

# **Rules and Regulations**

**Bachelor of Science Programme**

**Data Science & Artificial Intelligence**

**Computer Science**

**2024-2025**

**Maastricht, 31 August 2024**

**Faculty of Science and Engineering**  
**Department of Advanced Computing Sciences**

***BSc Data Science & Artificial Intelligence***  
***BSc Computer Science***

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*Rules and Regulations governing the examination for the Bachelor's programme in Data Science & Artificial Intelligence and the Bachelor's programme in Computer Science. These Rules and Regulations take effect on 1 September 2024.*

## Section 1 General Provisions

### ARTICLE 1.1 APPLICABILITY OF THE RULES AND REGULATIONS

1. These rules and regulations apply to the education, exams and examination for the full-time Bachelor's programme in Data Science & Artificial Intelligence and the Bachelor's programme in Computer Science, as further defined in the Education and Examination Regulations of the Bachelor's programme in Data Science & Artificial Intelligence and the Bachelor's programme in Computer Science at the Faculty of Science and Engineering at Maastricht University, hereinafter referred to as EERs.
2. The rules and regulations apply to all students who are registered for the Bachelor's programme and to students from other programmes, faculties or institutions of higher education as well as contract students, insofar as they follow components of the programme to which these rules and regulations apply.
3. The rules and regulations are each year adjusted and enacted by the Board of Examiners, in consultation with the programme management.

### ARTICLE 1.2 DEFINITIONS

The definitions used in these rules and regulations are the same as those used in the EER, with the following changes/additions:

- |                        |   |
|------------------------|---|
| • Academic staff       | Staff members at the level of Assistant Professor, Associate Professor or Full Professor and lecturers (docent) with a PhD degree.  |
| • Assessment committee | Committee tasked with providing expert advice on assessment   |
| • Assessment plan      | Plan describing the assessment of a component   |
| • DACS                 | Department of Advanced Computing Sciences   |
| • Exam component       | Part of the exam of a component/course. This can also be a practical or an assignment.  |
| • Force majeure        | events and associated consequences that are abnormal, beyond the control of the student, and where the student had no way of preventing the negative consequences nor were the events and consequences within the sphere of risk of the student |
| • Student portal       | The electronic environment for providing information to students including intranet and Canvas  |
| • Teaching team        | All persons involved in teaching the component  |

### ARTICLE 1.3 APPOINTMENT AND COMPOSITION OF THE BOARD OF EXAMINERS

1. The Dean installs the Board of Examiners and appoints its members on the basis of their expertise in the field of the two programmes. At least one member is a lecturer in one of the programmes.
2. The Board of Examiners contains one external member, who is not connected to the Faculty of Science and Engineering.

3. The Board of Examiners appoints a chair from among its members. An external member cannot be the chair.

#### **ARTICLE 1.4 BOARD OF EXAMINERS: DECISION PROCESS**

1. The Board of Examiners approves decisions on the basis of a majority vote. The quorum for a meeting is two members. In the event of a tie, the (acting) chair's vote will be the deciding vote, provided that there are at least three members involved in the discussion.
2. If a conflict of interest might arise if a member of the Board of Examiners is also an examiner in an inquiry into fraud or into an exam, that member will recuse themselves from that inquiry and abstain from voting.
3. If a conflict of interest might arise for a member of the Board of Examiners, if granting a request to a student would have a negative effect for that member, that member will abstain from voting.
4. The Board of Examiners can delegate decision powers to individual members.

#### **ARTICLE 1.5 EXAMINERS**

1. The Board of Examiners appoints at least one responsible examiner per component for administering exams, assessments and/or practicals. This examiner provides the Board of Examiners with the information requested.
2. Examiners must have a University Teaching Qualification (UTQ), unless the Board of Examiners decides otherwise.
3. The examiners are responsible for the following tasks:
  - a. defining the assessment plan (see Article 1.7);
  - b. preparing the exam, assessment and/or practical;
  - c. assessing and determining the results of exams, assessments and/or practicals taken by students;
  - d. providing the administration office with all the necessary information to award the exam, assessment and/or practical results;
  - e. determining the time(s) and place(s) for exam/assessment inspection by the student of the assessment of written exams or the notes of oral exams;
4. The examiner can, without losing their full responsibility, have other members of the teaching team perform tasks belonging to an examination component.
5. When performing the tasks for the relevant components as stipulated in paragraph 3, the examiners and members of the teaching teams must observe the Act, the regulations contained within or arising from the EERs, and the present Rules and Regulations.
6. The examiners are responsible for providing study information including information on the form of the exam, assessment and/or practical to the students, through 'the Student Portal in a timely fashion, and at the start of a study component.
7. Examiners are obliged to report fraud or a suspicion of fraud to the Board of Examiners.
8. The Board of Examiners can revoke the appointment of an examiner at any time.

#### **ARTICLE 1.6 ASSESSMENT COMMITTEE**

The Assessment Committee provides examiners with expert advice on assessment, checks the quality of exams and assessments and checks constructive alignment of courses/components and their assessment. The Assessment Committee reports to the Board of Examiners in all matters regarding quality of assessment.

## **ARTICLE 1.7 ASSESSMENT PLAN**

The assessment of each course is described in an assessment plan. This plan describes the intended learning outcomes of each course in terms of Dublin descriptors and how they are aligned with the examination. It also describes the assessment procedure for the regular exam and the resit and how the final grade of a course is calculated. If the assessment is different from or additional to a written exam, the assessment plan also indicates how fraud is prevented and detected. Each year the assessment plan needs to be submitted to the Assessment Committee. Minor changes will be approved by the Assessment Committee, major changes by the Director of Studies and the Chair of the Board of Examiners with advice from the Assessment Committee and the Chair of the Programme Committee. In expediting circumstances, the Board of Examiners can approve changes without consulting others.

The parts of the assessment plan deemed relevant for students are communicated to the students by the examiner.

## **ARTICLE 1.8 COMMUNICATION**

1. The Student Portal (including Canvas and UM Intranet), email through UM addresses, and formal letters are the only official forms of communication with students.
2. All course/component information, including course descriptions and exam methods, will be available on the Student Portal from the start of each block (cf. Article 1.5.6).
3. Changes to the course/component information will be posted as announcements in the Student Portal in a timely fashion.
4. Students must regularly check and maintain the Student Portal, UM Intranet and their UM email account. Links given in the Student Portal and UM Intranet to web pages outside the Student Portal do not count as information postings. Forwarding an email to another email address does not count as maintaining the UM email.

## **Section 2 Exams/grading, overall assessment**

### **ARTICLE 2.1 ASSESSMENTS**

1. Assessments of the components (including skills training, projects and internships) shall be in accordance with section 5 of the EER.
2. The assessment is communicated to students through Student Portal (see Article 1.7).
3. At the start of each component, the students are informed (through the Student Portal and/or email) of the assessment criteria, insofar as these are not contained within or arise from the EER, the present rules and regulations, or the Study Guide.
4. Each exam of a component may contain one item covering material from a previous component, that is not part of the course itself (i.e. a review question). The points earned may be worth a maximum of 10% of the grade.
5. For regular courses, bonus assignments can be given with a maximum of 10% of the grade.
6. Group assignments outside semester projects can be given with a maximum of 30% of the grade.
7. Assessment of components can be non-linear.

## ARTICLE 2.2 GRADE DESCRIPTORS

The exam/assessment results of study components (including courses and projects) and the thesis are assigned on a 10-point scale, where a result of at least a 6.0/10 represents a pass. Whole grades are awarded to exams. Both half and whole grades can be awarded for study components of at least 10 ECTS as well as for semester projects.

