

Rules and Regulations International Joint Master of Research in Work and Organizational Psychology 2021-2022

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RULES AND REGULATIONS FOR THE EXAMINATION

Article 1 Applicability of the regulations

These regulations are applicable to the curriculum and examinations of the International Joint Master of Research in Work and Organizational Psychology (IJMRWOP) programme, offered by the IJMRWOP Consortium, consisting of Maastricht University, Leuphana University, and the University of Valencia. Joint Education and Examination Regulations have been established for this programme. The Joint Board of Examiners will decide on all situations for which the general and the additional provisions do not provide.

Article 2 Relation between local and the Joint Board of Examiners

The Joint Board of Examiners consists of one representative from each of the three Partner Universities. The representative in the Joint Board of Examiners is closely collaborating with the local Board of Examiners or a member of the local Board of Examiners. The three representatives of the Joint Board of Examiners are responsible for the grades according to local regulations and laws.

Article 3 Determining and publishing results

Maastricht University	<ol style="list-style-type: none"> 1. The Joint Board of Examiners determines the norms for the exam of each part of the examination. 2. The examiner determines the result of a written exam within 15 working days after the day on which the exam took place, and provides the education office with the information needed for publishing the result to the student. 3. When the result of a written exam is announced, it will be indicated on Student Portal/ AskPsy how the student can review the exam and file an appeal as referred to in article 4. 4. With respect to an exam that has been administered in a different way than in writing, the Joint Board of Examiners determines the way and period in which the result will be announced.
Leuphana University	<ol style="list-style-type: none"> 1. The Joint Board of Examiners determines the norms for the exam of each part of the examination. 2. The examiner determines the result of a written exam within 30 days after the day on which the exam took place, and provides the education office with the information needed for publishing the result to the student. 3. When the result of a written exam is announced, it will be indicated on myStudy / QIS how the student can review the exam and file an appeal as referred to in article 4. With respect to an exam that has been administered in a different way than in writing, the Joint Board of Examiners determines the way and period in which the result will be announced.
University of Valencia	<ol style="list-style-type: none"> 1. The Joint Board of Examiners determines the norms for the exam of each part of the examination. 2. The examiner determines the result of a written exam within 15 working days after the day on which the exam took place, and provides the education office with the information needed for publishing the result to the student. 3. When the result of a written exam is announced, it will be indicated on Aula Virtual how the student can review the exam and file an appeal as referred to in article 4. With respect to an exam that has been administered in a different way than in writing, the Joint Board of Examiners determines the way and period in which the result will be announced.

Article 4 Right of review

Maastricht University	<ol style="list-style-type: none"> 1. Within 10 working days of the date on which the result of a written exam, including a computer-based exam, is announced, students may review their exam. 2. Within 10 working days, interested students are allowed to review their own exam results and may, upon request, inspect the questions and assignments for a written exam and, if possible, the standards based on which the exam was assessed.
Leuphana University	<ol style="list-style-type: none"> 1. Within one month of the date on which the result of a written exam, including a computer-based exam, is announced, students may review their exam. 2. Within one month, interested students are allowed to review their own exam results and may, upon a written request, inspect the questions and assignments for a written exam and, if possible, the standards based on which the exam was assessed.
University of Valencia	<ol style="list-style-type: none"> 1. Within 15 working days of the date on which the result of a written exam, including a computer-based exam, is announced, students may review their exam. 2. Within 15 working days, interested students are allowed to review their own exam results and may, upon request, inspect the questions and assignments for a written exam and, if possible, the standards based on which the exam was assessed.

Article 5 Retention period of exams

Maastricht University	<ol style="list-style-type: none"> 1. Assignments, results and assessments of written exams will be saved 2 years after the exam results have been determined. 2. Theses and the assessment of theses will be saved at least 7 years after the thesis has been assessed. 3. The diploma and the list of examination components will be saved for 50 years.
Leuphana University	<ol style="list-style-type: none"> 1. Assignments, results and assessments of written exams will be saved 3 years after the exam results have been determined. 2. Theses and the assessment of theses will be saved at least 3 years after the thesis has been assessed. 3. The diploma and the list of examination components will be saved by the Coordinating university for 50 years.
University of Valencia	<ol style="list-style-type: none"> 1. Assignments, results and assessments of written exams will be saved 2 years after the exam results have been determined. 2. Theses and the assessment of theses will be saved at least 7 years after the thesis has been assessed. 3. The diploma and the list of examination components will be saved for 50 years.

