

EDUCATION AND EXAMINATION REGULATIONS FOR BACHELOR'S PROGRAMMES (WITH THE EXCEPTION OF UC ATLAS)

The Dean of the Faculty,

Behavioural, Management and Social Sciences

in view of Articles 9.5, 9.15, first paragraph 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),

in due consideration of the recommendations of the Board of Studies, as well as the approval by or advice of the Faculty Council, pertaining to the specific appendix of the programme in question,¹

decides to adopt the Education and Examination Regulations of the degree programme referred to below:

Communicatiewetenschap (CW)

European Public Administration (EPA)

Gezondheidswetenschappen (GZW)²

International Business Administration (IBA)

Onderwijskunde (OWK)

Psychologie (PSY)

Technische Bedrijfskunde (TBK)

¹ In accordance with Article 7.13 WHW, the right to issue advice relates to paragraphs a to g of that article. The Faculty Council has a right of approval for all other components.

² It is not yet known whether GZW will be transferred to the faculty of TNW per September 1st 2015 or per January 1st 2016. This is why this study programme it is listed here.

Voorwoord

CONTENTS

ARTICLE 1 - GENERAL PROVISIONS	5
Art 1.1 - APPLICABILITY OF THESE REGULATIONS	5
Art 1.2 - DEFINITIONS	5
ARTICLE 2 - ADMISSION	10
Art 2.1 - PREREQUISITES	10
Art 2.2 - LANGUAGE REQUIREMENT BACHELOR'S PROGRAMME FOR HOLDERS OF FOREIGN DIPLOMAS	10
Art 2.3 - ADMISSION TEST OR UNIVERSITY ENTRANCE EXAMINATION (COLLOQUIUM DOCTUM)	10
ARTICLE 3 - CONTENT AND STRUCTURE OF THE PROGRAMME	11
Art 3.1 - AIM OF THE PROGRAMME	11
Art 3.2 - STRUCTURE OF THE DEGREE PROGRAMME	11
Art 3.3 - LANGUAGE OF INSTRUCTION FOR THE PROGRAMME	12
Art 3.4 - EXEMPTION	13
Art 3.5 - FLEXIBLE DEGREE PROGRAMME:	13
ARTICLE 4 - EDUCATION AND EXAMINATION	15
Art 4.1 - GENERAL	15
Art 4.2 - MODULES	16
Art 4.3 - REGISTERING FOR A UNIT OF STUDY AND THE TESTS	16
Art 4.4 - TEST PLAN	16
Art 4.5 - ORAL TESTS	17
Art 4.6 - TERM ASSESSMENT	17
Art 4.7 - PERIOD OF VALIDITY	18
Art 4.8 - RIGHT OF JUSTIFICATION AND INSPECTION	18
Art 4.9 - RETENTION PERIOD FOR TESTS	18
ARTICLE 5 - EXAMINATION	20

Art 5.1 -	EXAMINATION BOARD	20
Art 5.2 -	EXAMINATION	21
Art 5.3 -	DEGREE	21
Art 5.4 -	CERTIFICATE	21
Art 5.5 -	GRADUATION WITH DISTINCTION	22
ARTICLE 6 – STUDENT COUNSELLING AND (BINDING) RECOMMENDATION ON CONTINUATION OF STUDIES		23
Art 6.1 -	STUDY PROGRESS OVERVIEW	23
Art 6.2 -	STUDENT GUIDANCE	23
Art 6.3 -	(BINDING) RECOMMENDATION ON CONTINUATION OF STUDIES	23
Art 6.4 -	(BINDING) RECOMMENDATION ON CONTINUATION OF STUDIES: MULTIPLE PROGRAMMES	25
ARTICLE 7 – STUDYING WITH A DISABILITY		27
Art 7.1 -	STUDYING WITH A DISABILITY	27
ARTICLE 8 – AMENDMENTS, TRANSITIONAL ARRANGEMENTS, APPEALS AND OBJECTIONS		29
Art 8.1 -	CONFLICTS WITH THE REGULATIONS	29
Art 8.2 -	ADMINISTRATIVE ERRORS	29
Art 8.3 -	AMENDMENTS TO THE REGULATIONS	29
Art 8.4 -	TRANSITIONAL ARRANGEMENT; EXAMINATION OPPORTUNITIES NON-TEM EDUCATION	29
Art 8.5 -	REVIEW OF THE EDUCATION AND EXAMINATION REGULATIONS	30
Art 8.6 -	APPEAL AND OBJECTIONS	30
Art 8.7 -	HARDSHIP CLAUSE	30
Art 8.8 -	PUBLICATION	30
Art 8.9 -	COMMENCEMENT	30
APPENDIX: REGULATIONS DURING EXAMINATIONS IN CASE OF ORDER, CALAMITIES AND ACADEMIC OFFENCES (FRAUD)		308