10-points	Descriptor	UK	US
10	Outstanding	A*	A+
9.5		A*	A+
9	Very Good	A*	A+
8.5		A*	A+
8	Good	A	A
7.5		A-	A
7	More than satisfactory	B	B+
6.5		C	B
6	Satisfactory	D	C
5.5		E	D
5	Almost satisfactory	F	F
4	Unsatisfactory	F	F
3	Very unsatisfactory	F	F
2	Poor	F	F
1	Very Poor	F	F

A label NG ("no grade") can be assigned when an assessment is incomplete, and no result can be assigned or as a consequence of plagiarism or academic dishonesty. Exams that students have not timely deregistered on the Student Portal, will be regarded as an incomplete assessment. An NG automatically constitutes a fail and no credit is awarded.

Examiners are instructed to grade in accordance with the Dutch grading culture.

## ARTICLE 2.3 BACHELOR'S EXAMINATION

1. After all examination components have been administered, the results of the examination will be determined by the Board of Examiners.
2. To pass the bachelor examination, the student must:
  - a. Receive a grade of 6.0/10 or higher for all exams/assessments.
  - b. Receive a grade of 6.0/10 or higher for the bachelor's thesis.
3. If a student has studied for a period longer than six years or when doubts are raised by examiners or project coordinators whether the student has achieved certain intended learning outcomes, the Board of Examiners can launch an investigation into whether the



student has mastered all intended learning outcomes, and if not, deny finalizing examination.

#### **ARTICLE 2.4 RESITS**

1. For each written exam there is a resit opportunity.
2. For students that have not been able to participate in the regular examination of exam types other than written exams due to force majeure (Article 3.7 is applicable), the Board of Examiners can grant a replacement opportunity.
3. For project resits there are separate regulations, which are included in Article 5.8.
4. In case of a resit the highest grade obtained counts.
5. Once a student successfully passes an exam they cannot re-sit the exam.
6. For resitting separate sub-tests (i.e. written / oral exams) and assignments within a failed exam the following guidelines hold:
  - a. Sub-tests and assignments that were passed within an exam, which was not passed, will lose their validity at the end of the academic year in which they were passed. (See Article 5.12 of the EER)
  - b. The examiner decides upon content and form of the resit, replacement or repair opportunity.
  - c. Only a single resit, replacement or repair opportunity can be offered per academic year, withstanding Article 5.8 of the EER.
  - d. In case subtests/assignments are offered as a resit separately, passed sub-tests and assignments (i.e. 6.0/10 or higher) cannot be resit.
  - e. When computing the grade for the full exam, the highest graded valid opportunity of each sub-test / assignment is taken into account.
  - f. A repair opportunity should always be offered for failed subtests and assignments for which at least a 40% score is obtained, and the student has an overall failing grade. Such an opportunity can be offered in a different way than the original one.
  - g. An examiner can decide to unconditionally offer a single repair opportunity per academic year in an approved assessment plan.
  - h. Resits, replacement and repair opportunities are not offered for bonus assignments.
  - i. The examiner can choose to limit the maximum grade of a repair opportunity. If nothing is specified, the default is that the maximum grade that can be obtained for a repair opportunity is 6.0/10.

#### **ARTICLE 2.5 ASSESSMENT IN EXCEPTIONAL CASES**

1. The assessment in exceptional cases as meant in Article 5.8 of the EER will take place during semester 2 for courses from semester 1 and in the last week of the academic year for courses from semester 2. The exact moment of this assessment is determined by the Board of Examiners.
2. Requests for this assessment must be filed by the student to the Board of Examiners within two weeks after becoming eligible for making such request, but no later than the first of July. Given this deadline, it is also possible that the student makes a conditional request in case the student expects to become eligible but has not received their results for all study components yet.
3. Withstanding the minimal requirements in Article 5.8 of the EER, students must argue in their request that they have a reasonable chance of passing this assessment without retaking the course (or have scored a 5 at the last opportunity), and argue that they have taken all possible efforts to pass the component at hand. This involves showing that both exam opportunities have been fully made, including showing that a fair attempt has been made for all exam components such as assignments, essays, etc; or show force majeure for all missed exam components.

4. Components that are offered by other programmes are not eligible for this assessment, and students that are from a different programme are not eligible for this assessment.
5. Assessment in exceptional cases does not apply to projects.
6. Assessment in exceptional cases is only offered once per program.
7. Assessment in exceptional cases does not apply if the delay is caused by invalidation or exclusion of exam (results) due to fraud either directly or indirectly.
8. Assessment in exceptional cases does not apply for premasters, nor for the propaedeutic phase.

#### **ARTICLE 2.6 EXEMPTION FROM EXAMS/ASSESSMENTS**

1. A request for exemption must be submitted in writing with the reason stated to the Board of Examiners. A request must be accompanied with written information and evidence regarding the relevant study programme/course elsewhere or work experience such that the Board of Examiners can judge whether the full components indeed have been obtained at, at least, the same level.
2. The Board of Examiners may consult the relevant examiners before making their decision regarding the request.
3. Exemptions cannot be granted for components for which already a result has been issued, irrespective of whether this is a passing, an NG or a failing grade; nor can exemptions be issued for components where the student has been sanctioned for fraud.

#### **ARTICLE 2.7 EXAM RESULTS: AMENDMENT**

Examiners may amend grades once by one grade step (i.e., for courses a single grade point). In special cases, the Board of Examiners may approve additional or larger amendments of the results of an exam determined by one or more examiners.

#### **ARTICLE 2.8 EXAM INSPECTION**

1. The student has, in accordance with Article 5.11 of the EER the right to inspect their evaluated work. The examiner can choose either to:
  - a. organize a collective inspection hour or
  - b. have the students request an appointment within 10 working days after the announcement of the exam results.
2. Exam inspections in principle take place onsite.
3. In the case of a collective inspection hour, there must be room for interaction. In case of a pressing ground for not being able to attend the collective inspection hour (e.g., overlapping classes, KE@Work or pressing medical appointments, but NOT work or holiday), an individual appointment can be requested within the timeframe as stipulated under paragraph 1.b. Collective inspection hours are announced at least 5 days in advance on Student Portal.

#### **ARTICLE 2.9 GPA**

The GPA is computed as the weighted average score over all exams that are listed as part of the programme and have been originally marked with a Dutch grade on a ten-point scale, taking into account that:

1. an exam for which a failing grade is obtained is also included in the GPA, although no credits are listed on the Student Portal;

2. if more than one grade is listed for an exam, the highest grade is taken into account for the calculation;
3. The GPA computed in the system is in three significant digits and rounded downwards. In each case the GPA is converted to or compared with fewer significant digits, the GPA is rounded downwards;
4. grades for group projects are excluded from the GPA;
5. extracurricular courses are not included in the GPA.

#### **ARTICLE 2.10 CERTIFICATE**

1. Students shall be awarded a certificate/diploma for all examinations that they complete successfully, as stipulated in the Higher Education and Research Act.
2. The following predicates may be added to the certificate by the Board of Examiners:
  - a. "cum laude", if the student has received a minimum grade of 7.0 for all exams of the bachelor's overall assessment (included in the GPA computation) at each first exam opportunity, has received a minimum grade of 8.0 for the thesis at first opportunity and has a GPA of 8.00 or higher, and if the overall exams organized by the programme together represent a minimum of 120 ECTS.
  - b. "summa cum laude", if the student has received a minimum grade of 7.0 for all exams of the bachelor's overall assessment (included in the GPA computation) at each first exam opportunity, has received a minimum grade of 9.0 for the thesis at first opportunity and has a GPA of 9.00 or higher, and if the overall exams organized by the programme together represent a minimum of 120 ECTS.

As a leniency arrangement, a single grade 6.0 for a course at first opportunity (not for the thesis) can be compensated by having a GPA that is at least 0.50 higher than the requirement. This cannot be used to compensate multiple 6.0 grades, nor failing grades at first opportunity.

