

RULES & REGULATIONS (R&R)

Behavioural Sciences Examination Boards¹

2014-2015

The Examinations Boards installed by the dean of the former faculty of Behavioural Sciences, have agreed the following rules and regulations. These Rules & Regulations apply to the following Bachelor of Science (BSc) en Master of Science (MSc) programmes:

Communicatiewetenschap (CW)
Onderwijskunde (OWK)
Psychologie (PSY)

Communication Studies (CS)
Educational Science and Technology (EST)
Leraar VHO Maatschappij- en Maatschappijwetenschappen (LVHOM)
Philosophy of Science and Technology and Society (PSTS)
Psychology (MPS)

¹ As per 2015-2016 the Examination Boards will make one version of the Rules and Regulations

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Terms and definitions:

In this Regulations the following terms are understood to mean the following:

3TU:	The three Technical Universities of The Netherlands (Delft, Eindhoven and Twente)
Authorised piece of evidence	A piece of evidence that is signed by an examiner to make publication of the examination results in the Student Information System possible or a document containing the results of a student from the SIS (OSIRIS).
Blackboard	Electronical learning environment of the University of Twente
Board of Appeal:	Board of Appeal for Examinations;
Certificate:	Prove of the completion of a specific form of education
Credit:	Unit expressing a student's study load; at the University of Twente, this is done in terms of European Credits (ECTS = European Credit Transfer System), (1 EC is equal to 28 hours of workload, 1 academic year involves a study load of 60 EC's);
CS:	The Master programme Communication Studies
CvB:	Executive Board of the University of Twente;
CW:	The bachelor programme Communicatiewetenschap
Dean:	Head/administrator (see Section 9.12 of the Higher Education and Research Act) of the Faculty of Behavioural Sciences;
ECTS	European Credit Transfer System: the study load of one year is 60 European Credit points or 1680 hours (WHW art. 7.4)
EAO:	Educational Affairs Office
ELAN:	Institute for Teacher education, science and technology communication and Education practices
EST:	The master programme Education Science and Technology,
Exam:	The final test to finish a course in the master programme;
Examination Board:	The Examination Board of one or more study programmes of the Faculty, here named as the Master's programmes (see Section 7.12 of the Higher Education and Research Act);
Examiner:	Individual appointed by the Examination Board to administer examinations, in accordance with Section 7.12 of the Higher Education and Research Act;
Faculty:	Faculty of Behavioural, Management and Social Sciences (BMS);
Faculty Council:	Representative advisory board of the Faculty of Behavioural Sciences (see Section 9.37 of the Higher Education and Research Act);
LVHOM:	The Master programme VHO Maatschappij en Maatschappijwetenschappen
Master's programme:	Degree course comprising all units of study leading to the Master's degree;
MPS:	Master programme Psychology
OER:	Teaching and Examination Regulations (see Section 7.13 of the Higher Education and Research Act) of a study programme; the Teaching and Examination Regulations form part of this charter;
OSC:	Educational service centre of the Faculty of Behavioural Sciences, including employees of BOZ;
OSIRIS:	The Student Information System of the University of Twente
OWK:	The bachelor programme Onderwijskunde
Practical exercise:	A practical exercise as stated in article 7.13 lid 2d of the WHW
Programme committee:	Advisory committee (see Section 9.18 of the Higher Education and Research Act) for a study programme;
Programme Director:	Programmes administrator (see Section 9.17, sub-section 1, of the Higher Education and Research Act) of a study programme;
PSTS:	The master programme Philosophy of Science, Technology and Society
PSY:	The bachelor programme Psychologie
Student:	Individual who is enrolled for education at the University of Twente and/or for review of units of study and final assessment of one of the Master's programmes of the Faculty;
Student counsellor:	Staff member of the UT with the function of mediator between students and the programme (see section 7.34 paragraph d WHW)

Student Information System:	The by the Executive Board accepted public application for registration of all relevant information of students and study programs, as mentioned in the WHW.
Study advisor:	Staff member in the Faculty's educational service centre responsible for informing, advising, and guiding students with their study progress, planning their studies, and 'learning to learn';
Study programme:	Cohesive set of units of study (see Section 7.3, subsection 2, of the Higher Education and Research Act); this charter includes descriptions of the Faculty's Master's programmes;
Unit of study:	Each element of a student's academic achievement that is reviewed during the final assessment. Each unit of study is assessed by means of an interim examination. A programme's curriculum is divided into units of study (see Section 7.3 of the Higher Education and Research Act);
UT:	University of Twente.
Weekday:	one of the day's from Monday till Friday. With exception off the recognized National Holidays.
WHW:	Higher Education and Research Act (Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek).

