

# Education and Examination Regulations (EER)

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BSc Physiotherapy

**SOMT University of Physiotherapy**

2022-2023

Amersfoort, 1 September 2022

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## SECTION 1                      GENERAL PROVISIONS

In this Examination and Education Regulations (EER) document, programme specific rights and duties are described for both students and the education provider (SOMT University of Physiotherapy in cooperation with Maastricht University).

This EER has been approved by the general director of SOMT on September 1<sup>st</sup> 2022, considering the advice of the Board of Examiners and the Education Committee.

### **Article 1.1                      Applicability of the regulations**

These regulations are applicable to all students of the Bachelor of Physiotherapy programme who are registered for the academic year 2022/2023.

The replacement of the former regulations by these new ones may not disadvantage students that started the programme when the former regulations were applicable. In cases where the new regulations disadvantage students who entered under the former regulations, the regulations for their cohort are applicable.

### **Article 1.2                      International students**

The contents and educational climate of the programme meet the standards of the Erasmus Charter for Higher Education (ECHE).

### **Article 1.3                      Definitions**

In these regulations, the following definitions apply:

- a. **Academic year:** the period from September 1 of a calendar year up to and including August 31 of the following calendar year;
- b. **the Act:** the Higher Education and Scientific Research Act (in Dutch: WHW);
- c. **Assessor:** the person who assesses a test or exam and determines the rating;
- d. **Binding study advice:** the advice in accordance with Article 7.8b of the Act entailing that the student cannot continue in the programme, also referred to as the 'binding negative study advice';
- e. **Board of Examiners:** the independent board, appointed by the general director, as referred to in Article 7.12 of the Act;
- f. **Course:** a coherent whole of knowledge, insight and skills to be acquired, f.e. a module of which the study load is expressed in European Credit points;
- g. **Course guide:** the programme guide which includes further details about programme specific provisions and information;
- h. **Course year:** year 1, year 2 or year 3 of the bachelor programme;
- i. **Credit:** a unit expressed in ECTS credits, with one credit equalling 28 hours of study;

- j. **Education Committee:** the committee of representatives of teaching staff and students that gives advice to the Head of Education about the quality of provided teaching and education, the EER and the way the EER is applied;
- k. **European Credit Transfer System points (ECTS's);** International comparison of study hours; 1 EC is equivalent to 28 studyhours. Per year the educational programme consists of 60 EC's;
- l. **Exam:** an assessment and grading of a part of the final examination.
- m. **Examination Appeals Board:** the independent Examination Appeals Board, as referred to in Article 7.60 t/m 63 of the Act, accommodated at the NRTO (Nederlandse Raad voor Training en Opleiding), to which students can appeal in case they disagree with a decision of the Board of Examiners.
- n. **Examiner:** a person designated by the Board of Examiners responsible for the quality of one or more tests or exams;
- o. **Final examination:** the whole of exams forming the final assessment of the bachelor's programme;
- p. **Fraud (including plagiarism):** actions or omissions by a student which make it impossible in whole or in part to properly evaluate his/her knowledge, understanding and skills. Fraud includes attempt to commit fraud;
- q. **Pre-university education:** education programme as referred to in article 7.24 of the Act (in Dutch: Voorbereidend Wetenschappelijk Onderwijs (VWO));
- r. **Plagiarism:** the presentation of ideas or words from one's own or someone else's sources without proper acknowledgment of the sources;
- s. **Skills training:** activities related to the development of clinical, communication or academic skills;
- t. **SOMT:** SOMT University of Physiotherapy, Amersfoort;
- u. **Student:** a person who is registered at the university for education and/or to take exams and the examination of the programme;
- v. **Test:** an assessment and grading of a (part of a) course ('tentamen' as referred to in Article 7.10 of the Act);
- w. **Test Evaluation Committee:** committee appointed by the Head of Education to monitor the quality of tests and exams, the quality of assessors and the coverage of intended learning outcomes by the exam programme;
- x. **UM:** Maastricht University, Maastricht;
- y. **Working groups:** all educational activities except lectures, response lectures, individual assignments, skills training or clinical rotations.

#### **Article 1.4                      Communication**

Decisions and announcements of staff and management can be communicated by letter, by e-mail and/or on the SOMT electronic learning platform. Students are expected to check these sources regularly.

*Contact information:*

Board of Examiners: [examencommissie@somt.nl](mailto:examencommissie@somt.nl)

Education Committee: [opleidingscommissieBPT@somt.nl](mailto:opleidingscommissieBPT@somt.nl)

Department of Studentenadministratie: [studentenadministratie@somt.nl](mailto:studentenadministratie@somt.nl)

## **SECTION 2                      ADMISSION**

### **Article 2.1                      Admission requirements**

1. A person will be granted admission to the programme if he/she has a Dutch pre-university education diploma (VWO) with the subject Mathematics and Biology; Physics is recommended.
2. A person not meeting the requirements mentioned under 1 can be granted admission by the Board of Examiners if he/she has:
  - a. an equivalent diploma and has demonstrated that he or she has sufficient knowledge on the level of the Dutch final pre-university education examination on the following subjects: Dutch, English, Mathematics and Biology;
  - b. compensated deficiencies in his/her pre-university education by passing the exams on the missing subjects at the Central Committee Preliminary Examinations.

### **Article 2.2                      Matching**

All students applying for the programme and meeting the admission requirements as described in article 2.1 will be invited to attend a matching interview. This interview is mandatory and will follow a number of items and questions (matching interview checklist). Only a positive outcome of this interview allows the student who meets the admission requirements to register for the programme.

