

# **REGULATIONS OF THE HONOURS PROGRAMMES**

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University of Twente

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# Table of Contents

Chapter 1: General provisions .....	4
Article 1.1: Applicability of the regulation.....	4
Article 1.2: Definitions .....	4
Article 1.3: Codes of Conduct .....	5
Chapter 2: Admission to the Honours Programme Article .....	5
Article 2.1: Admission criteria.....	5
Article 2.2: Admission procedure.....	5
Article 2.3: Participation in the Honours Programme .....	6
Chapter 3: Structure of the Honours Programme .....	6
Article 3.1: Course structuring.....	6
Article 3.2 Language in which the Honours Programme will be given.....	6
Article 3.3: Commencement of the programme .....	6
Article 3.4: Conclusion of the programme .....	6
Article 3.5: Quality .....	7
Article 3.6: Changes to the Honours Programme .....	7
Chapter 4 Module participation and assessment.....	7
Article 4.1: Module assessment.....	7
Article 4.2: Registration for the modules and tests.....	8
Article 4.3: Term assessment and results.....	8
Article 4.4: Right of justification and inspection.....	8
Article 4.5: Retention period for tests.....	9
Chapter 5: Examination Board and Complaints Desk .....	9
Article 5.1: Examination Board.....	9

Article 5.2: Complaints Desk .....	9
Chapter 6: Education Committee.....	9
Article 6.1: Appointing the Education Committee .....	9
Article 6.2: Composition the Education Committee.....	9
Article 6.3: Duties the Education Committee .....	10
Article 6.4: Order of the meeting.....	10
Chapter 7: Certificate and supplement.....	10
Chapter 8: Lasting impairment .....	10
Chapter 9: Final Provisions .....	10
Article 9.1: Change.....	10
Article 9.2: Publication.....	10
Article 9.3: Hardship clause .....	10
Article 9.4: Effective date.....	11

# Chapter 1: General provisions

## Article 1.1: Applicability of the regulation

- 1) These education regulations apply to the Honours Programmes of the University of Twente offered to Bachelor and Master students.
- 2) The Honours programmes are extra-curricular and do hence not constitute a degree programme as described in section 7.3a of the Dutch Higher Education and Research Act.
- 3) Students who participate in the excellence tracks can derive rights from the regulations as stipulated below.
- 4) References in these regulations 'he', 'him' or 'his' should also be read 'she', or 'her'.

## Article 1.2: Definitions

For the purposes of these regulations, the following definitions shall apply:

Certificate	The certificate that is awarded to a student after he finished an Honours Programme.
Executive Board	Executive Board of the University of Twente.
EC	European Credit Transfer System.
Examination Board	The Examination Board of the Honours Programme. The Examination Board is the agency that objectively and expertly determines whether a student meets the requirements set by these regulations with regard to the knowledge, insight and skills necessary to obtain a certificate.
Examiner	The person who has been appointed by the authorized Examination Board for the purpose of conducting examinations in accordance with section 7.12c of the Dutch Higher Education and Research Act (Wet op Hoger Onderwijs en Wetenschappelijk Onderzoek, WHW).
Honours Council	Supervisory Council of the UT excellence programmes, including the Honours Programmes.
Honours Dean	The Dean of the Honours Programmes, appointed by the Executive Board and responsible for the Honours Programmes.
Honours Programme	An extra-curricular education programme, consisting of both mandatory and elective modules, for selected Bachelor or Master students. The programme will result in a certificate when determined by the Examination Board.
Track	A completed set of corresponding modules with their own attainment targets.
Institute	University of Twente (UT).
Institutional administration	The Executive Board, unless otherwise provided for.
Module	A study unit of 5,10 or 15 EC of the Honours Programme focused on the realization of well-defined objectives in the field of knowledge, insight and skills the person following the module has to have (not to be confused with a TEM or TOM module). Each module will be concluded with either a 'pass' or a 'fail'.
Module assessment	An exploration of the knowledge, the insight and the skills of the student, as well as the assessment of the results of that exploration (section 7.10 WHW) by at least one examiner appointed by the Examination Board for that purpose.
Degree programme	The Bachelor's programme as described in section 7.3a of the WHW.
Honours Education Committee	Advisory agency of the Honours Programme.
Student	The person who has as such been enrolled in a degree programme of the University of Twente in accordance with article 7.34 and 7.37 of the WHW and has been admitted to the Honours Programme.
Working day	One of the days from Monday through Friday with the exception of the recognized public holidays and the arranged bridging days that the staff has off.