3. These predicates can, in special cases, also be awarded at the discretion of the Board of Examiners.
4. Students who committed fraud and/or plagiarism and whose exam, or part thereof, is declared invalid or who have been excluded from exams, are excluded from the (Summa) Cum Laude predicates.
5. "first exam opportunity" in sub 2 means that all exams must be taken in the year of enrolment that corresponds to the course/component year of the exam, and that no earlier exam result exists. The thesis must be defended at the first bachelor conference.

#### **ARTICLE 2.11 ASSESSMENT BY COMMITTEES**

For components that are in principle graded by committees on basis of consensus the following holds if consensus within the committee is not possible:

1. If there is consensus amongst the DACS staff members/examiners, that consensus determines the grade.
2. If the grade of DACS staff members/examiners differs by no more than 1 grade point, the average of the grade determines the grade of the component.
3. If the grade of DACS staff members/examiners differs by more than 1 grade point, the median of the grade determines the grade of the component. For this, at least three examiners must be part of the committee. If this is not yet the case, the examiner(s) must contact the Board of Examiners to add an additional examiner to the committee.

## ARTICLE 2.12 ELECTIVES

1. Electives outside the programme, including study abroad are subject to approval by this Board of Examiners
2. The Board of Examiners will take into account when considering requests for electives outside the programme
  - a) whether the proposed elective plan is feasible
  - b) whether the proposed electives contribute to the learning goals/qualifications of the programme
  - c) the level of the proposed electives. In principle, only 3<sup>rd</sup> year level bachelor courses at research universities are allowed. The Board of Examiners can choose to deviate from this by allowing up to two advanced second year components, with a joint maximum number of 10 ECTS. Propaedeutic courses are never allowed
  - d) whether the proposed electives overlap with other components
  - e) the study progress of the student
  - f) the motivation letter
  - g) Whether the student passed project 2-1, KE@Work semester 2-1 or MaRBLLe 2.0 semester 2-1 is successfully completed with credit points being awarded in case the elective is a minor or study abroad
  - h) For study abroad and minors additional requirements/criteria hold.
3. The Board of Examiners only determines whether it will recognize the credits taken elsewhere and whether the student is allowed to take components outside the programme, not whether the receiving program will accept the student.
4. The deadlines for requests for electives are:
  - a) for study abroad: a date in January of the preceding year, to be published on intranet.
  - b) for minors: the first of April of the preceding academic year
  - c) for other courses outside the programme: the first of May of the preceding year
  - d) The Board of Examiners can put requests on hold or conditionally approve them, when students do not (yet) meet the requirements as stated in Articles 5.3, 3.8 and 3.9 of the EER. If an elective is conditionally approved and the student does not meet the requirements before the start of the academic year or the date at which they must definitively register for the elective – whichever comes first – the student must cancel the registration.
5. For KE@Work students, also permission from KE@Work is required, to ensure that students adhere to the contract requirements.
6. If a student receives permission to do a minor, then this permission is for the full minor, not for the separate components. For the educational minor this means that the full 35 ECTS must be obtained including the teaching qualification. If the student wishes to graduate without completing the full minor for which permission has been granted, the student must request permission for each separate course in the minor, bound to the regular restrictions and conditions of electives outside of the programme. All courses for which no permission is granted will be considered extracurricular.

## ARTICLE 2.13 STUDY ABROAD

1. Due to the fact that arrangements for study abroad have to be made at an earlier stage, there must be a high probability that the inclusion requirements from Article 5.3 of the EER, will be met at the end of the academic year. Therefore, to be considered for exchange (withstanding Article 5.3 of the EER):
  - a. 60 ECTS from course year 1 and at least 22 ECTS from course year 2 have to be obtained after the first semester of year 2,
  - b. project 2-1 or MaRBLLe 2.0 semester 2-1 must be successfully completed with credit points being awarded at first opportunity,

- c. The Board of Examiners can deviate from a) if a student has applied for a university that is an Erasmus partner.
2. The Board of Examiners selects the students to be nominated for exchange from the pool of applicants. The Board of Examiners selects students based on the criteria stated in Article 2.12 and on past academic and non-academic conduct, study progress and GPA.
3. Any allocation to exchange partners is conditional on the requirements stated in this article and Article 5.3 of the EER and meeting those conditions is the responsibility of the student.

#### **ARTICLE 2.14 EXTRACURRICULAR COMPONENTS**

1. Only the components that fit the nominal study of 180 ECTS are curricular.
2. Whether or not to allow extracurricular components is a decision of the education management. If extracurricular components are allowed and taken, it should be made clear to the Board of Examiners beforehand that they will be extracurricular.
3. In case it has not been indicated what the extracurricular components are, and the student has more than 180 ECTS, the chronologically, first components obtained that constitute a valid program are considered the curricular components, the other component(s) the extracurricular ones. If a component can be removed from the program (last first) and while resulting in a valid programme of at least 180 ECTS, that component is considered extracurricular. Failed courses are always included in the GPA calculation (see Article 2.9 paragraph 1).

#### **ARTICLE 2.15 TRANSITION RULE DSAI CURRICULUM CHANGE 2023**

Transition rules for the curriculum DSAI

1. Students that started the program DSAI in September 2021 or earlier in principle must adhere to the curriculum as specified in the EER of the academic year 2022/2023, with the exception that:
  - a. If they failed the course "ICT and Knowledge management", this can be replaced by the course "Principles of Data Science"
  - b. If they failed the course "Introduction to Computer Science 1", this can be replaced by the equivalent course "Procedural Programming"
  - c. If they failed the course "Introduction to Computer Science 2", this can be replaced by the equivalent course "Objects in Programming"
  - d. For electives from year 3 that were successfully completed after September 2017 and before August 2023, these count according to the EER in the year that these electives were successfully completed.
  - e. For year 2 electives that were successfully completed after September 2017 and before August 2023, these count according to the EER in the year that these electives were successfully completed.
  - f. If they have not passed Introduction to Image and Video Processing KEN3238, they can replace this course with Multivariable Calculus KEN3250 as a year 2 elective, or as the sole year 2 elective that replaces one of the year 3 electives. This means that for these students the course "Theoretical computer science" is a mandatory course. Also, for these students, the courses "Natural language processing" and "Image and Video processing" are year 2 period 5 electives, even if they are passed in year 2 period 4 in a later year, withstanding Article 5.12 of the EER.
2. Students that started the program DSAI in September 2022 in principle must adhere to the curriculum of year 1 of the EER of 2022/2023 with the exception that:
  - a. If they failed the course "ICT and Knowledge management", this can be replaced by the course "Principles of Data Science"
  - b. If they failed the course "Introduction to Computer Science 1", this can be replaced by the equivalent course "Procedural Programming"

- c. If they failed the course "Introduction to Computer Science 2", this can be replaced by the equivalent course "Objects in Programming"  
And for year 2 and 3 they must adhere to the EER of 2023/2024.
3. For all students, as should be clear from Article 2.12(2)(d), one cannot take Multivariable Calculus KEN3250 if the student already passed an elective course with (partially) overlapping intended learning outcomes such as e.g. MAT2008 at MSP or e.g. on exchange.

