FACULTY OF ENGINEERING TECHNOLOGY

EDUCATION AND EXAMINATION REGULATIONS 2024-2025

For the Master's programme:
Industrial Design Engineering (M-IDE)

REFERENCE:
DATE:

UNIVERSITY OF TWENTE.

Explanation – to be removed in the final version *after* approval Faculty Council

This document is a guideline for the Education and Examination Regulations for Master's programmes taught at the Faculty of Engineering Technology of the University of Twente. That means that the numbering of articles and sections must be copied. The document contains (parts of) articles that must be copied in full to promote uniformity and clarity across the ET degree programmes; and parts that serve as a Model and which may be modified.

a. The formulation of articles with an orange background has been discussed and agreed upon with all ET programmes. The numbering of the articles and classification into sections is not a matter of free choice; however, the prescribed format must be followed. The rights of the Programme Committee remain for these articles.
b. All other articles are programme-specific. The numbering of the articles and classification into sections is not a matter of free choice; however, the prescribed format must be followed. Additional articles can be added but should be placed at the end of a section and assigned a higher article number where possible. If an article is added between the existing articles, the additional article concerned must be assigned an intermediate number by adding a letter to the number (e.g. Article 1.1a).

PREFACE

The rights and obligations of the students on the one hand and the University of Twente on the other hand are laid down in the Student Charter, which contains two parts:

- The institutional part of the Student Sections, which contains the rights and obligations that apply to all UT students. The institutional section can be found at: www.utwente.nl/en/ces/sacc/regulations/charter.
- The programme-specific part of the Student Charter, which is called the Education and Examination Regulations (EER) and provides a broad outline of the teaching programme and examination for each degree programme.

This document is the Education and Examination Regulations. In accordance with Section 7.13, Paragraph 1, of the Dutch Higher Education and Research Act (Wet op het hoger onderwijs en wetenschappelijk onderzoek, hereafter: WHW), the EER must contain sufficient and clear information about the degree programme or group of programmes to which they apply. Section 7.13, Paragraph 2, of the WHW lists those issues that must, as a minimum, be stipulated in the EER with respect to procedures, rights and responsibilities relating to the teaching and examinations that are part of each degree programme or group of programmes. The WHW also includes a number of separate obligations relating to the inclusion of rules within the EER.

An ET guideline was provided to promote uniformity in the structure and formulation of elements that apply to all ET degree programmes.

Please note rights can be derived from the EER by both the Engineering Technology Faculty (ET) and students enrolled in its Master's programme. This is not the case concerning all other written and electronic publications.

When reference is made to an Article, Section or Rule in this regulation, this document is meant, unless otherwise specified. When reference is made to the law, the Higher Education and Research Act (WHW) is meant, unless otherwise specified.

The Dean of the Faculty Engineering Technology, in view of the articles 9.5, 9.15, first SECTION (a), 7.13 first and second SECTIONs, 9.38 (b), and 9.18, first SECTION (a), and 7.59 of the Higher Education and Research Act (WHW), and in due consideration of the recommendations of the Programme Committee, as well as the approval by, or advice of, the Faculty Council, hereby adopts the ET Education and Examination Regulations.

Prof.dr.ir. H.F.J.M. Koopman
Dean of the Faculty of Engineering Technology

TABLE OF CONTENTS

SECTION 1 GENERAL PROVISIONS

ARTICLE 1.1 APPLICABILITY OF THESE REGULATIONS

1. This general section of the education and examination regulations applies to all students enrolled in the master's programmes of the Faculty of Engineering Technology: Mechanical Engineering (M-ME), Sustainable Energy Technology (M-SET), Civil Engineering & Management (M-CEM), Construction Management & Engineering (M-CME), and Industrial Design Engineering (M-IDE).
2. Students attending courses that are not part of the IDE programme are subject to the rules laid down in the appropriate documents, such as the assessment rules laid down in the assessment schedule of the relevant course, or the rules laid down in the EER of the coordinating degree programme. The decision on special facilities in accordance with Article 7.2 may only be taken by the Examination Board of the programme for which the student is enrolled.
3. The institute section of the student charter includes a definition of what the University of Twente considers to be academic misconduct (fraud). The rules and regulations of the Examination Board for the master's programme in question include additional rules about academic misconduct (fraud), such as which measures the Examination Board may take if it establishes misconduct (fraud).
4. The rules and regulations of the Examination Board of the master's programme in question include provisions about the rules of order during tests and rules in case of emergencies.
5. Requests for exemptions in respect of provisions laid down in the education and examination regulations should be submitted to the Examination Board or mandated track/specialisation coordinator of the student's own master's programme, as laid down in the relevant articles of these Regulations.

ARTICLE 1.2 DEFINITIONS

The terms used in these Regulations should be interpreted as follows:

Academic year:	The period beginning on 1 September and ending on 31 August of the following year.
Admission Committee:	The Admissions Committee is mandated by the Faculty Board to decide on the admission of applicants to the Master's programme (Article 7.30 WHW).
Assessment plan:	A plan indicating how the testing of a course is organised. At first, it states the grading of the study units of the course, and secondly, the conditions for passing the course (including possible compensation rules within the course).
Assignment:	The execution of a design or research assignment.
BOZ:	Office of Educational Affairs within the Centre for Educational Support (CES).
Canvas:	University of Twente's digital learning environment.
Course:	A programme component as defined in Article 7.3, paragraph 2 and 3 WHW. Each course is concluded with an examination. An examination can consist of multiple tests.
Credit/ECTS:	A unit of 28 study load hours, in accordance with the European Credit Transfer System. A full-time academic year consists of 60 credits, equal to 1680 hours of study (Article 7.4 WHW).
Curriculum:	The aggregate of required and elective courses constituting a degree programme as laid down in the programme-specific part.
CPO:	A committee formed by the institutional board that issues advice to the programme board in individual cases concerning the validity, term and seriousness of the personal circumstances of the student involved
Degree programme:	Master's degree programme as referred to in Article 1.1.
Essay	Written report about a theoretical or practical project/assignment
Examination:	An evaluation, performed to conclude a course, of the student's knowledge, understanding and skills as well as an assessment of the outcomes of that evaluation (Article 7.10 WHW); an examination may consist of a number of tests.
Examination Board:	The body that objectively and professionally assesses whether a student meets the conditions laid down in the education and examination regulations regarding the knowledge, understanding and skills required to obtain a degree (Article 7.12 WHW).

