

***Internal Regulations  
of the Examination Board for the  
Bachelor's Programme  
Biomedical Technology and  
Master's Programme  
Biomedical Engineering***

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## Article 1 General rules

Examination boards fulfil an essential and authoritative role in the context of examinations and exam policy at programme level. Each study programme or group of study programmes must have an examination board. These boards function following the roles, responsibilities and tasks specified in the Higher Education Act (WHW) and based on demonstrable independence and expertise. An Examination Board must have internal regulations, in which its independence, mandate and frequency of meetings are specified.

The Biomedical Engineering Examination Board has been established for the purpose of combining the bachelor's programme in Biomedical Technology and the master's programme in Biomedical Engineering. Where these regulations refer to the Biomedical Engineering course (BMT course), the combination of both courses should be understood. The minors organised by the BMT programme also fall under the Regulations of the BMT Examination Board.

## Article 2 Composition of the Examination Board

1.
  - a. The dean appoints the members of the Examination Board based on their expertise in the field of the relevant study programme or group of study programmes.
  - b. The dean ensures that the independent and expert functioning of the Examination Board is guaranteed.
  - c. Before appointing a member nominated by the programme management, the dean will hear from the members of the relevant Examination Board.
2.
  - a. The Examination Board consists of at least four and at most six members.
  - b. The Examination Board elects a chair from among the members.
  - c. The members of the Examination Board are not part of the management of the study programme.
  - d. At least one member is from outside the study programme and is an expert in the areas of responsibility of the Examination Board.
  - e. At least one member is a lecturer in the bachelor's degree programme and one member is a lecturer in the master's degree programme.
  - f. The members, excluding members from outside the study programme, are closely involved in the bachelor's and/or master's programme (preferably including experience with module coordination) and hold a UTQ. The aim is to have at least one of the members in possession of an SEQ. Finally, the main focus areas within the Biomedical Technology and Biomedical Engineering degree programmes, as stated in the Programme-specific supplement, should be represented by members on the Examination Board.
  - g. The Examination Board can ask for advice from employees involved in the programme, such as the programme director, programme coordinator, module coordinators, study adviser, or executive secretary.
3.
  - a. The chair, vice- chair and executive secretary form the Executive Committee (EC).
  - b. Voting rights are reserved for members of the Examination Board.
  - c. The executive secretary of the Examination Board has no voting rights.
  - d. The Examination Board makes decisions based on a majority vote. If the votes are tied, the chair decides.
  - e. Decisions of the Examination Board can only be taken if a majority of the members of the Examination Board are present. Regular decisions can be taken in the EC, more complex decisions are put on the agenda in plenary meetings. Where necessary, requests are dealt with by e-mail.
4. The Examination Board is supported by an executive secretary and a BOZ employee who fulfils the position of minute-taker.
5. The term of office of the members of the Examination Board is at least two years. In principle, members can be reappointed a maximum of two times.

6. To guarantee retention of the knowledge within the Examination Board, the situation should be avoided where all members are replaced at the same time, resulting in a lot of experience disappearing from the Examination Board at once.
7. The composition of the Examination Board is determined no later than June prior to the academic year.

### **Article 3 Functions and duties of the Examination Board**

The Examination Board is the body that determines, in an objective and expert manner, whether a student meets the conditions set by the Education and Examination Regulations that are necessary for obtaining a degree regarding knowledge, skills and attitude. To this end, the Examination Board supervises the creation of the examination and assessment system and compliance with the procedures and regulations regarding testing and examinations. It is also the body where students can submit petitions and objections regarding assessment, examination, study planning and all associated issues.

Examination boards determine their own rules for the examinations without additional input. These are recorded in a separate document 'Rules and Guidelines of the Examination Board'.

#### ***The Examination Board has the following duties:***

##### **1. Monitoring procedures**

- a. Establishing guidelines and instructions within the framework of the Education and Examination Regulations to assess and determine the results of interim and final examinations;
- b. Appointing examiners according to Art. 7.12 Paragraph 3 WHW;
- c. Assessing irregularities around testing and examination;
- d. Drawing up and updating the 'Rules and Guidelines of the Examination Board' as laid down in the EER;
- e. Deviating from the number of times that examinations can be taken in special cases;
- f. If necessary or desirable, making changes – for the benefit of individual students – with regard to the applicability of the EER and admission of students.

