

***Rules and Guidelines  
of the Examination Board  
for the Master's Programme  
Biomedical Engineering  
(Article 7.12 WHW)***

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**Preamble**

1. These rules apply to the full-time Biomedical Engineering master's programme (Central Register of Higher Education Study Programmes/CROHO number 66226).
2. In the event of any disputes, the English version of these regulations takes precedence before the law over the original Dutch version of the regulations.
3. In this document, 'the Act' refers to the Dutch Higher Education and Research Act (Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek, also known as WHW).

Date: 14 July 2022

## Definitions and abbreviations

For the sake of clarity, the following definitions apply in these rules in addition to the definitions in Article 1 of the General section of the programme part of the Student Charter, including the education and examination regulations (EER) for the master's degree programmes of the Faculty of Science and Technology:

<b>Examination board:</b>	The body that determines, in an objective and expert manner, if a student meets the conditions set by the Education and Examination Regulations with regard to the knowledge, understanding and skills required to obtain a degree;
<b>Examiner:</b>	The individual appointed by the examination board in accordance with Article 7.12c of the WHW to hold exams and tests and determine their results;
<b>Study unit:</b>	A component of the programme as described in Article 7.3, paragraphs 2 and 3 of the WHW. Every study unit concludes with an exam;
<b>Exam:</b>	A test of the knowledge, understanding and skills of the student including the results of that test (Article 7.10 WHW); an exam can consist of a number of tests; The grade achieved for the exam is recorded in Osiris;
<b>Test:</b>	An evaluation of the knowledge, understanding and skills of the student, including the assessment of the results of the evaluation. A test is a part of an exam. If a study unit has only one test, this is the same as the exam result for the unit in question;
<b>WHW:</b>	The Higher Education and Research Act (WHW), in the Dutch Bulletin of Acts and Decrees 1992, number 593, and as amended since.

### Article 1 Examination board

1. The examination board elects a chair from among the members.
2. The examination board can request assistance from the staff involved in the programme, such as the programme director, programme coordinator, study adviser and mentors. These staff members have an advisory role during board meetings.
3. The examination board can ask study advisers and other student counsellors for advice regarding any decisions that will impact individual students; any information provided about the students will be treated as confidential.
4. The examination board can, insofar as the law or these regulations do not prevent it from doing so, decide to delegate some of its authorities to the chair or the secretary of the board, with certain limiting preconditions as needed.
5. A BOZ staff member will act as minute taker in examination board meetings.
6. All meetings of the examination board are private and not publicly accessible.

### Article 2 Examiners

1. For each academic year, the examination board will appoint examiners for each study unit to administer exams and tests and determine the results (WHW Article 7.12c).
2. At least one examiner will be designated as responsible for each study unit.
3. If there are multiple examiners appointed for a study unit, the examination board will select one of them as the designated examiner responsible for that unit.
4. The module coordinator is responsible for the module, the project and the grade for the module. The examiner is responsible for the grade for the study unit they are assigned to.
5. To ensure the quality of the exams and tests, the examination board uses the following criteria in choosing examiners:
  - a. The role of examiner is limited to the field in which the examiner is recognised as an expert.

- b. The examiner must possess sufficient teaching qualifications, in particular, in the area of testing. It is expected that an examiner has at least a University Teaching Qualification (BKO in Dutch) or is currently in the process of getting one or has an exemption.
6. The examiners will provide the examination board with any requested information.

### **Article 3 Preparation and format of exams and method of assessment**

1. Before a written exam is administered, at least one other qualified teacher should assess that the proposed exam is representative, that the questions are clear and unambiguous, and that the degree of difficulty is appropriate for the teaching material offered.
2. The method of examination will be specified in the course description in the information system and the module manual.
3. At the request of the student, the examination board may allow a test to be taken in a manner other than that specified in paragraph 2 of this Article.
4. The appointed examiner can deviate from the provision in paragraph 2 of this Article in favour of the student.
5. If the designated examiner does not test in the usual way, i.e., other than online or on campus, the examiner must submit the alternative test format to the examination board for approval.

