

Section 3 Procedures

ARTICLE 3.1 EXAMS

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

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

ARTICLE 3.2 QUOTING AND COPYING CODE

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

ARTICLE 3.3 DISCLOSING THE USE OF GENERATIVE ARTIFICIAL INTELLIGENCE

1. Unless otherwise mentioned in the course materials /assignment/project, it is not allowed to use generative artificial intelligence including, but not limited to GPT-x, ChatGPT (Plus) and BARD, to generate content that is used to answer exam questions/assignments in a way that makes it impossible to assess the Intended Learning Outcomes.
2. If the use of generative artificial intelligence is allowed, it still must be disclosed, unless explicitly stated otherwise in the course materials/assignment/project. The use of short-form input assistance such as predictive text input does not have to be disclosed, unless it

is used in such fashion that in essence it is generating text, code or other content for the student.

3. In case of permitted use of generative AI, it is up to the examiner to decide in how far credits can be awarded to parts that were constructed using AI.

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

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

1. The Board of Examiners may impose one of the disciplinary measures set down in paragraph 7 of this article if it establishes that one or more students, in any exam or exam component have committed fraud, including:
 - a. have had any aids/devices, resources, text, software or notes at their disposal, or has used aids and/or (communication) devices that were not explicitly allowed, or that were explicitly forbidden in the exam instructions and/or Rules of Procedures for Exams;
 - b. have communicated or tried to communicate with another student without permission from an invigilator, examiner, or Board of Examiners member;
 - c. have copied or attempted to copy from another student, or have provided the opportunity to copy;
 - d. have collaborated on a graded assignment, paper or practical, whereas this was not explicitly allowed;
 - e. have posed as someone else or let someone else pose as them;
 - f. have misled, or at least attempted to mislead or provided the opportunity to mislead an invigilator, an examiner, a corrector or the Board of Examiners with respect to the exam;
 - g. have used an obfuscation method in submitted work that is likely to have the effect that plagiarism checking tools do not work optimally;
 - h. have disregarded the instructions of the invigilator or the instructions for the exam (component) such that an unfair advantage might have been obtained;
 - i. have performed actions or omissions which make it impossible in whole or in part to properly evaluate their knowledge, understanding and/or skills.
2. The Board of Examiners may impose one of the disciplinary measures set down in paragraph 7 of this article if it establishes that one or more students have committed fraud, including:
 - a. have falsified the information on mandatory attendance, participation or effort obligation; or had someone else falsify that information; or has signed off on attendance, participation or effort obligation when it was not (fully) met;
 - b. have falsified exam results;
 - c. have falsely obtained, or attempted to, access to an exam;
 - d. have misled an examiner relating to exam (components), registration, or grading;
 - e. have facilitated other students to engage in fraud;
 - f. have fabricated and/or falsified survey or interview answers or research data;
 - g. have breached or attempted to breach the security measures around exams.
3. The Board of Examiners may impose one of the disciplinary measures set down in paragraph 7 of this article if it establishes that one or more students have committed plagiarism in any exam, part or component, including:
 - a. Using or copying their personal or others' texts (including code), data, ideas, other materials or thoughts without adequate reference to the source;
 - b. presenting the structure or central body of thought from others without adequate reference to the source and thus passing it off as their own;