Terms who are not defined in this list, will have the word meaning according to the Higher Education and Research Act.

Section 1: Rights and duties of the examination Board

Article 1: The Examination Board (WHW 7.12a)

- 1) The Dean institutes an Examination Board (WHW, Articles 7.12 and 7.12a).
- 2) The Dean
 - a) appoints the members of the Examination Board on the basis of their expertise in the domain of the relevant programme or group of programmes (WHW, Article 7.12a par. 1);
 - b) consults the members of the relevant Examination Board before proceeding to appoint a member (WHW, Article 7.12a par 4) ;
 - c) ensures that the independent and professional functioning of the Examination Board is sufficiently warranted (WHW, Article 7.12a par 2).
- 3) In appointing the members of the Examination Board, the Dean ensures that:
 - a) at least one member is involved as a teacher in the relevant programme or in one of the programmes belonging to the relevant group of programmes
 - b) members of the Executive Board of the Institution or persons responsible in any other way for the financial situation of the Institution are excluded.
- 4) Examination Boards are themselves responsible, without further consultation, for setting the regulations and guidelines for examiners, exams and examinations (WHW, Article 7.12b). These are set down in a separate document entitled Rules and Regulations of the Examination Board.
- 5) The Examination Board will draft an annual report of its activities. The Examination Board will issue the report to the Dean (WHW, Article 7.12b par. 5)

Article 2: Rights and duties of the examination Board

1. The Examination Board has the following statutory duties:
 - a. Determination if a student meets the final attainment targets, according to the aims stated in the Teaching and Examination regulation on competence, knowledge, insight and skills (WHW art 7.12 lid 2)
 - b. Presentation of certificates as a proof of completing all exams (WHW art 7.11 lid 2; OER art. 5.4)
 - c. Quality assurance of tests and exams (WHW 12b lid 1a)
 - d. Determination of rules and directions to determine and judge the results of tests and exams, within the framework of het TER (WHW art 7.12 b lid 1b)
 - e. Granting permission to follow a flexible programme (WHW 7.3d; OER 3.5)
 - f. Granting exemptions from one or more assignments or practical exercises (WHW 7.12b lid 1d en 7.13 lid 2r; OER art. 3.4)
 - g. The taking of measurements with fraud (WHW 7.12 b lid 2; R&R art. 8)
 - h. The Examination Board will determine further rules on the execution of duties and rights as mentioned: c. (Quality assurance of tests and exams), d. (Determination of rules for the confirmation and publication of results), f. (exemptions from assignments or practical exercises) and g. (the taking of measurements with fraud) (7.12b lid 3)
 - i. Publication of a annual report (7.12 b lid 5)
 - j. Appointment of examiners for examining and judging tests and examinations (WHW 7.12 c lid 1)
2. The Examination Board has the following statutory rights:
 - a. Right of postponement of the declaration of successfully completing the exams (WHW 7.11 lid 3; OER art. 5.2 lid 3)
 - b. Right to extend the validity of examinations (WHW 7.13 lid 2k; OER art. 4.8)
 - c. Right to deviate from the number of times and manner in which exams can be taken (WHW 7.13 lid 2l; OER art. 4.5)
 - d. Right to deviate from the public way in which oral examinations are taken (WHW 7.13 lid 2n; OER art. 4.6)
 - e. Right to grant an exemption from a practical exercise. The Examination Board can demand replacement requirements (WHW 7.13 lid 2t).
3. The Executive Board has the right to add rights to the Examination Board from the TER. At this moment the following rights are added:
 - a. Right to grant an additional attempt for a test (BSc OER art. 4.5 lid 1; MSc OER, art. 4.2 lid 11)

