

TEACHING AND EXAMINATION REGULATIONS BACHELOR OF SCIENCE PROGRAMMES 2014-2015

Faculty of Behavioural, Management and Social Sciences (BMS)

The Dean of the Faculty,

in view of the Articles 9.5, 9.15, paragraph 1 under a, 7.13, first and second paragraph, 9.38, under b, and 9.18, first paragraph under a, and 7.59 of the Higher Education and Research Act (WHW), and

in due consideration of the recommendations of the Programme Committees, as well as the approval by, or advice of the Faculty Council, pertaining to the programme-specific appendix of the programme in question¹

hereby authorizes the Teaching and Examination Regulations of the following Bachelor's programmes:

Communicatiewetenschap (CW)

European Public Administration (EPA)

Gezondheidswetenschappen (GZW)

International Business Administration (IBA)

Onderwijskunde (OWK)

Psychologie (PSY)

Technische Bedrijfskunde (TBK)

¹ In conformity with Article 9.38 of the WHW, the right of recommendation pertains to Article 7.13, paragraph 2, parts a through g, of the WHW. The right of consent refers to the other parts of Article 7.13.

Foreword

This document contains the teaching and examination regulations, as set forth in the Dutch Higher Education and Research Act (section 7.13), of the English-language Bachelor's programmes of the Faculty of Behavioural, Management and Social Sciences. They are an English translation of the Dutch-language "Onderwijs- en examenregeling" which governs all of the Faculty's Bachelor's programmes and has been authorized by the Dean of the Faculty. They hold for the 2014-2015 academic year.

Please notice: as stated in Article 1.1, paragraph 7 of these regulations, in conflicting situations the Dutch text takes precedence over the English text.

This document is divided in two parts.

1. The first part contains the elements that are common to all Bachelor's programmes of the faculty. This part corresponds to a high degree with the directive drawn up by the University's Executive Board for the Dutch-language "Onderwijs en examenregeling" teaching and examinations regulations of all its Bachelor's programmes. Some items of this directive were supplemented with stipulations or clauses that seemed useful and/or may clarify its content. These additional clauses can easily be recognized since they are *printed in italics*.
2. The second part of these regulations contains the programme-specific annexes of only the English-language Bachelor's programmes of the faculty. These are:
 - European Public Administration (including the double degree specialization European Studies and the joint degree specialization Public Governance across borders),
 - International Business Administration.

Please notice: this document is a shortened version of the Dutch-language "Onderwijs- en examenregeling", since the second part does not contain the programme-specific annexes of the Dutch-language Bachelor's programmes of the faculty.

These teaching and examination regulations or "TER" are available at the "Education" pages of the English-language website of the former School of Management and Governance, under "Regulations and Exam. Board".

The Dutch version, with the programme-specific annexes of all former MG Bachelor's programmes (including the Dutch-language programmes "Technische Bedrijfskunde" "Gezondheidswetenschappen") can be viewed at the "Onderwijs" page of the Dutch-language website of the former School of Management and Governance, under "Reglementen en Examencie".

A Dutch version with the programme-specific annexes of the Bachelor's programmes of the former Faculty of Behavioural Sciences (all Dutch-language) can be found at the "Education" page of this former faculty, under "Regulations and committees".

Finally: references in these teaching and examination regulations to the male gender should also be understood to include the female gender.

Please notice:

- the passages in *italic* are supplementary to the guidelines for the Teaching and Examination Regulations established by the university's Executive Board and therefore solely apply to the Bachelor's programmes offered by the Faculty of Behavioural, Management and Social Sciences.

TABLE OF CONTENTS

1 Common Elements

SECTION 1 - GENERAL PROVISIONS	7
ART. 1.1 APPLICABILITY OF THESE REGULATIONS	7
ART. 1.2 DEFINITIONS	7
SECTION 2 – ADMISSION	11
ART. 2.1 PRIOR EDUCATIONAL REQUIREMENTS	11
ART. 2.2 LANGUAGE REQUIREMENT FOR BACHELOR'S PROGRAMME FOR HOLDERS OF FOREIGN DIPLOMAS	11
ART. 2.3 ENTRANCE EXAMINATION (COLLOQUIUM DOCTUM)	11
SECTION 3 - CONTENT AND STRUCTURE OF THE PROGRAMME	12
ART. 3.1 AIM OF THE PROGRAMME	12
ART. 3.2 STRUCTURE OF THE DEGREE PROGRAMME	12
ART. 3.3 LANGUAGE OF INSTRUCTION FOR THE PROGRAMME	13
ART. 3.4 EXEMPTION	13
ART. 3.5 FLEXIBLE PROGRAMME	13
SECTION 4 - TEACHING AND TESTING	14
ART. 4.1 GENERAL	14
ART. 4.2 MODULES	14
ART. 4.3 REGISTERING FOR A UNIT OF STUDY AND THE TESTS	14
ART. 4.4 TEST PLAN	15
ART. 4.5 (ADDITIONAL) TEST OPPORTUNITIES	16
ART. 4.6 ORAL TESTS	16
ART. 4.7 CONFIRMATION AND PUBLICATION OF RESULTS	16
ART. 4.8 PERIOD OF VALIDITY	17
ART. 4.9 RIGHT OF JUSTIFICATION AND INSPECTION	17
ART. 4.10 FILING PERIOD FOR TESTS	17
SECTION 5 – EXAMINATION	18
ART. 5.1 EXAMINATION BOARD	18
ART. 5.2 EXAMINATION	18
ART. 5.3 DEGREE	19
ART. 5.4 CERTIFICATE	19
ART. 5.5 <i>GRADUATING WITH DISTINCTION</i>	20

