

# **RULES & REGULATIONS (R&R)**

Established by

## **Examination Board BMS**

**2015-2016**

These Rules & Regulations apply for:

- BSc Communicatie wetenschappen (CW)
- BSc European Public Administration (EPA)
- BSc Gezondheidswetenschappen (GZW)<sup>1</sup>
- BSc International Business Administration (IBA)
- BSc Onderwijskunde (OWK)<sup>2</sup>
- BSc Psychologie (PSY)
- BSc Technische Bedrijfskunde (TBK)
- MSc Business Administration (BA)
- MSc Communication Studies (CS)
- MSc Educational Sciences and Technology (EST)
- M Environmental and Energy Management (MEEM)
- MSc European Studies (ES)
- MSc Health Sciences (HS)
- MSc Industrial Engineering & Management (IEM)
- MSc Leraar VHO Maatschappijleer en Maatschappijwetenschappen (LVHOM)
- MSc Philosophy, Science, Technology and Society (PSTS)
- MSc Psychology (MPS)
- MSc Public Administration (PA)
- M Public Management (MPM)
- M Risk Management (MRM)
- MSc Science, Education and Communication (SEC)<sup>3</sup>

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<sup>1</sup> Not known is when the Programmes GZW /HS will switch to the faculty TNW, until then the requests are via the members of the former Examination Board SMG .

<sup>2</sup> Programme expires on 31-12-2018.

<sup>3</sup> the 3TU MSc Programme Science, Education and Communication (SEC) applies to the 3TU EER, but all requests of students will be dealt with in the local Examination Boards of the three Universities (Partial Committee Interdisciplinary Sciences)

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## Terms and Definitions

For definitions of terms in these Rules and Regulations please acquire the Education and Examination Regulations BMS (EER). In completion the following definitions are used in these regulations.

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|-----------------|--|
| 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; |
| Learning line:  | A learning line is education that must lead to the learning of skills and knowledge on a specific subject (for example methods (programme specific), statistics, academic or teaching skills). A learning line can stretch out through more than one unit of study (module);     |
| Programme plan: | A plan of the programme which states in what way, by tests and examinations, the goals of units of study (module) and the final attainment targets of the programme are fulfilled;   |
| Test:           | Part of an exam. If a unit of study has only one test, this coincides with the exam for the unit in question;  |
| Test plan:      | A plan indicating how the testing of a unit of study is organized.   |

## Section 1: Rights and statutory duties of the Examination Board

### Article 1.1: The Examination Board

1. The Dean appoints an Examination Board for each programme or group of programmes. Its members are appointed based on their expertise in the field of that particular programme or group of programmes.
2. The Examination Board is the body which determines in an objective and expert way whether a student meets the conditions that the Education and Examination Regulations (EER) set on the knowledge, insight and skills required to obtain a degree.
3. At least one member of the examination Board is representing one of the Programmes or group of Programmes. At least one of the members represents a programme or a group of programmes. Members of the Executive Board of the Institution or persons responsible in any other way for the financial situation of the Institution are excluded. The dean consults the members of the relevant Examination Board before proceeding to appoint a new member.
4. The dean ensures that the independent and professional functioning of the Examination Board is sufficiently warranted.
5. The dean of the faculty BMS has according to the WHW art. 9.14 set down further regulations on the government and composition of Examination Board in the Faculty Regulations.
6. The Examination Board(s) and the appointed members will be published on the website of the Examination Board.

### Article 1.2: Rights and statutory duties of the Examination Board (WHW 7.3d, 7.11, 7.12b, 7.12c, 7.13)

1. The Examination Board has the following tasks stated in the Act:
  - a. Determination if a student meets the final attainment targets, according to the aims stated in the Education and Examination Regulation (EER) on competence, knowledge, insight and skills (WHW art 7.12 lid 2)
  - b. Presentation of a certificate as a proof of completing all exams (WHW art 7.11 lid 2; OER art. 5.4).
  - c. Quality assurance of tests and exams (WHW 12b lid 1a).
  - d. Determination of rules and directions to determine and judge the results of tests and exams, within the framework of EER (WHW art 7.12 b lid 1b).
  - e. Granting permission to follow a flexible programme (WHW 7.3d; OER 3.5).
  - f. Granting exemptions from one or more assignments or practical exercises (WHW 7.12b lid 1d and 7.13 lid 2r; OER art. 3.4).
  - g. The taking of sanctions in cases of fraud (WHW 7.12 b lid 2; R&R art. 8).

