

# Education and Examination Regulations (EER)

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BSc Physiotherapy

**SOMT University of Physiotherapy**

2023-2024

Amersfoort, 1 September 2023

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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> 2023, 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 2023/2024

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 individual who assesses a test or exam and determines the rating (see definition examiner);
- 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. **Central Testing Committee:** a committee delegated by the Examination Board for the monitoring of the substantive and educational quality of tests and exams.
- g. **Clinical rotation:** clinical apprenticeship.
- h. **Course:** a coherent whole of knowledge, insight and skills to be acquired, e.g. a module of which the study load is expressed in European Credit points;
- i. **Course guide:** the programme guide which includes further details about programme specific provisions and information;

- j. **Course year:** year 1, year 2 or year 3 of the bachelor programme;
- k. **Credit:** a unit expressed in ECTS credits, with one credit equalling 28 hours of study;
- l. **Education Committee:** express the volume of learning based on the defined learning outcomes and their associated workload. 60 ECTS credits are allocated to a full academic year. One credit corresponds to a typical workload of 25 to 30 hours of work;
- m. **European Credit Transfer System credits (ECTS's);** International comparison of study hours; 1 EC is equivalent to 28 studyhours. Per year the educational programme consists of 60 EC's;
- n. **Exam:** an assessment and grading of a part of the final examination.
- o. **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.
- p. **Examiner:** an individual designated by the Board of Examiners responsible for the quality of one or more tests or exams;
- q. **Final examination:** the whole of exams forming the final assessment of the bachelor's programme;
- r. **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;
- s. **Pre-university education:** education programme as referred to in article 7.24 of the Act (in Dutch: Voorbereidend Wetenschappelijk Onderwijs (vwo));
- t. **Plagiarism:** the presentation of ideas or words from one's own or someone else's sources without proper acknowledgment of the sources;
- u. **Skills training:** activities related to the development of clinical, communication or academic skills;
- v. **SOMT:** SOMT University of Physiotherapy, Amersfoort;
- w. **Student:** an individual who is registered at the university for education and/or to take exams and the examination of the programme;
- x. **Test:** an assessment and grading of a (part of a) course ('tentamen' as referred to in Article 7.10 of the Act);
- y. **Test Expert Team:** 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;
- z. **UM:** Maastricht University, Maastricht;
- aa. **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 Student Affairs (studentenadministratie): [studentenadministratie@somt.nl](mailto:studentenadministratie@somt.nl)

## **SECTION 2                      ADMISSION**

### **Article 2.1                      Admission requirements**

1. Students with a Dutch diploma: Individuals will be granted admission to the programme if they have a Dutch pre-university education diploma (VWO) with the subject Mathematics and Biology; Physics is recommended. For the Technology Track Mathematics B and Physics are advised.
2. An individual will be granted admission to the programme if the individual has a secondary school diploma equivalent to the Dutch pre-university education diploma (VWO) with required subjects Mathematics and Biology; Physics is recommended. For the Technology Track Physics is advised.
3. An individual not meeting the requirements mentioned under 1 and 2 can be granted admission by the Board of Examiners the individual has:
  - a. an equivalent diploma and has demonstrated that the individual 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 the 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**

Individuals with a non-Dutch diploma may only register if language requirements concern a sufficient command of English by having passed and providing one (or more) of the below English exam(s) or certificate(s) on pre-university B2 proficiency level:

- a. Academic IELTS: with a minimum overall score of 6.0;
- b. TOEFL iBT: with a minimum score of 80;
- c. TOEIC: listening and Reading minimum score 670 & Speaking and Writing minimum score 290;  
Cambridge Assessment English: first (FCE)- Grade B (scale 173-175), first (FCE) - Grade C (scale 169-172).

The exam committee is permitted to make exemptions compared to above

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

Students from outside the EU are not admissible.