- b. Right to determine a new term or to grant an extension of time to judge an examination (BSc OER art. 4.7 lid 6; MSc OER art. 4.5 lid 5).
- c. Right to appoint a new examiner to judge the results of an examination (BSc OER art. 4.7 lid 6; MSc OER art. 4.5 lid 5).
- d. Right to deviate from the number of or manners in which exams are taken (OER art. 8.4 lid 6; MSc OER art. 8.3 lid 6)
- e. Right to deviate from the articles in the TER in case of unreasonableness of unfairness concerns ("hardship clause"; BSc OER art. 8.7; MSc OER art. 8.7).
- f. Right to deviate from the language in which the master thesis must be written, on special occasions (Master OER, art. 4a lid 2a)

Article 3: General

1. Meetings of the examination board are private.
2. The jurisdiction of the Examination Board of a programme extends to all units of study that are part of a student's programme. The Examination Board will consult the concerning Examination Board or Educational programme in case of decisions taken for a study unit from another faculty or educational programme.
3. The Examination Board consists of a minimum of three members.
4. The dean appoints the members of the examination board for a period of three (3) years. The members may be re-appointed.
5. The examination Board consists of staff involved in teaching in the concerned programme. Persons from outside the educational programme may be appointed to.
6. The examination board may ask for advice in several matters from staff members of the educational service centre. These members can give advice to the members of the examination board.
7. The examination board can mandate some responsibilities to the chair or secretary as long as this is not in conflict with the Act (WVW) or this regulation.
8. The chairs of the faculty's examination boards consult each other and co-ordinate faculty's, programme-exceeding, examination policies- and procedures-related issues. In dealing with those issues, where a say of the chairs of the examination boards is requested, they strive for creating equality of rights within the Faculty of Behavioural Sciences, preferably on the basis of unanimity.
9. A staff member of the educational service centre serves as clerk of these meetings.

Section 2: Rules with regard to the implementation of the statutory duties

Article 4: Determination if a student meets the final attainment targets (WVW art 7.12)

1. The Examination Board determines if a student meets the final attainment targets, according to the aims stated in the Teaching and Examination regulation on competence, knowledge, insight and skills to award a Master of Science degree.
2. The aims and final attainment targets on competence, knowledge, insight and skills are described in the programme specific appendices.
3. The Master's examination is deemed to have been successfully completed if the exams of the units of study and the graduation phase of the Master's programme have been taken successfully (WVW art. 7.10; OER art. 5.2).
4. The Examination Board indirectly determines if an individual student meets the final attainment targets by checking if the final attainment targets are covered by the content and level of the aims of the study units and if these aims are examined adequately.

Article 5: Certificates and registrations (WVW 7.11;OER art. 5.4)

1. The Examination Board issues a degree certificate as proof that the student has successfully passed his or her examination. The certificate will be signed by the chairman of the Examination Board. In his or her absence, it can also be signed by one of the members of the Examination Board.

2. A supplement will be appended to the certificate of the bachelor- or masters certificate. The purpose of this supplement is to provide information on the nature and content of the completed programme, partly with a view to the international recognition of programmes.
3. Students who have successfully completed more than one exam and to whom no degree certificate as referred to in paragraph 1 of this Article can be issued on request be provided with a written statement from the Examination Board listing in any event the exams they have passed. (WHW art.7.11 lid 4).
4. The Examination Board can mandate the signing of a certificate to a graduation committee. The Examination Board than will check in advance if the student meets the required targets.

Article 5a: Specification of excellence on the certificate (OER art. 5.4 lid 5)

