

***Applied Physics
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 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. During an examination, all electronic devices must be turned off, with the exception of devices which the examiner has explicitly permitted to be used.
3. During the examination, if requested, students must be able to provide identification in the form of proof of enrolment (student card).
4. Upon or after receipt of the examination question paper, every student must provide the invigilator with a completed examination card (name, student registration number, address, name and subject code of the relevant unit of study).

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 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 form and the degree of complexity of the examination on the student.
3. Fraud is defined as:
 - a. Making use of more or other aids during an examination or parts of an examination than those authorised by the examiner in charge 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.
 - e. Pretending to be someone else.
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.

Article 7 Rules for a crisis situation

1. The Executive Board, or the building manager on their behalf, establishes whether there is a (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 examiner in charge 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.
4. In the event of a crisis situation or imminent crisis during an examination, the following steps should, if possible, be followed:
 - a. Students' names and student registration numbers must be stated by students on all examination work.
 - b. Those present must, by order of the authority or invigilator in charge, vacate the examination room immediately.
 - c. Students must leave the examination work done behind in the examination room.
 - d. 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 4d, 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 examiner in charge 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.

As a rule, assessments are expressed in terms of the grades from 1 to 10. The grades represent the following:

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| 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 'G' ('gedaan' = 'done'), if according to the examiner(s) a student has at least performed reasonably. Exemptions will be indicated with a 'V' ('vrijstelling') and fails with an 'O' ('onvoldoende') on the grade sheet.

4. If a student does not appear for an examination for which he/she has registered and for which he/she has not withdrawn on time, this will be registered in the Student and Study Administration system. This counts as a fail when determining the number of examination attempts (article 9, clause 3 of the general part of the Applied Physics Master's programme course and examination regulations).
5. If a student has been assessed several times for the same unit of study, the highest grade counts.

Article 9 Flexible programme

1. Contrary to that stipulated in articles 5 and 6 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), provided that this set has been approved by the board of examiners. The following requirements apply:
 - The total size is 120 ECs
 - It comprises a final project with a nominal study-load of at least 50 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 when the Master's final examination result is to be dated. As a rule, this is the date of the most-recently passed examination section.
3. Students that comply to all of the requirements stipulated below are said to have passed the Master's examination (WHW art. 7, clause 3):
 - all examination sections have been assessed;
 - no examination sections have been graded lower than a 5;
 - only one examination section, with the exception of the final project and the internship, has been graded a 5 i.e. fail;
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

1. 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 the entire Master's programme, where the minimum requirements to be eligible for the classification 'with distinction' are:
 - The average grade of all the Master's final project sections is a 9.0 or higher;
 - The average grade of the other sections of the Master's final examination is an 8.0 or higher;

Article 12 Final project commission

1. A final project commission is assembled to supervise and assess the final project.
2. The final project commission consists of a minimum of three members. The commission must meet the following requirements:
 - the chairperson is professor of the Chair where the student is doing his final project;
 - the student's daily supervisor during his final project is a member of the commission;
 - the daily supervisor is a permanent or temporary member of the scientific staff of the aforementioned Chair;
 - there is a minimum of one member of the scientific staff of the discipline Applied Physics in the commission, from a Chair other than where the final project is being done.
3. Scientific experts not belonging to the discipline Applied Physics or to the university may be a final project commission member.
4. It is possible to do one's final project at another university or research institute, provided that a professor of the discipline Applied Physics is willing to act as final project professor.
5. The composition of the final project commission must be approved by the board of examiners.

Article 13 Inception date

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

Enacted by the Applied Physics Board of Examiners,

Enschede, 26th March 2010.