

# EDUCATION AND EXAMINATION REGULATIONS FOR MASTER PROGRAMMES

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**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,<sup>1</sup>

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

- ***Business Administration (BA)***
- ***Communication Studies (CS)***
- ***Educational Science and Technology (EST)***
- ***Health Sciences (HS)<sup>2</sup>***
- ***Industrial Engineering & Management (IEM)***
- ***Leraar VHO Maatschappijleer- en Maatschappijwetenschappen (LVHOM)***
- ***Philosophy of Science and Technology and Society (PSTS)***
- ***Psychology (MPS)***
- ***Public Administration (PA)***

And the PHO Master programmes:

***Master of Environmental and Energy Management (MEEM)***

***Master Public Management (MPM)***

***Master Risk Management (MRM)***

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<sup>1</sup> 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.

<sup>2</sup> 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.

**Foreword**

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## 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 Master 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.
- 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 Master programmes. In conflicting situations, the Dutch text takes precedence over the English text. The programme specific appendix are specified in de language of de programmes.
- 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:

3TU	The three Technical Universities of the Netherlands (Twente, Delft, Eindhoven),
Academic year:	The term that starts on 1 September and ends on 31 August of the following year;
Act:	The Dutch Higher Education and Research Act, published in the Bulletin of Acts, Orders and Decrees 1992, number 593, and as amended since,
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),
BA	The Master Programme Business Administration,

Blackboard:	The electronic learning environment of the University of Twente,
BMS:	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,
BOZ:	Educational Affairs Office (Bureau Onderwijszaken) of the Faculty BMS,
Cohort:	Generation or group of students who started the same academic programme in the same year,
Colloquium doctum:	Entrance examination for those prospective students who are not directly admissible to the Bachelor's programmes of the University of Twente,
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,
CS:	The Master Programme Communication Studies,
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),
EER:	The Education and Examination Regulations (Onderwijs- en ExamenRegeling (OER),
ELAN:	Institution for teacher education and professional teacher development (Dutch: Instituut voor lerarenopleiding en professionele docentontwikkeling),
ES:	The Master Programme European Studies,
EST:	The Master Programme Educational Science and Technology,
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,
Executive Board:	Executive Board of the University of Twente,
HBO	Institution for Higher Professional Education,
HS:	The Master Programme Health Sciences,
IEM:	The Master Programme Industrial Engineering & Management,
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,
Institution:	The University of Twente,
Institutional administration:	The Executive Board, unless otherwise provided for,
LVHOM:	The Master Programme Teacher VHO Maatschappijleer en Maatschappijwetenschappen,
MEEM:	The PHO Master Programme Environmental and Energy Management (MEEM),
MPM:	The PHO Master Programme Public Management MPM,
MPS:	The Master Programme Psychology,
MRM:	The PHO Master Programme Risico Management (MRM),
OLC:	Programme committee (Opleidingscommissie),
OSIRIS	The Student Information System of the University of Twente,
PA:	The Master Programme Public Administration,
PHO	Post Initial Higher Education,
Programme board:	The committee charged by the Dean with managing the programme,
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: <ol style="list-style-type: none"><li>1. performing a literary study, performing an assignment, creating a test design, writing a thesis,</li></ol>



article or position paper of 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,

R&R:	the Rules and Regulations of the Examination Board (WHW, Article 7.12, paragraph 4),
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,
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

- 1) Admission to the programme is obtained if the prerequisites with regard to prior education for enrolment in university education, in accordance with Article 7.30 b of the Dutch Higher Education and Research Act (WHW), have been met. From September 1ste 2015 on students can only follow master courses if they finished the bachelor or pre-master completely.
- 2) Programme-specific admission requirements for the Master's programme are set out in the programme-specific appendices.
- 3) The programme director, or an admission committee on behalf of the programme director, assesses the admissibility of applicants and issues certificates of admission on behalf of the Dean.

### Art 2.2 - LANGUAGE REQUIREMENT MASTER'S PROGRAMME FOR HOLDERS OF FOREIGN DIPLOMAS

Holders of diplomas from outside the Netherlands are permitted to enrol if they meet the language requirements specified at the university's webpage on admission requirements for applicants with an international degree:

<http://www.utwente.nl/en/education/master/admission-requirements/international-degree/>.

The Programme may set language specific requirements to meet the specific language competences of the student. These requirements are set down in the programme specific appendix.

