

RULES AND REGULATIONS OF THE HONOURS EXAMINATION COMMITTEE

January 2022

University of Twente

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A word in advance

This document is based on articles 7.12 through 7.16 of the Wet Hoger Onderwijs en Wetenschappelijk Onderzoek ([WHW](#)). Minor adjustments have been made in the application of this law to the Honours programmes, as this law is written for regular curricula and the issue of the degrees connected to them, thus not for extracurricular education such as Honours programmes.

Chapter 1: Authority

Article 1.1: Duties

The Honours Examination Board has the following duties:

- 1) Establishing, objectively and professionally, the extent to which a student has gained the knowledge, insights and skills necessary to obtain an Honours certificate;
- 2) Ensuring the quality of the examination in the Honours programmes;
- 3) Ensuring the quality of the organisation and procedures around the examination in the Honours programmes;
- 4) Determine yearly whether the list of Honours examiners nominated by the Honours Dean/Programme Director meets the basic criteria following the Honours Education Regulations (3.5.2)
- 5) Function as an intermediary in case of conflict between an Honours student and an Honours teacher, examiner or organ, at the discretion of the Examination Committee.

Article 2.2: Extension & Discontinuation

- 1) The Examination Committee can provide an extension for one or more Honours Modules to Honours students;
- 2) The Examination Committee can change the mode of examination for one or more Honours Modules and Honours students;
- 3) The Examination Committee can decide to discontinue participation of a student in the Honours programmes in the following cases;
 - a. The student has committed fraud or other types of academic misconduct (e.g. plagiarism);
 - b. The student fails to complete his/her regular curriculum within the official timeframe;

Chapter 2: Organisation & Administration

Article 2.1: Composition of the Committee

- 1) The procedures regarding the appointment of the members of the Examination Committee are established in the Regulations of the Honours programmes.
- 2) The members of the Examination Committee appoint the chair. If the Examination Committee fails to reach an internal agreement, the Honours Dean will have the decisive vote.

Article 2.2: Decision-Making Process

- 1) The Examination Committee takes decisions in a meeting or via e-mail correspondence.
- 2) The registrar gathers documentation for individual student requests, issues advice on the case and drafts a decision.
- 3) A majority of votes cast takes decisions. In the event of a tie, the chair has the decisive vote.
- 4) Members of the Examination Committee will abstain from voting concerning requests or fraud cases in which they are involved either personally or in their role as teacher or examiner.
- 5) The Examination Committee can seek advice from staff or external experts.

Article 2.3: Meetings & Documentation

- 1) The Examination Committee meets three times per year:
 - a. In the January meeting, among others the Annual Report and new enrolments are discussed.
 - b. In the June meeting, among others it is decided for which tracks (one bachelor, one master) the assessment will be evaluated, and any amendments or changes to these R&R will be determined (see article 3.3).
 - c. In the Autumn meeting, any amendments to the Honours Education Regulations will be discussed and the list of Examiners will be determined (following article 1.1.4. above). Cases of conflict as mentioned under 1.1.5 preferably are discussed in one of the three meetings, but will also be dealt with separately when urgency requires that, which may result in additional meetings or a written (e-mail) round for decision making.
- 2) The registrar prepares the meetings with the chair.
- 3) The meetings and documents of the Examination Committee are confidential.
- 4) The registrar is responsible for the safekeeping of documents and decisions made.

Chapter 3: Student requests & Academic Misconduct

Article 3.1: Student requests

- 1) Students can submit requests to the Examination Committee by sending an email including all relevant documents to the registrar of the Examination Committee.
- 2) The decision made by the Examination Committee will be communicated to the student and all the for the request relevant actors in the Honours programmes (e.g. a teacher, coordinator, Honours Office, Programme Director) by the chair of the Examination Committee.
- 3) The language of student requests must be English. The communication regarding the decision of the Examination Committee must also be in English.
- 4) All student requests submitted due to personal circumstances will only be handled if the student has informed the study advisor of their own study programme. In his/her request, the student must therefore include confirmation for this notification in writing from the study advisor.

Article 3.2: Academic Misconduct

In the Honours programmes, students must abide by the highest standards of scientific integrity. Academic misconduct by Honours students severely impacts the reliability and reputation of the student and his/her work, his/her fellow Honours students, the Honours programmes, the university and the scientific community. Cases of fraud are therefore treated very seriously.

- 1) The standards of scientific integrity are described in the European Code of Conduct for Research Integrity and the Netherlands Code of Conduct for Research Integrity.
- 2) Academic Misconduct is defined in Article 6.11 of the Students' Charter of the University of Twente.
- 3) Academic Misconduct can be reported to the registrar of the Examination Committee by Examiners in the Honours programme.

Chapter 3: Final Provisions

Article 3.1: Change

Changes to these Rules and Regulations regarding content and other subjects as described in the WHW are implemented after receiving recommendations from the Examination Committee and after obtaining the Honours Dean's approval. The Rules and Regulations will be evaluated and, if needed, updated every year.

Article 3.2: Publication

The Honours Dean is responsible for publishing these Rules and Regulations plus supplements and each change made to these documents through the university website (concerning the Honours Programme).

Article 3.3: Effective date

These rules and regulations come into effect in March 2022 and will be checked and, if needed, revisited before September 2022.