

***Applied Physics
Master's Programme
Rules of the Board of examiners***
(art. 7.12 WHW)

Table of contents

Article 1	The board of examiners.....	2
Article 2	Examiners.....	2
Article 3	Contents of examinations and method of testing	2
Article 4	Written and oral examinations	2
Article 6	Fraud	3
Article 7	Rules in the event of an emergency	4
Article 8	Registration and publication of the examination results	4
Article 9	Examination Programme extensions and modifications	5
Article 10	Examination results	5
Article 11	Outstanding ability	5
Article 12	Master's graduation committee.....	7
Article 13	Effectuation.....	7

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Article 1 The board of examiners

1. The board of examiners nominates one of its members to be chairperson and another member to be 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 rules.
5. A staff member of the Centre for Educational Support of the Faculty of Science and Technology (CES-TNW) will attend the meetings of the board of examiners as administrator.
6. Board of examiners meetings are closed.
7. The board of examiners uses a set of rules which define (1) the composition, (2) the working methods, (3) delegation of responsibilities to the chairperson and the secretary, and (4) the division of duties with respect to the supervision of testing.

Article 2 Examiners

1. 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.
2. The examiners provide the board of examiners with the requested information.
3. A list of approved examiners for Applied Physics educational units is published on the programme website at the beginning of each educational year and at the beginning of the second semester.
4. For the assessment of the internship, a multidisciplinary project or Capita Selecta educational units, examiners on the list of approved examiners can give grades without prior approval in case the subjects are part of their expertise.

Article 3 Contents of examinations and method of testing

1. Before an examiner holds 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 level of difficulty matches that of the content taught.
2. The description in the course catalogue defines whether the final assessment of a unit of study is in writing, oral or by means of another method.
3. The appointed examiner may decide to deviate from the provisions in paragraphs 1 and 2 of this article in favour of the student.
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 paragraph of this article.

Article 4 Written and oral examinations

1. A written examination has a maximum duration of 3.0 hours; the maximum for an oral test is 1.5 hours. Deviation from this rule is possible in the case of students with a disability, in line with Article 7.1 of the general section of the education and examination regulations for the master's programmes (MSc OER).
2. Written examinations are assessed on the basis of pre-defined standards for the various assignments or partial assignments of the examination. The student is informed of the maximum score for each assignment in a written examination by adding this information to the assignment in the examination.
3. Oral examination is open to the public. This is subject to the provisions in Article 4.4 paragraphs 2 and 3 of the general section of the MSc OER.

The examiner cannot hold an oral examination for more than one student at a time, unless agreed otherwise in consultation between the examiner and the students involved.

Article 5 Order during examinations

1. For each written examination, the head examiner assigns one or more supervisors who will ensure that the examination takes place in an orderly fashion.
2. Only students who have registered for a particular examination are entitled to take the written examination.
3. All electronic equipment and applications must be switched off during the examination, with the exception of the use of equipment and applications for which the examiner has explicitly given permission.
4. During an examination, students must identify themselves by means of a proof of enrolment (student ID) that is visibly located on the table where the candidate takes his/her test.

Article 6 Fraud

1. Fraud is defined as follows:
 - a. The use of more or other materials during an examination than those mentioned by the examiner as permitted prior to the start of the examination.
 - b. The use of materials or assistance or the offering of materials or assistance during an examination of which the student knows (or should have known) that this is not permitted. This includes, among other things:
 - i. Cheating during an examination, whether or not:
 - by the use of unauthorised materials, such as: books, notes, electronic devices
 - copying from others or allowing others to copy
 - communicating on the examination matter with persons other than the supervisors, before handing in the examination
 - ii. Forgery.
 - c. Behaviour that the examiner has announced, prior to the examination, will be regarded as fraud, and for which measures have been stated that will be taken should such behaviour occur.
 - d. Plagiarism.
2. The examiner and/or the programme board must always inform the board of examiners of any possible case of fraud. The board of examiners can, after consulting all parties involved, decide to take suitable measures.
3. If a student or external student has committed fraud, the board of examiners can revoke that person's right to take one or more tests, examinations or final examinations to be indicated by the board of examiners, for a period to be defined by the board of examiners, for a maximum of one year. In case of serious fraud, the institutional administration can, by recommendation of the board of examiners, permanently terminate the student's enrolment (WHW Art.7.12b paragraph 2). The student will not receive any assessment for the subject unit in which the fraud occurred.
4. If a student is allowed to take an examination for the subject unit after fraud has been established, the board of examiners can impose the method of examination of the relevant subject.