ARTICLE 1 - GENERAL PROVISIONS

Art 1.1 - APPLICABILITY OF THESE REGULATIONS

- 1) The Education 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, these general provisions, the Rules and Regulations of the Examination Board and the specific programme appendix together form the Education and Examination Regulations for the Bachelor's programme concerned.
- 4) The general provisions and the specific programme appendix of the Education and Examination Regulations are approved 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 statutory powers of the Examination Committee of a degree programme apply to all units of study that form part of the student's degree programme. *This applies to the core programme of 120EC and the graduation phase totaling 30EC.*
- 7) An English translation of the general provisions and the programme-specific appendices of the Education 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) Requests for exceptions to what has been recorded in the education and examination regulations can be addressed to the examination board or the programme board.
- 9) References in these regulations to 'the student', 'the teacher', 'he', 'him' or 'his' should also be read as 'the female student', 'the female teacher', 'she', or 'her'.

Art 1.2 - DEFINITIONS

For the purposes of these regulations, the following definitions shall apply:

<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>
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);
Binding recommendation on continuation of studies (Bindend studieadvies, BSA):	Negative recommendation on continuation of studies in

accordance with Article 7.8b, paragraphs 1 and 2 of the WHW issued by the Programme Board on behalf of the institution administration;

<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>
<i>BMS:</i>	<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>
<i>BOZ:</i>	<i>Bureau Onderwijszaken (Educational Affairs Office) of the Faculty BMS;</i>
<i>BSK:</i>	<i>Bestuurskunde, the Dutch-language variant of the former Bachelor's programme Bestuurskunde (Public Administration);</i>
<i>Cohort:</i>	<i>Generation or group of students who started the same academic programme in the same year;</i>
<i>Colloquium doctum:</i>	<i>Entrance examination for those prospective students who are not directly admissible to the Bachelor's programmes of the University of Twente;</i>
Compulsory holiday:	compulsory day free of work;
CPO:	Personal Circumstances Committee. A committee formed by the institutional administration that issues advice to the Programme Board in individual cases concerning the validity, term and seriousness of the personal circumstances of the student involved;
<i>CW:</i>	<i>The Bachelor's programme Communicatiewetenschap (Communication Science)</i>
Executive Board:	Executive Board of the University of Twente;
Dean:	Head of the faculty;
Degree programme:	The entirety of compulsory and optional units of study belonging to the programme, as set down in the specific programme appendix;
Degree programme:	The bachelor's programme referred to in programme-specific appendix of these Education and Examination Regulations;
ECTS:	A unit of 28 hours of study workload, in accordance with the European Credit Transfer System, a full academic year consisting of 60 ECTS or 1680 hours (Article 7.4 WHW);
<i>EPA:</i>	<i>The Bachelor's programme European Public Administration;</i>
<i>ES:</i>	<i>European Studies, the English-language variant of the former Bachelor's programme Bestuurskunde (Public Administration)</i>
Exam:	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;

Examination:	A degree 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;
Examination Board:	The examination board is the body that establishes objectively and expertly whether a student meets the criteria set in the Education and Examination Regulations regarding knowledge, insight and skills needed for obtaining a degree;
Examiner:	The individual who has been appointed by the Examination Board in accordance with Article 7.12c of the WHW to hold examinations and tests and determine their results;
Higher Education and Research Act (WHW):	The Higher Education and Research Act (WHW), in the Dutch Bulletin of Acts and Decrees 1992, number 593, and as amended since.
Honours programme:	Institution-wide Bachelor's Honours programme;
<i>IBA:</i>	<i>The Bachelor's programme International Business Administration;</i>
Institution:	The University of Twente;
Institutional administration:	The Executive Board, unless otherwise provided for;
Module:	A unit of study of 15 ECTS 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 unit of study;
<i>OER:</i>	<i>Onderwijs- en Examenregeling; this is the Dutch name of the Education and Examination Regulations (EER);</i>
<i>OLC:</i>	<i>Opleidingscommissie (programme committee, see below);</i>
<i>OSIRIS</i>	<i>The Student Information System of the University of Twente;</i>
<i>OWK:</i>	<i>The Bachelor's programme Onderwijskunde (Educational Science);</i>
Programme board:	The committee charged by the Dean with managing the programme; If there is only one person in charge managing the programme this person is called the Programme Director or Programme Professor.
Programme committee:	The Programme committee as referred to in article 9.18 WHW;
Practical exercise:	A practical exercise as referred to in article 7.13, paragraph 2d of the WHW, is a unit of study or part thereof, where the emphasis lies on the personal activity of the student, such as:

1. performing a literary study, performing an assignment, creating a test design, writing a thesis, article or position paper or preparing a public presentation,
2. completing a design or research project, performing tests and experiments, participating in practicals, practising skills,
3. performing an internship, participating in field work or an excursion,
4. participating in other educational activities that are deemed necessary, focused on achieving the intended skills, for example, focused practice of clinical skills in a skills lab specifically equipped for that purpose;

<i>PSY:</i>	<i>The Bachelor's programme Psychologie (Psychology)</i>
<i>R&R:</i>	<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 institutional administration 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 ECTS achieved in a certain period divided by the number of ECTS that can nominally be achieved in this period;
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 result:	A result that contributes to the final result for the unit of study;
Test plan:	A plan indicating how the testing of a unit of study is organized;
<i>Tutor:</i>	<i>Faculty member charged with coaching a number of students assigned to him in the Twente Educational Model;</i>
Twente Educational Model:	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 compulsory holidays (brugdagen) on which the staff are free;

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

ARTICLE 2 - ADMISSION

Art 2.1 - PREREQUISITES

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 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 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
- c) The degree programme can set additional requirements to the mastery of the Dutch or English language. Any additional requirements have been included in the programme-specific supplement.

Art 2.3 - ADMISSION TEST OR UNIVERSITY 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 admission test, in accordance with Article 7.29 of the WHW. The conditions pertaining to this are described in detail in the document entitled "University Entrance Examination and other admission regulations for admission to Bachelor's programmes" (Colloquium Doctum en andere toelatingsregelingen voor toelating tot bacheloropleidingen). 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*

ARTICLE 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 ECTS.
- 2) The (core) degree programme contains, in addition to a core programme of a maximum of 120 ECTS, a minors of at least 30 ECTS and a graduation phase totaling 30 ECTS.
 - a) The degree programme is composed of integrated units of study worth 15 ECTS.
 - b) A module is a unit of study of 15 ECTS, in which knowledge, skills and attitude relating to the discipline are developed in a coherent way. The Module is indivisible.
 - c) In principle, the minors are taken during the first semester of the third year of study.
 - d) For admission to the minors, the degree programme can set prerequisites on the study progress and prior knowledge of the student. These prerequisites have been included in the programme-specific supplement.
 - e) Possible electives include:
 - High-Tech Human Touch (HTHT) modules
 - Modules from another bachelor's programme
 - Deepening modules
 - Exchange

For a complete overview, see:

<http://www.utwente.nl/onderwijs/keuzeruimte/minor/>

- f) The interpretation of the elective modules may not fall under the admission requirements of the master's programme accessible without a threshold, with the exception of CreaTe and AT.
 - g) The student is allowed to attend a maximum of 1 programme-specific deepening module.
 - h) In principle, the graduation phase, totaling 30 ECTS, is performing during the second semester of the third year of study.
 - i) To be admitted to the graduation phase the student is required to have completed the (core) degree programme of the bachelor's programme.
 - j) The examination board is qualified to deviate from articles 3.2.2e and 3.2.2f. Proposals to this end are required to be submitted to the examination board by the student in consultation with the study adviser.
- 3) The programme is described in the programme specific appendix to these Regulations, in accordance with Article 7.13, paragraph 2 a to j, l, s, t and v of the WHW.
 - 4) 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)
 - 5) The Programme is, under specific circumstances, allowed to make exceptions from article 2b, second sentence.

Art 3.3 - LANGUAGE OF INSTRUCTION FOR THE PROGRAMME

- 1) The programme specific appendix sets down the language of instruction for the programme.
- 2) If there are deviations from this official language of instruction for components of the degree programme, this occurs in accordance with the UT Code of Conduct for Languages of instruction (Gedragscode Voertalen) and Article 7.2 of the WHW.
- 3) In Dutch bachelor's programmes, study materials are in principle provided in the English or Dutch language and units of study or components thereof can be taught or tested in English if:
 - a. a teacher or tutor of the unit of study concerned is not a native speaker of Dutch, or
 - b. students of the bachelor's programme concerned are taught together with students of an English-language bachelor's programme, or
 - c. the Programme deems it necessary in order to meet one of her attainment targets with regard to the communication skills in the English language, or
 - d. it is the opinion of the Programme that with regard to the internationalization goals in UT policy, further development of English-language education is necessary.

