STUDY GUIDE

Master of Environmental and Energy Management (MEEM)

Academic year 2024-2025

UNIVERSITY OF TWENTE.

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INTRODUCTION

Welcome to the University of Twente!

This study guide provides information to the students of the Master of Environmental and Energy Management (MEEM). The information in this guide is accurate as of August 2024, and is subject to change during the academic year. Please regularly consult appropriate university websites for up-to-date information.

The MEEM is offered by the Section of Governance and Technology for Sustainability (CSTM), at the faculty of Behavioural, Management and Social Sciences (BMS). Our mandate mirrors the entrepreneurial goals of the University of Twente (UT): to conduct innovative research and teaching for the benefit of society. CSTM educates change agents that are capable of guiding innovations and transitions in society.

Location
The MEEM programme has a special position within the UT. It is organised and run by CSTM's division in the city of Leeuwarden. This has its historical reasons and still makes sense today, given the embeddedness of programme activities in the Province of Friesland. Since 1990, we have trained participants from all over the world with a variety of educational and professional backgrounds.

During their studies, all MEEM students will be in Leeuwarden with offices and classrooms in the building of Van Hall Larenstein University of Applied Sciences.

Location	Visiting address	Phone	Email
MEEM office Leeuwarden CSTM Fryslân	Van Hall Larenstein, Agora 1 Room B3.16	+31(0)534899000	meem-bms@utwente.nl
CSTM Enschede	University of Twente Drienerloolaan 5, Building Ravelijn	+31(0)534894377	Barbera van Dalm-Grobben secretariat-cstm-bms@utwente.nl

Programme management
The programme coordinators working in our Leeuwarden office are your first contact persons. They facilitate all your questions and your requests, either by themselves or by guiding you to the right persons.

Programme Coordinators:
Mrs. Maia Lordkipanidze meem-bms@utwente.nl T: +31(0)534896080
Ms. Rinske Koster meem-bms@utwente.nl T: +31(0)534892396
Mrs. Hilde van Meerendonk-Obinna meem-bms@utwente.nl T:+31 (0)534892679

Study Adviser: Mrs. Sietie Zuidema s.zuidema@utwente.nl +31(0)534893514

Programme Director: Dr. Gül Özerol g.ozerol@utwente.nl

Specialisation Coordinators:
Environment : Dr. Laura Franco Garcia m.l.francogarcia@utwente.nl
Energy : Dr. Ewert Aukes e.j.aukes@utwente.nl
Water : Dr. Kris Lulofs k.r.d.lulofs@utwente.nl

The MEEM regulations are based on the UT Student Charter and the BMS Education and Examination Regulations for Masters Programmes The formal rules as stipulated in the Education and Examination Regulation and its programme-specific part always prevail. Therefore, no rights can be derived from the contents of this study guide. If you need more information or explanation on the content of the study guide, please feel free to contact the programme coordinators

We wish everyone enrolled and involved in the MEEM programme a successful and pleasant academic year!

MEEM CURRICULUM

Programme Structure

The MEEM curriculum is structured in three parts:

- A common general part with courses (28 ECs)
- Personal development electives (4 EC)
- A specialisation part on a case project (10 ECs) and the research proposal and master thesis (18 ECs)

MEEM courses for the academic year 2024-2025

Q	Code	Name	EC	Coordinator
1-4	***Compulsory Courses***		**56**	
1	201700114	Environmental Management	4	Laura Franco Garcia
1	201700116	Energy Management	4	Ewert Aukes
1	202300113	Water Management	4	César Casiano Flores
1	201900112	Sustainability and Law	3	Imad Ibrahim
2	202300122	Policy and Sustainability	3	Lisa Sanderink
2	202300112	Rurban Commons	6	Gül Özerol
2	202300121	Academic Research Skills	4	César Casiano Flores
3	202001451	Research Proposal	3	Gül Özerol
3	201900129/30/31	Case Project (Energy/Environment/Water)	10	Laura Franco Garcia, Lisa Sanderink, Kris Lulofs
4	202001452/53/54	Master Thesis (Energy/Environment/Water)	15	Laura Franco Garcia, Ewert Aukes, Kris Lulofs
2-3	***Personal Development Electives***		**4**	
2	202100152	Sustainability and Justice	2	Imad Ibrahim
2	202100153	Digitalisation and Sustainability	2	Letizia Chiappini
3	202200311	Critical Sustainable Futures	2	Steven McGreevy
3	202001456	Stakeholder and Social Network Analysis	2	Florence Metz
	Total ECs		**60**	