### **Article 2.3                      Language requirements for applicants with non-Dutch diplomas**

Persons with a non-Dutch diploma may only register if language requirements concern a sufficient command of English by having passed an English exam on pre-university level (B2 level).

### **Article 2.4                      Non-EU Students**

Foreign students from outside the EU who are 18 years of age or older on the date of their first enrolment must have a valid residence permit (Section 7.32 of the Act).

Foreign students with a residence permit are required to earn at least 50% of the available credits each year. The Immigratie- en Naturalisatiedienst (IND) will be informed if the student fails to meet this requirement, unless there are special circumstances due to which the student was unable to meet this requirement. Such a notification may be withheld once during the course of each study programme.

### **Article 2.5                      Enrolment**

Enrolment is final as soon as the application form and the required documents have been received, the application has been approved by SOMT and the financial terms as described on the website are met:

- <https://www.somtuniversity.nl/uploads/Documenten/Studieovereenkomst>
- <https://www.somtuniversity.nl/en/education/eligibility-foreign-students>

## **SECTION 3      CONTENTS AND STRUCTURE OF THE PROGRAMME**

### **Article 3.1                      Aim of the programme**

1. The programme intends to provide the student with:
  - a. knowledge, skills and understanding in the area of physiotherapy and attainment of the intended learning outcomes (ILO's) referred to in the second paragraph;
  - b. an academic education within the framework of the specific SOMT teaching philosophy and profile characteristics;
2. A student having successfully completed the undergraduate programme has achieved the following ILO's:
  - a. acts and thinks with a strong awareness of the concept of a physiotherapy professional at a basic academic and clinical level;
  - b. is conversant with the terms, theories, and key concepts of the underlying basic disciplines and is able to communicate this to other stakeholders;
  - c. is conversant with current health care and practice problems, questions and challenges in the field of physiotherapy, and is able to interpret, explain and act on these problems in both theoretical academic and professional setting with awareness of the responsibility to society;
  - d. has clinical thinking and reasoning skills at Bachelor of Science level, demonstrable in well-described supervised to nonsupervised training situations during clinical rotations;
  - e. is able to demonstrate integrated academic and clinical competencies (science in practice) including critical appraisal and Evidence Based Practice (EBP);
  - f. has broad knowledge and skills in the physiotherapy sciences and is able to comply with current and future clinical guidelines and professional standards at Bachelor / Master of Science level and communicates this to stakeholders;
  - g. is able to adequately communicate in both written and spoken language to specified target groups (share knowledge, collaboration with other professionals, researchers, companies) and use this communication in collaboration with other stakeholders;
  - h. has developed a lifelong learning academic attitude and skills and acts accordingly with respect and responsibility towards own functioning as well as to society.

### **Article 3.2                      Mode of Study**

The programme is offered as a full-time programme only.

### **Article 3.3                      Language of instruction**

1. Course materials are in English, unless specified otherwise.
2. The educational language is English unless only Dutch students are admitted.
3. Tests are in English, unless specific competences are required in Dutch e.g. such as Communication and Law & Ethics (obligatory for admission to the Dutch the BIG-register).
4. The language policy is stated in 'Gedragscode Anderstalig Onderwijs' in SharePoint.

### **Article 3.4                      Study load**

The programme has a study load of 180 credits (ECTS) in total; 60 credits a year.



**Article 3.5**                    **Starting date**

The programme starts once a year on the first Monday of September.

**Article 3.6**                    **Content of the programme**

The programme consists of the in appendix 2 mentioned elements and ECTS. Appendix 2 is an integral part of this text.

**Article 3.7**                    **Tests and exams**

The tests and exams follow the requirements of all courses: per course the number, qualifications and criteria to pass the respective test or exam components are described in appendix 1 and on the digital platform.

## **SECTION 4    EDUCATION**

### **Article 4.1                    Courses and composition of the programme**

1. All courses that are part of the curriculum are described in designated course guides on the digital platform.
2. The courses and their studyload are published on the digital platform prior to an academic year.
3. The programme is delivered in the form of working groups, skills training, lectures, individual supervision, Clinical Rotations or otherwise. On average, the student has 21 contact hours per week, but this can differ per period. Further details are provided in the course guide.
4. The educational programme holds 40 weeks per year.

### **Article 4.2                    Prior knowledge; entrance requirements**

1. The student may only participate in the long clinical rotations (practical training) of year 3 if the courses of the Clinical Skills and Evidence Based Physiotherapy trajectory, and the Clinical Rotations of year 1 and 2 have been rewarded with full credits, and if no more than 10 credits from the modules 1, 2, 5, 7, and 8 of year 1 and 2 are missing.
2. The student can only submit the bachelor thesis for review after year one has been rewarded with full credits and year two with 45 credits and the trajectories Epidemiology and Statistics as well as Academic Skills and Reasoning and Law and Ethics are rewarded with full credits.
3. The grading of the bachelor thesis can only be rewarded after the tests and exams of all courses, including trajectories and clinical rotations have been passed.

### **Article 4.3                    Attendance and best-efforts obligation**

1. Each student is expected to actively participate in the course for which he/she is registered.
2. The student must participate in at least 75% of the working group or skills group activities and 90% in the clinical rotations to receive the final grade of the tests for the respective courses. When students are allowed to follow an additional course, dispensation will be given during the period of this course.
3. If the student has participated in 50 to 75% of the working groups or 70 to 90% of the Clinical Rotations the student will receive an additional assignment with the course coordinator.
4. If the student has participated in less than 50% of the working groups or 70% of the Clinical Rotations due to exceptional personal e.g. illness, pregnancy, functional disorders, special/ serious family circumstances, other personal circumstances that would justify an exception, the student can request an additional assignment with the Board of Examiners. The requests needs to be well documented and motivated. Before deciding on the request, the Board of Examiners will seek advice from the Head of Education.
5. In case of an additional assignment the final grading will only be awarded if the additional assignment has been assessed as satisfactory.

