

***Biomedical Engineering
Master's Programme
Board of Examiners' Rules***

(art. 7.12 WHW)

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Article 1 The board of examiners

1. The board of examiners nominates one of its members to be chairperson and secretary.
2. The board of examiners may be assisted by programme staff, for example the programme director, the programme coordinator, study advisor and tutors. They have an advisory role in the meetings.
3. The board of examiners may ask for advice from study advisors and student counsellors regarding decisions to be made concerning individual students; in which case the information provided about the student will be regarded as strictly confidential.
4. The board of examiners may decide to confer some of its authority, if necessary with certain constraints and conditions, on the chairperson or the secretary, provided that this is not in conflict with the law or these regulations.
5. An S&OA member adopts the role of registrar during the board of examiners meetings.
6. Board of examiners meetings are closed.

Article 2 Examiners

For the purpose of holding examinations, the board of examiners appoints one or more examiners for each part of an examination, and in the case of several examiners, one of them is chosen as head examiner. Only staff members who teach as well as non-university experts can be appointed as examiners (WHW art. 7.12).

Article 3 Examination arrangements, forms and means of assessment

1. Before an examiner can hold a written examination, at least one other lecturer with relevant expertise assesses whether the proposed examination is sufficiently representative, whether the questions have been clearly stated and whether the degree of complexity matches that of the content taught.
2. Whether the final assessment of a unit of study is to be written, oral or is to take place in another form is stipulated in the description entered in the subject information system.
3. The appointed examiner may, in favour of the student, deviate from that which is stipulated in clause 1 and 2 of this article.
4. At the request of a student, the board of examiners may permit an examination to be held in a different form to that stipulated in the second clause of this article.

Article 4 Written and oral examinations

1. A written examination has a maximum duration of 3.5 hours; an oral examination a maximum duration of 1.5 hours. In the case of students with a functional impairment, deviation from this is permitted, as stipulated in article 10 of the general section of the programme part of student statute, including the course and examination regulations for the TNW faculty's Master's degree programmes.
2. The assessment of the written examination takes place in compliance with the previously-formulated standards for the different examination questions or parts thereof. Students are informed of the maximum number of points to be gained for each question of the written examination, by stating this on the examination question paper.
3. Oral examinations are held in public. This entails that both students as well as lecturers can request the board of examiners to appoint one or more independent observers.
4. The examiner can not hold more than one oral examination at a time, unless otherwise agreed upon between the examiner and the student in question.

Article 5 Order and discipline during examinations

1. For each written examination, one or more invigilators are appointed by the head examiner, in order to ensure that the examination takes place in an orderly fashion.
2. Students are entitled to take a written examination if they have registered for the examination in question in compliance with the rules.
3. Non-registered students can be barred on site by the invigilator from taking the examination.
4. During an examination, all electronic devices must be turned off, with the exception of devices which the examiner has explicitly permitted to be used.
5. During the examination, if requested, students must be able to provide identification in the form of proof of enrolment (student card).
6. At the start of the examination, students must write their name and student registration numbers on all their examination work.

Article 6 Fraud

1. In the event of fraud, the student in question will not be assessed. In this case, the board of examiners can ban him/her for a maximum of one year from taking one or more examinations (WHW art.7.12, clause 4).
2. If the unit of study where fraud has previously been committed is still to be assessed, in such instances the board of examiners can also impose the degree of complexity and the form of the examination on the student.
3. Fraud is in any case defined as:
 - a. Making use of more or other aids during an examination or parts of an examination than those authorised by the head examiner at least two weeks prior to the examination or examination section.
 - b. Making use of aids or help during an examination or parts of an examination which students knew or should have known were not authorised.
Help or aids as stipulated in the previous sentence are in any case:
 - i. cheating, with or without:
 - the aid of notes
 - by copying during examinations
 - by letting someone else copy from one's own examination
 - by coming into contact, regarding the examination content, with people other than the invigilators, whilst the examination is being held or whilst the work has not yet been handed in.
 - with the aid of electronic devices
 - ii. Forgery.
 - c. Students' behaviour before the start of an examination or part of an examination, which the examiner considers fraudulent and has stated as such, and where he/she has stated which measures will be imposed when having determined this behaviour. Showing one's work to other students falls under this behaviour.
 - d. Plagiarism.
4. The definitions in clause 3 of this article apply to all forms of examinations or parts of examinations, as stipulated in article 14 of the general section of the programme part of student statute, including the course and examination regulations for the TNW faculty's Master's degree programmes.
5. The board of examiners must always be informed by examiners and/or the programme of possible cases of fraud. On the advice of all the parties involved, the board of examiners can take appropriate measures.