Environmental Management

The general objective of the environmental management course is for graduates to gain knowledge of and insight into key concepts and principles ruling the management strategies at businesses towards environmental and social sustainability. Specific learning objectives are as follows:

- To be able to select management tools/frameworks for sustainability transitions within businesses that have been already implemented or derived from research
- To evaluate the Corporate Social Responsibility report of a company
- To implement the framework of Environmental Management Systems to a case study according to the Sheldon & Yoxon's Guide
- To criticize through case studies some of the management tools/frameworks that support organizational change to deliver environmental and social sustainability

Energy Management

The course offers an introduction to the organization, governance and management of the energy system. It discusses the opportunities and problems related to the transition towards a more sustainable configuration of energy markets, regions, cities, communities and industries. The lecture days of the course cover the following range of six energy management topics related to the energy system: 1. Socio-technical energy systems and transitions, 2. Energy markets, 3. Energy, the economy and environment, 4. National, regional and global energy policy, 5. Energy in North-South perspective and energy justice, and 6. Energy technologies and innovation.

Water Management

Water and climate are crucial for welfare and wellbeing of people. Safeguarding sustainability and resilience of water resources and water supply is crucial. In this course, problems of too little water (droughts), too much water (floods), and water of too little quality (availability and pollution) are assessed, along with their improvement strategies. The course offers an advanced introduction into water governance, water management and climate change adaptation. The focus is on understanding the hydrological cycle, the water chain, the human impact on water and climate, the dependency of societal actors upon water and contemporary water management strategies that bridge water and climate change adaptation. The course takes a multi-level approach reaching from the global and international perspectives to the local perspective. International topics in different geographical contexts are covered as well as responsible management of water resources and climate change adaptation strategies in rural and urban areas are addressed.

Sustainability & Law

Offering an introduction into legal aspects of sustainability, with a focus on environmental protection, especially from the viewpoints of legal policies/environmental regulation, and of inter- and transnational law. Subjects covered include legal policies in terms of frameworks of (international) environmental regulation in the broader context of sustainability
Specific types of environmental regulation are being introduced, discussed and applied in an assignment.

After completing the course, the student has knowledge of basic concepts, strategies, instruments and norms concerning environmental Legal policies. In short: knowledge of environmental legal regulation. And the student is competent in being able to analyse existing systems of environmental law in terms of the legal framework and consider legal design options. In short: competence in analysis & design of environmental law frameworks.

Policy and Sustainability

The purpose of this course is to learn about the characteristics of sustainable development as a policy challenge. Students learn about public policy theories by focusing on the practical lessons. At the end of the course, students know how to classify various policy instruments for sustainability issues. Furthermore, student understands the factors that influence complex processes from which policy decisions emerge. These factors include actors and their interests, policy entrepreneurs and advocacy coalitions. Finally, students learn to analyze the governance contexts and its implications for the implementation, including monitoring and evaluation.

Rurban Commons

In this course, interactions of rural and urban spaces with natural resources, and the implications of those interactions on sustainability and resilience are addressed. The focus is on the commons that mostly apply to MEEM's three specialisations. Interdisciplinary approaches from human geography, urbanism and spatial planning, and natural resource governance are combined to define, analyse and improve socio-ecological systems (SES) and socio-technical systems (STS). The course equips the students with conceptual and practical knowledge to define and analyse those systems; identify and compare commoning processes and problems; and to develop solutions towards improving sustainability and resilience. Complex adaptive systems (CAS) theory, especially spatial network thinking, are introduced as a bridge between commons and computational approaches, and key computational methods to represent those systems and simulate and evaluate the impacts of policy scenarios. Based on empirical cases from both the Global South and the Global North, the students gain insights from diverse contexts of rurban commons.