- h. The Examination Board will determine further rules on the execution of duties and rights as mentioned: c. (Quality assurance of tests and exams), d. (Determination of rules for the confirmation and publication of results), f. (exemptions from assignments or practical exercises) and g. (the taking of measurements with fraud) (7.12b lid 3).
  - i. Publication of an annual report (7.12 b lid 5).
  - j. Appointment of examiners for examining and judging tests and examinations (WHW 7.12 c lid 1).
2. The Examination Board has the following statutory rights:
    - a. The right of postponement of the declaration of successful completion of the exams (WHW 7.11 lid 3; OER art. 5.2 lid 3)
    - b. The right to extend the validity of exams (WHW 7.13 lid 2k; OER art. 4.8)
    - c. The right to deviate from the number of times and manner in which exams can be taken (WHW 7.13 lid 2l; OER art. 4.5)
    - d. The right to deviate from the public nature of oral exams (WHW 7.13 lid 2n; OER art. 4.6)
    - e. The right to grant an exemption from a practical exercise. The Examination Board can demand replacement requirements (WHW 7.13 lid 2t).
    - f. The right to grant an exemption, if necessary with replacement of specific parts of the unit of study, from the obligation to take part in a practical exercise to get assigned to make an exam (WHW art. 7.13 lid 2t; Bachelor OER art. 3.4 lid 3, Master OER art. 3.4 lid 2).
  3. The Executive Board has the right to add rights to the Examination Board from the EER. At this moment the following rights are added:
    - a. If needed, the right to give advice (requested or unsolicited) on the test plan of a unit of study before it is determined by the Educational Programme (Bachelor OER art. 4.4. lid 2a).
    - b. The right to give advice on changes made in the test plan during the period of teaching of the unit of study (BSc EER art. 4.4 paragraph 5a).
    - c. The right of acknowledgement with transitional arrangements (BSc and MSc EER article 8.4 paragraph 5).
    - d. The right to deviate from the articles in the EER in case of unreasonableness or unfairness ("hardship clause"; BSc OER art. 8.7; MSc OER art. 8.7).
    - e. The right to grant an additional attempt for a test (BSc EER art. 8.4 paragraph 6; MSc EER, art. 4.5 paragraph 4).

### **Article 1.3: General (meetings and decision making)**

1. The dean appoints the members of the Examination Board. The members of the Examination Board represent one or more educational programs. The Board is divided per educational region in four (4) partial committees. One of the members will be chair (this counts for the general Examination Board and the partial committees). The members will make a proposition to the dean, to appoint new members of the board of the chair. The general chair will act as representative for the Examination Board and will chair the meetings of the general Examination Board and the Executive Board (DB).
2. The Examination Board will publish yearly, in cooperation with the articles stated in the EER, the meetings of the board. These dates will be published on the website of the Examination Board and will be made known in the usual way. The meetings of the Examination Board are not public.
3. To execute some tasks, the Examination Board may set up a partial committee or working group, which will execute the tasks on behalf of the Examination Board and will advise the board on this matter.
4. The Examination Board has the following meetings:<sup>4</sup>
  - a. a general meeting (meets twice per year)
  - b. four partial committees (Behavioural Sciences, Management Sciences, Governmental Sciences, Interdisciplinary Sciences), all meet monthly;
  - c. an Executive Board; represented by the chairs of the partial committees (meetings monthly for tuning/adjustment, see appendix 1)
5. Decisions can only be made if at least two members are present in a meeting of a partial committee.
6. Decisions of all the committee's and boards will be registered in a decision-list.
7. The Examination Board can ask for advice from external experts or from co-workers involved in the programme concerned such as the programme director, the programme coordinator and the study adviser. The study advisors can be invited to the meetings of the partial committees for

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<sup>4</sup> After one year this new way of working will be evaluated

- their points of decision making. All information will be handled confidentially. The study advisors have no vote in the decision making process.
8. Decisions from partial committees on individual requests of students will be registered in a decision-list. These decisions will also be part of the jurisprudence of the Examination Board. Decisions from a partial committee who have consequences for more programmes will be handled in the Executive Board for unanimous decision making and also registered in the jurisprudence.
  9. The Examination Board will be supported by a Registry from the department OSC

**Article 1.4: (Mandated) Tasks and authorities**

1. The examination board can mandate (with instructions) some responsibilities, as long as this is not in conflict with the Act (WHW) or this regulation.
2. Decisions made on behalf of this mandate will be registered in a decision-list and made known in the meeting of the Examination Board.
3. Mandated tasks are:
  - a) The student can request a certified study progress overview from the Student Services Desk if required<sup>5</sup> (see also R&R art. 3.8).
  - b) *The possibility for granting an exemption for a unit of study or parts of a unit of study as stated in the EER art. 3.4 is mandated (with instruction) to Registry of the Examination Board. (see also R&R art. 3.6).*
  - c) *Checking if a student meets the final attainment targets (Studie progress overview) is mandated to a representative of the programme from the department OSC.*
  - d) *If new mandates are determined these mandates will be stated in appendix 4 of this Regulation. The mandates will be stated in this article in a next version of this R&R.*
4. Instructions as mentioned in the paragraphs 1 and 3 are stated in section 3 and appendix 4 of this regulation.

