

# Rules and Regulations 2024-2025

*International Joint Master of Research in  
Work and Organizational Psychology*

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## **RULES AND REGULATIONS FOR THE EXAMINATION**

### **Article 1     Applicability of the regulations**

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

### **Article 2     Relation between local and the Joint Board of Examiners**

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

### **Article 3     Determining and publishing results**

Maastricht University	<ol style="list-style-type: none"><li>1. The Joint Board of Examiners determines the norms for the exam of each part of the examination.</li><li>2. The examiner determines the result of a written exam within 15 working days after the day on which the exam took place, and provides the education office with the information needed for publishing the result to the student.</li><li>3. When the result of a written exam is announced, it will be indicated on Student Portal/ AskPsy how the student can review the exam and file an appeal as referred to in articles 4 and 6.</li><li>4. With respect to an exam that has been administered in a different way than in writing, the Joint Board of Examiners determines the way and period in which the result will be announced.</li></ol>
Leuphana University	<ol style="list-style-type: none"><li>1. The Joint Board of Examiners determines the norms for the exam of each part of the examination.</li><li>2. The examiner determines the result of a written exam within 30 days after the day on which the exam took place, and provides the education office with the information needed for publishing the result to the student.</li><li>3. When the result of a written exam is announced, it will be indicated on myStudy / QIS / myCampus how the student can review the exam and file an appeal as referred to in articles 4 and 6.</li><li>4. With respect to an exam that has been administered in a different way than in writing, the Joint Board of Examiners determines the way and period in which the result will be announced.</li></ol>

University of Valencia	<ol style="list-style-type: none"> <li>1. The Joint Board of Examiners determines the norms for the exam of each part of the examination.</li> <li>2. The examiner determines the result of a written exam within 15 working days after the day on which the exam took place, and provides the education office with the information needed for publishing the result to the student.</li> <li>3. When the result of a written exam is announced, it will be indicated on Aula Virtual how the student can review the exam and file an appeal as referred to in articles 4 and 6.</li> <li>4. With respect to an exam that has been administered in a different way than in writing, the Joint Board of Examiners determines the way and period in which the result will be announced.</li> </ol>
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#### Article 4 Right of review

Maastricht University	<ol style="list-style-type: none"> <li>1. Within 25 working days after the date of the exam, students may review their exam.</li> <li>2. Within 25 working days after the date of the exam, interested students are allowed to review their own exam results and may, upon request, inspect the questions and assignments for a written exam and, if possible, the standards based on which the exam was assessed.</li> </ol>
Leuphana University	<ol style="list-style-type: none"> <li>1. Within one month of the date on which the result of a written exam, including a computer-based exam, is announced, students may review their exam.</li> <li>2. Within one month, interested students are allowed to review their own exam results and may, upon a written request, inspect the questions and assignments for a written exam and, if possible, the standards based on which the exam was assessed.</li> </ol>
University of Valencia	<ol style="list-style-type: none"> <li>1. Within 15 working days of the date on which the result of a written exam, including a computer-based exam, is announced, students may review their exam.</li> <li>2. Within 15 working days, interested students are allowed to review their own exam results and may, upon request, inspect the questions and assignments for a written exam and, if possible, the standards based on which the exam was assessed.</li> </ol>

#### Article 5 Retention period of exams

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

## **Article 6 Right of appeal**

After following regular procedures (such as exam inspection, reassessment form, consultation of the examiner and/or the Joint Board of Examiners) and in line with Article 7.61 of the Dutch Higher Education and Research Act (WHW), students have the right to appeal against a decision of an examiner or the Joint Board of Examiners within 6 weeks after publication of such a decision. The appeal can be submitted to Maastricht University, Student Services Centre, attn. Complaints Service Point (CSP), PO Box 616, 6200 MD Maastricht. The appeal must be signed, dated, and include the name and address of the petitioner. It should also include the grounds on which the appeal is based and, if possible, a copy of the decision being appealed.

## **Article 7 Degree completion "With Distinction"**

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

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

## **Article 8 Re-sits**

The following re-sit arrangement applies to students who in the first instance have not passed a component of the Master's examination.

1. For every type of assessment there will be one opportunity per academic year to re-sit the assessment (detailed assessment plans are depicted in the respective course manuals). In the case of a re-sit, the highest grade counts.
2. A written assignment can only be rewritten when it has been turned in before the deadline and a serious attempt has been made, but has failed.
3. There is a maximum of six attempts allowed for each examination component.