### *Article 1.3: Codes of Conduct*

In order to guarantee proper use of the facilities and a proper, safe and encouraging work and study environment, various documents that provide these guarantees are in effect.

- a) The *Code of Conduct ICT and Use of the Internet Students of the University of Twente* applies to every student of the University of Twente who uses the ICT facilities offered by the University, including email services.
- b) The code of conduct for students, as described in the *Student's charter*, and the code of conduct for staff members of the UT, as described in the *Code of Conduct Sexual Harassment, Intimidation, Aggression, Violence and Discrimination*, provide a framework for a proper, safe, healthy and encouraging work and study climate at the UT.

## Chapter 2: Admission to the Honours Programme Article

### *Article 2.1: Admission criteria*

- 1) Admission to the Bachelor Honours Programme is obtained if the student meets the following requirements:
  - a. is in possession of a valid enrolment at the UT;
  - b. is in his first or second year of a Bachelor's programme at the UT;
  - c. is talented, motivated and enterprising;
  - d. has great course results and a nominal study progress;
  - e. likes to go off the beaten track, looks beyond the borders of disciplines and looks for ways to ensure that his ideas have an impact on society;
  - f. has the potential to complete the Honours Programme within the set period;
- 2) The Honours programme can be continued in the Bachelor's programme after the first two modules under the following conditions:
  - a. The student is studying within the official time period without any delays;
  - b. The student successfully completed the first two modules of the Honours programme.
- 3) Admission to the Honours programme in the Master's programme can be obtained if the student meets the following criteria:
  - a. is legitimately registered at the UT;
  - b. is in the first or second year of his/her registration for a Master's programme at the UT;
  - c. is talented, motivated and enterprising;
  - d. has good course results and is studying within the official time period without any delays;
  - e. likes to think outside the box, looks beyond disciplines and searches for ways to enable his/her ideas to have an impact on society;
  - f. has the potential to complete the Honours programme within the specified period.

### *Article 2.2: Admission procedure*

- 1) The best 10% of the student body per degree programme is actively approached about participating in the Honours Programme.
- 2) Students can apply on their own initiative.
- 3) Every student who would like to participate in the Honours programme has to go through the same selection procedure, regardless of their study or background. This includes amongst other ATLAS and exchange students.
- 4) The following applies for the Honours programmes in the Bachelor's programme:

- a. The student has applied for participation in the Honours programme by means of a letter of motivation received by the Honours Dean prior to the deadline specified on the website and in the letter.
  - b. The Honours Dean can issue invitations for an interview.
  - c. The Honours Dean has consented to the student's admission request.
  - d. The admission applies for the first 10 ECTS; continuation is regulated in article 2.1, paragraph
- 5) Admission to the Honours programme in the Master's programme is handled by the track coordinators.
- a. For the MSc Research Honours, applicants have to submit their curriculum vitae, a grade list, a motivation letter and a letter of recommendation from a researcher who will become your supervisor. Once applied for the programme, applicants will receive an invitation or an interview. On the basis of the submitted material and the interview, the coordinator of the MSc Research Honours track will decide if you are eligible for the programme.
  - b. For the MSc Change Leaders Honours, applicants have to submit a letter of motivation along with a curriculum vitae and relevant transcripts. On the basis of the submitted documents, a committee will decide whether or not to invite the applicant or an interview. The applicants' eligibility to join the programme will be decided upon by the coordinator on the basis of the submitted documents and the interview.
  - c. For the MSc Design Honours, applicants have to submit a motivation letter, a curriculum vitae and a list of grades. In addition, applicants may submit a design portfolio as well. The eligibility on the programme will be based on the submitted documents by the coordinator.