Article 6 Right of appeal

Maastricht University	Within 6 weeks after a decision has been announced by an examiner or the Joint Board of Examiners, a person concerned can file an appeal against this decision with the Complaint Service Point of the UM. The appeal needs to be signed and dated and needs to bear the name and address of the petitioner, as well as the grounds for appeal and, if possible, a copy of the decision against which the appeal is lodged.
Leuphana University	Within 4 weeks after a decision has been announced by an examiner or the Joint Board of Examiners, a person concerned can file an appeal against this decision with the Complaint Service Point of the UM. The appeal needs to be signed and dated and needs to bear the name and address of the petitioner, as well as the grounds for appeal and, if possible, a copy of the decision against which the appeal is lodged.
University of Valencia	Within 5 days after a decision has been announced by an examiner or the Joint Board of Examiners, a person concerned can file an appeal against this decision with the Office of the Dean of IDOCAL. The appeal needs to be signed and dated and needs to bear the name and address of the petitioner, as well as the grounds for appeal and, if possible, a copy of the decision against which the appeal is lodged.

Article 7 Degree completion “With Distinction”

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

1. A weighted grade point average (GPA) of at least 8.50 for all parts of the examination that are assessed on a ten-point scale. Furthermore, all assessments must be passed on the first attempt.
2. Weighting of course grades occurs according to the credits obtained in each course.
3. Master’s thesis project: a score of at least 8.0.
4. All courses need to be passed within two years after the student started the programme. The Joint Board of Examiners can, in exceptional circumstances, deviate from this.

Article 8 Re-sits

The following re-sit arrangements apply to students who in the first instance have not passed a part of the Master’s examination.

1. **Core courses:** A student who failed a course assessment will get one opportunity to re-sit that exam per academic year. In the case of a re-sit, 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. **Papers:** There will be one chance to redo papers (including the Master’s thesis) per academic year. This will consist of rewriting the relevant paper. A paper can be rewritten only when it has been turned in before the deadline and a serious attempt has been made, but has failed.
4. **Research Proposal:** In case of a “fail” a re-sit (the chance to rewrite the proposal) during the following three weeks will be arranged (counting from the date of the first evaluation).
5. The maximum number of attempts allowed at each part of the examination is six.

Article 9 Fraud, including plagiarism and fabricating and/or falsifying survey or interview answers or research data

1. The Joint Board of Examiners may impose one of the disciplinary measures set down in paragraph 5 of this article if it establishes that a student, in any exam or exam component:
 - a. has had any unauthorised aids/devices at the student’s disposal, or has used unauthorised aids and/or (communication) devices as mentioned in the rules of Procedures for Exams.
 - b. has communicated or tried to communicate with another student, either verbally or through gesture, without permission from an invigilator, examiner, or Joint Board of Examiners member;

- c. has copied or attempted to copy from another student, or has provided the opportunity to copy;
 - d. has posed as someone else or let someone else pose as from the student's;
 - e. has deliberately misled or at least attempted to mislead, provided the opportunity to mislead an invigilator, an examiner, a corrector or the Joint Board of Examiners with respect to the exam.
2. The Board of Examiners may impose one of the disciplinary measures set down in paragraph 5 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, data, ideas 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, 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 programme codes from others without adequate reference to the source and thus passing it off as the student's own;
 - f. copying work from other students and thus passing it off as the student's own;
 - g. 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.
3. The Joint Board of Examiners may impose one of the disciplinary measures set down in paragraph 5 of this article if it establishes that a student has fabricated and/or falsified survey or interview answers or research data.
4. If the Joint Board of Examiners establishes that a student has committed fraud in any other way in any exam or exam component, it can impose a measure set down in paragraph 6.
5. In the cases referred to in paragraphs 1, 2, 3, and 4 the Joint 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 reprimand; - exclusion from participation or further participation in one or more exams in the programme for a period of at most one year.
6. In serious cases of fraud, the Joint Board of Examiners can propose to Executive Board of the Coordinating university that the student(s) concerned be permanently deregistered from the programme.
7. Before the Joint 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.
8. If fraud is established, this is included in the student's dossier.
9. 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.