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<sup>5</sup> At this moment this way of working is happening already, and works fine

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

### **Article 2.1: Determination whether a student meets the attainment targets or the final qualifications (WHW art. 7.12)**

1. The Examination Board is the body which determines in an objective and professional manner whether a student meets the conditions set under the Education and Examination Regulations (EER) with regard to the knowledge, understanding and skills required to obtain a specific degree. (R&R art. 1.2 paragraph 1a) The representative of the Educational Programme has to execute this task of the Examination Board.
2. The test plan is leading on judging if the student meets the required targets of the Programme.

### **Article 2.2: Certificates and written statements (WHW 7.11; BSc OER art. 5.4; MSc OER art. 5.4)**

1. To prove that a student passed an examination, the Examination Board will issue a degree certificate. On the certificate relevant data in accordance with the law (WHW) will be mentioned. A supplement is added to the degree certificate which gives insight to the nature and content of the study programme. The supplement will meet the format according to European standards.
2. The degree certificate and supplement will be signed by the representative of the Educational Programme of the Examination Board, or during his absence, by the chair or one of the other members of the Partial Committee.
3. The Examination Board checks, before signing the certificate and supplement, the study programme of the student, based on information supplied by CES. The Examination Board mandated the check of the study programme of the student to an employee of the involved educational programme (OSC) (R&R art. 1.4 paragraph 3c).

### **Article 2.3: Certifying the quality of examinations and exams (WHW art.7.12 b lid 1a)**

Ad this moment the Examination Board BMS is discussing a general process of certifying the quality in cooperation with the Educational programmes of BMS. As soon as this process is determined this article will be adjusted and the protocol will be published in appendix 2.

### **Article 2.4: Determination of rules and directions, within the EER, to determine and judge the results of tests, exams and examinations. (WHW art. 7.12b lid 1b)**

1. The examination Board has determined a general rule on marks and grades (see R&R art. 4.2).
2. The Examination Board has determined a general rule for the composition of a graduation committee (see R&R art. 4.3).
3. The Examination Board has determined a general rule on how to compose and judge units of study should be based on (see R&R art. 4.4).
4. The Examination Board has determined a general rule on which the grade of the test or examination should be based (see R&R art. 4.5 ).

### **Article 2.5: Granting a permission to compose a free educational programme (WHW 7.3d)**

The Examination Board established rules regarding this issue in art. 3.8. of these Rules and Regulations.

### **Article 2.6: Granting an exemption from one or more assignments or practical exercises. (WHW 7.12b lid 1d)**

The Examination Board established rules regarding this issue in art. 3.7 of these Rules and Regulations.

### **Article 2.7: Taking of sanctions on fraud WHW 7.12 b lid 2)**

The Examination Board will follow the by the Universities Executive Board presented "Regulations on Order during examinations, calamities and fraud". This regulation is stated as an appendix in the Bachelor and Master EER of BMS and is part of this EER (see R&R art. 4.6).

### **Article 2.8: The Examination Board will determine further rules on the execution of duties and rights as mentioned: c (quality assurance of tests and exams), d (Determination of rules for the confirmation and publication of results), f (exemptions from assignments or practical exercises) and g (the taking of measurements with fraud) (7.12b lid 3)**

The Examination Board stated the execution of these rules (art. 2.4 and 2.7) in section 4 Rules and directions for examiners.

**Article 2.9: Annual report** (WHW art.7.12 b lid 5)

1. The examination Board will draft an annual report. The Examination Board will hand this over to the dean.
2. The annual report consists of at least:
  - a. An overview of the appointed members and information about actions taken to increase their expertise (for example achieving the BKE and SKE);
  - b. Activities taken to assure the quality of examinations and exams;
  - c. Decisions taken (incl. mandated decisions) and the handling of requests (regarding numbers and natures of anonymized requests per programme);
  - d. Number of diplomacies and certificates (cum laude) per programme;
  - e. Number of fraud cases and appeals per programme;
  - f. Involvement on accreditations;
  - g. Plans for the coming year.