### *Article 2.3: Participation in the Honours Programme*

- 1) The only students who are allowed to participate in the Honours Programme are those have been admitted to the entire programme.
- 2) Admission to the Honours programme in the Master's programme applies for the entire programme.

## Chapter 3: Structure of the Honours Programme

### *Article 3.1: Course structuring*

- 1) Each Honours module has a module coordinator and a module examiner. This can be the same person.
- 2) The Examination Board generically appoints examiners and designates a module examiner per module.

### *Article 3.2 Language in which the Honours Programme will be given*

The official language of the Honours Programmes is English, which means that the classes will be taught in English and students will use the English language during their assignments. Dutch can be used as the language of communication during a module if:

- 1) a teacher or tutor of the module has command of the Dutch language, and
- 2) students participating in the module have command of the Dutch language.

### *Article 3.3: Commencement of the programme*

- 1) The Honours Programme commences on the 1st February of each calendar year for students who have been admitted, as described in chapter 2.
- 2) The commencing date of the tracks of the Honours programme in the Master's programme differs and will be announced through OSIRIS.

### *Article 3.4: Conclusion of the programme*

- 1) The student receives an Honours certificate in case he has successfully completed the

- programme as determined by the Examination Board.
- 2) The student has successfully completed the Bachelor Honours programme when the following requirements have been met:
    - a. a total of 30 EC in module results has been obtained during the Honours programme;
    - b. the Honours programme in the Bachelor's programme is completed within the specified period of 18 months;
    - c. the student has to have completed all the followed modules with a 'pass' grade. If a module has been assessed with a 'fail' grade, it is not possible to obtain an Honours certificate. If that is the case, the modules that have been successfully completed will be listed on the diploma supplement.
  - 3) The student has successfully completed the Master Honours programme when the following requirements have been met:
    - a. a total of 15 EC in module results has been obtained during the Honours programme;
    - b. the student has to have completed all the followed modules with a 'pass' grade. If a module has been assessed with a 'fail' grade, it is not possible to obtain an Honours certificate. If that is the case, the modules that have been successfully completed will be listed on the diploma supplement.

### *Article 3.5: Quality*

- 1) The education of the Honours programme is managed and organized by the module coordinators, supervised by the Honours Dean. The tasks of a module coordinator are:
  - a) (educational) development and execution of the track, in cooperation with the teachers of the track;
  - b) participating in coordinators meetings and Honours events as plenary sessions, certification ceremony, recruitment and selection activities;
- 2) The Honours Council oversees the quality of education of the entire Honours programme and evaluates the quality every year.
- 3) The quality of each module is monitored by means of an evaluation by students after the module is concluded. The results of the module evaluations are discussed by the Education committee.
- 4) The Examination Board is responsible for the quality of testing and the attained learning outcomes.
- 5) Every four years a programme evaluation takes place. The findings of this evaluation will be discussed with the Executive Board.

### *Article 3.6: Changes to the Honours Programme*

The Honours Programme can change, for example as a consequence of changes in the teaching staff, as well as the addition of new tracks. Changes in these Educational regulations are executed in accordance with article 9.1.

