

Exam regulations Board of Examiners Msc. Biomedical Engineering

(article 7.12 WHW)

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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).

Date: 8 November 2018

Article 1 Board of Examiners

1. The Board of examiners will choose a chair and secretary from its midst.
2. The Board of Examiners can request assistance from the staff involved in the programme, e.g. the programme director, programme coordinator, study adviser and mentors. If that's the case these staff members have an advisory role during board meetings.
3. The Board of Examiners can ask the study adviser 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 Board of Examiners 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 of Examiners, with certain limiting preconditions in place if need be.
5. A member of CES-S&T will serve as clerk in the meetings.
6. The meetings of the Board of Examiners are not publicly accessible.

Article 2 Examiners

1. The Board of Examiners will appoint examiners to hold exams and tests and determine the results thereof (WHW art. 7.12c).
2. The examiners will provide the Board of Examiners with any information if requested.

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

1. Before a written exam takes place the examiner should consult at least one qualified peer to assess whether the proposed exam is representative, whether the questions are phrased unambiguously, and whether the degree of difficulty is in line the difficulty of the teachings of the specific subject.
2. The course descriptions in Osiris should list whether the final assessment of a course 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 Board of Examiners is authorized to allow an exam to be held in some other way than stated in section 2 of this article.

Article 4 Written and oral exams

1. Written exams can last no longer than 3 hours; oral exams 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 S&T master EER.
2. The assessment of a written exam is based on previously established norms for the various questions or sub-questions of the exam. The maximum point per question are mentioned on the written exam.
3. Oral exams are held in public. The provisions in article 4.4 sections 2 and 3 of the General section of the S&T EER apply to such oral exams.
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.

Article 5 Keeping order during exams

1. For each written exam, the examiner responsible will appoint one or more invigilators in charge of proper conduct during the exam.
2. Only students who have registered for any particular exam are entitled to take part in that exam.
3. Students who have not registered for an exam may be excluded from it on site by any exam supervisor.
4. During an exam, all electronic devices must be switched off, except for any devices and

- applications for which the examiner has explicitly permitted it.
5. During an exam, 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 exam, 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 exams and parts thereof, the use of additional resources other than those that the examiner announced as being permitted at least two weeks prior to the exam or parts thereof.
 - b. The use of resources during exams and parts thereof that the student knew or should have known were not permitted.The resources referred to in the previous sentence include these at the very least:
 - i. Cheating, with or without:
 - using cheat sheets;
 - looking at other students' exams;
 - allowing others to look at one's own exam;
 - contacting anyone other than the examiner/invigilator regarding the exam's subject matter while the exam 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 exam 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 exams or parts thereof.
3. The Board of Examiners must always be informed by the examiner and/or the programme of any potential case of plagiarism. The Board of Examiners 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 Board of Examiners is authorized to deny them the right to participate in one or more exams or tests to be selected by the Board of Examiners for the maximum duration of one year. In severe plagiarism cases, the institutional administration is authorized to permanently terminate the involved student's enrolment when recommended to do so by the Board of Examiners. 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 a study unit for which fraud was initially committed, the Board of Examiners 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 Board of Examiners 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 Board of Examiners. 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 Board of Examiners. 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 Board of Examiners are responsible for processing an examination that has been interrupted or postponed because of an emergency or threat of an emergency.
8. The Board of Examiners may decide that the examiner must determine the final grade based on the partially completed exam, provided that this is possible, and provided that the students had already begun their examination when it was cut short.
9. Should the Board of Examiners 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 his/her 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 there is a dispute with regard to the grading of a written exam and the student has a reasonable interest for a reassessment (e.g. insufficient versus sufficient / graduated versus graduated with honors), 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 exams may be assessed with 'V' (completed to satisfaction) if the examiner(s) feel that the students' performance was at the very least adequate. On grading lists, 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

Diverging from the provisions outlined in article 5 of the BME programme EER, a student may be allowed to complete their master's degree based on an alternative programme 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 programme with the Board of Examiners 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 Board of Examiners 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 Board of Examiners will determine the registration date of the master's degree's final result. The provisions outlined in article 5.2 sections 2 and 5 of the General S&T section of the EER are applicable.
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 Board of Examiners' pronouncements and voting results will be recorded in the board meeting's report.