**Article 2.10: Appointment of examiners** (WHW 7.12 c lid 1)

1. In order to administer the exams and to confirm their results, the Examination Board will appoint one or more examiners for every unit of study.
2. In case there are two or more examiners for a course, one examiner will be firstly responsible (coordinator) for this study unit / module. In general, the person who is firstly responsible for education in a specific unit of study is also responsible for judging and grading that unit. The firstly responsible examiner is the contact for the Examination Board in case of testing and quality assurance of the study unit. If parts of a unit of study are judged by several examiners the firstly responsible examiner will take care that this judging is executed based on the same standards.
3. The Examination Board uses the following criteria to assure the quality of tests and exams on appointing examiners:
  - a. Examiners are members of the permanent or temporary staff (associate/assistant professors, full professors, lecturers) of UT who are involved in the programme and who possess the appropriate teaching qualifications (BKO), especially regarding testing and exams<sup>6</sup>;
  - b. The authority is mainly restricted to the level of education equal and lower than the level of education from the examiner him/herself.
  - c. The authorization is restricted to the domain within which the staff members are recognized as experts.
  - d. The Examination Board may resolve to appoint other experts as examiners. In this specific decision the term of validity and the discipline and domain are mentioned.
  - e. To evaluate final assignments (Bachelor's and Master's Thesis) a committee consisting of at least two qualified examiners is established (also see R&R article 4.3).
4. In appointing examiners the Examination Board will make use of a yearly overview of examiners, to be received from the programme board of each discipline. In this overview a proposal is made regarding the examiners to be appointed, including their expertise. Based on the set of criteria the Board can justifiably appoint other examiners for units of study. The list of appointed examiners will be published on the website of the Examination Board. In the event of changes, the overview will be adapted during the academic year.
5. Should an examiner not be able to meet the rules and regulations of the Examination Board, the board can decide to appoint another examiner. The board will do this also on request of the Programme Board, in case an examiner cannot fulfill the terms of judging and publishing the results of tests or examinations. (OER art. 4.6).

**Article 2.11: Conditions on determining the final examination without completion of all units of study.** (WHW art 7.12b paragraph 3; Bachelor and Master EER art. 5.2 paragraph 3)

1. The examination Board can under specific circumstances and conditions determine that a student does not have to complete all units of study to obtain the final examination.
2. In this case the Examination Board always checks if the student meets the conditions on knowledge, insight and skills, stated by the Educational Programme to obtain the degree.
3. The Examination Board did not determine general rules or conditions. Per individual case the Examination Board will check if the student meets the conditions as stated in paragraph 2.

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<sup>6</sup> Starting August 2015 the examination Board will only appoint examiners who possess a BKO or are exempted for their BKO. NB: appointments are made with examiners about the finishing of the trajectory in 2015. Only in exceptional cases the Board can deviate from this regulation for the period of 1 year.



4. For TOM education the following is agreed upon: the final grade of a module should always be graded positive (5.5 or higher); the average of module sub units (learning lines) should always be positive (5.5 or higher); the tests of a sub unit module can be graded negatively but the average of the whole sub unit module should be positive (5.5 or higher).

### **Paragraph 3: Regulation regarding student requests or complaints**

#### **Article 3.1: General regulation regarding requests (BSc EER art. 1.1 paragraph 8 and art. 8.7)**

1. The Examination Board has the authority to deviate from the provisions of the EER (also see R&R art. 1.2 section 2). The student has to send in a written request per web-application of the Examination Board.
2. Except for the in paragraph 1 mentioned provisions in the Act or EER, a student can also submit a request concerning cases of unreasonableness or unfairness ("hardship clause"; BSc OER art. 8.7; MSc OER art. 8.7)
3. A student's request needs to be submitted in time, well-argued and motivated and written (per web-application form). Information on partial committee meetings and conditions on how to submit a request and the information needed by the Examination Board to handle and decide on request can be found on the website of the Examination Board. The information is subdivided per subject {[www.utwente.nl/bms/examboard/nl/](http://www.utwente.nl/bms/examboard/nl/)} or {[www.utwente.nl/bms/examboard/](http://www.utwente.nl/bms/examboard/)}.
4. The Examination Board can only handle complete and timely submitted request. The request will be handled in the first scheduled meeting of the partial committee. Dates (Deadlines) for of submitting a request can be found on the website.
5. The Examination Board can seek advice regarding her decisions with experts like the programme management, examiners and study advisers. These advisers have no vote in decision making.
6. The Examination Board can decide, because of faculty wide legal consequences of a decision to be made on a student request, to discuss the request in the Executive Board of the Examination Board BMS, to get a decision that is accepted by all representatives of the Examination Board. The decision will then be postponed.
7. The Examination Board will inform the student as soon as possible after the meeting of the committee of the decision made. This will be a written decision sent by e-mail.
8. The Examination Board determined some general conditions which have to be fulfilled in submitting a request. The student has to motivate explicitly in the request why he/she should get an exemption from the stated rules and regulations. The maximum term of delay of study is set on one (1) semester, and if a request is submitted because of personal circumstances, these circumstances should be known by the study advisor.

