

***Rules and Regulations of the  
Advanced Technology Examination Board  
(art. 7.12 WHW)***

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Date: 1 September 2024

**Preamble**

1. These Rules and Regulations apply to the full-time Advanced Technology bachelor's programme.
2. These Rules and Regulations complement the Education and Examination Regulations (EER) and define the regulations for examiners, exams, tests, and the final examination in accordance with WHW art. 7.12b.

**Article 1 The examination board**

1. The examination board chooses a chairperson from its members and appoints a secretary (preferably from its members).
2. The examination board can be assisted by employees of the bachelor programme like the programme director, the programme coordinator, the study advisors, and mentors. They have an advising role in the meetings.
3. The examination board can request advice from the study advisors and other supervisors about decisions on individual students, where any information regarding the students will be treated with confidentiality.
4. The examination board can, as far as the law or these rules do not preclude, decide to mandate certain powers under specified conditions to the chairperson or the secretary of the board.
5. An employee of BOZ will act as clerk in the meetings of the examination board.
6. The meetings of the examination board are closed and confidential.
7. The examination board has by-laws that specify (1) the composition, (2) the procedures, (3) the mandates and (4) the division of tasks.

## **Part 1 – Testing and Assessment**

### **Article 2 Examiners**

1. Examiners are appointed by the examination board. Examiners are responsible for testing and the determination of the test result. (WHW art. 7.12c).
2. In case more than one examiner has been appointed for a study unit the examination board appoints one of them as the responsible examiner.
3. For each study unit the examination board appoints an examiner. The module's assessment plan specifies the examiners per study unit.
4. The examiner provides any requested information to the examination board.
5. The secretary informs the examiners about their appointment by email before the start of the module.

### **Article 3 Composition and format of tests and the manner of testing**

1. Before an examiner conducts a written test at least one other appropriately qualified staff member will check if the test is sufficiently representative, if the problems are unambiguous and if the difficulty matches the educational level.
2. The course description in the course information system specifies if the examination of the study unit is conducted as a written test, an oral test or in another format.
3. The appointed examiner can deviate from the format as specified in paragraph 2 of this article in favour of the student. The examiner will inform the examination board when a deviation of the exam format occurs.
4. At the request of the student the examination board may allow a different format than specified in paragraph 2 of this article.

### **Article 4 Written and oral tests**

1. A written test lasts 3 hours at most; an oral test lasts 1½ hour at most. For students with a disability, it is possible to deviate in accordance with article 7 of the EER.
2. Before an examiner holds a written test, at least one other qualified lecturer assesses the validity of the test, and whether the proposed test is sufficiently representative, whether the questions have been clearly stated, and whether the level of difficulty is in accordance with place in the programme. An assessment matrix connecting the learning goals and the test questions is helpful in assessing the validity of the test.
3. The student is informed of the maximum score for each assignment in a written test by adding this information to the assignment in the test.
4. In an oral test the examiner can test, in principle, one student at a time, unless otherwise has been stated at the start of the study unit. In the case of a project, students can have an oral test together.
5. In exceptional cases and with approval of the BEX, tests might be conducted online.

### **Article 5 Order during tests**

1. For every written test the 'rules of order for written tests' apply. These are described in the appendix of this document. The examiner appoints one or more invigilators to ensure the test proceeds in good order.

In addition to the 'rules of order for written tests':

2. At the start of a test the student records his or her name and student number on all the work.
3. At the end of the test students should remain seated and refrain from communication, until the results of all students have been handed in.

### **Article 6 Setting and announcing the result of examinations and tests.**

1. When a study unit is assessed by more than one examiner, the responsible examiner makes sure that all the examiners use the same standards for the assessment.
2. In case the assessment of a written test leads to a grade  $\geq 4.5$  and  $< 5.5$ , at the request of the student, the work is reassessed by a second examiner. When after consultation between both examiners a difference in grade arises, the grade will be set to the average of both assessments.

3. When a test is taken in multiple parts separated in time, the results of these parts are registered in the administration of the responsible examiner. The results are communicated to the students by the examiner via the Canvas Gradebook, to ensure the relevant privacy rules and guidelines.

#### **Article 7 Exemptions and additional tests**

1. The examination board can grant an exemption for a study unit based on previously obtained qualifications. For this the student files a request to the examination board. The board will ask for advice of the responsible examiner of the study unit. The examination board determines if and how the result of the exemption will be included in the grading. *Form: Request approval Exemption.*
2. Examiners who want to offer an additional retake to a student can get permission from the examination board. This decision and finding a suitable timeslot in the schedule is mandated to the programme director. The programme director will inform the examination board in their next meeting on these decisions.

