



**EDUCATION AND EXAMINATIONS
REGULATIONS**

**INDUSTRIAL DESIGN ENGINEERING
2011 - 2012**

Master's programme

INDUSTRIAL DESIGN ENGINEERING (IDE)

CROHO number 56966

The programme-specific part of the STUDENT CHARTER OF THE UT¹

Education and Examination Regulations (OER²)³

2011 – 2012

Reference number: CTW./A – 11.0577

[Dutch language version] Approved by the Dean of the faculty of Engineering Technology on August 31 2011

¹ Article 7.59, WHW (= Wet op het hoger onderwijs en wetenschappelijk onderzoek = Higher Education and Research Act)

² "OER" is the abbreviation of "Onderwijs- en Examenregeling"

³ Article 7.13, WHW

FOREWORD

The Industrial Design Engineering programme has chosen to embed the Education and Examination Regulations within the programme-specific part of the Student Charter on the basis of Article 7.59 of the [Dutch] Higher Education and Research Act (WHW).

In this document the rules (rights and obligations of the programme and of the students) are reproduced. The core of these rules is that they apply for all students in general. On personal grounds, individual students have the right to request the programme to take an action which deviates from the regulation. The programme can also decide to take a general or an individual action which deviates from the regulation, provided that it is to the advantage of the student.

When the student does not agree with an action taken by the programme, or a procedure or decision of a teacher or assessor, the basis and the procedure for making an appeal are given in this regulation.

For general information, reference is made to the 'Student Charter of the UT, the institution-specific part'. For special possibilities within the study programme, reference is made where necessary to the education page of the Master's programme in Industrial Design Engineering (<http://www.ide.utwente.nl/>) and for information about course content to the 'Educational Catalogue' (<http://osiris.utwente.nl>). More details are given in Blackboard. Where the information is conflicting, the information on the programme web-site and in Osiris is the valid information.

The IDE Student Charter 2011 is applicable for all IDE students who begin the master's programme in September 2011.

Students with a rounded-off previous education in a university of professional education (HBO) in a domain relevant to Industrial Design are only admissible to the IDE master's programme when the pre-master's programme has been successfully completed. The Student Charter of the bachelor's programme in Industrial Design is applicable for the education and the examinations within the pre-master's programme. Agreements made with potential students before the approval of the Student Charter, and which deviate from it, are respected.

The programme is provided within the faculty of Engineering Technology (CTW) at the University of Twente (UT) in Enschede. If no non-Dutch speaking students register, the programme for this course year will be provided in the Dutch language, and the communication will be handled mainly in Dutch.

All IDE students are informed by e-mail of the publication of the new Student Charter for Industrial Design Engineering with a reference to the internal pages on the Internet. If desired, IDE students can obtain a copy of the IDE Student Charter from the Education Affairs Office (BOZ⁴).

Dr.ir. A. van den Boomgaard MBA,
Director of Education

⁴ Bureau Onderwijszaken

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1 GENERAL CONDITIONS

1.1 Applicability of the Regulation

- 1.1.1 This regulation applies to the education and the examinations of the master's programme in 'Industrial Design Engineering', hereafter called: the programme.
- 1.1.2 The programme is provided under the responsibility of the faculty of Engineering Technology at the University of Twente, hereafter called: the faculty.
- 1.1.3 The final responsibility for the implementation of the education rests with the Director of Education and for admission and assessment with the examination committee. A student who doubts whether he has been handled in conformation with the regulations can ask the Director of Education for clarification. It is always possible to appeal against a decision that has been taken (see article 6.7).

1.2 Definition of terms

- 1.2.1 In this regulation terms have the following meanings:

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|-------------------------------|---|
| Bachelor coordinator: | coordinates the implementation of the bachelor programme and the pre-master's programme on aspects which go beyond courses; |
| BOZ: | Education Affairs Office (Bureau Onderwijszaken), Engineering Technology; |
| Dean: | The Dean of the faculty of Engineering Technology; |
| Programme Council: | The programme council consists of chairmen of departments and general professors in the faculty, whose subject area(s) belonging to the domain of industrial design and/or mechanical engineering, as well as members of the Management Team; |
| EC: | European Credit; a unit of study effort in which 1 EC matches 28 hours of effort; a course year is 1680 hours = 60 EC; |
| Examination: | A test (examen) by which the examination committee determines whether all (interim) examinations of the education units belonging to the programme have been passed (in conformation with Article 7.10 of the [Dutch] law); |
| Examination Committee: | The examination committee of the programme constituted in conformation with Article 7.12 of the [Dutch] law; |
| Examination Component: | Every component of an examination which is separately assessed, also called '(interim) examination' (tentamen); |
| Examiner: | the person appointed by the examination committee for conducting (interim) examinations, in conformation with Article 7.12 of the [Dutch] law; |
| Faculty: | The faculty of Engineering Technology (CTW), University of Twente; |
| Institution: | The University of Twente (UT); |
| Management Team: | The Management Team (MT) of the faculty of Engineering Technology; |
| Master of Science: | The Master of Science programme in 'Industrial Design Engineering' (IDE) |
| IDE: | Industrial Design Engineering; this qualification prefixing, for example, student, programme, examination, etc is in many cases in this Charter hereafter omitted in the interests of readability. Sometimes the synonym Industrial Design is used; |
| Programme: | The Master of Science programme in Industrial Design Engineering, University of Twente; |
| Director of Education: | The Director of Education of the IDE programme; |

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|--------------------------------|--|
| Partner Institution: | An institution with which the university has a structural relationship for collaboration, in which the programme is active. For example the ECIU ⁵ -network (http://www.eciu.org/); |
| Student: | He who is registered as student at the University of Twente for the following of education and/or the taking of examination components and examinations of the 'Industrial Design Engineering' programme, and who has completed the payment of (legal) tuition fees (Articles 7.32 and 7.34, WHW). Wherever in this regulation the male gender is used, the female gender can also be understood; |
| Study year: | The time period that begins on 1 September ⁶ and ends on 31 August in the following calendar year; |
| Study component: | A component of the study programme to which a course code is assigned; |
| Examination [tentamen]: | An inquiry into the knowledge, the insight and the skills of a student relating to a particular unit of education, as well as the assessment of that inquiry by at least one examiner designated by the examination committee for that purpose; |
| Web-site: | The web-site www.ide.utwente.nl ; |
| Working day: | Monday to Friday inclusive, with the exception of recognised holidays and leave days and/or holiday period approved by the UT; |
| [Dutch] law: | The [Dutch] Higher Education and Research Act (WHW). |

- 1.2.2 The student has the right to follow education and/or take (interim) examinations or examinations relating to the programme provided he has satisfied the legal regulations in force (see 1.2.1r). Where someone has not (completely) met these requirements and at that moment still takes part in the education and/or (interim) examinations and examinations, this is regarded as irregular. Where applicable, the relevant registered student data can be removed from the administrative records and naturally do not count for student progress nor for student grants and loans. Additional conditions can be placed on participation in the various education activities and (interim) examinations.

1.3 Emergencies

- 1.3.1 The University Board (CvB⁷) of the University of Twente or, on its behalf, the manager determines whether there is a (threatening) emergency. When this has been determined, (a part of) the relevant building will be evacuated according to the relevant procedures in force.
- 1.3.2 When such emergencies occur, or threaten to occur, during or just before an (interim) examination, the following procedures apply:
- Where an emergency is expected before the start of an (interim) examination, the (interim) examination is immediately postponed. In consultation with the Director of Education and/or the Education Affairs Office (BOZ), the responsible teacher determines a new time for the (interim) examination. The new confirmed (interim) examination time, that takes place within one month (exclusive of the vacation period), is obligatory. This is published within three working days after the building is re-opened using the usual media.
 - Where an emergency occurs, or is expected, during an (interim) examination, the following procedures – where possible – apply:
 - At the beginning of the (interim) examination, the student writes his name and student number on all the (interim) examination work.
 - At the request of the responsible authority or invigilator those present should leave the (interim) examination room immediately.