Examiner:	The individual appointed by the Examination Board to administer examinations and tests and to determine the results, in accordance with Article 7.12c WHW.
Exemption:	The decision of the Examination Board that the student has knowledge and skills which are comparable in terms of content, scope and level with one or more courses or components of courses. An exemption is granted based on acquired competencies, i.e. previously passed examinations in higher education or in view of knowledge and skills attained outside higher education.
Faculty Board:	Head of the faculty (Article 9.12, paragraph 2 WHW).
Final examination:	A degree programme is concluded with a final examination. If the courses in the degree programme have been completed successfully, then the final examination will be deemed to have been completed (Article 7.10 WHW).
FOBOS:	Financial Support for Special Circumstances of Students.
HBO:	Dutch University of Applied Sciences.
Higher Education and Research Act (abbreviated to 'WHW'):	The Higher Education and Research Act, Bulletin of Acts and Decrees 1992, 593, and its subsequent amendments.
IDE:	The Master's programme Industrial Design Engineering
Institution:	University of Twente (Universiteit Twente).
Institutional administration:	The Executive Board of the University of Twente (Article 1.1 WHW).
Internship/placement:	being in a professional or scientific environment and conducting activities in order to increase knowledge of and insight into business and research processes.
Language of tuition:	The official language of tuition is the language in which education is given, in which teaching material is provided and in which tests and examinations are held.
Learning outcomes:	The qualities regarding the knowledge, insight and skills a student must have acquired upon completion of the programme.
Lecture:	A plenary (on Campus or online) gathering for students, intended for the presentation of information.
Literature study:	The undertaking of a literature research into specified scientific phenomena.
MyTimetable/TE viewer:	The application used at the University of Twente to view and download the timetable of the study programme.
Osiris:	System designated by the institutional administration for registration and for providing information on all relevant data related to the students and the degree programme, as referred to in the WHW.
Partner institution:	An institution with which the university has a structural relationship for collaboration, in which the programme is active. For example the 4TU federation and the ECIU -network (http://www.eciu.org/)
Practical exercise:	a practical assignment (online or on Campus). This refers to participation in an educational activity designed to acquire certain skills, such as the completion of an assignment or a technological design, the execution of tests and experiments, computer work and participation in fieldwork or an excursion.
Pre-Master's programme:	The pre-Master's programme is a transfer and bridging programme for Universities of Applied Sciences (HBO) or University Bachelor programme students who wish to obtain a university master's degree, but who cannot be admitted directly (see Article 2.2).
Programme Committee (OLC):	Committee referred to in Article 9.18 WHW.
Programme Director:	The person appointed by the Faculty Board to administer the programme (Article 9.17 WHW).
Project:	Working as a team of students to carry out a design or research assignment, usually based on a real life scenario.
Rules and regulations Examination Board:	Rules and regulations as defined by and of the Examination Board

Seminar:	A meeting for a part of the population to offer students the opportunity to work through the learning materials (also supervised self-study).
Student:	Anyone enrolled in a programme in accordance with Article 7.34 and 7.37 WHW.
Study advisor:	Person appointed by the Faculty Board who acts as contact between the student and the university, and in this role represents the interests of the student, as well as fulfilling an advisory role.
Study tour:	A trip made for the purpose of study and/or carrying out research.
Study load:	The time an average student needs to learn the course material. The study load comprises project work, independent study, lectures and writing assignments, for example. The study load is expressed in ECTS credits according to the European Credit Transfer System.
Test:	An evaluation of the student's knowledge, understanding and skills as well as an assessment of the outcomes of that evaluation. A test is part of an examination. If the examination for a course consists of a single test then the result of that test will count as the result of the examination. A test can consist of subtests.
Teaching period:	The period in which a course is offered. This period starts in the first week in which an educational activity takes place for the course concerned and ends in the final week in which an educational activity takes place and/or a test is administered for the course concerned.
Tutorial:	a (online or on Campus) gathering for a (sub) group of the population in order to allow students to process the subject matter (also known as guided independent learning).
UT:	University of Twente.
Working day:	Any day from Monday to Friday with the exception of official holidays and the prearranged compulsory holidays ('brugdagen') on which the staff are free.

The definition of all other terms used in these Regulations is in accordance with the definition accorded by the main text of this document and/or the student charter or the WHW.

ARTICLE 1.3 LANGUAGE OF TUITION

1. The language of the programme, including communication, instruction and examination is English.
2. The choice of the official language for an educational programme or components of an educational programme lies with the Programme Director, subject to the right to consent of the Programme Committee.
3. If programme components deviate from the language of tuition, then this is to take place in accordance with the Code of Conduct for Languages of the University of Twente and Article 7.2 WHW.
4. The thesis is executed in English. Exceptions require approval of the Examination Board before the start of the thesis.

ARTICLE 1.4 SAFETY

Working in a laboratory or workshop is subject to certain safety requirements. Students are obligated to inform themselves of these rules and comply with them. To be allowed to work in a laboratory or workshop, the student must be registered as a student at the UT.

SECTION 2 APPLICATION AND ENROLMENT

ARTICLE 2.1 CONDITIONS

1. Admission to the programme is granted if the requirements with regard to prior education for enrolment in university education are met, in accordance with the WHW, Article 7.30b.
2. Admission to a Master's can be achieved in several ways:
   a. Graduates from the three Dutch Universities of Technology holding a university Bachelor's degree in Industrial Design are admitted unconditionally.
   b. Those holding a university Bachelor's degree in an adjoining subject or programme can be admitted on the condition that a specific supplementation of the Bachelor's programme is undertaken and that a specific graduation specialisation is chosen. Admission from other University of Technology programmes is determined in the admissions matrix: https://www.utwente.nl/en/education/master/admission-requirements/dutch-university/
   c. Those holding a university Bachelor's degree in an Industrial Design programme (or adjacent discipline) from a foreign university can be admitted if:
      i. the (level of the) Bachelor of Science degree from a university abroad is equivalent to the Dutch WO Bachelor's degree
      ii. the student has a CGPA of at least 75% of the maximum score, or the country's equivalent; and
      iii. the additional requirements (including the language requirements) are satisfied.
      iv. the application fee has been fulfilled
   d. Those who have successfully completed a pre-Master's programme are admitted (see Article 2.2 and article 7.30e WHW)
3. Students from abroad must show they have sufficient command of the English language according to the requirements specified on the website https://www.utwente.nl/en/education/master/admission-requirements/language/.
4. The Faculty Board of Engineering Technology establishes an admission committee for each master programme, for the purpose of assessing the candidate's suitability for admission to the programme on the basis of the requirements stipulated in Article 2.1.1 - 2.1.3. During the assessment of the application for admission to the master's programme, the Admissions Committee can demand that certain subjects must be passed before the proof of admission to the master's programme can be issued.

ARTICLE 2.2 PRE-MASTER PROGRAMME

1. Students with a Bachelor's degree from a Dutch University of Applied Sciences (HBO) in Industrial Design or in an adjacent subject, as well as students with a Dutch university's Bachelor's degree in adjacent subjects that does not give direct admission to the Master can be admitted to the pre-Master's programme. Admission is at the discretion of the Admissions Committee.
2. The pre-master's programme consists of a selection of courses from the bachelor's programme with an emphasis on those subjects that were absent or lacked depth in the previous education. The details of the programme depend on the previous education.
3. Students are allowed no more than two attempts to sit the corresponding examination/test per course of the pre-Master's programme. Students who fail to successfully complete a course within these two attempts will not be admitted to the master's programme.
4. In order to complete the pre-Master's programme all study components have to be passed within twelve months after enrolling in the pre-Master's programme.
5. If Introduction to Math + Calculus 1A and Calculus 1B are part of the pre-Master programme, a grade of 4,5 at minimum in Intro to Math + Calculus 1A or Calculus 1B can be compensated amongst each other. The average of both courses should be at least 5.5.
6. Students who have successfully completed the pre-Master's programme can be admitted to the corresponding master's programme.
7. Students who are unable to successfully complete the pre-Master's programme within 12 months are no longer admissible to any of the ET pre-Master's programmes in any following academic years.

ARTICLE 2.3 FOLLOWING MASTER'S COURSES BY NON-MASTER STUDENTS

A student has the right to follow education and/or take examinations relating to the programme, provided the student has satisfied the legal regulations in force. Results of Master courses obtained during or as part of the bachelor programme are listed on the bachelor's degree. Courses from the master programme may only be listed on the master's degree if the courses were passed during the

enrolment in the master programme. This complies with the rules regarding the ‘bachelor before master’-rule (Article 7.30b WHW).