## Part 2 – Examination Programme, Bachelor thesis and graduation

### Article 8 Procedure for approval of course list and bachelor assignment

1. The student, in contact with the study advisor, compiles a courselist which states the courses to be taken (and passed) to be able to graduate. If applicable, the list prepares the student for a master of choice. The student asks approval from the Board with the form '*Request approval Course list*'.
2. The student selects a research group or company where they would like to do their bachelor assignment. The student contacts the intended chair of the graduation committee. This chair formulates a description of the bachelor assignment in consultation with the student and the daily supervisor.
3. In addition, the chair composes the bachelor assignment committee in accordance with article 10 of these rules within four weeks after the request of the student.
4. The student, the daily supervisor and the chairperson of the bachelor committee draw up a *Request approval bachelor assignment*, including the description of the bachelor assignment, the composition of the bachelor assignment committee and the signed agreement.
5. At least one month before intended start of the bachelor assignment the student hands in the *Form Request approval for the bachelor assignment* to the examination board.
6. The examination board decides within two weeks, not counting scheduled holidays, after receiving a complete request.
7. The official start of the bachelor assignment is on the date of approval at the earliest. Finishing the bachelor assignment can be at the earliest in the 10th week after the official start.
8. The student is informed about the decision immediately. The chairperson of the bachelor assignment committee receives a copy of the decision. If the examination board has not decided on the request as described in paragraph 5 in this article, not counting scheduled holidays, the bachelor assignment is automatically approved unless the request does not meet the minimal requirements for the committee in Article 10, or the listed starting date fails to comply with Article 8 paragraph 7.
9. The chairperson of the bachelor assignment committee is responsible for an adequate execution of the assignment procedure. As a minimum the chairperson sees to it that the full bachelor assignment committee discusses the progress and direction of the bachelor assignment with the student at least once.
10. For assessment purposes the student presents a report to the bachelor assignment committee on the approach, the course, and the results of the bachelor assignment. The student defends this report by means of a public presentation in the presence of the bachelor assignment committee.

### Article 9 Free bachelor's programme

In deviation of the set of mandatory courses specified in the programme-specific appendix of the EER, the student can be allowed access to the bachelor's final examination based on a programme proposed by the student (a 'free' programme in accordance with WHW art. 7.3j).

The following requirements apply.

- a. The total study load of the free programme is at least 180 EC.
- b. The course list contains at least 75% of the study load (in EC) specified for AT year 1 and 2 in the programme-specific appendix to the EER.
- c. The course list contains a bachelor assignment with a nominal study load of at least 15 EC.
- d. In accordance with EER article 2.4: the examination board assesses whether the free programme sufficiently meets the intended learning outcomes of Advanced Technology and whether the level is high enough. The intended learning outcomes are specified in the programme-specific appendix of the EER.

### Article 10 Bachelor assignment committee

1. For supervision and assessment of the bachelor assignment a bachelor assignment committee, consisting of at least three members, is appointed.
2. Member of the bachelor assignment committee are at least:
  - a. the chairperson who will be the responsible examiner for the study unit (bachelor assignment);
  - b. the daily supervisor of the student;
  - c. one external member, part of the scientific staff of the UT and/or member of the examination board, to be appointed by the examination board.The daily supervisor can also be the chairperson. In this case, an additional member is required.
3. Scientific experts external to the programme Advanced Technology or the university can be part of the bachelor assignment committee.

4. The bachelor assignment can take place outside the university provided that a qualified staff member of the university is chairperson of the bachelor assignment committee.
5. The composition of the bachelor assignment committee needs approval of the examination board (see article 8.5).