⁵ European Consortium for Innovative Universities

⁶ In most cases the course begins somewhat earlier (mostly in week 35 or 36)

⁷ College van Bestuur

- e. Students leave the work they have done in the (interim) examination behind in the (interim) examination room.
- 1.3.3 Where the opportunity has already occurred to begin the (interim) examination, and where it is reasonably possible, the teacher determines a final mark on the basis of the (partly) completed answers.
- 1.3.4 Where the teacher cannot determine a final mark on the basis of the statement in 1.3.3, a repeat examination is organised for the students involved within one month (excluding the vacation period) after the (interim) examination has been cut short by the emergency, provided they had registered for the original (interim) examination.
- 1.3.5 Where emergencies occur, or threaten to occur, during or shortly before a lecture or practical, this is immediately postponed.
- 1.3.6 In consultation with the Director of Education and/or the Education Affairs Office (BOZ), the teacher responsible for the course determines a new time for the lecture or practical. This time is published using the usual media at the latest the day after the building has been re-opened.

1.4 Regulations for Safety and Working Conditions

- 1.4.1 For the complete Safety Regulation for Engineering Technology (CTW) and a list of names of the Company Emergency Response Team⁸ (CERT), see:
http://www.ctw.utwente.nl/intra/arbo_milieu_huisvesting/informatie/veiligheidsreglement12.doc/index.html (in Dutch only)
 For the regulations for working conditions (ARBO) and the environment, see:
http://www.utwente.nl/hr/en/info_voor/medewerkers/Arbo_milieu/arbo%20en%20milieu%20reglement/Arbozorgsysteem_EN.doc/
- 1.4.2 The final responsibility for prevention of Repetitive Strain Injury (RSI) rests with the student himself. Information about the chance of limiting RSI is provided by the Notebook Service Centre, and aids are also made available, see
http://www.utwente.nl/hr/info_voor/medewerkers/arbo/VGM%20site/Gezondheid/rsi_beeldschemerwerk/Studenten/Laptop%20gebruik%20en%20RSI/
- 1.4.3 A student is only entitled to participate in the education when he has informed himself of and conducts himself in accordance with the safety and working conditions (ARBO) regulations as described in article 1.4.1. This article is also understood to include the special regulations which are applicable for the faculty of Engineering Technology, such as the 'Locker regulation'.
- 1.4.4 Additional safety requirements can apply for graduation work in specialist laboratories. A student is only entitled to participate in this research when he has informed himself of and conducts himself in accordance with these additional safety requirements.

1.5 Insurance

For insurance during a placement (abroad) and/or a project, see
http://www.utwente.nl/fez/administratieve_procedures/reisverzekering/

1.6 Rights of ownership

The rights of ownership of the results of tasks, assignments and projects which are carried out in the framework of the programme rest with the faculty of Engineering Technology.

No rights can be derived to the relevant student for (parts of) results of a project, research or assignment undertaken under the commission of the UT, unless this is agreed with the faculty management before the start and is confirmed in writing. Agreements with the company concerning the public access to the results, the final report and the duration and extent of confidentiality should be confirmed beforehand.

⁸ BedrijfsHulpVerlenings-team (BHV)

2 VISION OF THE PROGRAMME⁹

(The aims of the programme §2.1 and learning objectives §4.1 have been jointly drawn up by the three programmes of Industrial Design in the Netherlands, and presented to an international panel of experts. The text [in the Dutch language document] is therefore in English).

2.1 Aims of the programme

The Master of Science in Industrial Design Engineering can operate in the field of Industrial Design (Engineering) as an interdisciplinary designer.

The graduate is able to recognise the relevant disciplines and aspects such as functionality, technology, aesthetics, use, market and marketing, manufacturing, logistics, consumer, business and sustainability, and is able to integrate these aspects in the development of products. In this context, products should be taken in a broad sense to represent both tangible products as well as product-related services and systems.

In the process of developing products, the IDE-graduate:

- Is able to analyse the market demands and user needs along with technological and social opportunities
- Is able to generate a (personal) vision on the design problem
- Is able to generate and select ideas and design concepts
- Is able to transfer existing knowledge to new problems and to implement new knowledge
- Can materialise a concept to the stage of a working model
- Is able to take into account the market launch and the product life cycle.

The graduate is an academically educated designer. He is able to use scientific methods and techniques in the development of products and in doing research. He is able to contribute to research projects and to the development of new knowledge. He has knowledge and skills in relevant disciplines and sciences, and is able to use these in reasoning and methodological reflecting in/on the process of development.

The graduate is talented, self-directed, responsive, creative, is able to further develop his own knowledge and skills, is able to develop his own signature, is able to deal with limited certainties, can communicate, can document, visualise and present his design, can structure his projects, can function both individually as well as in a multidisciplinary team and in an international context.

IDE graduates are found in jobs as industrial designer, product designer, product engineer, design engineer, design product manager, product manager, interaction designer, researcher, usability consultant, design-centred researcher, strategic designer, brand manager, product development project leader, innovation consultant, design-brand consultant.

Differences between bachelor's and master's graduates

The difference between the bachelor's and master's graduates can be found in orientation and level. Typically the master is able to apply knowledge in new, non-standard situations, to tackle more complex and ill-structured problems, to work more independently and more autonomously, to deepen knowledge and develop skills more independently, to plan and perform scientific research and adjust the approach to the demands of the situation, to communicate more convincingly and unambiguously and to perform more professionally.

⁹ Article 7.59 paragraph 4 subparagraph a, WHW

2.2 Purpose of the Master's

The Master of Science programme forms the last two years of the education of the Industrial Designer. The bachelor's programme handles the fundamentals of the broad domain of industrial design. The emphasis there is on making knowledge applicable and on generalising from specific knowledge to more generally applicable solutions or ways of working, and on the development of learning abilities. The red line throughout the programme is the integration of knowledge from different domains. In the master's programme the skills are further developed and the knowledge deepened. This deepening cannot be achieved over the complete breadth of the subject. The following specialisations are handled:

- Architectural Building Components Design Engineering (ABCDE): a specialism in product development for the building industry;
- Cradle to Cradle: a specialism on durability;
- Design & Styling (D&S): integral design has a central focus;
- Emerging Technology Design (ETD): the technological possibilities emerging from research form the starting point, and the most important aim is to learn to translate these into products and markets.);
- Industrial Design & Manufacturing (IDM): the focus here is the relation between design and construction, with an accent on manufacturability. Within this specialisation one semester is spent studying within an international partner university;
- Management of Product Development (MPD): insights and competencies are developed in order to guide the design process in a commercial environment.

The specialisations give consideration not only to the subject-specific depth and the relevant research but also to the development of the specific competencies which are vital for the part-domain. Within the master's programme, part of the education is aimed at all master's students, within which an accent specific to a track can be achieved using special projects. The graduation work (master's thesis) is done under the responsibility of one of the research groups of the faculty. In this way the student shows that he is in a position to make a contribution to the broadening of his subject specific knowledge in that part of Industrial Design.

2.3 Organisation of the programme

- 2.3.1 Each student composes his own programme. Core subjects from the IDE programme are chosen, of which one part per track is compulsory. Space is reserved so that where necessary several specialist courses can be followed in the domain of the graduation project. In addition the student can take the initiative to emphasise [elements of] both depth and breadth in his programme. The graduation project (40 – 45 EC) is the master's examination and the end-point of the programme.

| | |
|---|------------|
| <i>Master's programme for an individual student</i> | <i>EC</i> |
| a. Core courses | 80 – 35 |
| Compulsory for all students in the track | |
| Strongly recommended courses which are offered by other tracks | |
| b. Specialist courses in preparation for the graduation project | 0 – 20 |
| c. Choice (personal accent, in-depth or in-breadth) | 0 – 20 |
| d. Graduation project | 40 – 45 |
| <i>Total for the Master's programme (minimum)</i> | <i>120</i> |

The programme is put together in close consultation with the track coordinator or a teacher authorised by him.