Academic Research Skills

This course aims at equipping students with the academic research skills they need throughout the process of writing their master thesis. Over the course students develop the knowledge and skills relevant for preparing a research design, which includes discerning a researchable topic, formulating a research question, selecting appropriate quantitative or qualitative methodology, reflecting on own research and writing an academic text

following scientific convention. The course is designed based on the principle of learning-by-doing with many practical examples and do-it-yourself exercises via a flipped classroom concept. This means that students will have to prepare for class by studying at home based on a short and concise, tailor-made script and hands-on tutorials. In groups, students get to analyze real-world data via qualitative, quantitative and mixed research methods and to present their results. In class, we discuss results, address questions and fix problems.

Research Proposal

This course builds on the knowledge and skills acquired in the Academic Research Skills course. At the same time, it forms the preparatory stage for the Master Thesis. There is a dual process across this course. First, the **lead process** consists of regular meetings between you and your supervisors. There should be at least two meetings during this process: one at the start of Quartile 3 (first Ideas / supervision arrangements), and one at the end of Quartile 3 (discuss draft proposal / make follow-up arrangements for Quartile 4). You also arrange a mid-Quartile 3 meeting to discuss and evaluate progress and make new arrangements with your supervisors. Second, the **support process** includes several compulsory activities that you should participate in. These activities are outlined on Canvas, and include, among others, workshops on literature review and data management, and a peer-to-peer feedback session.

Personal Development Electives

You take personal development courses (PDEs) in quartiles 2 and 3, **with 2EC in each quartile, while applying the rule of "once chosen remains chosen"** (no later switches, unless force majeure). Each student must choose 2 PDEs from the MEEM curriculum, and it is not possible to sign up for elective courses elsewhere. This list of available PDEs will be shared in Quartile 1.

Case Project

In this course, you work on a real-life or lifelike case in one of the specialisation themes (environment, energy or water) to apply the knowledge you gained in the earlier courses and to develop organisational and managerial skills. You work in a team and your activities focus on a challenge faced by a private or public organisation. The product of the case project can be knowledge, a design or a tool for the client. Each specialisation has a different case approach.

The Case Project covers a period of 10 weeks throughout quartile 3, and requires about 280 hours of study load, which corresponds to the 10 ECs of the course. You should combine working on the case with developing your research proposal (3 EC) and following one PDE (2 EC). You should be available to participate from 10.45-16.30 in case work (for instance meetings, individual and group work) except for the Friday, which will be used for thesis preparation for the course research proposal.
The dominant educational format of the course is challenged-based-learning (CBL), a student-driven approach, where students can choose their learning activities and define their own individual learning goals. Adapting education to the needs of the students, involving stakeholders from society and working towards solutions to the world's greatest challenges. Teams organize themselves, make their own planning, decide about division of tasks and schedule their meetings. The product is a report containing the answers to the question(s) of the assignment, with all documentation regarding the research process.

Attendance is obligatory. Not participating in the meetings can lead to a corrective response from the Case Project coordinators. That response can range from submitting a substitute assignment or a task, to lowering of your individual score, for insufficient attendance. No other activities/holidays should be planned during the case project, unless there is an official holiday week/day in the MEEM timetable. Only in case of force majeure an exemption can apply to the attendance obligation, and only if this circumstance is communicated to the relevant coordinator at first possible instance.

Master Thesis

The min objective of the Master Thesis course is to integrate your knowledge, competencies and skills in an individual thesis, answering a research question according to academic standards. Under supervision of one of the staff members, you develop a proposal as part of the **Research Proposal** course. The proposal is assessed and its approval marks the starting point of your master thesis. You can choose the thesis topic on your own, but it should have a clear link with your specialisation (environment, energy or water). You can find inspiration for choosing a research topic through the courses you followed, the research programme and projects of CSTM, or simply follow your own curiosity. Your thesis will be reviewed and graded by two supervisors. Your first supervisor, who is your primary supervisor during the research process, will assess your thesis together with your second supervisor, who is predominantly the reader and reviewer of your final thesis. Together they will grade your thesis based on the academic quality standards for MEEM. These standards as well as the whole process of Master Thesis are available in the **thesis guidelines**, which you will receive before you start your thesis proposal.