#### **Article 11 Result of the bachelor's final examination**

1. The result can be: graduated or rejected. When the student is rejected the examination board can give the student the right to take the final examination again for one or more specified study units within a specified time frame.
2. Students that started the AT programme in 2012-2013 and earlier that were not transferred to the programme of 2013-2014 or later have passed the bachelor's final examination when all the following conditions are met (WHW art.7.12 and art.7.12b paragraph 1b):
  - a. The student has passed the propaedeutic examination or has earned 60 EC in the B1 phase under the following conditions<sup>1</sup>:
    - i. For all study units referred to in categories A, B, C and D in the programme-specific appendix of the EER a passing grade has been obtained.
    - ii. All study units referred to in categories A, B, C and D in the programme-specific appendix of the EER have been graded and at most one of the subjects has been awarded a grade 5, no other failing grades have been awarded and the average of all subject grades is at least 6.0.
    - iii. All study units referred to in categories A, B, C and D in the programme-specific appendix of the EER have been graded and at most two subjects have been awarded a grade 5, where these grades are not allowed within one category and the average grade within A, B and D should be at least 6.0.
  - b. All study units from the first year have been graded.
  - c. None of the study units after the first year has been awarded with a grade less than 5.
  - d. The bachelor assignment or equivalent internship has been awarded with at least a grade 6.
  - e. At most two study units after the first year have been awarded the grade 5.
3. Students that started the AT programme in 2013-2014 until 2019-2020, and students that started earlier and have been transferred to the programme of 2013-2014 until 2019-2020, have passed the bachelor's final examination when all the following conditions are met (WHW art.7.12 and art.7.12b paragraph 1b):
  - a. All study units from the programme have been graded.
  - b.
    - i. None of the study units has been awarded with a grade lower than 6six.
    - ii. Compensation of a five can be awarded by the examination board at the request of the student, provided that (1) the study unit is a single course, not an integrated module; and (2) the student has at most 1 other compensation, or at most 1 grade < 5.5 for a course in an integrated module.
4. Students that started the AT programme in 2020-2021 or later, and students that started earlier and have been transferred to the programme of 2020-2021 or later, have passed the bachelor's final examination when all the following conditions are met (WHW art.7.12 and art.7.12b paragraph 1b):
  - a. All study units from the programme have been graded.
  - b. All study units have a grade 6.0 or higher, except in cases of a compensated five, which the examination board can award at the request of the student for at most 2 study units, each 5 EC or less, and in case of study units from the B1 phase (first-year study units) not both in the same BSA category<sup>1</sup>.
  - c. The EC-weighted average of the grades of all study units on the transcript, counting a compensated five as 5.0, should be at least 6.0. The grades appear on the transcript as multiples of 0.5. The EC-weighted average is calculated from these rounded grades, but the resulting average is not rounded again.
5. For students that started in 2023 - 2024 or later, in addition to article 11.4.a-c, in case of compensation, the average grade within the BSA category A, B, and D, should be at least 6.0.
6. The requirements in paragraphs 2,3 and 4 also apply to the 'free' bachelor programme as described in article 9 of these rules.
7. Decisions of the examination board and the outcome of votes should be recorded in the minutes of the board meeting.

#### **Article 12 Bachelor's final examination**

The final examination is sometimes also referred to as graduation. In accordance with article 4.2 of the EER:

1. The examination board determines the date of the final examination. The default date for the final examination is the date on which the last remaining study unit was successfully completed.
2. When the student completes the last study unit of the bachelor's programme, the student sends a request '*Request approval Graduation*' to exam board. The examination board will process the final examination.

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<sup>1</sup> The BSA categories are defined in the programme-specific appendix to the EER, in the article that defines the curriculum.

3. The student can submit a substantiated request for a delayed final examination using the form '*Request approval Graduation*'. This request should be submitted at least 4 weeks before completing the last study unit.

## **Part 3 - Miscellaneous**

### **Article 13 Fraud**

In addition to article 6.7 of the Student Charter, the Board has formulated the following rules.

1. In case of possible fraud, the examiner should always inform the examination board and/or programme director. The examination board can, after hearing all parties involved, take appropriate measures.
2. When a student or extraneus commits fraud the examination board can deny the student or extraneus the right to take specific tests or exams to be determined by the board for a period of one year at most. In case of serious fraud, the examination board can nominate the student or extraneus to the executive board of the university for permanent termination of the enrolment. (WHW art.7.12b paragraph 2). The test where the fraud was established will not be assessed.
3. When the study unit where in first instance fraud was established is tested again, the examination board can, when deemed appropriate, also prescribe the form in which the student or extraneus takes the test.
4. The examination board can mandate an examiner to investigate suspected plagiarism, in assignments where learning to use sources is part of the goal. The examiner can require students to rewrite affected text and/or complete a reflection assignment, as a condition to pass the study unit. The examiner reports the outcome to the examination board. Any further measures may only be taken by the examination board, following 14.3.

### **Article 14 Rules in case of calamities**

1. The executive board of the university directly or represented by the building manager determines if there is a calamity or an emerging calamity.
2. When a calamity or emerging calamity has been identified, a part of the building or the whole building is vacated according to the appropriate procedures.
3. The examination board will be informed by the examiner of the calamity as referred to in paragraph 1.
4. When a calamity or emerging calamity occurs during or shortly before a test the following applies: When a calamity is expected before a test it is postponed immediately. The responsible examiner will set a new date for the test in consultation with the examination board. The new date for the test, which should be within a month of the original date (not counting vacation periods), is binding. The new date will be announced within three days after the building has become available again through the usual channels.
5. When a calamity occurs or threatens to occur during or shortly before a lecture or lab work, then this is postponed immediately. The responsible examiner sets a new date for the lecture or lab work in consultation with programme management. The new date is communicated the day following the day the building becomes available again through the usual channels.
6. When a calamity occurs or emerges during a test the response should be as follows, if possible:
  - a. The students have written their name and student number on all their work at the start of the test.
  - b. All persons present should leave the examination room when instructed by a responsible authority or supervisor.
  - c. The students leave their work behind in the test room.
7. The examination board is responsible for the handling of a test that has been interrupted or postponed by a calamity or an emerging calamity.
8. The examination board can decide that the examiner, if it is reasonably possible, determines a final grade based on the (partial) work handed in, when the students had already had the opportunity to start the test.
9. When the examination board decides that the examiner cannot determine a grade based on paragraph 8, the test will be rescheduled, on a date within a month after the original date (not including vacation and holiday periods), for the students that had registered for the said test.