##### **2. Quality assurance of testing and examination**

- a. The Examination Board will periodically examine the entire testing system using a set protocol, from the testing policy to the quality of individual tests;
- b. The Examination Board will periodically examine the quality of graduation projects.

##### **3. Requests to be processed**

- a. Handling student requests;
- b. Approving electives;
- c. Approving (external) minors;
- d. Approving the composition of the final bachelor's assignment committee, the nature of the final bachelor's assignment and start of the final bachelor's assignment (Final bachelor's assignment Start Form);
- e. Approving master's subject combinations (master's course list) incl. extra-curricular courses;
- f. Approving the composition of the final master's assignment committee, the nature of the final master's assignment and start of the final master's assignment (Final master's assignment Form);
- g. Supervising the assessment of study plans of students who follow a route that deviates from the normal process in the Education and Examination Regulations;
- h. Granting exemption from one or more examinations due to previously passed tests or examinations in higher education;
- i. Approving a free programme for the bachelor and master.

##### **4. Approval of certification and supplements**

- a. Assessing whether students meet the requirements for the bachelor's and master's exams;
- b. Granting the designation "with honour" to graduates on a certificate;

- c. Issuing bachelor's and master's certificates and supplements authorised by the signature of the (vice) chair of the Examination Board for the bachelor's programme and mandated by the chair of the graduation committee for the master's programme;
- d. Granting of additional certificates under strict conditions (e.g. Certificaat Fysica in de Kliniek).

#### **5. Strategy and Policy regarding examination**

- a. Drafting and updating the internal regulations;
- b. Assessing transitional arrangements;
- c. Preparing an annual report of the Examination Board's activities. The Examination Board will provide the report to the board of the institution or the dean;
- d. Providing the study programme with solicited and unsolicited advice within the domain of examination;
- e. Advising the study programme in preparing the EER regarding the subject of examination;
- f. Preparing rules, guidelines and procedures for examinations.

### **Article 4 Methodology of the Examination Board**

#### **1. Meeting frequency**

- a. In principle, the Examination Board meets once every six weeks and before the start of the new academic year, with the exception of the summer holidays.
- b. The Examination Board has a policy meeting at least twice a year.
- c. Routine decisions can be taken in urgent cases by the chair or vice- chair in consultation via email.
- d. Urgent matters that require more time, discussion or other input from the other members will be dealt with in plenary meetings.
- e. If the agenda warrants it, a plenary meeting can be converted into a meeting of the Executive Committee.
- f. At the request of the executive secretary, in consultation with the BOZ employee, an extra meeting of the Executive Committee can be scheduled.
- g. At the request of one of the members of the Examination Board, an extra plenary meeting can be scheduled.

#### **2. Transparency**

- a. The meetings of the Examination Board are closed to the public.
- b. The Examination Board agenda, minutes (including audio recordings) and any meeting documentation are confidential.
- c. The Examination Board can ask study advisers for advice on decisions that affect individual students; any information given about students will be considered confidential.
- d. All rules, guidelines and procedures for examiners that have been drawn up by the Examination Board can be found on the website of the Examination Board.

#### **3. Agenda and meeting documentation**

- a. The executive secretary draws up the agenda in consultation with the chair and the BOZ employee and is responsible for compiling meeting documentation.
- b. The BOZ employee invites the members of the Examination Board to the meeting and is responsible for the distribution of the meeting documentation.
- c. The BOZ employee provides an overview of exam requests and graduations in the form of updated student progress overviews. NB: This concerns all graduations in the period between two plenary examination committee meetings.
- d. The BOZ employee adds student requests that require a decision by the Examination Board to the agenda.
- e. The executive secretary monitors the progress of action points and the annual cycle.

#### **4. Reporting & archiving**

- a. Minutes are drawn up by the minute-taker for every meeting of the Examination Board and are available to all members of the Examination Board after two weeks. These are checked by the executive secretary and discussed in the next plenary meeting of the Examination Board.
- b. Students who are the subject of discussion in the examination meeting will be informed of the result in writing within ten working days of the meeting. A copy of this letter will be archived by the BOZ employee in the file (JOIN) of the student in question.

- c. Standard decisions (see mandate powers) are communicated to the student in question by the BOZ employee within two weeks after approval of the decision.
- d. The BOZ employee manages the archive of the Examination Board, both in paper and electronic versions.
- e. The BOZ employee maintains a database of decisions of the Examination Board with respect to setting precedents.
- f. For the archiving of documents and associated documentation, the Examination Board uses the Selectielijst Universiteiten en Universitair Medische Centra 2020 Approved Stcrt. no. 5156, dated January 29, 2020.