2.3.2 Composition of the student's programme

- a. The student puts together a programme in close consultation with the track coordinator. The programme is determined after it has been countersigned by the student, the track coordinator and the Director of Education.
- b. The programme must be approved and handed in to the Education Affairs Office (BOZ) two weeks before the start of the course year. No guarantee can be given of the possibility to participate in the education if it is handed in later.
- c. A form published on the web-site (Master's programme) is used to provide the required information.
- d. Where the examinee wishes to make changes to one or more examination components for which approval has already been granted, he can make a request to do so to the relevant track coordinator. What is stated in 2.3.2a is applicable to this request (for this purpose the form 'Changes to the Master's programme' is available from the Education Affairs Office (BOZ) or on the web-site).

2.4 Implementation

Every study year is divided into four quartiles. The first five quartiles consists of courses. The courses must be rounded off before the graduation project can be started. To prevent the student from incurring extra delay in his studies, the graduation teacher can give the student permission to make a start with the project provided that a maximum of three courses still have to be completed. Many courses are rounded off with a project or an oral (interim) examination. A part/some parts of the courses do(es) not appear on the weekly timetable because the teacher agrees with the interested students the most suitable times.

2.4.1 The **extent** of the programme (Article 7.4 paragraphs 1 and 6a, WHW)

The study effort of the programme involves 120 EC.

2.4.2 **Full-time/part-time** (Article 7.7, WHW)

The programme is only provided full-time.

2.4.3 The **examinations** of the programme (Article 7.8 paragraph 2, WHW)

The programme is rounded off with the Master's examination.

2.4.4 The **forms** of education used:

- o **Lecture:** a plenary meeting for the students which is intended to convey information;
- o **Literature study:** the undertaking of literature research into specified scientific phenomena;
- o **Project/assignment:** carrying out a design or a research project;
- o **Practical:** a practical exercise as intended in Article 7.13 paragraph 2 subparagraph d of the [Dutch] law. This is understood to mean participation in an education activity designed to master certain skills, such as completing written work or a prototype design, the carrying out of tests and experiments, and participating in field work or an excursion;
- o **Project:** carrying out as a team a design or a research project;
- o **Essay:** a written report about a theoretical or practical project/assignment;
- o **Placement:** staying in a company or scientific environment and carrying out activities in order to increase insight into company processes;
- o **Seminar:** a meeting for a subgroup of the population to offer students the opportunity to work through the learning materials (also supervised self-study).

2.4.5 **Costs** of education

Students meet the costs of education materials required for own use, such as books, readers, copying, materials and essentials for practicals, notebook (*), and network provisions supporting the participation in education, in the (interim) examinations or in the examinations of the programme. Students are considered to have at their disposal a laptop¹⁰ suitable for the IDE programme. Because of the wide variety of courses, no estimate of study costs is made for the master's programme.

¹⁰ UT students can find more information about laptop arrangements under Notebook Service Centre on: <http://www.utwente.nl/icts/en/nsc/>

3 ADMISSIONS POLICY

3.1 Requirements for previous education

Admission to a master's programme can be achieved in several ways:

- a. Bachelors of the three [Dutch] Technical Universities holding a university bachelor's degree in Industrial Design are unconditionally admissible;
- b. University bachelor's degrees from adjoining subjects: bachelors of a number of adjoining subjects are admissible, in many cases under the condition that a certain supplementing of the bachelor's programme is undertaken (for example, a minor in industrial design) and that a certain graduation specialisation is chosen. See for this purpose the progression matrix, which is published annually: http://graduate.utwente.nl/nl/info_ut_bach/matrix.pdf (partly in Dutch). In all these cases there is individual adaptation;
- c. University bachelor's degree from a university abroad: bachelors of Industrial Design programmes (or adjacent programmes) which have a good reputation, and where the student belongs to the best 25% of the year cohort, can be admitted when the additional requirements (including the language requirements) are satisfied;
- d. with a successfully completed pre-master's programme (see article 3.3).

3.2 Additional requirements for students coming from abroad.

Students who do not speak Dutch must provide the result of an English language test. An IELTS¹¹ score of at least 6.5 for each examination component is required.

3.3 Pre-master's programme

- 3.3.1 Bachelors from a university of professional education (HBO) in programmes relevant to the IDE programme, as well as university bachelors in adjacent subjects which do not give direct admission to the master's programme, are admitted to the pre-master's programme. Admission of others is at the discretion of the examination committee.
- 3.3.2 The pre-master's programme consists of a cross-section of courses from the bachelor's programme with an emphasis on those subjects that had not been given at all or not in sufficient depth during the previous education. The details of the (pre-master's) programme depend on the previous education.
- 3.3.3 The pre-master's programme for bachelors from related bachelors programmes in a university of professional education (HBO) consists of 40 - 60 EC.
- 3.3.4 The student who successfully completes at a good level all study components in the agreed pre-master's programme within twelve months after registration for the pre-master's programme is admitted to the master's programme. An average mark of 7 is regarded as a good level.
- 3.3.5 A student who is rejected from a pre-master's programme is not re-admitted to a pre-master's programme in a following study year.

3.4 Following of master's courses by non-master's students

- 3.4.1 Students that have not obtained the degree of bachelor are not admitted to (interim) examinations of study components of the master programme.
- 3.4.2 Bachelor students that have successfully completed the propedeuse¹² and have at least obtained 130 EC of the major part of the programme (including the propedeuse) within a period of three study years, can ask for dispensation from what is stated in paragraph 3.4.1. Dispensation is granted for a period of no longer than one year; dispensation is only valid for those study components for which the student meets the admission requirements.

¹¹ International English Language Testing System

¹² The propedeuse is equivalent to the first year of the bachelor's degree in a Dutch university

- 3.4.3 A pre-master student is only allowed to take master courses if he has demonstrable sufficient relevant prior knowledge for the courses. Moreover, the student has to obtain permission to take master courses from the programme director IO.

4 TEACHING AND PROGRAMME

4.1 Learning objectives

Derived from the profile for the IDE programme, seven areas of competencies of the university IDE graduate are distinguished:

- a. *The IDE graduate is competent in designing*
Designing is a synthesizing activity aimed at the realisation of new or modified artefacts, products or systems, with the intention of creating value in accordance with predefined requirements and desires.
- b. *The IDE graduate is competent in the relevant IDE disciplines*
The university IDE graduate is familiar with existing knowledge and has the competence to increase and develop this through study
- c. *The IDE graduate is competent in research*
The university IDE graduate has the competence to acquire new scientific knowledge through research. Herein research means the development of new knowledge and new insights in a purposeful and methodical way.
- d. *The IDE graduate has a scientific approach*
The university IDE graduate has a systematic approach characterised by the development and use of theories, models and coherent interpretations, has a critical attitude and has insight into the nature of science and technology.
- e. *The IDE graduate has basic intellectual skills*
The university IDE graduate is competent in reasoning, reflecting, and forming a judgment. These are competencies which are learned or sharpened in the context of a discipline, and which are generically applicable from then on.
- f. *The IDE graduate is competent in cooperating and communicating*
A university IDE graduate has the competence of being able to work with and for others. This requires not only adequate interaction, a sense of responsibility, and leadership, but also good communication with colleagues and non-colleagues. He or she is also able to participate in a scientific or public debate.
- g. *The IDE graduate takes account of the temporal, social and personal context*
Science and technology are not isolated, and always have a temporal, social and personal context. Beliefs and methods have their origins; decisions have social consequences in time. A university IDE graduate is aware of this, and has the competence to integrate these insights into his or her scientific work.

4.2 Implementation of the programme

4.2.1 Provision of information

- a. A course description, method of examination and the form of the education should be published for every UT course beforehand. For this purpose reference is made to Osiris on the internet, with the reservation that education is susceptible to continuous change. Specific information is available on the course management system Blackboard, whenever a student has registered for a course.
- b. At least twice per year an overview is given to each student of the results he has gained which relate to the education and examination programme (see 2.3.2b) of the programme.

4.2.2 Internationalisation

Including international courses or projects into the study programme requires the approval of the graduation teacher and the Director of Education beforehand.