1. The Behavioural Sciences Examination Boards made a regulation for graduating with distinction (Cum Laude). If a student meets the following conditions the examination Board is entitled to consider the decision for granting graduating Cum Laude.
2. The following conditions are determined for graduating cum laude in the Bachelor:
 - a. In case that a student demonstrates excellent abilities during the bachelor, the distinction Cum Laude can be stated on the certificate.
 - b. Excellent abilities are present if each of the following criteria are fulfilled.
 1. the average of the grades is not less than an 8;
 2. the grade "Vr" or a none number grade will not be part of the average. Besides, the "Cum Laude" distinction can only be awarded in case the final project had been completed under the supervision of and has been assessed by a faculty's examiner;
 3. The number of the grade "Vr" is not more than one third of the total amount of the total programme;
 4. no graded work in the Bachelor programme had a negative result and only one study unit had a result with the grade 6;
 5. a student has only one opportunity to redo a study unit with a positive or negative result. (zie art. 4.7 lid 8);
 6. the final project is graded an 8 or more;
 7. the bachelor must be completed within three years, unless specific circumstances, judged by the Examination Board, justify a exceed. Specific circumstances are in any case the one mentioned in the TER art. 6.3 paragraph 14.
 - c. If the conditions, as stated above, cannot be fulfilled, a member of the examination board or the student's graduation committee or the programme director or the study advisor is entitled to propose a "Cum Laude". In this case the excellent abilities and circumstances must be argued.
3. The Behavioural Sciences Examination Boards made a regulation for graduating with distinction (Cum Laude). If a student meets the following conditions the examination Board is entitled to consider the decision for granting graduating Cum Laude. The following conditions are determined for graduating cum laude in the Master:
 - a. In case that a student demonstrates excellent abilities during the master, the distinction Cum Laude can be stated on the certificate.
 - b. Excellent abilities are present if each of the following criteria are fulfilled.
 1. the average of the grades is not less than an 8;
 2. the grade "Vr" or a none number grade will not be part of the average. Besides, the "Cum Laude" distinction can only be awarded in case the final project had been completed under the supervision of and has been assessed by a faculty's examiner;
 3. no graded work was redone;
 4. no graded work had a result of less than a 7;
 5. and the final project is graded an 8 or more. (For EST a 9 or more).
 6. for MPS the final grade of the internship (work placement) is graded 8 or more;
 7. for LVHOM and PSTS further programme specific rules are presented in the programme specific appendix.
 - c. If the conditions, as stated above, cannot be fulfilled, a member of the examination board or the student's graduation committee or the programme director or the study advisor is entitled to propose a "Cum Laude". In this case the excellent abilities and circumstances must be argued.

Article 6: Quality assurance of tests and exams (art. 7.12b lid 1a)

1. The Examination Board annually assures the quality of study units and tests/examinations by:
 - a. advising prior on the education about the test form (via the programme specific appendix); and
 - b. afterwards (based on selection) by screening tests/examination of courses.
2. The Examination Board assures the quality of education in TOM education by:
 - a. advising prior on the module on aims, tests forms and judging model;
 - b. afterwards (based on selection) by screening the tests of the module.
3. The Examination Board assures the quality of the exams (thesis) by:
 - a. a prior check on the final attainment targets and aims of the educational programme (via the educational specific appendix)
 - b. afterwards screening (based on selection) the final project (thesis).

Article 7: Determination of rules and directions to determine and judge the results of tests and exams (WHW art 7.12 b lid 1b)

7a: Examiners:

1. The examination board yearly appoints one or more examiners for educating a specific unit of study.
2. In case there are two or more examiners for a course, one examiner will be the first responsible (coordinator) of this study unit / module.
3. In general, the person who is first responsible for educating a specific unit of study is also responsible for judging an grading that unit.
4. If a unit of study is administered and graded by more than one examiner, the first responsible examiner will ensure that the examiners do so in accordance with comparable standards (weighing).
5. The results of sub-graded study units (tests or assignments) will be registered by the examiner or first responsible examiner in his own administration.

7b: Marks and grades:

1. The examination board determines a grade regulation for completing and failure of examinations of a unit of study.
 - a. A unit of study is successfully completed if the final rounded mark is at least a 6. This mark is definitely. A re-do is only possible with a written decision of the Examination Board. For the programmes CW and PSY counts that ad re-do or reparation of a fail (5 or less) a student will not receive a higher grade than 6 (this also counts if the student didn't hand in an assignment at the first moment).
 - b. If a not rounded grade comes to .50 or more, the grade must be rounded to the next higher mark.
 - c. If a not rounded grade comes to .49 or less, the grade must be rounded to the next lower mark.
 - d. A study phase (Bachelor or Master) is finished when all units of study are completed successfully.
2. Marks are expressed as a whole number from one (1) to ten (10). These marks are understood to mean:

1: very poor	4: unsatisfactory	7: very satisfactory	
2: poor	5: fail	8: good	
3: very unsatisfactory	6: pass	9: very good	10: excellent
3. On the academic record, an exemption is indicated with a Vr (exemption). Units of study may also be graded as 'V' (completed; no mark assigned) provided the examiner determines that the student has performed satisfactorily. Unsatisfactorily results (also not handed in sub-examinations) can be graded as 'O' (Onvoldoende: meaning unsatisfactory, NVD (Niet Voldoende: meaning unsatisfactory) or NC (meaning Not Complete). If a student did not show up at an examination despite his/her registration, the registration will be marked as an attempt and he/she will be graded 'NV' (Niet Verschenen, meaning not attended).

