

Rules and Regulations for the Research Master Cognitive and Clinical Neuroscience 2024-2025

Rules and Regulations for the Research Master Cognitive and Clinical Neuroscience 2024-2025, as referred to in Article 7.12b of the Higher Education and Research Act (Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek, WHW)

These Rules and Regulations have been determined by the Board of Examiners of the Faculty of Psychology and Neuroscience, Maastricht University, on 27 June 2024.

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

Article 1 Scope of the Rules and Regulations

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

Article 2 Definitions

The definitions contained in the Higher Education and Research Act (WHW or the Act) and in Article 1.2 of the Education and Examination Regulations (EER) of the programme apply.

Article 3 Board of Examiners

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

Article 3.1 Appointment and composition of the Board of Examiners

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

Article 3.2 Working method of the Board of Examiners

1. The Board of Examiners meets every month with the full committee.
2. The chairs and secretaries are in charge of the daily management and they meet weekly to discuss non-standard requests, appeals, the topics and the agenda of the plenary meeting, and any other relevant business that comes up.
3. The meetings of the Board of Examiners are not public due to the confidential

nature of matters discussed.

4. In the event that a request or complaint submitted to the Board of Examiners involves an examiner who is a member of the Board of Examiners, the respective examiner will abstain from deciding on the request or complaint as stated in art. 7.12b. (4) of the WHW.
5. The Board of Examiners may delegate clearly defined duties (e.g. to committees or subcommittees).
6. The secretaries to the Board of Examiners take standard decisions based on the EER, the R&R and/or the jurisprudence of the Board of Examiners. Non-standard requests are discussed during the weekly meetings with the chair(s).
7. Only complete and correctly submitted requests and complaints will be processed.
8. The Board of Examiners decides upon a request or complaint within 20 working days after the request or complaint was submitted. In special circumstances, this term can be extended by another 20 working days.

Article 4 Examiners

1. The Board of Examiners appoints examiners who are qualified to assess final examinations and other educational components. Examiner qualifications vary depending on the type of examination/educational component, resulting in distinct categories. All categories require a master's degree, with some requiring a PhD. Most categories also require a University Teaching Qualification (UTQ) or completion of specific UTQ workshops. Alternatively, examiners can be appointed temporarily while pursuing the UTQ qualification. Detailed information on examiner categories and their specific requirements is available on Askpsy.nl.
2. For research internships, first assessors must hold a PhD. Second assessors must hold a PhD, be a PhD student, or be a lecturer who has completed the UTQ workshop "Supervision of Research and Writing Assignments." After acting as a second assessor twice and completing the workshop, PhD students and lecturers can also become first assessors.
3. While in principle examiners have to belong to the academic staff of the FPN, upon request, the Board of Examiners can also appoint other experts (i.e. non-academic staff) at FPN or experts from outside FPN as examiner.
4. In the event that experts from outside FPN are appointed in the context of clinical components as examiner, they are required to be general psychologists (Master's level) and have, in principle, at least three years of work experience in the clinical field.
5. In case of a research internship, the internship coordinator is responsible to ensure the supervisors/assessors meet the requirements set by the Board of Examiners.
6. In case of a research internship outside UM (external internship) the external supervisor needs to have a PhD or needs to have a track record showing experience in conducting research and writing scientific papers. When this is not the case, two internal supervisors will have to serve as supervisors. The external supervisor still acts as assessor of the practical part (the 'research internship') and informs the internal assessor about the student's performance and grade. In this case, the internal supervisor will also take care of the administration and

keeps a copy of this appraisal for two years after the conclusion of the research internship. The requirements for the other/second assessor are equal to those of an internal research internship.