- 4) In accordance with article 4.1, paragraph 10, the module coordinator or the examiner of a unit of study has to disclose the language or languages employed during education or testing via the SIS (education catalogue of Osiris).
- 5) *Deviation from these articles can only take place with permission of the Programme Board or –Director.*

Art 3.4 - EXEMPTION

- 1) The Examination Board can grant the student exemption from one or more complete units of study at his or her request. To this end, the student will demonstrate that he or she 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.
- 2) The Examination Board is qualified to make exceptions to the provisions as stated in paragraph 1 and grant exemption to a student for components of a unit of study.
- 3) Students may be exempted from the obligation to participate in practical exercises if they can demonstrate that they expect to be placed in a moral dilemma as a result of the need to meet one of the requirements for this component. In such cases, the Examination Board decides whether the component can be carried out in another manner to be determined by the Board.

Art 3.5 - FLEXIBLE DEGREE PROGRAMME:

The Examination Board of the programme decides whether a student may take part in an flexible degree 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.

ARTICLE 4 – EDUCATION AND EXAMINATION

Art 4.1 - GENERAL

- 1) The University council is responsible for the practical organization of exams and examinations/tests.
- 2) A unit of study is completed with an exam.
 - a) *The thesis is a public document that will be published in the repository of the Library of the University.*
 - b) *The examination Board can under specific circumstances deviate from this rule. Students can submit a request on this subject at the Examination Board.*
- 3) An exam may consist of a number of tests³.
- 4) A test can be taken in several components, spread over time. Results of these components are not included in the SIS, but have to be disclosed to the students via Blackboard.
 - a) The student has the right to take note of recent model test questions or trial examinations or representative older tests and the related elaborations and the standard of the related assessment.
 - b) An exam has a maximum duration of three hours.
- 5) Test results are expressed in a mark from 1 to 10, rounded to one decimal place.
- 6) Exam results are expressed in a whole mark from 1 to 10⁴⁵.
- 7) An exam results of 5.5 or higher before rounding off, becomes a 6 after rounding off.
- 8) The exam result of modules (article 4.2) is determined by the module examiner following consultation with the other examiners of the module. These consultations preferably take place by means of a module assessment meeting.
- 9) ECTS will only be awarded for the unit of study if an exam has been completed. No ECTS will be awarded for components of units of study and/or individual tests passed.
- 10) If a student receives more than one valid mark for the same unit of study, the highest result will apply.
- 11) Through the SIS (the education catalogue of Osiris) the examiner or module coordinator will disclose the following aspects of the education: size, course objectives and content of the unit of study, language, required prior

³A 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.

⁴ For the Educational Programmes CS, EST, MPS and PSTS the following applies that if an unit of study has been completed (passed with 5,5 or 6) this grade is final. If a student likes to upgrade his grade (due to exceptional circumstances) he must have a written confirmation of the Examination Board.

⁵ For the Educational Programmes CS and MPS applies that if the quality of a unit of study (assignment) is not sufficient (5.49 or less) the student cannot score a higher grade than 6 at the second attempt. This also applies if the student did not hand in an assignment at the first final moment.

knowledge, mandatory and recommended study materials, design of the education (teaching methods) and testing.

- 12) Any possible compensation opportunities spread out across the modules is stated in the programme-specific supplement of the degree programme.

Art 4.2 - MODULES

- 1) Each module has a module coordinator and a module examiner. This preferably is the same person.
- 2) The Examination Board assigns the examiners and a module examiner per module.

Art 4.3 - REGISTERING FOR A UNIT OF STUDY AND THE TESTS⁶

- 1) To participate in a unit of study, registration via the SIS prior to the start of the unit of study is required.
- 2) By registering for the unit of study the student is automatically also registered for the regular exam periods that go with this unit of study.
- 3) Information about re-sits, the terms and conditions attached to these, and the manner of registering for these are made known in the test plan prior to the start of the module.
- 4) To participate in exams of non-TEM education it is mandatory for the students to register for them via the SIS.

