

***Examination Rules
of the board of examiners
of the bachelor programme
Advanced Technology***

(art. 7.12 WHW)

September 1, 2014

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Definitions

In addition to the definitions in article 1 of the Common Part of the Program Specific part of the Students' Charter including the Education and Examination Rules of the bachelor program of the faculty Science and Technology. In these Examination Rules of the board of examiners the following definition are used:

Subject	a part of the bachelor exam that is registered independently in the SIS.
Project	part of a module where several competencies are integrated;
Module subject	part of a module that is tested independently from the rest of the module and the result is registered in the SIS (as part of the module).

Article 1 **The board of examiners**

1. The board of examiners chooses a chair person and a secretary from its members.
2. The board of examiners can be assisted by employees of the bachelor program like the program director, the program coordinator, the study advisors and mentors. They have an advising role in the meetings.
3. The board of examiners 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 board of examiners can, as far as the law or these examination rules does not preclude, decide to mandate certain powers under specified conditions to the chair person or the secretary of the board.
5. An employee of CES-TNW will act as clerk in the meetings of the board of examiners.
6. The meetings of the board of examiners are closed and confidential.
7. The board of examiners has by-laws that specify (1) the composition, (2) the procedures, (3) the mandates and (4) the division of tasks.

Article 2 **Examiners**

1. Examiners are appointed by the board of examiners for testing and determining the test result. (WHW art. 7.12c).
2. In case more than one examiner has been appointed for an educational unit the board of examiners appoints one of them as the responsible examiner.
3. For each module the board of examiners appoints a module-examiner. The test-plan has to specify the module-examiner and the module-coordinator.
4. The examiners will provide any requested information to the board of examiners.

Article 3 **Composition and form 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 educational unit is conducted as a written test, an oral test or in another form.
3. The appointed examiner can deviate from the form as specified in paragraph 2 of this article in favour of the student.
4. At the request of the student the board of examiners may allow a different form 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 Common part of the Program Specific part of the Student's Charter, including the education and examination regulations (OER) of the bachelor programs of the faculty Science and Technology.
2. A written test is assessed according to standards for the different problems or sub problems. The maximum score for each problem is announced to the students together with the problems.
3. An oral test is public. There the provisions of article 4.6 paragraphs 2 and 3 of the Common part of the Program Specific part of the Student's Charter, including the education and examination regulations of the bachelor programs of the faculty Science and Technology apply.
4. In an oral test the examiner cannot test more than one student at one time, unless otherwise has been agreed upon by the examiners and the students involved. In the case of a project students can have an oral test together.

Article 5 Order during tests

1. For every written test the responsible examiner appoints one or more supervisors to ensure that the test proceeds in good order.
2. Students that have registered for a written test are entitled to take the test in question.
3. During a test session all electronic equipment and applications should be switched off, with exception of the equipment and applications that have explicitly been approved for usage by the examiner.
4. If requested, during a test the student should be able to identify himself/herself by means of a valid student id.
5. At the start of a test the student records his or her name and student number on all the work.

Article 6 Fraud

1. The term fraud is defined as:
 - a. Using one or more aides during tests and parts of tests other than the ones the responsible examiner has approved prior to the test or part of the test.
 - b. Using one or more aides during tests and parts of tests or help of which the student was aware or should have been aware that they were not allowed. These are, amongst others:
 - i. cheating, with or without:
 - the use of cheat sheets
 - by copying from another candidate during tests
 - by letting other copy during tests
 - by contacting someone else, besides the supervisor, during the test period while the work has not yet been handed in
 - by means of electronic devices
 - ii. Forgery.
 - c. Behaviour of students that has been announced as considered fraudulent by the examiner before the test or part of the test, including the measures to be taken in case of the said behaviour is observed.
 - d. Plagiarism.
2. The provisions in the previous paragraph apply to all forms of testing.
3. In case of possible fraud the examiner should inform the board of examiners and/or program director at all times. The board of examiners can, after hearing all parties involved, take appropriate measures.
4. When a students or extraneus commits fraud the board of examiners 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 board of examiners can nominate the student or extraneus to the board of the university for permanent termination of the enrolment. (WHW art.7.12b lid 2). The test where the fraud was established will not be assessed.
5. When the subject where in first instance fraud was established is tested again, the board of examiners can, when deemed appropriate, also prescribe the form in which the student or extraneus takes the test.