Article 7 Rules for a crisis situation

1. The Executive Board, or the building manager on their behalf, establishes whether there is a crisis situation or an imminent crisis situation.
2. Once this has been established, (a part of) the building is evacuated in compliance with the corresponding rules that are in force.
3. If a crisis situation occurs or is imminent, during or shortly before an examination, the following applies: if a crisis situation is imminent before the start of an examination, the examination is immediately postponed. In consultation with the programme director and/or S&OA, the head examiner sets a new examination time and date. The new examination time and date that has been set within a month (not including holidays), is binding. This is published via the usual means of communication within three workdays after the building has been re-opened.
4. In the event of a crisis situation or imminent crisis during an examination, the following steps should, if possible, be followed:
 - a. Those present must, by order of the authority or invigilator in charge, vacate the examination room immediately.
 - b. Students must leave the examination work done behind in the examination room.
 - c. In the event that students have been able to start the examination, if possible and within reason, the grade or final grade will be determined by the lecturer based on the (partially) answered questions that were handed in.
5. In the event that a lecturer, based on the stipulations in 4c, cannot give a final grade, a re-take of the examination interrupted by the crisis situation will be organised for the affected students within a month (excluding holidays) of the crisis situation, provided the aforementioned students had registered for the examination in question.
6. If a crisis situation occurs or is impending, during or shortly before a lecture or laboratory practice, then this will be postponed immediately. In consultation with the programme director and/or S&OA, the head examiner sets a new lecture or laboratory practice time and date. The time and date are published no later than one day after the re-opening of the building, via the usual means of communication.

Article 8 Registration and publication of examination results

1. The results of a test are registered by the examiner as part of his own administration. No assessment, as defined in clauses 4 to 6 of this article, is made on the basis of test results. The students in question are informed of their results by the examiner, whilst taking into account the students' privacy.
2. In the event that a unit of study is assessed by more than one examiner, the head examiner ensures that this is done based on the same standards.
3. If a written examination has been given a 5 as grade, a student may request for the work to be assessed by a second examiner. If after consultation between both examiners differing assessments remain, the grade is determined by means of the average of both assessments.
4. As a rule, assessments are expressed in terms of the grades from 1 to 10. The grades represent the following:

1: very poor	4: fail	7: a distinct pass	
2: poor	5: almost a pass	8: good	
3: a distinct fail	6: pass	9: very good	10: excellent

Examination sections may be graded 'V' ('voldoende' = 'pass'), if according to the examiner(s) a student has at least performed reasonably. Exemptions will be indicated with a 'VR' ('vrijstelling' = 'exemption') and fails with an 'O' ('onvoldoende' = 'fail') or with a 'NVD' ('niet voldoende' = 'fail') on the grade sheet.

5. Non-appearance at an examination for which a student has registered will result in an NV ('Niet verschenen' = 'non-appearance') being registered as the result for the examination in question. An NV counts as an attempt when determining the maximum number of permitted examination attempts (article 9, clause 3 of the general part of the Biomedical Engineering Master's programme course and examination regulations).
6. If a student has been assessed several times for the same unit of study, the highest grade counts.

Article 9 Flexible programme

Contrary to that stipulated in articles 5 and 7 of the programme appendix, students are granted permission to take the Master's final examination based on a set of self-compiled examination sections (a flexible Master's programme, in accordance with WHW art. 7.3c, see also article 14 of the programme appendix). To obtain this, students must submit an authorization request for the course list to the board of examiners. For which the following minimum requirements apply:

- The total size is 120 ECs
- It comprises a final project with a nominal study-load of at least 45 ECs

Article 10 Examination results

1. The result can be: pass or fail. If a student has failed, the board of examiners may grant him the right to have one or more examination sections re-assessed within a stipulated period.
2. The board of examiners determines the date for Master's final examination results. As a rule, this is the date of the final colloquium.
3. Students pass the Master's final examination when they have passed all the examination sections of the Master's programme (WHW art.7.10).
4. The stipulation in clause 3 of this article also applies to a flexible Master's final examination, as described in article 9 of these rules.
5. Board of examiners rulings and results of votes held are recorded in the meeting's minutes.

Article 11 Outstanding ability

The board of examiners may confer the classification 'with distinction' on the Master's degree. For this purpose, the board of examiners assesses the results obtained in and the duration of studies of the entire Master's programme, whereby the minimum requirements to be eligible for the classification 'with distinction' are:

- The grade for the Master's final project/average grade for all the Master's final project sections is a 9 or higher;
- The average grade of the other sections of the Master's final examination is an 8 or higher.