6. In exceptional cases, the Board of Examiners may, at the student's request, exempt the student from the attendance obligation if the participation percentage is lower, with or without additional requirements being imposed.

#### **Article 4.4                      Studying with a disability**

Upon request, a student with a disability may receive specific help to accommodate his/her specific disability as much as possible. The applicable policy is stated in 'Beleid studeren met een functiebeperking', to be found on:

- <https://somtuniversity.sharepoint.com/SharedDocuments/Forms/Documents%2FBeleid%20studeren%20met%20een%20functiebeperking20%2021-2022>
- <https://www.somtuniversity.nl/en/education/disability-statement>

#### **Article 4.5                      Study break**

1. A students can ask for a study break of one year. Requests for a study break can be adressed to the Head of Education. A study break for a maximum of one year is allowed while maintaining all study results. To restart the study, the student needs to re-enrol.
2. After a studybreak of more than one year, a student who wants te re-enrol needs to requests exemptions with the Board of Examiners for tests or exams that have already been taken successfully.

## **SECTION 5 ASSESSMENT**

### **Article 5.1 General**

1. During a course, the student will be tested for achieving academic and clinical competencies and the extent to which the student has sufficiently achieved the stated learning objectives.
2. The publication on the digital platform in the designated course describes the achievements the student must make to pass the course and the criteria on which the student is assessed as described in the course test folder.
3. Surveillance procedures are published on the digital learning platform in the general testfolder.
4. If a student disagrees with the assessment made by the assessor, he/she can request a revision of the assessment with the Head of Education within three weeks after the assessment has been published. Requests for revision need to be well documented and motivated and can only be submitted after the student has used his right of inspection as described in paragraph 5.10.
5. If the student disagrees with the decision of the Head of Education upon a request as stated in paragraph 5.1.4 he/she can appeal against that decision at the Board of Examiners within three weeks after he has received the contested decision.  
Appeals need to be well documented and motivated.

### **Article 5.2 Grades**

1. Grades are awarded on a scale of 1 to 10 or with a pass/fail note.
2. The student must receive a final mark of 5.50 or higher to pass the course. If only whole marks are given, the student passes the course if his/her final mark is 6 or higher.
3. A student has one opportunity per test to improve a mark that has already been rewarded with a sufficient mark as described in the second paragraph. He can take this extra test at the next regular opportunity. The result of the last test will be the final result.

### **Article 5.3 Scheduling and frequency of the tests and exams**

1. Every test can be taken twice a year on dates to be determined by the Head of Education.
2. In cases of exceptional personal circumstances, the Head of Education can, upon request of the student, decide that a test may be taken at another time than determined in accordance with the first paragraph. A request needs to be well documented and motivated.
3. In cases of exceptional personal circumstances, the Board of Examiners can, upon request of the student, reward a third opportunity to take a test within the same academic year. A request needs to be well documented and motivated.
4. If, at the end of study year 2, a study delay of six months or more is immanent due to insufficient study results, and the student lacks at most 5 credits to continue his study without delay, upon request of the student, the Board of Examiners can reward a third opportunity to take a test within the same academic year.

5. For participation in a resit for a test that is part of the curriculum of a previous year, written enrolment by the student is mandatory with the course coordinator.

#### **Article 5.4 Form of the tests and exams**

1. Tests and exams are written, oral or can take the form of a competency and/or performance test/exam or might be an audio-visual report or a combination of these forms. Written tests include tests that are taken digitally. The examiner may decide that, because the number of students is small or because of the nature and content of a course, a test or exam will be oral or will include one or more written essays, which may or may not have to be explained orally. The examiner will announce any such decision no later than two weeks before the scheduled test date.
2. The evaluation of the student's performance can also include an evaluation of performance within the group, conversational proficiency, written proficiency and professional conduct.
3. Upon request, a student with a disability may take tests or exam in a manner, which accommodates his/her specific disability as much as possible, conform article 4.4.

#### **Article 5.5 Oral tests and exams**

1. Oral tests or exams are taken only by one student at a time, unless the Head of Education decides otherwise.
2. An oral test is taken by an assessor and, depending on the test, in the presence of a second assessor. An oral final exam is always taken in the presence of a second assessor.

#### **Article 5.6 Written Assignments**

1. The Test Evaluation Committee, installed by the Head of Education, may advice on guidelines for formulating written assignments, tests and the final examination. The guidelines will be published on the electronic learning platform.
2. The bachelor's thesis/final project will be evaluated by at least two assessors (the supervisor and a second assessor). They will judge the work independently from each other and strive for consensus. In case of disagreement a third reviewer will give the final decision.
3. The bachelor's thesis/final project can be carried out and written with a maximum of two students on the same project. If this is the case, each student will be evaluated individually based on the contribution explicitly made by him/her and must contribute to a major part of the study. The contents of each contribution must be made explicitly clear before start of the thesis.