### **Article 4 Written and oral exams**

1. The designated examiner for the study unit can choose whether a test will be public or closed, except for the final master's assignment, which is always public. When the test is set, the examiner will specify whether it will be public or closed.
2. A written exam may last a maximum of 3 hours; an oral exam may last a maximum of 1½ hours. Exceptions to this rule are permitted for students with disabilities, in accordance with Article 7 of the General section of the programme part of the student statute, including the education and examination regulations (EER) for the master's programmes of the Faculty of Science and Technology.
3. Assessment of a written exam is based on previously established standards for the various questions or sub-questions of the exam. The maximum number of points possible per question will be specified on any written exam.
4. An examiner cannot hold oral exams for more than one student at a time, unless the examiner and the student(s) involved have come to a different agreement in mutual consultation. In the case of project assignments students can be assessed for oral exams as a group.
5. An oral exam is conducted under the "two pairs of eyes" principle. From the teaching perspective, this can be achieved through the presence of a colleague or by recording the exam. From the student's perspective, this can be achieved through the presence of a maximum of one other person or by recording the exam.

### **Article 5 Proper conduct during exams**

1. A written exam should, in principle, be conducted by the designated examiner. The examiner can appoint one or more invigilators via the examinations office for support to ensure that the exam proceeds in a proper manner.
2. Invigilators report back to the designated examiner at the end of the exam using a reporting form. A copy is sent to the designated examiner by the examinations office.
3. Only students who have registered for a particular exam are entitled to take part in that exam.
4. Students who have not registered for an exam may be excluded from it on site by the examination supervisor.

5. During an exam, all electronic devices must be switched off, except for devices and applications that the examiner has explicitly permitted.
6. During an exam, the student must be able to identify themselves (ID card/drivers licence) and be able to show proof of enrolment (i.e. their student ID).
7. At the beginning of the exam, the student must write their name and student number on every page of the exam.

## **Article 6          Fraud**

Examination boards of BME have decided to adopt the fraud rules listed in the Student Charter. These general regulations are supplemented with specific programme-specific regulations. The supplemented text is shown in italics.

### **1. Cheating includes:**

- a. During a test or examination using (any form of) resource or device (electronic or technological) which, before the start of the study unit and/or examination or test, the examiner has prohibited, or which the student knew or should have known were prohibited;
- b. Conduct on the part of students which, before the start of the study unit and/or examination or test, the examiner has deemed to be academic misconduct, or which the student knew or should have known to be prohibited. Specifically, this includes (but is not limited to):
  - i. Procuring copies of a test or examination before that test or examination has taken place. Also:
    1. Using cheat sheets or crib sheets;
    2. Possessing cheat sheets;
    3. Copying the work of others during the test or examination;
    4. Letting others copy your work during the test or examination;
    5. Sending or receiving (text);
- c. Communicating about the content of the exam with any party other than the examiners/invigilators during the test or examination while that test or examination is underway (including by means of electronic devices);
- d. Claiming to be someone else during a test or examination, or having someone else impersonate you.

### **2. Plagiarism (using someone else's work or your own work without a proper citation) includes, maar but is not limited to:**

- a. Using (parts of) other people's work (original terms, ideas, results or conclusions, illustrations, prototypes) and presenting this as one's own work; if parts of another text (printed or digital) are used without attribution (and even if small changes are made), plagiarism has occurred;
- b. Using visual or audio material, test results, designs, software and program codes without attribution and thereby presenting this as one's own original work;
- c. Using verbatim citations without attribution or a clear indication (by, for example, omitting quotation marks, indentation, use of white space) and thereby creating the false impression that (part of) these citations are one's own original work;
- d. Citing literature that one has not read oneself (for example, using references taken from somebody else's work);
- e. Using texts that have been written in collaboration with others without explicitly mentioning this;
- f. 'free-riding'; i.e. not contributing equally to a group assignment.

### **3. Fraud includes, but is not limited to:**

- a. Submitting work that has already been published in whole or in part elsewhere (e.g. work from other courses or educational programmes), without reference to the original work;
- b. Manipulating research data in (group) assignments;
- c. Falsifying data (for example, by filling in questionnaires or answering interview questions oneself).

