose as the student;
  - f. has misled, or at least attempted to mislead or provided the opportunity to mislead an invigilator, an examiner, a corrector or the Board of Examiners with respect to the exam;
  - g. has used an obfuscation method in submitted work that is likely to have the effect that plagiarism checking tools do not work optimally;
  - h. has disregarded the instructions of the invigilator or the instructions for the exam (component) such that an unfair advantage might have been obtained;
  - i. has performed actions or omissions which make it impossible in whole or in part to properly evaluate the student's knowledge, understanding and skills.
2. The Board of Examiners may impose one of the disciplinary measures set down in paragraph 7 of this article if it establishes that a student has committed fraud, including:
  - a. has falsified the information on mandatory attendance, participation or effort obligation; or had some else falsify that information; or has signed off on attendance, participation or effort obligations when it was not (fully) met;
  - b. has falsified exam results;
  - c. has falsely obtained, or attempted to, access to an exam;
  - d. has misled an examiner relating to exam (components), registration, or grading;
  - e. has facilitated another student to engage in fraud;
  - f. has fabricated and/or falsified survey or interview answers or research data.
3. The Board of Examiners may impose one of the disciplinary measures set down in paragraph 7 of this article if it establishes that a student has committed plagiarism in any exam, part or component, including:
  - a. using or copying the student's personal or other people's texts (including code), data, ideas, other materials or thoughts without adequate reference to the source;
  - b. presenting the structure or central body of thought from others without adequate reference to the source and thus passing it off as the student's own;
  - c. not clearly indicating in the text (including code), for example via quotation marks or a certain layout, that verbatim or nearly verbatim quotes have been used;
  - d. paraphrasing the content of the student's own or other people's texts without adequate reference to the source;
  - e. copying video, audio or exam material, software and program codes from others without adequate reference to the source and thus passing them off as the student's own;
  - f. copying work from other students and thus passing it off as the student's own;

- g. submitting a text that has been previously been submitted for a different component/module, or is similar to a text that has been previously been submitted by oneself or by others, unless explicitly allowed;
  - h. submitting work or assignments acquired from or written by a third party (whether or not for payment) and thus passing them off as the student's own.
4. During the exam inspection students are not allowed to have communication devices and/or other electronic devices at their disposal, neither to take the exam and answer key outside the room where the inspection takes place nor to copy these documents in any form. Also, students are not allowed to make any modifications to the exam. When the exam inspection is virtually, it is not allowed to make screenshots or record the inspection. The Board of Examiners may impose one of the disciplinary measures set down in paragraph 7 of this article if it establishes that a student did not adhere to these rules.
  5. In case of fraud/plagiarism in group assignments, all students in the group are in principle responsible for fraud/plagiarism unless it is clear that only one student has committed fraud. In that case, only the student in question will be penalized.
  6. In the event that the Board of Examiners suspects that a student has committed fraud in any way in any exam or exam component, the Board of Examiners is entitled to start the following procedure: the (acting) chair of the Board of Examiners opens an inquiry into the established facts, and may call in an expert to do so. After this inquiry has been closed, but within 15 working days after fraud has been reported to the Board of Examiners by the examiners(s), the chair will inform the members of the Board of Examiners, and give the student and the examiner(s) the opportunity to each state their case. The student may have an adviser accompany the student. If the Board of Examiners established that a student has committed fraud, the Board will declare the relevant exam/assessment and/or attendance registration null and void (label 0) and can impose a measure set down in paragraph 7. The Board of Examiners will inform the student involved, the examiner and the education office regarding this measure and the reason on which the measure is based. This procedure shall take place in accordance with Article 7.12b of the Act (WHW).
  7. In the cases referred to in paragraphs 1 to 6 the Board of Examiners can declare the results of the relevant exam or part in question invalid, as well as impose the following disciplinary measures:
    - a. a reprimand;
    - b. cancel the attendance of the course;
    - c. exclusion from the re-sit in the academic year in which fraud or plagiarism was committed;
    - d. exclusion from participation or further participation in one or more exams in the programme for a period of at most one year;
    - e. in serious cases of fraud, the Board of Examiners can propose to the UM's Executive Board that the student(s) concerned be permanently deregistered from the programme;
  8. Repeat offenses of fraud are considered an aggravating circumstance and may result in more severe sanctions. This also includes fraud in components/modules that were taken at other faculties or institutions of higher education. For this reason, UM Boards of Examiners can inform each other if fraud and/or plagiarism has been established in an exam (component) at another Faculty.
  9. Before the Board of Examiners imposes an appropriate disciplinary measure, or makes a proposal to the Executive Board, the student in question is given the opportunity to be heard.
  10. If fraud is established, this will be included in the student's dossier.
  11. If, after investigation, it is ultimately determined that the student concerned did not commit fraud, the names will be removed from the correspondence about the alleged fraud and the correspondence will not be included in the student's dossier.
  12. The Board of Examiners does not grant exemptions on the grounds of study results obtained elsewhere while the student was excluded from participating in the programme's exams because fraud was committed.
  13. A student who was excluded from participation in exams, or whose exam was declared invalid for a