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 determined by the programme board.
 - a) The test plan is determined after the module coordinator has drawn up the test plan and after the Examination Board has issued advice concerning the test plan as necessary.
- 3) The test plan must have been published on Blackboard at the latest two weeks before the start of the unit of study.
- 4) The test plan must at least include the following:
 - a) the learning objectives;
 - b) when tests will be sat and in which form;
 - c) the language in which the test will be taken;
 - d) the weighting of the various tests;
 - e) any minimum mark requirements for each test;

⁶ More information about registering for a unit of study and the tests is published on the website of Student Services <http://www.utwente.nl/ces/studentervices/osiris/Osiris/>

- f) for each tested whether there is a re-sit, which form this re-sit will take, when it will occur and which terms and conditions are set in order to be able to participate in that re-sit.
- 5) The Programme Board is entitled to make changes to the test plan during the units of study.
 - a) Changes to the test plan are only possible in consultation with the module coordinator and following advice from the Examination Board. Students are informed immediately of the relevant change.
 - b) Consultation between the Programme Board and the module coordinator will suffice in principle if the change merely concerns the rescheduling of tests or components thereof to a different moment than indicated in the timetable. The Programme Board is then required to inform the Examination Board of the decision to implement a change at the next examination meeting.
 - c) Changes to the test plan are not allowed to prejudice the students within reasonable expectation.
- 6) *The Examination Board can in specific circumstances give individual students the opportunity to make a test by changing the format of a test. If necessary, in these cases, the test results can be postponed.*

Art 4.5 - ORAL TESTS

- 1) Oral tests will be conducted in public, unless the Examination Board has determined otherwise in a particular case, possibly at the request of the examiner or the student.
- 2) A student or examiner who wishes third parties to be present during an oral test must submit this request to the Examination Board at least ten working days prior to the oral test. This does not apply for graduation colloquia (*and presentations and group testing*).
- 3) 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 4.6 - TERM ASSESSMENT

- 1) The examiner will inform the student of the result within at most 1 working day after conducting the oral test.
- 2) The deadline for determining and publication of the result of an written exam or an examination taken in some other way will be included in the test plan for the unit of study.
- 3) The exam result of a unit of study, determined in accordance with article 4.1.7, will be made known to the student within 10 working days after the end of the education period in which the unity of study is offered. If the exam result is insufficient, and a re-sit is possible outside the education period in which the unit of study is offered, and the module coordinator has determined that the students meets the terms and conditions to participate in the re-sit (in accordance with article 4.4.4, paragraph e) this decision will also be made

known to the students within 10 working days after the end of the education period in which the unit of study is offered.

- 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 3 due to special circumstances, he or she will report this with reasons to the Examination Board. The students involved will be informed of the delay as soon as possible while stating the new deadline by which the result will be announced as yet. If the Examination Board feels that the examiner is in default, they can upon request of the Programme Board order a different examiner to determine the mark.
- 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 5 working days to prepare for the second opportunity.

Art 4.7 - PERIOD OF VALIDITY

- 1) The period of validity of an Unit of Study (examination) that has been successfully completed is six years. The Examination Board can extend this period in individual cases at the request of the student.
- 2) Test results are only valid in the academic year in which they were obtained. The Examination Board can extend this period in individual cases at the request of the student.

Art 4.8 - RIGHT OF JUSTIFICATION AND INSPECTION

- 1) The student is entitled to a justification of the results of a test from the examiner, whereby the examiner substantiates the assessment that was given. 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 test results, in the presence of the examiner or an authorized replacement.
- 2) The student has the right to inspect his or her 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 4.9 - RETENTION PERIOD FOR TESTS

- 1) The questions, elaborations and the assessed work of written tests will be retained for a period of two year *in the administration of the relevant chair or department.*

- 2) The retention period of final assignments of the Bachelor programme is seven years. *Bachelor's theses are filed digitally at a central location by the Executive Board of the University of Twente.*

ARTICLE 5 - EXAMINATION

Art 5.1 - EXAMINATION BOARD

- 1) The Dean:
 - a) appoints the members of the Examination Board based on their expertise in the domain of the relevant programme or group of programmes (WHW, Article 7.12a, paragraph 1);
 - b) consults the members of the relevant Examination Board before proceeding to appoint a member (WHW Article 7.12a, paragraph 4);
 - c) ensures that the independent and expert operation of the Examination Board is sufficiently guaranteed (WHW Article 7.12a, paragraph 2).
- 2) When appointing members of the Examination Board, the Dean ensures that:
 - a) at least one member is affiliated as a teacher with the relevant programme or with one of the degree programmes that is part of the group of programmes (WHW Article 7.12a, paragraph 3);
 - b) at least one member is not in any way affiliated with the relevant programme or with one of the degree programmes that is part of the group of programmes;
 - c) members of the institutional administration or persons who otherwise bear financial responsibility within the institute are not appointed.
- 3) In addition to the tasks and qualifications as referred to in articles 7.11 and 7.12, paragraph of the WHW, the examination board has the following tasks and qualifications:
 - a) guaranteeing the quality of the interim exams and final exams (WHW article 7.12c);
 - b) determining the guidelines and instructions within the framework of the Education and Examination Regulations as referred to in article 7.13 of the WHW, in order to assess and determine the results of interim exams and final exams. These are set down in a separate document entitled Rules and Regulations of the Examination Board;
 - c) The granting of permission to the student by the most suitable Examination Board to follow a programme composed by that student as referred to in article 7.3d of the WHW, of which the examination leads to the attainment of a degree, in which the Examination Board also indicates to which degree programme of the institution that programme is required to belong for the application of this law;
 - d) granting exemption for taking one or multiple examinations. The Examination Board draws up a report of its activities each year. The Examination Board submits the report to the Dean (WHW Article 7.12b, paragraph 5).
- 4) If a student files a request or complaint with the Examination Board involving an examiner who is a member of the Examination Board, that examiner will not take part in the handling of the request or complaint.