### **4. Acting in an unlawful/illegal manner;**

- a. *Unlawful/ illegal action is the performance or omission of an action that causes damage to another in violation of the law or social norms.*

### **5. Forgery;**

- a. *The law speaks of forgery if someone makes or falsifies a document intended to serve as evidence of any fact, with the intention of using it as genuine and unadulterated or having it used by others.*

6. *All other forms of academic misconduct other than those mentioned in paragraphs 1 to 5, to be determined by the examination board.*
7. The provisions in the previous section apply to all types of exams or parts thereof.
8. The examination board must always be informed of any potential case of fraud by the examiner and/or the programme. The examination board is then authorised to take appropriate measures once they have heard from all parties involved. The procedure regarding reporting plagiarism is described on the [website](#) of the examination board.
9. Appendix 1 contains sanctions that the Examination Board may impose after detection of fraud or plagiarism. The sanctions mentioned serve as an indication and the Examination Board is not restricted to the sanctions mentioned. No rights can be derived from the examples mentioned in the sanctions ladder.
10. **Informing Third Parties**  
 In principle, all information regarding sanctions applied to a student due to fraud remains with the examination board and will only be shared with the course that the student is enrolled in, if necessary. There is an exception to this rule:  
 In the case that an examination board places sanctions on a student that is not enrolled in the relevant course or in the S&T faculty, the examination board of the course or faculty where the student is enrolled will be notified of the sanctions and the reasons for them. The student will be notified of this information exchange.

#### **Article 7 Guidelines in the event of emergencies during examinations**

1. An emergency is understood as the interruption to or premature end of an exam due to:
  - a. Fire alarm. In the case of a fire alarm, the examiner, invigilators and students (everyone present) must immediately leave the building. The exam has ended from that point in time. All exam material must remain in the classroom. Those present should follow the directions to leave immediately given by the responsible party or invigilator.
  - b. Technical outage: electricity, network, internet etc. If there is a technical outage the examiner will decide if the exam needs to be stopped or not. This will be done in consultation with the ICT department if it relates to a digital exam.
  - c. Other emergencies during an exam. In the case of other emergencies in the exam hall, the examiner will decide if the exam needs to be stopped or not. For example, an invigilator or student becoming ill, excessive noise, flooding, or temperature issues.
2. The examination board will be informed of the emergency referred to in section 1 by the teacher involved within one working day.
3. Should any emergencies occur or threaten to occur right before or during an examination or practical, the relevant activity must be immediately postponed. The designated examiner will reschedule a new date in consultation with the course management and the scheduling team. The course management will notify the examination board of the change in schedule at the following meeting.
4. The new examination time must be within one month of the original time (excepting the summer holiday months) and is binding. The new examination time will be announced via the usual channels within three working days of the building being cleared for use.
5. The new time for a lecture or practical will be announced via the usual channels within three working days of the building being cleared for use.
6. The examiner is responsible for processing an examination that has been interrupted or postponed because of an emergency or threat of an emergency. It is important that the examination board is informed of the changes compared to the original exam schedule.
7. The examination board may decide that the examiner, if reasonably possible, should determine the final grade based on the (partially) completed exam, assuming that the students had already begun their examination when it was cut short.
8. If the examination board decides that the teacher cannot determine final grades as outlined in section 7, an extra examination opportunity will be scheduled for the affected students within one month (excepting the summer holiday months) of the original examination that was cut short due to an emergency.

## Article 8 Determination and announcement of examination results

1. The examination results of a subject are determined by the designated examiner and, if applicable, in consultation with the other examiners of the subject. The examination result for a study unit is determined by the examiner.
2. Results of exams, tests or partial results of tests must be announced to students via Osiris or via, for example, the Grade Centre of Canvas.
3. Exam results are expressed in a grade between 1 and 10, with one decimal place, or in a 'Pass / Fail'.
4. The exam results of a study unit are expressed in half grades from 1.0 up to and including 5.0 and from 6.0 up to and including 10.0, where:
  - 5.5 is not a valid exam result for the final master's assignment;
  - Rounding is only done in the final phase of the assessment of a study unit;
  - Rounding is done according to the schedule below:

Grade $\geq 5.00$ and $< 5.50$	$\Rightarrow 5.0$
Grade $\geq 5.50$ and $< 6.00$	$\Rightarrow 6.0$
For $n \neq 5$	
Grade $\geq n.00$ and $< n.25$	$\Rightarrow n.0$
Grade $\geq n.25$ and $< n.75$	$\Rightarrow n.5$
Grade $\geq n.75$ and $< (n+1).00$	$\Rightarrow (n+1).0$

5. An exemption for a unit of study is indicated on the list of marks and in the student information system with 'EX', an unsatisfactory mark with an 'F' (Fail) and a compensated 5 with 'C5'.
6. Exam results, provided they are satisfactory, obtained at foreign universities are registered with a P (pass). Exam results obtained at Dutch universities are adopted one-to-one in compliance with the provisions in paragraph 4 of this Article.
7. The ECs for the study unit will only be awarded when the study unit has been successfully completed. No ECs are awarded where only some of the study elements have been successfully completed.
8. If a study unit is assessed by several examiners, the designated examiner will ensure that these multiple assessments are made using the same standards.
9. If the assessment of a written exam results in a grade  $\geq 4.5$  and  $< 5.5$ , the student can request that their work be assessed by a second examiner. If, after consultation between the two examiners, a difference in assessments remains, the grade will be determined based on the average of the two assessments.
10. In accordance with Article 4.1.13 of the General section of the education and examination regulations of the master's degree programmes of the Faculty of Science and Technology, the highest grade applies if a student has received several valid assessments for the same study unit or exam.
11. If an examination consists of several parts to be held over a period of time, the examiner will record the results of these parts in their own administration. The examiner will inform the students in question of their results, taking into account the students' privacy.

## Article 9 Free programme

1. Diverging from the provisions outlined in Article 8 of the study unit programme supplement, the student may be allowed to take the master's examination based on an alternative set of examination components proposed by the student themselves (a free master's programme as outlined in WHW Art. 7.3h – please also refer to Article 16 of the programme supplement). The student must file a request for approval of their proposed programme with the examination board in advance. The following minimum requirements must be met:
  - a. The overall study load must amount to 120 ECs.
  - b. The proposed final master's assignment's nominal study load must amount to at least 45 ECs.
  - c. The student discusses the proposed free program in advance with the study adviser and submits it to the examination board together with a justification. The examination board in turn checks the level, coherence and relevance of the suggested subjects with regard to the learning outcomes of the programme.

## **Article 10      Exam results**

1. There are two possible results: pass or fail. If the student has failed, the examination board is authorised to grant them the right to be re-assessed on one or more parts within a set period of time.
2. A student has passed their final exams if all of the conditions below (WHW Art. 7.10 paragraph 2) have been met:
  - a. All study units have been assessed with a pass.
3. For a free master's programme (in accordance with Article 9 of these rules) the student has passed if all of the conditions below have been met:
  - a. All study units have been assessed with a pass.
4. The examination board will determine the registration date of the master's degree's final result. The provisions outlined in Article 5.2 paragraph 2 and paragraph 5 of the General section of the programme part of the student statute, including the education and examination regulations (EER) for the master's degree programmes of the Faculty of Science and Technology are applicable. As a rule, this is the day of the graduation colloquium.
5. The decisions of the examination board and the results of votes held will be recorded in the minutes of the meeting.
6. For the validity period of completed examinations, the examination board follows the General section of the programme part of the student statute, including the education and examination regulations (EER) for the master's degree programmes of the Faculty of Science and Technology Article 4.6, which states that: The validity period of a successfully passed examination is unlimited. The period of validity of a successfully passed examination can only be limited if the examined knowledge or insight is demonstrably outdated, or the examined skills are demonstrably outdated. The examination board of BME adds that in cases where results are available for more than 6 years, there is a mandatory content check for outdated understanding or knowledge.
7. If desired, the student can submit a written request, including justification, to the examination board not to proceed with recording an exam as passed and therefore to not yet proceed with the award of the certificate (WHW Art. 7.11 paragraph 3). In this request, the student must indicate the duration of the postponement they require. The request for postponement must be submitted to the examination board no later than 4 weeks before the result is determined.