#### **Article 5.7 Clinical Rotations (clinical internships)**

1. The programme contains two types of Clinical Rotations: Short Clinical Rotations within educational periods 1 till 9, and two 10-weeks Long Clinical Rotations in education periods 10 and 11. For the short Clinical Rotations and the first long Clinical Rotation, the student can choose to submit a proposal for a Clinical Rotations address of his/her own choice to the Clinical Rotations coordinator for approval. The Clinical Rotations coordinator will decide on the proposal within 4 weeks after having received the proposal. For Dutch native speakers, tThe second long Clinical Rotation must take place in a Dutch setting.

2. The Clinical Rotations examiner appoints a SOMT assessor (a registered SOMT tutor) for the Clinical Rotations in the periods 10 and 11.
3. The Head of the Education will establish guidelines for tests and the final examination based on advice by the Test Evaluation Committee.
4. Clinical rotations are assessed on individual assignments and a workplace assessment, which together form a portfolio.

#### **Article 5.8 Assessments in exceptional cases**

If a student has reached the final educational period of year three and is in the possibility to pass the final bachelor's examination, only missing one final grading (taken earlier, but not passed) of at most 7.5 credits, the Board of Examiners may, upon the motivated and documented request of the student, decide to grant the opportunity of an individual assessment. This is only the case if not granting this individual assessment would result in an 'exceptional case of manifest unfairness', such as a study delay of more than 6 months.

#### **Article 5.9 Determination and announcement of test and exam results**

1. The Head of the Education determines the standards for assessing each test/exam component, based on advice of the Test Evaluation Committee.
2. The assessor determines the result of a written test/exam within 15 working days (three educational weeks) of the date on which it was taken and provides the department of Studentenadministratie with the necessary information to apprise the student of the result.
3. The assessor determines the result of an oral test or exam within one working day after it is taken and issues the attained result to the student.
4. How to inspect a test or exam and file an appeal as referred to in resp. article 5.10 and article 5.1.5 will be indicated on the electronic learning platform.

#### **Article 5.10 Right of inspection**

1. Within 10 working days of the date on which the result of a written test or exam, including a computer-based test, is announced, students may, upon request, inspect their evaluated work under surveillance.
2. Feedback on the test or exam results can be requested with the assessor.

#### **Article 5.11 Period of validity**

1. In principle, the validity of tests or exams that have been passed is not limited.
2. Sub-tests/exams and sub-assignments, which were passed within a course which was not passed, will lose their validity after the academic year in which they were passed unless the Board of Examiners states otherwise. This does not apply to Clinical Skills subtests, which keep their validity.

#### **Article 5.12 Retention period for tests and exams**

All tests/assignments/exams and the evaluated work of the student will be retained in paper or digital form for seven years after the test result is determined.

### **Article 5.13 Exemption**

1. The Board of Examiners may, at a student's request, grant the student an exemption from taking a test if he/she demonstrates in writing to the Board of Examiners' satisfaction that he/she previously:
  - passed a test for a university or higher professional education programme which was similar in terms of content and level or;
  - gained sufficient knowledge and skills relevant to the test concerned, through professional experience.
2. An exemption can pertain an entire course or a component thereof.
3. At most 50% of the credits for the programme may be earned based on the exemptions granted.
4. In case a student is granted an exemption, the grade awarded will be 'exemption'.
5. Exemptions should be requested not later than six weeks before the start of a course.
6. No exemptions will be granted for the components of the final examination.

### **Article 5.14 Cancellation of an assessment**

If a student is not able to attend a test or exam he/she must inform the department of Studentenadministratie ([studentenadministratie@somt.nl](mailto:studentenadministratie@somt.nl)) and the course coordinator before the start of the assessment, mentioning the reason for not participating. Regardless of the reason for not participating, missing an assessment means losing one of the two opportunities offered during the academic year.

## **SECTION 6 FINAL EXAMINATION**

### **Article 6.1 Final examination**

1. The Board of Examiners determines the result of the final examination and hands out the certificate as referred to in article 6.3 as soon as the student has met the requirements for the final examination programme.
2. To pass the final examination, the student must have passed all components of the programme.
3. To pass the final examination and receive the certificate, the student must have been registered for the programme during the period that the exams were taken.
4. A certificate may only be issued after it has been shown that the student has satisfied all obligations, including paying the tuition fees.
5. The date on which the student has met all the obligations will be considered the graduation date.

### **Article 6.2 Degree**

Students who have passed the final examination will be awarded the degree 'Bachelor of Science'.

### **Article 6.3 Certificate and statements**

1. As proof that the final examination was passed successfully, the Board of Examiners issues a certificate. The certificate that the final examination has been passed indicates:
  - a. the name of the institution;
  - b. the name of the programme;
  - c. the degree awarded;
  - d. the date on which the programme was most recently accredited;
  - e. the examination date.
2. The certificate is signed by the chairman of the Board of Examiners and the General Director.
3. The certificate is awarded in public. In exceptional cases the Board of Examiners can decide otherwise.
4. The Board of Examiners includes a diploma supplement as referred to in Article 7.11.4 of the Act with the certificate. This diploma supplement is in compliance with the agreed European standard format.
5. The degree classification 'cum laude' will be awarded provided the following requirements are fulfilled:
  - A minimum weighted mean score of 8.00 ('eight') on the grades obtained on all courses of the programme on the grading system 1-10. In case the Board of Examiners has granted a student an exemption for one or more tests, those tests will be left out of the calculation of the weighted mean score;
  - Surpassing a minimum of 3 out of 7 excellent (dark green) scores on the 7 competencies in the grading forms in Clinical Rotations;
  - A minimum score of 8,00 on the case report in the final Clinical Rotation (course 11);
  - No trackrecord known to the Board of Examiners of fraud .