SECTION 6 - STUDENT GUIDANCE AND (BINDING) RECOMMENDATION ON CONTINUATION OF STUDIES	21
ART. 6.1 STUDY PROGRESS OVERVIEW	21
ART. 6.2 STUDENT GUIDANCE	21
ART. 6.3 (BINDING) RECOMMENDATION ON CONTINUATION OF STUDIES	21
ART. 6.4 (BINDING) RECOMMENDATION ON CONTINUATION OF STUDIES MULTIPLE PROGRAMMES	23
SECTION 7 - STUDYING WITH A DISABILITY	24
ART. 7.1 STUDYING WITH A DISABILITY	24
SECTION 8 - AMENDMENTS, TRANSITIONAL ARRANGEMENTS, APPEALS AND OBJECTIONS	25
ART. 8.1 CONFLICTS WITH THE REGULATIONS	25
ART. 8.2 ADMINISTRATIVE ERRORS	25
ART. 8.3 AMENDMENTS TO THE REGULATIONS	25
ART. 8.4 TRANSITIONAL ARRANGMENT	25
ART. 8.5 REVIEW OF THE TEACHING AND EXAMINATION REGULATIONS	26
ART. 8.6 APPEALS AND OBJECTIONS	26
ART. 8.7 HARDSHIP CLAUSE	26
ART. 8.8 PUBLICATION	26
ART. 8.9 DATE OF COMMENCEMENT	26

2 PROGRAMME-SPECIFIC APPENDICES

2a. European Public Administration (EPA)

2b. International Business Administration (IBA)

1 Common Elements

SECTION 1 - GENERAL PROVISIONS

ART. 1.1 APPLICABILITY OF THESE REGULATIONS

- 1) The Teaching and Examination Regulations apply to all students enrolled in the programme concerned.
- 2) Each programme has its own programme-specific appendix.
- 3) For each programme, the common elements and the programme-specific appendix together form the Teaching and Examination Regulations for the Bachelor's programme concerned.
- 4) The common elements and the programme-specific appendix of the Teaching and Examination Regulations are authorized by the Dean.
- 5) A programme's Examination Board sets down regulations for the execution of its tasks and powers in accordance with Article 7.12b of the WHW.
- 6) The jurisdiction of the Examination Board of a programme extends to all units of study that are part of a student's programme.
- 7) An English translation of the common elements and the programme-specific appendices of the Teaching and Examination Regulations and the Rules and Regulations of the Examination Board is available for the English-language Bachelor's programmes. In conflicting situations, the Dutch text takes precedence over the English text.
- 8) Any requests for special provisions or exceptions from that stipulated here should be addressed to the secretary of the Examination Board.
- 9) References to 'the student', 'the teacher', 'he', 'him', 'his' should also be understood to include the female gender.

ART. 1.2 DEFINITIONS

The terms used in these Regulations should be interpreted as follows:

<i>3TU</i>	<i>The three Technical Universities of the Netherlands (Twente, Delft, Eindhoven)</i>
Academic year:	The term that starts on 1 September and ends on 31 August of the following year;
<i>Act:</i>	<i>The Dutch Higher Education and Research Act, published in the Bulletin of Acts, Orders and Decrees 1992, number 593, and as amended since.</i>
Authorized Proof of Result:	A list or other written document initialled by or on behalf of an examiner, or a result published via the Student Information System (SIS);
Binding recommendation on continuation of studies (<i>Bindend studieadvies</i> , BSA):	Recommendation on continuation of studies in accordance with Article 7.8b, paragraph 1 and 2 of the WHW, which includes a rejection in conformance with Article 7.8b, paragraph 3, issued by the programme board on behalf of the Executive Board of the institution;
<i>BK:</i>	<i>De Dutch language variant of the former Bachelor's programme Bedrijfskunde (Business Administration);</i>
<i>Blackboard:</i>	<i>The electronic learning environment of the University of Twente;</i>

BMS:	<i>The Faculty of Behavioural, Management & Social Sciences; this faculty is the merger of the former School of Management & Governance and the former Faculty of Behavioural Sciences;</i>
BOZ:	<i>Bureau Onderwijszaken (Educational Affairs Office) of the Faculty BMS;</i>
BSK:	<i>Bestuurskunde, the Dutch-language variant of the former Bachelor's programme Bestuurskunde (Public Administration);</i>
Cohort:	<i>Generation or group of students who started the same academic programme in the same year;</i>
Colloquium doctum:	<i>Entrance examination for those prospective students who are not directly admissible to the Bachelor's programmes of the University of Twente;</i>
CPO-committee:	<i>A committee (in Dutch: Commissie Persoonlijke Omstandigheden) established by the Executive Board that advises programme boards in individual cases with regard to the legitimacy, the expected duration and the severity of the personal circumstances of the student;</i>
Curriculum:	<i>The entirety of compulsory and optional units of study belonging to the programme, as set down in the programme-specific appendix;</i>
CW:	<i>The Bachelor's programme Communicatiewetenschap (Communication Science)</i>
Dean:	<i>Head of the Faculty;</i>
EC:	<i>A unit of 28 hours of study workload, in accordance with the European Credit Transfer System, a full academic year consisting of 60 EC or 1680 hours (Article 7.4 of the WHW);</i>
EPA:	<i>The Bachelor's programme European Public Administration;</i>
ES:	<i>European Studies, the English-language variant of the former Bachelor's programme Bestuurskunde (Public Administration)</i>
(Educational) programme:	<i>The Bachelor's programme as described in the programme-specific appendix to these Teaching and Examination Regulations;</i>
Exam:	<i>An evaluation of the knowledge, understanding and skills of the student, as well as the assessment of the results of this evaluation (Article 7.10 of the WHW); an exam may consist of a number of tests;</i>
Examination:	<i>A programme concludes with a final examination. A final examination is deemed successfully completed if the units of study belonging to a programme have been completed successfully. The examination may also include an additional assessment by the Examination Board;</i>
Examination Board:	<i>The Examination Board is the body which determines in an objective and expert way whether a student satisfies the conditions that the Teaching and Examination Regulations set on the knowledge, understanding and skills needed to obtain a degree;</i>
Examiner:	<i>The individual who has been appointed by the Examination Board in accordance with Article 7.12c of the WHW to hold exams and tests and determine their results;</i>
Executive Board:	<i>Executive Board of the University of Twente;</i>

