

Maastricht University opleiding tot Registeraccountant (MURA)

Education and Examination Regulations

Academic Year 2024 - 2025

V1.24-25

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School of Business and Economics

**Maastricht University opleiding tot
Registeraccountant (MURA)**

Contents

Introduction	1
Adoption	1
Definition of Terms	2
Article 1.1 Study programme.....	7
Article 1.2 Application deadlines.....	7
Article 1.3 Eligibility	7
Article 1.4 Admission requirements and admission	7
Article 2 Applicability of the MURA-EER.....	9
Article 2.2 Code of Conduct	9
Article 3.1 Learning goals.....	10
Article 3.2 Format of the study programme	10
Article 3.3 Start of the study programme	10
Article 3.4 Language of the study programme.....	11
Article 3.5 Communication	11
Article 3.6 Advice and guidance.....	11
Article 4.1 Registration for educational units and examinations	12
Article 4.2 Prerequisites	12
Article 4.3 Rules of procedure for examinations.....	12
Article 4.4 Examination.....	12
Article 4.5 Written examinations	12
Article 4.6 Oral examinations.....	13
Article 4.7 Attendance, participation and course assignments	13
Article 4.8 Invalid examination.....	13
Article 4.9 Resits	13
Article 4.10 Extra examination opportunity	13
Article 4.11 Examination periods and examination moments	13
Article 4.12 Location of the examination	14
Article 4.13 Special examination arrangements.....	14
Article 4.14 Top athletes.....	14
Article 4.15 Results	14
Article 4.16 Validation of results	15
Article 4.17 No Grade (NG)	15
Article 4.18 Publication.....	15
Article 4.19 Awarding credits.....	15
Article 4.20 Validity	15

Article 4.21	Retention period examination results.....	16
Article 5.1	Comment procedure.....	17
Article 5.2	Inspection procedure.....	17
Article 5.3	Objection written national examination	17
Article 6.1	Authority and maximum.....	18
Article 6.2	No registration of actual grades.....	18
Article 6.3	Exemptions and the Grade Point Average (GPA)	18
Article 7	Extracurricular educational units.....	19
Article 8.1	Irregularities, fraud and plagiarism	20
Article 8.2	Measures/sanctions in case of irregularities, fraud and plagiarism...	21
Article 9	Decisions within a reasonable period of time.....	22
Article 10	Master’s thesis	23
Article 11.1	Assessment of the exam	24
Article 11.2	Graduation date	24
Article 11.3	Graduation requirements.....	24
Article 11.4	MURA study programme certificate	24
Article 11.5	Certificate	24
Article 11.6	Graduation procedure and ceremony	24
Article 11.7	Postponement of graduation	25
Article 12.1	Applicability	26
Article 12.2	General.....	26
Article 12.3	Requirements Cum Laude.....	26
Article 12.4	Requirements Summa Cum Laude	26
Article 12.5	Dual degree and international network programmes	26
Article 12.6	Fraud/plagiarism and (Summa) Cum Laude	26
Article 12.7	Exemptions and (Summa) Cum Laude.....	26
Article 13.1	The right of lodging an appeal and deadline.....	27
Article 13.2	Subjects of appeal	27
Article 14.1	ECTS credits	29
Article 14.2	Content and structure.....	29
Article 14.3	Exam of the programme	29
Article 15	Dual degree programmes and network programmes	30
Article 16	Open programme.....	31
Article 17.1	Evaluation	33
Article 17.2	Amendments	33
Article 17.3	Publication of the MURA-EER and other regulations	33

Article 17.4	Unforeseen circumstances	33
Article 17.5	Hardship	33
Article 17.6	Force Majeure	34
Article 17.7	Unsuitability (Iudicium Abeundi).....	34
Appendix A	Transitional regulations.....	36
Appendix B	Language of instruction.....	37
Appendix C	Code of Conduct	38
Appendix D	Rules of Procedure for Examinations.....	40

Introduction

These are the Education and Examination Regulations 2024-2025 for the Maastricht University opleiding tot Registeraccountant (MURA) of the School of Business and Economics (SBE) of Maastricht University, as required by Article 7.13 of the Dutch Higher Education and Research Act (WHW). This programme is a post-master's study programme provided by the Maastricht University School of Business and Economics.

The Education and Examination Regulations 2024-2025 cover the Academic Year 2024 - 2025 and meet the standards laid down in sections 2 and 3 of the aforesaid Article, as well as other standards required by law and by the accreditation body Commissie Eindtermen Accountantsopleiding (CEA).

These regulations have been approved and adopted for the academic year 2024 - 2025 by the SBE Board, after consultation with the Board of Examiners and after consent from or in consultation with the SBE Council of Maastricht University. The Education and Examination Regulations are published on MySBE Intranet and on the MURA website.

Adoption

These Education and Examination Regulations will take effect as from September 2024 and stay in force for the academic year 2024-2025, up to and including August 2025.

Definition of Terms

For the purpose of these Education and Examination Regulations, the following terms are defined as:

Academic year: the period from September of a calendar year up to and including August of the following calendar year.

(The) Act (or the abbreviation WHW): the Dutch Higher Education and Scientific Research Act (Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek, Stb. 1992, 593).

Assignment: A task or piece of work allocated to a student or a group of students as part of an education unit, for example but not limited to (group) papers and (group) presentations.

Attendance: Physical presence during any teaching activity in educational units. This can be a partial requirement of a course: if stated in the syllabus, the minimum number of lectures and/or tutorials a student must attend if and as stated in the syllabus and which can be a condition to pass the course.

Board of Admissions: the board responsible for the assessment of admissibility of prospective students to a study programme as indicated in Chapter 1 of this MURA-EER.

Board of Appeal for Examinations (College van Beroep voor de Examens): The Board that handles appeals against decisions of the Board of Examiners.

Board of Examiners: the examination board referred to in Articles 7.12, 7.12a and 7.12b of the Act/WHW.

Certificate: the official document that will be issued once the student has fulfilled all exam requirements and which is used to prove that the student has graduated.

Commissie Eindtermen Accountantsopleiding (CEA): an autonomous administrative body established by Law responsible for establishing the learning outcomes and accreditation of the accountancy programmes in the Netherlands.

Course: an educational unit within the meaning of Article 7.3 of the Act/WHW.

Course assignment: an assignment that can be used as a substitute for attendance and/or participation requirements.

Course coordinator: the examiner responsible for developing the content of a course and who gives guidance to the lecturers of the course, resolves problems in the organization of and coordinates all tasks related to the education and examination and/or assessment of the course.

Cum Laude: a degree to students who passed with distinction, who are awarded with the classification Cum Laude by the Board of Examiners based on the fact that the student has shown exceptional performance in the Master's study programme and has met the Cum Laude requirements, which are stated in this MURA-EER. Cum Laude is, amongst others, based on the Grade Point Average (GPA). When a student is awarded with a Cum laude classification, this will be stated on the student's certificate.

Curriculum: the educational units comprising a study programme.

Digital examinations: examinations conducted in a digital format taken on a laptop, Chromebook or computer.