## Section 3 Procedures

### ARTICLE 3.1 EXAMS

1. Students must register in time for their education, exams and re-sits. If they miss the deadline, they cannot participate in the exam. If exceptional circumstances prevented registering, they are eligible for dispensation from the registration deadline. See also Article 3.7 on Hardship.
2. Students must adhere to the booking instructions for registering and adhere to the booking deadlines.
3. Students can only sit a single exam at a time.
4. In principle all exams (including the thesis defence) are onsite.
5. The programme shall ensure that there is at least one invigilator present during written exams.
6. During written exams, the rules specified by "the Rules of Procedure for Examinations" / "Rules of Procedure for Course Examinations at Maastricht University" apply, in addition to these Rules and Regulations.
7. A student who is denied entrance to the exam (location) will not be awarded any results for the exam in question and therefore receives an NG.
8. The student must follow any instructions given by the Board of Examiners, the examiner and the invigilator at all times.
9. The check whether a student is admissible to the exam, may be performed afterwards. If in that case the student turns out to be inadmissible, the exam is invalidated and remains ungraded.
10. Students will not be admitted to the exam location after the official start of the exam. As soon as a student has left the exam location, they will not be allowed to re-enter the exam location.
11. Students may only participate in an exam if they can provide a valid and undamaged proof of identity, which must be placed on the table so that it is clearly visible. If a student cannot provide proof of identity during the exam, the student can be refused entry and the Board of Examiners will be informed who may declare the student's exam null and void (i.e. label NG).
12. Instructions on how to fill in answer forms of the exam are given on the answer forms, in the exam booklet, or beforehand on student portal. The forms cannot be processed if students ignore these instructions, use different writing devices than instructed, change the details printed on the forms or make notes elsewhere on the answer form. The consequences of not following the instructions are entirely the student's own responsibility. If students suspect that there are inaccuracies, they are to indicate this to the examiner, if present, and otherwise state this on the exam.
13. Students may not use red pens nor pencils for writing text, and must ensure that exams are scannable which also means that they may not attach stickers to exams and may not tear pages.
14. Unless the Board of Examiners has specified elsewhere, the student may not bring any aids into the exam hall and/or use these during the exam. A student who has written

permission from the Board of Examiners to use aids must inform the examiner or invigilator present before the start of each exam and must always be able to provide a copy of this document. As an exception to this rule are the aids that are specifically mentioned on the cover sheet and a blue or black pen.

15. Maastricht University is expressly exempt from any liability regarding damage to or loss of aids that have been confiscated.
16. In the event of irregularities and/or fraud, the invigilator informs the student and reports the irregularities and/or fraud in written form. The Board of Examiners will be informed after the exam of any irregularities and violations that took place before, during or after the exam. The Board of Examiners may decide to take further sanctions and/or measures.
17. In the event of irregularities that hinder further proper examining, the invigilator is authorised to confiscate the exam materials including any answer forms and exclude the student from further participation in the exam. The Board of Examiners will be informed after the exam of any irregularities and violations that took place before, during or after the exam. The Board of Examiners may decide to take further sanctions and/or measures.
18. In the case of online proctored exams, it is the responsibility of the student to make the exam in the way it is instructed. Failure to do so is an irregularity and means the exam will be invalid. If it is not possible to adequately supervise the student during (part of) the exam, the exam is declared invalid. Other than in paragraph 16, with online proctored exams the student may be informed later about the irregularities that have occurred.
19. Written exams in paper form consist of a booklet with questions and answer space. The booklet provided contains at least one extra page for answers. Separate extra pages handed in are not taken into consideration when grading.
20. The booklet must be handed in by the official end of the exam or as indicated by the invigilator. Refusal to comply is considered fraud and will, apart from possible sanctions, render the student ineligible for (summa) cum laude predicates.
21. After students have handed in their answer form, they must leave the exam location as quickly and quietly as possible.
22. For online proctored exams and take-home exams, additional rules may be imposed, including conditions when the exam is considered to be (in)valid such as possible oral follow-ups.

### **ARTICLE 3.2 QUOTING AND COPYING CODE**

1. Unless it is clearly specified to the contrary in the assignment/project, it is not allowed to use source code from others (including code generated by artificial intelligence), other sources, or one's own source code from other components.
2. In the case it was explicitly permitted to use code from other sources, one must both
  - a. Indicate using block marking that the code was copied, ensuring that this block marking can be clearly distinguished from other block markings;
  - b. Add clearly and unambiguously in the report and/or in the accompanying submission notes which parts of the code contain copied parts and indicate the source as well as the percentage of the code in the file that was copied, such that the examiner is aware that this is not the student's work and can decide not to award credit for it.
3. In case that software packages or libraries have been used in a project or in thesis research, these must be clearly indicated in the report or thesis.
4. Do not share your solutions with others nor post them on the internet. If you do, your actions could be considered facilitating fraud and as such fraud in itself (see Article 3.4(1)(c) and Article 3.4(2)(e)).

### **ARTICLE 3.3 DISCLOSING THE USE OF GENERATIVE ARTIFICIAL INTELLIGENCE**

1. Unless otherwise mentioned in the course materials /assignment/project, it is not allowed to use generative artificial intelligence including, but not limited to GPT-x, ChatGPT (Plus) and BARD, to generate content that is used to answer exam questions/assignments in a way that makes it impossible to assess the Intended Learning Outcomes.
2. If the use of generative artificial intelligence is allowed, it still must be disclosed, unless explicitly stated otherwise in the course materials/assignment/project. The use of short-form input assistance such as predictive text input does not have to be disclosed, unless it is used in such fashion that in essence it is generating text, code or other content for the student.
3. In case of permitted use of generative AI, it is up to the examiner to decide in how far credits can be awarded to parts that were constructed using AI.

### **ARTICLE 3.4 FRAUD INCLUDING PLAGIARISM AND FABRICATING AND/OR FALSIFYING RESEARCH DATA**

In this article – which is related to Article 5.15 of the EER – it is, in accordance with Article 7.12b(3) of the Act explained, how the Board of Examiners acts under Article 7.12b(2) of the Act.

1. The Board of Examiners may impose one of the disciplinary measures set down in paragraph 7 of this article if it establishes that one or more students, in any exam or exam component have committed fraud, including:
  - a. have had any aids/devices, resources, text, software or notes at their 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. have communicated or tried to communicate with another student without permission from an invigilator, examiner, or Board of Examiners member;
  - c. have copied or attempted to copy from another student, or have provided the opportunity to copy;
  - d. have collaborated on a graded assignment, paper or practical, whereas this was not explicitly allowed;
  - e. have posed as someone else or let someone else pose as them;
  - f. have 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. have used an obfuscation method in submitted work that is likely to have the effect that plagiarism checking tools do not work optimally;
  - h. have disregarded the instructions of the invigilator or the instructions for the exam (component) such that an unfair advantage might have been obtained;
  - i. have performed actions or omissions which make it impossible in whole or in part to properly evaluate their knowledge, understanding and/or 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 one or more students have committed fraud, including:
  - a. have falsified the information on mandatory attendance, participation or effort obligation; or had someone else falsify that information; or has signed off on attendance, participation or effort obligation when it was not (fully) met;
  - b. have falsified exam results;
  - c. have falsely obtained, or attempted to, access to an exam;
  - d. have misled an examiner relating to exam (components), registration, or grading;