Art 5.2 - EXAMINATION

- 1) In accordance with Article 7.10, paragraph 2 of the WHW, the Bachelor's examination is deemed successfully completed if the exams of the units of study of the Bachelor's programme have been taken successfully.
- 2) In evidence of the fact that the exam has been completed successfully, the Examination Board awards a certificate, after the institutional administration has declared that the procedural requirements for delivery have been met. The Examination Board adds a supplement to a certificate of a successfully-completed final exam. In the present case, the date recorded on the certificate, i.e. the examination date, is the date on which the student successfully completed the last remaining unit of study.
- 3) If so desired, the student has the right to submit a substantiated request in writing to the Examination Board to postpone declaring the examination as 'successfully completed' and consequently postpone the presentation of the certificate as well. The student must indicate at least the duration of the postponement he desires in his request.
- 4) The details of the provision 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 certificate. The diploma supplement will also state the average mark (GPA). An attachment to the diploma supplement states the manner in which the GPA is calculated.

Art 5.4 - CERTIFICATE

- 1) The Examination Board grants a certificate as proof that the student has successfully passed his or her examination. The certificate will be signed by the chair of the Examination Board. In his absence, it can also be signed by one of the members of the Examination Board.
 - a) *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 may be signed also 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 programme as referred to in the register, referred to in Article 6.3 of the WHW, it concerns;
 - c) which components the examination comprises;

- d) if the student has successfully completed an honour's programme during the bachelor's programme, this will be recorded on the diploma supplement as an extracurricular programme;
 - e) the date on which the exam was sat;
 - f) the degree awarded (WHW Article 7.10a);
 - g) in appropriate cases what qualification was attached thereto (taking into account Article 7.6, paragraph 1, of the WHW);
 - h) the date on which the programme was most recently accredited or passed the initial accreditation assessment as referred to in Article 5a.11, second paragraph WHW.
- 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 of the examination and their assessment;
 - f) examinations that were passed by the student, which are not part of the exam.
- 4) If the Examination Board has granted the student a *judicium* this will be stated on the certificate.
- 5) Students who have passed more than one examination and to whom no certificate as referred to in paragraph 1 of this Article can be issued will be provided on request with a written statement from the Examination Board stating in any event the examinations they have passed (WHW, Article 7.11, paragraph 5).

Art 5.5 - GRADUATION WITH DISTINCTION

Information about graduating with distinction can be found in the relevant programme-specific appendix.

ARTICLE 6 – STUDENT COUNSELLING AND (BINDING) RECOMMENDATION ON CONTINUATION OF STUDIES

Art 6.1 - STUDY PROGRESS OVERVIEW

- 1) The student can 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 counselling, 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 counsels the student and offers advice on study-related matters, as well as personal problems that may affect his studies if the student so desires. In this matter the study advisor takes into consideration the interests of the Programme as well as the interests of the student.
- 4) If a student wishes to exercise his right to specific counselling or special facilities, he is required to contact the study adviser. The study adviser will record any agreements made with the student, of which the student and the programme board can derive rights.
- 5) The following applies to the entitlement to special facilities:
 - a) demonstrable force majeure or personal circumstances;
 - b) if necessary and possible, dispensation for participation of exams or tests and/or the availability of special facilities with regards to examination. Such dispensation and additional testing opportunities can only be granted by the Examination Board.

Art 6.3 - (BINDING) RECOMMENDATION ON CONTINUATION OF STUDIES

- 1) Each student receives a written (binding) recommendation at the end of the first year of enrolment in the programme concerning the continuation of his studies within the programme. This recommendation is based on the student's study results and may be positive or a recommendation that includes a rejection of the student.
- 2) An introductory interview is held with every student before 30 October of the first year in which he is enrolled in the programme.
 - a) If the student does not appear at this meeting without informing his/her reasons, this not appearing will be registered as the introductory interview.
- 3) In the first year in which he is enrolled in the programme, the student will receive a provisional recommendation on the continuation of his studies by 31 December at the latest. This recommendation is not binding.