Article 11 Exceptional competency

When the master diploma is being awarded, the Board of Examiners may decide to add the designation 'with honours'. This is an assessment by the Board of Examiners 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 unweighted average grade 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 the student wishes to graduate from. 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 least at the end of the first quartile.
3. One requires the examination board's permission to include subjects in the course list that are not part of the standard BME curriculum (please view article 5 of the BME master EER and/or the website <http://www.utwente.nl/bme/education>). The same applies for subjects taken at universities abroad.
4. If students wish to make changes to their course lists and/or graduation specialization after further consideration, a new course list must be presented to the examination board for their approval. This request must be done prior to the change and should be accompanied by a brief explanation as to why.
5. Students will be informed of the examination board's approval or rejection within two weeks after receiving the course list (official holidays not included).

Article 13 Procedure for internships

1. 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.
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.
4. You can start your internship after completing at least 30 EC of courses.

Article 14 Procedure for final assignment and graduation

1. The master assignment will take place at a research group that is affiliated with the BMT/BME programme.
2. In rare cases the master assignment may be completed externally (outside of UT e.g. joint research programs), provided that the assignment is under direct supervision of one of the professors or associate professors involved in the BMT/BME programme. Due to the fact that the objective and character of the master assignment differs from those of the internship, the master assignment cannot be completed within the same organization as where students completed their internship.
3. The intended chairperson for the master assignment will formulate a proposal for the master assignment in consultation with the student.
4. The intended chairperson for the master assignment will ensure that the composition of the graduation committee is in accordance with article 15 of these regulations. Such a committee should be formed within four weeks after the student's request.
5. The master assignment committee will develop a description of the master assignment in consultation with the student.
6. The composition of the graduation committee and the nature of the assignment must be uploaded in Mobility Online (via graduation standard) for approval by the examination board. This approval must be obtained within two weeks of the start of the master assignment.
7. The student and chairperson of the graduation committee will be informed in writing of the examination board's approval or rejection of the master assignment. They must be informed within two weeks of the board receiving the master assignment form if possible, excluding the holidays listed in the university's timetables.
8. During the assignment students will have at least two interim consultations with the master graduation committee to discuss their assignment's progress.
9. In part to aid assessment of the master assignment students will present the master assignment committee with a report detailing the approach taken, the progress, and the results of the master assignment. The members of the master assignment committee must have received this report at least one week prior to the master colloquium. Students will defend their report to the master assignment committee via a master colloquium. This colloquium is open to the public.
10. The master 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 master 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 graduation committee. This form should only be filled during the semi-final (green light) meeting if both the student and the entire graduation committee expect that the student will be able to complete their assignment successfully. This request must be approved by the examination board.
12. The master 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, which is made up of various components.
13. After the colloquium students will be given their master's certificate. The diploma supplement 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 master assignments of the master's programme, a master assignment committee will be appointed. This appointment will be handled in joint consultation between the chairperson of the master assignment committee, the programme director and/or the programme coordinator.
2. The master assignment committee will consist of three members minimum. The committee will include at the very least:
 - The professor or associate professor 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/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;
 - One member of the scientific staff (professor/associate professor/assistant professor/ PHD student with supervisory experience) of a different research chair than the one the final assignment will be completed in (the so-called external member).
 - 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 master assignment is completed with an external (non-UT) organization, a representative of this organization must be added to the master 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 master assignment committee must be approved by the examination board.

Article 16 Commencement

This arrangement enters into force on 1 December 2018, taking the place of the previous arrangement dated 1 October 2016.

Confirmed by the Biomedical Engineering Board of Examiners.

Enschede, dated 8 November 2018.