Higher Education and Research Act (WHW):	The Higher Education and Research Act (WHW), in the Dutch Bulletin of Acts, Orders and Decrees 1992, number 593, and as amended since.
IBA:	<i>The Bachelor's programme International Business Administration;</i>
Institution:	University of Twente;
Module:	A unit of study of 15 EC in the Twente Educational Model;
Module coordinator:	The individual charged by the programme board to organize the module;
Module examiner:	The individual designated by the Examination Board to determine the result of the module;
OER:	<i>Onderwijs- en Examenregeling; this is the Dutch name of the Teaching and Examination Regulations (TER);</i>
OLC:	<i>Opleidingscommissie (programme committee, see below);</i>
OSIRIS	<i>The Student Information System of the University of Twente;</i>
OWK:	<i>The Bachelor's programme Onderwijskunde (Educational Science);</i>
Practical exercise:	<i>A practical exercise, as described in Article 7.13, paragraph 2d of the WHW is a unit of study or part of a unit of study, whereby the emphasis is placed on the student's activities, such as:</i> <ol style="list-style-type: none"><i>1. carrying out literature research, an assignment or a preliminary design, writing a thesis, article or 'position paper', or giving a presentation in public;</i><i>2. carrying out a design or research assignment, carrying out tests and experiments, participating in practicals, practicing skills;</i><i>3. following an internship, taking part in fieldwork or an excursion;</i><i>4. participating in other educational activities deemed as necessary and aimed at achieving the required skills</i>
Programme board:	The body charged by the Dean to manage the degree programme. It may also be an individual person, in which case the term 'programme director' is used;
Programme committee:	Programme committee as referred to in Article 9.18 of the WHW; <i>the programme committee (opleidingscommissie or OLC in Dutch) is composed of both teacher and student members and advises a programme board on the OER and all academic matters (Article 9.18, WHW, and article 13, faculty regulations);</i>
Programme director:	<i>person appointed by the Dean to manage the degree programme in case the programme board consists of one individual person</i>
PSY:	<i>The Bachelor's programme Psychologie (Psychology)</i>
R&R:	<i>the rules and regulations of the Examination Board (WHW, Article 7.12, paragraph 4)</i>
Student:	Anyone registered with a programme in accordance with Article 7.34 and 7.37 of the WHW;
Student Information System (SIS):	

The system designated by the board of the institution for the registration of and information relating to the relevant student and study data, as stipulated in the WHW;

Study Adviser:	Person appointed by the Dean of the Faculty who acts as contact between the student and the programme, and in this role represents the interests of the students, as well as fulfilling an advisory role;
Study Rate:	Number of ECs achieved in a certain period divided by the number of ECs that can nominally be achieved in this period;
Teacher/ lecturer:	<i>Faculty member charged with giving lectures in a unit of study;</i>
TER	<i>Teaching and Examination Regulations</i>
Test:	Part of an exam. If a unit of study has only one test, this coincides with the exam for the unit in question;
Test plan:	A plan indicating how the testing of a unit of study is organized;
Test result:	A result that contributes to the final result for the unit of study;
Tutor:	<i>Faculty member charged with coaching a number of students assigned to him in the Twente Educational Model;</i>
Twente Educational Model (TEM, or 'TOM' in Dutch):	The educational model introduced in the University of Twente's Bachelor's degree programmes with effect from 2013;
Unit of study:	A component of the programme as described in Article 7.3, paragraphs 2 and 3 of the WHW. A unit of study concludes with an exam;
UT:	University of Twente;
Working Day:	Any day from Monday to Friday with the exception of official holidays and the prearranged 'bridging days' (<i>brugdagen</i>) on which the staff are free;
WHW	The Higher Education and Research Act (<i>in Dutch: Wet op het Hoger onderwijs en Wetenschappelijk onderzoek</i>), Bulletin of Acts, Orders and Decrees 1992, number 593, and as amended since.

Any terms not defined here have the significance assigned to them by the Act.

SECTION 2 – ADMISSION

ART. 2.1 PRIOR EDUCATIONAL REQUIREMENTS

Admission to the programme is granted if the requirements with regard to prior education for enrolment in university education are met in accordance with the WHW, Articles 7.24, 7.25 and 7.28.

ART. 2.2 LANGUAGE REQUIREMENT FOR BACHELOR'S PROGRAMME FOR HOLDERS OF FOREIGN DIPLOMAS

Holders of diplomas from outside the Netherlands are permitted to enrol in the following cases only:

- a) if the programme is offered in the Dutch language: after meeting the requirement for adequate proficiency in the Dutch language by successfully completing the state examination for Dutch as a second language (NT2), Programme 2, or the certificate in Dutch as a foreign language, 'Profiel Academische Taalvaardigheid' (PAT) or "Profiel Taalvaardigheid Hoger Onderwijs" (PTHO) and
- b) if the programme is offered in the English language: after it has been shown that the requirement for adequate proficiency in the English language to the level of the Dutch pre-university (VWO) examination has been met. Proficiency at this level can also be demonstrated by means of one of the following tests:
 - o IELTS (International English Language Testing System), academic module. The minimum IELTS score (overall band) must be 6.0.
 - o TOEFL (Test of English as a Foreign Language). The minimum TOEFL score required is 80 (internet-based test).
 - o Cambridge EFL (English as a Foreign Language) Examinations, with one of the following certificates:
 - Cambridge Certificate in Advanced English
 - Cambridge Certificate of Proficiency in English

ART. 2.3 ENTRANCE EXAMINATION (COLLOQUIUM DOCTUM)

If the conditions referred to in Articles 2.1 and 2.2 are not met, the institution can grant an exemption on the grounds of an entrance examination, in accordance with Article 7.29 of the WHW. The conditions pertaining to this are described in detail in the document entitled "Colloquium Doctum". This document can be found on the University of Twente's website. *Additional requirements, if in place, have been included in the programme-specific appendix.*

SECTION 3 - CONTENT AND STRUCTURE OF THE PROGRAMME

ART. 3.1 AIM OF THE PROGRAMME

The aims and final attainment targets (Article 7.13, paragraph 2c of the WHW) are described in the programme-specific appendices.