### **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:

- a. [Studieovereenkomst](#)
- b. [Eligibility foreign student](#)
- c. [Financial terms](#)

## **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. Students having successfully completed the undergraduate programme have achieved the following ILO's:
  - a. Demonstrate a strong awareness of the concepts, laws, and ethics relevant to the physiotherapy profession at both academic and clinical levels, through actions, thoughts and behaviours;
  - b. Demonstrate a mastery of the key concepts of the underlying basic disciplines including health technology, and has an ability to communicate this effectively to other stakeholders;
  - c. Identify and define problems relevant to entry-level professional practice using logical, analytical, and critical thinking. Demonstrate the ability to interpret, explain, reflect upon, and take action on these problems, whether in theoretical, academic, or professional settings, while being aware of societal responsibilities and respecting cultural diversity;
  - d. Demonstrate clinical reasoning skills, integrate best available evidence in training and clinical rotation situations, and comply with applicable clinical guidelines and professional standards;
  - e. Demonstrate and disseminate integrated academic and innovative clinical and/or technological competencies while applying critical evidence-based appraisal;
  - f. Apply a mastery of the knowledge, clinical skills and technical skills required for functioning effectively as an entry-level professional in the physiotherapy and rehabilitation sciences;
  - g. Communicate effectively and work collaboratively with specified target groups (e.g. other professionals, researchers, companies);
  - h. Identify and reflect on own learning needs for professional development and lifelong learning, with critical thinking towards own functioning and attitude.

### **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 such as Communication and Law & Ethics (obligatory for admission to the Dutch BIG-register).
4. The language policy is stated in 'Gedragcode 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 credits. 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 study load 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 18 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 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 the student 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 permitted 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 from 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 individual e.g., illness, pregnancy, functional disorders, special/ serious family circumstances, other individual circumstances that would justify an exception, the student can request an additional assignment with the Board of Examiners. The requests need 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:

- a. [Policy studying with a disability](#)
- b. [Disability statement](#)

**Article 4.5                      Study interruption**

1. A students can ask for a study interruption of one year. Requests for a study break can be addressed to the Head of Education. A study break for a maximum of one year is permitted while maintaining all study results. To restart the study, the student needs to re-enrol.
2. After a study break of more than one year, a student who wants to re-enrol needs to request 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 test folder.
4. If a student disagrees with the assessment made by the assessor, the student can request a revision of the assessment with the Head of Education within three weeks after the publication of the results of the assessment. 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. If the student disagrees with the decision of the Head of Education upon a request as stated in paragraph 5.1.4 The student 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 the 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. The student 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. Tests can be taken twice a year on dates to be determined by the Head of Education.
2. In cases of exceptional individual 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 individual 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. 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 the 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.
4. For participation in a resit for a test that is part of the curriculum of a previous year, written enrolment by the student ultimately 10 days before this test 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 Expert Team, 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 thesis/final project will be evaluated by at least two assessors (the supervisor and a second assessor). They will assess the work independently from each other and strive for consensus. Any disagreement will be resolved by consensus or by decision of a third assessor.
3. The bachelor's thesis/final project can be carried out and written with a maximum of two students on the same project. In addition, each student will be evaluated individually through an oral presentation and defense

#### **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, the second long Clinical Rotation must take place in a Dutch setting.
2. The Clinical Rotations Coordinator appoints a SOMT examiner (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 Expert Team.
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 Expert Team.
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 student affairs (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**

The validity of tests or exams that have been passed is not limited.

#### **Article 5.11 Validity passed tests or exams if the programme is changed**

Conditional sub-tests/exams and sub-assignments, which were passed within a course will not lose their validity, unless the programme is changed.

#### **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 the student demonstrates in writing to the Board of Examiners' satisfaction that he/she/they previously:
  - a. Passed a test for a university or higher professional education programme which was similar in terms of content and level or;
  - b. 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, the student must inform the department of student affairs ([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 approves 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, students must have passed all components of the programme.
3. To pass the final examination and receive the certificate, students 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 conditions and obligations, including paying the tuition fees.
5. The date on which the student has met all the conditions and 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. 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;
  - b. Surpassing a minimum of 3 out of 7 excellent (dark green) scores on the 7 competencies in the grading forms in Clinical Rotations;
  - c. A minimum score of 8,00 on the case report in the final Clinical Rotation (course 11);
  - d. No track record of fraud known to the Board of Examiners.



## **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 student affairs (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 the latest, students that have achieved 15 credits or less receives a written warning of the Head of Education.
2. Students who receive a warning, as referred to in paragraph 1 of this article, will be invited for an interview with the study advisor for the purpose of discussing their study approach, reconsideration of the study and a possible referral.
3. At the end of the first academic year, on 31 August at the latest, students that have earned fewer than 30 credits over the first year will receive a binding negative study advice in writing. Programme enrolment will be terminated and prohibited for a period of three academic years.
4. In determining the number of credits earned as referred to in paragraphs 1 and 3, all credits earned in the first year of enrolment in the programme are considered. Credits for tests that 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, students are given an opportunity to appeal to the Board of Examiners.
6. When deciding whether to issue a BSA, the Head of Education takes into account exceptional individual circumstances e.g., illness, pregnancy, functional disorders, special/ serious family circumstances or other individual 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 a 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 favour.