This can be a company placement, a placement in a university or scientific institution, a graduation project and/or the following of a number of regular courses at a foreign university. For the extra

costs made for this purpose, there are subsidy regulations for which only once during the programme is it possible to claim. See the subsidy regulations: <http://www.utwente.nl/so/en/>

The procedure is as follows:

- a. Concerning courses, the student provides the necessary course information with his request, on the basis of which the graduation teacher can determine the level and extent of the course(s).
- b. No international courses may be included which substantially overlap with regular UT courses which have already been completed or which still have to be rounded off.
- c. The graduation teacher determines the number of ECs. The starting point for this is the agreements in the framework of the ECTS (European Credit Transfer System).
- d. The maximum number of study points for international courses and projects is 30 EC. The surplus of courses can be added to the marks list of the degree certificate as 'extra courses'.
- e. The maximum number of study points from other institutions is not applicable where the institution as partner-institution is part of an institutionalised collaboration with the programme or faculty.
- f. The agreements made are confirmed in writing using the form 'Inclusion of international courses' and after countersignature it is handed in to the Education Affairs Office (BOZ).
- g. The Director of Education agrees the request.

4.2.3 Master's project

- a. Registration of the start of the Master's project.
- b. Within two weeks after he has agreed with the graduation teacher the start date, duration and extent of the graduation project, the student hands in the form 'Statement of Master's Project' to the Education Affairs Office (BOZ). Using this, the progress during the Master's project is calculated in study points and registered.
- c. The duration of the project is a maximum of 16 months, unless differently agreed beforehand between the involved parties. This means that if the graduation report is not handed in and accepted within this period, the project will be registered as 'unsatisfactory'. The student must then do a new project in order to be able to graduate.
- d. Graduation Committee
 - o At a time agreed with the graduation teacher, the student should submit to him a request to constitute a graduation committee (see 5.2.2).
 - o The graduation teacher ensures the constitution of this committee within four weeks of the student's request. The composition of this graduation committee is sent via the Education Affairs Office to the examination committee for approval.
- e. Reporting and rounding off the master's project

The results of the project are documented in a report which must be ready at least two weeks before the date of the presentation.

The assessment of the graduation project is further based on:

 - o A presentation (colloquium) in public of not more than one hour, announced beforehand in good time. This must take place within the University of Twente, preferably in the building of the faculty of Engineering Technology;
 - o A closed session of the graduation committee with the student. This session generally occurs immediately after the presentation. By mutual consultation it can be decided to conduct the cross-questioning before the colloquium. At the end of this session the final mark for the Master's examination is determined.
 - o The graduation committee determines whether all the demands for the Master's examination have been satisfied in accordance with Appendix 2.
- f. Completion of the Master's project at another university

In deviation from what is stated in article 4.2.3.3, a student may hold his colloquium at another university (for example, because the day-to-day supervision took place there), provided that:

 - o The responsible graduation teacher gives permission for this;
 - o The relevant university has a structural collaboration agreement with the IDE programme, University of Twente;
 - o There is present at the colloquium at least one authorised examiner of the IDE programme of the University of Twente.

Concerning the protocol, it is possible to choose to follow the protocol in force at that university or to follow the UT protocol. The mark determined for the master's examination is compulsorily taken over. The graduation committee of the UT determines whether all the requirements for the master's examination have been satisfied in accordance with Appendix 2.

4.3 Free education programme¹³

- 4.3.1 As an exception, approval can be given to the taking of a master's examination on the basis of a programme of examination components composed by the student.
- 4.3.2 The examination committee determines whether the free programme is actually built upon education units which are provided by an institution of higher education, whether the study effort is sufficient, and whether that programme has the required level.
- 4.3.3 The 'required level' mention in 4.3.2 relates to both the programme of courses and to the master's project.
- 4.3.4 Where the examination committee does not approve the proposal which has been submitted, it must give clear reasons for its decision.

4.4 Registration for participation in education

- 4.4.1 A student who wishes to participate in a study component is required to register for it using Blackboard, unless the description of the relevant component on Osiris states otherwise, and with the exception of participation in study components of the first quartile for the first registration in the IDE master's programme.
- 4.4.2 Registration for participation in a component can take place up to two weeks before the study component starts. The requirement for registration is only valid when the registration is opened at most one week before the study component starts.
- 4.4.3 It is compulsory to register with Osiris for participation in an (interim) examination; Registration for an (interim) examination but not taking part in the (interim) examination is regarded as an attempt at the (interim) examination, for which a mark 1 (one) is recorded.
Two registrations are therefore required:
 - for a study component (using Blackboard)
 - again for participation in the (interim) examination for the same study component (using Osiris).

4.5 Requirements for attendance and participation in education

There are no requirements for attendance or participation in order to follow education units which are offered in the form of lectures or plenary meetings, unless this is determined otherwise beforehand.

- a. Enrolment may be required for participation in seminars (supervised self-study). Moreover preparation and regular participation is assumed. Where it seems that this requirement is not met, or not sufficiently met, participation can be excluded.
- b. For admission to participation in practicals and projects, in general the requirement is that previous study components or study phase(s) have been successfully completed. Above all, there is a requirement to be present and to participate actively. Practical and projects can only be rounded off with a satisfactory result if all prescribed project(s) have actually been carried out within the prescribed period.
- c. For admission to participation in theory courses, the general requirement is that previous study components which prepare for the relevant course have been satisfactorily completed (see Osiris).

Not participating in education in an education period can result in not passing the (interim) examinations, projects or practicals. The programme takes no responsibility for this at all. In cases

¹³ Article 7.3 paragraphs 4 and 5, WHW

beyond one's control (*force majeure*) (for example, ill health), the student should immediately contact the teacher who is responsible for the missed component of education.

4.6 Language¹⁴

- 4.6.1 The education is given, and the examination components are taken, in English or in Dutch. English is used where one of the students or the teacher does not have sufficient command of the Dutch language. Where neither the examiner nor the examinee objects to it, the examination component can be taken in another language.
- 4.6.2 The graduation report can be written in the English and the Dutch language. The language to be used is determined at the beginning of the graduation project. Where a report is written in the English language, a summary in Dutch is required. Where a report is written in Dutch, a summary in English is required.

5 TAKING EXAMINATION COMPONENTS AND EXAMINATIONS

5.1 Definition of terms

- 5.1.1 The programme recognises no examination sessions: each examination is examined in components. An examination component is called an (interim) examination (tentamen). The total of the results of the (interim) examinations taken is submitted by the student (= examinee) to the relevant examination committee for assessment.
- 5.1.2 Meaning of terms in 'manner of assessment':
- o **written** (interim) examination: Written test.
 - o **oral** (interim) examination: Oral test (see also article 5.8, oral (interim) examinations).
 - o **project** (interim) examination: (In principle oral) test on the basis of written reporting, which is the result of a project, carried out in the appropriate period by a group of students. A presentation, defence and cross-questioning often make up a part of the project (interim) examination. The testing can be organised on either an individual or group basis.
 - o **practical**: (practical) exercise; (see also article 4.4, requirement for participation in (practical) exercises).
 - o **part-test**: a part of an (interim) examination: the part-tests together (combined where applicable with another method of assessment) form the basis for a final mark.
 - o **project** (opdracht): Homework answers, essay, problem practicals, product, presentation, colloquium, and so on. The determining factor is that the student delivers an achievement which is to be assessed. The examiner publishes further details.
 - o **portfolio** / file of documents : A reproduction of the competencies achieved and the activities undertaken in the framework of development of competencies and the results thereof (products and/or assessments). The whole gives an impression of how the student is developing himself as a 'prospective master'.