7. In case of an external research internship, the internship coordinator is responsible to ensure the supervisors/assessors meet the requirements set by the Board of Examiners (<https://www.askpsy.nl/internship/research-internship-supervision-and-assessment>).
8. In case of a clinical internship, the clinical internship coordinator is responsible to ensure the supervisors/assessors meet the requirements set by the Board of Examiners. The FPN supervisors/assessors have to fulfil the criteria as explained on the following link: (<https://www.askpsy.nl/internship/clinical-internship-supervision-and-assessment#qualification-requirements>). In case the student wants to receive the BAPD, the student has to contact one of the staff members listed here on Askpsy.nl. (<https://www.askpsy.nl/internship/clinical-internship-supervision-and-assessment#qualification-requirements>).
9. The Board of Examiners may decide to withdraw an appointment as examiner if the examiner does not adhere to laws and/or the R&R of the Board of Examiners, or if the assessment skills of the examiner (e.g., to construct an exam, to examine, and/or to grade an exam) have proven to be of insufficient quality.

Article 5 Cut-off score

The minimum number of points that are needed to obtain a passing grade and/or the weighing of exam components will be provided by the course coordinator in the course manual and/or on Canvas.

Article 6 Proof of having passed a course/module

1. Core Courses

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

- a. A minimum of 70% attendance at the tutorial group meetings. A student who arrives after the official starting time of the meeting or leaves before the ending time of the meeting can be considered as not to have attended. In order to be admissible for course examination, a student must have attended a minimum of 70% of the tutorial group meetings. If a student has not complied with the attendance obligation, the grade of the exam will be declared invalid;
- b. A sufficient assessment and attendance for those practical training sessions that are part of the course (practical training without credits). There is an attendance obligation of 100% for the practical sessions. A student who arrives after the official starting time of the meeting can be considered not to have attended. If a student has not complied with the attendance obligation but has not missed more than one meeting, the student will be able to apply for a compensatory assignment;
- c. At least sufficient grades for the final course exam. A course exam is passed when a grade of 6.0 or higher has been obtained.

2. *Skills training*

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

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

3. *Workshops*

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

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

4. *Colloquia*

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

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

5. *Electives (if applicable)*

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

and assessed by a faculty member. If selected, a student may register for no more than one research elective. Students taking a research elective must complete it before they start an internship.

- d. Applications to register for electives, including review and research electives, must be submitted 6 weeks in advance of their starting date to the Research Master Electives coordinator.
- e. Admission to an elective course can be denied if the student does not have the prerequisite background knowledge.
- f. By notifying the Board of Examiners, a student can cancel enrolment in an elective course anytime up to and including the second meeting of a course of at least 4 meetings, or up to and including the first meeting of a shorter course, or during the first week of a review or research elective.
- g. For elective courses in which a grade is given, this grade will appear on the transcript but will not be included in the weighted average score (GPA).

Article 7 Attendance obligation

1. There is a 100% attendance obligation in the case of practical or skills training sessions.
2. Where attendance of at least 85% of meetings is mandatory, the following applies:
 - of a total of 18 meetings: at least 16 meetings;
 - of a total of 17 meetings: at least 15 meetings;
 - of a total of 16 meetings: at least 14 meetings;
 - of a total of 15 meetings: at least 13 meetings;
 - of a total of 14 meetings: at least 12 meetings;
 - of a total of 13 or 12 meetings: at least 11 meetings;
 - of a total of 11 meetings: at least 10 meetings;
 - of a total of 10 meetings: at least 9 meetings;
 - of a total of 9 meetings: at least 8 meetings;
 - of a total of 8 meetings: at least 7 meetings;
 - of a total of 7 meetings: at least 6 meetings;
 - in the case of 6 or fewer meetings there is an attendance obligation of 100%.
3. Where attendance of at least 70% of meetings is mandatory, the following applies:
 - of a total of 18 meetings: at least 13 meetings;
 - of a total of 16 or 17 meetings: at least 12 meetings;
 - of a total of 15 meetings: at least 11 meetings;
 - of a total of 13 or 14 meetings: at least 10 meetings;
 - of a total of 12 meetings: at least 9 meetings;
 - of a total of 11 meetings: at least 8 meetings;
 - of a total of 9 or 10 meetings: at least 7 meetings;
 - of a total of 8 meetings: at least 6 meetings;
 - of a total of 6 or 7 meetings: at least 5 meetings;
 - of a total of 5 meetings: at least 4 meetings;
 - in the case of 4 or fewer meetings there is an attendance obligation of 100%.