## **Article 11      Exceptional performance**

1. When the master diploma is being awarded, the examination board may decide to add the designation 'with honours' (cum laude). This is an assessment by the examination board of the results the student attained during the entire duration of the master's programme; the following minimum requirements must be met for a student to be eligible for the 'with honours' designation:
  - a. The final master's assignment grade/average grade for all parts of the final master's assignment must be a 9.0 or higher;
  - b. The unweighted average grade<sup>1</sup> of all other elements of the master's programme must be 8,0 or higher.

## **Article 12      Procedure for choosing a course list**

1. A course list will be composed in consultation with the professor or associate professor of the chair where the student wishes to graduate. This course list must be approved by this professor or associate professor.
2. This course list will be presented to the examination board for their approval as soon as possible, but at the latest at the end of the quartile in which the master started.
3. When a Capita Selecta is chosen, the content must be approved by the examination board. The student must submit the Capita Selecta form from Canvas with the application. It is possible to submit the list of subjects first, and to specify the Capita Selecta later. However, the student needs to have approval for the content before starting the Capita Selecta. The student may be supervised in the Capita Selecta by a professor/UHD or UD.

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<sup>1</sup> In Osiris SVO, the weighted average is shown, but this is not used in the selection for Cum laude.

4. To include subjects in the course list that are not part of the standard BME curriculum (see course supplement Article 8 and/or the [website](#) explicit permission from the examination board is required. The application for courses that are not part of the regular BME curriculum should include the course description, the learning objectives and a motivation for following the chosen courses. The same applies for subjects taken at universities abroad.
5. If students wish to make changes to their course lists and/or graduation specialisation after further consideration, a new course list must be presented to the examination board for their approval. This request accompanied by a brief explanation as to why.
6. Students will be informed in writing of the examination board's approval or rejection by the BOZ staff member, where possible, within two weeks after receiving the course list (official holidays not included).

#### **Article 13 Procedure for internships**

1. For the entire procedure surrounding the internship, students are referred to the Canvas page 'Internships S&T' and the internship policy of the BME study programme.
2. All internships are coordinated by the Internship Office of the Faculty of Science and Technology. Students should register their internships in Mobility Online before they start.
3. The contents of the internship must be approved by a UD, UHD or postdoc of the BME programme in advance. They will also act as internship supervisor on behalf of the UT.
4. The internship will be assessed by a UD, UHD or postdoc of the BME programme, in consultation with the supervisor at the student's internship placement through the internship assessment form.
5. The internship coordinator and the education coordinator give approval for the start of the internship. If there is doubt about the BME content within the internship, the assignment will still be submitted to the examination board.
6. The internship is in principle carried out externally (outside the UT), with the assignment falling under the responsibility of one of the professors or UHDs involved in the BME study programme. Given the differing nature and objectives of the final master's assignment and the internship, it is important that the two differ sufficiently in terms of content. An external internship requires the explicit approval of the examination board regarding content, supervision and graduation committee before the start of the internship.

#### **Article 14 Procedure for the final master's assignment and graduation**

1. In special cases it is possible to carry out the master assignment externally (outside the UT), provided the assignment falls under the responsibility of one of the professors or associate professors involved in the BME programme. Given the differing nature and objectives of the final master's assignment and the internship, it is important that the two differ sufficiently in terms of content. An external final master's assignment requires the explicit approval of the examination board regarding content, supervision and graduation committee before the start of the assignment.
2. The composition of the final master's assignment committee and the nature of the assignment must be uploaded in Mobility Online for approval by the examination board. This approval must be obtained within two weeks of the start of the final master assignment.
3. The student and the chairperson of the final master's assignment committee will be informed in writing of the examination board's approval or rejection of the final master assignment. They must be informed, if possible, within two weeks of receiving the registration in Mobility Online, excluding the holidays listed in the university's timetables.
4. In part to aid assessment of the final master's assignment, students will present the final master's assignment committee with a report detailing the approach taken, the progress, and the results of the final master's assignment. The members of the final master assignment committee must have received this report at least one week prior to the master colloquium. Students will defend their report to the final master's assignment committee via a master's colloquium. This colloquium is open to the public.