The final attainment targets of the Bachelor's programme either fit the internationally recognized level descriptions of the so-called Dublin Descriptors, or are in accordance with the equivalent Criteria for Academic Bachelor and Master Programmes agreed upon by the 3TU.

The Dublin Descriptors are:

- a. *Knowledge and insight*
- b. *Application of knowledge and comprehension*
- c. *Critical thinking*
- d. *Communications*
- e. *Learning skills*

The 3TU Criteria for Academic Bachelor and Master Programmes are:

1. *Expertise in one or more academic disciplines*
2. *Research competence*
3. *Design competence*
4. *A scientific approach*
5. *Basic intellectual skills*
6. *Competence in cooperation and communication*
7. *Awareness of temporal and social context*

ART. 3.2 STRUCTURE OF THE DEGREE PROGRAMME

- 1) The programme is equivalent to 180 ECs.
- 2) The programme is described in the programme-specific appendix to these Regulations, in accordance with Article 7.13, paragraph 2 a to e, h, i, j, l, s, t of the WHW. *The items described include:*
 - a. *the content of the programme and its examination (WHW, Article 7.13, paragraph 2a)*
 - b. *content of the specializations (WHW, Article 7.13 paragraph 2b)*
 - c. *the qualifications as for the knowledge, insight and skills that a student must have acquired after having finished the programme (Article 7.13, paragraph 2c of the WHW)*
 - d. *content of practical exercises (Article 7.13, paragraph 2d of the WHW)*
 - e. *study load of the programme and of all study units that comprise the programme (Article 7.13 paragraph 2e of the WHW)*
 - f. *number and sequence of the exams, as well as the moments they can be taken (Article 7.13 paragraph 2f of the WHW)*
 - g. *programme format: full-time, part-time, sandwich, according to the CROHO registration (Central Register of Higher Education Study Programmes) (Article 7.13 paragraph 2i of the WHW)*
 - h. *format of the exams: oral, written, individual, group etc. (Article 7.13, paragraph 2l of the WHW)*
 - i. *required sequence of exams: whether or not passing certain exams is a condition for admission to participation in teaching activities or other exams; admission standards and participation requirements for practical exercises (Article 7.13 paragraph 2s, t of the WHW)*

Additional items included in the programme-specific appendix are:

- j. requirements related to electives and students' individual choices*
 - k. transitional arrangements, as referred to in Article 8.4 of the OER*
 - l. language to be used for teaching and exams (Article 7.2 of the WHW)*
 - m. organization of the programme (Wet versterking kwaliteitswaarborgen hoger onderwijs).*
 - n. connecting Master's programmes (Article 7.13, par. 3 of the WHW).*
- 3) If the programme has an honours programme, this is also included in the programme-specific appendix, *together with the selection procedure (WHW Article 7.13, par. v).*

ART. 3.3 LANGUAGE OF INSTRUCTION FOR THE PROGRAMME

- 1) The programme-specific appendix sets down the working language for the programme.
- 2) If there are deviations from this official working language for parts of the programme, this occurs in accordance with the UT Code of Conduct Languages of Instruction and Article 7.2 of the WHW.

ART. 3.4 EXEMPTION

- 1) The Examination Board can grant the student exemption from one or more complete units of study at his request. To this end, the student will demonstrate that he has completed a component of a similar content, size and level of a university or higher professional education programme or has, as a result of work and/or professional experience, sufficient knowledge and skills regarding the unit of study concerned.
 - 1a) *In dealing with requests for exemption, the Examination Board will obtain advice from the (module-)examiner involved².*
- 2) Students may be exempted from the obligation to participate in practical exercises if they can demonstrate that they expect to be placed before a moral dilemma as a result of the need to meet one of the requirements for this component. In such a case, the Examination Board decides whether the component can be carried out in another manner to be determined by the Board.

ART. 3.5 FLEXIBLE PROGRAMME

The Examination Board of the programme decides on requests for permission to take a flexible programme as stipulated in Article 7.3d of the WHW. The Examination Board assesses whether the programme is appropriate and consistent within the domain of the programme and whether the level is high enough in the light of the final attainment targets of the programme.

² The Examination Board of the Bachelor's's programmes of the former School of Management and Governance set out its rules for granting exemptions in article 11 of the Rules and Regulations of the Examination Board.

SECTION 4 - TEACHING AND TESTING

ART. 4.1 GENERAL

- 1) A unit of study is completed with an exam.
- 2) The exam may consist of a number of tests.
- 2a) *A test can be of the following types: a written test, an assignment in any possible form, an oral test, a series of tests, the evaluation of practical exercises as referred to in Article 1.2 of the WHW, or any combination of the types just mentioned.*
- 3) A test can be taken in several parts, spread over time. Results of these parts will not be included in the SIS, but can be shared with students via Blackboard.
- 3a) The student has the right to view model exam questions or practice exams or representative past exams and the corresponding model answers and assessment standard.
- 3b) The maximum duration of a test is 3 hours on the clock
- 4) Test results are expressed in a mark from 1 to 10, rounded to one decimal place.
- 5) The exam result will be expressed in a whole mark from 1 to 10.
- 6) The module examiner will establish the exam result of modules (Article 4.2 below) after consultation with the other examiners involved in the module. This consultation will preferably take the shape of a module assessment session.
- 7) An exam result of 5.5 or higher is a pass.
- 8) EC will only be awarded for the unit of study if an exam has been completed with a pass. No ECs will be awarded for parts of units of study and/or individual tests passed.
- 9) If a student receives more than one authorized result for the same unit of study, the highest result will apply.