SECTION 3 CONTENTS OF THE PROGRAMME

ARTICLE 3.1 AIM 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, the word product refers to tangible products as well as to product-related services and systems.

In the process of product development, the IDE graduate:

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

The graduate is an academically educated designer. The student is able to use scientific methods and techniques in the development of products and in research. The student is able to contribute to research projects and to the development of new knowledge. The student possesses knowledge and skills in relevant disciplines and sciences, and is able to use them in his reasoning in and when reflecting methodologically 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 within an international context.

IDE graduates find employment 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, and design-brand consultant.

ARTICLE 3.2 PROGRAMME INTENDED LEARNING OUTCOMES

Explanatory notes: Article 7.13 WHW

The qualities relating to the knowledge, understanding and skills that the student should have acquired upon completing the programme are as follows:

a. *The IDE graduate is competent in designing.*
A University IDE graduate can realise new or modified artefacts, products or systems, with the aim of creating value in accordance with predefined needs and requirements.

b. *The IDE graduate is competent in the relevant IDE disciplines.*
A University IDE graduate is familiar with contemporary knowledge and has the ability to increase and develop this through study.

c. *The IDE graduate is competent in research.*
A University IDE graduate is able to acquire new scientific knowledge through research. In this respect, research entails the development of new knowledge and insight according to purposeful and systematic methods.

d. *The IDE graduate takes a scientific approach.*
A 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.*
A University IDE graduate is able to adequately reason, reflect and form a judgment. These abilities are acquired or refined within the context of a discipline, and then become generically applicable.

f. *The IDE graduate is competent in cooperating and communicating.*

A University IDE graduate is able to work with and for others. This not only requires adequate interaction and a sense of responsibility and leadership, but also the ability to communicate effectively and scientifically with colleagues, clients, (end-)users, suppliers, experts and laymen. The student is also able to participate in a scientific or public debate.

g. *The IDE graduate takes the temporal, social and personal context into account.* Science and technology are not isolated, and always have temporal, social and personal contexts. 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 scientific work.

ARTICLE 3.3 SPECIALISATIONS

In the programme the students' skills are further developed and their knowledge deepened. This deepening cannot be achieved across the complete breadth of the subject. Therefore, the following specialisations are offered:

Human-Technology Relations (HTR)
The focus is on the exploration and design of products that serves the problems and aspirations of people on an individual, social or societal level. One can consider Industrial Design Engineering the discipline that makes technology available for users, since a sole technology, like 'a lab on a chip' is not graspable for people. In order to solve diseases or monitor blood sugar levels for people that suffer from diabetes, such a technology needs an interface to the world of the patient. In the master track Human-technology relations, one learns to design this connection between people and technology from a people oriented perspective.

Emerging Technology Design (ETD)
The master track Emerging Technology Design teaches students how to introduce new technologies into the consumer market instead of introducing a technology for a single, specific product. In this way technology that is expensive because of its limited field of applicability can become cheap because it is adapted for mass production. On the other hand, consumer products can be modified and or new products can be brought to market because new technologies make it possible to produce new shapes (hydroforming) or cheaper (fewer parts due to friction stir welding) or more advanced (fuel cells, reduced sound). Another goal of this track is to decrease the distance between the research environment and the industry and market.

Management of Product Development (MPD)
An Industrial Design Engineer often acts as the linking pin in product development trajectories; simultaneously analysing, directing, coordinating, conducting and contributing to the project. Such projects are ordinarily embedded in multi-disciplinary environments. Therefore, industrial design engineers require adequate information, knowledge and skills to govern the development cycle, to interrelate different projects and ensure alignment to company strategies. Often, they cannot—nor want to—become specialists in all distinct fields. However, they should be capable of initiating, coordinating and governing the interactions between all parties involved. The master track Management of Product Development aims at acquiring this expertise. Although the focus is on the rationale of the methodologies and the working methods, thorough attention to the quality of the resulting product is inherent. The master track concentrates on the full breadth of the product development cycle. It emphasizes the aspects that play a role in the different phases, rather than focusing on the exact and specific completion of those phases.

The specialisations give room for not only the subject-specific depth and the relevant research but also for the development of the specific competencies that are vital for the sub-domain. Within the programme, part of the education is aimed at all programme students, while the accent specific for a certain track is achieved by way of special projects. The graduation project (master's thesis) is carried out under the responsibility of one of the research groups of the Faculty. In this project, the student shows that the student is in a position to make a contribution toward broadening of his subject-specific knowledge in that part of industrial design.

ARTICLE 3.4 INDIVIDUALISED PROGRAMME

1. The Examination Board decides on the received request of a student for permission to take an individualised programme as referred to in Article 7.3j WHW. The Examination Board assesses whether an individualised programme is appropriate and consistent within the domain of the educational programme and whether the level is high enough in light of the attainment targets of the programme.
2. If the Examination Board does not approve the proposal which has been submitted, it must give clear reasons for its decision.

ARTICLE 3.5 STUDY ABROAD

1. The programme wants to stimulate all students to have an international experience during their studies. This can be a graduation project and/or attending a number of regular courses at a foreign university (See Article 4.4 for courses and article 6.1. for graduation).
2. Studying abroad requires consultation with the Exchange Coordinator and approval of the track coordinator and the Programme Director.

SECTION 4 STRUCTURE OF THE PROGRAMME

ARTICLE 4.1 STRUCTURE IN GENERAL

1. The programme is fulltime and consist of 120 EC (1 EC = 28 hours of study). This equals 2 academic years, each divided into 4 quartiles.
2. The programme is concluded with the master's examination
3. The following forms of education are used:
   a. Assignment/ project: Execution of a design or research project
   b. Essay: Written report about a theoretical or practical project/assignment
   c. Lecture: Plenary meeting for the students which is intended to convey information
   d. Literature study: Undertaking literature research into specified scientific phenomena
   e. Practical: Participation in a practical education activity designed to master certain skills, such as completing written work or a prototype design, carrying out of tests and experiments, and participating in field work or an excursion
   f. Placement: Carrying out activities in order to increase insight into company processes, as an intern at a company or in a scientific environment
   g. Seminar: Meeting for a subgroup of the population which offers students the opportunity to work through the teaching materials (also supervised independent study)
4. Each student composes his own programme within the boundaries of the programme constraints as laid down by the EER. The student selects core courses[1] from the IDE programme, of which at least one course per track is compulsory. In addition, the student can take the initiative to emphasise (elements of) both depth and breadth in his programme. The graduation project (45 EC) is the master's examination and the endpoint of the programme.
5. The programme for a student consists of: 120 EC

a. Core courses (at least one from each track)	10 - 50
Specialist courses as preparation for the graduation project	0 – 20
b. Electives (personal accent, in-depth or in-breadth, at maximum 5 EC for the study tour)	0 – 20
c. Graduation project	45
Total for the programme (minimum)	120

ARTICLE 4.2 COMPOSITION OF THE STUDY PROGRAMME

1. The student puts together an individual study programme (ISP) in close consultation with the track coordinator. The programme composition is considered final after it has been approved by the student, the track coordinator and the Programme Director.
2. The approved ISP must be submitted to the submitted to the Office of Educational Affairs (BOZ).
3. A form published on the LMS must be used to provide the required information.
4. If the student wishes to make changes to one or more examination components for which approval has already been granted, the student can submit a request to that end to the relevant track coordinator.