4. Attendance will be registered by the tutor on the attendance form, which is transmitted to the Education Office at the end of the course, colloquia, practical, workshop or skills training.
5. If a student has not complied with the attendance requirements, the course will not be registered as having been passed.
6. If attendance has been met in a given academic year, this will be valid for the remainder of the study, even if the exam is not passed in that year. However, an individual attendance arrangement based on personal circumstances is only valid once the exam is passed during the same academic year.

Article 8 Grade point average

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

Article 9 Degree completion with distinction

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

- a. A weighted grade point average (GPA) of at least 8.50 for all parts of the Research Master's examination that are assessed on a ten-point scale with the exception of elective courses (see article 6, paragraph 5, sub g R&R). Furthermore, all assessments must be passed on the first attempt. A No Grade (NG) will not be considered as a first attempt.
- b. Weighting of course grades occurs according to the credits obtained in each course (see also article 3.6 EER).
- c. Master's thesis: a score of at least 8.0 or, where applicable, the proportional average of the scores for the Master's thesis and the Minor's thesis is at least 8.0.
- d. In the calculation of the overall GPA, thesis grades are weighted as follows: the Master's thesis is equivalent to 14 credits; for students writing both a Master's and a Minor's thesis, the Master's thesis is equivalent to 10 credits and the Minor's thesis to 4 credits.
- e. All courses/modules, except the internship and Master's thesis, need to be passed within two years after the student started the Research Master's programme. The Board of Examiners can, in exceptional circumstances, deviate from this. A student whom the Board of Examiners has found guilty of fraudulent acts within the meaning of Articles 15 and 16 and therefore had a test result declared invalid shall not be eligible for the attribution of "With Distinction".

Article 10 Exemptions

1. A request for exemption from taking an exam or undergoing another part of the examination on the basis of what has been determined by the Act will be submitted to the Board of Examiners. A request must be submitted at least 20 working days before the start of the requested course/module. Written proof in English or Dutch must be submitted to support the request. Only official certified translations in English or Dutch will be processed.
2. The Board of Examiners makes a substantiated decision within 20 working days after having received the request. The Board of Examiners is entitled to extend this period of 20 working days by an additional period of 20 working days. The student will be informed about the Board of Examiners' decision in writing.
3. A request for exemption will only be considered if it has been submitted by a student who is enrolled at FPN and who has fulfilled the study programme's financial requirements.
4. The number of credits of the course that is being proposed to act as exemption must be equal to or greater than the course for which exemption is requested.

Article 11 Resits

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

1. Core courses

The student who failed a course exam or received a No Grade (NG) will have one opportunity per academic year to resit that course exam. If a student passed the initial exam, the student cannot resit the exam. In case of a resit of a failed final grade, the highest grade counts. If the student fails both the initial course assessment and the resit in one academic year, two resit opportunities will be offered in each following academic year.

2. Workshops, Skills Training, and Colloquia

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

3. Written assignments

There will be one resit to redo written assignments, including the research proposal to the Master's and Minor's thesis, per academic year. This will consist of rewriting the relevant written assignment. A written assignment can be rewritten only when it has been turned in before the deadline and the student adhered to the guidelines, but has failed. Note that for the Master's thesis, the resit is likely to take place in the next academic year.

4. Internship

In case the student has failed the research or clinical internship, the student needs to submit a request for a resit to the Board of Examiners.

Article 12 Extra exam or other format of exam

In special cases, the Board of Examiners may decide to grant a student a different format of exam and/or an extra exam opportunity in addition to the regular exam

and resit. However, it can only be approved once and only in case of one (i.e. the final) outstanding exam. This decision will only be taken if it is based on exceptional demonstrable personal circumstances of a student, which would cause disproportionate study delay. Special personal circumstances of the student in question that can be considered are:

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

Article 13 Appeal procedure

An appeal against a decision as stated in Article 7.61 WHW, including but not limited to decisions on grades and decisions of the Board of Examiners, must be submitted to the [Complaints Service Point \(CSP\)](#) within 6 weeks after publication of such a decision. Subsequently, the appeal will be forwarded to the Board of Appeal for Examinations (CBE) who will ultimately take the decision. The appeal must be signed, dated and include the name and address of the petitioner. It should also include the grounds on which the appeal is based and, if possible, a copy of the decision being appealed.