Disability Support: the central point at Maastricht University where students with a disability and/or chronic illness can apply for facilities or support.

ECTS Credit: a unit expressed in European Credit Transfer System (ECTS) credits, with one credit equalling 28 hours of study referred to in Article 7.4 of the Act/WHW.

Educational unit: a coherent part of the study programme that a student completes by fulfilling all requirements of that part and for which the student receives the corresponding ECTS credits (see Article 7.3 paragraph 2 WHW).

Exam: the overall assessment or the final exam of the study programme referred to in Article 7.3 paragraph 3 and Article 7.10 paragraph 2 of the Act/WHW.

Examination: an assessment of a component or components of the exam as referred to in Article 7.3 paragraph 3 and Article 7.10 paragraph 1 of the Act/WHW in a written, oral or digital format.

Examiner: the person designated by the Board of Examiners to administer examinations and to determine the results of such examinations.

Fraud: actions and/or omissions by a student making it impossible in whole or in part to properly evaluate their knowledge, understanding and skills or creating the opportunity for others to commit fraud.

GPA: abbreviation for Grade Point Average, the weighted average score of all final numerical grades of the educational units registered within the MURA study programme, that are stated on the MURA study programme certificate and the numerical grades as explained in Article 12 paragraph 3 and 4 of this MURA-EER. The weighting is based on the attempted ECTS credits of these educational units. The GPA is calculated in two decimal points and rounded down if necessary.

Irregularity: any act or omission by a student in violation of the rules, guidelines and instructions relating to (the completion of) examinations. This includes, among others, fraud and plagiarism.

Lecturer/professor: a person guiding students in course meetings towards the end results and providing students with relevant feedback on performance during course meetings and in assignments.

Maastricht University (UM): an institution of higher education according to Article 1.8 paragraph 1 of the Act/WHW.

MURA: Maastricht University opleiding tot Registeraccountant.

MURA-EER: abbreviation for Education and Examination Regulations for the MURA programme.

MURA programme director: the management of the Maastricht University opleiding tot Registeraccountant.

MURA programme office: the office that gives support to Maastricht University opleiding tot Registeraccountant students on a variety of personal and educational related topics.

MySBE Intranet: a web-based environment in which students can access and exchange information regarding their studies at Maastricht University and for which a username and password are provided to the student upon enrolment at Maastricht University. Accessible via the Student Portal > UM Launchpad > MySBE Intranet.

N.a.: not applicable.

Participation: can be a partial requirement of a course: actively contributing to the parts (tutorials, lectures, etc.) of a course, if and as stated in the syllabus concerned and which can be a condition to pass the course.

Plagiarism: the presentation of ideas or words from one's own or someone else's sources without proper acknowledgment of the sources. Plagiarism is considered to be fraud.

Programme: the MURA programme referred to in Articles 1 and 14 of these Regulations and referred to in Article 7.3 of the Act/WHW, consisting of a coherent whole of educational units comprising a total number of at least 75.0 ECTS credits.

Registeraccountant: auditor license offered by the Dutch Professional Body for Accountants NBA.

Resit: in principle the second opportunity in a study year for the examination of an educational unit or parts thereof, and additionally any other sit that is needed to pass the course after prior failing or receiving a No Grade (NG) as defined in Article 4.10 of this MURA-EER.

SBE: abbreviation for School of Business and Economics, a faculty of Maastricht University.

SBE Board: the faculty board of the SBE referred to in Article 9.12 of the Act/WHW.

Student: a person who is correctly registered at a university for education and/or to take examinations and the exam of the MURA programme.

Student and career counsellor: a person who offers coaching and support to MURA students on a variety of personal and academic related topics.

Student portal: the portal to the digital personal environment of Maastricht University which can be used by the student for administrative purposes, e.g., course registration, for which a username and password are provided to the student upon enrolment at Maastricht University.

Study guide: information concerning the education and the study programme of MURA, including a list and description of all courses.

Study material: literature, hardware, software and other sources of information that students need for educational purposes and for a particular course.

Study programme: see programme.

Summa Cum Laude: a degree awarded with the classification Summa Cum Laude (passed with the highest distinction) by the Board of Examiners based on the fact that the student has shown highly exceptional performance in the MURA study programme and has met the Summa Cum Laude requirements, which are stated in this MURA-EER. Summa Cum Laude is, amongst others, based on the Grade Point Average (GPA). When a student is awarded with a Summa Cum laude classification, this will be stated on the student's certificate.

Syllabus: a(n) (electronic) document outlining the goals and content of a particular course, describing methods of education and examination of the course concerned and prescribing particular regulations and guidelines applicable to that course.

UM Executive Board: the Board of Maastricht University as referred to Article 9.12 of the Act/WHW.

WHW: abbreviation of Wet Hoger Onderwijs en Wetenschappelijk onderzoek / Dutch Higher Education and Scientific Research Act WHW: see (the) Act.

Written examinations: a written assessment of a component or components of the examination(s) as referred to in Article 7.3 paragraph 3 and Article 7.10 paragraph 1 of the Act/WHW. Written examinations can include digital examinations.

The other terms in these Education and Examination Regulations have the meaning conferred to them by law (for example The Act/WHW).

Part 1

Admission

Chapter I Admission

Article 1.1 Study programme

Maastricht University opleiding tot Registeraccountant (MURA).

Article 1.2 Application deadlines

The application deadlines regarding the MURA study programme for each admission cycle will be announced on the MURA website.

Article 1.3 Eligibility

1. The (specific) prerequisites for enrolment in the MURA study programme are made available on the MURA website.
2. In order to be eligible for admission a prospective student has to:
 - a. submit the completed application form; and
 - b. meet the prerequisites regarding the payment details and tuition fee; and
 - c. meet the prerequisites concerning the previous education.

Article 1.4 Admission requirements and admission

1. All applicants are assessed by the Board of Admissions regarding their eligibility for admission. The Board of Admissions decides for each individual application whether the applicant will be admitted to the MURA programme.
2. In order to be eligible for admission by the Board of Admissions as per paragraph 1 of this Article, an applicant must fulfil the following educational prerequisites before the application deadline:
 - providing proof of having obtained a Master of Science degree in the domain of economics or business administration with courses that are aligned with the learning outcomes set by the Commissie Eindtermen Accountantsopleiding; and
 - providing proof of having obtained a Bachelor degree with courses that are aligned with the learning outcomes set by the Commissie Eindtermen Accountantsopleiding.
3. As an exception, applicants that have not yet obtained their Master of Science may be admitted to the programme by the Board of Admissions provided that they obtain that degree prior to completion of the MURA programme.
4. Part of the admission procedure can be an interview with a member of the Board of Admissions. Applicants are selected based on their abilities and previous education and the Board of Admissions may decide not to admit an applicant in which case a reasoned motivation will be provided.