ARTICLE 4.3 FOLLOWING TWO UT MASTER PROGRAMMES SIMULTANEOUSLY

The Master's programme Industrial Design Engineering provides the opportunity to complete a double master degree with a related 2-year Master programme of the University of Twente. The following requirements apply:

a. the student must be admissible to each of the mastertracks
b. the student must meet the requirements of each of the mastertracks
c. the total workload of the double master degree is 180 EC and must consist of a combined master assignment of 60 EC.
d. No more than 15 EC in courses can overlap between both Master programmes
e. the proposed study programme must be approved by the examination committees of both programmes.

[1] Courses compulsory for all students in the track or strongly recommended courses offered by other tracks

f. the student must reach the PILO's of each Master's programme.

ARTICLE 4.4 INCLUDING INTERNATIONAL COURSES IN THE PROGRAMME

1. The incorporation of international courses or projects into the study programme requires the prior approval of the track coordinator and the Programme Director.
2. The motivated request includes the necessary information on the courses and institution, on the basis of which the track coordinator/specialisation coordinator can determine the level and content. A UT teacher who provides a comparable course can be asked for advice. In principle, the international course must have a level equivalent to that of UT master courses.
3. No international courses may be included that substantially overlap with regular UT courses that have already been completed or that still have to be completed.
4. The maximum number of EC for international courses which can be included in the programme is 15 EC. After approval of the Examination Board the remaining courses can be listed as 'extracurricular/additional courses' on the diploma supplement, provided that the courses are part of a recognized master's programme. Exceptions are if a student participates in a joint or double degree with an international partner university.
5. If needed, BOZ calculates the number of EC by using the Credit Conversion Table of the UT.
6. Where possible, BOZ uses the international names of the courses on the Diploma Supplement.
7. After approval of the examination board and the track coordinator, the full graduation project abroad of 45 EC can be included in the examination programme of the student.

SECTION 5 TEACHING AND ASSESSMENT

ARTICLE 5.1 ASSESSMENT IN GENERAL

1. Each course concludes with an examination. The examination consists of one or more tests.
2. A test or examination may take several forms, e.g. a written test, an assignment, an oral test, practical exercises or a combination of the aforementioned. Tests and examinations can be administered online (see Article 5.3).
3. The Programme Director ensures that at least the following details of the courses are published in Osiris not less than four (4) weeks in advance: scope, learning objectives and content, language of tuition and assessment, prerequisites, required and recommended study materials, design of teaching methods and assessment.
4. The possibility of unconditional access to at least one resit of written and oral examinations must be offered for each course in the same academic year. Practical exercises or projects can be completed at least once per academic year.
5. Absence during a study period may result in the failing of tests, examinations, projects, or practical exercises. In the event of force majeure (e.g. illness), the student must contact the lecturer and/or study adviser as soon as possible. Should a student fail to appear for an examination for which the student registered via Osiris, and from which the student failed to withdraw in time, this will be recorded in the Osiris as a fail. This will count as an unsuccessful examination attempt.
6. Information on the practical procedures regarding the conduct of examinations and completing projects is available in the Rules and Regulations of the Examination Board.
7. Prior to an exam the student has the right to inspect model test questions that are representative of the test or examination, as well as their keys and the norm for assessment.
8. The time allotted to administering a test may not exceed three hours. Exceptions in this regard are listed in Article 7.4. If the examiner wishes to use a form of assessment that requires more than three hours, the examiner must, with due regard for article 5.1.3, ask the Examination Board for approval to deviate from the above.

ARTICLE 5.2 EXEMPTION

1. The Examination Board may grant an exemption to students at their request for one or more examinations or tests. To this end, the student should demonstrate having sufficient knowledge and skills in relation to the examination concerned or the test in question.
2. An exemption granted by the Examination Board will be registered in Osiris under the course or courses, or components thereof, by means of an EX (exemption).
3. Students cannot be compelled to take additional courses or components of courses in their curriculum instead of an exemption that has been granted.
4. Students may also be exempted from practical exercises if they can demonstrate that a required practical exercise will likely give rise to a personal moral dilemma. In such cases, the Examination Board will determine whether the component can be completed in another manner and in what way.
5. A request for an exemption of one or multiple tests or examinations will be judged by the Examination Board on the conditions set out in its Rules and Regulations.

ARTICLE 5.3 ONLINE ASSESSMENT

1. If an examination or test is administered using online surveillance[2] or online proctoring[3], the Examination Board may set further rules and conditions for online (proctored) assessment.
2. Further information and detailed rules on online assessment can be found on the university's website.

ARTICLE 5.4 ORAL EXAMINATIONS

1. If the student or the examiner wishes a third party to be present when administering an oral examination, then a request to this end must be submitted to the Programme Director at least fifteen working days prior to the oral examination. The student and the examiner will be notified of the Programme Director's decision not less than five working days in advance. The Programme Director must inform the Examination Board of the decision. Public graduation symposia, public presentations and group tests are excluded from this provision.

[2] Camera surveillance of the student or students during an unrecorded test, using for example Canvas, Teams, etc.
[3] Surveillance of the student or students using special *proctoring* software, such as Proctorio.

2. If the Examination Board has decided that members of the Examination Board or an observer on behalf of the Examination Board is to be present during the administration of an oral examination, then the Examination Board is to make this known to the examiner and the student at least one working day before the oral examination.

ARTICLE 5.5 ASSESSMENT PLAN

1. The assessment plan of a course is drawn up by the examiner or examiners and is determined by the Programme Director. The Examination Board provides advice on the assessment plan.
2. The assessment plan must be published in Canvas at least two weeks before the start of the quartile.
3. The assessment plan of a course must include:
   a. how the learning objectives of the course is assessed and when they are attained;
   b. the period of validity of the result of the test or tests;
   c. in which weeks examinations, tests, resits and discussion are held (the precise times and dates will be announced via MyTimetable/TE viewer);
   d. any required minimum grade per test; a minimum grade for a test may not be set higher than 5.5;
   e. the composition of the final grade (including weighing factors);
   f. if applicable: information on resits (such as conditions, compensation options and grading periods).
4. The Programme Director may modify the assessment plan during the course:
   a. The assessment plan may only be changed in consultation with the examiner of the course.
   b. The Programme Director will consult the Examination Board before any changes to the form or manner of administering an examination or one or more tests. If the change only involves moving tests to a timeslot other than as shown in the timetable, the Programme Director will inform the Examination Board of the decision as soon as possible.
   c. Students are to be informed immediately of the change via the digital learning environment.
5. Changes to the assessment plan may not put students at an unreasonable disadvantage. The Examination Board may take special measures in individual cases
6. Oral examinations and other examination components not listed in the assessment plan will be held at a time set by the examiner(s) and the student together and, if the student so desires, within a month after the conclusion of the education for the examination unit in question.
7. The examiner may deviate from the published examination method after approval of the Examination Board. The examiner will inform the students of this change immediately.

ARTICLE 5.6 REGISTRATION

1. Registration in Osiris is required prior to participating in a course[4].
2. Upon registering for the course, the student will automatically be registered for the assessments associated with the teaching period of the course. The student is automatically de-registered from the resit opportunity if a sufficient grade is obtained for the first test opportunity. In such case, students still have the opportunity to re-register for the resit on their own initiative if they wish to make use of that resit opportunity, despite having obtained a sufficient grade for the first test opportunity[5].
3. Should a student fail to register before the close of registration for an examination, they will lose the right to take that particular examination.
4. A student can withdraw from an examination no later than the day before the examination in question.