### Art 2.3 - TRANSFER PROGRAMMES (PRE-MASTER AND TRANSFER MINOR)

1. The programme director or an admission committee on behalf of him may decide positively about the admission to the Master's programme, on the condition that the applicant successfully completes a transfer programme.
2. The study load of the programme depends on the study specific programme of the student. More information on transfer programme's is specified in the programme specific appendix.
3. The transfer programme can be taken as a separate pre-Master's programme, or as a special transfer minor ("doorstroomminor") agreed upon with a Dutch university of applied sciences (HBO).
4. The term in which the entire transfer programme has to be completely finished is set down in the programme specific appendix.
5. If the student did not completed the entire transfer programme successfully within the specified tem, he will not be admitted in the master programme.
6. Per unit of study of the transfer programme no more than two attempts are permitted to sit the corresponding exam. For the pre-Master's programme of EST a student is permitted to sit no more than three attempts per corresponding exam. If the student fails to successfully complete a unit of study within this two attempts, he will not be admitted to the Master's programme.

7. Additional information on transfer programmes is included in the programme-specific appendix of the relevant programme.

## 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 following degree programmes have a standard study load of 60 EC: BA, CS, ES, EST, HS, LVHOM, PA and MPS.
- 2) The degree programmes IEM and PSTS have a study load of 120 EC.  
The study load of the PHO Master's programmes is in the range of 60 - 70 EC.
- 3) The programme is described in the programme-specific appendix to these Regulations, in accordance with Article 7.13, paragraph 2 a till e, h, i, l, s, t, v and x 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)
  - h. number and sequence of the exams, as well as the moments they can be taken (Article 7.13 paragraph 2h of the WHW)

- i. 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)
- l. format of the exams: oral, written, individual, group etc., barring the Examination Board's authority to decide on a different format in special circumstances (Article 7.13, paragraph 2l of the WHW)
- s. required sequence of exams: whether or not passing certain exams is a condition for admission to participation in teaching activities or other exams; (Article 7.13 paragraph 2s of the WHW)
- t. admission standards and participation requirements for practical exercises (Article 7.13 paragraph 2t of the WHW)
- x. organization of the programme (Article 7.13 paragraph 2x of the WHW).

Additional items included in the programme-specific appendix are:

- 1. requirements related to electives and students' individual choices
- 2. transitional arrangements, as referred to in Article 8.4 of the EER
- 3. language to be used for teaching and examinations (Article 7.2 of the WHW and Article 3.3 of the EER).

## Art 3.3 - LANGUAGE OF INSTRUCTION FOR THE PROGRAMME

- 1) The language of instruction for the Master's programmes BA, CS, ES, EST, HS, IEM, MPS, PA, PSTS and MEEM is English. Deviations of this rule in parts of the programme may be in place, if approved by the programme board authorized to this end. For the final thesis of these programmes the following applies:
  - a. The final thesis is written and defended in English. Students are free to make a translation or summary in Dutch once this is necessary for the dissemination of the research results, but the final grade will be based on the original version in English,
  - b. In case writing the final thesis in English is infeasible or impracticable considering the research subject or the organization under research, the examination board may allow for a deviation of this rule. Permission to write the thesis in Dutch will only be granted on the condition that the student also writes a summary of the report in English of 3000 words, based on the thesis and the thesis work. To establish the final grade, both the thesis and the summary in English will be subject to assessment.
- 2) The language of instruction in the master's programs LVHOM and MPM and MRM is Dutch. Deviations of this rule in parts of the programme may be in place, if approved by the programme board authorized to this end.
- 3) If in parts of the programme there is a deviation of the language of instruction it will be according to the Code of Conduct Languages of Instruction of the University of Twente and art. 7.2 WHW.
- 4) The examiner of a unit of study has to publish the language of study and examination via the SIS (Osiris).

## 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.<sup>3</sup>
- 2) 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.
- 3) This article does not apply to transfer programmes as referred to in article 2.3.