5. The student will defend their report to the final master's assignment committee via a colloquium. This colloquium is open to the public. The colloquium can only be scheduled if, during the green light meeting, the committee is confident that the colloquium will be successfully completed and the report grade will be at least 5.5. The green light meeting is a meeting with the entire committee to discuss whether each of the aspects to be assessed are already sufficient at this stage, or which points for improvement need to be implemented in order to achieve a pass. If the entire committee cannot be present at this meeting, the student will ensure that feedback is obtained from all members. The colloquium can only be requested if the entire committee expects the student to score sufficiently on content, implementation and reporting by the intended graduation date.
6. The colloquium may only be scheduled once all other master's examination components have been completed satisfactorily.
7. At least one month prior to the scheduled colloquium, the student must submit an application form for the exam, signed by the chair of the final master's assignment committee, to the Centre for Educational Support of the Faculty of Science and Technology. This form can only be submitted if both the student and the chairperson of the final master's assignment committee expect the student to pass the exam (green light meeting). This exam application is approved per mandate by the examination board.
8. The final master's assignment will be assessed with a single grade. After the colloquium, the chairperson of the graduation committee will give an oral explanation of the grade, including discussion of the various aspects of the components that make up the final grade.
9. After the colloquium, the student will be given their master's certificate. An overview of the grades received for all exam parts will follow within one week. Any extra-curricular subjects they may have completed will be listed separately in the supplement.

#### **Article 15 Double master's guidelines**

1. If a student wishes to combine the BME master with another master, they must obtain approval from both examination boards.
2. The following is expected from the student for the master's BME:
3. Voor de master BME wordt het volgende van de student verwacht:
  - a. 60 EC in BME courses (according to Art .8), 30 EC of these in courses that apply to both studies;
  - b. Approval from the examination board on the content of the subject package by, at the latest, the end of the quartile in which the double master started;
  - c. A combined internship of 20 EC, with prior approval of content from the examination board;
  - d. A combined master's thesis of 70 EC, with prior approval of the content from the examination board;
  - e. In addition, the student must also meet the requirements of the other master's programme.
4. The above ECs serve as guidelines, each application for a double master is assessed individually by the examination board. If the student wishes to deviate from the guidelines, they can submit a request with justification to the examination board.

#### **Article 16 Final assignment committee**

1. For the purpose of supervising and assessing the final master's assignments of the master's programme, a final master's assignment committee will be appointed. This appointment will be handled in joint consultation between the chairperson of the master's assignment committee and the student, where the BME field is sufficiently represented and the committee has experience in supervising BME graduates. The committee is then submitted to the examination board for approval.
2. The final master assignment committee will consist of a minimum of three members. The committee will include at least:
  - a. The professor or associate professor under whom the assignment will be completed, insofar as they are not the everyday supervisor of the assignment. They are also chair of the committee. The chair must be authorised to assess BME examinations and have experience in supervising BME graduates.
  - b. The everyday supervisor of the student (professor/associate prof./assistant prof./PhD student); the everyday supervisor must be a member of the permanent or temporary scientific staff of the above-mentioned chair;

- c. One member of the scientific staff (professor/associate professor/assistant professor/ PhD student with supervisory experience/ Junior or senior researcher) of a different research chair than the one the final assignment will be completed in (the so-called external member). The external member may also be an external expert with a PhD if the student graduates within the UT with collaborations outside the UT;
  - d. If the everyday supervisor and the professor/senior lecturer are the same person, an extra member from the same chair must be added to the committee. If this is not possible, an additional member of the scientific staff of a different chair must be added to the committee.
3. If the final master's assignment is completed with an external (non-UT) organisation, a representative of this organisation must be added to the final master's assignment committee in an advisory capacity. In this case, in addition to the chairman, at least two UT employees must be included as committee members, so that the UT is sufficiently represented when graduating outside the UT.
4. The requirements for the final master's assignment committee mentioned are leading, each application for a final master's assignment committee is assessed individually by the examination board. If the student wishes to deviate from the requirements, the student can submit a request including justification to that effect to the examination board, asking for explicit approval.

#### **Article 17 Commencement**

This arrangement enters into force on September 1<sup>st</sup> 2022, taking the place of the previous arrangement dated September 1<sup>st</sup> 2021.

