

# **Rules and Regulations**

Bachelor of Science Programme

Data Science and Artificial Intelligence

Computer Science

2023-2024

Maastricht, 22 August 2023

# Faculty of Science and Engineering Department of Advanced Computing Sciences

BSc Data Science and Artificial Intelligence
BSc Computer Science

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# Table of contents

Section 1 General Provisions	5
Article 1.1 Applicability of the rules and regulations	5
Article 1.2 Definitions	
Article 1.3 Appointment and composition of the Board of Examiners	5
Article 1.4 Board of Examiners: decision process	6
Article 1.5 Examiners	6
Article 1.6 Assessment Committee	6
Article 1.7 Assessment plan	7
Article 1.8 Communication	7
Section 2Exams/grading, overall assessment	7
Article 2.1 Assessments	7
Article 2.2 Grade descriptors	8
Article 2.3 Bachelor's examination	8
Article 2.4 Resits	9
Article 2.5 Assessment in exceptional cases	9
Article 2.6 Exemption from exams/assessments	10
Article 2.7 Exam results: amendment	10
Article 2.8 Exam inspection	10
Article 2.9 GPA	10
Article 2.10 Certificate	11
Article 2.11 Assessment by committees	11
Article 2.12 Electives	11
Article 2.13 Study Abroad	
Article 2.14 Extracurricular components	13
Article 2.15 Transition rule DSAI curriculum change 2023	13
Section 3 Procedures	14
Article 3.1 Exams	14
Article 3.2 Quoting and copying code	15
Article 3.3 Disclosing the use of generative artificial intelligence	15
Article 3.4 Fraud including plagiarism and fabricating and/or falsifying research data	16
Article 3.5 Irregularity	18
Article 3.6 Participation	18
Article 3.7 Hardship	18
Article 3.8 Registration for students that are not students of the programme	19
Section 4Closing provisions	19
Article 1 1 Amendments	10

Article	4.2	Entry into force	19
Section	5Se	emester Project regulations	20
Article	5.1	Applicability of the rules and regulations	20
Article	5.2	Definitions	20
Article	5.3	Organization	20
Article	5.4	Attendance and participation	21
Article	5.5	Examiners	21
Article	5.6	Project grade	21
Article	5.7	Project results: written motivation	23
Article	5.8	Resits	23
Article	5.9	Hardship	23
Section	6 KI	E@Work Internship regulations	24
Article	6.1	Applicability of the rules and regulations	24
Article	6.2	Objective	24
Article	6.3	Qualification	24
Article	6.4	Composition	24
Article	6.5	KE@Work Internship examiner: appointment	24
Article	6.6	KE@Work Internship plan	24
Article	6.7	Internship examiner: tasks	25
Article	6.8	Daily supervisor	25
Article	6.9	Assessment	25
Article	6.10	Professional behaviour	25
Article	6.1	Semester reports	25
Article	6.12	2 Early Termination	26
Article	6.13		
Article	6.14	Skill classes	26
Article	6.15	5 Resits	26
Article	6.16	5 Electives	26
Section	7 M	aRBLe 2.0 regulations	27
Article	7.1	Applicability of the rules and regulations	27
Article	7.2	Objective	27
Article	7.3	Qualification	27
Article	7.4	Composition	27
Article	7.5	MaRBLe 2.0 coordinator	27
Article	7.6	MaRBLe 2.0 examiner	27
Article	7.7	Research objective	28
Article	7.8	Assessment	28
Article	7.9	Professional behaViour	28

	Article 7.10	Early Termination	28
	Article 7.11	Extension	. 29
	Article 7.12	Extracurricular work	. 29
	Article 7.13	Skill classes	. 29
	Article 7.14	Project meetings	. 29
	Article 7.15	Resits	
S	Section 8The	sis regulations	30
	Article 8.1 Ap	oplicability of the rules and regulations	.30
		nesis examiner: appointment	
		nesis plan	
		nesis examiners: tasks	
		nesis supervisor: tasks	
		nesis manuscript	
		nesis assessment	
		art of thesis after approval of thesis plan	
		esit	

Rules and Regulations governing the examination for the bachelor's programme in Data Science and Artificial Intelligence and the bachelor's programme in Computer Science. These Rules and Regulations take effect on 1 September 2023.