Article 14 Non-regular exam inspection

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

Article 15 Fraud

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

1. The Board of Examiners may impose one or several disciplinary measures set down in article 17 if it establishes that a student, in any exam or exam component or otherwise, has committed fraud, including, but not limited to:
 - a. has had any unauthorised aids/devices, resources, text, software or notes at the student's disposal, or has used aids, devices and/or communication devices that were not explicitly allowed, or that were explicitly forbidden in the exam instructions and/or Rules of Procedures for Exams;

- b. has communicated or tried to communicate with another student, without permission from an invigilator, examiner, or Board of Examiners member;
 - c. has copied or attempted to copy from another student, or has provided the opportunity to copy;
 - d. has collaborated on a graded assignment, paper or practical, whereas this was not explicitly allowed;
 - e. has posed as someone else or let someone else pose as the student;
 - f. has misled, or at least attempted to mislead or provided the opportunity to mislead an invigilator, an examiner, a corrector or the Board of Examiners relating to the examination, any exams or exam components, registration or grading;
 - g. has used an obfuscation method in submitted work that is likely to have the effect that plagiarism checking tools do not work optimally;
 - h. has used artificial intelligence software (e.g. ChatGPT) when not explicitly allowed to do so in the exam instructions, course manual and/or Rules of Procedures for Examinations.
 - i. has disregarded the instructions of the invigilator or the instructions for the exam or exam component such that an unfair advantage might have been obtained;
 - j. has performed actions or omissions, which make it impossible in whole or in part to properly evaluate the student's knowledge, understanding and skills.
 - k. has 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 obligations when it was not or not fully met;
 - l. has falsified exam results;
 - m. has falsely obtained, or attempted to, access to an exam;
 - n. has facilitated another student to engage in fraud;
 - o. has fabricated and/or falsified survey or interview answers or research data;
 - p. has breached or attempted to breach the security measures around exams.
2. 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. In addition, students are not allowed to make any modifications to the exam. When the exam inspection is held virtually, it is not allowed to make screenshots or record the inspection. The Board of Examiners may impose one or several disciplinary measures set down in article 17 if it establishes that a student did not adhere to these rules.

Article 16 Plagiarism

The Board of Examiners may impose one or several disciplinary measures set down in article 17 if it establishes that a student has committed plagiarism in any exam, part or component, including, but not limited to:

- a. using or copying the student's personal or other people's texts (including code), data, ideas, other materials or thoughts without adequate reference to the source;
- b. presenting the structure or central body of thought from others without adequate reference to the source and thus passing it off as the student's own;

- c. not clearly indicating in the text (including code), for example via quotation marks or a certain layout, that verbatim or nearly verbatim quotes have been used;
- d. paraphrasing the content of the student's own or other people's texts without adequate reference to the source;
- e. copying video, audio or exam material, software and program codes from others without adequate reference to the source and thus passing them off as the student's own;
- f. copying work from other students and thus passing it off as the student's own;
- g. submitting a text that has been previously been submitted for a different component/module, or is similar to a text that has been previously been submitted by oneself or by others, unless explicitly allowed;
- h. submitting work or assignments acquired from or written by a third party (whether or not for payment) and thus passing them off as the student's own;
- i. in all of these provisions "others" and "third party" does not only refer to people but also to generative artificial intelligence (e.g. ChatGPT). 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 exam instructions, course manual and/or Rules of Procedures for Examination.