Part 2

General Information

Chapter II General provisions

Article 2 Applicability of the MURA-EER

1. These regulations apply to the education, examinations and exam of the MURA study programme of the SBE at Maastricht University and to all students who have a valid registration for the programme in the academic year 2024-2025.
2. The regulations were adopted by the SBE Board after consultation with the Board of Examiners and after consent from or in consultation with the SBE Council (Article 9.38 of the Higher Education and Scientific Research Act (The Act/WHW)).
3. These regulations are in compliance and in conformity with the Dutch Higher Education and Scientific Research Act (the Act/WHW), and/or the requirements of the Commissie Eindtermen Accountantsopleiding.

Article 2.2 Code of Conduct

In the Code of Conduct, which can be found in Appendix C to these Education and Examination Regulations, the Board of Examiners sets out the principles and values that are important to the MURA programme and the behaviour that is expected of students.

Chapter III Aim, content and structure of the MURA programme

Article 3.1 Learning goals

The content of the MURA programme has an auditing orientation and focus. The overall learning goals of the (Post-)Master's study programmes of the SBE at Maastricht University are that graduates will be able to:

- develop insights based on academic knowledge in a self-directed manner;
- demonstrate an academic attitude;
- actively engage in the community in a responsible manner;
- demonstrate excellent interpersonal competences in a professional environment.

Based on these four (Post-)Master's study programmes learning goals, the programme distinguishes nine programme-specific learning goals. Graduates of the MURA programme must:

- have knowledge of and insight into the principles of audit and assurance and the detailed work to be performed related to audits of annual accounts and other assurance engagements;
- have knowledge of and insight into the principles of financial reporting and must be able to evaluate to what extent annual accounts have been prepared in accordance with the relevant standards;
- have knowledge of and insight into the principles and theories of internal control and must be able to structure and assess an internal control system on the basis of a risk-oriented approach;
- be familiar with the most important aspects of corporation tax, value added tax, personal income tax, withholding taxes and formal taxation law, particularly directed at potential tax effects and risks;
- be familiar with the principal aspects of the Dutch legal system and European law and of the differences between the main international judicial systems;
- have insight into the principles and theories regarding professional and other conduct;
- be able to apply the necessary professional and critical approach to be able make appropriate judgments about the information provided and apply the necessary due care in an auditing environment;
- be able to collaborate effectively and professionally within audit firms, teams and with clients; and
- be able to communicate effectively and professionally in an auditing environment using written, oral and digital media.

These programme-specific learning goals are translated into course specific learning objectives, which are offered and measured in the courses of the programme. The specific learning objectives can be found in the syllabus of each course.

Article 3.2 Format of the study programme

The MURA study programme is offered as a part-time study programme. The duration of the MURA study programme is two study years. The entire MURA programme has a workload of 2.100 hours in total which corresponds with 75 ECTS credits. One ECTS credit equals a workload of 28 hours (Article 7.4 The act/WHW).

Article 3.3 Start of the study programme

The MURA study programme starts once a year in September as announced on the MURA website.

Article 3.4 Language of the study programme

1. The MURA programme teaching and examinations are conducted and given in Dutch. Incidentally lectures or presentations may be offered in English language.
2. The choice for the language of instruction of the programme is in line with the UM Code of Conduct on language in accordance with the Dutch Higher Education and Research Act (WHW) art. 7.2.

Article 3.5 Communication

1. The MURA (may) use(s) (digital) communication channels (such as My UM, the MURA webmail account, the MURA website, the MURA Electronic Learning Environment CANVAS, My SBE Intranet and/or other UM/SBE channels) to inform students of or to communicate about the study programme, exam(ination)s, (to announce) decisions and/or other topics related to the MURA, SBE or UM.
2. Students must regularly check the (digital) communication channels throughout the entire study year. It is the students' own responsibility to inform themselves by checking these channels. Information disseminated via the (digital) communication channels are assumed to be known.

Article 3.6 Advice and guidance

The Student & Career Counsellors act as study advisors for the purpose of giving advice and guidance to students of the MURA programme regarding the students' individual progress.

Chapter IV Education and examination

Article 4.1 Registration for educational units and examinations

1. Students who are enrolled in MURA are automatically registered for all courses of the MURA curriculum.
2. Students who are enrolled in MURA are automatically registered for the first sit examination. In case a student was given a No Grade (NG) for the previous examination, the student must always register him/herself for the resit examination. In case of a fail or an insufficient grade, the student is automatically registered for the resit examination. In case a student has no valid registration, results can be declared invalid by the Board of Examiners.

Article 4.2 Prerequisites

Participation in a course and its examination may require students to have passed other courses or skills trainings prior to registration for that particular course, its examination or skills training. Prerequisites for courses will be announced in the syllabus (blokboek).

Article 4.3 Rules of procedure for examinations

1. In the rules of procedure for examinations which can be found in Appendix D to these Education and Examination Regulations the Board of Examiners lays down the rules and guidelines regarding proper conduct with regard to examination and regarding the procedural aspects of examination, including non-compliance with these rules.
2. If students are suspected to have violated the rules of procedure for examinations in an examination or part(s) thereof, the Board of Examiners will investigate this and decide whether an irregularity (including fraud and plagiarism) is established and if so, which sanction will be imposed as described in Article 4.8 and Article 8.2 paragraph 4, of this MURA-EER.

Article 4.4 Examination

1. Examinations will be conducted, assessed and graded by examiners appointed by the Board of Examiners.
2. Examinations will be conducted in oral form, in writing or otherwise, as announced in the syllabus. In exceptional cases it is within the Board of Examiners' competence to determine otherwise.
3. Examinations may be assessed and checked for plagiarism.
4. Participation in an examination may require students to have fulfilled the attendance, participation, casework and/or other requirements of that specific course. These requirements will be announced in the course syllabus.

Article 4.5 Written examinations

1. For every written examination, an assessment norm is determined and stated on the examination paper. Written examinations also include taking these examinations by computer/digitally.
2. A written examination from Maastricht University (see Article 14.3) will be assessed and graded by one examiner appointed by the Board of Examiners. The course coordinator can always decide in advance to use a second examiner appointed by the Board of Examiners.
3. A written national examination is part of the examination of the courses Internal Control & Accounting Information Systems and Audit & Assurance III (see Article 14.3) and will be assessed and graded by one examiner, appointed by the Board of Examiners, and a second assessor.

Article 4.6 Oral examinations

An oral examination will be assessed and graded by one examiner, appointed by the Board of Examiners, and a second assessor. For every oral examination an assessment norm will be determined and made available by the examiner. The examiner will draw up a summary report of the oral examination, which includes the grade.

Article 4.7 Attendance, participation and course assignments

Attendance at and participation in educational activities may be part of an examination when announced along with its assessment norms in the syllabus. If the attendance and/or participation requirement is not met, a course assignment may be part of the resit examination. The course syllabus will state whether such a resit option is available and, if so, will include the relevant assessment criteria.

Article 4.8 Invalid examination

If an examination (or components thereof) involve(s) irregularities and/or circumstances that make it impossible to accurately assess the student's knowledge, insight and skills, the Board of Examiners may give an official warning to or may declare an examination (or components thereof) invalid for the student and/or a group of students. After an examination (or components thereof) has/have been declared invalid, the Board of Examiners must inform the student(s) of the consequences and, if applicable, of another opportunity to take a new examination (or components thereof).