## Chapter 4 Module participation and assessment

### *Article 4.1: Module assessment*

- 1) In order to successfully complete a module the student has to meet all the requirements of the module. These requirements include, at the very least:
  - a. mandatory participation in the meetings (being present is self-evident);
  - b. assignments have been completed and handed in before the set deadline;
  - c. presentations have to have been prepared and given;
  - d. the student has proportionally contributed to the group work;
  - e. the level of the supplied work is, at the very least, marked sufficient to good (comparable with a 7.5 of regular degree programmes in which grades are given);
  - f. specific requirements that have to be announced to the student no later than two weeks prior to

- the start of the module.
- 2) In case of an insufficient presentation, the module coordinator can require an additional assignment during the module in accordance with article 4.1.1e.
  - 3) The module assessment's goal is to determine a specific development stage of the student.
  - 4) The student's effort and his provided result or results are assessed as a whole per module.
  - 5) The student has the right to know the level expected of him, the manner in which he will be assessed and the time at which he will be assessed prior to the start of the module.
  - 6) During the module the module coordinator is allowed to change the time of assessment.
    - a. Changing the time of assessment is only possible with a recommendation by the Examination Board. The students are informed immediately of the relevant change.
    - b. If the change only constitutes moving the hand-in or presentation time to a different day than noted in the schedule, it is sufficient to notify the students and the Examination Board of the change in a timely fashion.
    - c. A change of the assessment time may not have an adverse effect on the students.
  - 7) The final assessment of the module is expressed in either a 'pass' or 'fail' grade.
  - 8) The student is granted a 'pass' grade for the module if all requirements as described in article 4.1, paragraph 1 have been met.
  - 9) A module is granted a 'fail' grade if:
    - a. one of the requirements as described in article 4.1, paragraph 1 is not met;
    - b. the Examination Board has determined there is a question of fraud;
  - 10) The module assessment is determined by the module examiner. In case of multiple examiners per module, the module examiners consult with each other before deciding on a grade.
  - 11) ECTS will only be awarded for the module if the entire module has been awarded a 'pass' grade. No ECTS will be awarded for parts of units of study and/or individual tests passed.
  - 12) In special cases of force majeure, which make it impossible for students to study, the Honours Dean can allow an additional performance.

#### *Article 4.2: Registration for the modules and tests*

- 1) In order to participate in the modules, registration through Osiris prior to the start of the module is mandatory.
- 2) By registering for the module the student automatically takes part in the assignments that will be assessed.

#### *Article 4.3: Term assessment and results*

- 1) The student will be notified of the module assessment within fifteen working days after completion of the module.
- 2) If circumstances hinder an examiner from complying with the periods stipulated in paragraph 1, he shall report this to the Examination Board, giving reasons. The students involved will be informed of the delay as soon as possible while stating the new deadline by which the result will be announced. If the Examination Board feels that the examiner is in default, they can order a different examiner to assess the assignment.

#### *Article 4.4: Right of justification and inspection*

- 1) The student is entitled to a justification of the results of an assessment from the examiner, whereby the examiner substantiates the assessment that was given. If no collective discussion of the results is held, the student may submit a request for an individual discussion of the results to the examiner within ten working days of publication of the assessment. The discussion must take place no later than five weeks after the publication of the assessment, in the presence of the examiner or an authorized replacement.
- 2) The student has the right to inspect his or her work for a period of two years after the assessment.



#### *Article 4.5: Retention period for tests*

The questions, elaborations and the assessed work of written tests will be retained for a period of four years.

## Chapter 5: Examination Board and Complaints Desk

### *Article 5.1: Examination Board*

- 1) The rector authorizes the Honours Dean for the appointment and composition of the Examination Board of the Honours Programme (WHW section 7.12a) and the Education Committee of the Honours Programme.
- 2) The Honours Dean:
  - a. appoints the members of the Examination Board on the basis of their expertise in the field of the relevant degree programme or group of degree programmes (WHW section 7.12a, paragraph 1);
  - b. consults the members of the relevant Examination Board before proceeding to appoint a member (WHW Article 7.12a, paragraph 4);
  - c. ensures that the independent and expert operation of the Examination Board is sufficiently guaranteed (WHW Article 7.12a, paragraph 2).
- 3) When appointing members of the Examination Board, the Honours Dean ensures that:
  - a. at least one member is connected to the Honours programmer as a teacher;
  - b. at least one member is independent of the Honours Programme;
  - c. persons who have a financial responsibility within the institute are not appointed.
- 4) The Examination Board is responsible for setting the regulations and guidelines for module assessments for the benefit of examiners and students (WHW, Article 7.12b). These are set down in a separate document entitled Rules and Regulations of the Examination Board.
- 5) The Examination Board draws up a report of its activities each year. The Examination Board submits the report to the Honours Dean (WHW Article 7.12b, paragraph 5).