- 4) In the first year in which he is enrolled in the programme, the student will receive a second provisional recommendation on the continuation of his studies by 1 March at the latest. This recommendation is not binding.
- 5) Any student who receives a negative provisional 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 issue of the study recommendation as referred to in paragraphs 1 has been mandated to the programme board by the institutional administration.
- 7) The definitive (binding) recommendation referred to in paragraph 1 may include a rejection if the student has obtained fewer than 45 ECTS in the first year of enrolment. Any additional requirements have been included in the programme-specific supplement. 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 ECTS obtained, only the units of study of the programme scheduled for the first year of the programme in respect of which the recommendation is issued will count.
- 9) No binding 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 such a student re-enrolls in a subsequent academic year, the definitive (binding) 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 paragraph 7. Otherwise, the provisions intended in Article 6.3 paragraph 7 will apply *mutatis mutandis*.
- 11) A delayed binding recommendation, dated at the very latest at the end of the student's second year of enrolment, will apply for students who transfer to a different programme on 1 October or later.
- 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 binding recommendation, the programme board will take into account the student's personal circumstances at his request. The Examination 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, a physical, sensory or other impairment of the person involved, pregnancy of the person involved, exceptional family circumstances, top-level sports of the person involved and the membership of the University Council, Faculty Council, Programme Board or a category 3 board in accordance with the FOBOS arrangement.
- 15) The personal circumstances must be submitted to the Personal Circumstances Committee (CPO) 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. A report in respect thereof is submitted to the programme board and the relevant study adviser.
- 17) The Programme Board takes 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 study skills of the student as a result of personal circumstances.
- 19) The decision of the Programme Board with respect to the binding recommendation on the continuation of studies 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.

ARTICLE 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) It is explored in consultation with the student and on the basis of an interview with the study adviser what adjustments as referred to in Article 2 of the Equal Treatment Act on the basis of a Handicap/Chronic Illness (WGB h/cz) are considered most effective for this student.
- 3) Adjustments are intended to remove specific obstructions when following the degree programme and/or sitting examinations. Where necessary, these may concern facilities pertaining to the accessibility of infrastructure (buildings, classrooms and teaching facilities) and study material, changes to examinations, alternative courses or a custom study plan. Realizing the attainment targets must be guaranteed when implementing changes.
- 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 doctor's or psychologist's letter or, in case of dyslexia for example, a report by a testing bureau registered with BIF, NIB or NVO).
- 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 reason at the basis of 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, an additional period of 15 minutes for every hour is granted in the event additional time for a test is granted.
- 11) *The dean has charged the processing of the applications referred to in paragraphs 4 to 8 to the programme management.*

ARTICLE 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 Education and Examination Regulations, the present Education 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 interim examination 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) Substantive amendments to these Education and Examination Regulations are determined by the Dean in a separate decision.
- 2) In principle, substantive amendments to these Regulations do not apply to the current academic year. Substantive amendments to these Regulations 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; EXAMINATION OPPORTUNITIES NON-TEM EDUCATION

- 1) In the case of amendments to the Education and Examination Regulations, the Dean may decide on a transitional arrangement.
- 2) The transitional arrangement will be published on the website of the programme *and in the programme-specific appendix.*
- 3) Points of departure for a transitional arrangement if a degree programme is changed:
 - a) Changes to a degree programme 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 degree programme, as they existed at the time of a student's enrolment in a programme, will continue to be part of his degree programme. The degree programme as most recently approved by the Dean serves as the basis for establishing the results of the Bachelor's examination.
- 4) The transitional arrangement will always include:

- a) which lapsed units of study are equivalent to units of study or components thereof in the current degree programme included in the programme appendix; that if a unit of study without practical exercises is removed from the programme, 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;
 - b) that if a unit of study that involves practical exercises is removed from the programme, 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;
 - c) the term of validity of the transitional arrangement.
- 5) The transitional arrangement requires the approval of the Examination Board pursuant to the provisions of 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 interim examinations may be taken for a unit of study that is no longer included.

Art 8.5 - REVIEW OF THE EDUCATION AND EXAMINATION REGULATIONS

- 1) The Dean is responsible for the regular review of the Education 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 Education and Examination Regulations as well as the annual assessment of the manner in which the Education and Examination Regulations are implemented.

Art 8.6 - APPEAL 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 notification of the decision.