### **Article 15 Effectuation**

These rules are effectuated on 1 September 2024 and replace the rules effectuated on and before 1 September 2023.

#### **Set by the examination board of Advanced Technology**

Enschede, August 25, 2024.

## Appendix Rules of order for written tests

### 1.1 Terminology

- A *test* is the actual set of questions and assignments that the students have to answer and perform. The *examination* refers to the process in which they do so.
- An *examiner* is the person responsible for setting the test and (afterwards) for assessing the results. In contrast, an *invigilator* is a person supervising the examination (appointed by the responsible examiner). They may be one and the same person.

### 1.2 Rules for tests on campus

1. Students may enter the room from 15 minutes prior to the official start time of the examination, and will be admitted until at most 30 minutes after the official start time.
2. Students may not leave the room during the first 30 minutes or the last 15 minutes of the official period of examination.
3. Students who did not enrol for the examination do not have a right to take part and may only do so if there are enough seats and test copies available. The invigilator may ask students who did not enrol to leave the room, during the first 30 minutes after the official start time of the examination.
4. Students have to identify themselves during the examination by placing their student card (or, failing that, a certified ID<sup>2</sup>) visibly on the table at the start of the examination.
5. A brief bathroom visit is only permitted if approved by the invigilator. Only one person at a time may be given permission. Where necessary and feasible,<sup>3</sup> an invigilator will accompany the student to the bathroom. Bathroom visits will not be permitted during the first 60 minutes and last 30 minutes of the examination.
6. If there is a designated area for placing bags and/or coats, all students should place those items there before the start of the examination. If there is no such designated area, all students should place their bags and coats under their table. Mobile phones, smart watches and other devices that are not explicitly approved by the examiner (see next point) must be placed in the bags and switched off.
7. Students may only use those resources (books, notes, calculators etc.) that are explicitly approved by the examiner. Any violation of this (including the possession of unauthorised resources that are not actually used) will be considered attempted fraud and will be reported to the examination board.
8. Students are not allowed to communicate directly or indirectly with others during the examination. Any violation of this will be considered attempted fraud and will be reported to the examination board.
9. The examination officially starts and ends at the instigation of the invigilator. When the end is announced, all students should stop writing. Students should follow the procedure for handing in their results as announced by the invigilator.
10. Unless decided differently, all examination papers, including questions, answer sheets and scrap paper, should be handed in by the students before they leave the room at the end of their examination.
11. Students should follow any additional rules and procedures announced by the invigilator. Any failure to do so will be reported to the examination board.

### 1.3 Rules for online tests

1. The test should become available online at the start of the online test.
2. The online exam will be distributed via Canvas or Remindo.
3. Students have to identify themselves by attaching a photo of their student card (or, failing that, a certified ID) and (if applicable) extra facilities card to the made work.
4. Students may only use resources (books, notes, calculators etc.) that are explicitly approved by the examiner.
5. Students are not allowed to communicate directly or indirectly with others during the examination. Any violation of this will be considered attempted fraud and will be reported to the examination board.
6. Students need to attach a handwritten code of conduct, in which they declare that they:
  - a. made the exam without any help from others;
  - b. comply with the rules for the exam.
7. After the official end time of the test, students have a maximum of 20 minutes to combine their work in one single pdf file and upload it, when applicable.
8. Students should follow any additional rules and procedures announced by the invigilator(s), before or during the test. Any failure to do so will be reported to the examination board.
9. The additional rules may include invigilation using a webcam feed of the student during the exam.. Students must then be present at the start time of the exam, or earlier if this has been communicated by the examiner. Students may blur their background, but not replace it with an image.
10. During invigilation with a webcam feed, a brief bathroom visit is only permitted if approved by the invigilator. Only one person at a time is given permission.
11. A result from an online test is preliminary until confirmed by the examiner. If a result is not confirmed within 10 working days after the exam date, the examiner should report the reason for this to the examination board for further investigation.

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<sup>2</sup> This applies to students who forgot their student card or do not yet have one. A certified ID is a passport, driver's license, or any other official proof of identity that bears both the student's name and a photograph.

<sup>3</sup> Accompanying students to the bathroom may not be necessary, as in Therm where bathrooms are only accessible from the examination room, and may not be feasible, as in tests with only a single invigilator.