- c. not clearly indicating in the text (including code), for example via quotation marks or a certain layout, that verbatim or nearly verbatim quotes have been used;
 - d. paraphrasing the content of their own or others' texts without adequate reference to the source;
 - e. copying video, audio or test material, software and program codes from others without adequate reference to the source and thus passing them off as their own;
 - f. copying work from other students and thus passing it off as their own;
 - g. submitting a text that has been previously been submitted for an different component/module, or is similar to a text that has been previously been submitted by oneself or by others, unless explicitly allowed;
 - h. submitting work or assignments acquired from or written by a third party (whether or not for payment) and thus passing them off as their own;
- where in all of these provisions "others" and "third party" does not only refer to people but also to generative artificial intelligence such as GPT-x, ChatGPT (Plus) or BARD. If the use of artificial intelligence is allowed and/or does not have to be disclosed for a specific use, this is explicitly mentioned in the course materials.
4. During the exam inspection students are not allowed to have communication devices and/or other electronic devices at their disposal, neither to take the exam and answer key outside the room where the inspection takes place nor to copy these documents in any form. Also, students are not allowed to make any modifications to the exam. When the exam inspection is virtually, it is not allowed to make screenshots or record the inspection. The Board of Examiners may impose one of the disciplinary measures set down in paragraph 7 of this article if it establishes that a student did not adhere to these rules.
 5. In case of fraud / plagiarism in group assignments, all students in the group are in principle responsible for fraud / plagiarism. If it is unambiguously clear that only specific students have committed fraud, only the students in question will receive punitive sanctions, but all are subject to corrective sanctions.
 6. In the event that the Board of Examiners suspects that a student has committed fraud in any way, the Board of Examiners shall be entitled to start the following procedure: the (acting) chair of the Board of Examiners opens an inquiry into the established facts, and may call in an expert to do so. After this inquiry has been closed, but within 15 working days after fraud has been reported to the Board of Examiners by the examiner(s), the chair will inform the members of the Board of Examiners, and invite the student and the examiner(s) the opportunity to each state their case. Students may have an adviser accompany them. If the Board of Examiners establishes that a student has committed fraud, the Board will declare the relevant exams/assessment and/or attendance registration null and void (label NG) and can impose a measure as set down in paragraph 7. The Board of Examiners will inform the student involved, the examiner and education office regarding this measure and the reason on which this measure is based. This procedure shall take place in accordance with Article 7.12b of the Act.
 7. In the cases referred to in paragraphs 1 to 6 the Board of Examiners can declare the results of the relevant exam or part in question and/or the attendance registration invalid, as well as impose the following disciplinary measures:
 - a. a reprimand;
 - b. exclusion from participation or further participation in one or more exams in the programme for a period of at most one year;
 - c. in serious cases of fraud, the Board of Examiners can propose to the UM's Executive Board that the student(s) concerned be permanently deregistered from the programme.
 8. Repeat offences of fraud are considered an aggravating circumstance and may result in more severe sanctions. This also includes fraud in components/modules that were taken at other faculties or institutions of higher education. For this reason, UM Boards of Examiners can inform each other if fraud and/or plagiarism has been established in an exam (component) at another programme.

9. Before the Board of Examiners imposes an appropriate disciplinary measure, or makes a proposal to the Executive Board, the student in question is given the opportunity to be heard.
10. If fraud is established, this is included in the student's dossier and, if applicable for the programme in question, a notice of unprofessional behaviour will be drawn up.
11. If, after investigation, it is ultimately determined that the student concerned did not commit fraud, the names will be removed from the correspondence about the alleged fraud and the correspondence will not be included in the student's dossier.
12. The Board of Examiners does not grant exemptions on the grounds of study results obtained elsewhere while the student was excluded from participating in the programme's exams because fraud was committed.
13. A student who was excluded from participation in exams, or whose exam was declared invalid for a component/module due to fraud, is not eligible for assessment in exceptional cases for those components/modules.

ARTICLE 3.5 IRREGULARITY

If, according to the Board of Examiners, one or more exam components or an entire exam have not been taken in the prescribed manner or if an exam component has not been conducted properly, the Board of Examiners can declare the exam or the relevant component(s) invalid, even in cases when the student is not accountable, in order to secure its legal duty as stated in Article 7.12b (1)(a) of the Act.

ARTICLE 3.6 PARTICIPATION

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

ARTICLE 3.7 HARDSHIP

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

1. The Board of Examiners decides whether circumstances are hardship or not. When students make a request for hardship the student must properly motivate this request and provide proof for the circumstances that have occurred. The request must be filed as soon as possible, but no later than two weeks after the event occurred.
 - a. Without proper proof the claim cannot be taken into consideration. To be clear: An email claiming illness is not considered proof.
 - b. If it is possible to avoid a problem from occurring by e.g. requesting to reschedule a meeting, the student is obliged to do so.
2. For the Board of Examiners to take a hardship request into consideration, the student must show force majeure for all opportunities. Examples that might be considered as hardship:
 - a. Acute medical care that made it impossible to participate and there was no alternative available
 - b. Death of a family member in the first degree that made it impossible to participate and there was no alternative available
3. Examples that are not considered hardship:
 - a. Plannable medical care
 - b. Seeking medical care, available in the Netherlands, abroad

- c. Motivation
 - d. Study delay or financial issues
 - e. Exchange
 - f. Consequences of fraud
 - g. Travel
4. In cases of personal circumstances students are obliged to be proactive and seek help from the study advisor and actively try to mitigate the possible effects.
 5. Written exams are organised twice per year, which does not imply that the student has the right to have two exam attempts per year. As such, the choice of not taking the first opportunity is to be avoided and bears additional risk.

