

Faculty of Science and Technology

University of Twente

Regulations of the examination board of the Biomedical Engineering master's programme

(article 7.12 WHW)

Table of Contents

Preamble		
Article 1	The examination board	2
Article 2	Examiners	2
Article 3	Writing of and format of examinations and method of assessment	2
Article 4	Written and oral examinations	3
Article 5	Keeping order during examinations	4
Article 6	Plagiarism	4
Article 7	Rules in the event of calamities	4
Article 8	Determination and announcing of examination results	5
Article 9	Free programme	5
Article 10	Exam results	5
Article 11	Exceptional competency	6
Article 12	Procedure for choosing a course list	6
Article 13	Procedure for internships	6
Article 14	Procedure for final assignment and graduation	6
Article 15	Final assignment committee	7
Article 16	Commencement	7

Preamble

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

Reference: TNW 160187/jh/vdh
Date: 29 September 2016

Article 1 Examination board

1. The examination board will choose a chairperson and secretary from its midst.
2. The examination board can request the aid of employees involved with the programme, such as the programme director, programme coordinator, study adviser, mentors, etc. If the board chooses to do so, these parties will play 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. In these events, the information about the students that is provided 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 the powers attributed to it to the chairperson or the secretary of the examination board, with certain limiting preconditions in place if need be.
5. A member of CES-TNW will serve as clerk in the examination board's meetings.
6. The examination board's meetings are closed to the public.

Article 2 Examiners

1. The examination board will appoint examiners to hold examinations and tests and determine the results thereof (WHW art. 7.12c).
2. The examiners will provide the examination board with any information it requests.

Article 3 Writing of and format of examinations and method of assessment

1. Before an examiner holds a written examination, at least one other professor qualified in the subject matter must assess whether the proposed examination is sufficiently representative, whether the questions are phrased unambiguously, and whether the degree of difficulty is in line with the degree of difficulty of the teaching students have received.
2. The descriptions in the subject information system list whether the final assessment for a study unit must take place in written, oral, or some other form.
3. The appointed examiner can deviate from the provision in section 2 of this article in favour of the student.
4. If the student requests it, the examination board is authorized to allow an examination to be held in some other way than stated in section 2 of this article.

Article 4 Written and oral examinations

1. Written examinations can last no longer than 3 hours; oral examinations can last no longer than 1½ hours. Exceptions to this rule are permitted for students with disabilities, in accordance with article 7 of the General section of the study programme section of the students' charter including the education and examination regulations of the Faculty of Science and Technology's master's programmes.
2. The assessment of a written examination is based on previously established norms for the various problems or parts of problems in the examination. The students are informed of the maximum number of points that can be achieved for a written examination because the maximum number is listed alongside each problem.
3. Oral examinations are held in public. The provisions in article 4.4 sections 2 and 3 of the General section of the study programme section of the students' charter including the education and examination regulations of the Faculty of Science and Technology's master's programmes apply to such oral examinations.
4. An examiner cannot hold oral examinations 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.

Article 5 Keeping order during examinations

1. For each written examination, the examiner responsible will appoint one or more examination supervisors in charge of ensuring that the examination is conducted properly.
2. Only students who have registered for any particular examination are entitled to sit that examination.
3. Students who have not registered for an examination may be excluded from it on site by any examination supervisor.
4. During an examination, all electronic devices must be switched off, excepting any devices and applications the use of which the examiner has explicitly permitted.
5. During an examination, the student must be able to identify him or herself by showing proof of enrolment (i.e. their student ID).
6. At the beginning of the examination, the student must mark their name and student number on every page they fill out.

Article 6 Academic Fraud

1. Academic fraud refers to the following:
 - a. During examinations and parts thereof, the use of additional aids on top of or other aids than those that the examiner responsible announced as being permitted at least two weeks prior to the examination or parts thereof.
 - b. The use of aids or aid during examinations and parts thereof that the student knew or should have known were not permitted.The aids or aid referred to in the previous sentence include these at the very least:
 - i. Cheating, with or without:
 - using cheat sheets;
 - looking at other students' examinations;
 - allowing others to look at one's own examination;
 - contacting anyone other than the examination supervisors regarding the examination's subject matter while the examination is still being held and the student has not yet handed in their work;
 - using electrical devices.
 - j. Falsification of documents.
 - c. Any behaviour by students of which the examiner announced before the examination began that it would be considered fraudulent and for which he specified the measures he would take if he noticed any such behaviour.
 - d. Plagiarism.

2. The provisions in the previous section apply to all types of examinations or parts thereof.
3. The examination board must always be informed by the examiner and/or the programme of any potential case of plagiarism. The examination board is then authorized to take appropriate measures once they have heard all of the parties involved.
4. In case any student or external student commits plagiarism, the examination board is authorized to deny them the right to sit one or more examinations or tests to be selected by the examination board, for the duration of one year maximum to be determined by the examination board. In severe plagiarism cases, the institutional administration is authorized to permanently terminate the involved student's enrolment when recommended to do so by the examination board. The student will not be assessed for the study unit for which fraud was determined to have occurred.
5. If the student is re-examined for study unit for which fraud was initially committed, the examination board is authorized to impose the degree to which that grade will count and the method of examination on that student.