#### **Article 3.2 Submitting a request**

1. A student should always submit a request to the Examination Board by web-application-form.
2. The Examination Board composed several sample letters helping students to submit a request. They can be found on the website of the Examination Board.
3. On the website it is specified which conditions have to be fulfilled and what information should be included before a request can be handled by the Examination Board.
4. The student always has to include a Study progress overview (Osiris) to the request.
5. The Examination Board advises the student to discuss the request with the study advisor before submitting it.

#### **Article 3.3 Postponement of the issuing of degree certificates (WHW art 7.11 lid 3)**

1. A student who has the right to the issuing of a degree certificate, can submit a request at the Examination Board to postpone this. The student has to submit a motivated request by web-application form to make this possible.
2. Procedure:
  - a. Receipt student request (incl. period of postponement)
  - b. Pausing standard procedures at BOZ
  - c. Checking request student
  - d. Agree/disagree request. Decision Examination board (incl. maximum period of postponement)
  - e. If needed the student can recall the request/If needed the student can appeal to the decision?
  - f. Start standard procedure
  - g. Handing over the degree certificate to the student on the agreed date.

#### **Article 3.4: Right to extend the validity of exams and tests (WHW art. 7.13 paragraph 2k; Bachelor EER art. 4.7, Master EER art. 4.8)**

1. The Bachelor EER states that the validity of an exam result is 6 years and that the validity only is valid in the study year it is achieved.
2. The Master EER states that the validity of an exam result for the Educational Programmes of CS, EST, PSTS is five years. The validity of an exam result for the Educational Programmes of BA,

IEM, MEEM, MPM, MRM and PA is four years. The validity of an exam result for the Educational Programme of MPS is two years. The validity of an exam result for the Educational Programme of LVHOM is unlimited.

3. The Examination Board has the right in special individual cases to extend the terms specified in paragraph 1 and 2.
4. Students can submit a motivated request to the Examination Board to extend the validity of a result (see art. 3.1 and 3.2 on how to submit a request).
5. The Examination Board will always ask for advice from a study advisor on the request.
6. The Examination Board will always ask for advice from the programme (preferably 5 and 6 will be combined).
7. Procedure: request according to procedure stated in art. 3.1 and art. 3.2. Required information to complete the request: study progress overview (Osiris), study plan on how to finish your programme, period of extension.

**Article 3.5: Deviation from the format of the tests or exams (WHW art. 7.13 paragraph 2l)**

1. Students can under specific circumstances submit a motivated request to deviate from the format of a test or exam (see art. 3.1 and 3.2 on how to submit a request).
2. The Examination Board will always ask the examiner for advice whether deviation of the format of the test or exam is possible.
3. The Examination Board will always ask the study advisor for advice on the request.
4. Procedure: request according to procedure stated in art. 3.1 and 3.2. Required information to complete the request: study progress overview, eventually a medical explanation or advice from your doctor or study counselor, including your arguments why you cannot take your exam or test in the regular format.

**Article 3.6: Deviation from the public nature of oral tests, exams and examinations (WHW art 7.13 paragraph 2n and EER art 4.6)**

1. The Examination Board has the authority to decide, in specific circumstances that an oral examination or test will not be public. (WHW art 7.13 lid 2n).
2. If an oral test is examined by two examiners this second examiner is not the one mentioned in the EER art. 4.6 paragraph 2.
3. If a student wants to deviate from the public nature of an oral exam or test the student may submit a motivated request per web-application at the Examination Board. (see R&R art. 3.1).
4. The Examination Board will always ask the examiner of the course for advice if deviation is possible.
5. The Examination Board will always ask the student advisor for advice on the student's request.
6. Procedure: request according to procedure stated in art. 3.1, minimum of 10 working days before the exam or test will take place submit the request. Needed information: study progress overview (Osiris), if necessary doctor attest or attest student counselor.