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

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

- d. has posed as someone else or let someone else pose as from the student's;
  - e. has deliberately misled or at least attempted to mislead, provided the opportunity to mislead an invigilator, an examiner, a corrector or the Joint Board of Examiners with respect to the exam.
  - f. has used artificial intelligence software, such as ChatGPT, when not explicitly allowed to do so in the exam instructions and/or Rules of Procedure for Examinations.
2. The Board of Examiners may impose one of the disciplinary measures set down in paragraph 5 of this article if it establishes that a student has committed plagiarism in any exam, or exam component, including:
    - a. using or copying the student's personal or other people's texts, data, ideas or thoughts without adequate reference to the source;
    - b. presenting the structure or central body of thought from others without adequate reference to the source and thus passing it off as the student's own;
    - c. not clearly indicating in the text, for example via quotation marks or a certain layout, that verbatim or nearly verbatim quotes have been used;
    - d. paraphrasing the content of the student's own or other people's texts without adequate reference to the source;
    - e. copying video, audio or exam material, software and programme codes from others without adequate reference to the source and thus passing it off as the student's own;
    - f. copying work from other students and thus passing it off as the student's own;
    - g. submitting work or assignments acquired from or written by a third party (whether or not for payment) and thus passing them off as the student's own.
    - h. submitting work or assignments acquired from or written by a third party and thus passing them off as the student's own.
    - i. 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), 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 manual.
  3. The Joint Board of Examiners may impose one of the disciplinary measures set down in paragraph 5 of this article if it establishes that a student has fabricated and/or falsified survey or interview answers or research data.
  4. If the Joint Board of Examiners establishes that a student has committed fraud in any other way in any exam or exam component, it can impose a measure set down in paragraph 6.
  5. In the cases referred to in paragraphs 1, 2, 3, and 4 the Joint Board of Examiners can declare the results of the relevant exam or exam component in question invalid, as well as impose the following disciplinary measures: - a reprimand; - exclusion from participation or further participation in one or more exams in the programme for a period of at most one year.
  6. In serious cases of fraud, the Joint Board of Examiners can propose to Executive Board of the Coordinating university that the student(s) concerned be permanently deregistered from the programme.
  7. Before the Joint Board of Examiners imposes an appropriate disciplinary measure, or makes a proposal to the Executive Board, the student in question is given the opportunity to be heard.
  8. If fraud is established, this is included in the student's dossier.
  9. If, after investigation, it is ultimately determined that the student concerned did not

commit fraud, the names will be removed from the correspondence about the alleged fraud and the correspondence will not be included in the student's dossier.

**Article 10 Implementation and date of taking effect**

1. The Joint Board of Examiners makes decisions in all cases that have not been foreseen by the Rules and Regulations.
2. These Rules and Regulations take effect in the academic year 2024/2025.

**Thus enacted by the Joint Board of Examiners at its meeting of 15 May 2024.**



## APPENDIX TO RULES AND REGULATIONS FOR THE EXAMINATION

### Appendix A Regulations for the Master's thesis project

#### Article 1 Preparing Master's thesis project

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

#### Article 2 Research proposal

1. A research proposal is an individually written proposal concerning research that the student intends to conduct during the student's research project.
2. The research proposal consists of the following parts:
  - a brief theoretical background of the research;
  - the question posed by the research;
  - a description of the research plan;
  - a description of the research methods that will be applied;
  - a description of the techniques that will be used for processing and analysing the data;
  - a timetable.
3. Guidelines for the format and length of the research proposal can be found in the IJMRWOP program manual.
4. The assessment is done by two supervisors. If the research project is done at one of the Partner Universities, the supervisors will be two senior staff members from different Partner Universities. In case of a research project executed outside the university, the student will be supervised by an external supervisor and a supervisor from one of the Partner Universities.
5. The research proposal will be assessed with "pass" or "fail" by both supervisors as part of the course Preparing Master's thesis project in semester 3. The proposal needs to be approved by both supervisors with a "pass" in order to be able to commence with the Master's thesis project.
6. Before the student can commence research activities, also formal permission for the study must have been obtained from the ethics review committee/research committee of the respective university (or school) of the first supervisor.

#### Article 3 Master's thesis project

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

#### **Article 4     Research project**

1. The student must notify the Education Office about the research project at least one month before the start of the research project by means of a research project application form as outlined in the procedure described in the information letter that will be sent out in January. The Joint Board of Examiners checks whether the student has complied with the requirements in article 3.8 of the Education and Examination Regulations.
2. Once, a student has fulfilled the requirements listed in art. 3.8 of the Education and Examination Regulations, the student will be informed by means of a letter about the obligations, guidelines and legal aspects connected to the internship.
3. The student will be supervised during the research project by a first and a second supervisor. The two supervisors may either be from different Partner Universities or from one of the Partner Universities and an external institution where the project takes place (external supervisor). The task of the supervisor consists of advising the student about the content of the research project, the research activities and the reporting of the research project in a Master's thesis (see article 3).
4. If the project is conducted at an external institution, the supervisor from one of the Partner Universities where the project takes place is as local supervisor the contact person for the external supervisor.
5. The final grade for the research project needs to be at least sufficient (cf. article 4.1).

#### **Article 5     Master's thesis**

1. A Master's thesis is an individually written piece of work on the research that has been conducted during the research project.
2. Guidelines for the format and length of the Master's thesis can be found in the IJMRWOP program manual.
3. The final version of the master's thesis must be submitted in Collent. Assessment forms have to be filled in by both supervisors, and have to be submitted within 15 working days. The Education Office keeps the electronic version of the Master's thesis for filing.
4. The Master's thesis is graded by averaging the scores given by the first and the second supervisor. 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 heard arguments this will be the final grade.
5. If one of the grades of the Master's thesis, either given by the first or second supervisor is less than a 6.0, a re-sit must be taken, which will be assessed by both supervisors (see Article 8 of the Rules and Regulations on re-sits).