Article 12 Procedure for choosing the course list

1. In consultation with the professor with whom the student in question wishes to graduate, a course list is compiled. The course list requires authorization by the final project professor.
2. This course list must be submitted for authorization to the board of examiners prior to commencing the Master's phase.
3. Explicit authorization is required from the board of examiners for the inclusion of subjects in the course list that are not included in the regular BME curriculum (see article 5 of programme appendix and/or the website <http://www.utwente.nl/bme/education>). This also applies to subjects from foreign universities.

4. If a student, upon closer inspection, wishes to make amendments to the course list and/or track specialisation, a new course list must be submitted beforehand for approval by the board of examiners. This amendment request must be accompanied by a brief clarification.
5. The student will be informed in writing by the board of examiners of the approval or disapproval of the course list, if possible two weeks after receipt of the course list, not taking into account holidays stated in the timetables.

Article 13 Internship procedure

1. All internships are coordinated by the TNW internship office.
2. The content of the internship project is approved beforehand by a member of the scientific staff from the BMT/BME programme. His/her role is also that of supervisor within the UT.
3. The internship project is assessed by a member of the scientific staff from the BMT/BME programme in consultation with the supervisor in the organization or company.
4. Taking into consideration the different nature and goal of the internship and the Master's final project, these cannot be done in the same institution.

Article 14 Master's final project and graduation procedure

1. The final project professor, in consultation with the student in question, formulates a final project proposal.
2. The final project professor is responsible for setting up a final project commission, in compliance with article 15 of these rules, within four weeks of the student requesting it.
3. The Master's final project commission, in consultation with the student, formulates a definite Master's final project description.
4. The composition of the Master's final project commission and the nature of the project as stated on the Master's final project form are submitted to the board of examiners for approval.
5. Prior to commencing an external final project, approval from the board of examiners is required.
6. The student and the chairperson of the Master's final project commission are informed in writing of the board of examiners's approval or disapproval of the Master's final project form. The term for this is, if possible, within two weeks after receipt of the Master's final project form (excluding holidays stated in the timetables),
7. During their Master's final project students have a minimum of two interim consultation moments with the Master's final project commission to discuss the progress of the Master's final project.
8. As part of the Master's final project's assessment, a report by the student regarding the approach, progress and result of the Master's final project is submitted to the Master's final project commission. This report must be in the possession of the Master's final project commission members a minimum of one week prior to the colloquium. Students defend their final project report to the Master's final project commission by means of a colloquium. This colloquium is public.
9. The Master's final project report is in English. Besides a summary in English, a summary in Dutch must also be included. The latter is not a requirement for foreign students. English is the preferred language for the colloquium, depending on the composition of the research group. This occurs in consultation with the Master's final project commission's chairperson.
10. Students must submit to S&OA-TNW a final examination application form signed by the Master's final project commission's chairperson a minimum of one month prior to the planned colloquium. This form may only be submitted if both the student and the chairperson expect the student to pass the final examination. The final examination request requires approval from the board of examiners.

11. The Master's final project is assessed by means of a single grade. In the oral elucidation of the assessment after the colloquium, the Master's final project commission's chairperson highlights different aspects of the final grade, which comprises different components.
12. Students obtain their diploma upon finishing the colloquium. An overview of the grades obtained for all the examination sections follows within one week. Any extracurricular subjects are stated separately on the appendix.

Article 15 Master's final project commission

1. A Master's final project commission is assembled to supervise and assess the Master's final project. This is done in consultation with the final project professor, the programme director and/or programme coordinator.
2. This Master's final project commission consists of a minimum of three members. Included in the Master's final project commission in any case are:
 - the professor in whose research group the project was done, provided he/she is not the daily supervisor. He/she is also chairperson of the commission.
 - the student's daily supervisor; the student's daily supervisor is a permanent or temporary member of the scientific staff of the aforementioned Chair;
 - one member of the scientific staff from a Chair other than where the Master's final project was done.
 - if the daily supervisor and the professor are one and the same person, initially an extra member from the same research group must be added to the commission. If this is not possible, a member of the scientific staff from one of the other Chairs must be included in the commission.
3. Scientific experts not belonging to the programme's circle of professors or to the university may be an advisory final project commission member.
4. In exceptional cases, it is possible to do the final project outside the UT, provided that the project falls under the responsibility of one of the BMT/BME programme's professors.
5. If the Master's final project is done at an external (non-UT) organisation, a representative of this organisation must be added as an advisory member to the Master's final project commission. In this case, besides the final project professor, a minimum of two UT-staff members must be included as commission members.
6. The composition of the final project commission must be approved by the board of examiners.

Article 16 Inception date

These regulations will come into effect on 1st April 2010.

Enacted by the Biomedical Engineering board of examiners,

Enschede, 26th March 2010.