5.2 Examination committee

- 5.2.1 The examination committee consists of three members of the Industrial Design/Mechanical Engineering programme council and the bachelor coordinator, supported by the Education Affairs Office. The composition is stated in Appendix 5.
- 5.2.2 The graduation committee consists of at least three members authorised to conduct examinations:
- a. One of the professors from the relevant department is chairman of the graduation committee.
 - b. Where it seems that no professor is available, the examination committee can nominate another member of the scientific (academic) staff;
 - c. At least one member comes from the permanent academic staff of the UT outside the department, chair or section where the student does his graduation work;

¹⁴ Article 7.2, WHW, see also the central part of the Student Charter of the UT, Article 3.1.3

- d. In exceptional circumstances the examination committee can invite a professor from outside the faculty to function as chairman of the graduation committee.
 - e. The chairman of the graduation committee can invite others as experts to attend the examination session as a guest. Guests have no voting rights.
 - f. Members of the examination committee and the Director of Education are always empowered to attend sessions of closed examinations.
- 5.2.3 The following are authorised to conduct examinations:
- a. members of the permanent academic staff of the UT;
 - b. members of the permanent academic staff of partner institutions of the faculty or programme;
 - c. members of the temporary academic staff and general personnel of the UT who have been given the appropriate authority.
- Having discussed with the PA&O¹⁵ service, and after discussion with the Examination Committee, the Director of Education will annually approve the list of those in Engineering Technology who are empowered to conduct examinations. The list contains the names of all members of personnel who have been give authority to conduct examinations for the coming calendar year. New academic staff should have taken part as observer in two assessment sessions, in order to be eligible for obtaining authority to conduct examinations.
- 5.2.4 Where a member of the graduation committee is prevented from attending an examination session, he can be replaced by a member who has authority to conduct examinations (see 5.2.2.2). The substitute should identify himself as such to the chairman before or at the start of the meeting. The substitute has the voting rights of the member he replaces.

5.3 Sequence of examination components

- 5.3.1 Disqualification from participation in projects or (practical) exercises.
Before the start of an education period, the examination committee can limit the participation of students in projects or (practical) exercises to those students who have made sufficient progress in the study components preceding the project or practical.
- 5.3.2 Regulation for administrative secondary activities and/or top sport
- a. The student who satisfies what is stated in c. and d. below, and who considers taking part in recognised administrative secondary activity or activities or has the status of top sportsperson, may count on the support of the programme.
 - b. In the opinion of the programme at the moment the request is made, the study progress of the student must be reasonable to good.
 - c. The secondary activities must be of a limited extent and duration.
 - d. The student should consult in good time the relevant education coordinator or graduation teacher, during which among other matters the study planning and the planning of the secondary activities are discussed.
 - e. The agreements made about them are confirmed in writing and after they have been countersigned by the coordinator and the student, they are handed in to the Education Affairs Office (BOZ).

5.4 Time periods, times and frequencies of (interim) examinations and examinations¹⁶

- 5.4.1 At the beginning of the study year a timetable is published in which the dates of written (interim) examinations are stated.
- 5.4.2 In the case where an (interim) examination can be taken orally, this can be taken at a time determined by the examiner(s) in consultation with the student and, if the student so wishes, at the latest within a month after the request (the vacation period not being counted).
- 5.4.3 For each of the parts of the master's examination which are not published in an education timetable, the examiner who is charged by the examination committee with conducting the (interim)

¹⁵ Personeel, Arbeid en Organisatie = Personnel, Employment and Organisation

¹⁶ Article 7.13 paragraph 2 subparagraph f, WHW

- examination in such an examination component determines, as far as possible in consultation with the student(s), a time when the (interim) examination can take place.
- 5.4.4 The examination components for the programme which are taken as written (interim) examinations, can be taken at least twice per course year, once immediately after the period in which the teaching in that examination component is given, and once at such a time that there is a reasonable gap between two successive (interim) examination opportunities. For projects and practical exercises there is one opportunity per year to round them off.
(Interim) examinations (oral and written) in examination components for which the teaching is not offered every year can, at the request of a student, be taken at least once every study year.
- 5.4.5 Every student has the right to complete every study component of the relevant study year, unless the student has been excluded from participation in the relevant education, (interim) examination or examination. The student progress, the results of conditional tests, the score in one of the contributing components or the absence from education activities or (interim) examinations for which one has registered, can in the extreme case be reasons for excluding a student from (further) participation.
- 5.4.6 Where a change of existing examination component, or a substantial change of the material in a course, has been made which has been approved by the Director of Education, the student who has participated at least once in the (interim) examination of the relevant course before the changes were made has the right to be re-examined in the course in its old form at the first timetabled opportunity in the adjoining study year.
- 5.4.7 For each of the examination components that is not taken as an (interim) examination, the examiner charged by the examination committee with conducting this examination component determines, after consultation with the student, a time when the examination component can be taken. This can mean that examination components can only be taken once per study year.
- 5.4.8 In special cases and by student request, the examination committee or the relevant examiner can allow a deviation from the times fixed in article 5.4.3.
- 5.4.9 Concerning an examination component that relates to a course which is not taught within the programme, the sequence and time periods in the education and examination regulations valid for that component are applicable, except for a deviating decision made by the relevant examination committee.

5.5 Special provisions¹⁷

Students with a physical or sensory limitation are given the opportunity to take (interim) examinations in a manner that is as far as possible adapted to their individual limitation. The facilities which are to be offered consist, as far as possible, of a form or duration of the (interim) examinations which matches the individual situation, or making practical aids available. For this purpose the student should hand in to the Education Affairs Office a written (e-mail) request at the start of the study or the start of the limitation. The Director of Education seeks, where necessary, expert advice before making a decision. The student is informed of the decision in writing or by e-mail.

5.6 Taking examinations and components of examinations / Examiners¹⁸

- 5.6.1 Every examination component consists of an inquiry into the knowledge, the insight and the skills of the student as well as the assessment of the results of that inquiry.
- 5.6.2 The assessment is made by one or more examiners.
- 5.6.3 In the case where the inquiry of the same examination component is undertaken by more than one examiner, the relevant examination committee ensures that the examiners assess on the basis of the same standards. Where necessary it appoints an examiner who has the prime responsibility for the examining.

¹⁷ Article 7.13 paragraph 2 subparagraph i, WHW

¹⁸ Articles 7.10 and 7.12 paragraph 3, WHW

- 5.6.4 The determination whether the conditions for taking of the examination, or one or more components of it, are satisfied is taken by the relevant examination committee or examiner, who can delegate the implementation to the Education Affairs Office.

5.7 Exemption from components of examinations¹⁹

- 5.7.1 On the basis of examinations taken elsewhere with satisfactory results, exemption from components of an examination can be given. The examination committee decides about the granting of exemptions after it has received advice where necessary from the relevant teachers.
The exemptions from components of examinations stated in the previous paragraph are determined in a written decision.
- 5.7.2 A request for exemption from the requirements to take examination components or to participate in (practical) exercises (see 4.4) on the basis of what is determined by or in accordance with the [Dutch] law should be made to the Director of Education.
- 5.7.3 Having heard the relevant examiner(s), the examination committee decides within one month of having received the request.
- 5.7.4 The student has the opportunity to be heard before the examination committee decides to grant the exemption totally or in part.
- 5.7.5 Where, by or according to the [Dutch] law, the examinee has the right to exemption for one or more examination components, he informs the Education Affairs Office (BOZ), and provides the relevant pieces of evidence.

5.8 Oral (interim) examinations²⁰

- 5.8.1 The examiner can himself determine the form of examination within the frameworks which have been set.
- 5.8.2 The oral taking of an (interim) examination is not in public, unless the relevant examination committee or examiner has in special circumstances determined otherwise.
- 5.8.3 Members of the examination committee, the Director of Education and the coordinator are entitled to attend an oral (interim) examination session.

5.9 Written (interim) examinations

- 5.9.1 The questions and answers (examination scripts) of an (interim) examination do not go beyond the sources from which the material has been taken and what has been handled in lectures. These sources are published in outline before the start of the education that is given in preparation for the relevant (interim) examination. At the latest one month before taking the (interim) examination, the definite extent of the material is made known in writing (e-mail/Blackboard). The manner in which the (interim) examination is to be taken must be published at the moment that the registration period in Osiris is opened.
- 5.9.2 The examination committee ensures that in good time the students can gain insight into the extent and complexities of the demands placed on the (interim) examinations. For a written (interim) examination, the students have well before the (interim) examination a concrete insight into the degree of difficulty and accents to be expected of the (interim) examination.

5.10 Registration for examinations and conduct during examinations²¹

- 5.10.1 The registration for examinations and (interim) examinations
- Registration is required for written (interim) examinations and tests.
The annual timetable states up to which day it is still possible to inscribe for the (interim) examinations.