ARTICLE 5.7 RESULTS

1. Results of examinations, tests or components of tests must be announced to students. Osiris is used for the formal[6] registration of grades for examinations and in some cases also for tests.
2. Test results are expressed in a grade from 1 to 10 with a single decimal, or as *'pass' / 'fail'*.

[4] The applicable registration deadlines are mentioned on the webpage www.utwente.nl/en/education/student-services/education/courses-and-modules/.
[5] www.utwente.nl/en/ces/sal/exams/participants/
[6] In case of any discrepancy between results published in Osiris and results communicated via any medium other than Osiris (e.g. Canvas, email), the results in Osiris will prevail. Article 8.2 still applies.

3. The examination result of a course, as determined by the examiner, is expressed in half grades from 1.0 to 5.0 and from 6.0 to 10.0[7], with grades only being rounded in the final phase[8] of the assessment of a course and in accordance with the schedule below:

If figure before the decimal (n)≠5	
Grade≥ n.00 and <n.25	➔ n.0
Grade ≥n.25 and <n.75	➔ n.5
Grade ≥n.75 and <(n+1).00	➔ (n+1).0
If figure before the decimal =5:	
Grade ≥ 5.00 and < 5.50	➔ 5.0
Grade ≥ 5.50 and <6.00	➔ 6.0

4. Examination results of 6.0 or higher are a pass.
5. Examination results, if a pass, obtained at foreign universities will be registered as a P (*pass*). Examination results obtained at Dutch universities will be adopted one-to-one, with due regard for the provisions in paragraph 5.
6. If more than one examination or test result has been recorded in Osiris for one and the same unit of study, the highest grade will apply.

ARTICLE 5.8 ASSESSMENT DEADLINE, EXAMINATION AND TEST DATE

1. The examiner is to inform the student of the result of an oral examination within one working day, unless, for the examiner, the oral examination is part of a series of oral examinations of the same course which are administered on more than one working day. In that case, the examiner is to determine and announce the result within one working day following the conclusion of the series of oral examinations.
2. The result of a test is to be disclosed to the student within fifteen working days after the test date, with due regard for paragraph 7 below.
3. The examination date is the date on which the test is taken with which the student definitively passes the course.
4. The test date is the date on which a written or oral test is taken.
5. If a test assessment is (among other things) dependent on completing one or more assignments or writing a paper or thesis, then the test date will be the deadline of submission of the final component (or the date of the last written or oral test).
6. If a test resit is planned shortly after the first test, the results of the first test will be published at least ten working days before the resit to give the student time to prepare.
7. Should the examiner not be able to meet the deadline referred to in paragraphs 1, 2, 3, and 6 due to exceptional circumstances, then the examiner is to notify the Examination Board, providing reasons for the delay. The student concerned is to be informed of the delay immediately, and a new deadline for publication of the results will be set and notified to them. If the Examination Board is of the opinion that the examiner has not met the obligations, it may appoint another examiner to ascertain the result of the exam and determine the grade.

ARTICLE 5.9 PERIOD OF VALIDITY OF RESULTS

1. The results of an examination that has been passed remain valid indefinitely. The period of validity of an examination that was passed may only be limited if the tested knowledge or understanding is demonstrably outdated or the tested skills are demonstrably outdated.
2. If the period of validity of a result of an examination is limited as described in paragraph 1, at least the rules in Article 7.2 of these regulations and Article 7.10 paragraph 4 WHW are taken into account by the Examination Board when assessing the extension of the limited validity period.

ARTICLE 5.10 RIGHT OF DISCUSSION AND INSPECTION

1. Student are entitled to discuss and review their test together with the examiner, and the examiner is to explain the assessment. This can be done individually or in a group setting, either in person or by using an online tool. The examiner chooses the setting of, methods of and tools for discussion.

[7] In Osiris, a comma is used, based on the Dutch grading system (e.g. 7,0).
[8] Final phase: when all grades are known.

2. Individual and group discussions must take place no later than five weeks after the publication of the test or examination results, but at least three working days prior to the next test opportunity, in the (online) presence of the examiner or a substitute designated for that purpose. If a student does not use this opportunity, only the right of inspection as referred to in paragraph 6 remains.
3. If the examiner organises a group discussion of the assessment, the student must use that opportunity to exercise the right to discussion referred to in paragraph 1. If a student cannot attend the group discussion or if the student is not given the opportunity at the group discussion to discuss the reasons for the examiner's assessment of the test with the examiner, the student may submit a request for individual discussion with the examiner no later than on the first working day following the group discussion. Students are informed about the group discussions and the aforementioned deadline. The individual discussion is to take place no later than three working days prior to the next test opportunity.
3. If there is no group discussion of the test, then a student may submit a request to the examiner for an individual discussion within ten days after publication of the results. The individual discussion is to take place no later than three working days prior to the next test opportunity.
4. Students are to be given the opportunity to inspect their assessed work for a period of two years following the assessment.

ARTICLE 5.11 RETENTION PERIOD FOR TESTS

1. The retention period for test assignments, keys, papers and the assessments of written tests is two calendar years.
2. The retention period for final master's projects is a minimum of seven calendar years.

ARTICLE 5.12 EXAMINATION BOARD

1. In line with Articles 7.12a and 7.12b WHW:
   a. the Faculty Board appoints an Examination Board for each educational programme or group of programmes;
   b. Examination Boards determine the rules and regulations for the examiners, examinations and final examinations without further consultation.
2. The Examination Board makes objective and well-grounded decisions on whether students meet the requirements in terms of their end level and guards the standards for the end level itself.

ARTICLE 5.13 QUALITY ASSURANCE

The quality of education is systematically monitored according to the Plan-Do-Check-Act (PDCA) cycle. The quality assurance system consists of at least the following parts:

1. The organisation of the faculty with all actors who play a role in the management, organisation, development and execution of the study programme. Through a clear division of tasks and responsibilities and mutual coordination, the actors jointly ensure a high-quality study programme.
   a. The Programme Director is responsible for monitoring the quality of the educational programme.
   b. The Programme Director is responsible for evaluating the programme.
2. The evaluation system that monitors the quality of the study programme and provides the actors with information on the quality and is therefore aimed at educational development and continuous quality improvement. This will at least include the execution of the following activities on an annual basis:
   a. The Programme Director writes an annual programme development plan, which is subject to advice from the Programme Committee. Improvement points regarding the study units are made available to students and staff.
   b. **Course evaluations:** a course will be comprehensively evaluated at least once every three years; if a course does not meet the criteria, it will be evaluated again the next time it is taught to determine whether appropriate measures have been taken.
   c. **Incidental activities:** if necessary, further research will be conducted in addition to the aforementioned activities (e.g. research into facilities, time usage studies, exit studies, questionnaires among alumni, etcetera).
   d. Yearly analysis of the results of the NSE (National Student Survey) and the NAE (National Alumni Survey): Based on the analysis, UT-wide, faculty-specific and/or programme specific improvement actions can be identified.
   e. **Educational professionalisation** a. Members of the scientific staff must have a (university) teaching qualification (Basis Kwalificatie Onderwijs) or given the opportunity to acquire/maintain this qualification.

f. **Performance Reviews**: Results of activities stated in the paragraphs above are brought to the attention of chair holders, to allow them to address these issues in their annual performance appraisals with all employees.