Article 7 Rules in case of calamities

1. The University board 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 board of examiners 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 board of examiners. 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 the board of examiners. 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. Those present should leave the examination room when instructed by the responsible authority or the supervisor.
 - c. The students leave their work behind in the test room.
7. The board of examiners is responsible for the handling of a test that has been interrupted or postponed by a calamity or an emerging calamity.
8. The board of examiners can decide that the examiner, if this is reasonably possible, determines a final grade on the basis of the (partial) work handed in, when the students had already had the opportunity to start the test.
9. When the board of examiners decides that the examiner cannot determine a grade on the basis of 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 8 Setting and announcing the result of examinations and tests

1. In accordance with article 4.1.6 of the common part of the education and examination regulations the test result of subjects is determined by the module examiner in consultation with the other examiners of the module.
2. When more examiners are involved in a subject, the responsible examiner ensures that this is done on the basis of the same standards.
3. In case the assessment of a written test leads to a grade $\geq 4,5$ and $< 5,5$, at the request of the student to have the work 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.
4. The assessment results of subjects are generally expressed in the form of one of the numbers 1 to 10. These grades have the following meaning:

1 - 5: fail	6: sufficient	7: satisfactory
8: good	9: very good	10: excellent

The transcript of the student information system an exemption for a subject or module is indicated with 'VR' and a fail with a 'NVD'. For subjects that are not part of TOM subjects can be awarded a 'V' (sufficient) in the case of an reasonable effort, to be judged by the responsible examiners ,an exemption is denoted by 'VR', a fail with 'O' or 'NVD' and a compensated 5 with 'C5'.

5. Test results of the module subject are registered in the student information system with one decimal accuracy.
6. When a test is taken in multiple parts separated in time, the results of these parts is registered in the administration of the responsible examiner. The result is communicated to the students by the examiner, taking into account the relevant privacy rules and guidelines.

7. In case of absence at the test for which the student has registered, a result 'NV' (not present) will be awarded for the test.
8. In accordance to article.1.9 of the common part of the education and examination rules, in case of multiple valid results for a subject or module subject, the highest grade obtained is the valid result for the subject. Results of tests are only valid in the academic year when they were obtained (in accordance with article 4.8.2 of the common part) unless the board of examiners has extended the validity of the result in accordance with article 10.2 of these rules.

Article 9 Free bachelor's programme

In deviation of the program specified in the Program Specific part of the Education and Examination Rules the student can be allowed access to the bachelor's exam on the basis of a program proposed by the student (a 'free' bachelor program in accordance with WHW art. 7.3d), under the premise that this program is approved by the board of examiners. For approval the following requirements have to be met:

Exam programs 2012/2013 and before (pre-TOM)

- a. The total study load of the B2- and B3-programme is at least 120 EC.
- b. At least 70% of the study load comes from the mandatory part of the standard program as specified in the Program Specific part of the Education and Examination Rules.
- c. It contains a bachelor assignment with a nominal study load of at least 15 EC.

Exam programs 2013/2014 and later (TOM)

- a. The total study load of the program is at least 180 EC.
- b. At least 75% of the study load comes from the mandatory part of the B1 and B2 phase in the standard program as specified in the Program Specific part of the Education and Examination Rules.
- c. It contains a bachelor assignment with a nominal study load of at least 15 EC.

Article 10 Retakes, repairs and exemptions

A. Retakes, repairs and exemptions in modules (TOM)

Definitions:

- Retake: additional attempt to pass a module part within the time frame of the module.
- Repair: additional attempt to pass a module part after the module has finished.

1. For retakes and repairs the following applies:
 - a. For retakes (within the time frame of the module) the rules apply as specified in the test plan of the module in question.
 - b. For parts of the module project the module examiner can offer the possibility of an additional assignment.
2. When in a module all results of tests and retakes are known the module coordinator, the module examiners and members of the program staff meet for a "report session". After hearing the advice of the attendees the module examiner determines which students have passed, which students have failed and which students qualify for a repair (outside the time frame of the module).
3. The board of examiners decides if for an individual student an exception can be made on the stipulation in paragraph 1.
4. If a student after repair attempts of the module or performing an additional assignment for the project still has not passed the module, the module should be done again at the first opportunity available.
5. For part of a module the board of examiners can grant an exemption on the basis of previously obtained qualifications. For this the student files a request with a positive advice of the responsible examiner of the said module part. The board of examiner determines if and how the result of the exemption will be included in the grading of the module.

B. Retakes, repairs and exemptions in non-module courses (pre-TOM)

6. The examiner that wants to offer an additional test to the student can get permission from the board of examiners (in accordance with art. 4 paragraph 5 of the Common part of the Education and Examination Rules). The competence for this decision and finding a suitable slot in the schedule has been mandated to the program director. The program director has to inform the board of examiners in their next meeting on these decisions.