Even though doing a master thesis in an external organization is not part of the MEEM curriculum, you are free to do so. Your thesis supervisors will need to assess such a project in terms of the relevance to your thesis and specialisation, academic level and scope, and the potential to complete the project independently and within the time permitted. If you intend to collaborate with an external organization, you should initiate the connection in communication with your first supervisor, the specialization coordinator and study adviser. You should also develop the research proposal together with the host organization and the first supervisor. The organization needs to assess whether the proposal meets the knowledge required and the first supervisor does the same with respect to the quality standards of the research proposal.

All parties involved (student, supervisors and host organisation) need to know that the UT has elaborate guidelines for collaboration with external organisations. These guidelines include a default contract drawn up by UT. Students or supervisors are **not allowed** to sign contracts themselves. If and when applicable, you should contact the study adviser for the latest information and regulations.
If you are planning to undertake an internship that has no or little connection with your master thesis, then the UT cannot sign an internship contract. Since an internship is not part of the MEEM curriculum, the UT cannot be responsible for a student if they are doing an internship that is not part of their studies.

ORGANISATION

Academic Calendar

The timetable for the MEEM covers the period from September 1st 2024 – August 31st 2025. Any changes to the timetable are communicated well in advance. Please note: timetable days that are free of lectures are NOT holidays, but days for self-study, exam preparation or other MEEM events, such as site visits.

MyTimetable is the application in use at the UT for the creation of personal timetables: http://rooster.utwente.nl
A new planning and timetabling system, TimeEdit, will replace MyTimetable in 2024. You will be informed about this change in due time.

IMPORTANT: The timetable might change during the year due to unforeseen circumstances. You will be informed about any change ahead of time. When you plan to travel during your MEEM study, we ask you not to travel on days prior to or after the holidays or weekends. Even though these days might be free on the timetable now, this may be subject to change.

Student Support

The MEEM office in Van Hall Larenstein, opposite the lecture room, is open every lecture day.

Consulting hours MEEM office: Every morning from 09.30 – 10.30

Everyone is free to come to the MEEM office during the consulting hour without appointment. However, we will only have limited time for you, as there may be other students who need to speak to us. If you think you need extra time to discuss a certain issue, then please make an appointment. Do note: If there are no lectures scheduled for the day, staff members might be working from home. If you need access to facilities on non-lecture days, please inform us beforehand.

Every programme has its own study adviser who knows everything about the educational programme. The study adviser for MEEM is Mrs. Sietie Zuidema (s.zuidema@utwente.nl; +31(0)534893514). The Study Adviser is the first contact person at your study programme when you have questions/concerns related to: your study programme (choice of study programme, study plan, study progress, motivation), when you are experiencing study delay due to personal circumstances. Everything you tell is of course confidential. Please contact your study adviser as soon as possible if there are any problems

In case of personal circumstances, it is advised to contact your study adviser as soon as possible, even before you start your study programme at the UT. The MEEM study adviser will be in Leeuwarden on Thursdays and Fridays for face-to-face appointments.
Appointments (also by phone): Thursday and Friday
https://szuidema.planner.utwente.nl/#/en

At the UT, we highly value your well-being, as it is essential to fully enjoy student life. To provide help and support in tough times, we offer a variety of initiatives: More information about well-being can be found here: https://www.utwente.nl/en/ces/sacc/well-being/

Do you need help but are you not sure where to turn to? Feel free to contact the MEEM study adviser.

Examination Board

According to the Dutch Higher Education and Research Act (WHW), each educational programme or group of programmes has an Examination Board. The Examination Board is the body that determines whether a student has fulfilled the requirements with regard to knowledge, insight and skills stated in the Education and Examination Regulations (EER) of the UT to receive a degree in one of the BMS programmes.