### **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 (e.g., declare the result invalid, impose extra assignments, obligation to follow courses)
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 unsubscribed 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)**

On the grounds of conduct and/or statements that render a student unsuitable for the practice of the profession for which the program is training and after carefully weighing the interests at stake, the Board of Examiners may ask the General Director to terminate or refuse a student's enrolment for the programme.

## APPENDICES

### Appendix 1: Test matrix 2023-2024

Year 1

Course Moodle ID	Course name	EC course	Assessment type	Test Moodle=Test Osiris ID
BPT23M0	On the Move	1,00	Knowledge	BPT23M0T01
			Course conditionals	
BPT23M1	Two Legs to stand on	4,50	Knowledge	BPT23M1T01
			Course conditionals	
BPT23M2	The Upper extremity	4,50	Knowledge	BPT23M2T01
			Course conditionals	
BPT23M3	Lungs, Heart and Circulation	5,00	Knowledge	BPT23M3T01
			Course conditionals	
BPT23M4	Exercise physiology	5,50	Knowledge	BPT23M4T01
			Practicum	BPT23M4T02
			Course conditionals	
BPT23CS01	Clinical Skills & Reasoning Skills 0 & 1	3,50	Skills	BPT23CS01T01
			Skills	BPT23CS01T02
			Skills	BPT23CS01T03
			Course conditionals	
BPT23CS2	Clinical Skills & Reasoning Skills 2	4,00	Skills	BPT23CS2T01
			Skills	BPT23CS2T02
			Skills	BPT23CS2T03
			Course conditionals	
BPT23CS3	Clinical Skills & Reasoning Skills 3	4,00	Skills	BPT23CS3T01
			Skills	BPT23CS3T02
			Skills	BPT23CS3T03
			Course conditionals	
BPT23CS4	Clinical Skills & Reasoning Skills 4	4,00	Skills	BPT23CS4T01
			Skills	BPT23CS4T02
			Skills	BPT23CS4T03
			Course conditionals	
BPT23AS02	Academic skills & reasoning	1,50	Knowledge	BPT23AS02T01
			Knowledge	BPT23AS02T02
			Course conditionals	
BPT23AS34	Academic skills & reasoning	2,00	Knowledge	BPT23AS34T01
			Knowledge	BPT23AS34T02
			Course conditionals	

BPT23ES02	Epidemiology & Statistics sem 1	2,00	Knowledge	BPT23ES02T01
BPT23ES34	Epidemiology & Statistics sem 2	2,00	Knowledge	BPT23ES34T01
BPT23LE02	Law & Ethics introduction	0,75	Knowledge	BPT23LE02T01
BPT23LE34	Law & Ethics sem 2	0,75	Knowledge	BPT23LE34T01
BPT23CR02	Clinical Rotations sem 1	1,30	Clinic	BPT23CR02T01
			Course conditionals	
BPT23CR34	Clinical Rotations sem 2	2,70	Clinic	BPT23CR34T01
			Course conditionals	
BPT23CM02	Communication sem 1	1,00	Skills	BPT23CM02T01
			Course conditionals	
BPT23CM34	Communication sem 2	1,00	Skills	BPT23CM34T01
BPT23EBP02	Evidence Based Practice sem 1	1,00	CAT	BPT23EBP02T01
BPT23EBP34	Evidence Based Practice sem 2	1,00	CAT	BPT23EBP34T01
		1,00	Knowledge	BPT23EBP34T02
BPT23FA02	Functional Anatomy	2,25	Knowledge	BPT23FA02T01
		2,25	Knowledge	BPT23FA02T02
			Course conditionals	
BPT23FA3	Functional Anatomy	1,50	Knowledge	BPT23FA3T01
			Course conditionals	
<b>BPT year 1 total</b>		<b>60,00</b>		