Art 8.7 - HARDSHIP CLAUSE

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

Art 8.8 - PUBLICATION

The Education 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 - COMMENCEMENT

These Regulations take effect on 1 September 2015 and supersede the Regulations of 1 September 2014.

APPENDIX: REGULATIONS DURING EXAMINATIONS IN CASE OF ORDER, CALAMITIES AND ACADEMIC OFFENCES (FRAUD)

Order regulations

To prevent fraud during examinations the following rules apply:

- Students are required to be seated before the start of the examination. Students arriving no more than half an hour late can sit the interim examination. This period can change in case of an examination lasting only one hour, to be determined by the supervisor.
- Before the start of the exam, place your bag with all your personal belongings, including your coat and your mobile phone, in the designated area in front of the room.
- Starting the examination the student has to fill out the name, student number and signature completely on the coversheet of the exam and all other exam forms present.
- Students may not leave the examination room the first 30 minutes.
- Students who leave the examination room without permission of the supervisor, will not be allowed to get access to the room again.
- Students have to legitimize themselves during (interim) examinations with their student card (or if necessary a certified ID) at request of the supervisor. They may not impersonate to be someone else. Students who cannot identify can be expelled from the exam room.
- Students may have at their desks only those items deemed absolutely necessary for completing the interim examination. The supervisor will decide in this matter.
- Study materials (for exemption graphic calculator, a dictionary of law book) may only be used, if explicitly mentioned.
- Mobile telephones, PDA or similar devices must be switched off during interim examinations and must be placed (in front of the examination room) in the students bag or coat.
- The use of dictionaries, calculators, organisers, notebooks, mobile telephones, wearables or other electronic devices are, unless explicitly approved by the supervisor, forbidden.
- Students are not allowed to have books or other resources with them during an examination.
- 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. The supervisor has the right to check this. 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.
- Students are forbidden to have any direct or indirect contact with each other, inside or outside of the examination room, during the examination time. Having contact or cheating is an academic offence. To be in possession of cheating papers, even not been used, can be seen as an academic offence.
- A brief bathroom break is possible (max. 10 min.) if approved by the supervisor. This facility can only take place under permission of the examiner and according by their rules. One of the supervisors 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. All devices must stay at the examination room.
- When students hand in their work to the supervisor, they have to sign the attendance list (if necessary), before leaving the room.

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.

Regulations in case of an Academic Offence (Fraud)

1. A test is an investigation of the knowledge, the insight and the skills of a student, as well as the evaluation of the results of that investigation (WHW art. 7.10). A test can consist of multiple partial tests. In any format of testing as is referred to in paragraph 1. of this article, the student shall deliver his own and original work. If not, the work will be considered as fraud.
2. Fraud is defined as follows:
 - a. 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) test or examination. The list of permitted devices is made known by the examiner prior to the (interim) test or examination.
 - b. Committing acts (academic offences) during the course of an (interim) test or examination that the student knows or should have known are prohibited such as:
 - cheating, including the following:
 - using crib sheets;
 - copying from other students during examinations;
 - consciously allowing other students to copy responses during examinations e.g. showing one's own work to other students;
 - receiving and sending text messages;
 - speaking with someone other than the examiner/supervisor before completing the examination while the exam is still in progress.
 - c. Copying or using someone else's or one's own work without mentioning the source, called plagiarism. The following paragraphs are called plagiarism in any case:
 - Literally copying or using someone else (or parts off) work (original terms, ideas, illustrations, results or conclusions) and present this as your own. Even if parts off a text are copied without referring a complete and correct source (even if you made little changes it still will be recovered as plagiarism);
 - 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;
 - 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;
 - Handing in an assignment, that is written in co-operation with others without mentioning this in the assignment;
 - Handing in an assignment with text used in another assignment without mentioning this (self-plagiarism);
 - Hitchhike behaviour; not contribute equally in a groups assignment;
 - d. Manipulating research data in (group) assignments or cheating data (for example filling in your own interviews or questionnaire);
 - e. All other forms (than mentioned in par. 2a until 2d) of academic offence to be decided by the examination board post hoc;
3. If an examiner or supervisor notices a motivated suspense of fraud during an examination, the supervisor has the right to confiscate the examination or test and the not prohibited information. The supervisor submits a notification of the academic offence to the student and the clerk of the Examination Board. This rule also applies in case of fraud in a Unit of Study (or part of a Unit of Study).
4. The Examination Board will follow the following procedure and will hear in case of notification of fraud the examiner as well as the student(s) in question. 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.
5. 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.
 6. 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 3 and 4.