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

1. Students that are not students of the programme, i.e. not students of the Bachelor of Science in Data Science and Artificial Intelligence or the Bachelor of Science in Computer Science programme, must have received clearance from the Board of Examiners of the Bachelor of Science in Data Science and Artificial Intelligence/the Bachelor of Science in Computer Science¹ on the prerequisites before the registration deadline and as such, apply for that ultimately six weeks before the registration deadline.
2. The registration of students that are not students of the programme is subject to approval by the Board of Examiners of the programme.
3. Students not of the programme are not admissible to semester projects, with the exception of pre-master students for the master DSDM and the master AI.
4. Withstanding Article 4.2(3) of the EER, for students that are not of the programme, an additional requirement for following year 1 courses is that they are admissible to the programme.
5. There is a limited capacity for students that are not students of the programme.

Section 4 Closing provisions

ARTICLE 4.1 AMENDMENTS

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

ARTICLE 4.2 ENTRY INTO FORCE

These rules and regulations shall enter into force as of 1 September 2023 and hold for an academic year or until new Rules and Regulations are published, whichever comes first.

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

Section 5 Semester Project regulations

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

ARTICLE 5.1 APPLICABILITY OF THE RULES AND REGULATIONS

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

ARTICLE 5.2 DEFINITIONS

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

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

ARTICLE 5.3 ORGANIZATION

1. The project coordinator is responsible for the daily management of the project; regularly communicates and coordinates the project examiners; is responsible for the attendance and participation registration for the compulsory project meetings (which are indicated in the project manual or in these regulations); manages the project tutor(s), administers assessment, ensures that the students are given feedback and coordinates with the project content examiners the composition of the project manual and distributes information at the start of the project.
2. The project tutor(s) supervise the students using a process-based approach and, if necessary and expertise permitting, also a content-based approach. Students regularly report back to the project tutors during the project meetings. The project tutor(s) track the attendance and participation of students during project meetings.

3. Projects are group work and all students are expected to actively participate. Students whose behaviour is still detrimental after receiving a formal warning can be expelled from the project and receive an NG. They are not allowed to take a project resit.
4. Students that have failed or have been expelled from a particular semester project in at least two different years, can be placed in special project groups at the discretion of the Director of Studies, while abiding to the learning outcomes.
5. It is up to the examiners to decide which student will present what in the project presentations, and this decision can be communicated by the examiners last-minute. The first and second phase presentations are in principle non-public (unless the examiners decide otherwise), the final presentation is a public presentation.

ARTICLE 5.4 ATTENDANCE AND PARTICIPATION

1. On-campus attendance and participation in the project meetings and project skills trainings, is mandatory, see Article 4.4 of the EER. Missing a meeting/training in this article means failure to be present during part of or the complete meeting/training, inadequate participation or inadequately completing the assignments. For project meetings the project tutor or project coordinator decides whether a student missed it or not, and for the skill trainings the lecturer or project coordinator.
2. All project meetings are mandatory. One project meeting may be missed each block of the three blocks of a semester, without consequences, as an arrangement to cover force majeure and may only be used as such. If two or more meetings are missed in the first or second block of the semester, the student will not have access to the exam of that project phase and that phase will count as grade zero. If two meetings are missed in the third block of the semester, the student will automatically receive a lowered individual grade. If three or more meetings are missed in the third block of the semester, the student will not have access to the exam of that project phase and that phase will count as grade zero.
3. Participation in project skill trainings is taken into account in the final grading. If a student has missed three or more skills trainings, the student will not be able to participate in the final examination of the project, meaning that an NG is given for the project. This NG will also be awarded if after the final examination it turns out that a student that was ineligible still participated.

The arrangements that offer the possibility to miss project meetings and skill classes should not be taken lightly and only be used in a case of clear force majeure.

ARTICLE 5.5 EXAMINERS

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

ARTICLE 5.6 PROJECT GRADE

1. The project is graded on three occasions by the examiners. The first grade is issued after the presentation first phase and accounts for 15% of the final grade. The second grade is issued after the presentation second phase and accounts for 15% of the final grade. The

third grade is issued after the final assessment at the end of the third block and accounts for 70% of the grade. These grades are then rescaled in Paragraph 5 to a range 0 to 9.