ART. 4.2 MODULES

- 1) A module is a unit of study of 15 ECs, in which knowledge, *insight*, skills and attitude relating to the discipline are developed in a coherent way.
- 2) Each module has a module coordinator and a module examiner. Preferably this is one and the same person.

ART. 4.3 REGISTERING FOR A UNIT OF STUDY AND THE TESTS³

- 1) It is only possible to take a unit of study if
 - a) the student has registered via the SIS for the unit of study in question before the start.
 - b) the student meets the requirements set for prior knowledge for the unit of study in the programme-specific appendix.

The prerequisite under a) does not apply if it concerns a unit of study that is not part of the Twente Educational Model (TEM) and the student only participates in the final test or the resit thereof.

³ More information on registering for units of study and tests, including the registration periods, can be found on the Student Services website: <http://www.utwente.nl/ces/studentervices/en/osiris/Osiris/>

- 2) Registering for units of study also involves registration for *the first opportunity* of all of the tests in the units of study. *In case a second opportunity is offered, the student must register apart.*
- 2a) For units of study that are not part of the Twente Educational Model the student may register for the final written test and the resit thereof without previously having registered for the unit of study itself.
- 3) If the student is unable to participate in a test of a TEM module as a result of force majeure, he will inform (*beforehand*) the study adviser and/or the module coordinator, stating the reasons.
- 3a) Should a student fail to attend a test of a TEM module without having reported his absence, with reasons, to the study adviser or the module coordinator, this will count as a fail. *For the PSY and CW programmes a mark "1" will be registered in this case, students may be offered a repair option.*
- 4) For units of study that are not part of the Twente Educational Model, the student can deregister for a test via the SIS no later than the day prior to the test in question⁴.
- 4a) Should a student fail to attend a test of a unit of study not belonging to the Twente Educational model for which he registered but did not deregister in time via the SIS, this will count as a fail. *For the PSY and CW programmes a mark "1" will be registered in this case.*

ART. 4.4 TEST PLAN

- 1) The way in which the tests lead to the exam result is laid down in a test plan for each unit of study.
- 2) The test plan is authorized by the programme board.
- 2a) Authorization of the test plan takes place once it has been formulated by the module coordinator (*TEM modules*) or the responsible examiner (*non-TEM units of study*) and – where necessary – has been advised on by the Examination Board.
- 3) The test plan must have been published on Blackboard no later than two weeks before the start of the unit of study.
- 4) The test plan must at least include the following:
 - a) when tests will be sat and in what form;
 - b) for which tests there are any repair options and the form that these take;
 - c) the weighting of the various tests;
 - d) any minimum mark requirements for each test
 - e) *the deadline for determining and publication of the result of a test.*
- 5) The programme board is entitled to make changes to the test plan during a unit of study in progress.
- 5a) Changes to the test plan can only be made in consultation with the module coordinator (*TEM modules*) or the responsible examiner (*non-TEM modules*) and after advice of the Examination Board. The students will be informed of these changes as soon as possible.
- 5b) In case a change to a test plan only implies the rescheduling of tests or parts thereof, consultation with the module coordinator (*TEM modules*) or the responsible examiner (*non-*

⁴ i.e., until midnight (24:00) of the day before the day of the test

TEM units of study) will suffice, to begin with. Next, the programme board will inform the Examination Board of its decision at the Board's forthcoming meeting.

- 5c) Changes to the test plan may, according to reasonable expectations, not be detrimental to the students
- 6) *In exceptional cases, the Examination Board can allow individual students to take a test in another format than laid down in the test plan of the unit of study in question.*

ART. 4.5 (ADDITIONAL) TEST OPPORTUNITIES

- 1) Each year, two opportunities are offered to sit written and oral tests for units of study of less than 15 ECs (units of study that are not part of the Twente Educational Model).
- 2) If units of study consist solely of a practical exercise, tests can be taken at least once each year.
- 3) Contrary to that stipulated in paragraph 1 of this Article, an opportunity to take a test for a unit of study that is part of the curriculum, but which was not taught during that particular academic year, will be offered at least once per academic year.
- 4) In exceptional cases, the Examination Board can give individual students additional opportunities to sit a test. Where necessary, the exam result can be upheld in these cases.

ART. 4.6 ORAL TESTS

- 1) Oral tests will be conducted in public, unless the Examination Board has specified otherwise in a particular case, possibly at the request of the examiner or the student.
 - 1a) A student or examiner who wishes third parties to be present during an oral test must inform the Examination Board at least ten working days prior to the test concerned.
 - 1b) *Third parties will not be allowed to be present during an oral test if the Examination Board was not informed, or was not informed on time, by the student or the examiner in question.*
 - 1c) Paragraph 1a) and 1 b) do not apply for graduation colloquia.
- 2) If the Examination Board has determined that members of the Examination Board (or an observer representing the Examination Board) are to be present during the oral test, it will notify the examiner and the student at least one working day prior to the test.

ART. 4.7 CONFIRMATION AND PUBLICATION OF RESULTS

- 1) The examiner will notify the student of the result no later than one working day after an oral test has been taken.
- 2) The deadline for determining and publishing the result of a test taken in writing or in some other way will be included in the test plan for the unit of study.
- 3) Within ten working days of the completion of a unit of study, the exam result or the upholding of this result in accordance with that stipulated in Article 4.5, paragraph 1 will be published via the SIS.
 - 3a) *On request of the responsible examiner the programme board may decide to extend this period with a maximum of 5 working days, in case the complexity and/or the work load of the work to be assessed give reason to do so. The students will be informed of this extension as soon as possible.*