3. Improvement points regarding the courses are made available to students and staff.

SECTION 6 FINAL EXAMINATION AND DEGREE

ARTICLE 6.1 FINAL EXAMINATION

Explanatory notes: Article 7.10, paragraph 2 and Article 7.11 WHW

Article 6.1.1 General

Reporting and completing of the graduation project (also see rule 9 of the regulations of the examination board). The results of the project are documented in a report, which must be completed at least two weeks before the date of the presentation. The assessment of the graduation project is further based on:

a. A presentation (colloquium) in public of not more than one hour, announced timely and taking place at the UT, preferably in the building of the Faculty of Engineering Technology;
b. A closed session of the Assessment Committee with the student, which generally occurs immediately after the presentation. By mutual consultation, it can be decided to conduct the cross-questioning prior to the colloquium. The final mark for the master's examination is determined at the end of this session.
c. The Assessment Committee determines whether all the requirements for the master's examination have been satisfied pursuant to Appendix C.

Completion of the graduation project at another university:
In deviation from what is stated in c above, a student may present his colloquium at another university (for example because it is where daily supervision took place), provided that:

- The responsible chairperson (of the UT) gives his permission.
- The relevant university has a structural collaboration agreement with the IDE programme of the UT.
- At least one authorised examiner of the IDE programme of the UT will be present at colloquium.

Either the protocol in place at that university or the UT protocol may be followed. The mark determined for the master's examination is accepted compulsorily. The Assessment Committee of the UT determines whether all the requirements for the master's examination have been satisfied pursuant to Appendix C.

Article 6.1.2 Requirements

The following applies for passing the master's graduation project:

1. Student receives a pass for the project if all partial grades (i.e. Oral Presentation, Report, Defence, Thesis project) are ≥ 5.5.If students do not comply with this, the following rules are applied:
    a. Student receives a fail for the project if a partial grade is lower than 4.5.
    b. Student receives a fail for the project if more than two partial grades are lower than 5.5.
    c. For every partial grade below 5.5 (but ≥ 4.5), student must do supplementary work in order to pass the project.
        i. Supplementary work can earn a maximum partial grade of 6.0.
        ii. If a supplementary work assignment (one or more may be assigned) is assessed with a partial grade below 5.5, the student fails the project.
        iii. Agreements about the contents and time allotted to complete supplementary work are made during or as soon as possible after the project exam.

Article 6.1.3 Duration

The nominal duration of the graduation project is 40 weeks. The student registers in Mobility Online at the start of the graduation project. This includes the actual start date and the intended end date. Students are allowed to start with their graduation project upon completion of 75 EC within the Master programme and registration of their approved Individual Study Programme.

After at most 36 weeks from the start of the graduation project, the supervisor(s) and the student discuss whether completion, defined by the handing in of the final version of the thesis, within 40 weeks is feasible. If completion within 40 weeks is not feasible, the supervisor can decide to grant an

extension of 12 weeks. The supervisor notifies the examination board and the track coordinator of this extension.

In the case of an extension, the project will be submitted not later than after 52 weeks from the start of the graduation project, followed by an assessment. If this results in a fail, then the student has to start a new graduation project. The examination board, however, may, in exceptional and individual cases grant an additional extension.

It is left to the discretion of the supervisor to skip periods in determining the 40 or 52 week mark because of possible delays, such as illness, unavailability of resources etc., beyond the control of the student. The Examination Board may ask for clarification.

Article 6.1.4 Graduation Committee

At a time agreed with the chairperson, the student must submit a request to form an Assessment Committee to the chair. The chairperson ensures the formation of this committee within four weeks after the student's request. The Office of Education Affairs submits the composition of this Assessment Committee to the Examination Board, for approval

ARTICLE 6.2 DIPLOMA

Explanatory notes: Article 7.11 WHW

1. The Examination Board will award a diploma as proof that the student has satisfied all the requirements of the final examination once the institutional administration has confirmed that the procedural requirements for awarding the diploma have been met. The date indicated on the diploma (i.e. the date of the final examination) is the date on which the student completed the final course of the degree programme (See Appendix D).
2. The diploma will be signed by the chair of the Examination Board. If the chair is absent, one of the members of the Examination Board may also sign the diploma.
3. The following information is to be stated on the diploma:
    a. the student's name and date of birth;
    b. the name of the institution and the degree programme as stated in the register referred to in Article 6.3 WHW;
    c. the date of the final examination;
    d. the course components of the final examination;
    e. the degree conferred (in accordance with Article 7.10a WHW);
    f. where appropriate, the specific qualifications associated with the degree (with due consideration for Article 7.6, paragraph 1 WHW);
    g. the date on which the programme was last accredited or the date on which the programme passed the new programme assessment (Article 5a.11 WHW).
4. An International Diploma Supplement is to be appended to the diploma. This supplement is intended to provide insight into the nature and content of the degree programme to promote the international recognition of the programme, among other aspects. The diploma supplement is to include the following information at a minimum:
    a. the name of the programme and the name of the university;
    b. that the programme was offered at an institution for academic education;
    c. a description of the programme content; an indication of any specialisation, if applicable;
    d. the study load of the programme;
    e. the final examination components and results, based on the registration of grades in Osiris;
    f. examinations passed by the student that are not part of the final examination;
    g. if the student has successfully completed an honours programme while on the master's programme, then this fact will be stated on the diploma supplement as an extracurricular programme;
    h. the student's average grade, weighted by credits (Grade Point Average, GPA). The diploma supplement indicates how the average grade is calculated.
5. The Programme Director determines if a special distinction (such as cum laude) is applicable to the degree programme, and determines the requirements to qualify for a special distinction (see Article 6.3). Awarding the diploma and (the consideration for) awarding a distinction such as cum

laude lies with the Examination Board[9]. If the Examination Board has awarded a specific distinction (e.g. cum laude) to the student, then this is to be mentioned on the diploma.

6. Students who have successfully completed more than one examination but cannot be awarded a diploma as referred to in paragraph 1, will receive, at their own request, from the Student Services Desk a statement prepared by or on behalf of the Examination Board which in any case will state the results of the examinations the student in question has passed.

ARTICLE 6.3 CUM LAUDE

1. When students have demonstrated exceptional competence and ability in their master programme, this can be stated on the diploma with the words 'Cum Laude'.
2. The Examination Board awards this judicium when a student meets each of the following conditions:
    a. The final grade for the graduation project is at least 8.5 (rounded).
    b. At most, one 6 is awarded. The assessments of all other examination components of the programme, including extracurricular courses, are at least 'satisfactory' ('V', 'VR' or 7).
    c. The average of all assessment grades for the examination components, excluding the graduation project, is at least 8.0 (not counting extra courses).
    d. All study units were passed without repeating. Resits for satisfactory or unsatisfactory results are not permitted.
    e. No fraud was committed during the entire programme.
    f. Any exemptions are for no more than 10 EC of the examination components.
    g. The programme was completed within 2.5 years and the double degree programme was completed within in 3 years and 9 months. Unless exceptional circumstances, as evaluated by the Examination Board, justified a longer period. Such exceptional circumstances include in any case the circumstances acknowledged by the granting of graduation support.
3. If these guidelines are not fully met, the Programme Director can submit a substantiated proposal to the Examination Board to award the designation 'Cum Laude'. In that case, the special circumstances and the exceptionality of the achievement must be properly substantiated.

[9] Personal circumstances are taken into account. If it considers activism, an acknowledged fulltime board year is excluded from the calculation of the nominal study load for cum laude.

SECTION 7 STUDENT GUIDANCE AND FACILITIES

Explanatory notes: Article 7.13 paragraph 2u and Article 7.59 WHW.
Explanatory notes: Article 7.13 paragraph 2m WHW and Article 2 of the Equal Treatment of Disabled and Chronically Ill People Act (WGBH/CZ).