## **SECTION 7    STUDY GUIDANCE**

### **Article 7.1                    Study progress administration**

1. SOMT records the student's individual study results and makes them available to the student.
2. At the department of Studentenadministratie a certified study progress document can be obtained.

### **Article 7.2                    Study guidance**

1. SOMT will provide study guidance for students.
2. Study guidance includes:
  - a. mentorship to guide students through the study programme;
  - b. advice for students to orient themselves on possibilities for clinical rotations, themes for the bachelor thesis and further master programmes to be followed after the bachelor programme;
  - c. help and guidance of a study advisor on study skills and study planning.

### **Article 7.3                    Binding (negative) study advice (BSA)**

1. In the first year of registration, on 15 March at te latest, a student who has achieved 15 credits or less receives a written warning of the Head of Education.
2. A student who receives a warning, as referred to in paragraph 1 of this article, shall be invited for an interview with the study advisor for the purpose of discussing the study method, a reconsideration of the study and a possible referral.
3. At the end of the first academic year, on 31 August at the latest, the student who has earned fewer than 30 credits over the first year will receive a written binding negative study advice. The prohibition to continue the programme is valid for a period of three academic years.
4. In determining the number of credits earned as referred to in paragraphs 1 and 3 all the credits earned in the first year of enrolment in the program will be counted. All credits for tests which have been granted an exemption will also be counted as earned points.
5. If a BSA is issued by the Head of Education of the Bachelor of Physiotherapy, the student is given the opportunity to be heard by the Board of Examiners.
6. When deciding whether to issue a BSA, the Head of Education takes into account exceptional personal circumstances e.g. illness, pregnancy, functional disorders, special/ serious family circumstances or other personal circumstances that would justify an exception, that have been reported by the student as soon as possible to the Head of the Education.
7. In deciding whether to issue a BSA, the Head of Education can, at the request of the student, include other forms of force majeure than stated in the preceding paragraph.
8. If, under the circumstances referred to in paragraphs 6 and 7 a BSA is waived, the student receives another study advice at the end of his/her next year. The student must obtain 45 credits or more in the next academic year to obtain a positive advice.

## **SECTION 8      TRANSITIONAL AND FINAL PROVISIONS**

### **Article 8.1                  Amendments**

1. Amendments to these regulations may be adopted in a separate decision by the General Director, after a recommendation from the Education Committee and after consultation with the Board of Examiners.
2. An amendment in these regulations will not pertain to the current academic year, unless the interests of the students will not reasonably be harmed as a result.
3. In addition, amendments may not affect, to the students' detriment, a decision regarding a student which has been taken by the Board of Examiners pursuant to these regulations.

### **Article 8.2                  Notice**

SOMT ensures that proper notice is given of these regulations, and any changes to these documents, by publishing them.

### **Article 8.3                  Quality management**

The quality of education and testing is evaluated continuously. Standardised evaluation forms are used. Outcomes are discussed by students and staff in the Education Committee and are presented to the Head of Education. When necessary changes are made. The Head of Education reports on outcomes and taken actions in the annual quality report.

### **Article 8.4                  Unforeseen cases/safety net scheme**

1. In cases not covered or not clearly covered by these regulations, decisions are taken by or on behalf of the Head of Education, after consulting the Board of Examiners.
2. In individual cases in which application of the Education and Examination Regulations, except for the study advice rules, would lead to manifestly unreasonable results, the Board of Examiners can deviate from the stated regulations in the student's favor.

### **Article 8.5                  Fraud**

1. If the Board of Examiners determines that a student has engaged in fraud with respect to a test/exam or test/exam component, the Board of Examiners can take appropriate measures, such as extra assignments, obliged to follow courses, etc.
2. In severe cases of fraud the General Director, upon advice of the Board of Examiners, can decide that the student(s) concerned will be permanently deregistered from the programme.
3. Appendix 3 includes further provisions about what constitutes fraud and which disciplinary measures the Board of Examiners can impose.

### **Article 8.6                  Examination Appeals Board**

If a student disagrees with a decision of the Board of Examiners, the student may appeal to this decision to the Examination Appeals Board within 4 weeks after the contested decision has been made. To make use of such a Board, SOMT is affiliated with the Nederlandse Raad voor Training en Opleiding (NRTO).

**Article 8.7                      Unsuitability (Iudicium Abeundi)**

In exceptional circumstances and after carefully weighing the interests at stake, the Board of Examiners may, stating reasons, ask the General Director to terminate or deny a student's registration for a programme if, through his/her conduct or statements, the student shows that he/she is unsuitable to practice one or more professions for which the programme in which he/she is registered is training him/her or is unsuitable for the practical preparation for the profession.