#### Section 1 General Provisions

#### ARTICLE 1.1 APPLICABILITY OF THE RULES AND REGULATIONS

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

#### ARTICLE 1.2 DEFINITIONS

Student portal

Teaching team

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

•	Academic staff	Staff members at the level of Assistant Professor, Associate Professor or Full Professor and lecturers (docent) with a PhD degree.
•	Assessment committee	Committee tasked with providing expert advice on assessment
•	Assessment plan	Plan describing the assessment of a component
•	DACS	Department of Advanced Computing Sciences
•	Exam component	Part of the exam of a component/course. This can also be a practical or an assignment.
•	Force majeure	events and associated consequences that are abnormal, beyond the control of the student, and where the student had no way of preventing the negative consequences nor were the events and consequences within the sphere of risk of the student

The electronic environment for providing

information to students including intranet and Canvas

All persons involved in teaching the component

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

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

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

# ARTICLE 1.4 BOARD OF EXAMINERS: DECISION PROCESS

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

#### ARTICLE 1.5 EXAMINERS

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

#### ARTICLE 1.6 ASSESSMENT COMMITTEE

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

#### ARTICLE 1.7 ASSESSMENT PLAN

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

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

#### ARTICLE 1.8 COMMUNICATION

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

# Section 2 Exams/grading, overall assessment

#### ARTICLE 2.1 ASSESSMENTS

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

#### ARTICLE 2.2 GRADE DESCRIPTORS

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

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

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

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

#### ARTICLE 2.3 BACHELOR'S EXAMINATION

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

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

# ARTICLE 2.4 RESITS

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

# ARTICLE 2.5 ASSESSMENT IN EXCEPTIONAL CASES

- The assessment in exceptional cases as meant in article 5.8 of the EER will take place during semester 1 for courses from semester 2 and during semester 2 for courses from semester 1. The exact moment of this assessment is determined by the Board of Examiners.
- 2. Requests for this assessment must be filed by the student to the Board of Examiners within two weeks after becoming eligible for making such request.
- 3. Withstanding the minimal requirements in article 5.8 of the EER, students must argue in their request that they have a reasonable chance of passing this assessment without retaking the course (or have scored a 5 at the last opportunity), and argue that they have taken all possible efforts to pass the component at hand. This involves showing that both exam opportunities have been fully made, including showing that a fair attempt has been made for all exam components such as assignments, essays, etc; or show force majeure for all missed exam components.
- 4. Components that are offered by other programmes are not eligible for this assessment, and students that are from a different programme are not eligible for this assessment.
- 5. Assessment in exceptional cases does not apply to projects.
- 6. Assessment in exceptional cases is only offered once per program.

- 7. Assessment in exceptional cases does not apply if the delay is caused by invalidation or exclusion of exam (results) due to fraud either directly or indirectly.
- 8. Assessment in exceptional cases does not apply for premasters, nor for the propaedeutic phase.

#### ARTICLE 2.6 EXEMPTION FROM EXAMS/ASSESSMENTS

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

# ARTICLE 2.7 EXAM RESULTS: AMENDMENT

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

#### ARTICLE 2.8 EXAM INSPECTION

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

# ARTICLE 2.9 GPA

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

- 1. an exam for which a failing grade is obtained is also included in the GPA, although no credits are listed on the Student Portal;
- 2. if more than one grade is listed for an exam, the highest grade is taken into account for the calculation;
- The GPA computed in the system is in three significant digits and rounded downwards. In each case the GPA is converted to or compared with fewer significant digits, the GPA is rounded downwards;

- 4. grades for group projects are excluded from the GPA;
- 5. extracurricular courses are not included in the GPA.

#### ARTICLE 2.10 CERTIFICATE

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

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

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

## ARTICLE 2.11 ASSESSMENT BY COMMITTEES

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

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

#### ARTICLE 2.12 ELECTIVES

- 1. Electives outside the programme, including study abroad are subject to approval by this Board of Examiners
- 2. The Board of Examiners will take into account when considering requests for electives outside the programme
  - a) whether the proposed elective plan is feasible