Adopted by the Biomedical Engineering Examination Board

Enschede, 14 July 2022

Sanction <sup>2</sup>	Category						
	7	6	5	4	3	2	1
Official warning	x	x	x	x	x	x	x
Invalidation of a midterm test/retest component or retake/replace assignment	x	x	x	x	x	x	
Invalidation of the examination result	x	x	x	x	x	x	
Declare examination result invalid for the subject/assignment and exclude it from the next (re)opportunity/assessment	x	x	x	x	x		
Exclusion from all examinations/assessments 1, 2 or 3 Q2	x	x	x				
Exclusion from all examinations/assessments 4 Q2	x	x					
Advice on de-registration	x						

#### Explanation sanction ladder Examination Board BMT-BME

Category	Non-exhaustive list of offences
<b>Category 1 (onregelmatigheid)</b>	<ul style="list-style-type: none"> <li>- Unwittingly providing opportunities to cheat/fraud</li> <li>- Non-compliance with the rules of the central examinations procedure, such as handing in completed work, going to the toilet and using paper other than that provided by TU/e</li> <li>- Unauthorised presence of communication and recording equipment or any other media-carrying equipment and aids not permitted during examinations (see central examinations regulation)</li> <li>- (Complicity in) breaching agreements on cooperation in a subject through ignorance and/or carelessness</li> <li>- Complicity in fraud/plagiarism through ignorance and/or carelessness as a student and/or student assistant</li> <li>- Violation of the agreements for a course regarding cooperation without the presence of plagiarism in the form of deliberately presenting another person's texts/code/ as one's own work</li> <li>- Irregularity in the form of missing/erroneous citation of sources due to carelessness/incorrectness (individual or group)</li> </ul>
<b>Category 2</b>	<ul style="list-style-type: none"> <li>- Recidivism category 1: repeatedly careless and incorrect behaviour tending towards fraud</li> </ul>
<b>Category 3</b>	<ul style="list-style-type: none"> <li>- Deliberately offering the opportunity to cheat</li> <li>- Deliberate complicity in fraud</li> <li>- Aiding and abetting identity fraud in a subject/assignment by providing one's own work to others with the aim, knowledge or expectation that this will be handed in for assessment as one's own work</li> <li>- Participating in identity fraud by lending out identification, log-in data, forging signatures for attendance registration, etc.</li> </ul>
<b>Category 4</b>	<ul style="list-style-type: none"> <li>- (Attempting) to use tools other than those indicated on the cover sheet</li> <li>- Cheating (any form)</li> <li>- During the examination other than with invigilator/supervisor</li> <li>- Recidivism category 3</li> </ul>
<b>Category 5</b>	<ul style="list-style-type: none"> <li>- Plagiarism in the form of deliberately presenting other people's texts as one's own work (individually or in groups)</li> <li>- Identity fraud by using someone else's (digital) identity during an examination (identification, login details, etc.)</li> <li>- Identity fraud by deliberately submitting another person's work (text, code)</li> </ul>

<sup>2</sup> Awarding leads to administration in the file and deprives the student of the possibility of obtaining a judgement, but this does not have to be included in the letter to the student.

	<p>for assessment as one's own work</p> <ul style="list-style-type: none"> <li>- Gaining unauthorised access to (parts of) a digital testing platform or testing network</li> <li>- Removing (parts of) a (digital) test(s) and USB sticks</li> <li>- Falsifying answers/falsifying scores etc. during correction tasks</li> <li>- Making available to others material obtained illegally, such as tests, explanations, models of answers.</li> <li>- Fraud during inspection of an examination taken</li> <li>- Plagiarism in the form of copying another person's work in its entirety as part of a paper (individual or group)</li> <li>- Falsifying research data</li> <li>- Plagiarism in the form of concealing, copying or copying in full another person's work as part of an assignment (individual or group)</li> <li>- Recidivism category 4</li> </ul>
<b>Category 6 (serious fraud)</b>	<ul style="list-style-type: none"> <li>- Fingering/falsifying research data in subsequent or final project</li> <li>- Identity fraud in final project</li> <li>- Three times fraud in one year</li> <li>- Plagiarism of entire work</li> <li>- Recidivism category 5</li> </ul>
<b>Category 7 (serious fraud)</b>	<ul style="list-style-type: none"> <li>- Any form of serious fraud and its recurrence depending on the circumstances</li> </ul>