Article 4.9 Resits

1. A resit of an examination entails in principle the second or, in predetermined cases, third or fourth opportunity in an academic year for students to take an examination for a course or components thereof, unless explicitly excluded in the syllabus based on the fact that the nature of the course dictates otherwise. Per written examination one resit will be offered per academic year.
2. The exclusion of a resit opportunity is only permitted if, by its nature, the assessment takes place within the relevant education period (e.g. participation, presentation).
3. The syllabus may stipulate (additional) rules regarding the resit of an examination and components of an examination. Consequently, the form of the resit of an examination or a component of an examination may differ from the form used for the first sit examination(s).
4. The last grade obtained will be considered the final grade for the course. It is not allowed to take a resit for a course that is already awarded with a pass or a grade of six (6.0) after rounding or higher and the student obtained the ECTS credits for the course.

Article 4.10 Extra examination opportunity

Upon request, the Board of Examiners may grant students an extra examination opportunity (i.e., in addition to the regularly planned first sit or resit examination) for the last obligatory examination of the MURA curriculum – the oral examination of the course Audit & Assurance III - that needs to be fulfilled in order to meet all requirements of the course, to receive the ECTS credits for the course and to be able to graduate within the MURA programme. All other courses must already have been passed.

Article 4.11 Examination periods and examination moments

Examinations take place throughout the academic year according to the MURA educational calendar ('onderwijsrooster') published on the MURA Electronic Learning Environment CANVAS or via de MURA webmail account.

Article 4.12 Location of the examination

1. In principle, examinations are held at the SBE location(s) as published on the MURA Electronic Learning Environment CANVAS and/or communicated via the MURA webmail account, or at a location approved by the Board of Examiners to safeguard the quality of examinations.
2. Examinations are held at a location as stipulated in 4.12.1 unless the Board of Examiners allows the examination to take place online.

Article 4.13 Special examination arrangements

Upon request, students with a disability and/or chronic illness are offered the opportunity to take examinations or teaching and learning activities in a manner adapted as optimal as possible to their disability and/or chronic illness. These adjustments shall be reasonably tailored to the student's disability and/or chronic illness but may not alter the quality or difficulty of an educational unit or the MURA programme. All intended learning outcomes must be covered by the adapted (examination)provision. Based on the advice of Disability Support (DS) and any additional information, if requested, the Board of Examiners decides on adaptations in examination. If the Board of Examiners deviates from the advice of DS, this deviation is motivated.

Article 4.14 Top athletes

n.a.

Article 4.15 Results

1. All examinations in the MURA study programme are assessed by means of a whole or a half grade on a scale from 0.0 to 10.0 or qualified as a pass/fail or a No grade (NG) in accordance with this Article. A final grade between 5 and 6 will be rounded to the nearest integer: up to 5.50, rounded down; 5.50 and higher, rounded up. All other final grades will be expressed in whole or half grades. The grading scale, as applied by the MURA, is to be interpreted as indicated below.

10.0	Outstanding
9.0	Very good
8.0	Good
7.0	More than satisfactory
6.0	Satisfactory
5.0	Almost satisfactory
4.0	Unsatisfactory
3.0	Very unsatisfactory
2.0	Poor
1.0	Very poor
0.0	Fail - Use is at the discretion of the Board of Examiners
Pass	≥5.5; performance at least meets the minimum criteria
Fail	<5.5; performance below the minimum criteria
'No grade'	Inability to determine result as explained in Article 4.17 of this MURA-EER

Disclaimer: Rights can only be derived from final results as published by the MURA programme office via the MURA webmail account. Notice that the explanation of the marks in the table above is only used to explain the valuation of the mark and is not a grading in itself (e.g., if an examiner indicates "Good" for an examination, this does not automatically mean the examination is graded with an 8.0).

2. The syllabus of the course, where applicable, provides:
 - a. Whether students need to pass every examination component to pass the educational unit;
 - b. Whether students who fail one or more examination components, can obtain a pass for the educational unit if their overall grade is at least a 5.5;
 - c. Whether only failed examination components are part of the resit, or if passed components are also part of the resit.

Article 4.16 Validation of results

The Board of Examiners validates the results of each examination. Prior to validating the examination results, the Board of Examiners can commence an investigation with relation to one or more items or aspects of the study programme, if and to the extent that the concerning examinations and/or results give rise to such investigations.

Article 4.17 No Grade (NG)

In case of inability to determine a result, an examination may be graded with a No Grade (NG). More specifically, instances which warrant a No Grade (NG) include, but are not limited to:

- a student has (been) registered for the examination but has not actually taken the examination or part thereof and did not deregister;
- a student fails to complete the examination before the deadline;
- a student has completed an examination that cannot be assessed (e.g., a corrupted file, an incomplete examination document, et cetera);
- a student has completed an examination that is determined as invalid as per Article 4.8 of this MURA-EER;
- a student has committed an irregularity (including fraud and plagiarism) as defined in Chapter VIII of this MURA-EER, in which case the Board of Examiners may grade the examination with a No Grade as a sanction as indicated in Article 8.2 paragraph 4 of this MURA-EER.

Article 4.18 Publication

Official final examination results will be published within thirty (30) working days after the examination date via the MURA webmail account, unless decided otherwise by the UM Executive Board or the SBE Board and will be announced by the MURA programme office.

Article 4.19 Awarding credits

1. The number of ECTS credits representing the full study load of a course will only be awarded in full. It is not possible to award part of the ECTS credits.
2. ECTS credits are only awarded by decision of the Board of Examiners upon the student's fulfilment of all requirements of a course to pass the course and by obtaining at least a final grade of 6.0, after rounding, on a 0.0 to 10.0 scale or a pass on the pass/fail scale. See also Article 4.16.

Article 4.20 Validity

1. Positive examination results remain valid for a period of six (6) years, without prejudice to the competency of the Board of Examiners to extend this period.
2. Positive results of separately registered elements of an examination will remain valid for as long as the student has not completed the study program, with a maximum validity of six (6) years, unless stated otherwise in the syllabus, without prejudice to the competency of the Board of Examiners to extend this period.

3. The Board of Examiners may extend the period of validity as mentioned under 1 and 2 of this Article. Personal circumstances which will result in not meeting the required deadlines to complete the MURA programme, may constitute a precondition for the Board of Examiners to extend the validity of positive examination results, based on a positive advice from the Student & Career Counsellor. A request to extend the period of validity of a positive examination result has to be submitted to the Board of Examiners by e-mail at the MURA programme office.

Article 4.21 Retention period examination results

The examinations, results and the assessed work of digital and physically written examinations have to be filed for at least two (2) years after the result of the examination is determined.

Chapter V Comment, right of inspection and objection procedure

Article 5.1 Comment procedure

(General) Comments (e.g. unclear questioning, remarks on given assignment) regarding written examinations with open and/or closed questions (Multiple Choice) or parts thereof have to be submitted to the course coordinator within five working days after the examination in order for them to be reviewed. The comments procedure allows students to submit comments regarding written examinations with the aim of filtering out inaccuracies prior to the start of the grading process.