7c: Bachelor graduation committee:

To judge and grade the final project of the bachelor a graduation committee will be composed. The committee at least will contain:

- the supervisor of the student (1^e supervisor);
- the judging supervisor

Practice experts may be part of the committee as an advisor.

The specific demands required for the supervisors are:

- a. that the supervisors are employees of the University of Twente,
- b. that the supervisor (1^e supervisor) involved is in the educational programme of the student.
The 1^e supervisor is the responsible examiner.
- c. that one of the supervisors is a PhD student or higher and that the second supervisor at least is a doctor.
- d. the content of the graduation committee needs approval of the Examination Board.
- e. implementation runs through the department of Educational office affairs (BOZ).

7d: Master graduation committee:

To judge and grade the final project of the bachelor a graduation committee will be composed. The committee at least will contain:

- the supervisor of the student (1^e supervisor);
- the judging supervisor

Practice experts may be part of the committee as an advisor.

The specific demands required for the supervisors are:

- a. that the supervisors are employees of the University of Twente,
- b. that the supervisor (1^e supervisor) involved is in the educational programme of the student.
The 1^e supervisor is the responsible examiner.
- c. that both supervisors are doctor.
- d. the content of the graduation committee needs approval of the Examination Board.
- e. implementation runs through the department of Educational office affairs (BOZ).

Article 8: Granting permission to follow a flexible programme (WHW 7.3d)

See Bachelor or Master TER article 3.5.

The examination Board did not register further regulations.

Article 9: Granting exemptions from one or more assignments or practical exercises (WHW 7.12b lid 1d)

See Bachelor or Master TER article 3.4.

The examination Board did not register further regulations.

Article 10: The taking of measurements with fraud (WHW 7.12 b lid 2), Regulations during (interim) examinations and Rules in case of calamity during examinations

The Examination Board has determined a Regulation on Academic Offences (art. 10a)

The Examination Board has determined a procedure on "how to handle in case of fraud" (art. 10b)

The Examination Board has determined Regulation during (interim) examinations (art. 10c)

The Examination Board has determined rules in case of calamity during examinations (art.10d)

Article 10a: Academic Offences

1. Academic offences include:

1. Use of (electronic or technological) devices in addition to or devices other than those permitted by the examiner during a unit of study, an interim examination or examination. The list of permitted devices is made known by the examiner prior to the interim examination or examination.
2. Committing acts (academic offences) during the course of an interim examination or examination that the student knows or should have known are prohibited such as:
 - a. cheating, including the following:
 - using crib sheets;
 - copying from other students during interim examinations;
 - consciously allowing other students to copy responses during interim examinations e.g. showing one's own work to other students;

- receiving and sending text messages;
 - speaking with someone other than the examiner/invigilator before completing the interim examination while the exam is still in progress;
- b. if a text is handed in for an assignment by a student, and the text is used in another assignment without mentioning this;
 - c. mentioning literature who was not read by the student self (and is not referred to correctly) but was recovered through others.
3. Falsifying evidence.
 4. Manipulating research data in (group) assignments or cheating data (for example filling in your own interviews or questionnaire).
 5. Handing in an assignment written in co-operation with other students and not mention which student made what part of the assignment.
 6. Students behaving in a manner that can be construed as an academic offence as defined by the examiner prior to administering the interim examination or examination and for what behaving the examiner has determined that it will be seen as an academic offence.
 7. Plagiarism:
 - a. Literally copying or using someone else work and present this as your own;
 - b. Handing in an assignment, that is written in co-operation with others without mentioning this in the assignment²;
 - c. Using text or parts of a text (from the internet or other sources) without mentioning the source. Even if you made little changes it still will be recovered as plagiarism;
 - d. if you refer to sources in the assignment, but not do this in all the places you used the information from others, so that the work is presented as your own;
 - e. using original terms, ideas, results or conclusions from other sources without referring / mentioning a complete and correct source;
 - f. if literally used quotes not have been marked specifically (with quotation marks, or indentation of text) so the quoted text is presented as your own;
 - g. if you use illustrations of others without mentioning the original source, and present it as your own illustration.
 8. All other forms (than mentioned in par. 1 until 7) of academic offence to be decided by the examination board post hoc.
2. In case of observed academic offence the examiner will not grade the unit of study. The examiner will act following the information in paragraph 3. The same applies to academic offence during a part of a unit of study. In case of unpermitted participation in a unit of study, the examiner will not grade the student's interim examination or submitted assignment(s). In case the examination abusively is graded the grade will not be registered in OSIRIS.
 3. If the examiner or proctor noticed that an academic offence has been committed, a report of this notification will be submitted to the clerk of the examination board. The examination board will determine which measures will be taken and will inform the student in question of this in writing. The examination board may bar a student who commits an academic offence from sitting the interim examination in question for a maximum of one (1) year. If the examination board determines that the matter involved an academic offence, the student/students involved may – in serious instances – be barred from sitting any programme's interim examinations for up to one (1) year. A student is not allowed to replace the unit of study during the period on which he committed an academic offence with another unit of study.
 4. If a student commits serious fraud, the examination board in question may lodge a request at the Executive Board to end the students registration at the University.
 5. Procedures described in article 8.6 also apply with regard to objections and lodging an appeal against decisions taken by examiners and/or the examination board as mentioned in paragraph 2 and 3.