- b) whether the proposed electives contribute to the learning goals/qualifications of the programme
- c) the level of the proposed electives
  - in principle only 3<sup>rd</sup> year level bachelor courses at research universities are allowed
  - II. propaedeutic courses are never allowed
  - III. the Board of Examiners can choose to deviate from I by allowing up to two second year components, with a joint maximum number of 10 ECTS, provided that they both clearly and indisputably contribute to the qualifications of the programme at an advanced level, or a single year two component up to 6.5 ECTS if it is relevant for the programme.
- d) whether the proposed electives overlap with other components
- e) the study progress of the student
- f) the motivation letter
- g) Whether the student passed project 2-1, KE@Work semester 2-1 or MaRBLe 2.0 semester 2-1 is successfully completed with credit points being awarded in case the elective is a minor or study abroad
- h) For study abroad and minors additional requirements/criteria hold.
- 3. The Board of Examiners only determines whether it will recognize the credits taken elsewhere and whether the student is allowed to take components outside the programme, not whether the receiving program will accept the student.
- 4. The deadlines for requests for electives are:
  - a) for study abroad: a date in January of the preceding year, to be published on intranet.
  - b) for minors: the first of April of the preceding academic year
  - c) for other courses outside the programme: the first of May of the preceding year
  - d) The Board of Examiners can put requests on hold or conditionally approve them, when students do not (yet) meet the requirements as stated in Articles 5.3, 3.8 and 3.9 of the EER. If an elective is conditionally approved and the student does not meet the requirements before the start of the academic year or the date at which they must definitively register for the elective whichever comes first the student must cancel the registration.
- 5. For KE@Work students, also permission from KE@Work is required, to ensure that students adhere to the contract requirements.
- 6. If a student receives permission to do a minor, then this permission is for the full minor, not for the separate components. For the educational minor this means that the full 35 ECTS must be obtained including the teaching qualification. If the student wishes to graduate without completing the full minor for which permission has been granted, the student must request permission for each separate course in the minor, bound to the regular restrictions and conditions of electives outside of the programme. All courses for which no permission is granted will be considered extracurricular.

#### ARTICLE 2.13 STUDY ABROAD

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

- 2. The Board of Examiners selects the students to be nominated for exchange from the pool of applicants. The Board of Examiners selects students based on the criteria stated in Article 2.12 and on past academic and non-academic conduct, study progress and GPA.
- 3. Any allocation to exchange partners is conditional on the requirements stated in this article and Article 5.3 of the EER and meeting those conditions is the responsibility of the student.

#### ARTICLE 2.14 EXTRACURRICULAR COMPONENTS

- 1. Only the components that fit the nominal study of 180 ECTS are curricular.
- 2. Whether or not to allow extracurricular components is a decision of the education management. For the program at hand, Article 3.6(2) of the EER states that extracurricular components are not possible. If extracurricular components are allowed and taken, it should be made clear to the Board of Examiners beforehand that they will be extracurricular.
- 3. In case it has not been indicated what the extracurricular components are, and the student has more than 180 ECTS, the chronologically, first components obtained that constitute a valid program are considered the curricular components, the other component(s) the extracurricular ones. If a component can be removed from the program (last first) and while resulting in a valid programme of at least 180 ECTS, that component is considered extracurricular. Failed courses are always included in the GPA calculation (see Article 2.9 paragraph 1).

# ARTICLE 2.15 TRANSITION RULE DSAI CURRICULUM CHANGE 2023

Transition rules for the curriculum DSAI

- 1. Students that started the program DSAI in September 2021 or earlier in principle must adhere to the curriculum as specified in the EER of the academic year 2022/2023, with the exception that:
  - a. If they failed the course "ICT and Knowledge management", this can be replaced by the course "Principles of Data Science"
  - b. If they failed the course "Introduction to Computer Science 1", this can be replaced by the equivalent course "Procedural Programming"
  - c. If they failed the course "Introduction to Computer Science 2", this can be replaced by the equivalent course "Objects in Programming"
  - d. For electives from year 3 that were successfully completed after September 2017 and before August 2023, these count according to the EER in the year that these electives were successfully completed.
  - e. For year 2 electives that were successfully completed after September 2017 and before August 2023, these count according to the EER in the year that these electives were successfully completed.

This means that for these students the course "Theoretical computer science" is a mandatory course. Also for these students, the courses "Natural language processing" and "Image and Video processing" are year 2 period 5 electives, even if they are passed in year 2 period 4 in a later year, withstanding Article 5.12 of the EER.

- 2. Students that started the program DSAI in September 2022 in principle must adhere to the curriculum of year 1 of the EER of 2022/2023 with the exception that:
  - a. If they failed the course "ICT and Knowledge management", this can be replaced by the course "Principles of Data Science"
  - b. If they failed the course "Introduction to Computer Science 1", this can be replaced by the equivalent course "Procedural Programming"
  - c. If they failed the course "Introduction to Computer Science 2", this can be replaced by the equivalent course "Objects in Programming"

And for year 2 and 3 they must adhere to the EER of 2023/2024.