Article 5.2 Inspection procedure

1. The right of inspection comprises that, within twenty (20) working days after the publication date of the grade, students will be given the opportunity to inspect:
 - their assessed answers to the written examination or written part of an examination;
 - the examination (e.g. written examination, assignments) itself within the framework of the study materials and learning goals of the course concerned; and
 - the norms applicable to the assessment thereof; and
 - the answer key to the assessed written examination.
2. Students will be provided with information regarding to the inspection date, time and location by the MURA programme office no later than ten (10) working days before the date of inspection. Within five (5) working days after such announcement, students need to sign up for the inspection.
3. Objections regarding the assessment of the individual examination have to be submitted in writing during the inspection or within a maximum of three (3) working days after the inspection, according to the instructions communicated in the syllabus and/or on the MURA Electronic Learning Environment CANVAS.
4. The course coordinator must react on each submitted objection within ten (10) working days after receipt of the objection.
5. Within the given period of time, as stated in under paragraph 1 of this Article, a student will be given a second opportunity to exercise the right of inspection, provided that the student can demonstrate the inability to exercise this right in the first instance due to circumstances beyond the student's control. The student must have reported the inability with due rapidity to the course coordinator, however in any case within five (5) working days after the date of inspection was provided.
6. In case there cannot be reached an agreement between the student and the course coordinator or in case the student does not agree with the decision from the course coordinator on the complaint, the student may submit an objection to the Board of Examiners (BoE) within ten (10) working days after the course coordinator reacted to the student. The objection has to be lodged by e-mail at the MURA programme office. In case of an objection against the decision of a course coordinator who serves as a member of the Board of Examiners, this Board of Examiners' member will abstain from any involvement in the objection procedure.

Article 5.3 Objection written national examination

1. If, as a result of the inspection, a student wants to object against the assessment of a written national examination (see Article 4.5 paragraph 3) and informs the course coordinator within a maximum of three (3) working days after the inspection, the course coordinator may decide to involve a second examiner who will independently assess the examination and determine a new grade.
2. If the student disagrees with the new grade, the student may submit an objection to the Board of Examiners (BoE), in accordance with Article 5.2 paragraph 6.

Chapter VI Exemptions

Article 6.1 Authority and maximum

1. The Board of Examiners is authorised to grant students exemptions from examinations, provided that the student can demonstrate the successful completion of an examination for a university or higher professional education study programme which was similar in terms of content and level.
2. A maximum of 25.0 ECTS credits of exemptions can be granted within the MURA exam.
3. A request for exemption from an examination must be submitted by e-mail to the Board of Examiners via the MURA programme office.
4. No exemptions can be granted for knowledge that is obtained at another faculty or school during the time the student is excluded from participating in examinations based on committed fraud/plagiarism.
5. An exemption can only be granted for an entire educational unit, not for one or more components thereof.

Article 6.2 No registration of actual grades

Exemptions granted by the Board of Examiners will be registered on the (final) grade list as *exemption(s)*. This means that the actual grade(s) and result(s) obtained for (an) educational unit(s) outside or within the UM, will neither be published via one of the MURA communication channels, nor be stated on the (final) transcript and the list of Exam subjects of the MURA study programme.

Article 6.3 Exemptions and the Grade Point Average (GPA)

Exemptions do not constitute a part of a student's GPA.

Chapter VII Extracurricular educational units

Article 7 Extracurricular educational units

Extracurricular educational units are not applicable to the MURA study programme.

Chapter VIII Irregularities (including fraud and plagiarism)

Article 8.1 Irregularities, fraud and plagiarism

1. An irregularity is an act and/or omission by a student in violation of the rules, guidelines and instructions relating to (the completion of) examinations. This includes, among others, fraud and plagiarism.
2. Fraud, including 'plagiarism', refers to actions or omissions by a student which make it impossible in whole or in part to properly evaluate their knowledge, understanding and skills or creating the opportunity for others to commit fraud or plagiarism.

Fraud includes but is not limited to a student:

- having any unauthorised aids, texts or notes, or unauthorised electronic aids and/or communication devices at their disposal during an examination;
 - having communicated or tried to communicate with fellow students, either verbally or through gesture, without permission from an exam supervisor, examiner, or a member of the Board of Examiners;
 - having copied or tried to copy fellow students' (examination) answers, or having given another student the opportunity to copy their own answers;
 - having posed as someone else or having themselves represented by someone else at the examination;
 - having deliberately misled or tried to mislead an exam supervisor/invigilator, an examiner, a corrector or the Board of Examiners with respect to the exam(ination), or having provided an opportunity for them to be misled;
 - having collaborated on a graded assignment, paper or practical exercise, whereas this was not explicitly allowed (i.e., collusion);
 - submitting work or assignments acquired from or written by a third party (whether or not for payment) and/or (partially) generated by artificial intelligence software, such as ChatGPT.
3. Plagiarism means the presentation of ideas or words from one's own or someone else's sources without proper acknowledgment of the sources. Plagiarism is considered to be fraud.

Plagiarism includes but is not limited to a student:

- using or copying their personal or other people's texts, data, ideas or thoughts without adequate reference to the source (and thus passing it off as their own);
- presenting the structure or central body of thought from others without adequate reference to the source and thus passing it off as their own;
- not clearly indicating literal or almost literal quotations in the text, for example via quotation marks or an appropriate layout;
- paraphrasing the content of their own or other people's texts without adequate reference to the source;
- copying video, audio or examination material, software and programme codes from others without adequate reference to the source and thus passing them off as their own;
- submitting work or assignments acquired from or written by a third party (whether or not for payment) and/or (partially) generated by artificial intelligence software, such as ChatGPT, and thus passing them off as their own.

Article 8.2 Measures/sanctions in case of irregularities, fraud and plagiarism

- 1a. If the Board of Examiners determines that a student has committed an irregularity in any examination or part(s) thereof, the Board of Examiners may take appropriate measures and/or impose sanctions as per paragraph 4 and 5 of this Article.
- 1b. In departure of Article 1 section 5 of the General UM Regulation of Fraud and Irregularities of any academic year, if the Board of Examiners determines that an irregularity has been established in a group assignment, it may take appropriate measures and/or impose sanctions for all students involved in the group assignment as per paragraph 4 and 5 of this Article. If it is clear that specific students have committed the irregularity, only those students will be affected.
2. The Board of Examiners may only (decide to) impose measures/sanctions if an irregularity indeed could be established and after having given the student the opportunity to put forward their view on the matter during a hearing.
3. If an irregularity has been established and, if applicable, a sanction has been imposed, the Board of Examiners will include the decision in the student's file. The decision can be taken into account in any future event of this nature and this might lead to a more severe sanction.
4. When an irregularity has been established by means of Article 8.1, the Board of Examiners may reach the decision to impose any of the following measure/sanctions, referred to in Article 7.12b of the Act/WHW, or a combination thereof upon the student:
 - a. a reprimand/official warning; and/or
 - b. declare an examination (or components thereof) invalid; and/or
 - c. exclusion from participation or further participation of one or more examinations or exams at the MURA study programme for a period of time to be determined by the Board of Examiners, with a maximum period of one year.
5. In serious cases of an irregularity or if a student is found guilty of repetition of an irregularity, the Board of Examiners can propose to the UM Executive Board that the student(s) concerned should be permanently deregistered from the study programme.