component/module due to fraud, is not eligible for an extra exam opportunity for those components/modules.

**Article 15 Irregularity**

If, according to the Board of Examiners, one or more exam components or an entire exam have not been taken in the prescribed manner or if an exam component has not been conducted properly, the Board of Examiners can declare the exam or the relevant component(s) invalid, even in cases when the student is not accountable, to secure its legal duty as stated in Article 7.12b (1)(a) of the Act.

**Article 16 Amendments**

1. Amendments to these R&R shall be determined by the Board of Examiners in a separate decision.
2. No amendments will be made to these R&R, unless it may reasonably be assumed that the interests of the students will not be harmed as a result.

**Article 17 Hardship clause**

The Board of Examiners is authorised to deviate from these regulations in individual cases if strict adherence to these regulations would result in inequitable circumstances for the student.

**Article 18 Implementation and Date of Taking Effect**

1. The Board of Examiners will decide in all cases that have not been foreseen by the R&R
2. These R&R take effect in the academic year 2022-2023.

**Thus enacted by the Board of Examiners at its meeting of 23 June 2022.**

## **APPENDICES WITH RULES AND REGULATIONS RESEARCH MASTER IN COGNITIVE AND CLINICAL NEUROSCIENCE**

### **Appendix 1 Regulations for the Research Proposal, Research Internship and Master's Thesis**

#### **Article 1 Research Proposal**

1. A research proposal is an independently written proposal concerning research that the student intends to conduct during the student's internship.
2. The research proposal consists of the following parts:
  - a brief theoretical background of the research;
  - the question posed by the research;
  - a description of the research plan;
  - a description of the research methods that will be applied;
  - a description of the techniques that will be used for processing and analysing the data;
  - a timetable.
3. Guidelines for the format and length of the research proposal can be found in the Research Internship Manual.
4. The assessment is done by two assessors. They are: a. two staff members of the Faculty if the internship is done internally (supervisor from the Faculty and a second assessor), or b. the external supervisor and the supervisor from the Faculty if the internship is done outside the Faculty.
5. The research proposal must be submitted within 6 weeks of commencing the research internship.
6. The research proposal will be assessed as pass/fail and can be re-sit once.
7. Before the student can commence research activities, formal permission for the study must have been obtained from the appropriate Ethics Commission/Institutional Review Board.

#### **Article 2 Research Internship**

1. A student is required to do a research internship and master's thesis as part of the student's study programme. If applicable, the clinical internship and minor's thesis can be done before, after, or together with the research internship. In case of an internship within a team of students, each student should formulate and investigate a unique research question.
2. The student must notify the FPN education office about the internship at least one month before the start of the internship by means of a research internship notification form. The Board of Examiners checks whether the student has complied with the requirements in article 4.2, paragraph 1 of the EER.
3. Once a student has fulfilled the requirements listed in article 4.2, paragraph 1 of the EER an internship agreement is drawn up for the internship, in which a number of arrangements are set out between the institution where the internship takes place, the supervisor from the Faculty and the student. A copy of this agreement is sent to the education office at least one month before the internship starts. If a student has failed to notify the FPN education office about the internship, the student is not eligible to start the internship. If a student has started the internship without notifying the FPN education office, the internship will be considered invalid.
4. The student will be supervised during the internship by a supervisor from the Faculty and a supervisor from the institution where the internship takes place (internship supervisor). The task of the supervisor from the Faculty and/or the internship supervisor consists of advising the student in matters of content with respect to the internship activities and the reporting of these in a master's thesis (see appendix 2: article 3, Regulation master's thesis). In addition, the supervisor from the Faculty is the contact person with the institution where the internship takes place.
5. The internship is registered as having been completed successfully by the internship supervisor or the

supervisor from the Faculty on an assessment form, which is sent to the education office.