¹⁹ Article 7.13 paragraph 2 subparagraph n, WHW

²⁰ Article 7.13 paragraph 2 subparagraph h, WHW

²¹ Article 7.12, WHW

Inscribing for (interim) examinations should take place using the '(Interim) Examination Registration System Twente' (Osiris <http://osiris.utwente.nl>) unless otherwise informed. Not registering in the stated manner before the closing date for inscription, cancels the right to participate in the relevant session. Even if participation is allowed by the relevant invigilator, this does not automatically confer the right of assessment of the work handed in.

- b. A student who has registered for the examination and without valid reason does not appear can be excluded from participation in the next (interim) examination session of the relevant study component.
- c. Registration is required for the master's examination. The registration takes place at the Education Affairs Office (BOZ). Additional regulations for this are made annually (see Appendix 1).

5.10.2 Conduct during an (interim) examination

- a. One or more invigilators are appointed to a written (interim) examination, who ensure that the taking of the (interim) examination runs smoothly. The student should take the (interim) examination at the designated place.
- b. The student can only take part in an (interim) examination if, when asked, he can establish his identity with a document of registration as student or otherwise.
- c. The student is considered to take part in a written (interim) examination, when he has taken receipt of the (interim) examination paper.
- d. In connection with quietness during the session, the student is required to be present before the start of the session and on entry where applicable to switch off and put away communications apparatus. On late arrival, the invigilator can refuse him participation in the written (interim) examination. The invigilator makes out a formal report about this.
- e. Over-garments and bags remain as far as possible outside the room or at the front of the room at a place so designated by the invigilator.
- f. Having communications apparatus within reach is not allowed, unless otherwise indicated.
- g. Writing materials are allowed; the teacher can indicate which other aids are allowed, for example, a reader, book, pocket calculator, etc.
- h. The permission of the invigilator is required for a visit to the toilet; study materials, communications apparatus, and other (portable) study aids should be left behind in the (interim) examination room.
- i. A student who wishes to leave the (interim) examination session early, should tell the invigilator. He should then hand in the (interim) examination work, even if he has not made a start with answering the questions.
- j. Instructions by the invigilator should be followed precisely.

5.11 Fraud²²

5.11.1 Fraud is understood to mean:

1. The use in examinations and components of examinations of more or different aids than those which the examiner, before the examination or examination component, has stated in writing that they are allowed.
2. The use in examinations or components of examinations of aids or help which the student knew or should have known that they were not allowed. In any case the following are included among the intended help or aids mentioned in the previous sentence:
 - a. Cheating, whether or not:
 - With the aid of cheating notes, other means of help, and/or communications apparatus;
 - Through copying or allowing copying, in (interim) examinations;
 - Making contact with others (other than the invigilator or teacher) about the material of the (interim) examination during the time for sitting the (interim) examination and when the work had not yet been handed in.
 - Through making use of parts of written work or worked out answers of others.

²² Article 7.12 paragraph 4, WHW

- b. Forgery of documents, including doing or allowing the doing of an (interim) examination under a false name.
- 3. Behaviour of students which, before the taking of the examination or examination component, the teacher has made it known in writing that he regards it as fraudulent.
- 4. Plagiarism: copying without proper reference to sources and allowing copying.
Appendix 9 provides further details of which procedures are to be applied for handling written work which is considered fraudulent.
- 5.11.2 Where (suspected) fraud is perceived, the responsible teacher informs the student involved and the examination committee in writing (e-mail).
- 5.11.3 After determining fraud, the teacher takes the following action(s) concerning the student:
 - a. The assessment of the complete examination component is a mark **1** (one).
This also holds for fraud in a part of an examination component.
 - b. Exclusion from participation in the relevant (interim) examination for a period of at most one year.
 - c. The examiner can determine for the student involved a deviating form of assessment of the relevant examination component.
- 5.11.4 On the basis of article 5.11.2, the examination committee is entitled to impose additional actions on the student.
 - a. When the examination committee determines that there was fraud, it can exclude the student(s) involved for a period of at most one year from participation in, in the extreme case all (interim) examinations.
 - b. An examination component for which in what ever way fraud has been confirmed may not, during the period of exclusion, be replaced by another examination component.
- 5.11.5 Article 6.7 is applicable for what concerns objection and appeal against a decision which is taken in the framework of articles 5.11.3 and 5.11.4.

6 RESULTS

6.1 Transcript of (interim) examination result²³

- 6.1.1 After an (interim) examination has been taken, the examiner draws up a declaration from which the result or results are apparent. The declaration is signed by the examiner.

6.2 Assessment²⁴

- 6.2.1 The assessments are usually expressed in the form of one of the following **integer** marks 1 to 10 inclusive. The marks have the following meanings:

- 1: very poor
- 2: poor
- 3: very unsatisfactory
- 4: unsatisfactory
- 5: just not satisfactory
- 6: satisfactory (pass)
- 7: very satisfactory
- 8: good
- 9: very good
- 10: excellent

Examination components can be assessed with a 'V' (done) where in the judgement of the examiner(s) an at least reasonable achievement is handed in. On the marks list an exemption is indicated by 'VR'.

²³ Article 7.11 paragraph 1, WHW

²⁴ Article 7.12 paragraph 4, WHW

- 6.2.2 Where the student has been assessed more than once for the same examination component, the assessment with the highest score is the valid one, unless the examination committee in exceptional circumstances determines otherwise.

6.3 Approval, publication and registration of results of an examination component²⁵

- 6.3.1 After the end of an oral (interim) examination, the assessment is confirmed within one week and published to the student.
- 6.3.2 Within 20 working days (not counting the academic vacations) after the end of a written (interim) examination, after the handing in of a project or after the finishing of a practical, the result of it is published. Where there is the opportunity of a quick re-examination for the relevant study component, the checking time is shortened to such an extent that the student can reasonably prepare for the re-examination.
- 6.3.3 If the period stated in 6.3.2 is exceeded, the examination committee can in the most extreme case determine or allow the determination of the result of an examination component.
- 6.3.4 The results of written examination components, projects and practicals are published in writing and/or using Osiris. Where there is lack of clarity about the result, the declaration countersigned by the examiner is the valid result.
- 6.3.5 Errors in overviews
Where a mistake has been made in a marks list or an overview which relates to the study progress of a student, both the programme and the student are required to make it known to the other party as soon as it is discovered, and to work together to annul the mistake that has been made. The administration of the programme discloses complete information unless indicated to the contrary. When there is evidence to the contrary, in every case the (interim) examination work assessed by the teacher is valid.
- 6.3.6 The Education Affairs Office (BOZ) ensures the registration of the assessments and the results of the examination and examination components (interim examination components).
- 6.3.7 The examination committee can give information about registered data to authorised persons, such as:
- o Members of the programme management;
 - o Members of the examination committee;
 - o And to those persons who are charged with activities such as making requests for financial support, dealing with the study grant DUO (dienst uitvoering onderwijs) and the central administration for students and alumni.
- The information disclosed is limited to what is essential for the purpose.

6.4 Duration of validity of assessments²⁶

- 6.4.1 The results of examination components which have been taken are valid without time restriction. In deviation from this, for an examination component for which the (interim) examination was passed more than six years beforehand, the examination committee can impose an additional or replacement (interim) examination before the student is permitted to take the relevant examination.

²⁵ Article 7.13 paragraph 2 subparagraph k, WHW

²⁶ Article 7.13 paragraph 2 subparagraph g, WHW

6.5 Right of inspection²⁷

- 6.5.1 During a period of four months which begins on the day after the result of a written (interim) examination is made known to the participant, the student can at his request inspect his own assessed (interim) examination work and scripts.
Concerning reports of practicals, the same agreement is applicable for the inspection of own work. The leader of the practicals determines:
- whether, after the stated period of four months, the reports can be given back to the students involved and
 - whether copies may be made of the assessed reports.

The intended inspection occurs at a time and place determined by the examiner in consultation with the interested party.