Article 17 Measures in case of fraud and/or plagiarism

1. In the cases referred to in Articles 15 and 16 the Board of Examiners can declare the results of the relevant exam or part in question invalid, as well as impose the following disciplinary measures:
 - a. a reprimand;
 - b. cancellation of the attendance of the course;
 - c. exclusion from the resit in the academic year in which fraud or plagiarism was committed;
 - d. exclusion from participation or further participation in one or more exams in the programme for a period of at most one year;
 - e. in serious cases of fraud, the Board of Examiners can propose to the UM's Executive Board that the student(s) concerned be permanently deregistered from the programme.
2. Repeat offences of fraud and/or plagiarism are considered an aggravating circumstance and may result in more severe sanctions. This also includes fraud and/or plagiarism 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 or exam component at another Faculty.
3. 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.
4. If fraud and/or plagiarism is established, this will be included in the student's dossier.
5. If, after investigation, it is determined that the student concerned did not commit fraud or plagiarism, no disciplinary measures will be imposed, their name will be removed from the correspondence about the alleged fraud or plagiarism and the

correspondence will not be included in the student's dossier.

6. 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 and/or plagiarism was committed.
7. A student who was excluded from participation in exams, or whose exam was declared invalid for a component/module due to fraud and/or plagiarism, is not eligible for an extra exam opportunity for those components/modules.
8. In case of fraud and/or plagiarism in group assignments, all students in the group are in principle responsible for fraud and/or plagiarism. If it is unambiguously clear that only specific students have committed fraud and/or plagiarism, only these students will receive punitive sanctions but all can be subject to corrective sanctions.
9. In the event that the Board of Examiners suspects that a student has committed fraud and/or plagiarism in any way in any exam or exam component, the Board of Examiners shall be entitled to start the following procedure. The chair or 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 and/or plagiarism has been reported to the Board of Examiners by the examiner(s), the chair will give the student and the examiner(s) the opportunity to each state their case. The student may have an adviser accompany the student. If the Board of Examiners established that a student has committed fraud and/or plagiarism, the Board will declare the relevant exam/assessment and/or attendance registration null and void (label 0) and can impose a measure set down in the present article. The Board of Examiners will inform the student involved, the examiner and the education office regarding this measure and the reason on which the measure is based. This procedure shall take place in accordance with Article 7.12b of the Act (WHW).

Article 18 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 19 Amendments

1. Amendments to these R&R shall be determined by the Board of Examiners, if necessary, in a separate decision.
2. If amendments will be made to these R&R, this will only be done if, it may reasonably be assumed that the interests of the students will not be harmed as a result.

Article 20 Hardship clause

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

circumstances for the student.

Article 21 Implementation and date of taking effect

1. The Board of Examiners will decide in all cases that have not been foreseen by the R&R
2. These R&R take effect in the academic year 2024-2025.

Thus enacted by the Board of Examiners at its meeting of 27 June 2024.

APPENDICES TO THE RULES AND REGULATIONS RESEARCH MASTER COGNITIVE AND CLINICAL NEUROSCIENCE

Appendix 1 Regulations for the Research proposal, Research internship and Master's thesis

Article 1 Research proposal

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

Article 2 Research internship

1. A student is required to do a research internship and Master's thesis as part of the student's study programme. If applicable, the clinical internship, the clinical activities report (CAR) and Minor's thesis can be done before, after, or together with the research internship. In case of an internship within a team of students, each student should formulate and investigate a unique research question.
2. The student must file an application for the internship at least one month before the start of the internship by means of a research internship application form submitted via Collent. The Board of Examiners checks whether the student has complied with the requirements in article 4.2, paragraph 1 of the EER.
3. If a student has failed to apply for the internship, the student is not eligible to

start the internship. If a student has started the internship without applying, the internship will be considered invalid.

4. An internship agreement is drawn up for the internship, in which a number of arrangements are set out between the Institution where the internship takes place, the supervisor from the Faculty and the student. Subsequently, it will be checked whether a student has fulfilled the requirements listed in paragraph 2. The signed agreement must be sent via email to the Education Office within two weeks after the internship starts.
5. The student will be supervised during the internship by a supervisor from the Faculty and a supervisor from the Institution where the internship takes place (internship supervisor). The task of the supervisor from the Faculty and/or the internship supervisor consists of advising the student in matters of content with respect to the internship activities and the reporting of these in a Master's thesis (see appendix 2, article 3, Regulation Master's thesis). In addition, the supervisor from the Faculty is the contact person with the Institution where the internship takes place.
6. The internship is registered as having been completed successfully by the internship supervisor or the supervisor from the Faculty on an assessment form via Collent.
7. The final grade to pass the practical part of the research internship needs to be at least 6.0.
8. For the number of credits of a satisfactory completion of the internship see article 3.6 of the EER of the Research Master's study programme.