Chapter IX Time limit for decisions by the Board of Examiners

Article 9 Decisions within a reasonable period of time

1. A decision taken by the Board of Examiners shall be made within the time limit prescribed by statutory regulation, or, in the absence of such a time limit, within a reasonable period of time after receipt of the request.
2. The reasonable period of time, referred to in paragraph 1 of this Article, shall in any event be deemed to have expired when the Board of Examiners has not made a decision or given communication, as referred to in Article 4:14 Awb (Dutch General Administrative Law Act), within eight (8) weeks of receiving the request.
3. If a decision cannot be made within eight (8) weeks, the Board of Examiners shall inform the student, stating a reasonable time limit for the decision to be made (adjournment).
4. The Board of Examiners will handle and decide on requests in order of priority and respecting the legal time limit as referred to in this MURA-EER. For this reason, it might be possible that students who submitted a request earlier, receive the decision at a later stage than their fellow students who submitted the request at a later date.

Chapter X Master's Thesis

Article 10 Master's thesis

A Master's thesis is not applicable to the MURA study programme.

Chapter XI Fulfilment of the exam requirements

Article 11.1 Assessment of the exam

1. The decision of the Board of Examiners that a student has fulfilled all (exam) requirements of the MURA exam means that the student has given evidence of having obtained the general qualities as set out in the aims listed in Article 3.1 of the MURA-EER and the specific qualities as specified by the descriptions of the specific courses, examinations and skills trainings.
2. The Board of Examiners determines if the student fulfilled the exam requirements of the study programme as set out in paragraph 1 of this Article and the date thereof, taking Article 11.2 of this MURA-EER into account.
3. Prior to determining if the student fulfilled the exam requirements of the study programme as set out in paragraph 1 of this Article, the Board of Examiners may conduct their own investigation of the student's knowledge regarding one or more components or aspects of the programme.

Article 11.2 Graduation date

The last day of the month, in which a student has satisfied all graduation requirements of the MURA programme will be considered the graduation date.

Article 11.3 Graduation requirements

To pass the exam, a student must have obtained the ECTS credits for all educational units of the MURA study programme, as outlined in Chapter 14. In addition, a student must have a valid registration for the MURA programme for the academic year in which the student graduates.

Article 11.4 MURA study programme certificate

1. A certificate is awarded to students who have fulfilled all requirements of the MURA study programme. MURA is a post-master programme and does not grant a degree as referred to in the Dutch Higher Education and Research Act (WHW).
2. The certificate can only be issued when a student meets all (exam) requirements in order to graduate, including a valid registration and having fulfilled all payment requirements (the tuition fee) for the programme concerned.

Article 11.5 Certificate

1. The certificate and the accompanying appendices will state all required information as stated in Article 7.11 paragraph 2 of the Act/WHW.
2. The Board of Examiners includes a diploma supplement to the certificate, in accordance with Article 7.11 paragraph 4 of the Act/WHW.
3. The certificate is signed by the MURA programme director and by the chair of the Board of Examiners.

Article 11.6 Graduation procedure and ceremony

Students will automatically graduate when all exam requirements of the MURA study programme are met. The certificate will be issued during the graduation ceremony or under certain conditions will be sent per postal services by the MURA programme office, mandated by the Board of Examiners. More information regarding the graduation procedure is provided by the MURA programme office.

Article 11.7 Postponement of graduation

Students who are entitled to graduate, when they have fulfilled the graduation requirements in Article 11.3 of this MURA-EER, may request the Board of Examiners to postpone the graduation ultimately two weeks before fulfilling the last exam requirement. More information regarding a postponement of graduation can be obtained from the MURA programme office.

Chapter XII Cum Laude and Summa Cum Laude

Article 12.1 Applicability

This Chapter is applicable to students who started the MURA programme in the academic year 2023 – 2024 or later.

Article 12.2 General

The Board of Examiners may decide to award the degree classification Cum Laude and have this degree classification stated on the certificate and the diploma supplement if students meet the Cum Laude requirements as stated in Article 12.3 of the MURA-EER.

Article 12.3 Requirements Cum Laude

The MURA exam is passed with Cum Laude (distinction) if the student has obtained a weighted and not rounded average numerical score (GPA) of at least 8.00 for all the educational units combined, registered within the MURA study programme and stated on the MURA study programme certificate, on condition that no resit examinations have been taken and no fail, or insufficient grade or 'no grade' (NG) has been obtained.

Article 12.4 Requirements Summa Cum Laude

The MURA exam is passed with Summa Cum Laude (the highest distinction) if the student has obtained a weighted and not rounded average numerical score (GPA) of at least 9.00 for all the educational units combined, registered within the MURA study programme and stated on the MURA study programme certificate, on condition that no resit examinations have been taken and no fail, or insufficient grade or 'no grade' (NG) has been obtained.

Article 12.5 Dual degree and international network programmes

n.a.

Article 12.6 Fraud/plagiarism and (Summa) Cum Laude

Students who committed fraud/plagiarism and whose examination is completely or partially declared void or annulled are excluded from the (Summa) Cum Laude degree classification.

Article 12.7 Exemptions and (Summa) Cum Laude

Any exemptions granted are not taken into account in determining whether the exam is passed (Summa) Cum Laude. The minimum number of ECTS credits required in order to determine whether the MURA programme is passed (Summa) Cum Laude are 60.0 ECTS credits in numerical graded educational units.

Chapter XIII Appeal procedure

Article 13.1 The right of lodging an appeal and deadline

A party involved can lodge an appeal, by means of a notice of appeal within six (6) weeks starting from the day after the date the decision was procedurally correctly announced, with the Complaints Service Point (CSP) for the attention of the Board of Appeal for Examinations. More information regarding the appeal procedure and the requirements is stated on MySBE Intranet. An Appeal can be sent to the Complaints Service Point by e-mail at complaintsservice@maastrichtuniversity.nl.

Article 13.2 Subjects of appeal

Students may lodge an appeal with the Board of Appeal for Examinations of the UM against:

- decisions of the Board of Examiners or of examiners;
- decisions not of a general nature regarding admission, as mentioned in Chapter I of these regulations.