## Year 2

BPT22M5	The Spine	5,50	Knowledge	BPT22M5T01
			Course conditionals	
BPT22M6	Pain	4,50	Knowledge	BPT22M6T01
			Course conditionals	
BPT22M7	Neurology	6,00	Knowledge	BPT22M7T01
			Course conditionals	
BPT22M8	Complicated & Integration	6,00	Knowledge	BPT22M8T01
			Course conditionals	
BPT22CS5	Clinical Skills 5 Spine diagnostics	4,00	Skills	BPT22CS5T01
			Skills	BPT22CS5T02
			Skills	BPT22CS5T03
			Course conditionals	
BPT22CS6	Clinical Skills 6 Spine therapy	3,50	Skills	BPT22CS6T01
			Skills	BPT22CS6T02
			Course conditionals	
BPT22CS7	Clinical Skills 7 Neurology	3,50	Skills	BPT22CS7T01
			Skills	BPT22CS7T02

			Course conditionals	
BPT22CS8	Clinical Skills 8 Complicated & Integration	4,00	Skills	BPT22CS8T01
			Skills	BPT22CS8T02
			Course conditionals	
BPT22ES56	Epidemiology & Statistics 5 & 6	1,50	Knowledge	BPT22ES56T01
BPT22ES78	Epidemiology & Statistics 7 & 8	1,50	Knowledge	BPT22ES78T01
BPT22AS58	Academic Skills & Reasoning 5 tm 8	4,50	Knowledge	BPT22AS58T01
			Course conditionals	
BPT22CR58	Clinical Rotations year 2	5,00	Clinic	BPT22CR58T01
			Course conditionals	
BPT22CM58	Communication	1,00	Skills	BPT22CM58T01
		1,00	Skills	BPT22CM58T02
BPT22LE67	Law & Ethics, Fysiotherapie in context	0,50	Knowledge	BPT22LE67T01
BPT22EBP56	Evidence Based Practice 5 & 6	1,50	CAT, Assignment	BPT22EBP56T01
BPT22EBP78	Evidence Based Practice 7 & 8	1,50	CAT	BPT22EBP78T01
BPT22FA56	Functional Anatomy Spine	1,50	Knowledge	BPT22FA56T01
		1,50	Knowledge	BPT22FA56T02
			Course conditionals	
BPT22FA78	Functional Anatomy	1,00	Knowledge	BPT22FA78T01
		1,00	Knowledge	BPT22FA78T02
			Course conditionals	
<b>BPT year 2 total</b>		<b>60,00</b>		

Year 3

BPT21M9	Complexity & Integration	6,50	Knowledge	BPT21M9T01
			Course conditionals	
BPT21CS9	Clinical Skills 9	3,50	Skills	BPT21CS9T01
			Skills	BPT21CS9T02
			Course conditionals	
BPT21ES910	Epidemiology & Statistics 910	3,00	Knowledge	BPT21ES910T01
BPT21CR9	Clinical Rotations 9	1,00	Assignment	BPT21CR9T01
			Course conditionals	
BPT21EBP9	Evidence Based Practice	0,50	Knowledge	BPT21EBP9T01
BPT21FA912	Functional Anatomy	0,50	Knowledge	BPT21FA912T01
BPT21CR1011	Clinical Rotations 10 & 11	24,00	Case report	BPT21CR1011T01
			Clinic	BPT21CR1011T02
			Course conditionals	
BPT21MBT	Bachelor Thesis		Research proposal	BPT21MBTT01
		21,00	Bachelor Thesis	BPT21MBTT02
			Poster presentation	BPT21MBTT03
<b>BPT year 3 total</b>		<b>60,00</b>		
<b>total BSc</b>		<b>180,00</b>		