2. The skill trainings are graded on a scale from 0 to 1.
 - a. If a student has participated fully in all skill classes, where the student also has a passing grade for all assignments, the student will receive the grade of 1 for the skill trainings.
 - b. If a student has participated fully in all but one skill trainings, where fully participating includes that the student has a passing grade for all assignments, the student will receive a grade of 0.5 for the skill classes.
 - c. If the student fully participated in all but two skill trainings, the student will receive a grade of 0.0 for the skill trainings.
 - d. If the student did not participate fully in three or more skill trainings, the student will not be able to participate in the final examination of the project, meaning that an NG is given for the project.
3. As indicated in paragraph 1, for each project there are a number of on-campus assessment moments that may include, but are not limited to: the presentation first phase, the presentation second phase, the final presentation and the product and report examination (if applicable). Failure to participate in either the presentation first phase or presentation second phase has the consequence that the student concerned cannot be graded for that particular phase and the grade for that phase will count as 0. Failure to participate in the final project presentation means that the student cannot be graded for the presentation and the grade for the rubrics concerning the presentation will count as 0. If a student does not participate in the product and report examination (if applicable), or misses in total two or more of the aforementioned assessment moments, there is insufficient bases for assessing the individual contribution of the student, with the consequence that an NG is awarded for the overall project of the student involved.
4. The final assessment will be determined at the end of each project. Each project will be assessed separately and will be based on the following aspects:
 - a. the project report;
 - b. the project product;
 - c. the project presentation;
 - d. participation;
 - e. project management and cooperation;
 - f. the grades from earlier project phases.The requirements for the project product, report and presentations are determined separately for each project and will be listed in the project manual or on the Student Portal.
5. The project grade is on a scale from 0 to 10, where the grade consists for 90% of the grade from paragraph 1, to which the skill class grade is added.
6. The project grade is a group grade, which applies to all members of the group. The project examiners may deviate (positively or negatively) from the group grade and issue an individual grade for students, if participation and cooperation within a group has not been homogeneous.
7. Examiners can choose to use peer assessment for adjusting individual grades.
8. For students who have not met the project requirements by insufficient participation in project meetings, skill trainings, project presentations, the product and report examination (if applicable) and any other mandatory meetings, the modification to the student's grade as indicated in Article 5.4 and in Article 5.6.3 will be applied after the individual grading of the student.

ARTICLE 5.7 PROJECT RESULTS: WRITTEN MOTIVATION

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

ARTICLE 5.8 RESITS

The resit is a repair opportunity, and the method shall be determined by the examiners. Repair opportunities can be individual or on a group level, where changes will be permitted to the composition of the original project group. Students who were expelled from the project or did not receive a grade in the current academic year are not allowed to take the project resit. A repair opportunity will only be offered if the grade is 4.0 or more (hence an NG is ineligible for a resit) to ensure that a student has obtained sufficient practical training. The student(s) will receive the resit assignment from the examiners within 2 working days after failing the project. This additional assignment must be handed in within 10 working days. If completed successfully, the student will receive a 6.0 for the project.

ARTICLE 5.9 HARDSHIP

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

Section 6 KE@Work Internship regulations

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

ARTICLE 6.1 APPLICABILITY OF THE RULES AND REGULATIONS

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

ARTICLE 6.2 OBJECTIVE

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

ARTICLE 6.3 QUALIFICATION

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

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

ARTICLE 6.4 COMPOSITION

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

ARTICLE 6.5 KE@WORK INTERNSHIP EXAMINER: APPOINTMENT

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

ARTICLE 6.6 KE@WORK INTERNSHIP PLAN

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

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

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

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

ARTICLE 6.7 INTERNSHIP EXAMINER: TASKS

The tasks of the internship examiner include the following:

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

ARTICLE 6.8 DAILY SUPERVISOR

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

ARTICLE 6.9 ASSESSMENT

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

ARTICLE 6.10 PROFESSIONAL BEHAVIOUR

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

ARTICLE 6.11 SEMESTER REPORTS

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

ARTICLE 6.12 EARLY TERMINATION

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

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

ARTICLE 6.13 EXTRACURRICULAR WORK

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

ARTICLE 6.14 SKILL CLASSES

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

ARTICLE 6.15 RESITS

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

ARTICLE 6.16 ELECTIVES

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