- e. have facilitated other students to engage in fraud;
  - f. have fabricated and/or falsified survey or interview answers or research data;
  - g. have breached or attempted to breach the security measures around exams.
3. The Board of Examiners may impose one of the disciplinary measures set down in paragraph 7 of this article if it establishes that one or more students have committed plagiarism in any exam, part or component, including:
- a. Using or copying their personal or others' 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 their 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 their own or others' texts without adequate reference to the source;
  - e. copying video, audio or test material, software and program codes from others without adequate reference to the source and thus passing them off as their own;
  - f. copying work from other students and thus passing it off as their own;
  - g. submitting a text that has been previously been submitted for an 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 their own;
- where in all of these provisions "others" and "third party" does not only refer to people but also to generative artificial intelligence such as GPT-x, ChatGPT (Plus) or BARD. If the use of artificial intelligence is allowed and/or does not have to be disclosed for a specific use, this is explicitly mentioned in the course materials.
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. If it is unambiguously clear that only specific students have committed fraud, only the students in question will receive punitive sanctions, but all are subject to corrective sanctions.
6. In the event that the Board of Examiners suspects that a student has committed fraud in any way, the Board of Examiners shall be 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 examiner(s), the chair will inform the members of the Board of Examiners, and invite the student and the examiner(s) the opportunity to each state their case. Students may have an adviser accompany them. If the Board of Examiners establishes that a student has committed fraud, the Board will declare the relevant exams/assessment and/or attendance registration null and void (label NG) and can impose a measure as set down in paragraph 7. The Board of Examiners will inform the student involved, the examiner and education office regarding this measure and the reason on which this measure is based. This procedure shall take place in accordance with Article 7.12b of the Act.
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 and/or the attendance registration invalid, as well as impose the following disciplinary measures:
- a. a reprimand;

- b. exclusion from participation or further participation in one or more exams in the programme for a period of at most one year;
  - c. 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 offences 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 programme.
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 is included in the student's dossier and, if applicable for the programme in question, a notice of unprofessional behaviour will be drawn up.
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 assessment in exceptional cases for those components/modules.

### **ARTICLE 3.5 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, in order to secure its legal duty as stated in Article 7.12b (1)(a) of the Act.

### **ARTICLE 3.6 PARTICIPATION**

1. Events that are considered practicals as defined in Article 7.13(2)(t) of the Act may require active participation. Students are assessed for this element of the practical (assignments) in terms of pass/fail.
2. For participation in an on-line setting, it is required that students are visible on camera, such that participation can be verified.

### **ARTICLE 3.7 HARDSHIP**

In cases where the application of the regulations would lead to manifestly unreasonable results (Article 8.3(2) of the EER), due to personal circumstances, the following applies:

1. The Board of Examiners decides whether circumstances are hardship or not. When students make a request for hardship the student must properly motivate this request and provide proof for the circumstances that have occurred. The request must be filed as soon as possible, but no later than two weeks after the event occurred.
  - a. Without proper proof the claim cannot be taken into consideration. To be clear: An email claiming illness is not considered proof.

- b. If it is possible to avoid a problem from occurring by e.g. requesting to reschedule a meeting, the student is obliged to do so.
2. For the Board of Examiners to take a hardship request into consideration, the student must show force majeure for all opportunities. Examples that might be considered as hardship:
  - a. Acute medical care that made it impossible to participate and there was no alternative available
  - b. Death of a family member in the first degree that made it impossible to participate and there was no alternative available
3. Examples that are not considered hardship:
  - a. Plannable medical care
  - b. Seeking medical care, available in the Netherlands, abroad
  - c. Motivation
  - d. Study delay or financial issues
  - e. Exchange
  - f. Consequences of fraud
  - g. Travel
4. In cases of personal circumstances students are obliged to be proactive and seek help from the student counsellor and actively try to mitigate the possible effects.
5. Written exams are organised twice per year, which does not imply that the student has the right to have two exam attempts per year. As such, the choice of not taking the first opportunity is to be avoided and bears additional risk.

#### **ARTICLE 3.8 REGISTRATION FOR STUDENTS THAT ARE NOT STUDENTS OF THE PROGRAMME**

1. Students that are not students the programme, i.e. not students of the Bachelor of Science in Data Science & Artificial Intelligence or the Bachelor of Science in Computer Science programme, must have received clearance from the Board of Examiners of the Bachelor of Science in Data Science & Artificial Intelligence/the Bachelor of Science in Computer Science<sup>1</sup> on the prerequisites before the registration deadline and as such, apply for that ultimately six weeks before the registration deadline.
2. The registration of students that are not students of the programme is subject to approval by the Board of Examiners of the programme.
3. Students not of the programme are not admissible to semester projects, with the exception of premaster students for the master DSDM and the master AI.
4. Withstanding Article 4.2(3) of the EER, for students that are not of the programme, an additional requirement for following year 1 courses is that they are admissible to the programme.
5. There is a limited capacity for students that are not students of the programme.

### **Section 4 Closing provisions**

#### **ARTICLE 4.1 AMENDMENTS**

1. Amendments to these rules and regulations shall be determined by the Board of Examiners by means of a separate decision.
2. Amendments will in principle not be made to the current academic year, unless it may reasonably be assumed that the interests of the students are not harmed as a result, or when they are necessary to ensure the quality of the exams.

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<sup>1</sup> For UCM and MSP students: please be aware that the procedure is not to request waivers from the course coordinators, but you must submit your request to the FSE - Board of Examiners – Computing Sciences.

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**ARTICLE 4.2 ENTRY INTO FORCE**

These rules and regulations shall enter into force as of 1 September 2024 and hold for an academic year or until new Rules and Regulations are published, whichever comes first.

## Section 5 Semester Project/Module regulations

*Project/Module regulations for the Bachelor's programme in Data Science & Artificial Intelligence and the Bachelor's programme in Computer Science in the Faculty of Science and Engineering at Maastricht University, approved by the Board of Examiners.*

### ARTICLE 5.1 APPLICABILITY OF THE RULES AND REGULATIONS

This section describes the rules and regulations specific to the semester projects of the Bachelor's programme in Data Science & Artificial Intelligence and the Bachelor's programme in Computer Science, and the semester modules of the Bachelor's programme in Computer Science, withstanding the Education and Examination Regulations, hereinafter referred to as EERs. These project/module regulations apply only for a semester project/module, not for group assignments within a course.

### ARTICLE 5.2 DEFINITIONS

The definitions stated in Article 1.2 of the EER and in Article 1.2 of these Rules and Regulations apply. In addition, the following definitions apply:

- a. *Project content examiner(s)*: the person(s) who sets the requirements for the different aspects of the project, assesses the content of the project including product, presentation, report and process, and provides content-based supervision during the projects;
- b. *project*: an education component, as defined in Article 7.13(2)(t) of the Act, where students work in small groups on complex and challenging assignments in order to develop a variety of skills. A project spreads out over one semester (or multiple blocks). They are usually group projects, but individual projects may also occur.
- c. *project group*: a small group of students that jointly work on a project. Project groups can also consist of a single member.
- d. *Project coordinator*: the person responsible for the daily management of a project semester as a whole, and acts as an examiner as the coordinator awards the results within the legal framework;
- e. *project tutor*: the person responsible for the daily management of a project group in a certain semester or certain block during a semester;
- f. *project mediator*: the person responsible for managing team dynamics issues of a project group in a certain semester or certain block during a semester;
- g. *project manual*: study resource for the project. The project manual contains the project assignment.
- h. *project session*: an educational activity, as defined in Article 7.13(2)(t) of the Act; a scheduled session of the project group aimed at learning project management. The project tutor joins in during part of the meeting and assess the process.
- i. *skills class*: an educational activity, as defined in Article 7.13(2)(t) of the Act; skills class that is part of the project as referred to as "project skill" in the EER.
- j. *skills class teacher*: the person responsible for a skills class.
- k. *module*: an education component, as defined in Article 7.13(2)(t) of the Act, which comprise an elective course, a semester project, and related skills classes. A module spreads out over one semester (or multiple blocks).

### ARTICLE 5.3 ORGANIZATION

1. The project coordinator is responsible for the daily management of the project; regularly communicates and coordinates the project examiners; is responsible for the attendance

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and participation registration for the compulsory project meetings (which are indicated in the project manual or in these regulations); manages the project tutor(s), administers assessment, ensures that the students are given feedback and coordinates with the project content examiners the composition of the project manual and distributes information at the start of the project.