## Appendix 2: Fraud and plagiarism definitions and rules <sup>1</sup>

1. Fraud or plagiarism is understood as the actions or omissions of a student that make an accurate judgment of their knowledge, skills, or competences entirely or partially impossible.
2. Fraud is in any case understood to mean:
  - a. to be in possession of resources (books, syllabi, notes, electronic carriers, etc.) during a test/exam, the consultation of which is not expressly permitted;
  - b. copying during a test/exam, or exchanging information inside or outside the test/exam room;
  - c. impersonate someone else during a test/exam;
  - d. to be represented by someone else during a test/exam;
  - e. to obtain the assignments or other relevant information regarding the questions of this test/exam before the start of a test/exam.
3. In any case, plagiarism is understood to mean:
  - a. using or copying other people's texts (including text generated by a chatbot, unless this is expressly stated in the assignment), data or ideas without full and correct acknowledgment of the source;
  - b. to present as own work or thoughts of the structure or the central body of thought from sources of third parties, even if a reference to those sources is included;
  - c. not clearly indicate in a text, for example through quotation marks or a certain layout, that literal or near-literal quotations have been included in the work, even if a reference to those sources is included;
  - d. paraphrasing the content of other people's texts without sufficient source reference;
  - e. copying image, sound or text material, software and program codes from others without reference to the source and passing it off as one's own work;
  - f. submitting work, or parts thereof, that is equal to or comparable to previously submitted work, or parts thereof, for another degree program or other assignment;
  - g. taking over work from a fellow student and passing it off as your own work;
  - h. the submission of papers acquired from a commercial institution or written (whether or not for payment) by someone else.
4. To prevent and detect fraud in digital testing, online proctoring, lockdown browsers and additional measures can be used. Students will be informed in advance of the measures taken to prevent and detect fraud and the possible impact of this on their privacy.
5. Electronic detection programs can be used to detect plagiarism in texts. By submitting the text, the student also gives permission for the text to be included in the database of the relevant detection program.
6. If the work of fellow students is copied with the consent and/or cooperation of the fellow student, the latter is an accomplice to plagiarism.

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



7. When plagiarism is committed in a collaborative work by one of the authors, the other authors are complicit in plagiarism if they could or should have known that the other was plagiarizing.
8. Employees involved in the preparation, administration, assessment or result processing of tests and/or exams report errors and irregularities, including suspicions of fraud and plagiarism, regarding tests and/or exams immediately and directly to the individual(s) involved and also in writing to the Board of Examiners, submitting the written documents and findings.
9. After receiving a notification as referred to in paragraph 7, the Examination Board will give the student the opportunity to express his/her opinion on the notification as soon as possible, but no later than within a period of four weeks.
10. The Board of Examiners determines, where necessary after additional investigation, whether there has been fraud, plagiarism or any other irregularity with regard to testing and informs the student of its decision in writing.
11. If plagiarism is detected or suspected in a particular work, the Examination Board may decide to investigate works previously submitted by the same student(s) for plagiarism. The student is obliged to cooperate in such research and may be obliged to provide digital versions of previous works.
12. If the Board of Examiners determines that fraud or plagiarism has been committed, it can impose a sanction, depending on the seriousness, including:
  - a written warning;
  - declaration of the test/exam as invalid;
  - invalidation of the test + invalidation or suspension of the result for the unit of study of which the test forms part;
  - declaration of the test/exam as invalid + exclusion from this test/exam for a maximum of 12 months;
  - declaration of the test/exam as invalid + complete exclusion from participation in all education, tests and examinations for a maximum period of 12 months, including tests for previously unpassed components.
  - A sanction in which the test result is declared invalid may be supplemented by an obligation to follow extra education or to extend the test/examination.
  - In cases of very serious fraud, the Board of SOMT can definitively terminate the registration of the student(s) concerned at the proposal of the Examination Board.
13. Both the perpetrator and co-perpetrator of fraud and plagiarism will be punished.
14. If the student has already received a sanction in connection with established fraud or plagiarism, then complete exclusion from the program will follow.
15. The imposed sanctions are recorded in the student file.

## **Appendix 3: The procedure of the Examination Board**

### **1. General duties of the Examination Board**

#### 1.1 Outflow level monitoring

The Examination Board supervises the exit requirements of the units of study and the exam. The Board of Examiners determines whether a student meets the conditions set by the Education and Examination Regulations with regard to knowledge, understanding and skills required to obtain a degree as referred to in Article 7.10a of the WHW. In accordance with Article 7.12 of the WHW, the Examination Board guarantees the quality of tests and examinations as well as the designation and testing expertise of examiners. Monitoring of the substantive and educational quality of tests and exams is delegated by the Examination Board to the Central Testing Committee.

#### 1.2 Handling complaints and disputes

Complaints and disputes regarding test and examination assessments and other matters relating to education and testing can be submitted to the Examination Board.

#### 1.3 Granting Exemptions

The Examination Board is charged with granting exemptions for taking one or more tests or exams based on Previously (or Elsewhere) Acquired Competences (EVCs). The Examination Board is also responsible for granting exemptions from the admission requirement.