6. The final grade for the practical part of the research internship needs to be at least 6.0.
7. For the number of credits of a satisfactory completion of the internship see article 3.6 of the EER of the Forensic Master's study programme.

### **Article 3 Master's Thesis**

1. A master's thesis is an independently written report on the research that has been conducted during the research internship.
2. The master's thesis is an individually written piece of work.
3. The master's thesis is assessed on several criteria. To pass the final grade for the thesis, based on these criteria, needs to be at least 6.0.
4. Guidelines for the format and length of the master's thesis can be found in the Research Internship Manual.
5. The student needs to submit the final version of the master's thesis via Dors Web app. Assessment forms have to be filled in and signed by both supervisors via Dors Webb app within 15 working days after submission.
6. If the master's thesis is awarded insufficient grades, the Regulation for Re-sits of Written Assignments, article 10, paragraph 3 of the R&R for the Research Master's Examination of the study programme applies.
7. The master's thesis is graded by averaging the scores given by the first and the second assessor. Both scores must be at least 6.0 and the difference between the grades may not be more than 2 points. If the grades of both supervisors differs by more than two points, the supervisors will discuss the grading amongst each other. When the new grade is decided based on the heard arguments this will be the final grade (See Article 10, paragraph 3 of the R&R).

### **Appendix 2 Regulations for the Clinical Internship and Minor's thesis**

#### **Article 1 Clinical Internship**

1. Students following either the Psychopathology or the Neuropsychology specialisation may complete a clinical internship of 13 weeks or the equivalent of 520 hours (Including writing the clinical activities report).
2. The student notifies the education office about the internship at least one month before the start of the internship by means of a clinical internship notification form. The Board of Examiners checks whether the student has complied with the requirements in article 4.2, paragraph 2 of the EER.
3. An internship agreement is drawn up for the internship in which a number of arrangements are set out between the institution where the internship takes place, the clinical internship coordinator from the Faculty and the student. A copy of this agreement is sent to the education office at least one month before the internship starts.
4. The student will be supervised during the internship by a supervisor from the Faculty and a supervisor from the institution where the internship takes place (internship supervisor). The task of the internship supervisor from the institution is to guide and monitor the student's clinical activities, and to facilitate the clinical research project. The supervisor from the Faculty advises the student concerning the conduct and reporting of research for the minor's thesis (see appendix 3, article 2, Minor's Thesis) and is the contact person with the institution where the internship takes place.
5. The internship is registered as having been completed successfully when the clinical internship coordinator has approved the student's clinical activities report, has received a satisfactory assessment of the internship performance from the supervisor at the institution where the internship

took place, and has sent the relevant assessment form to the educational office. The clinical internship is appraised as Pass/Fail.

## **Article 2      Minor's Thesis**

1. All students who elect to follow a clinical internship are required to write a minor's thesis.
2. The minor's thesis is an independently written research report, based on a clinical topic relevant to the clinical setting where the internship is conducted.
3. A research proposal must be submitted to and approved by the clinical internship supervisor of the Faculty before the research activities commence.
4. Guidelines for the format and length of the research proposal can be found in the Clinical Internship Manual.
5. Before the student can commence research activities, formal permission for the study must have been obtained from the appropriate Ethics Commission /Institutional Review Board of the institution where the internship is conducted.
6. The minor's thesis is assessed on the following aspects: the clinical research question, scientific content, argumentation and form. The final grade given by the UM supervisor for the minor's thesis needs to be at least 6.0.
7. The student needs to send the final version of the minor's thesis via Dors Web app. Assessment forms have to be filled in and signed by the supervisor, and have to be sent back to the education office within 15 working days.
8. If the minor's thesis is awarded insufficient grades, the Regulation for Re-sit of Written Assignments, article 10, paragraph 3 of the R&R for the Research Master's Examination of the study programme applies.
9. The minor's thesis is graded by the clinical internship supervisor/assessor at Maastricht University.