- 6.5.2 Storage time for (interim) examinations
The assessed (interim) examination work produced by the students should be stored for at least two years under the responsibility of the examination committee. Where an examiner is appointed for the course involved, he is responsible for this. Where the assessed work is given to the student, he should store the documents until he//she has ascertained that the correct mark has been registered.

6.6 Subsequent discussion²⁸

- 6.6.1 Without prejudice to what is determined in article 6.5, an individual subsequent discussion of the work takes place with the examiner if the student requests it. This request must be made within a period of two months after the result of the (interim) examination has been published.
- 6.6.2 Where a joint subsequent discussion is organised, a student can submit a request as intended in the previous paragraph, if he has been present at the joint discussion and gives his reasons for his request.

6.7 Difference of meaning / Right of Appeal

- 6.7.1 Where there is a difference of meaning about a decision which has been taken, the relevant examiner and the student try to reach an agreement during the subsequent discussion.
- 6.7.2 Where the student is not provided with this opportunity, or the discussion does not lead to a result which satisfies both parties, a written (e-mail) appeal can be made to the examination committee within two weeks against the treatment. The examination committee will take a decision about it within three weeks and will inform those involved about it.
- 6.7.3 The joint right of complaint of students²⁹
- The joint right of complaint can be used where the obligations of the university (in this case the programme) towards students are not met, or not completely met, or not met to a sufficient extent.
 - The right intended in the first paragraph can be used by a group of students who are registered for the same programme at the University of Twente.
 - The named group of students appoints from among them one or more spokesperson(s).
 - The complaint is submitted in writing (e-mail) to the Director of Education by or on behalf of the spokesperson(s) stated in c. This consists of a clear description of the objections and what, according to the applicants, must be done to overcome the objections.
 - The Director of Education confirms to the spokesperson(s) within seven days after having received the complaint, and provides the applicants with the opportunity to give clarification of it within a reasonable period of time. Within six weeks of having received the complaint, the Director of Education informs the spokesperson(s) of the applicants in writing and with reasons,

²⁷ Article 7.13 paragraph 2 subparagraph l, WHW

²⁸ Article 7.13 paragraph 2 subparagraph m, WHW

²⁹ Article 9.28, WHW

whether the complaint is a reason for him to take actions and, if this is the case, what actions they are.

- f. Where the complaint relates to an issue which does not fall under the authority of the Director of Education, the Director of Education forwards the complaint to the authorised body or the authorised official. The Director of Education informs the spokesperson(s) of the applicants of the complaint about this. What is stated in e. and f. is applicable in this case.
- 6.7.4 Appeal to the Appeals Tribunal for Examinations is possible against the decision of the examination committee or examiners as intended in Article 7.61, WHW. The period for submission of the (written) appeal is four weeks³⁰.

7 EXAMINATION RESULTS

7.1 Approval of the results of the examinations³¹

- 7.1.1 After all components of an examination have been taken, the examination committee involved can determine whether the student has satisfied the conditions stated in Appendix 2 for passing, or not. Where this is indeed the case, the examination committee can declare the student to have passed, and can carry out (or have carried out) all the relevant procedures which follow.
- 7.1.2 Moreover, where the guidelines stated in Appendix 3 for the award of the designation 'with distinction' ('met lof') have been satisfied, the examination committee is empowered to allow this designation to be used on the master's degree certificate.

7.2 Degree certificates and registration³²

- 7.2.1 To show that the Master's examination has been successfully completed, a degree certificate is awarded by the examination committee. The degree certificate is countersigned by the persons stated in Appendix 4. The award takes place in public; in special circumstances the examination committee can deviate from this.
- 7.2.2 An English language diploma/degree supplement and/or marks list, on which the results of the examination components are stated, is provided to all those examined.
- 7.2.3 The components belonging to the examination are listed on the reverse side of the degree certificate or on the marks list. 'Extra components' are stated where applicable, provided these were added to the study programme with the approval of the Director of Education. The stated 'extra components' make no part of the total programme. These components should have been satisfactorily completed.

8 QUALITY ASSURANCE

The Director of Education is responsible for the design and implementation of a systematic procedure for evaluating (the parts of) the programme, in particular for the elements 'quality' and 'feasibility' ('studeerbaarheid'). The quality assurance system is further clarified on <http://www.io.utwente.nl/organisatie/onderwijsorganisatie/index.html>

9 FACILITIES³³

9.1 Computer provisions / Computer rooms

- 9.1.1 Students have a notebook available which is suitable for all study purposes. PCs are available in the Educafé and in the computer rooms in the Horst building for incidental use. Students with questions

³⁰ Article 7.61, paragraph 3, WHW

³¹ Article 7.10 paragraph 2, WHW

³² Article 7.11, WHW

³³ Article 7.59 paragraph 4 subparagraph a2, WHW

about software and/or computer breakdowns can make use of the 'Helpdesk/Notebook Service Centre'.

- 9.1.2 INTERNET is freely available to students for study purposes within the programme (see article 9.1.6).
- 9.1.3 Every student has his own e-mail address which is assigned to him at the beginning of the UT study.
Electronic communication between the UT and students occurs exclusively via this e-mail address.
- 9.1.4 Within the programme, copying and printing facilities are available for students (at their cost).
- 9.1.5 Misuse of or damage to UT facilities (use of computer provisions and network provisions for non-study purposes) or misconduct can, in addition to paying for the damage, be a reason for the management team temporarily to refuse the student participation in teaching and the examinations.
- 9.1.6 Use of the computer provisions and network provisions for non-study purposes can be regarded as misuse.

9.2 Library

The central UT library contains an abundance of books and periodicals relevant to the industrial design engineering programme. In addition some study materials are available in the Educafé relating to use in practicals and projects.

9.3 Educafé

The study spaces in the centre of the Horst building (in front of the lecture room C.101), the canteen and the student area in the basement are designated as the Educafé. Outside the lunch time, the canteen is intended for study and consultation, wherein persons should follow the local/domestic rules, including the return on time of canteen-ware. Study material can be loaned via the Daedalus Student Society.

Study rooms (several vacant project rooms in the Horst Tower) are available for occasional use for the benefit of students within the programme. These rooms can be reserved: for this purpose consult first on the internet the relevant room timetable for East Horst and Horst Tower IO/WB, or consult the Education Affairs Office (BOZ).

10 CONDITIONS FOR IMPLEMENTATION AND FINAL CONDITION

10.1 Assessment and approval of this regulation

- 10.1.1 Having heard the Faculty Council (FR-CTW) and the education committee (OLC-IO), the Dean approves this regulation.
- 10.1.2 The Dean and the education committee assess this regulation regularly in the context of its implementation and its effectiveness.

10.2 Changes to this regulation

- 10.2.1 Changes to this regulation are approved by separate decision of the Dean.
- 10.2.2 Changes which are applicable to the current study year can only be effected where the interests of the students are not thereby reasonably damaged.
- 10.2.3 In cases not covered by this regulation, the examination committee decides. This is also the case for (apparent) lack of clarity, inconsistencies, differences of interpretation and/or (apparently) conflicting texts.
In cases which this regulation does cover, the examination committee can in special circumstances also decide otherwise, provided this is not to the disadvantage of the student. It informs the involved teacher, examination committee and/or student of the decision.

10.3 Appendices

The Appendices mentioned in the previous articles are an integral part of this regulation.

10.4 Publication

The Director of Education arranges for publication of this regulation and any changes to it which may be approved at a later time. In any case these are made available to the target group via Internet or at the Education Affairs Office.

10.5 Final Condition

10.5.1 This regulation comes into force on August 30th 2011.

10.5.2 This regulation can be quoted as 'Education and Examination Regulations for Industrial Design Engineering' (OER IDE).

Thus [the Dutch language version of this document] approved by the Dean of the faculty of Engineering Technology on August xxxxx 2011.