Article 11 Result of the bachelor exam

1. The result can be: graduated or rejected. When the student is rejected the board of examiners can give the student the right to take the exam again for one or more specified subjects within a specified time frame.
2. The board of examiners determines on which date the bachelor exam is registered. For that the stipulations of article 5 paragraphs 2 and 5 of the Common part of the Education and Examination Rules of the Program part of the Student Charter including the Education and Examination Rules of the bachelor programs of the faculty Science and Technology.
3. Students of cohort 2012-2013 and earlier that have not been transferred to the program of 2013-2014 or later has passed the bachelor exam when all of the following conditions are met: (WHW art.7.12b lid 3):
 - a. The student has passed the propaedeutic exam or has earned 60 EC in the B1 phase under the following conditions:
 - i. For all subjects referred to in groups A, B, C en D in article 4 of the pre-TOM Program Specific part of the Education and Examination Rules a passing graded has been achieved;
 - ii. All subjects referred to in groups A, B, C en D in article 4 of the pre-TOM Program Specific part of the Education and Examination Rules have been graded and at most one of the subjects has been awarded a grade 5, no other failing grades graded have been awarded and the average of all subject grades is at least 6.0;
 - iii. All subjects referred to in groups A, B, C en D in article 4 of the pre-TOM Program Specific part of the Education and Examination Rules have been graded and at most two subjects have been awarded a grade 5 where these grades are not allowed within one group and the average grade within groups A, B and D should be at least 6.0.
 - b. All subjects from the first year have been graded;
 - c. None of the subjects after the first year has been awarded with a grade less than five;
 - d. The bachelor assignment or equivalent internship has been awarded with at least a grade 6;
 - e. At most two subjects after the first year have been awarded the grade 5;
 - f. The set of optional courses from the second year together with the pre-master courses and/or minor courses and/or optional courses in the third year has been selected such that admission to one of the master programs as referred to in article 2 of the pre-TOM Program Specific part of the Education and Examination Rules has been secured.
4. Students of cohort 2013-2014 and after and students for earlier cohorts that have been transferred to the program of 2013-2014 or later have passed the bachelor exam when all following condition have been satisfied: (WHW art.7.12b paragraph 3):
 - a. all subjects from the program have been graded;
 - b. none of the subjects have been awarded with a grade lower than six;
 - c. the optional courses in the third year have been selected such that admission to one of the master programs as referred to in article 2 of the Program Specific part of the Education and Examination Rules has been secured.
5. The requirements in paragraphs 3 and 4 also apply to the 'free' bachelor program as described in article 9 of these rules.
6. Decision of the board of examiners and the outcome of votes should be recorded in the minutes of the board meeting.

Article 12 Exceptional ability

1. When granting a bachelor diploma the board of examiners can award the verdict 'cum laude'. The board takes into account the results acquired in the whole bachelor program, where the minimum requirements for awarding the verdict 'cum laude' are:
 - a. For cohort 2012-2013 and earlier the board of examiners takes into account the results of the program obtained after the propaedeutic phase where the minimum requirements for awarding the verdict 'cum laude' are:
 - i. the grade for the bachelor assignment is at least 9;
 - ii. on the transcript are no grades less than 6;
 - iii. the with EC's weighed average of the subjects in the bachelor exam without rounding is at least 8.0.
 - b. For cohort 2013-2014 and later the board of examiners takes into account the results obtained in the whole program where the minimum requirements for awarding the verdict 'cum laude' are:
 - i. the grade for the bachelor assignment is at least 9;
 - ii. the with EC's weighed average of the subjects in the bachelor exam without rounding is at least 8.0.

Article 13 Procedure for approval of course list, bachelor assignment and graduation

1. Before being able to graduate the student should select a research chair where the bachelor assignment is going to be done. Then the student contacts the professor of the group to make arrangements for the execution of the bachelor assignment. The daily supervisor can be the professor or one of the other members of the research group.
2. The research chair formulates a description of the bachelor assignment in consultation with the student.
3. The research group composes the bachelor assignment committee in accordance with article 14 of these rules within four weeks after the request of the student.
4. For the procedure during the bachelor assignment the student, the daily supervisor and the chairperson of the bachelor committee draw up a bachelor agreement according to the format available at CES-TNW. This agreement is signed and handed in at CES-TNW together with the request for approval of the bachelor assignment as described in paragraph 5 of this article.
5. At least one month before intended start of the bachelor assignment the student requests approval for the bachelor assignment, the composition of the bachelor assignment committee, the course list and the bachelor agreement as described in paragraph 4 of this article.
6. The board of examiners decides within two weeks after receiving the request, not counting scheduled holidays.
7. The student is informed about the decision immediately. The chairperson of the bachelor assignment committee receives a copy of the decision. If the board of examiners has not made a decision on the request as described in paragraph 5 in this article, not counting scheduled holidays, the bachelor assignment is automatically approved.
8. 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.
9. 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 14 Bachelor assignment committee

1. For supervision and assessment of the bachelor assignment a bachelor assignment committee is appointed.
2. Member of the bachelor assignment committee are at least:
 - a. the full professor or associate professor of the research chair where the assignment will be done;
 - b. the daily supervisor of the student;
 - c. one member of the scientific staff of the UT, to be appointed by the board of examiners;The daily supervisor can also be the above mentioned full professor or associate professor.
3. Scientific experts external to the program Advanced Technology of university can be part of the bachelor assignment committee.
4. The professor or associate professor in paragraph 2 is chairperson of the committee.
5. The bachelor assignment can take place outside the university provided that one of the professors or associate professors of the university is willing to be chairperson of the bachelor assignment committee.
6. The composition of the bachelor assignment committee needs approval of the board of examiners.

Article 15 Bachelor exam

The student should submit a request for graduation at least 4 weeks before the desired date of the bachelor exam. The request should be done using the appropriate form which should be submitted to CES-TNW.

Article 16 Effectuation

These rules are effectuated on September 1, 2014 and replace all previous rules.

Set by the board of examiners of Advanced Technology,

Enschede, August 19, 2014.