Article 3 Master's Thesis

1. A Master's thesis is an independently written report on the research that has been conducted during the research internship.
2. The Master's thesis is an individually written piece of work.
3. The Master's thesis is assessed on several criteria. To pass, the final grade for the thesis, based on these criteria, needs to be at least 6.0.
4. Guidelines for the format and length of the Master's thesis can be found in the Research Internship Manual.
5. The student needs to submit the final version of the Master's thesis via Collent. Assessment forms have to be filled by both supervisors via Collent within 15 working days after submission.
6. If the Master's thesis is awarded insufficient grades, Article 11, paragraph 3, R&R applies.
7. The Master's thesis is graded by averaging the scores given by the first and the second assessor. Both scores must be at least 6.0 and the difference between the grades may not be more than 2 points. If one of the grades for the Master's thesis, given either by the supervisor or by the second assessor, is lower than 6.0 a resit must be taken, which both assessors will assess. If the grades of both supervisors differ by more than two points, the supervisors will discuss the grading amongst each other. When the new grade is decided based on the exchanged arguments this will be the final grade (see Article 11, paragraph 3, R&R).

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

Article 1 Clinical internship

1. Students following either the Psychopathology or the Neuropsychology specialisation may complete a clinical internship of 13 weeks or the equivalent of 520 hours (including writing the clinical activities report).
2. The student notifies the Education Office about the internship at least one month before the start of the internship by means of a clinical internship notification form. The Board of Examiners checks whether the student has complied with the requirements in article 4.2, paragraph 2 of the EER.
3. An internship agreement is drawn up for the internship in which a number of arrangements are set out between the Institution where the internship takes place, the clinical internship coordinator from the Faculty and the student. The signed agreement must be sent to the Education Office within two weeks after the internship starts.
4. If a student has failed to notify the Education Office about the internship, the student is not eligible to start the internship. If a student has started the internship without notifying the Education Office, the internship will be considered invalid.
5. The student will be supervised during the internship by a supervisor from the Faculty and a supervisor from the Institution where the internship takes place (clinical internship supervisor). The task of the internship supervisor from the Institution is to guide and monitor the student's clinical activities, and to facilitate the clinical research project. The supervisor from the Faculty advises the student concerning the conduct and reporting of research for the Minor's thesis (see appendix 2, article 2, Minor's Thesis) and is the contact person with the Institution where the internship takes place.
6. The internship is registered as having been completed successfully when the supervisor from the faculty has approved the student's clinical activities report and the supervisor at the Institution where the internship took place rated the internship performance as sufficient via Collent. The clinical internship is appraised as Pass/Fail.

Article 2 Minor's thesis

1. All students who elect to follow a clinical internship are required to write a Minor's thesis.
2. The Minor's thesis is an independently written research report, based on a clinical topic relevant to the clinical setting where the internship is conducted.
3. The research proposal of the Minor's thesis must be submitted to and approved by the clinical internship supervisor of the Faculty before the research activities commence.
4. Guidelines for the format and length of the research proposal can be found in the Clinical Internship Manual.
5. Before the student can commence research activities, formal permission for the study must have been obtained from the appropriate Ethics Commission/Institutional Review Board of the Institution where the internship is conducted.

6. The Minor's thesis is assessed on the following aspects: the clinical research question, scientific content, argumentation and form. The final grade given by the UM supervisor for the Minor's thesis needs to be at least 6.0.
7. The student needs to send the final version of the Minor's thesis via Collent. Assessment forms have to be filled in by the supervisor via Collent within 15 working days.
8. If the Minor's thesis is awarded insufficient grades, Article 11, paragraph 3, R&R applies.
9. The Minor's thesis is graded by the clinical internship supervisor/assessor at Maastricht University.