Article 10 Implementation and date of taking effect

1. The Joint Board of Examiners makes decisions in all cases that have not been foreseen by the Rules and Regulations.
2. These Rules and Regulations take effect in the academic year 2021/2022.

Thus enacted by the Joint Board of Examiners at its meeting of 12 April 2021.

APPENDIX TO RULES AND REGULATIONS FOR THE EXAMINATION

Appendix A Regulations for the Master's thesis project

Article 1 Preparing Master's thesis project

1. The Master's thesis project is preceded by the course Preparing of the Master's thesis project in semester 3. During this course, students write and finalize their research proposal for their Master's thesis project.

Article 2 Research proposal

1. A research proposal is an independently written proposal concerning research that the student intends to conduct during the student's research project.
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 Project Manual that will be distributed during the course Preparing Master's thesis project in semester 3.
4. The assessment is done by two supervisors. If the research project is done at one of the Partner Universities, the supervisors will be two senior staff members from different Partner Universities. In case of a research project executed outside the university, the student will be supervised by an external supervisor and a supervisor from one of the Partner Universities.
5. The research proposal will be assessed with "pass" or "fail" by both supervisors as part of the course Preparing Master's thesis project in semester 3. The proposal needs to be approved by both supervisors with a "pass" in order to be able to commence with the Master's thesis project.
6. Before the student can commence research activities, also formal permission for the study must have been obtained from an Ethics Review Committee at one of the three Partner Universities.

Article 3 Master's thesis project

1. A student is required to do a Master's thesis project at the conclusion of the student's study programme. The Master's thesis project consists of two parts, the research project itself (i.e., doing the research) and writing the Master's thesis. The Master's thesis project is assessed on several criteria. The final grade for the Master's thesis project, based on these criteria, needs to be at least sufficient. The grading of the Master's thesis project consists of the scores given by the first and second assessor after conversion. The first assessor gives a score for the Master's thesis and for the practical part, i.e., the research project. The second assessor only gives a score for the Master's thesis. 75% of the final grade of the Master's thesis project is determined by the grade for the Master's thesis (see article 5) and 25% is determined by the grade for the research project (see article 4).

Article 4 Research project

1. The student must notify the Education Office about the research project at least one month before the start of the research project by means of a research project notification form. The Joint Board of Examiners checks whether the student has complied with the requirements in article 3.7 of the Education and Examination Regulations.
2. A research project agreement is drawn up, in which a number of arrangements are set out between the institution where the project takes place, the supervisor from the university and the student. A copy of this agreement is sent to the Education Office at least one month before the research project starts.

3. The student will be supervised during the research project by a first and a second supervisor. The two supervisors may either be from different Partner Universities or from one of the Partner Universities and an external institution where the project takes place (external supervisor). The task of the supervisor from the Partner Universities and/or the external supervisor consists of advising the student in matters of content with respect to the research project activities and the reporting of these in a Master's thesis (see article 3). In addition, the supervisor from one of the Partner Universities is the contact person for the institution where the project takes place, in case the project is conducted at an external institution, according to the rules of the local universities.
4. The final grade for the research project needs to be at least sufficient (cf. article 4.1).

Article 5 Master's thesis

1. A Master's thesis is an independently written report of the research that has been conducted during the research project.
2. The Master's thesis is an individually written piece of work.
3. Guidelines for the format and length of the Master's thesis can be found in the Research Project Manual.
4. The student needs to send the final version of the Master's thesis to an e-mail address that is published on the Student Portal. The student needs to send this final version of the Master's thesis also to both Master's thesis project supervisors. Assessment forms have to be filled in and signed by both supervisors, and have to be sent back to the Education Office within 20 working days. The Education Office keeps the electronic version of the Master's thesis for filing.
5. The Master's thesis is graded by averaging the scores given by the first and the second assessor. If the grades differ by more than one grade point or if one of the supervisors gives a fail grade, both have to discuss the grading and come to an agreement.
6. If the Master's thesis is awarded insufficient grades by both supervisors, the Regulation for Re-sit of Papers, Article 8 of the Rules and Regulations of the study programme apply.