Part 3

The MURA Study Programme

Chapter XIV MURA study programme

Article 14.1 ECTS credits

1. The MURA programme represents a total study load of 75.0 ECTS credits and has no specialization.
2. The MURA programme covers learning outcomes, stipulated by CEA, in the following subject areas, with the study load in brackets:
 - Audit & Assurance (25.0 ECTS credits)
 - Financial Accounting (10.0 ECTS credits)
 - Internal Control & Accounting Information Systems (20.0 ECTS credits)
 - Strategy, Leadership and Organization (2.0 ECTS credits)
 - Taxation (7.5 ECTS credits)
 - Conduct, Ethics and Decision-Making (5.0 ECTS credits)
 - Law (5.5 ECTS credits)

Article 14.2 Content and structure

1. The content and detailed structure of the study programme is timely announced by the MURA programme office on the MURA website and on the MURA Electronic Learning Environment CANVAS.
2. The Maastricht University opleiding tot Registeraccountant (MURA) study programme consists of the following courses, with the study load in brackets:
 - Audit & Assurance I (8.0 ECTS credits)
 - Audit & Assurance II (10.0 ECTS credits)
 - Audit & Assurance III (12.0 ECTS credits)
 - Financial Accounting (8.0 ECTS credits)
 - Internal Control & Accounting Information Systems (12.0 ECTS credits)
 - IT Control & Audit (12.0 ECTS credits)
 - Taxation (5.0 ECTS credits)
 - Behaviour, Ethics & Decision-Making (3.0 ECTS credits)
 - Law (5.0 ECTS credits)
3. The Maastricht University opleiding tot Registeraccountant (MURA) study programme consists of compulsory courses only and does not include elective courses.

Article 14.3 Exam of the programme

1. The exam for the study programme is composed of compulsory courses scheduled over a two-year period.
2. The examination per course is as follows.
 - Audit & Assurance I: the examination is a combination of class participation, a written examination from MURA and an oral examination from MURA.
 - Audit & Assurance II: the examination is a combination of class participation, a class assignment and a written examination from MURA.
 - Audit & Assurance III: the examination is a combination of a written national examination and one oral examination from MURA.
 - Financial Accounting: the examination consists of one written examination from MURA.
 - Internal Control & Accounting Information Systems: the examination consists of a written national examination.
 - IT Control & Audit: the examination is a combination of class participation, a class assignment and a written examination from MURA.
 - Taxation: the examination consists of one written examination from MURA.
 - Behaviour, Ethics & Decision-Making: the examination is a combination of questions in written examinations, class participation and a written individual paper.
 - Law: the examination consists of one written examination from MURA.

Further details on all examinations are provided in the syllabuses.

Chapter XV Dual Degree and network programmes

Article 15 Dual degree programmes and network programmes

A dual degree programme and a network programme are not applicable to the MURA study programme.

Chapter XVI Open programme

Article 16 Open programme

An open programme is not applicable to the MURA study programme.

Part 4

Final Provisions

Chapter XVII Final provisions

Article 17.1 Evaluation

The Board of Examiners is responsible for regular evaluation of the education and study programmes for monitoring purposes and if necessary, adjustment of the study load of the study programme. In any case, the study-ability for the students will be taken into consideration by the SBE board.

Article 17.2 Amendments

1. No amendments will be made that apply to the academic year this MURA-EER is valid for, unless the proposed amendments in all fairness do not affect the students negatively.
2. Amendments to this MURA-EER are laid down by a separate decision of the SBE Board and will be published on the MURA Electronic Learning Environment CANVAS and on the MURA website.
3. Amendments will not negatively affect a decision, regarding a student, made under the existing regulations, by the Board of Examiners.
4. In the event that new final attainment levels are prescribed by an accrediting body, the MURA programme director may modify the curriculum to ensure that theoretical certificates are issued at all times in accordance with the applicable attainment levels. Such curriculum changes will include appropriate transitional arrangements for currently enrolled students. Students will be informed of any changes in a timely manner.

Article 17.3 Publication of the MURA-EER and other regulations

1. The SBE Board ensures the publication of the MURA-EER and other regulations and of all amendments to the MURA-EER.
2. Up-to-date digital versions of the regulations, rules and guidelines mentioned in section 1 of this Article will be made available on the MURA Electronic Learning Environment CANVAS and on the MURA website.

Article 17.4 Unforeseen circumstances

The Board of Examiners shall decide on cases which are not provided in these regulations. No rights can be derived from information provided by the SBE which is contradictory to the MURA-EER, unless the Board of Examiners explicitly decides otherwise.

Article 17.5 Hardship

1. The Board of Examiners is authorised to deviate from the MURA-EER in individual cases if strict adherence to these regulations would result in inequitable circumstances for the student.
2. The Board of Examiners will take the following personal circumstances into account when deciding:
 - a. Illness of the student concerned;
 - b. Physical, sensory or other impairments of the student concerned;
 - c. Pregnancy of the student concerned;
 - d. Special family circumstances;
 - e. Administrative activities as referred to in Article 2.1(1) under (e), (f) and (g) of the Implementation Decree for the Act 2008 (Uitvoeringsbesluit 2008 of the Act/WHW), and

- f. Other personal circumstances, not mentioned in paragraphs a. to e., that, if not taken into account by the SBE Board, would lead to manifestly unreasonable results.

A more detailed explanation of the personal circumstances under paragraph 2 of this Article, can be found in the Rules and Regulations via MySBE Intranet.

Article 17.6 Force Majeure

If unforeseen and exceptional circumstances, occurred beyond the student's and/or UM's control and which are solely a result of force majeure; such as situations of crisis or war, humanitarian problems, geopolitical factors/tensions, the outbreak and control of contagious diseases (such as epidemics/pandemics), etc., hinder students from being able to fulfil (the) exam and/or other requirements stated in this MURA-EER, the Board of Examiners, the Faculty Board and/or the UM Executive Board may deviate from the MURA-EER and may decide to prescribe and/or provide (an) appropriate alternative(s).

Article 17.7 Unsuitability (Iudicium Abeundi)

1. In exceptional cases and after careful consideration of the interests involved, the Board of Examiners may, stating reasons, ask the Executive Board of the UM to terminate or refuse the enrolment of a student in a programme if the student, through their behaviour or opinions ventured, has demonstrated their, unsuitability to practice one or more professions for which they will be trained by the programme he/she follows, or is unsuitable for the practical preparation for the (practice of the) profession. Examples of aforementioned inappropriate behaviour can be found in the MURA Code of Conduct in Appendix C.
2. If the Dean of the SBE is asked by the Executive Board of the UM for a recommendation on a proposed termination or refusal of registration based on the reasons stated in section 1, the Dean will in turn ask for a recommendation from the Board of Examiners. The recommendation to the Dean will be supported by reasons.

Maastricht, April 2024

Thus laid down by the SBE Board, after having obtained consent, where applicable, from the SBE Board of Examiners and the SBE Council of Maastricht University.

Part 5

Appendices

Appendix A Transitional regulations

Article 1 Applicability

1. Context

Transitional regulations aim to accommodate the relation between this MURA-EER and previous MURA-EERs. These regulations apply to the students who enrol in the Maastricht University opleiding tot Registeraccountant for the first time in the academic year 2024 - 2025 unless the Board of Examinations decides otherwise.

2. Modifications

If modifications, which are to the detriment of the students, are made to the Education and Examination Regulations during the course of a programme, the Board of Examiners is required to provide an (interim) arrangement in order to prevent them from being disadvantaged.