Article 10b: procedure: How to handle in case of plagiarism and fraud during examinations

- As soon as an examiner suspects plagiarism, the examiner will research this suspect. The examiner has the possibility to ask for information from the student or talk to the student. The

² The report "Meeliffen in groepsopdrachten" is published on the website www.utwente.nl/gw/onderwijs/examencommissies.

- examiner will not judge the test or assignment and will collect all relevant prove of his/ her suspect.
- In case the suspect on plagiarism looks to be right (judged by the examiner), the examiner reports his/her suspect to the examination Board. He/She will hand in all relevant evidence (incl. the test or assignment, the indications of plagiarism, a report of his/her conversation with the student).
 - The Examination Board will give the student the possibility of a meeting to give his/her side of the suspect of plagiarism.
 - The Examination Board decides if plagiarism has been committed and will decide the sanction (the sanction will be made after discussion with the examiner).
 - The student and examiner will be informed as soon as possible of the decision of the Examination Board.
 - If the Examination Board decided that plagiarism has been committed the test or assignment will be graded with a one (1).

Deciding about the sanction the Examination Board will be aware of the study phase, nature of the test/ assignment and the nature and extent of the plagiarism. The decision with plagiarism in the Bachelor- or Master- final project will mostly be a maximum sanction.

If an examiner or proctor suspects fraud during an (interim) examination (cheating or speaking) he/she can take the following measurements:

- addressing to the student(s) on what happened, taking in the exam, sending the student away from the examination
- addressing to the student(s) on what happened en taking measurements so it won't happen again (p.e. replacing some students)
- Giving a warning to the student(s)
- Checking all materials on the students' desk

Please report all suspects of fraud to the Examination Board: Examencommissies-GW@utwente.nl

All students who are involved with fraud/plagiarism will be registered in the fraud register of the former faculty of Behavioural Sciences.

If another suspected case of fraud might occur, the registration of this student will be taken into account in the conclusions of the Examination Board.

Article 10c: Regulations during (interim) examinations

1. The examiner can point out one or two proctors to take care of the necessary order during examinations.
2. Students have to legitimize themselves during (interim) examinations with their student card (or if necessary a certified ID) and put it on the table.
3. Students have to register obligatory to take part in an exam. If a student takes part in an exam without registration, the exam will not be graded. No grade will be registered in Osiris. However an attempt will be registered.
4. The students are required to be seated before the start of the interim examination. If necessary they have to follow the instructions of the examiner/proctor. Students may not leave the examination room the first 30 minutes. Students arriving no more than half an hour late can sit the interim examination. After that no one can take part in the exam.
5. Students must remain sufficiently calm and quiet during examination so as not to hinder fellow students in any way.
6. The name, student number and signature has to be filled out completely on the coversheet of the exam. In case the examiner uses test cards (grade slips), students must fill them out completely with name, student number an signature as well. Interim examinations consisting of multiple pages should be folded together.
7. Students are forbidden to have any direct or indirect contact with each other, inside or outside of the examination room, during the examination time. In cases a student is caught making an academic offence (having contact or cheating) the examiner or proctor will take the exam and the examination board will be informed. The examination board can expel the student for a maximum of one year to take part in the examination. In case of preconceived fraud the examination board can expel the student for a maximum of one year from all exams (see Academic Offences).