ARTICLE 7.1 STUDENT GUIDANCE

1. The Faculty Board is responsible for student guidance.
2. Student support and guidance includes 'decentralized' guidance, as provided within study programmes, and 'central' guidance, as provided by the Centre for Educational Support.
3. Student guidance includes guidance with questions or problems with regard to career orientation and career choices and guidance with problems that affect study progress. Students are offered personal and professional student (career) guidance for optimal study progress. Where possible, needs for specific guidance are met.
4. Each student is assigned a study adviser.
5. The study adviser supervises students and advises them on all aspects of the studies, also on personal circumstances that may be affecting the student's studies.
6. A systematic method on how students are monitored and obstruction in study progress is signalled is documented by the programme (for example in a policy plan or an annual cycle).
7. Information about the guidance facilities of the study programme is in any case available on the website of the study programme.

ARTICLE 7.2 SPECIAL FACILITIES

1. If students wish to exercise their right to specific supervision or special facilities, they should contact the study adviser. The study adviser will record the agreements made with the student in Osiris.
2. A student is entitled to special facilities in case of demonstrable circumstances beyond the student's control or extenuating personal circumstances. The facility may provide for dispensation from or an additional opportunity to sit examinations or tests to be granted and/or for specific facilities to be made available. Such dispensation and additional resits may only be granted by the Examination Board.
3. Personal circumstances include illness, physical, sensory or other functional disability or pregnancy of the student involved, extenuating family circumstances, participation in top-level sports or arts and membership of the University Council, Faculty Council, Programme Committee or a Category 3 or 4 board (student activism) in accordance with the FOBOS Regulations.
4. Students may file a request (supported by documentary evidence) for assessment of their personal circumstances to the Personal Circumstances Committee (CPO). This request is to be filed in consultation with the study adviser. The CPO will assess the validity, nature, severity and duration of the personal circumstances and will issue an advisory opinion on these matters. The CPO's advisory opinion, issued to the Programme Director and the study adviser concerned, will be taken into account in the Programme Director's decision-making referred to in paragraph 3.

ARTICLE 7.3 STUDYING WITH A FUNCTIONAL IMPAIRMENT

1. A functional impairment is defined as having an illness, condition, impairment or handicap that might impede or otherwise constitute a barrier to the student's academic progress.
2. Facilities are to be aimed at removing individual barriers in following the degree programme and/or when it comes to taking examinations and tests. These facilities may be related to access to infrastructure (buildings, classrooms and teaching facilities) and study materials, adjustments to the form of assessment, alternative learning pathways or a customised study plan.

ARTICLE 7.4 REQUEST FOR FACILITIES

1. The study adviser and the student concerned will discuss the most effective facilities that can be provided for the student.
2. Based on the discussion referred to in paragraph 1, the student is to submit a request for facilities. This request should be submitted to the study adviser, who has been mandated by the Faculty Board, preferably three months before the student is to participate in classes, examinations and tests for which the facilities are required.
3. The request should be supported by documents that are needed to enable an assessment to be made.

4. The study adviser will decide on the admissibility of the request and will inform the student of the decision within twenty working days after receipt of the request or sooner if the urgency of the request dictates.
    a. Should the request be granted, the period of validity will also be indicated.
    b. If the request is not granted, or only partly granted, the study adviser will inform the student of the justification for not granting the request as well as the possibilities for filing an objection and an appeal with the Complaints Desk.
    c. Students who are dyslexic will be granted a maximum of 15 extra minutes for each hour that a test or examination is officially scheduled.
5. The study adviser shall inform the relevant parties in good time about the facilities that have been granted.
6. The applicant and the study adviser will evaluate the facilities before the end of the period for which they have been granted. During this evaluation, the parties discuss the effectiveness of the facilities provided and whether they should be continued. No evaluation takes place of facilities granted to students because of the functional impairment dyslexia.

SECTION 8 FINAL PROVISIONS

ARTICLE 8.1 CONFLICTS OF THE REGULATIONS

If other additional regulations and/or provisions pertaining to education and/or examinations conflict with this EER, the provisions in this EER will prevail.

ARTICLE 8.2 ADMINISTRATIVE ERRORS

If, following the publication of a result, a marks sheet, or a student's progress report a manifest error is discovered, the discoverer, be it the university or the student, is required to make this known to the other party immediately upon finding the error and to cooperate in rectifying the error.

ARTICLE 8.3 AMENDMENTS TO THE REGULATIONS

1. Substantive amendments to these Regulations are enacted by the Faculty Board in a separate decision.
2. In principle, substantive amendments to these Regulations do not apply to the current academic year. Amendments to these Regulations may apply to the current academic year if the interests of the students are not prejudiced within reasonable bounds, or in situations of force majeure.
3. Amendments to these Regulations have no effect on earlier decisions by the Examination Board.

ARTICLE 8.4 TRANSITIONAL ARRANGEMENTS

1. In the case of amendment of these education and examination regulations, the Faculty Board will adopt a transitional arrangement, as necessary.
2. The transitional arrangement is to be published on the degree programme's website.
3. Changes to the curriculum are to be announced prior to the academic year in which the changes take effect. No guarantee can be made that all programme courses that were part of the curriculum when students enrolled in a programme will continue to be part of the curriculum. The final master's examination is to be based on the curriculum most recently adopted by the Faculty Board.
4. The transitional arrangement will always include:
    a. the courses, which have been dropped, that are equivalent to courses from the current curriculum;
    b. an indication that if a course that does not involve a practical is dropped from the curriculum, then students are to have at least two opportunities in the following academic year to take a written or oral test or examination or to undergo another form of assessment;
    c. an indication that if a course with practical exercises is dropped from the curriculum and there is no opportunity in the subsequent academic year to complete the practical exercises concerned, then at least one course will be designated that may be completed as a substitute for the course that has been dropped;
    d. the period of validity of the transitional arrangement.
5. The transitional arrangement must be approved by the Examination Board.
6. In exceptional cases and to the student's benefit, the Examination Board may deviate from the prescribed number of opportunities to sit examinations and/or tests related to courses that have been dropped from the curriculum.

ARTICLE 8.5 ASSESSMENT OF THE EDUCATION AND EXAMINATION REGULATIONS

1. The Faculty Board is responsible for the regular assessment of the education and examination regulations, with specific emphasis on the study load.
2. Based on Article 9.18 WHW, the Programme Committee has a partial right of consent of and a partial right to be consulted on parts of the education and examination regulations.
3. The Programme Committee is responsible for the annual assessment of the manner in which the education and examination regulations are implemented.

ARTICLE 8.6 APPEAL AND OBJECTIONS

An appeal and objections must be submitted in writing to the University of Twente Complaints Desk within six weeks after notification of a decision to the student.

ARTICLE 8.7 HARDSHIP CLAUSE

In cases of demonstrable unreasonableness and unfairness of a predominant nature, the Examination Board, the Faculty Board or the Programme Director may deviate from its stipulations, provided that

doing so does not negatively affect the student. This depends on which body is authorised or has the duty according to these Regulations to take a decision on or make an exception to a provision in these Regulations. This decision must be motivated and announced in writing to the student, the Examination Board, the Faculty Board, the Programme Director or the Office of Educational Affairs (BOZ).

ARTICLE 8.8 PUBLICATION

The education and examination regulations and the Examination Board's rules and regulations are to be published on the degree programme's website.