The Examination Board has several other duties and competences according to the WHW and the EER. One of these competences is to make exceptions to certain rules in the EER for students, such as granting exemptions, and giving extra exam or test opportunities. To qualify, students can submit a request to the Examination Board.

The Examination Board also judges cases of fraud (including irregularities and plagiarism) and determines the sanctions. Furthermore, the Examination Board is commissioned to safeguard the quality of testing and examination. It appoints examiners for administering and grading tests and exams, monitors the relationship between final attainment levels, learning goals and tests, and safeguards the quality of the assessment of theses.

More information can be found trough the following link: https://www.utwente.nl/bms/examboard/

Programme Committee

The Programme Committee is an advising body consisting of an equal number of students and teachers, chaired by a teacher. The committee advises the programme director about all educational affairs. The relevance is in the practical experience that is brought into consideration. The programme director takes the advice seriously and always clarify their decision making. An important contribution of the Programme Committee is the evaluation of courses and programme in many ways.

The current MEEM Program Committee consists of a chair, a secretary, 3 staff members, and 3 student members to be recruited in September from the MEEM student population.

https://www.utwente.nl/en/bms/education/bms-programme-committees/

EDUCATIONAL APPLICATIONS

This chapter contains information about the UT systems used for communicating about your educational programme and your personal progress.

Student information

The student pages contain quick links to educational systems, UT wide news and events for students, contact information, service desks and the Educational Affairs Offices publishes a list of graduation colloquia there.
Shortcuts to the student pages:

- Dutch version: utwente.nl/studenten
- English version: utwente.nl/students

ICT Account

Each student enrolled at the UT receives an email address. This email address is your login name with associated password. The account provides access to various educational applications.

Student Communication

The Programme Coordinators are the daily managers of MEEM. Their office is the control room of MEEM. The programme coordinators communicate with students usually via Canvas or by email, in particular to communicate unexpected events, such as delay of lecturers, illness, and a change in the timetable, which needs communication with students. Therefore, you should **always pay attention to emails** from them.

Always communicate with the programme coordinators and lecturers through your university email account. Due to the strict security measures of the UT, emails from Hotmail, Yahoo or Gmail accounts often end up in spam and will therefore not reach the addressee.

Canvas

In Canvas you will find all the information about the courses (modules/subjects) that you take: course information (substantive information, assignments, etc.), course materials, course announcements from teachers, exams and grades, etc.

To participate in the education, you need to register for the courses you want to take. This is possible until one day before the start of the quarter via Osiris for the course in question. Once you register for a course, you will automatically be registered in Canvas, for study formats and for the first opportunity of the assignments!

Osiris

Osiris is the Student Information System in use at the UT. All information regarding enrolment, study progress and payments by students is registered in Osiris. It is also connected to other systems at the UT, such as the national enrolment application (Studielink), Canvas and Mobility Online. Osiris is used both by students and employees.

Students register for courses and minor programmes in Osiris, and can view notes their study adviser leaves for them.

REGULATIONS

General

The BMS faculty and the UT have various regulations that teachers and students have to take into account. The Student Charter describes the rights and obligations of students on the one hand and of the UT on the other. It consists of 2 parts:

- UT-wide student charter can be found via the CES website,
- Faculty component: the Education and Examination Regulations with programme specific annexes (EER).

Degree and Studyload

One of the benefits of taking the MEEM is that it offers you the opportunity to gain leading-edge expertise in one of three crucial domains of sustainability environment, energy or water. Many of our students enter the programme knowing which track they want to pursue. Others choose during the programme, ultimately in quartile 2.

The specialisation you choose will be mentioned on your Master of Science diploma supplement. Employers in government, industry and NGOs will attach a lot of value to your specialized expertise. At the same time, the MEEM programme has been designed to ensure that you develop solid expertise in other specialisation areas as well. The vision behind this is that all of these areas are increasingly interconnected. After successfully completing the programme, the UT grants the examinees the degree of Master of Science.