Article 7 Rules in the event of an emergency

1. The Executive Board, or the building manager on their behalf, establishes whether there is an emergency or an imminent emergency.
2. Once this has been established, (a part of) the building is evacuated in compliance with the corresponding rules that are in force.
3. The board of examiners is informed by the examiner within one day of the emergency, as stipulated in paragraph 1.
4. If an emergency situation occurs or is imminent before the start of an examination, the examination is immediately postponed. In consultation with the board of examiners and the programme director, 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 three workdays after the building has been re-opened.
5. If an emergency situation occurs or is imminent during an examination, the following procedure applies:
 - a. The student's name and student number must be stated by students on all examination work (at the beginning of the examination).
 - b. Those present must immediately leave the examination room, on instruction of the responsible authority or supervisor.
 - c. All students must leave their examination work behind in the examination room.
6. The programme management is responsible for the continuation and finishing of the test that was interrupted or postponed due to an emergency or imminent emergency.
7. The board of examiners may determine that the lecturer, if this is reasonably possible, determines the final grade on the basis of the (partially) completed work that was handed in, if the students were able to start work on the test.
8. In the event that the board of examiners, on the grounds of paragraph 7, rules that the lecturer cannot determine a final grade, a re-take of the examination interrupted by the emergency 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.

Article 8 Registration and publication of the examination results

1. Only the examination result is included in the programme information system. If an examination consists of more than one test, the examiner saves the test results in his/her own administration. For these test results, no assessment, as referred to in paragraphs 4, 7 and 8 of this article, is drawn up. The students will be informed of their results by the examiner, observing the students' privacy.
2. If a unit of study is assessed by more than one examiner, the head examiner makes sure that all of the examiners use the same standards for assessment.
3. If the assessment of a written examination results in a grade 5, the student may request to have the work assessed by a second examiner. If, after consultation between the two examiners, the assessments still differ, the grade will be the average of the two assessments.
4. Examination grades are normally expressed as a number between 1 and 10. These grades have the following meaning:

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
5. Grades obtained at other universities in the Netherlands are accepted. These are rounded when necessary, or expressed in natural numbers, as listed under paragraph 4.
6. Grades obtained at foreign institutions are converted by using conversion tables, to grades according to the system used at the university,.
7. Exemptions for a unit of study are indicated on the list of grades and in the study information system with 'EX'.
8. If a student has received multiple assessments for the same unit of study, the highest grade is used.

Article 9 Examination Programme extensions and modifications

1. Contrary to that stipulated in articles 5 and 6 of the programme-specific appendix of the MSc OER, students are granted permission to take the Master's final examination that deviates from the standard curriculum.

The following programmes are recognized:

- a. Extension of the standard curriculum by means of so called pre-defined plus programmes with an extent of 15 EC or more.
 - b. Extension of the standard curriculum by means of extra units of study from the Applied Physics programme, other programmes, or programmes from other universities.
 - c. Extension of the standard curriculum by means of a so-called double-programme. This is a pre-defined programme, constructed in collaboration with another programme from a Dutch University, including the University of Twente. Guidelines for such programmes are separately approved.
 - d. A free programme, based on a self-compiled curriculum out of the units of study provided by the university (an elective curriculum, in accordance with WHW art. 7.3d), provided that this curriculum has been approved by the board of examiners. The following requirements apply:
 - i. The total size is equal to 120 ECs or larger;
 - ii. It comprises a final project with a study-load of at least 40 ECs.
2. All self-compiled programmes or extensions are subject to the following rules:
 - a. The student has to request explicitly for extension of his/her programme by means of a form that contains all educational units of the programme, completed with course descriptions for courses that are not registered at the University of Twente.
 - b. The request has to be approved by the board of examiners.
 - c. The results of examinations of educational units of the programme that are part of the extension contribute to the statistics of the examination programme.
 3. All results of educational units not part of the above approved examination programme are not subject to any regulations and official documents other than a separate section on the Diploma supplement.