Article 7 Rules in the event of emergencies

1. Either the Executive Board or the building manager on its behalf will determine whether there is a calamity or threat of an emergency.
2. As soon as such a determination has been made, (part of) the building will be cleared in accordance with the appropriate procedures.
3. The examination board will be informed of the emergency referred to in section 1 within one working day by the teacher involved.
4. Should any emergencies occur or threaten to occur right before or during an examination, the following rules apply: If a calamity is expected before an examination starts, the examination must be immediately postponed. The examiner responsible will determine a new examination time in consultation with the examination board. 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. Should any emergencies occur or threaten to occur during a lecture or tutorial, this lecture or tutorial must be immediately postponed. The examiner responsible will determine a new time for the lecture or tutorial in consultation with the examination board. This new time will be announced via the usual channels no later than one day after the building is cleared for use.
6. Should an emergency occur or be expected to occur during an examination, the following steps must be taken:
 - a. All of the work must have been marked with the student's name and student number by the student at the beginning of the examination.
 - b. The students being examined must leave the examination hall immediately on the authority of the responsible body or supervisor.
 - c. The students must leave their work in the examination hall.
7. The examination board is responsible for processing an examination that has been cut short or postponed because of an emergency or threat of an emergency.
8. The examination board may decide that the teacher must determine the final grade based on the partially completed examination problems, provided that this is possible, and provided that the students had already begun their examination when it was cut short.
9. Should the examination board decide that the teacher cannot determine final grades as outlined in section 8, 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 announcing of examination results

1. 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.
2. If any study unit is assessed by several examiners, the examiner responsible will ensure that these multiple assessments are made using the same standards.
3. If the assessment of a written examination leads to a grade between ≥ 4.5 and < 5.5 , the student can request that their work be assessed by a second examiner. If consultation of the two examiners results in differing assessments, the grade will be determined based on the average of their two assessments.
4. Assessments are usually expressed in grades between 1 and 10. These numbers correspond to the following meanings:

1: very poor	4: unsatisfactory	7: very satisfactory
2: poor	5: just shy of satisfactory	8: good
3: very unsatisfactory	6: satisfactory	9: very good 10: excellent

Parts of examinations may be assessed with 'V' (completed to satisfaction) if the examiner(s) feel that the students' performance was at the very least adequate. On lists of marks, any exemptions will be marked 'VR', and any insufficient scores will be marked 'O' or 'NVD' ('niet voldoende', Dutch for 'unsatisfactory').

5. If a student has been assessed multiple times for the same study unit, the highest assessment is the one that counts.

Article 9 Free programme

By way of derogation from the provisions outlined in article 5 of the programme supplement, a student may be allowed to complete their master's degree based on a list of examination parts suggested by the student themselves (a free master's programme as outlined in WHW art. 7.3d – please also refer to article 12 of the programme supplement). In order for this to be possible, students must file a request for approval of their proposed examination parts list with the examination board beforehand. The following minimum requirements must be met:

- The overall study load must amount to 120 ECs.
- The proposed final assignment's nominal study load must amount to at least 45 ECs.

Article 10 Exam results

1. There are two possible results: pass or fail. If the student has failed, the examination board is authorized to grant him/her the right to be re-assessed on one or more parts within a set period of time.
2. The examination board will decide the date of the master's degree's final examination results. The provisions outlined in article 5.2 sections 2 and 5 of the General section of the study programme section of the students' charter including the education and examination regulations of the Faculty of Science and Technology.
3. Any student who has been given a satisfactory assessment for each examination part of the master's programme will have passed their final exams (WHW art. 7.10 section 2).
4. The provisions in section 3 of this article also apply to a free master's programme as outlined in article 9 of these regulations.
5. The examination board's pronouncements and the results of any votes they have called will be recorded in the board meeting's report.

Article 11 Exceptional competency

When the master's certifications are being awarded, the examination board may decide to add the designation 'with honours'. This is an assessment by the examination board of the results the student attained during and the duration of the entire master's programme; the following minimum requirements must be met for a student to be eligible for the 'with honours' designation:

- The final assignment grade/average grade for all parts of the final assignment must be a 9 or higher;
- The average grade of all other elements of the master's programme must be 8 or higher.