ARTICLE 8.9 ENTRY INTO FORCE

These Regulations enter into force on 1 September 2024 and replace the Regulations dated 1 September 2023. Adopted by the Faculty Board, having regard to Article 9.5, 9.15 paragraph 1a, 7.13 paragraph 1 and 2, 9.38b, 9.18 paragraph 1a and 7.59 WHW, and after approval by the faculty council.

APPENDIX A: CURRICULUM INFORMATION

Quarter 1/5	Quarter 2	Quarter 3	Quarter 4
Governing Product Development 5,0 Lutters DE 192850730	Product Life Cycle 5,0 Toxopeus DE 192850740	Product Life Cycle Management 5,0 Lutters DE 192850750	Virtual Reality 5,0 Damgrave DE 201000201
Packaging Design & Management 1 5,0 Ten Klooster PDM 192850910	Packaging Design & Management 2 5,0 Ten Klooster PDM 192851010	Intellectual Property in Product Develop 5,0 Damgrave DE 192850960	Lean Six Sigma Green Belt 5,0 Hoekstra DE 191127520
Brand Management 5,0 Henseler PMR 201700019	Empirical Methods for Designers 5,0 Schuberth PMR 201500008	Advanced 3D Modelling 5,0 Lutters DE 201500518	Embodied Interaction 5,0 vDijk HCD 201500133
Create the Future 5,0 Eggink ID 202100122	Distributed Product Development Project 5,0 Lutters DE	Conceptual Design Methods 5,0 vDijk HCD 202100156	Design and Behaviour change 5,0 Karahanoglu/vRompay ID/BMS/CS-CMC 201700008
Science and Technology Studies 5,0 Turnhout BMS/STEPS 201200064	Multisensory Design 5,0 Ludden ID 201400180	Design Histories 5,0 Eggink ID 201200137	Nature Inspired Design 5,0 Matthews DE 202100313
Sources of Innovation 5,0 Shirazi DE 192850840	Graphic Language of Products 5,0 Mulder - Nijkamp PMR 200900077	Design Thinking Service & Business Innovation 5,0 Henseler PMR 202001492	Smart Environments Integration Project 5,0 Reyes Garcia DE 201000212
Maintenance eng. & management 5,0 Braaksma ME 201200146	Surface Engineering for Look & Feel 5,0 VdHeide/Matthews ST 192850870	Design for Additive Manufacturing 5,0 Mehrpouya AMSPES 202100128	Smart mobility 5,0 Baran Ulak TP 2E+08
3D printing 5,0 Vaneker DE 201400103	Electric Vehicle System Design 5,0 Bonnema DE 201500009	Biomechanics of Human Movement 5,0 Sartori BE 201800156	
Integrative Design of Biomedical Products 5,0 Tuijthof DBP 191150700		Durability of Consumer Products 5,0 Matthews ST 201000159	
Design, Production & Materials 5,0 Baran Ulak TP 191121720		Design for Maintenance Operations 5,0 Martinetti ME 201500235	

Legend

MPD

HTR

ETD

APPENDIX B: PROCEDURE FOR MASTER EXAMINATION, COLLOQUIUM AND AWARDING THE DEGREE

The programme can proceed to awarding the Master's degree certificate when the student has satisfied the following requirements:

1. Well before graduation, the student contacts the chairperson in order to determine the Assessment Committee, graduation date and room (commonly, via the Department's secretary); see also the Graduation Handbook and/or the relevant graduation regulations within the Department.

2. The student ensures that the form 'Register Master's degree' and the colloquium form, countersigned by the chairperson, are handed in to the Office of Education Affairs (BOZ) four weeks (20 working days) before his examination.

3. The Office of Education Affairs (BOZ) then sends the student (with a copy to the chairperson) an e-mail with the study data of not-yet-completed study component(s), with the request to check these data, and if necessary correct them (change, delete and/or add courses), within a week.

4. Immediately thereafter, the Office of Education Affairs checks all study data and where applicable, the submitted proposals for changes.

5. The marks for all courses, with the exception of the mark for the graduation project, must be handed in to the Office of Education Affairs three weeks before the examination.

6. If all requirements for passing have then been satisfied, the Office of Education Affairs registers the student as a new graduate with Student Services; this must be done in writing by the Office of Office of Education Affairs two weeks before the examination.

7. The student ensures that at the time of the last examination, the student is enrolled in the programme of the UT.

8. Student Services checks whether the student has satisfied all (registration) requirements.

9. Every Tuesday, staff from the Office of Education Affairs visits Student Services to authenticate (with embossed stamp) and at the same time register all the relevant degree certificates for the examinations taking place in the following week;

10. About one week before the examination, the student submits the report of the graduation project to the Office of Education Affairs (BOZ), in digital form, and preferably by e-mail (and in Word or PDF format).

11. If and when the above rules have been satisfied, the examination can be taken, and in principle, if successful, the student can subsequently sign and receive the degree certificate which has been signed by the Dean and the chair. The English-language degree/diploma supplement is supplied at the same time.

In exceptional circumstances, such as large numbers of graduating students or vacations in the months of July and August, the Office of Education Affairs may not be able to provide the degree certificate in time to be awarded immediately after the colloquium. The degree certificate can then be received at a later time as arranged by the Office of Education Affairs or the department.

12. After the final mark of the examination has been given to the Office of Education Affairs and processed, the Office of Education Affairs sends the transcripts (in Dutch and in English) to the graduate as soon as possible.

In exceptional circumstances, if condition 5 has not been met, the graduation project (colloquium and cross-questioning) can be carried out, subject to the approval of the Programme Director. If the project has been successfully completed – and after all requirements for the examination have been satisfied – the degree certificate, supplement and related transcripts can be collected in person at the Office of Education Affairs. In such a case, the degree certificate is signed by the Dean and the Programme Director in advance.

All the forms mentioned above can be obtained from the Office of Education Affairs or can be downloaded from the IDE website.

APPENDIX C: ASSESSMENT OF THE MASTER EXAMINATION

In the assessment of the graduation project, it is determined whether the candidate satisfies the aims of the programme. The aspects of assessment are the following:

- The level of the content of the work undertaken in the light of the aims of the programme, and the aims of the graduation specialisations;
- The demonstrated academic competencies and engineer's skills (working in projects, independence, approach to design, scientific/academic attitude);
- Communications skills (report, presentation, communication with colleagues in company and in the department).

These aspects are tested by the oral presentation, the report (thesis), the defence, the quality of research or design content and the quality of process, project management and organisation. Marks for each component are used to substantiate decisions and for giving feedback. The final mark is not the average of the marks of the components.

In the case of a complete and regular programme, the student passes if the following conditions have been satisfied:

- The assessment of the graduation project is satisfactory;
- All marks are 6 or higher, 'exempt' (VR) or 'completed' (G).

APPENDIX D: AUTHORITY TO SIGN DEGREE CERTIFICATES AND STATEMENTS

These are signed beforehand by the chairperson of the Examination Board and after the master's examination by the graduation lecturer and the successful candidate.

If 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 Programme Director. The successful candidate signs the degree certificate after the student has received it from the Office of Education Affairs.

In the absence of one of the members of UT mentioned above, the following regulations apply:

- The degree certificate should be signed by at least one member of the Examination Board.
- The Examination Board authorizes the Programme Director as the second signatory.

UNIVERSITY OF TWENTE
Drienerlolaan 5
7522 NB Enschede

P.O.Box 217
7500 AE Enschede

P +31 (0)53 489 9111

info@utwente.nl
www.utwente.nl