APPENDIX

APPENDIX 1: PROCEDURE FOR MASTER'S EXAMINATION, COLLOQUIUM AND AWARD OF DEGREE

The programme can proceed to the award of the master's degree certificate when the student has satisfied the following requirements:

1. Well before graduation the student contacts the graduation teacher in order to determine the graduation committee, graduation date and room (where customary via the departmental secretary). See also the Graduation Handbook and/or the relevant graduation regulations within the department;
2. The student ensures that the 'Registration for the Master's degree award' form **and** the colloquium form countersigned by the graduation teacher are handed in to the Education Affairs Office (BOZ) four weeks (20 working days) before his examination;
3. The Education Affairs Office (BOZ) then sends to the student (with copy to the graduation teacher) an e-mail with the study data of not-yet-completed study phases(s), with the request to check these data within a week, and where necessary to tidy things up (change, delete and/or add courses). The student does this by handing in to the Education Affairs Office a copy of the 'Form for proposal for changes to Master's courses' countersigned by the graduation teacher;
4. Immediately thereafter, the Education Affairs Office checks all study data and where applicable the proposals for change which have been handed in;
5. The marks of all courses, apart from the graduation project, must be handed in to the Education Affairs Office three weeks before the examination;
6. If, after that, all requirements for passing have been satisfied, the Education Affairs Office registers the student with the Central Student Administration CSA (this must be done in writing by the Education Affairs Office two weeks before the examination);
7. The student ensures that at the time of the last examination he is registered for the programme of this university;
8. CSA checks whether the student has satisfied all (registration) requirements;
9. Once each week on the Tuesday before the examination for the following week, the Education Affairs Office goes to CSA to authenticate (with embossed stamp) and register at the same time all the relevant degree certificates;
10. About one week before the examination, the student hands in to the Education Affairs Office (BOZ) the report of the graduation project in digital form, preferably by e-mail (and in Word or PDF format).
11. When the above rules have been satisfied, the examination is taken, and where successful the student can in principle thereafter sign and receive the degree certificate which has been signed by the Dean and the graduation teacher. At this moment the English language degree/diploma supplement is also awarded.

Exceptionally, such as large numbers of graduating students or vacation in the months of July and August, the Education Affairs Office is not in some cases in a position to be able to hand over the degree certificate on time for the award immediately after the colloquium. The degree certificate can then be received at a later time arranged by the Education Affairs Office or the department.

12. After the final mark of the examination has been given to the Education Affairs Office and processed, the marks lists (in Dutch and in English) are sent by the Education Affairs Office as soon as possible.

If **in exceptional circumstances** point 5 is not satisfied, then with the agreement of the Director of Education the graduation project (colloquium and cross-questioning) can still be rounded off. If this has been successfully rounded off, – and after all requirements for the examination have been satisfied – the degree certificate, supplement and related marks lists can be received in person at the Education Affairs Office. In that case the degree certificate is signed beforehand by the Dean and the Director of Education.

All the forms mentioned above can be obtained from the Education Affairs Office or can be down-loaded from the IDE web-site.

APPENDIX 2: ASSESSMENT OF THE MASTER'S EXAMINATION

- a. In the assessment of the master's project, it is determined whether the candidate satisfies the aims of the programme. The aspects of assessment are:
 - o The level of the contents of the work undertaken in the light of the aims of the programme, and the aims of the graduation specialisation;
 - o The demonstrated academic competencies and engineer's skills (working in projects, independence, approach to design, scientific/academic attitude);
 - o Communications skills (report, presentation, communication with colleagues in company and in the department).
- b. These aspects are tested by reference to the report (thesis), the presentation, the oral cross-questioning and the approach to the problem (Master's problem). Marks for each component are used to substantiate decisions and for giving feedback. The final mark is not the average of the component marks.
- c. In the case of a complete and regular master's programme, the student passes when the following conditions have been satisfied:
 - o the assessment of the master's project is satisfactory;
 - o every mark is at least a 6, 'exempt' (vrijstelling, V) or 'done' (gedaan, G), with the exception of at most one 5 which may occur in the Master's courses provided it is not the mark for the master's project.
- d. If the student has passed, the Education Affairs Office will send the result with date of passing to the Central Student Administration (CSA).

APPENDIX 3: GUIDELINES FOR PASSING AND FOR AWARDING THE DESIGNATION 'WITH DISTINCTION' ('MET LOF')

When, beforehand, there is in the judgement of the examination committee an exceptional level of student achievement, the examination committee can submit a reasoned proposal to the Director of Education to affix to the master's degree certificate the designation 'with distinction' ('met lof').

This must be requested two weeks beforehand, in order that the degree certificate 'with distinction' can be awarded immediately after the end of the examination. Where there is uncertainty about the award, a degree declaration can be handed over, and the degree certificate (with or without 'with distinction') can be received at the Education Affairs Office within two weeks after the examination.

The guidelines for passing 'with distinction' are:

- a. The final mark for the master's project is at least a 9 (rounded-off);
- b. The assessments of all examination components of the master's courses, including extra courses, are satisfactory ('V', 'VR' or 6);
- c. A mark of 6 is gained not more than once in the programme (extra courses are not counted);
- d. The average of all assessment marks for the examination components is at least 8.00 (extra courses are not counted);
- e. An exemption is awarded for not more than 15 EC of the examination components;
- f. The master's examination is taken within the nominal study duration plus a half-year, increased where applicable with recognised awards of graduation support with a maximum over-run of one year. Where the bachelor's and master's programme are integrated, the starting point is an actual study duration of 6 years for the five year programme.

Where these conditions are satisfied, the graduation teacher of the student involved can submit a proposal to the examination committee for the award of the designation 'with distinction'. This [examination committee] makes a decision.

APPENDIX 4: AUTHORITY FOR SIGNING DEGREE CERTIFICATES AND STATEMENTS

Master's degree certificates

These are signed beforehand by the chairman of the examination committee and after the master's examination by the graduation teacher and the successful candidate.

When no degree certificate can be awarded after the assessment of the graduation project, the certificate is signed at the appropriate time by the Dean and the Director of Education. The successful candidate signs the degree certificate after he has received it from the Education Affairs Office.

In the absence of one of the members of UT mentioned above, the following regulation applies:

- The degree certificate should be signed by at least one member of the examination committee.
- The examination committee gives the Director of Education the authority to be the second signer.

APPENDIX 5: CONSTITUTION OF THE EXAMINATION BOARD

The constitution of the the Examination Board for the academic year 2011 – 2012 is as follows:

Prof.dr.ir. A.O. Eger (chairman)

Prof.dr.ir. A. de Boer

Prof.dr.ir. F.J.A.M. van Houten

Ir. I.F. Lutters – Weustink (secretary)

Member of the IDE Education Affairs Office (registrar)

The Director of Education is advisor to the examination committee.

APPENDIX 6: ADDITIONAL DESCRIPTION OF THE CONCEPT OF 'FRAUD' IN WRITTEN WORK

The following rules apply in preparing written work, programming assignments and the like:

1. Individual written work

There is one author who obtains an individual assessment on the basis of the written work.

Where passages are included, or data are used, which are taken from the work of others, it must be clearly stated:

- which passages they are (for example, by putting them *in italics* or within 'quotation marks')
- where they come from (by giving a clear source reference: a formal reference to the literature or a phrase such as '... oral information from Mrs XX').

2. 'Individual' group written work

Different members of the group are responsible for different parts of the report.

- indicate clearly which member of the group is responsible for which part of the report;

Where passages are included, or data are used, which are taken from the work of other members of the group, it must be clearly stated

- which passages they are (for example, by putting them in italics or within 'quotation marks');
- where they come from (for example '... this, in addition to the fact that measurements have indicated that the effect is negligibly small (see chapter V of this report), brings us to the conclusion that...')

For matters taken over from persons outside the group, the same rules apply as for individual written work, of course.

3. 'Joint' group written work

The group as-a-whole is responsible for the complete contents of the report, even if each one has taken responsibility for the writing of a separate part.

In that case it is not necessary to indicate precisely which idea is whose. Nevertheless the rules for making used of external sources are still the same as those for individual written work.

When the student does not follow the rules stated above, and thus literally includes someone else's work or paraphrases it without a clear indication of the source, he commits plagiarism.

Not only copying without indicating the source, but also allowing the copying, is taken to be plagiarism/fraud.

In joint group written work it is possible, in principle, in this case to accuse the complete group of fraud. In case of plagiarism/fraud, the procedure is handled as described in article 5.11.