Article 12 Procedure for choosing a course list

1. A course list will be compiled in consultation with the professor or senior lecturer of the chair the student wishes to graduate from. This course list must be approved by this professor or senior lecturer.
2. This course list will be presented to the examination board for their approval as soon as possible.
3. One requires the examination board's express permission to include subjects in the course list that are not part of the standard BME curriculum (please view article 5 of the study supplement and/or the website <http://www.utwente.nl/bme/education>). The same applies for subjects taken at universities abroad.
4. If a student wishes to make changes to their course list and/or graduation specialization after further consideration, a new course list must be presented to the examination board for their approval beforehand. This request must be accompanied by a brief explanation as to why.
5. The student will be informed in writing of the examination board's approval or rejection of their course list within two weeks of the board receiving the list if possible, excepting any holidays listed in the university's timetables.

Article 13 Procedure for internships

1. All internships are coordinated by the Internship Office of the Faculty of Science and Technology.
2. The contents of the internship must be approved by a member of the scientific staff of the BMT/BME programme beforehand, who will also act as internship supervisor on UT's behalf.
3. The internship will be assessed by a member of the scientific staff of the BMT/BME programme, in consultation with the supervisor at the student's internship placement.

Article 14 Procedure for final assignment and graduation

1. The final assignment will be completed as part of a research group that is affiliated with the BMT/BME programme.
2. In rare cases, the final assignment may be completed externally (outside of UT), provided that it will be within the purview of one of the professors or senior lecturers involved in the BMT/BME programme. Due to the character and objective of the final assignment that vary greatly from those of the internship, the final assignment cannot be completed with the same organization that a student completed their internship with.
3. The intended chairperson for the final assignment will formulate a proposal for the final assignment in consultation with the student.
4. The intended chairperson for the final assignment will ensure that a final assignment committee that is in accordance with article 15 of these regulations is formed within four weeks of the student's request for such a committee to be formed.
5. The final assignment committee will develop a final description of the final assignment in consultation with the student.
6. The makeup of the final assignment committee and the nature of the assignment will be listed on the final assignment form and must be presented to the examination board for approval. This approval must be obtained within two weeks of the start of the final assignment.

7. The student and chairperson of the final assignment committee will be informed in writing of the examination board's approval or rejection of the final assignment form. They must be informed within two weeks of the board receiving the final assignment form if possible, excluding the holidays listed in the university's timetables.
8. While the student is working on their assignment, they will have at least two interim consultations with the final assignment committee to discuss their assignment's progress.
9. In part to aid assessment of the final assignment, the student will present the final assignment committee with a report detailing the approach taken, the progress, and the results of the final assignment. The members of the final assignment committee must have received this report at least one week prior to the final colloquium. The student will defend this report to the final assignment committee via a final colloquium. This colloquium is open to the public.
10. The final assignment's report must be in English. Apart from an English summary, it must also include a Dutch summary. The latter is not a requirement for foreign students. The colloquium is preferably held in English, depending on the make-up of the research group. This decision will be made in consultation with the chairperson of the final assignment committee.
11. At least one month prior to the scheduled colloquium, the student must file an application form requesting their graduation with the Centre for Educational Support of the Faculty of Science and Technology, signed by the chairperson of their final assignment committee. This form should only be filed if both the student and the chairperson of the final assignment committee expect that the student will be able to complete their assignment successfully. This request must be approved by the examination board.
12. The final assignment will be assessed with a single grade. The chairperson of the final assignment committee will discuss the various aspects of this single grade, which is made up of various components, during the oral explanation of the assessment that will follow the colloquium.
13. After the colloquium, the student will be given their master's certificate. An overview of their grades for all examination parts will follow within one week. Any extra-curricular subjects they may have completed will be listed separately in the supplement.

Article 15 Final assignment committee

1. For the purpose of supervising and assessing the final assignments of the master's programme, a final assignment committee will be appointed. This appointment will be handled in joint consultation between the chairperson of the final assignment committee, the programme director and/or the programme coordinator.
2. The final assignment committee will consist of three members minimum. The committee will include at the very least:
 - The professor or senior lecturer as part of whose chair the assignment will be completed, insofar as they are not the everyday supervisor of the assignment. He/she is also chairperson of the committee. The chairperson must be authorized to assess examinations.
 - The everyday supervisor of the student (professor/senior lecturer/lecturer/research assistant); the everyday supervisor must be a member of the permanent or temporary scientific staff of the above-mentioned chair;
 - One member of the scientific staff (professor/senior lecturer/lecturer/research assistant) of a different chair than the one the final assignment will be completed in (the so-called chair-external member), or a scientific expert not affiliated with UT with a doctoral degree (the so-called external member).
 - If the everyday supervisor and the professor/senior lecturer are the same person, an extra member drawn from the chair the assignment will be completed in 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 assignment is completed with an external (non-UT) organization, a representative of this organization must be added to the final assignment committee in an advisory capacity. In this case, the committee must include a minimum of two UT employees in addition to the chairperson.
4. The make-up of the final assignment committee must be approved by the examination board.

Article 16 Commencement

This arrangement enters into force on 1 October 2016, taking the place of the previous arrangement dated 1 September 2015.

Confirmed by the Biomedical Engineering examination board.

Enschede, dated 29 September 2016.