2. The project tutor(s) supervise the students using a process-based approach and, depending on the project, also a content-based approach. Students regularly report back to the project tutors during the project meetings. The project tutor(s) track the attendance and participation of students during project meetings. The project mediator(s) manage team dynamics issues in project groups.
3. Projects are group work and all students are expected to actively participate. Students whose behaviour is still detrimental after receiving a formal warning can be expelled from the project and receive an NG. They are not allowed to take a project resit.
4. Students that have failed or have been expelled from a particular semester project in at least two different years, can be placed in special project groups at the discretion of the Director of Studies, while abiding to the learning outcomes.
5. It is up to the examiners to decide which student will present what in the project presentations (if applicable), and this decision can be communicated by the examiners last-minute. In case the final evaluation is in the form of a final presentation, the final presentation is a public presentation.

#### **ARTICLE 5.4 ATTENDANCE AND PARTICIPATION**

1. On-campus attendance and participation in the project meetings, project skills classes and assessment moments, is mandatory, see Article 4.4 of the EER. Missing such a meeting/class/moment in this article means failure to be present during part of or the complete meeting/class/moment, inadequate participation or inadequately completing the assignments. For project meetings the project tutor or project coordinator decides whether a student missed it or not, for the skills classes the skills class teacher or project coordinator, and for the assessment moments the examiners.
2. Insufficient participation in the project meetings, project skills classes or assessment moments can lead to a grade reduction or even an NG. This is project-dependent and will be specified in the project manual or on the Student Portal. Any arrangements that offer the possibility to miss project meetings and skills classes should not be taken lightly and should only be used in a case of clear force majeure.

#### **ARTICLE 5.5 EXAMINERS**

The Board of Examiners appoints at least two project content examiners and a project coordinator, where the role of project content examiner and coordinator can be combined. The project examiners determine the grade according to a pre-agreed procedure and set extra assignments when needed. The tutor provides advice on the assessments of the project management as part of the final assessment. The project coordinator adjusts the individual grades as described in Article 5.4 and Article 5.6 and hands the final grades in to the exam administration.

#### **ARTICLE 5.6 PROJECT GRADE**

1. The final assessment will be determined at the end of each project. Each project will be assessed separately. The assessment will be based on different components. These components and their weights are determined by the examiners and are project-dependent. These components will be listed in the project manual or on the Student Portal.

The individual skills class grade can also contribute to the student's final grade for the project.

2. As indicated in paragraph 1, for each project there are a number of on-campus assessment moments that may include, but are not limited to, a midway evaluation and a final evaluation. The consequence of missing a midway evaluation is project-dependent and will be specified in the project manual or on the Student Protal. Failure to participate in a final evaluation, results in a failing grade.
3. The project grade is a group grade, which applies to all members of the group. The project examiners may deviate (positively or negatively) from the group grade and issue an individual grade for students, if participation and cooperation within a group has not been homogeneous.
4. Examiners can choose to use peer assessment for adjusting individual grades.
5. For students who have not met the project requirements by insufficient participation in project meetings, skills classes, project presentations, the product and report examination (if applicable) and any other mandatory meetings, the modification to the student's grade as indicated in Article 5.4 and in Article 5.6.3 will be applied after the individual grading of the student.
6. In case the project is part of a semester module (as in course year 2 of the Bachelor's programme in Computer Science), the project is graded using a pass-fail grading: the project grade is either a pass or a fail.

#### **ARTICLE 5.7 MODULE GRADE**

The grade for a semester module (of the Bachelor's programme in Computer Science) is an individual grade. Since semester modules comprise an elective course, a semester project and related skills classes, the grade for a semester module is also determined by these three components. If the project grade is an NG, then the module grade is automatically also an NG. If the project grade is a fail, then the module grade is automatically also a failing grade. If the project grade is a pass, then the module grade is the grade for the elective course. Moreover, if a student has not participated sufficiently in the skills classes, this can lead to a grade reduction of the module grade or even an NG on the whole module.

#### **ARTICLE 5.8 PROJECT RESULTS: WRITTEN MOTIVATION**

The project assessment will be motivated in writing on a form that provides an overview of the project report, product and presentations and shows to what degree the results fulfil the final requirements for the project.

#### **ARTICLE 5.9 RESITS**

The resit is a repair opportunity, and the method shall be determined by the examiners. Repair opportunities can be individual or on a group level, where changes will be permitted to the composition of the original project group. Students who were expelled from the project or did not receive a grade in the current academic year are not allowed to take the project resit. Hence, if a student receives an NG (for example due to missing too many project meetings or skills classes), the student is ineligible for a resit. The student(s) will receive the resit assignment from the examiners within 2 working days after failing the project. This additional assignment must be handed in within 10 working days.

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#### **ARTICLE 5.10 HARDSHIP**

The Board of Examiners can excuse students from the participation in project meetings in individual cases due to personal circumstances and can offer repair opportunities for the project as a whole. The student must in such cases prove force majeure for all mandatory meeting that the student missed, see also Article 3.7 of the Rules and Regulations. Deviation from the group grade is possible in such cases. The Board of Examiners can also grant resits for projects in special circumstances. Since the project is an onsite group activity, students must be within commuting distance from Maastricht during each project activity.



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## Section 6 KE@Work Internship regulations

*KE@Work Internship regulations for the Bachelor's programme in Data Science & Artificial Intelligence of Maastricht University.*

### ARTICLE 6.1 APPLICABILITY OF THE RULES AND REGULATIONS

This section describes the rules and regulations that are specific to KE@Work of the Bachelor's programme in Data Science & Artificial Intelligence, withstanding the Education and Examination Regulations, hereinafter referred to as EERs.

### ARTICLE 6.2 OBJECTIVE

In the second and third year of the Bachelor's programme in Data Science & Artificial Intelligence, students can perform an internship in KE@Work as part of their orientation towards the professional field of Data Science and Artificial Intelligence.

### ARTICLE 6.3 QUALIFICATION

KE@Work is part of the DACS Honours programme, where selection is based on the number of ECTS earned, the grades obtained during the first year and motivation. The entrance requirements are described in Article 3.11 paragraph 2 of the EERs.

There are only a limited number of places available and a selection amongst the eligible students is made.

### ARTICLE 6.4 COMPOSITION

KE@Work replaces each of the 3 projects of 6 ECTS in years 2 and 3 by three individual semester projects of 6 ECTS at the selected company. The Bachelor's thesis also forms an integral part of the KE@Work internship period, taking into account that the procedure for the Bachelor's thesis is governed by the general Thesis Regulations.

### ARTICLE 6.5 KE@WORK INTERNSHIP EXAMINER: APPOINTMENT

The Board of Examiners shall appoint a KE@Work internship examiner. The internship examiner must be a member of the academic staff of the programme and DACS, and must hold a doctoral degree. The internship examiner is not employed at the internship organization. The internship examiner takes the role of mentor.

### ARTICLE 6.6 KE@WORK INTERNSHIP PLAN

Before the student starts the internship, the following matters must be set out in an internship plan by the student in consultation with DACS and the internship organisation:

- the formulation of the objectives for the internship;
- time and duration of the internship;
- KE@Work internship examiner;
- time plan and methods of reporting and assessing;
- the name of the daily supervisor at the internship organisation;

- frequency of contact;
- work times;
- any confidentiality agreements.

The internship plan needs approval of the Board of Examiners before the internship starts.

#### **ARTICLE 6.7 INTERNSHIP EXAMINER: TASKS**

The tasks of the internship examiner include the following:

- setting the internship goals in terms of the internship plan;
- advising the student during the internship about internship activities and products;
- maintaining contact with the internship organisation;
- composing an ad hoc assessment committee preferably to be mentioned in the internship plan,
- grading the internship based on consensus in the assessment committee.
- composing and signing an assessment form, including specific feedback on positive and negative points.