Article 10 Examination results

1. Students who meet all of the following conditions have passed the master's examination (WHW Art. 7.10 paragraph 2):
 - All units of study of the programme have been assessed by appointed examiners.
 - None of the units of study have been assessed with a grade lower than 5.
 - Not more than one unit of study, with the exception of the master's final project and the internship, has been graded a 5 i.e. fail;
2. The board of examiners determines on which day the examination results of the master's examination are dated. This is normally the date of the last unit of study that was passed.
3. A student has the right to submit a substantiated written request to the board of examiners to delay the graduation date and consequently the presentation of the certificate (WHW Art. 7.11 paragraph 3, general section MSc OER Art. 5.2 paragraph 3). In this request the student must at least indicate the desired duration of the delay. In case the student requests for a delay of the final examination, the new graduation date will be determined by the board of examiners.
4. The provision in paragraph 1 of this article also applies in case of an elective curriculum as outlined 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

1. During the graduation ceremony, the master's certificate may be issued with the designation 'cum laude'. For this, the board of examiners assesses all results during the full master's programme, using as a guideline the following conditions for qualifying for the designation 'cum laude':
 - a. The average grade for the Master's final project sections is a 9.0 or higher;

- b. The unweighted average grade for the other units of study of the Master's final examination is an 8.5 or higher;
 - c. For calculation of the condition at b. only first attempt grades are used.
 - d. The student has been enrolled in the master's programme for a maximum of two years; .
2. Transition regulations for paragraph 1 of this article:
 - a. For students enrolled in the master's programme Applied Physics from 1 May 2017, paragraph 1 will come into effect on 1 May 2017;
 - b. For students enrolled in the master's programme Applied Physics before 1 May 2017, article 11 of the rules of 26 March 2010 apply.
3. The procedure for the designation of 'cum laude' is as follows:
 - a. In case a student meets the guidelines of article 11.1, two certificates are prepared (one with and one without the designation) and the chair of the graduation committee is informed about the status of the student.
 - b. After the defence of the master final project and the grading of the project, the graduation committee discusses the qualification for 'cum laude' of the candidate and comes to a verdict.
 - c. In case 'cum laude' is granted, the certificate with the designation 'cum laude' is give to the student and the other one is sent back to CSA for destruction. Otherwise, the certificate without the designation is handed over to the student and the other is sent back for destruction.
 - d. Within one work week after the graduation procedure with a designation 'cum laude' the chair of the graduation committee, writes a letter of motivation supporting this distinction to the board of examiners.
4. In case the student does not meet the criteria mentioned in article 11.1, the graduation professor can request the chair of the board of examiners to start the procedure written down in article 11.3 with the exception of 11.3.a.

Article 12 Master's graduation committee

1. A master's graduation committee is composed for the supervision and assessment of the master assignmentassignment.
2. The graduation committee consists of at least three members having a PhD degree. The committee must meet the following conditions:
 - a. The committee is chaired by the professor of the chair in which the student is doing his/her final project;
 - b. The student's daily supervisor during the master assignment, is a member of the committee.
 - c. At least one member of the committee must be a member of a chair in the discipline Applied Physics other than the chair in which the final project is carried out. This reference member must be an approved examiner having a PhD degree; a list of approved examiners is provided on the programme website.
3. Academic specialists from outside the Applied Physics department or outside the university can be members of the graduation committee.
4. It is permitted to do the master assignment within the university in a chair which is not part of the discipline Applied Physics, provided that the required member of the committee according to paragraph 2c is professor.
5. It is permitted to do the master assignment at another university, research institute or company, provided that a professor of a chair of the discipline Applied Physics agrees to act as the final project professor.
6. The composition of the graduation committee must be approved by the board of examiners.

Article 13 Effectuation

These rules will come into effect on 1 February 2020 and replace the rules dated 1 May 2017.

Established by the board of examiners for Applied Physics,

Enschede, 6 January 2020.