## 5. Division of labour

- a. The chair chairs the meeting, signs certificates, signs successful declarations for BOZ, provides feedback to the dean, programme director, proposes candidate members to the dean, and prepares the annual report.
- b. The chair signs the Certificaat Fysica in de Kliniek.
- c. In the absence of the chair, they are, in principle, replaced by the vice- chair, in the absence of the vice- chair, another member of the Examination Board can be appointed as temporary chair.
- d. Insofar as the law or these regulations do not preclude it, the Examination Board may decide to delegate certain powers, possibly subject to restrictive preconditions, to the chair or one of the members of the Examination Board. See also Article 5 for elaboration of mandate powers.
- e. The executive secretary is responsible for:
  - Drawing up the agenda;
  - Compiling meeting documentation;
  - Co-drafting letters to students regarding decisions that have been discussed in the Examination Board and which cannot be handled directly by BOZ;
  - Monitoring the progress of action points;
  - Drafting the Rules of the Examination Board;
  - Drafting a list of teachers to be appointed as examiners;
  - Drafting an annual report;
  - Taking minutes at policy meetings;
  - Keeping the website of the Examination Board up to date;
  - Providing information and conducting research at the request of the Examination Board.
- f. The BOZ employee is responsible for practical matters (booking rooms, lunch, etc.).

## Article 5 Mandate powers

In order to ensure high efficiency and due care in the examination meetings, it is desirable to give the BOZ employee the mandate to make a number of formal decisions. These decisions must be based on well-defined procedures or can be based on case law. If this is not the case, the BOZ employee will consult with the education coordinator, the Executive Committee and, if necessary, the entire Board. Accountability must be given in the plenary meeting of the Examination Board. This concerns the following activities:

- a. Checking and approving exemption forms signed by the relevant teacher (Exemption form);
- b. Preparing judicium "with distinction";
- c. Checking and approving the standard application for the bachelor's exam (Application form bachelor's exam);
- d. Master's pass certificate can be handled by BOZ with previous approval of the subject combination and a signed diploma;
- e. Checking and approving standard master's courselist (Application form master's courselist);
- f. Checking and approving the standard application for the master's exam (Application form master's exam);
- g. Specific mandates formulated during an Examination Board meeting (with associated preconditions) in order to be able to quickly deal with matters that fall outside the above mandates.

The BMT/BME education coordinator is mandated to check and approve standard minor applications. The education coordinator will report in writing every six months on the checked and approved internal and external minors.

#### **Article 6 Facilities for the Examination Board**

- a. The programme provides meeting space and other facilities that are necessary for the Examination Board to function properly. The BOZ employee arranges these practical matters (booking rooms, lunch, etc.).
- b. The programme facilitates possibilities for training, advice and support for the Examination Board.

#### **Article 7 Appeal against decisions of the Examination Board**

Art. 8.6 of the general bachelor's and master's EER applies regarding the right to appeal against a decision made on the basis of these regulations. A student can appeal against a decision of the Examination Board at the UT Complaints Desk, located at Student Services in the Vrijhof. This appeal must be submitted in writing to the UT Complaints Desk within six weeks after the student has been notified of the decision of the Examination Board. <https://www.utwente.nl/en/education/student-services/contact/complaints-desk/#how-can-i-lodge-a-complaint>.

If a lecturer disagrees with a decision of the Examination Board, they are always free to contact the Examination Board.

Adopted 14 July 2022

## Appendix: Schedule of Members

<b>Members Examination Board BMT/BME</b>	<b>Role</b>	<b>Elected</b>	<b>Term ends and eligible for reappointment</b>	<b>Term ends and ineligible for reappointment</b>
Dr. J. C. Alers	Vice-President	1 February 2018	1 February 2020 1 February 2022	1 February 2024
Dr. ir. B.J.F. van Beijnum	President	1 September 2019	1 September 2021 1 September 2023	1 September 2025
Prof. dr. A. Kocer	Member	1 May 2021	1 May 2023 1 May 2025	1 May 2027
Dr. ir. J. Rouwkema	Member	1 August 2021	1 August 2023 1 August 2025	1 September 2027
Vacancy				
Vacancy				