#### **ARTICLE 6.8 DAILY SUPERVISOR**

The daily supervisor at the internship organisation cannot be simultaneously a student of FSE, or a family member. In case the daily supervisor is an alumnus of FSE, s/he should have not been enrolled in one of the DACS programmes less than two years before the start of the internship project. The daily supervisor should either have a relevant M.Sc. degree or equivalent professional experience. Supervision cannot be done by a third party.

#### **ARTICLE 6.9 ASSESSMENT**

Assessment of each internship project of 6 ECTS is done in accordance with the internship plan, by an ad hoc committee, which includes the internship examiner as well as the daily supervisor from the internship organisation. Grading is performed by the internship examiner on the basis of consensus reached within the ad hoc assessment committee (See Article 2.11 of the Rules and Regulations). Both half and whole grades can be awarded for KE@Work. The assessment form is handed in by the internship examiner to the KE@Work office within 5 working days after grading.

#### **ARTICLE 6.10 PROFESSIONAL BEHAVIOUR**

Starting from the moment of application, students are expected to behave in a professional way. This means that in case of illness or absence, the KE@Work office, and if applicable the employer, is timely informed, and that the student responds promptly to inquiries. Failure to do so is taken into account in selection, assessment and discussions on whether to terminate the internship.

#### **ARTICLE 6.11 SEMESTER REPORTS**

Each of the 3 semester reports must include a list of the work activities and experiences during the internship and an in-depth review of specific problems related to Data Science and Artificial Intelligence that were dealt with during the semester. The student is responsible for handing in the report and products included in the internship plan to the internship examiner within 30 days of the end of the semester or before the start of the next semester. The report may only be made public with permission from the internship organisation.

#### **ARTICLE 6.12 EARLY TERMINATION**

1. If the student's results drop drastically during the internship, i.e. GPA in a semester below 7.0 or failed courses, DACS (the KE@Work office and the Board of Examiners) may decide in due consultation with the student and daily supervisor to terminate the KE@Work internship.
2. If a student fails more than one course in the 2<sup>nd</sup> or 3<sup>rd</sup> year (after resit), or fails a KE@work internship project, the KE@Work office will automatically discuss whether Paragraph 1 of this article will be invoked.
3. If the student violates the internship plan or misbehaves, commits fraud in any component or acts inappropriately, the KE@Work internship can be terminated after careful consultation with the KE@Work coordinator/internship examiner. In case of fraud or misconduct, a notice of unprofessional behaviour will be sent to KE@Work.
4. The KE@Work internship is automatically terminated after the third year of study, unless the Board of Examiners decides otherwise.

If the student has not finished her/his/their studies or KE@Work itself at the time of termination, the student has not successfully completed KE@Work.

#### **ARTICLE 6.13 EXTRACURRICULAR WORK**

KE@work internship students are expected to work the equivalent of approximately 28 ECTS beyond the credit points awarded for this internship. These extra hours do not count towards meeting the minimal number of required ECTS for completing the bachelor exam and do not appear on the transcript.

#### **ARTICLE 6.14 SKILL CLASSES**

Mandatory skill classes can be imposed. Failure to attend or participate in the complete training has the consequence that the honours certificate is withheld.

#### **ARTICLE 6.15 RESITS**

If a student fails a KE@Work internship project, in principle the KE@Work programme will be terminated (Article 11.2). For each individual case it will be decided by the Board of Examiners in consultation with the Examiner whether, and if so, in which form, a resit opportunity will be offered.

#### **ARTICLE 6.16 ELECTIVES**

Withstanding Article 2.12 of the Rules and Regulations, KE@Work students can only take electives that do not interfere with their KE@Work working days, unless both KE@Work and the company agree.

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## Section 7 MaRBLLe 2.0 regulations

*MaRBLLe 2.0 regulations for the Bachelor's programme in Data Science & Artificial Intelligence of Maastricht University.*

### ARTICLE 7.1 APPLICABILITY OF THE RULES AND REGULATIONS

This section describes the rules and regulations that are specific to MaRBLLe 2.0 of the Bachelor's programme in Data Science & Artificial Intelligence, withstanding the Education and Examination Regulations, hereinafter referred to as EERs.

### ARTICLE 7.2 OBJECTIVE

In the second year of the Bachelor's programme in Data Science & Artificial Intelligence, students can perform a research project within DACS as part of their orientation towards academia.

### ARTICLE 7.3 QUALIFICATION

MaRBLLe 2.0 is part of the DACS Honours programme, where selection is based on the number of ECTS earned, the grades obtained during the first year and motivation. The entrance requirements are described in Article 3.12 paragraph 2 of the EER.

There are only a limited number of places available and a selection amongst the eligible students is made.

### ARTICLE 7.4 COMPOSITION

MaRBLLe 2.0 replaces each of the 2 projects of 6 ECTS in year 2 by two research projects of 6 ECTS. Additionally, for the successful completion of MaRBLLe 2.0 a student must conclude with a research oriented Bachelor's thesis, taking into account that the procedure for the Bachelor's thesis is governed by the general Thesis Regulations.

### ARTICLE 7.5 MARBLE 2.0 COORDINATOR

The Board of Examiners shall appoint a MaRBLLe 2.0 coordinator that also acts as an examiner for all MaRBLLe 2.0 research projects. The MaRBLLe 2.0 coordinator must be a member of the academic staff of the programme and DACS, and must hold a doctoral degree.

The MaRBLLe 2.0 coordinator is responsible for defining the research projects and the project groups. The MaRBLLe 2.0 coordinator proposes examiners for each of the research projects. Furthermore, the MaRBLLe 2.0 coordinator acts as a supervisor for all MaRBLLe research projects.

### ARTICLE 7.6 MARBLE 2.0 EXAMINER

The Board of Examiners shall appoint two examiners for each of the MaRBLLe 2.0 projects. The MaRBLLe 2.0 examiners must be a member of the academic staff of the programme and must hold a doctoral degree.

The examiners are responsible for assessing the students' performance, filling out assessment forms and providing feedback to the students.

## **ARTICLE 7.7 RESEARCH OBJECTIVE**

Before a student can start MaRBLLe 2.0 project, the MaRBLLe 2.0 coordinator must hand in a

- formulation of the research objective(s) for the MaRBLLe 2.0 projects;
- time and duration of the MaRBLLe 2.0 projects;
- methods of reporting and assessing;
- the examiners
- the student(s) involved

The research objective(s) needs approval of the Board of Examiners before the internship can start. If the objective(s) changes markedly during the MaRBLLe 2.0 project, the updated research objective(s) has to be sent to the Board of Examiners for re-approval.

## **ARTICLE 7.8 ASSESSMENT**

Assessment of each MaRBLLe 2.0 research project of 6 ECTS is done in accordance with the research objective(s), by an ad hoc committee, which includes the MaRBLLe 2.0 examiners. Grading is performed by the MaRBLLe 2.0 examiners on the basis of consensus reached within the ad hoc assessment committee (See Article 2.11 of the Rules and Regulations). Both half and whole grades can be awarded for MaRBLLe 2.0.

The final assessment will be determined at the end of each MaRBLLe 2.0 project. Each part of the project will be assessed separately and will be based on the following aspects:

- the research plan in the first semester;
- the project report in the second semester;
- the project product in the second semester;
- the project presentation in the second semester.

The requirements for the research plan, project product, report and presentation are determined separately for each project. Group participation and group cooperation are taken into account, if applicable. Half and whole grades can be awarded.

## **ARTICLE 7.9 PROFESSIONAL BEHAVIOUR**

Starting from the moment of application, students are expected to behave in a professional way. This means that in case of illness or absence, the MaRBLLe program is timely informed, and that the student responds promptly to inquiries. Failure to do so is taken into account in selection, assessment and discussions on whether to terminate the program.