If compulsory courses or components in the education programmes are cancelled, an examination and a resit still have to be offered the upcoming year. If elective courses are cancelled, then no examination or resit will be offered.

3. Subsidiary

Other than the substituted rule, all other rules of the MURA-EER 2024 - 2025 remain fully applicable.

4. Interpretation of terms

The authority for the interpretation of terms in the first instance is carried by the Board of Examiners.

Appendix B Language of instruction

The language of instruction for the Maastricht University opleiding tot Registeraccountant is Dutch, incidentally lectures or presentations may be offered in English language.

Appendix C Code of Conduct

Core Values

As a student from the Maastricht University opleiding tot Registeraccountant (MURA) you prepare for a career in society with a position of responsibility. This requires intellectual passion, an optimal contribution to problem-based learning, societal involvement, and the ambition to want to learn and develop and to continue to do so in the future.

The core values are further concretised through the way in which we interact with each other within Maastricht University, as well as in the outside world when we represent the university in some capacity or role.

First of all, we should be able to count on each other: among staff, among students, and in cooperation with each other. Respect, integrity, taking responsibility and self-reflection are the core concepts here.

From their own field of expertise, knowledge and experience, staff and students contribute to an inspiring work and academic climate. We value each other's contribution in word and gesture. Professionalism, collaboration, results orientation are the core words here.

Keeping abreast of developments, being open to others' input to bring your own core task to a higher level, coming up with and developing new ideas – that requires some daring, a critical perspective, the ability to recognise opportunities, and readiness to change. Staff and students must encourage each other in this process.

Being aware of your surroundings means that you are aware of the larger societal community that you are part of and realise that your actions, as a MURA staff member or student, have an effect on the outside world.

Behaviour

We expect the students from the MURA to behave in a manner that is suited in general and for an academic institution in particular. We emphasize fairness to all students following the programme.

Please do not do anything that is unfair to other students, or ask the coordinator/tutor to make exceptions that are unfair to other students.

In addition, do not perform activities that have the effect or intention of interfering with education or fair evaluation of a students' performance. Examples of such activities include, but are not limited to:

1. Cheating: behaving in a dishonest or deceitful way in order to win an advantage.
2. Plagiarism: the unauthorized copying or adoption of texts of others.
3. Fabrication: using fictitious data and results with the sole purpose to deceive.
4. Misrepresentation of records: tampering and falsifying information, for example on one's resume.
5. Facilitating dishonesty: knowingly helping or attempting to help another violate any of the above provisions.
6. Being late; making sure to be present in the classroom at the scheduled time of the lecture's start.
7. Leave the room during class for emergencies only. If you have to leave during class, please try to minimize the disruption. If you must arrive late or leave early for a particular class, please let your professor and the MURA programme office know in advance.
8. Use your laptop for course-related purposes only (so not for work or social media like Facebook, LinkedIn etc.). If you use your laptop for not-course-related purposes you can be removed from class.
9. Always turn your cell phone or other audio-equipment off. If there is an extraordinary reason why you must keep your phone on (e.g., you are awaiting

critical medical news) please silence your phone and let your professor know in advance that you may receive a call. Leave class to conduct your conversation.

10. Dress in a way that does not offend others and lives up to the normal expectations of executive teaching and training programs.

Furthermore, in communicating with the academic staff and fellow students, you are expected to behave in a courteous way, i.e., you are expected to show good manners and respect for others. You are especially advised to take this into account in your email communication.

Appendix D Rules of Procedure for Examinations

Applicability

These Rules of Procedure apply to all written examinations administered on site, online, or by means of online proctoring through a service whether or not at a facility of Maastricht University. In exceptional circumstances, additional or modified regulations may apply.

Identification

It is the responsibility of students to provide proof of identity at any time. At the examination, students must produce their student card for inspection by the invigilator. If the student card has been lost, alternative proof of identity (e.g., passport, driving license) must be produced.

Students who are unable to provide proof of their identity during the examination will be informed by the main invigilator of a time when and a location where they can do so later. If a student fails to provide proof of identity, this will be reported to the Board of Examiners. The Board of Examiners is allowed to take further action in conformity with Chapter 8.

Surveying examinations

The Board of Examiners will ensure that invigilators are appointed for the written examination, whose task is to ensure that the examination is conducted properly. If the rules of procedure are violated, the invigilator will be entitled to take appropriate action.

Instructions given by the Board of Examiners, the examiner or the invigilator, as well as any instructions given during or immediately after the end of the examination or part thereof, must be followed by the students.

If a student fails to comply with the above, the invigilator will inform her/him that a report will be made. This report will be submitted to the Board of Examiners after the examination or part thereof. The Board of Examiners may decide to take further action.

Administering examinations

Students may enter the room in which the examination takes place 15 minutes before the beginning of the examination. If the preparations in the room have been completed before that time, students will be allowed to enter sooner.

In the case of pre-printed answer forms, students must take a seat at the tables on which the invigilator has placed their individual answer forms.

After the official starting time of the examination, students will be allowed to access the room in which the examination is taking place for another 30 minutes. Students who arrive later will no longer be entitled to take part in the examination. Furthermore, students are not allowed to leave the examination room during the first 30 minutes of the examination.

Students who wish to use the toilet during the examination must ask the invigilator for permission. Students who wish to take anything from their bags must also ask the invigilator for permission to do so.

In the event of an emergency, students must follow the instructions of the Invigilators, emergency services (such as the fire brigade) and/or company emergency response workers at the exam venue.

The student must not behave in such a way as to make it impossible to form a correct judgment on the students' command of the subject matter to be examined. Such behaviour will be considered an irregularity. Any form of discussion or exchange of information whatsoever will be considered an irregularity. The invigilator will prepare a report of the irregularity and submit this to the report this to the Board of Examiners. The Board of Examiners may decide to take further action.

Items permitted during examinations

Items other than writing materials (pen, pencil, eraser, etc.) and a student card are not permitted during the examination. For any other tools, the course coordinator must give explicit permission. Such permission will be stated on the examination form.

During the examination, mobile phones, watches, communication devices or any other information carrier - other than the items listed under "Items permitted during examinations" - should be switched off and placed in a bag. It is strictly forbidden to have mobile phones, watches, communication devices or any other information carrier in possession during visits to a toilet in the building in which the examination will take place.

Handing in the exam

Students are permitted to hand in their exams to their Invigilator no earlier than 30 minutes after the exam starts.

After students hand in their exams, they must leave the room as quickly and as quietly as possible. Students who have handed in their exams and left the room will not be permitted to re-enter the room. The Board of Examiners may determine that students must provide proof of identity when handing in their exams, before they can leave the room.

Exam papers must be handed in no later than the official end of the exam or as instructed by the Head (or other) Invigilator. Since students are not allowed to amend their answers once the exam has ended, they must fill in their name and/or student ID number before the end of the exam

Violations of the rules

In the event of irregularities as defined in rules of procedure for examinations, the invigilator is entitled to take in the exam script and to refuse the student permission to continue the examination.

The Board of Examiners will be informed of any irregularities after the examination. The Board of Examiners may then decide to take further measures and/or impose sanctions.