#### 1.4 Awarding diplomas

The Examination Board monitors the quality of the diplomas awarded. The committee awards diplomas to students who have met the exit requirements.

### **2. Requests, notifications, objections and complaints**

2.1 The following matters can be submitted to the Examination Board in writing and with proper motivation:

- a. Objections to the assessment of tests and examinations (within six weeks after the assessment has been determined);
- b. Complaints about the procedure surrounding tests and exams (within 48 hours);
- c. Requests relating to testing in the case of studying with a disability (terms in accordance with the Studying with a disability policy);
- d. Requests to determine the validity of study results (at least three weeks prior to (re)enrolment);
- e. Requests to grant exemptions (at least six weeks prior to the start of the relevant unit of study);
- f. Reports of fraud, plagiarism and irregularities (promptly);
- g. Requests for extra test or exam opportunities (within six weeks after the fourth unsatisfactory assessment has been determined);
- h. Requests for re-enrolment (at least three weeks prior to the start of the next unit of study).

2.2 Requests, reports, objections or complaints from employees that fall within the framework of the OER and that exceed the decision-making authority of the Head of Education or that have not led to a satisfactory result for the lecturer, will in the first instance be submitted to the Head of Education & Research. If the issue exceeds the decision-making authority of the Head of

Education & Research or if he/she/they sees cause to do so in any other way, he or the Head of Program will submit the request, report, objection or complaint to the Examination Board.

- 2.3 The Examination Board can be reached via: [examencommissie@somt.nl](mailto:examencommissie@somt.nl)
- 2.4 At the latest 14 days after receipt of a request, report, objection or complaint, the submitter will receive a message indicating how the procedure will proceed.
- 2.5 The Examination Board may decide to give the individual submitting a request, report, objection or complaint - whether or not at his request - the opportunity to be heard. The submitter will be notified of this in good time.
- 2.6 No later than six weeks after receipt of a request, report, objection or complaint, the student or employee concerned will receive a decision on this from the Board of Examiners. If the Examination Board needs more time for its decision-making, it will inform the student or employee concerned before the period of 6 weeks has expired.
- 2.7 A student or staff member can request the Board of Examiners for an urgent decision or urgent advice if there is a high degree of urgency. There is a high degree of urgency if the absence of a decision or advice from the Examination Board leads to a disproportionate study delay for the student or the continuation of a situation that is unacceptable for education. In his request, the applicant indicates within what period a decision or advice from the Examination Board is necessary. An urgent decision can only be requested if the student or employee has informed the Board of Examiners immediately after the need to make a decision or give advice arises.
- 2.8 The Examination Board will assess as soon as possible after receipt of a request for an urgent decision or urgent advice whether, in its opinion, an urgent decision or urgent advice is necessary and whether it can reach a well-considered decision within the requested period. It informs the applicant about the outcome of this assessment.
- 2.9 If the Board of Examiners decides that an urgent decision or urgent advice is necessary and possible, it will immediately start the procedure for this. The Board of Examiners will immediately inform the student or employee concerned as soon as it has made its decision or recommendation.

### **3. Objection and appeal**

- 3.1 Students who disagree with a decision taken by the Board of Examiners can lodge an objection. To this end, he/she/they will submit a motivated request to the Examination Board to reconsider the decision within 6 weeks of receipt of the decision.
- 3.2 If the objection pertains to the failure of timely decision-making, it is not constrained by a specific time limit. Nonetheless, the objection notice will be deemed inadmissible if it is unreasonably submitted after the deadline.
- 3.3 Students who disagree with the decision made by the Examination Board regarding this objection, can lodge an administrative appeal with the Examination Appeals Board within four weeks of the announcement of this decision. SOMT uses the regulations of the Appeals Committee for Examinations of the Dutch Council for Training and Education (NRTO) for this purpose.

- 3.4 If the disputed decision relates to a decision by the Examination Board regarding a student's objection against a decision made by the Head of Program regarding an assessment review request, the student has the option to initiate an administrative appeal with the Board of Appeal for the Exams.
- 3.5 The Examination Board may give the objector the opportunity to be heard in response to the objections made. In that case, the sender will be informed of this possibility in good time or invited to a hearing.

#### **4. Annual Report**

- 4.1 At the end of each academic year, the Board of Examiners draws up an annual report in which it reports on its activities.

The annual report is available on request for students and lecturers via:  
[examencommissie@somt.nl](mailto:examencommissie@somt.nl).