## **ARTICLE 7.10 EARLY TERMINATION**

1. If the student's results drop drastically during the MaRBLLe program, i.e. GPA in any semester of the bachelor is below 7.0, DACS (the MaRBLLe 2.0 coordinator or the Board of Examiners) may decide in due consultation with the student and MaRBLLe 2.0 examiners to terminate the student's participation in MaRBLLe 2.0.
2. If a student fails more than one course in the 2<sup>nd</sup> or 3<sup>rd</sup> year (after resit), or receives a lower grade than 7.0 for a MaRBLLe 2.0 project, the MaRBLLe 2.0 coordinator automatically discusses whether Paragraph 1 of this article will be invoked.
3. If the student violates the research objective(s), or misbehaves, commits fraud in any component or acts inappropriately, the MaRBLLe 2.0 coordinator can, in careful consultation with the MaRBLLe 2.0 coordinator/examiners, terminate the student's participation in MaRBLLe 2.0. In case of fraud or misconduct, a notice of unprofessional behaviour will be sent to MaRBLLe 2.0.

4. MaRBLLe 2.0 is automatically terminated after the 3<sup>rd</sup> year of study, unless the Board of Examiners decides otherwise.

#### **ARTICLE 7.11 EXTENSION**

After approval by both the MaRBLLe 2.0 coordinator and the Board of Examiners, the MaRBLLe 2.0 project can, on an individual basis, be extended to semester 1 of year 3.

#### **ARTICLE 7.12 EXTRACURRICULAR WORK**

MaRBLLe 2.0 students are expected to work the equivalent of approximately 16 ECTS beyond the credit points awarded for MaRBLLe 2.0. These extra hours do not count towards meeting the minimal number of required ECTS for completing the bachelor exam and do not appear on the transcript.

#### **ARTICLE 7.13 SKILL CLASSES**

Mandatory skill classes can be imposed. Failure to attend or participate in the complete training has the consequence that the honours certificate is withheld.

#### **ARTICLE 7.14 PROJECT MEETINGS**

MaRBLLe 2.0 project meetings are aimed at learning to manage a research project and are considered practical training as defined in Article 7.13(2)(t) of the Act. Participation in project meetings is mandatory.

#### **ARTICLE 7.15 RESITS**

If a student fails a MaRBLLe 2.0 project part, in principle the MaRBLLe 2.0 programme will be terminated (Article 7.10.2). For each individual case it will be decided by the Board of Examiners in consultation with the Examiner whether, and if so, in which form, a resit opportunity will be offered.

## Section 8 Thesis regulations

*Thesis regulations for the Bachelor's programme in Data Science & Artificial Intelligence of Maastricht University, approved by the Board of Examiners.*

### ARTICLE 8.1 APPLICABILITY OF THE RULES AND REGULATIONS

This section describes the rules and regulations specific to the Bachelor's thesis for the Bachelor's programme in Data Science & Artificial Intelligence, withstanding the Education and Examination Regulations, hereinafter referred to as EERs.

### ARTICLE 8.2 THESIS EXAMINER: APPOINTMENT

The Board of Examiners shall appoint two thesis examiners for every student, in consultation with the student and the proposed thesis examiners. One of these thesis examiners takes the role of thesis supervisor. The thesis examiners must be members of the academic staff of the programme and DACS and must hold a doctoral degree in a field relevant for the objectives of the programme and adhere to the conditions in Article 1.5. The Board of Examiners can appoint, under conditions, a postdoctoral researcher as a second examiner as part of a training programme.

### ARTICLE 8.3 THESIS PLAN

1. Before the student starts his/her/their thesis, the student has to set up a written thesis plan, using the appropriate form, in consultation with and consent from the thesis examiners. The use of the most recent form provided by the Board of Examiners is mandatory.
2. The student must adhere to the deadline for the submission of the thesis plan for the given semester.
3. The thesis plan needs approval of the Board of Examiners before the thesis work can start.
4. The student must qualify according to the requirements in Article 5.3 of the EER at the time of submission of the plan. The Board of Examiners can decide to grant conditional approval in case there is a reasonable expectancy that the student will qualify (with grades published and credits awarded) no later than 3 weeks after the start of the semester.
5. In principle there should be no confidentiality agreement covering the thesis or thesis work, and any confidentiality agreement that might be there in very exceptional circumstances, is subject to approval by the legal department, the program director and the Board of Examiners, and must be signed by an authorized person.

### ARTICLE 8.4 THESIS EXAMINERS: TASKS

The thesis examiners are responsible for checking the validity of the thesis plan, ensuring it is aligned with the objectives of the programme and establishing that the required academic level is obtained. The examiners are responsible for composing an ad hoc assessment committee as described in Article 8.7, grading the thesis, and for filling out an assessment form. The examiners are also responsible for conducting a plagiarism check on the final version of the thesis.

#### **ARTICLE 8.5 THESIS SUPERVISOR: TASKS**

The thesis supervisor is responsible for advising the student while she/he/they is working on the thesis about thesis activities and products and for establishing that the required academic level is obtained. If the thesis is conducted as an internship at an external organisation, the thesis supervisor needs to maintain contact with the daily supervisor at the internship organisation. Supervision cannot be done by a third party.

#### **ARTICLE 8.6 THESIS MANUSCRIPT**

The program will publish guidelines and requirements for the thesis manuscript to which the student must adhere. The thesis is an individual work.

#### **ARTICLE 8.7 THESIS ASSESSMENT**

1. The Bachelor's thesis must be presented at the Bachelor's Conference. This withstanding, if the examiners determine that the thesis is of insufficient quality, incomplete or not according to instructions, they can refuse a student access to the Bachelor's conference and as a consequence an NG will be awarded. Access to the Bachelor's conference does not imply a passing grade.
2. There will be no individual thesis presentation outside this conference without permission of the Board of Examiners.
3. The student must be physically present at this Bachelor Conference.
4. After the presentation the final grade of the thesis will be determined. The assessment of the thesis must be done by an ad hoc committee, which consists of at least the thesis examiners. If the thesis is conducted in an external collaboration, the assessment committee also includes the daily supervisor from the internship organisation.
5. Grading is done by the examiners on the basis of consensus reached in the ad hoc assessment committee (See Article 2.11 of the Rules and Regulations) at the thesis conference, unless is decided otherwise by the Board of Examiners. The assessment form is handed in by the examiners to the education office within 5 working days after grading.

#### **ARTICLE 8.8 START OF THESIS AFTER APPROVAL OF THESIS PLAN**

1. The student must wait until the Board of Examiners has approved the written thesis plan as referred to in Article 8.3 before starting the thesis. A thesis plan must be approved by the thesis examiners before it is offered to the Board of Examiners. The Board of Examiners assesses the plan on the formal requirements and on the basis of the academic level of the research proposal, feasibility and whether it is in line with the learning goals of the programme (if applicable, after seeking advice from staff members with relevant expertise). The deadlines for submitting the bachelor thesis plan are communicated on Student Portal.
2. If a student has started without prior approval of the Board of Examiners, the thesis research can be nullified and the student will have to start a new thesis on another topic in the semester thereafter.
3. During periods where the student is suspended from all exams due to fraud, the thesis is put on hold and there shall be no thesis supervision during said period.



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#### **ARTICLE 8.9 RESIT**

Students are required to present at the regular Bachelor's conference indicated on the thesis plan. If a student fails to do so, the result of that conference is NG and the student gets one opportunity to defend his/her/their work at the resit Bachelor's conference in the same semester. If the student does not participate at and/or does not pass any of those two conferences, the student must select a new topic with associated examiners and submit a new thesis plan.