The programme consists of 60 EC, which is 1680 hours of study load. One EC (European Credit) represents 28 hours of study load.

Examination Regulations

This Study Guide has been compiled with the utmost care, but the authors are not responsible for any omissions or inaccuracies. The formal rules as stipulated in the Education and Examination Regulations (EER) shall prevail. The reader can thus not derive any rights from the contents of this Study Guide.

On the Canvas site MEEM Programme Information 2024-2025, you will find the document with the Rules of order for testing.

Scientific Integrity

An exam/test is an investigation of knowledge, skills and insights of a student. A student has to deliver only their own and original work. If not, it will be considered as fraud or plagiarism. Free-riding behavior, i.e., benefiting from other people's efforts in groups (assignments) while not putting in the same effort as the other group members, is also considered as fraud.

If an examiner notices a motivated suspicion of plagiarism, the examiner will notify the Examination Board. The examiner should inform the board on which parts are plagiarised and inform the students that a notification was sent to the Examination Board. The board then investigates the case and determines whether sanctions will be applied and what they will be.

During the first weeks of MEEM, we offer a workshop on scientific integrity: Being an academic requires adhering to a certain set of rules. Similarly, scientific knowledge is a specific kind of knowledge that is produced in a certain way. During the Introduction to Academic Practice we present a birds-eye view on questions such as “What is (social) science?”, “What is (social science) research?”, “How do I behave as a ‘good’ academic?”, “What basic principles underlie one of the core scientific activities, i.e. writing?”. The workshop entails input from teachers, interactive moments, and an exercise.

Unless explicitly allowed as part of a course, the use of AI for writing or improving assignments (including essays and reports for individual or group assignments, the research proposal and the master thesis) is considered as academic misconduct. If an examiner suspects a student of using AI without being allowed, the examiner may subject the student to an oral interview to test whether the student has the knowledge as reflected in the assignment. Based on this interview, the examiner decides whether to report the case to the Examination Board.

Completion and Assessment of Courses

Exams and assignments

The separate parts of the programme will be concluded with an exam, an assignment or a combination of both. Some courses do not have an exam or graded assignment. The assessment method of a course is laid down in Osiris and in the syllabus.

All results of a study unit are expressed in half grades from 1,0 up to and including 5,0 and from 6,0 up to and including 10,0. The rounding is done in accordance with the following scheme:

Grade ≥ 5,00 and < 5,50	5,0
Grade ≥ 5,50 and < 6,00	6,0
In case 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

Grades will only be rounded in the last phase of the assessment of the study unit. In other words, the above rounding scheme will be applied when the final grade of the study unit is determined.

Dutch grading system

In the Netherlands, you can get a grade between 1 and 10; 1 being the lowest, and 10 being the highest. But that's not all: a 10 is hardly ever given, as you will have to perform better than the lecturer in order to get one. https://www.utwente.nl/en/education/student-services/step-by-step/step-by-step-guide/grading-system/

Examination opportunities

The MEEM programme has a duration of one year. Regarding the coursework part of the programme (all courses taken during the joint part of the programme, that is, all the items except the Case Project and Master Thesis), there will be two opportunities to pass an examination. There will be an examination and a re-examination, or an assignment and a repeat assignment. When a student does not enter an (re-)examination or does not hand in a (re-) assignment without informing the lecturer beforehand, then this (re-)examination or (re-)assignment will still be classified as a valid examination opportunity.

For assignments a division is made between improvement of an assignment and creating a new assignment. In the course descriptions for each course it will be clearly mentioned which option is applicable:

1) Short assignments, approximately 1 – 1.5 page. For these assignments improvement is not possible, but students should create a complete new assignment if they failed the first assignment.
2) Assignments which allow the possibility for a feedback moment to improve the end result. For these assignments it will not be possible to create a new assignment, improvement should be made using the instructions during the feedback moment.

If a unit of study has been completed (passed with 5.5 or higher) this grade is final. If a student would like to upgrade his grade (only in the case of exceptional circumstances), they must have a written confirmation from the Examination Board.