## 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.

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<sup>3</sup> In the Rules and Regulations of the Examination Board the  
Education and Examination Regulation  
BMS-OSC.2015.2976

## ARTICLE 4 - EDUCATION AND EXAMINATION

### Art 4.1 - GENERAL

- 1) The University Council is responsible for the practical organization of tests and exams.
- 2) A unit of study is completed with an exam. A test can be of the following types: a written or oral test, an assignment in any possible format, a serie 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) The thesis is a public document that will be published in the repository of the Library of the University.
  - a. The Examination Board can under specific circumstances deviate from this rule. Students can submit a motivated request on this subject at the Examination Board.
- 4) Exam results are expressed in a whole mark from 1 to 10<sup>45</sup>.
- 5) An exam results will be determined by the responsible examiner.
- 6) The questions, tasks and assignments of each (interim) examination will not exceed the sources of the learning objectives and the information from the colleges<sup>6</sup> of the unit of study. This also may refer to the content of those units of study which embody obligatory prior knowledge to a specific unit of study. An outline of the learning objectives will be presented before the start or at the first meeting of each unit of study.
- 7) Before the start of the course or during the first college the examiner will disclose the following aspects of the examination:
  - a. design of the education (teaching methods) and testing (incl. mandatory and recommended study materials);
  - b. further information about the examination (incl. examformat);
  - c. In case of a series of examinations or a combinations of testing formats as referred to in paragraph 2, the weighting of them to determine the final grade.
- 8) The in paragraph two mentioned information will be published on the electronic educational site (Black Board) of the unit of study (course).
- 9) The student has the right to view model exam questions or practice exams or representative past exams including the corresponding model answers and assessment standard.
- 10) If a student receives more than one authorized result for the same unit of study, the highest result will apply.

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<sup>4</sup> 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.

<sup>5</sup> 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.

<sup>6</sup> Classes of any kind.

## Art 4.2 - MODULES

(This article is not applicable for the master education)

## Art 4.3 - REGISTERING FOR A UNIT OF STUDY AND THE TESTS<sup>7</sup>

- 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) The student can deregister for a written test via the SIS no later than the day prior to the test in question.<sup>8</sup>
- 4) If a student does not appear at a test he registered for, but did not deregister in time, this will be registered in SIS as NV (did not appear).
- 5) Students of the PHO Master programmes are not obliged to register via the SIS to take part in the unit of study or the tests.
- 6) To take part in some units of study prerequisites can be stated. Information about these prerequisites can be found in the programme specific appendixes. In specific circumstances the Examination Board has the authority to deviate from these requirements.
- 7) Information about re-sits and 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 unit of study.

## Art 4.4 - TEST PLAN

(This article is not applicable on the master programme)

## Art 4.5 - TESTS

- 1) Each year, two separate opportunities are offered for taking a written or oral exam associated with a specific unit of study.
- 2) Practical exercises can be completed at least once per year.
  - a) Units of study and their exams can be offered more than once per academic year. In these cases students may participate in the exams at a maximum of two occasions.
  - b) There is in any case at least one opportunity to sit an exam at the end of the period in which the applicable unit of study had been taught.
- 3) In contradiction with that determined in paragraph 1 of this article, an opportunity to take an exam for a unit of study that is part of the study programme, but which was not taught during that particular academic year, shall be offered at least once per academic year.
- 4) In certain cases the Examination Board can deviate from the number of times and the manner in which exams can be taken.

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<sup>7</sup> 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/>

<sup>8</sup> i.e., until midnight (24:00) of the day before the day of the test



## Art 4.6 - 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 4.7 - 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 result of a written exam or practical exercise is published within 15 working days via the SIS.
- 3) 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.
- 4) 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.
- 5) 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.
- 6) 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.
- 7) The publication of the results made known by the SIS is official.

## Art 4.8 - PERIOD OF VALIDITY

- 1) The validity of a result of a Unit of Study for the educational programmes of CS, EST and PSTS is five years. The exam result for the educational programmes of BA, HS, IEM, PA, MEEM, MPM and MRM is valid for a period of four years. The validity of an exam result of the educational programme of MPS is two years. The validity of a exam result for the educational programme of LVHOM has no limitation. At the request of the student, the Examination Board can extend this period in individual cases.

- 2) Examination or 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 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 4.10 - 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. *Thesis 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).
  - e) Warrants the quality of the organization and the procedures regarding tests and exams.

- 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 Master's examination is deemed successfully completed if the exams of the units of study of the Master'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 Master's examination are awarded a Master 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 can 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 students 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) de 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.
- 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

(This article is not applicable for the Master education)

### Art 6.4 - (BINDING) RECOMMENDATION ON CONTINUATION OF STUDIES: MULTIPLE PROGRAMMES

(This article is not applicable for the Master education)





## 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; EXTRA EXAMINATION OPPORTUNITIES FOR LAPSED UNITS OF STUDY

- 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 no practical exercises is removed from the programme, at least two opportunities are offered to complete this lapsed unit of study;
  - c) 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;
  - d) 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 the 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.