Year 2

BPT21-M5	BPT21M5	The Spine	5,50		Knowledge
					Course conditionals
BPT21-M6	BPT21M6	Pain	4,50		Knowledge
					Course conditionals
BPT21-M7	BPT21M7	Neurology	6,00		Knowledge
					Course conditionals
BPT21-M8	BPT21M8	Complicated & Integration	6,00		Knowledge
					Course conditionals
BPT21-CS5	BPT21CS5	Clinical Skills 5 Spine diagnostics	4,00	1,75	Skills
				1,75	Skills
				0,50	Skills
					Course conditionals
BPT21-CS6	BPT21CS6	Clinical Skills 6 Spine therapy	3,50	2,00	Skills
				1,50	Skills
					Course conditionals
BPT21-CS7	BPT21CS7	Clinical Skills 7 Neurology	3,50	1,75	Skills
				1,75	Skills
					Course conditionals
BPT21-CS8	BPT21CS8	Clinical Skills 8 Complicated & Integration	4,00	2,40	Skills
				1,60	Skills
					Course conditionals
BP21-ES56	BPT21ES56	Epidemiology & Statistics 5 & 6	1,50		Knowledge
					Course conditionals
BP21-ES78	BPT21ES78	Epidemiology & Statistics 7 & 8	1,50		Knowledge
					Course conditionals
BPT21-AS58	BPT21AS58	Academic Skills & Reasoning 5 tm 8	4,50		short report, group review 2x individual
					Course conditionals
BPT21-CR58	BPT21CR58	Clinical Rotations year 2	5,00		Clinic
					Course conditionals
BPT21-CM58	BPT21CM58	Persuasive communication	1,00		Skills
			1,00		Skills
BPT21-LE67	BPT21LE67	Law & Ethics, Fysiotherapie in context	2,00		Essay
					Course conditionals
BPT21-EBP56	BPT21EBP56	Evidence Based Practice	1,50		CAT, Assignment
BPT21-EBP78	BPT21EBP78	Evidence Based Practice	1,50		CAT
BPT21-FA56	BPT21FA56	Functional Anatomy Spine	0,75		Knowledge
			0,75		Knowledge
					Course conditionals
BPT21-FA78	BPT21FA78	Functional Anatomy	1,00		Knowledge
			1,00		Knowledge
					Course conditionals
	<b>BPT year 2 totaal</b>		<b>60,00</b>		

Year 3

BPT20-M9	BPT20M9	Complexity & Integration	6,50	6,50	Knowledge clip
					Course conditionals
BPT20-CS9	BPT20CS9	Clinical Skills 9	3,50	2,10	Skills
				1,40	Skills
					Course conditionals
BP20-ES9	BP20ES9	Epidemiology & Statistics 9	3,00	1,80	Report
				1,20	Presentation,
BPT20-CR9	BPT20CR9	Clinical Rotations 9	1,00		Assignment
					Course conditionals
BPT20-EBP9	BPT20EBP9	Evidence Based Practice	0,50		Knowledge
BPT20FA912	BPT20FA912	Functional Anatomy	0,50		Knowledge
BPT20-CR1011	BPT20CR1011	Clinical Rotations 10 & 11	24,00	7,20	Case report
				16,80	Clinic
					Course conditionals
BPT20-MBT	BPT20MBT	Bachelor Thesis			Research proposal
			21,00	13,50	Bachelor Thesis
				7,50	Poster presentation
	<b>BPT year 3</b>		<b>60,00</b>		
	<b>Total BSc</b>		<b>180,00</b>		

## Appendix 2: Regeling fraude en plagiaat<sup>1</sup>

1. Onder fraude of plagiaat wordt verstaan het handelen of nalaten van een student waardoor een juist oordeel over zijn kennis, vaardigheden of competenties geheel of gedeeltelijk onmogelijk wordt.
2. Onder fraude wordt in ieder geval verstaan:
  - a. tijdens een toets/examen in het bezit zijn van hulpmiddelen (boeken, syllabi, aantekeningen, elektronische dragers etc.) waarvan de raadpleging niet uitdrukkelijk is toegestaan;
  - b. tijdens een toets/examen afkijken, of binnen of buiten de toets-/examenruimte uitwisselen van informatie;
  - c. zich tijdens een toets/examen uitgeven voor iemand anders;
  - d. zich tijdens een toets/examen door iemand anders laten vertegenwoordigen;
  - e. zich voor aanvang van een toets/examen in het bezit stellen van de opgaven of andere relevante informatie.
3. Onder plagiaat wordt in ieder geval verstaan:
  - a. gebruikmaken van dan wel het overnemen van andermans teksten, gegevens of ideeën zonder volledige en correcte bronvermelding;
  - b. presenteren als eigen werk of gedachten van de structuur dan wel het centrale gedachtegoed uit bronnen van derden, zelfs indien een verwijzing naar die bronnen is opgenomen;
  - c. niet duidelijk aangeven in een tekst, bijvoorbeeld via aanhalingstekens of een bepaalde vormgeving, dat letterlijke of bijna letterlijke citaten in het werk werden overgenomen, zelfs indien een verwijzing naar die bronnen is opgenomen;
  - d. parafaseren van de inhoud van andermans teksten zonder voldoende bronverwijzing;
  - e. overnemen van beeld-, geluids-, of testmateriaal, software en programmacodes van anderen zonder bronverwijzing en zodoende laten doorgaan voor eigen werk;
  - f. indienen van werk, of delen daarvan, dat gelijk is aan of vergelijkbaar is met eerder ingediend werk, of delen daarvan, voor een andere opleiding of andere opdracht;
  - g. overnemen van werk van een medestudent en dit laten doorgaan voor eigen werk;
  - h. indienen van werkstukken die zijn verworven van een commerciële instelling of die (al dan niet tegen betaling) door iemand anders zijn geschreven.
4. Ter voorkoming en opsporing van fraude bij digitale toetsing kan gebruik worden gemaakt van online proctoring, lockdownbrowsers en maatregelen die hierop aanvullend werken. De student wordt vooraf op de hoogte gesteld van de maatregelen die worden genomen ter voorkoming en opsporing van fraude en de eventuele impact hiervan op diens privacy.
5. Bij de detectie van plagiaat in teksten kan gebruik worden gemaakt van elektronische detectieprogramma's. Met het aanleveren van de tekst geeft de student tevens toestemming tot het opnemen van de tekst in de database van het betreffende detectieprogramma.