- 4) The provisions of paragraph 1 do not apply if the oral test is part of a series of oral tests of the same unit of study, which take place on more than one working day. In that case, the examiner determines the result within one working day after the conclusion of the series of oral tests.
- 5) If the result of a test is based on the completion of one or more assignments, a paper or a thesis, the deadline for submission of the final part will count as the test date.
- 6) Should an examiner not be able to meet the deadline as described in paragraph 2 due to exceptional circumstances, he will report this with reasons to the programme board. The student will be informed of the delay as soon as possible and given the new deadline by which the result will be made known. If the Examination Board is of the opinion that the examiner has not met his obligations, it may appoint another examiner to ascertain the result.
- 7) If a second test opportunity is planned shortly after the first, the results of the first test will be published at a time that provides the student with at least five working days to prepare for the second opportunity.
- 8) *The programmes CW, PSY and OWK apply the rule that once a pass is obtained (mark of 5,5 or higher), this result is definite. In case a student wants to have a second opportunity to take a test (because of personal circumstances), he needs to obtain permission in writing from the Examination Board.*
- 9) *The programmes CW and PSY apply the rule that a student who obtained an insufficient mark (5,49 or lower) for an assignment and is offered a repair option, the student cannot obtain a result higher than 6 (this also applies if the student did not use the first opportunity).*

ART. 4.8 PERIOD OF VALIDITY

- 1) An exam result is valid for a period of six years. At the request of the student, the Examination Board can extend this period in individual cases.
- 2) Test results are only valid in the academic year in which they were obtained. At the request of the student, the Examination Board can extend this period in individual cases.

ART. 4.9 RIGHT OF JUSTIFICATION AND INSPECTION

- 1) The student has the right to hear a justification of the results of a test from the examiner at a post-hoc discussion. If no collective discussion of the results is held, the student may submit a request for an individual discussion of the results to the examiner within ten working days of publication of the test results. The discussion must take place at the latest five weeks after the publication of the results of the test, in the presence of the examiner or an authorized replacement.
- 2) The student has the right of access to his work for a period of two years after the assessment.
- 3) *The student may not make duplicates or copies of the test materials in any way during the inspection of his work, unless specified differently by the responsible examiner.*

ART. 4.10 FILING PERIOD FOR TESTS

- 1) The test papers, answers and marked work for written tests will be filed away for a period of two years after marking *in the administration of the relevant chair or department.*
- 2) The filing period for Bachelor's theses is seven years. *Bachelor's theses are filed digitally at a central location by the Executive Board of the University of Twente.*

SECTION 5 – EXAMINATION

ART. 5.1 EXAMINATION BOARD

- 1) The Dean establishes 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)

ART. 5.2 EXAMINATION

- 1) In accordance with Article 7.10, paragraph 2 of the WHW, the Bachelor's examination is deemed to have been successfully completed if the exams of the units of study and the graduation phase of the Bachelor's programme have been taken successfully.
- 2) The Examination Board declares the student to have successfully completed the Bachelor's examination if he meets the examination requirements, and invites the student to accept the relevant certificate and marks sheet or supplement. The date recorded on the certificate – the examination date – is the date on which the student successfully completed the last remaining unit of study.
- 3) The student may submit a motivated request in writing to the Examination Board to postpone declaring the examination as 'successfully completed' and also to postpone the presentation of the certificate. The student must indicate the length of postponement he desires in this request.
- 4) The details of the stipulation in paragraph 3 will be included by the Examination Board in the Rules and Regulations of the Examination Board .
- 5) If the student has requested postponement on the basis of paragraph 3, the examination date will be the date following postponement on which the Examination Board has decided to declare the student to have successfully completed the examination.

ART. 5.3 DEGREE

- 1) Participants who have successfully met all requirements for the Bachelor's examination are awarded a Bachelor of Science degree.
- 2) The awarded degree will be stated on the degree certificate.

ART. 5.4 CERTIFICATE

- 1) The Examination Board issues a degree certificate as proof that the student has successfully passed his examination. The certificate will be signed by the chairman of the Examination Board. In his absence, it can also be signed by one of the members of the Examination Board.
 - 1a) *If a student satisfactorily completed all study units of the Bachelor's programme, a degree certificate may be extended upon passing the Bachelor's project. In this case, the degree certificate will be signed by the two supervisors with authority to conduct the examination.*
- 2) The certificate will state the following (WHW, Article 7.11):
 - a) the student's name and date of birth;
 - b) the name of the institution and the name of the programme concerned, as recorded in the register referred to in WHW, Art. 6.13;
 - c) the various components that comprised the examination;
 - d) the date on which the examination was completed;
 - e) the degree awarded (WHW, Article 7.10a);
 - f) where applicable, the powers/authorities associated with the degree (taking account of WHW, Article 7.6, paragraph 1);
 - g) the date on which the programme was most recently accredited or passed the initial accreditation assessment as referred to in WHW, Article 5a.11, paragraph 2.
- 3) The International Diploma Supplement will be appended to the certificate for the successfully completed examination (WHW, Article 7.11, paragraph 4). The purpose of the supplement is to provide information on the nature and content of the completed programme, partly with a view to the international recognition of programmes. This supplement will always contain the following information:
 - a) the name of the programme and the name of the University;
 - b) the fact that it is a programme in academic education;
 - c) a description of the content of the programme; where applicable also stating the specialization and/or minor taken;
 - d) the study load of the programme.
 - e) the components comprised in the examination and the marks awarded for these components;
 - f) exams passed successfully by the student that are not included in the examination.
- 4) If the Examination Board has awarded the student a classification (*judicium*), this will be stated on the certificate.
- 5) 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 will on request be provided with a written statement from the Examination Board listing in any event the exams they have passed (WHW, Article 7.11, paragraph 5).

ART. 5.5 GRADUATING WITH DISTINCTION

Information about graduating with distinction can be found on the following location:

- a) *For EPA, GZW, IBA and TBK: in the relevant programme-specific appendix*
- b) *For CW, OWK and PSY: in the Rules and Regulations of the Examination Boards.*

SECTION 6 - STUDENT GUIDANCE AND (BINDING) RECOMMENDATION ON CONTINUATION OF STUDIES

ART. 6.1 STUDY PROGRESS OVERVIEW

The student may request a certified study progress overview from the Student Services Desk if required.