In circumstances of serious illness or accidents, the student should discuss with the Study Adviser how the student could complete the programme and course requirements. The Study Adviser might consult the Examination Board on the issue.

For practical exercises and projects, e.g., the Case Project and Master Thesis, there is no second opportunity to repeat these elements of the course. In cases of serious illness or accidents or other situations beyond control of the student, the Examination Board and programme management will try to find a solution. In the case where a student fails to meet the requirements, but has shown considerable effort and dedication to his or her study, the management may give the student a chance to improve the work to a standard sufficient to be regarded as a pass. The requirements for the improvements in the submitted work are specified by the lecturing staff responsible for the case, or the master thesis supervisor.

RIGHT OF INSPECTION: Students are entitled to review their test results. A specific date and time will be announced by the programme coordinators. The goal of the inspection is for the student to gain feedback on how they performed on their exam. Especially if a student has failed the first exam, reviewing the test results will give insight into what they did well and where they still need to develop.

Master Thesis

The programme leads to one academic diploma, the Master of Science degree in Environmental and Energy Management. The Master degree is obtained only upon successfully completing all the examinations of the units of study, including the master thesis. The master thesis has to be completed within three years. The Master Thesis guidelines give more information about completion of the master thesis. These guidelines will be shared in the 2nd quartile. To be able to start with the master thesis, all the compulsory courses in quartiles 1 and 2, as well as the Research Proposal course should be successfully completed.

Attendance Obligation

Teachers of specific courses can impose an attendance obligation. When students, for whatever reason, cannot be present during a lecture, they should report in advance to the study adviser or the programme coordinators.

In the case of significant periods of absence, the examiner of the course may request the student additional assignments to ensure that the student is able to meet the necessary requirements to complete that part of the programme. When the absence occurs during the case project activities, site visits or workshops, the programme management will decide in consultation with the examiner on the consequences of this absence for awarding the certificate.

Submission through Canvas

For all educational items using Canvas, students are obliged to hand in their assignments and project reports through Canvas.

Graduation with Distinction

If upon sitting the final master's examination, the student has shown evidence of exceptional capability, 'cum laude' will be recorded on the degree certificate.
A student is considered to have exceptional capability if each of the following conditions is met:

- **a.** all requirements for completion of the Master programme have been fulfilled;
- **b.** the non-weighted average grade for the coursework (not including the Master Thesis and courses that are assessed using 'Pass' or 'Fail') is 8.0 or higher;
- **c.** in the determination of this average, the study units that were not evaluated with a numerical grade or for which an exemption was granted are not considered;
- **d.** for the units of study that are assessed using grades, the minimum grade is a 7.0, and on no more than 2 units was the final grade a 7.0 or 7.5.
- **e.** no graded work was re-done in an official re-sit.
- **f.** the grade for the Master Thesis is 9.0 or higher;
- **g.** The programme is completed within a period of 15 months;
- **h.** the student has not committed fraud during the entire duration of the programme, as evidenced by the Fraud Registry of the examination boards of BMS.

USEFUL LINKS

- University of Twente: www.utwente.nl
- MEEM: www.utwente.nl/meem
- CSTM: www.utwente.nl/mb/cstm
- Van Hall Larenstein: http://www.vanhall-larenstein.com/
- Canvas: https://canvas.utwente.nl
- Student counselling service: https://www.utwente.nl/en/ces/sacc/
- Examination Board: https://www.utwente.nl/en/bms/examboard/
- Students' Charter & Teaching and Examination Regulations (OER): https://www.utwente.nl/en/bms/education/regulations/
- Study in Holland: http://www.studyinholland.nl/
- AON Students insurance: https://www.aonstudentinsurance.com/
- The International Welcome Center North (IWCN): https://iwcn.nl/?cn-reloaded=1
- The Northern Times; All the latest Dutch news in English: https://northerntimes.nl/
- Leeuwarden Student City: Leeuwarden Student City - Nicest city in the Netherlands for studying