### *Article 5.2: Complaints Desk*

Every student or external student, including future and former students, can turn to the Complaints Desk with a formal complaint, a formal appeal or a formal objection. The objections and appeals period comprises six weeks after the decision has been made public. The Complaints Desk is housed at the desk of Student Services at the Vrijhof, room 239B.

## Chapter 6: Education Committee

### *Article 6.1: Appointing the Education Committee*

- 1) The Honours Dean appoints the Education Committee.
- 2) The members of the Education Committee are entitled to the use of a meeting room.
- 3) Lecturer members are appointed for a period of two years.
- 4) Student members are appointed for a period of one year.
- 5) Appointments are made before the start of the academic year.

### *Article 6.2: Composition the Education Committee*

- 1) The Education Committee consists of a mix of student and teacher members.
- 2) The student members are appointed for a year by the Honours Dean. Student members have to be students or alumni of the Honours programmes.
- 3) The other members are part of the staff that is responsible for the courses of learning in the Honours Programme and are appointed for two years by the Honours Dean.
- 4) The members of the Examination Board cannot also be a member of the Education Committee.

### *Article 6.3: Duties the Education Committee*

The Education Committee has the following duties:

- 1) offer solicited and unsolicited advice on the Education Regulations of the Honours Programmes;
- 2) assess the manner of execution of the Education Regulations of the Honours Programmes;
- 3) offer solicited or unsolicited advice to the Honours Dean about all affairs concerning the education of the Honours Programmes.

### *Article 6.4: Order of the meeting*

At the start of the term of office the Education Committee chooses a chair and secretary from amongst her members. Replacements for the chair and the secretary are also appointed. The positions can be held by either a teacher or a student.

## Chapter 7: Certificate and supplement

- 1) The Examination Board awards a certificate when it becomes clear that the student has met all requirements as described in article 3.7 of these regulations.
- 2) Upon request the Examination Board of the Honours Programme can grant the examination candidate an extension for meeting the requirements described in article 3.7. The Examination Board can seek the advice of the Honours Dean in this.
- 3) Students who successfully complete the Honours Programme are awarded one certificate. The certificate states the programme has been organized by the University of Twente.
- 4) The successfully completed modules will be listed on the diploma supplement.

## Chapter 8: Lasting impairment

Students with a disability or a chronic illness are offered the opportunity to adapt their studies around the limitations caused by this impairment, as much as is reasonably possible. These adjustments are geared towards the individual impairment of the student as much as possible, but should not influence the quality or difficulty level of a course or the exam programme. The examination committee shall obtain expert advice before making a decision.

## Chapter 9: Final Provisions

### *Article 9.1: Change*

Changes to these regulations as regards content, study workload and other subjects as described in section 7.13 WHW are implemented after receiving recommendations from the Education Committee and after obtaining the Honours Dean's approval.

### *Article 9.2: Publication*

The Honours Dean is responsible for publication of these regulations plus supplements and of the regulations and guidelines as determined by the Examination Board of the Honours Programme, as well as of each change made to these documents through the university website (concerning the Honours Programme).

### *Article 9.3: Hardship clause*

In special cases the Examination Board may, at the request of the student, grant dispensation from one or more of the requirements described in these regulations.

*Article 9.4: Effective date*

These regulations are applicable to all cohorts of Honours students starting the Honours programme after the 1<sup>st</sup> of October 2019.