ART. 6.2 STUDENT GUIDANCE

- 1) The Dean is responsible for student guidance, which includes informing the student of study opportunities in or outside the programme. *The Dean has given a mandate to the Programme Director of the programme to execute the tasks of student guidance.*
- 2) Each student is appointed a study adviser.
- 3) The study adviser supervises the student and offers advice on study-related matters as well as personal problems that may influence his study progress, if the student so desires.
- 4) If a student wishes to make use of his right to specific guidance or facilities, he must contact the study adviser. The study adviser records any agreements made with the student. The student, the programme management and the Examination Board may derive rights from these.
- 5) The following applies to the entitlement to special facilities:
 - Students who fall behind in their studies through demonstrable circumstances beyond their control or personal circumstances have the right to additional individual agreements on student guidance.
 - The right to the aforementioned agreements concerns dispensation of taking exams or tests and/or the availability of special assessment facilities, if necessary and possible. Dispensation of taking exams or tests and extra opportunities to take a test can only be granted by the Examination Board.

ART. 6.3 (BINDING) RECOMMENDATION ON CONTINUATION OF STUDIES

- 1) At the end of the first year of enrolment for the programme, each student receives a definitive recommendation on the continuation of his studies within the programme. This recommendation is based on the student's study results and may be positive or negative.
- 2) An introductory interview is held with every student before 1 November of the first year in which he is enrolled for the programme.
- 2a) *Should a student fail to attend the interview without having reported his absence, with reasons, this will be formally registered⁵ and will count as an interview as referred to in par. 2.*
- 3) In the first year in which he is enrolled for the programme, the student will receive a first pre-recommendation on the continuation of their studies by 31 December at the latest. This pre-recommendation is not binding.
- 4) In the first year in which he is enrolled for the programme, the student will receive a second pre-recommendation on the continuation of their studies by 1 March at the latest. This pre-recommendation is not binding.

⁵ In the SIS, or the digital student tracking system used by the study adviser

- 5) Any student who receives a negative pre-recommendation as referred to in paragraphs 3 and/or 4 will be invited for an interview with the study adviser to discuss the study method and a reconsideration of the choice of study.
- 6) The Executive Board has mandated the programme board to issue the recommendation on continuation of studies as referred to in paragraphs 1, 3 and 4.
- 7) The definitive recommendation referred to in paragraph 1 may include a rejection if the student has obtained fewer than 45 ECs in the first year of enrolment. Any additional requirements have been included in the programme-specific appendix. The rejection will apply for a period of three academic years. A definitive recommendation that includes a rejection is referred to as a binding recommendation on the continuation of studies.
- 8) In determining the number of ECs obtained, only the units of study scheduled for the first year of the programme for which the recommendation is issued will count.
- 9) No definitive recommendation on the continuation of studies as referred to in Article 6.3 paragraph 1 will be issued to students who request deregistration before 1 February of the first year of enrolment. If any such student reenrols in a subsequent academic year, the definitive recommendation will be issued at the end of that subsequent academic year.
- 10) For students who transfer to a different programme within the UT before 1 October, there will be no adjustment of the standard as stipulated in Article 6.3.7. Otherwise, the provisions intended in Article 6.3 paragraph 7 will apply *mutatis mutandis*.
- 11) For students who transfer to a different programme on 1 October or later, a deferred definitive recommendation will apply, dated at the very latest at the end of the student's second year of enrolment.
- 12) The student has the right to be heard by the programme board in connection with the issue of a binding recommendation (WHW Article 7.8b Paragraph 4).
- 13) In its deliberations on attaching a rejection to a recommendation on the continuation of studies, the programme board will take into account the student's personal circumstances at his request. The programme board will only take into account in its deliberations personal circumstances that have been reported to the study adviser by the student as soon as can reasonably be expected after they arose
- 14) Personal circumstances are understood to be illness of the person involved, physical, sensory or other impairment on the part of the person involved, pregnancy and childbirth of the person involved, special family circumstances and membership in the University Council, the Faculty Council or the programme committee (WHW Implementation Decree 2008, Article 2.1). Personal circumstances also include top-class sport on the part of the person involved or a Category 3 board in accordance with the FOBOS Regulations.
- 15) The personal circumstances must be submitted to the Personal Circumstances Committee (CPO – "*Commissie Persoonlijke Omstandigheden*" in Dutch) in consultation with the study adviser. This report must be substantiated with items of evidence.
- 16) The CPO assesses the validity and seriousness of the personal circumstances and reports the results to the programme board and the relevant study adviser.
- 17) The programme board will take the judgement of the CPO into account in its handling of the student's request as referred to in Article 6.3, paragraph 13.

- 18) A deferred definitive recommendation, with the end of the second year of the student's enrolment as the final date, will apply if it is impossible to render an opinion concerning the student's capacity to study as a result of personal circumstances.
- 19) The decision of the programme board with respect to the binding recommendation states the possibility of filing an appeal.

ART. 6.4 (BINDING) RECOMMENDATION ON CONTINUATION OF STUDIES MULTIPLE PROGRAMMES

If a student is enrolled in multiple programmes and has achieved the standard for the (binding) recommendation on continuation of studies for one of the programmes, the obligation to achieve the standard for the other programmes will not apply.