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<sup>1</sup>Upon request these rules and regulations will be made available in English

6. Indien het overnemen van werk van medestudenten gebeurt met toestemming en/of medewerking van de medestudent is deze laatste medeplichtig aan plagiaat.
7. Wanneer in een gezamenlijk werk door een van de auteurs plagiaat wordt gepleegd, zijn de andere auteurs medeplichtig aan plagiaat indien zij hadden kunnen of moeten weten dat de ander plagiaat pleegde.
8. Medewerkers die betrokken zijn bij de voorbereiding, het afnemen, de beoordeling of de resultaatverwerking van toetsen en/of examens rapporteren fouten en onregelmatigheden, waaronder vermoedens van fraude en plagiaat, rondom toetsen en/of examens terstond en rechtstreeks aan de betrokkene(n) en tevens schriftelijk aan de Examencommissie onder overlegging van de schriftelijke stukken en bevindingen.
9. De Examencommissie stelt na ontvangst van een melding als bedoeld in lid 7 de student in de gelegenheid om zo spoedig mogelijk, doch uiterlijk binnen een termijn van vier weken zijn zienswijze op de melding te geven.
10. De Examencommissie stelt, waar nodig na aanvullend onderzoek, vast of er sprake is van fraude, plagiaat of een andere onregelmatigheid met betrekking tot toetsing en deelt de student schriftelijk haar besluit mede.
11. Indien plagiaat wordt geconstateerd of vermoed in een bepaald werk, kan de Examencommissie besluiten eerder door dezelfde student(en) ingeleverde werken te onderzoeken op plagiaat. De student is verplicht aan zo'n onderzoek mee te werken en kan worden verplicht digitale versies van eerdere werken aan te leveren.
12. Stelt de Examencommissie vast dat er sprake is van fraude of plagiaat, dan kan zij, afhankelijk van de ernst, een sanctie opleggen, inhoudende:
  - een schriftelijke waarschuwing;
  - ongeldig verklaring van de toets/het examen;
  - ongeldigverklaring van de toets + ongeldig verklaring of opschorting van het resultaat voor de onderwijseenheid waar de toets deel van uitmaakt;
  - ongeldig verklaring van de toets/het examen + uitsluiting van deze toets/dit examen voor ten hoogste 12 maanden;
  - ongeldig verklaring van de toets/het examen + volledige uitsluiting van deelname aan alle onderwijs, toetsen en examens voor een periode van ten hoogste 12 maanden, waaronder ook toetsen voor eerder niet behaalde onderdelen.Een sanctie waarbij het toetsresultaat ongeldig wordt verklaard, kan worden aangevuld met de verplichting tot het volgen van extra onderwijs of uitbreiding van de toets/het examen. In gevallen van zeer ernstige fraude kan de Directie van SOMT op voorstel van de Examencommissie de inschrijving van de betrokken student(en) definitief beëindigen.
13. Zowel de pleger als de medepleger van fraude en plagiaat worden bestraft.



14. Indien de student reeds eerder een sanctie heeft gekregen in verband met geconstateerde fraude of plagiaat, dan volgt volledige uitsluiting van de opleiding.
15. De opgelegde sancties worden vastgelegd in het studentendossier.

## Appendix 3: Werkwijze Examencommissie<sup>2</sup>

### 1. Algemene taken van de Examencommissie

#### 1.1 Bewaking uitstroomniveau

De Examencommissie houdt toezicht op de uitstroomeisen van de onderwijseenheden en het examen. De Examencommissie stelt vast of een student voldoet aan de voorwaarden die de Onderwijs- en Examenregeling stelt ten aanzien van kennis, inzicht en vaardigheden die nodig zijn voor het verkrijgen van een graad als bedoeld in artikel 7.10a van de WHW. De Examencommissie waarborgt, conform artikel 7.12 WHW, de kwaliteit van toetsen en examens alsmede de aanwijzing en toetsdeskundigheid van examinatoren. Monitoring van de inhoudelijke en onderwijskundige kwaliteit van toetsen en examens delegeert de Examencommissie naar de Centrale Toetscommissie.

#### 1.2 Behandeling van klachten en geschillen

Klachten en geschillen met betrekking tot toets- en examenbeoordelingen en overige aangelegenheden met betrekking tot onderwijs en toetsing kunnen aan de Examencommissie worden voorgelegd.

#### 1.3 Verlenen van vrijstellingen

De Examencommissie is belast met het verlenen van vrijstellingen voor het afleggen van één of meer toetsen of examens op grond van Eerder (of Elders) Verworven Competenties (EVC's). De Examencommissie is tevens belast met het verlenen van vrijstellingen voor de toelatingseis.

#### 1.4 Verlenen van diploma's

De Examencommissie bewaakt de kwaliteit van de diplomaverlening. De commissie verleent diploma's aan studenten die hebben voldaan aan de uitstroomeisen.