8. Bags, books, and so forth may not be brought into the room unless with explicit permission. There will be an opportunity to leave items at the front of the examination room.
9. Students may have at their desks only those items deemed absolutely necessary for completing the interim examination. The examiner/proctor will decide in this matter.
10. The use of dictionaries, calculators, organisers, notebooks, mobile telephones or other electronic devices are, unless explicitly approved by the proctor, forbidden. **Mobile telephones** must be **switched off** during interim examinations and must be placed (in front of the examination room) in the students bag.
11. Students may use translations dictionary only. Translating from the native speaking language of the student (and Vice versa). The use of explanation dictionaries are not allowed.
12. At electronic exams the student is not allowed to use any other computer programme / website / application and/or other resources other than approved by the examiner. It is also not allowed to digital share or spread the exam questions and/or answers if this is possible with the approved programme's/software. The Programme Director (or an employee on behalf of him/her) has the right to check this (during examination or electronically later on).
13. If a student is caught during the exam with a mobile phone, book, notes and/or other resources that is not explicitly approved by the examiner / proctor, this will be considered as an attempt to fraud. The exam will be immediately taken away and the fact will be reported to the Examination Board. Notification of an academic offence electronically later on will lead to the taking of proper measures, in consultation with the Examination Board.
14. A brief bathroom break is possible (max. 10 min.) if approved by the proctor. This facility can only take place under permission of the examiner and according to his rules. One of the proctors will escort the student to the bathroom. This facility can only be offered to one person (of the specific (interim) examination) per room at a time.
15. In each examination room, at least one examiner/proctor will be present who is associated with the unit of study to which the exam is related. All directions given by this person should be followed. Complaints from the students may only be addressed after the interim examination has taken place.
16. When students hand in their work to the proctor, they have to sign the attendance list (if necessary), and show their student card (or other certified ID) to the proctor, before leaving the examination room.
17. When departing examination rooms, students will remain sufficiently calm and quiet so as not to hinder fellow students in any way.

Article 10d: Regulations in case of a calamity

1. If a calamity occurs or threatens to occur during or shortly before the start of an exam the examiner is competent to act and all students have to follow his instructions.
2. If a calamity occurs or threatens to occur shortly before the start of an exam the following procedure counts: If a calamity occurs before the start of the exam the exam will be postponed immediately. The examiner will set a new date, in consultation with the programme director.
3. The new examination date, that will take place within a month (holidays are not included) is binding. This new date will be published, according to regular procedures, within three days after the calamity.
4. If a calamity happens during the exam, if possible, the following actions should be taken:
 - a. All the examination papers (coversheet and such) need to be filled out completely at the beginning of the exam, with the students name, student number and signature.
 - b. All those present have to obey the directives of the examiner or responsible authority and leave the room immediately.
 - c. Students leave their exam and all other papers on the table in the examination room.
 - d. If students already started making their exam, the examiner try's to grade the exam, if this lays within reasonable measures, based on the partly made exam.
5. If the examiner cannot determine a grade, based on the regulations in paragraph 4d, a new exam date will be set within a month (holidays are not included) after the calamity, for all students registered for this examination.
6. These rules are also applicable in case of a practise calamity.

Article 11: The Examination Board will determine further rules on the execution of duties and rights as mentioned: c (quality assurance of tests and exams), d (Determination of rules for the

confirmation and publication of results), f (exemptions from assignments or practical exercises) and g (the taking of measurements with fraud) (7.12b lid 3)

See above: articles 6, 7, 9 en 10.

Article 12: Publication of a annual report (WHW art.7.12 b lid 5)

1. Annually the Examination Board publicizes an annual report to hand it over to the dean.
2. The annual report will give information on the facts happened past board year. The board year is equal to a college year.
3. In the annual report the following will be presented:
 - a. All activities on quality assurance of tests and exams;
 - b. Information on all decisions made by the Examination Board;
 - c. Information on appeals/complaints/fraud.