**Article 3.7: Granting of exemptions for one or more exams or tests or practical exercises (WHW art. 7.12b paragraph 1d & WHW art. 7.13 paragraph 2r and t)**

1. The Examination Board can grant a student, at a student's request, an exemption for one or more exams (Bachelor and Master EER art. 3.4).
2. The Examination Board can grant a student, at a student's request an exemption for one or more exams. 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. (Bachelor en Master OER 3.4).
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. (Bachelor EER art 3.4 paragraph 2, Master EER art. 3.4 paragraph 2)
4. The Examination Board will evaluate the submitted proof to establish whether the student achieved the intended learning objectives for the unit mentioned in another way. The board will make the decision with the advice and approval of the examiner of the unit of study.
5. Procedure: the student:
  - Fills out the exemption form completely and hands it in at the examiner of the unit of study.

- Makes sure that all the needed evidence is handed in by the examiner to make sure he can give an approval or disapproval;
  - The examiner has five working-days to decide on this exemption and signs the exemption form in case of approval. The examiner must mail this form to the registry of the Examination Board. [ExamencommissieBMS@utwente.nl](mailto:ExamencommissieBMS@utwente.nl);
  - The student fills out the web-application-form and writes a motivated request why the examination Board should grant the student the exemption (see R&R art. 3.1 and 3.2). Information to support the request: study progress overview (Osiris).
6. Requested evidence for the examiner to decide on the exemption: Diploma/certificate, literature, content of the achieved course(s) and an explanation on which courses or parts of courses the request handles. Explanation on which parts of the unit of study are completed by previous gained competences.

**Article 3.8: Approval of Flexible degree Programme** (WHW art. 7.3d and art. 7.12b paragraph 1c; EER art. 3.5)

1. A student who is enrolled in a specific educational programme of the university, can decide to compose his or her own educational programme from the units of study offered at the University of Twente. An exam is attached to this flexible degree programme. If necessary the Executive Board of the University of Twente decides which Examination Board will decide if this programme meets the needed qualifications.
2. The Examination Board will evaluate whether the flexible programme fits within the domain of the education, whether it is coherent and whether it is of a sufficient level considering the final attainment targets of the programme.
3. The examination Board will ask the study adviser for information on this request.
4. A student can submit a motivated request if he or she likes to compose a flexible degree programme. The request must be submitted by web-application-form (see art. 3.1 and 3.2).
5. Procedure: the student should:
  - compose a well-motivated and argued programme. This motivation should also express the relation with the purposed final thesis project.
  - explain in whichway this flexible programme fulfills the final attainment targets of the educational programme.
  - the free educational programme should be discussed with employees of the educational programme (study advisor or educational coordinator),
  - himself, find a supervisor to supervise his free programme.(geen eisen hieraan gesteld: docent?)
6. The student will be informed (written) of the decision of the Examination Board. If the Examination Board decides positively on this flexible degree program, the decision will state the educational programme this flexible degree programme belongs to.

**Article 3.9: Issuing written certificates** (WHW art.7.11 paragraph 5, BSc EER art 5.4 paragraph 5)

1. Students who have successfully completed more than one exam and to whom no degree certificate can be issued, on request can be provided with a written certificate from the Examination Board listing at least the exams they have passed.
2. The Examination Board mandated the execution of certificates to CES/BOZ.
3. A student can submit a written request at the CES/BOZ employee of his/her own educational programme.

**Article 3.10: Specification of excellence on the certificate** (EER art 5.4 paragraph 4)

1. The programme has a regulation to graduate with distinction (cum laude). This regulation can differ per educational Programme and is stated in the programme specific appendix.
2. The Examination Boards opinion is that a student has to have been demonstrating excellent abilities during his/her study and that the period of completing the study is essential in granting cum laude.
3. The Examination Board checks if the student meets all the conditions the educational programme states. If cum laude can be granted this will be stated on the certificate and the supplement.
4. In specific circumstances the Examination Board can deviate from the conditions stated to grant the distinction cum laude.
5. Procedure: Students, the graduation committee, the programme director or a study advisor can submit a request to deviate from the conditions stated by the educational programme. A

motivated request can be submitted at the Examination Board per web-application-form. To deviate from the conditions the excellent abilities and circumstances must be argued in this request.

6. If a student completed the Honours programme recognized by the Executive Board of the University of Twente, this will be stated on the supplement as extra-curricular programme. (EER art. 5.4 paragraph 2d).

**Article 3.11: Extra exam opportunity (Bachelor EER 8.4 paragraph 6, Master EER art. 4.5 paragraph 4)**

1. The Examination Board can in specific circumstances allow a student to get an extra possibility to make an exam or test.
2. The Examination Board will only decide to give an extra opportunity in specific circumstances and will only take the decision after consultation of the examiner in question.
3. The Examination Board could decide to give an extra opportunity in case of specific personal circumstances.
4. In all cases the study advisor will give an advice.
5. In case of an extra opportunity within the TOM the module coordinator will always be asked for advice.
6. Procedure: the student has to submit a motivated written request (see art. 3.1 and 3.2). Information to complete the request: information on the specific circumstances, study progress overview, evt. Rule of marks and grades or transfer arrangement.