### 2. Verzoeken, meldingen, bezwaren en klachten

1. Onderstaande zaken kunnen schriftelijk en deugdelijk gemotiveerd worden voorgelegd aan de Examencommissie:
  - a. Bezwaren tegen de beoordeling van toetsen en examens (binnen zes weken na vaststelling van de beoordeling);
  - b. Klachten over de procedure rondom toetsen en examens (binnen 48 uur);
  - c. Verzoeken die betrekking hebben op toetsing in geval van studeren met een functiebeperking (termijnen conform beleid Studeren met een functiebeperking);
  - d. Verzoeken tot het vaststellen van de geldigheid van studieresultaten (tenminste drie weken voorafgaand aan (her)inschrijving);
  - e. Verzoeken tot het verlenen van vrijstellingen (tenminste zes weken voorafgaand aan de start van de betreffende onderwijseenheid);
  - f. Meldingen van fraude, plagiaat en onregelmatigheden (onverwijld);
  - g. Verzoeken om extra toets- of examenkansen (binnen zes weken na vaststelling van de vierde onvoldoende beoordeling);

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<sup>2</sup> Upon request these rules and regulations will be made available in English

- h. Verzoeken om herinschrijving (ten minste drie weken voorafgaand aan de start van de eerstvolgende onderwijsseenheid).
2. Verzoeken, meldingen, bezwaren of klachten van medewerkers die binnen het kader van de OER vallen en die de beslissingsbevoegdheid van het Opleidingshoofd overstijgen of niet tot een voor de docent bevredigend resultaat hebben geleid, worden in eerste instantie voorgelegd aan het Hoofd Post-initieel Onderwijs. Wanneer de kwestie de beslissingsbevoegdheid van het Hoofd Post-initieel Onderwijs overstijgt of wanneer deze daartoe anderszins aanleiding ziet, legt hij of het Opleidingshoofd het verzoek, de melding, het bezwaar of de klacht voor aan de Examencommissie.
  3. De Examencommissie is bereikbaar via [examencommissie@somt.nl](mailto:examencommissie@somt.nl).
  4. Uiterlijk 14 dagen na ontvangst van een verzoek, melding, bezwaar of klacht krijgt de indiener bericht waarin wordt aangegeven hoe het vervolg van de procedure zal verlopen.
  5. De Examencommissie kan besluiten de indiener van een verzoek, melding, bezwaar of klacht – al dan niet op diens verzoek - in de gelegenheid te stellen om te worden gehoord. De indiener wordt hiervan tijdig op de hoogte gesteld.
  6. Uiterlijk zes weken na ontvangst van een verzoek, melding, bezwaar of klacht ontvangt de betreffende student of medewerker een besluit van de Examencommissie hierop. Indien de Examencommissie meer tijd nodig heeft voor haar besluitvorming dan informeert zij de betreffende student of medewerker hierover voordat de termijn van 6 weken is verstreken.
  7. Een student of medewerker kan de Examencommissie verzoeken om een spoedbesluit of spoedadvies, wanneer er sprake is van hoge urgentie. Er is sprake van hoge urgentie, wanneer het uitblijven van een besluit of advies van de Examencommissie leidt tot onevenredige studievertraging voor de student of het voortduren van een voor het onderwijs onaanvaardbare situatie. De verzoeker geeft in zijn verzoek aan op welke termijn een besluit of advies van de Examencommissie noodzakelijk is. Een spoedbesluit kan alleen worden aangevraagd als de student of medewerker de Examencommissie direct heeft geïnformeerd na het ontstaan van de noodzaak tot het nemen van een besluit of het geven van een advies.
  8. De Examencommissie beoordeelt zo spoedig mogelijk na ontvangst van een verzoek om een spoedbesluit of spoedadvies of naar haar oordeel een spoedbesluit of spoedadvies noodzakelijk is en of zij binnen de gevraagde termijn tot een afgewogen oordeel kan komen. Zij informeert de verzoeker over de uitkomst van deze beoordeling.
  9. Indien de Examencommissie oordeelt dat een spoedbesluit of spoedadvies noodzakelijk en mogelijk is, start zij onverwijld de procedure hiertoe. De Examencommissie stelt de betreffende student of medewerker onverwijld op de hoogte zodra zij haar besluit of advies heeft opgemaakt.

### **3. Bezwaar en beroep**

1. Indien een student zich niet kan vinden in een hem betreffend door de Examencommissie genomen besluit, dan kan hij hiertegen bezwaar maken. Hiertoe doet hij de Examencommissie binnen 6 weken na ontvangst van het besluit een gemotiveerd verzoek tot heroverweging van het besluit.
2. Als het bezwaar is gericht tegen het niet tijdig nemen van een besluit, is het niet aan een termijn gebonden. Het bezwaarschrift wordt echter niet-ontvankelijk verklaard als het onredelijk laat is ingediend.
3. De Examencommissie behandelt een bezwaar conform het bepaalde in artikel 4.2.
4. Indien de student zich niet kan vinden in het besluit van de Examencommissie op zijn bezwaar, dan kan hij hiertegen binnen vier weken na bekendmaking van dit besluit administratief beroep aantekenen bij het College van Beroep voor de Examens. SOMT maakt hiervoor gebruik van het reglement commissie van Beroep voor Examens van de Nederlandse Raad voor Training en Opleiding (NRTO).
5. Betreft het betwiste besluit een uitspraak van de Examencommissie op een bezwaar van de student tegen een besluit van het Opleidingshoofd op zijn verzoek tot herziening van een beoordeling, zoals beschreven onder 7.10, dan kan de student hiertegen direct administratief beroep aantekenen bij het College van Beroep voor de Examens.
6. De Examencommissie kan de bezwaarde in de gelegenheid stellen om te worden gehoord naar aanleiding van de gemaakte bezwaren. In dat geval wordt de afzender tijdig van die mogelijkheid op de hoogte gesteld c.q. uitgenodigd voor een hoorzitting.

### **4. Jaarverslag**

1. De Examencommissie stelt aan het eind van elk academiejaar een jaarverslag op waarin zij verslag doet van haar werkzaamheden.
2. Het jaarverslag is opvraagbaar voor studenten en docenten via [examencommissie@somt.nl](mailto:examencommissie@somt.nl).