SECTION 7 - STUDYING WITH A DISABILITY

ART. 7.1 STUDYING WITH A DISABILITY

- 1) A disability is a physical, sensory or other impairment that might limit the student's academic progress.
- 2) An evaluation is made, in consultation with the student and on the basis of an interview with the Study Advisor, of what special facilities as referred to in Article 2 of the Equal Treatment Act on the basis of a Handicap/Chronic Illness (WGB h/cz) are to be considered most effective for this student.
- 3) Special facilities are intended to remove specific hindrances when participating in the programme's educational activities and/or sitting exams. Where necessary, these may concern facilities pertaining to the accessibility of educational infrastructure (buildings, rooms and facilities) and study material, changes to examinations, alternative study paths or a custom-made study plan. Realizing the attainment targets must be guaranteed when implementing special facilities.
- 4) On the basis of the interview described in paragraph 2, the student submits a written application for the facilities in consultation with the study adviser. The application is submitted to the Dean of the Faculty, preferably three months before the student is to participate in classes, exams and tests for which the facilities are required.
- 5) The application is supported by documents that can reasonably be requested to assess the application (such as a certificate from a physician or psychologist listed in the register under the Individual Professions Act (BIG), or, in case of dyslexia, from a BIG-registered health care psychologist or remedial educationalist.
- 6) The Dean of the Faculty makes a decision, within twenty working days of receipt of the application or earlier if the urgency of the application necessitates it, on the validity of the application as described in paragraph 4, and informs the student and the study adviser of his decision.
- 7) The study adviser ensures that the relevant parties involved are informed in due time of the facilities granted to the student with a disability.
- 8) Should the Dean of the Faculty turn down the application in full or in part, the Dean will inform the student of the justification for this rejection and the possibilities for lodging an objection or an appeal. Objections must be submitted in writing within six weeks of the decision being announced to the relevant party, at the Complaints Desk at Student Services.
- 9) Should extra facilities be granted, it will be stated for what term this grant will apply. The applicant and the study adviser will evaluate the facilities before the end of this term. During this evaluation, the parties will discuss the effectiveness of the facilities provided and whether they should be continued.
- 10) In the case of dyslexia, additional time for a test may be granted, with a maximum of 15 minutes for every hour on the clock.
- 11) *The dean has charged the processing of the applications referred to in paragraphs 4 to 8 to the programme management.*

SECTION 8 - AMENDMENTS, TRANSITIONAL ARRANGEMENTS, APPEALS AND OBJECTIONS

ART. 8.1 CONFLICTS WITH THE REGULATIONS

If other additional regulations and/or provisions pertaining to teaching and/or examinations conflict with these Teaching and Examination Regulations, the present Teaching and Examination Regulations take precedence.

For the purposes of international cooperation with higher education institutions abroad, the arrangements made between the Faculty of Behavioural, Management and Social Sciences and foreign institutions may differ from the regulations of this TER. Such arrangements will be announced as quickly as possible and set out in the programme-specific appendix.

ART. 8.2 ADMINISTRATIVE ERRORS

If, following the publication of an exam result, a list of marks, or an overview of a student's progress, an apparent error is discovered, the discoverer, be it the university or the student, is required to make this known to the other party immediately upon finding the error and to cooperate with rectification of the error.

ART. 8.3 AMENDMENTS TO THE REGULATIONS

- 1) Amendments to these Teaching and Examination Regulations with respect to content are determined by the Dean in a separate decision.
- 2) In principle, amendments to these Regulations with respect to content do not apply to the current academic year. Amendments to these Regulations with respect to content may apply to the current academic year if the interests of the students are not prejudiced within reasonable bounds, or in situations of force majeure.
- 3) Amendments to these Regulations have no effect on earlier decisions of the Examination Board.

ART. 8.4 TRANSITIONAL ARRANGEMENT

- 1) In the case of amendments to the Teaching and Examination Regulations, the Dean may decide on a transitional arrangement.
- 2) The transitional arrangement will be published on the programme's website.
- 3) Points of departure for a transitional arrangement if a curriculum is changed:
 - a) Changes to a curriculum are published before the start of the academic year in which they are to apply.
 - b) No guarantee can be given that all the units of study of a programme, as they existed at the time of a student's enrolment in a programme, will continue to be part of the curriculum. The curriculum as most recently approved by the Dean is taken as the basis for establishing the results of the Bachelor's examination.
- 4) The transitional arrangement shall always include:

- a) which lapsed units of study are equivalent to units of study or parts thereof in the current curriculum included in the programme-specific appendix;
 - b) that if a unit of study without practical exercises is removed from the curriculum, there will be at least two opportunities in the subsequent academic year to take a written or oral exam or to obtain an assessment by some other means;
 - c) that if a unit of study that involves practical exercises is removed from the curriculum, and during the subsequent academic year no opportunities are offered to carry out these practical exercises, at least one unit of study is designated as a suitable replacement for the lapsed unit of study;
 - d) the term of validity of the transitional arrangement.
- 5) The transitional arrangement requires the Examination Board's approval of the provisions referred to in paragraph 4.
 - 6) In exceptional cases, and if this is to the student's advantage, the Examination Board may allow a deviation from the number of times and the way in which exams may be taken for lapsed units of study.
 - 7) *Programme-specific transitional arrangements will be included in the programme-specific appendix.*

ART. 8.5 REVIEW OF THE TEACHING AND EXAMINATION REGULATIONS

- 1) The Dean is responsible for the regular review of the Teaching and Examination Regulations and takes into account the resultant study load for the students to enable this to be monitored and adjusted if necessary.
- 2) In accordance with Article 9.18 of the WHW, the Programme Committee is responsible for issuing advice on the Teaching and Examination Regulations as well as the annual assessment of the manner in which the Teaching and Examination Regulations are implemented.

ART. 8.6 APPEALS AND OBJECTIONS

An appeal against a decision made by the Examination Board or an examiner, and objections to decisions made by the Dean on the basis of these Regulations, must be submitted in writing to the Complaints Desk at Student Services within six weeks after notice of the decision.

ART. 8.7 HARDSHIP CLAUSE

In the event of demonstrable, considerable unreasonableness and unfairness, the Examination Board can permit departures from the provisions of these Regulations.

ART. 8.8 PUBLICATION

The Teaching and Examination Regulations and the Rules and Regulations of the Examination Board are published via the website of the programme in question.

ART. 8.9 DATE OF COMMENCEMENT

These Regulations take effect on 1 September 2014 and supersede the Regulations of 1 September 2013.