Article 13: Appointment of examiners (WHW 7.12 c lid 1)

Bachelor

1. The Examination Board appoints one of more examiners for each study unit for educating and judging tests or exams from the educating staff.
2. In case there are two or more examiners for a course, one examiner will be first responsible (coordinator) for this study unit / module. In general, the person who is first responsible for educating a specific unit of study is also responsible for judging an grading that unit. The first responsible examiner is contact for the Examination Board in case of testing and quality assurance of the study unit.
3. The Examination Board uses the following criteria to reassure the quality of tests and exams on appointing examiners:
 - a. competent are members of the regular or temporarily scientific staff (UD, UHD, professor, teacher, PhD) who are qualified for a specific study unit within the educational programme and who are in possession of the educational qualifications certificate;
 - b. the rights are limited within the domain of educational profession of the scientific staff;
 - c. the examiner may only grade the study results for the level that is one level below his own;
 - d. staff members of other universities can be appointed as examiner if they are qualified according to the demands specified;
 - e. the Examination Board can decide to appoint other examiners. This appointment should be specified with an expiring date and the specialization of education.
4. Annually a list with all examiners will be published at the educational specific appendix of the TER.
5. In all other occasions the examination board is in title to deviate from this regulations and appoint an examiner. This appointment should be specified with an expiring date and the specialization of education.

Master

1. The Examination Board appoints one of more examiners for each study unit for educating and judging tests or exams from the educating staff.
2. In case there are two or more examiners for a course, one examiner will be first responsible (coordinator) for this study unit / module. In general, the person who is first responsible for educating a specific unit of study is also responsible for judging an grading that unit. The first responsible examiner is contact for the Examination Board in case of testing and quality assurance of the study unit.
3. The Examination Board uses the following criteria to reassure the quality of tests and exams on appointing examiners:
 - a. competent are members of the regular or temporarily scientific staff (UD, UHD, professor, teacher, PhD) who are qualified for a specific study unit within the educational programme and who are in possession of the educational qualifications certificate;
 - b. the rights are limited within the domain of educational profession of the scientific staff;
 - c. the examiner may only grade the study results for the level that is one level below his own;
 - d. staff members of other universities can be appointed as examiner if they are qualified according to the demands specified;
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4. Annually a list with all examiners will be published at the educational specific appendix of the TER.
5. In all other occasions the examination board is in title to deviate from this regulations and appoint an examiner. This appointment should be specified with an expiring date and the specialization of education.

Section 3: Rules for the execution of the statutory rights

Article 14. Right of postponement of the declaration of successfully completing the exams (WHW 7.11 lid 3; OER art. 5.2 lid 3)

1. Based on art. 5.2. paragraph 4 of the Teaching and Examination Regulation for Master programmes the chairs of the Examination Boards of all educational programmes of the former Faculty of Behavioural Sciences agreed upon the following procedure on a students' request to postpone his declaration and presentation of the degree, stated in paragraph 3.
2. Procedure:
 1. Receiving student request (incl. period of postpone)
 2. Stopping standard procedures at BOZ
 3. Checking request student
 4. Agree/disagree request. Decision Examination board (incl. maximum period of postpone)
 5. If needed the student can recall the decision
 6. Start standard procedure
 7. Handing over the degree to the student on the agreed date.

Article 15. Right to extend the validity of examinations (WHW 7.13 lid 2k)

See TER bachelor en Master article 4.8. lid 4.
The examination Board did not register further regulations.

Article 16. Right to deviate from the number of times and manner in which exams can be taken (WHW 7.13 lid 2l)

See TER bachelor en Master article 4.5.
The examination Board did not register further regulations.

Article 17. Right to deviate from the public way in which oral examinations are taken (WHW 7.13 lid 2n)

See TER bachelor en Master article 4.6.
The examination Board did not register further regulations.

Article 18. Right to grant an exemption from a practical exercise. The Examination Board can demand replacement requirements (WHW 7.13 lid 2t).

See TER Bachelor en Master article 3.4 lid 2
The examination Board did not register further regulations.

Section 4: Rules for the execution of the way students must make their request to the Examination Board

Article 19: General requests, complaints and objections

1. A student may lodge a written request at the Examination Board via Examencommissies-GW@utwente.nl. Information on how to lodge this request can be found on the site of the educational programme or at the study advisors.
2. Complaints or objections against decisions of the Examination Board or an examiner can be lodged within six weeks after the notification-date of the decision at the "klachten loket", Vrijhof room 239B, Balie Student Services, POBox 217, 7500 AE Enschede .
3. The Examination Board will research and hear both sides of the argument.