**Article 3.12: Deviation from articles in the EER based on the hardship clause (EER art 8.7)**

1. In case of unreasonableness or unfairness the Examination Board can deviate from the articles stated in the EER.
2. To do so a student can submit a motivated request via the website of the Examination Board (see art. 3.1 and 3.2).
3. No general conditions have been determined for these kind of requests. A request will be handled per case. The Examination Board will ask the specific educational programme for advice.

**Article 3.13: Authorization to deviate from the public nature of the thesis (Bachelor EER art. 4.1 paragraph 2a, Master EER art. 4.1 paragraph 3)**

1. The Examination Board can allow in specific circumstances deviation from the public nature of the thesis.
2. The Examination Board only has to decide on this deviation in case the whole thesis has to be confidential or in case of a temporarily confidentiality. If the thesis will be confidential the student has to submit a public summary of at least 3000 words.
3. If part of a thesis is confidential, this part can be concluded as a confidential appendix. The public part and the confidential part both will be registered in the Repository.
4. A thesis can be registered anonymously in the Repository. Condition to do so is that the thesis needs to be readable. The first supervisor has to judge this.
5. All theses, confidential theses and appendices will always be accessible for the supervisors (or Programme Director), the Examination Board and the Accreditation Committee.
6. The student or the supervisor can, if a thesis must be completely confidential, submit a written motivated request at the website of the Examination Board.
7. Procedure: submit a request by web-application-form (see art. 3.1 and 3.2). Information to complete the request: there should be a permission of the supervisor(s) or the graduating organization, study progress overview (Osiris), advices.

**Article 3.14: Authorization to deviate from the language of the master thesis (Master EER art. 3.3 paragraph 1b)**

1. 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.
2. Permission to write the thesis in Dutch will only be granted on the condition that the student also writes an English summary of 3000 words, based on the thesis and the thesis work. To establish the final grade, both the thesis and the English summary will be subject to assessment.
3. The student can submit a written motivated request at the website of the Examination Board.

4. Procedure: submit a request by web-application-form (see art. 3.1 and 3.2). Information to complete the request: there must be an explicit permission of the supervisor(s) or the graduating organization, study progress overview (Osiris), advices/permission.

#### **Paragraph 4: Guidelines and directions to examiners (WHW art 7.12b paragraph 1b)**

##### **Article 4.1: Guidelines and directions in general**

1. The Examination Board may give examiners regulations and instructions on the evaluation of tests and the confirmation of results (WHW art. 7.12b section 1b).  
A guideline must be followed, in specific circumstances, if motivated, it is possible to deviate from a direction.  
The examiners will hand over the requested information to the Examination Board (WHW art. 7.12c).

No information on the results of examinations and exams may be given to others than the student in question or persons who have insight in registered personal information (Osiris). Under no circumstance the results of tests and exams are handed over to others than the examinee and the persons who by law are entitled to have insight in this result or can otherwise not function without having insight in this data. Amongst these people are the members of the Examination Board BMS, Registry of the Examination Board BMS, the study adviser involved, the programme manager, the study counselor and the Committee of Appeal for the Exams

##### **Article 4.2: Pass-/Fail-regulation (Marks and grades)**

1. The examination board determines guidelines on which examiners set down their judgements and results of test, exams an examinations.
  - A. The Examination Board determines a grade regulation for completion and failure of exams of a unit of study.
    - a. A unit of study is successfully completed if the final rounded mark is at least a 6. This mark is definitive. For the educational programmes CW/CS, PSY/MPS, OWK/EST and PSTS a re-do is only possible with a written decision of the Examination Board. For all other programmes each year students may sit at two opportunities to take a written test. It is only possible to deviate from this rule with a written approval from the Examination Board.
    - b. If a student receives more than one valid mark for the same unit of study, the highest result will apply.
    - c. If a not rounded grade comes to .50 or more, the grade must be rounded to the next higher mark.
    - d. If a not rounded grade comes to a lower grade than .50, the grade must be rounded to the next lower mark.
    - e. A study phase (Bachelor or Master) is finished when all units of study are completed successfully.
  - B. In case there are two or more examiners for a course, one examiner will be the firstly responsible (coordinator) of this study unit / module. In general, the person who is firstly responsible for educating a specific unit of study is also responsible for judging an grading of that unit. If a unit of study is administered and graded by more than one examiner, the firstly responsible examiner will ensure that the examiners do so in accordance with comparable standards (weighing). The results of sub-graded study units (tests or assignments) will be registered by the examiner or firstly responsible examiner in his own administration.
  - C. Marks are expressed as a whole number from one (1) to ten (10). These marks are understood to mean:

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

#### **Article 4.3: Bachelor and Master graduation committee<sup>7</sup>**

1. To judge and grade the final project of the bachelor a graduation committee will be composed. The committee at least will contain:
  - Two examiners, both employees of the University of Twente;
  - A first examiner, who will supervise the student and who is directly involved with the research of the thesis;
  - At least one examiner is doctor; the other supervisor is PhD student or higher (if educational programmes wish to deviate from this rule they can set it down in the programme specific appendix);
  - Practice experts may be part of the committee as an advisor.
2. To judge and grade the Bachelor thesis examiners must use the BSc assessment form of the educational programme involved.
3. To judge and grade the final thesis of the master a graduation committee will be composed. The committee at least will contain:
  - Two examiners, both employees of the University of Twente;
  - A first examiner, who will supervise the student and who is directly involved with the research of the thesis;
  - At least one examiner is doctor; If the first supervisor of the thesis is a doctor the other supervisor is at least Msc. If the first supervisor is not a doctor but PhD the other supervisor is doctor (if educational programmes wish to deviate from this rule they can set it down in the programme specific appendix);
  - Practice experts may be part of the committee as an advisor.
4. To judge and grade the Master thesis examiners must use the MSc assessment form of the educational programme involved.
5. If two supervisors wish to determine a result of the BSc or MSc thesis with a 10, a third supervisor (programme chair or Programme director) should confirm this result.

#### **Article 4.4: Judging of tests and examinations**

1. Each unit of study must have explicit learning goals. All these learning goals must be tested. Test formats are derived from the learning goals. The questions and assignments will not exceed the learning goals.
2. The format of the examination of the unit of study is mentioned in the programme specific appendix.
3. In the test plan of a unit of study the following must be stated: The learning goals; the format of testing of the examinations or tests; the repair possibilities or re-take possibilities; the minimum achieved grade per test or examination and the weighting of this grade to the final grade of the unit of study. The test plan must be registered in the file of the unit of study.
4. Every test or exam should be valid and should be as reliable and transparent as possible
5. The coordinating examiner will take care of the fact that the students get (before the start of the course) insight in the demands of the tests or exams.
6. The assessment criteria for the various tests will be communicated to students at the start of the unit of study. This will be effected via Blackboard.
7. If a unit of study is administered and graded by more than one examiner, the first responsible examiner will ensure that the examiners do so in accordance with comparable standards (weighing).
8. For all used test formats evaluation instruments are used (grading regulation, assessment forms or rubrics, standards for grades and determination of grades). Decisions regarding evaluations are recorded in writing and are motivated.

#### **Article 4.5: Determination of the results of tests and examinations**

1. In the test plan or in the manual of the unit of study (Blackboard) is stated which tests have to be made to complete the examination, what should be the minimum result per test and the weighting of the examination result. (See EER art. 4.1). The examination result will be expressed in the marks 1 to 10; with the result of 5.5 or higher the unit of study is successfully completed.

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<sup>7</sup> Because the Examination Board BMS established these regulations on November 1st, 2015 Programmes could not adjust their regulations in to their programme specific appendices. Therefor the regulations of the programme can deviate from this rule. Next year this will be included in the programme specific appendices.



2. The result of an examination must sufficiently be based on an individual judgement of the students work<sup>8</sup>.
3. The examination result of modules (within the BSc TOM) 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. The results of this meeting are registered in a report.
4. If in the test session it becomes apparent that the criteria that were set regarding the test are not correct, the examiner is authorized to prescribe different criteria. These criteria can involve the assessment of the feasibility of completing the test within the available time, the clarity of the questions, or the level of difficulty. These new criteria may not have a demonstrably negative impact on the students. This change will be administered in the files of the study unit.
5. There always should be executed a test-analysis with multiple choice questions before the publication of the results, because a test-analysis could give more insight in the achievability of the test before the test results are published.

#### **Article 4.6: Regulations and instructions to avoid fraud**

Fraud is (Appendix to EER Bachelor and Master 2015-2016)

##### **Regulation on Fraud**

1. *A test is an investigation for the knowledge, insight and skills of a student, and also the judgment of the results of that investigation (WHW art 7.10). A test can consist of several 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:*
  - 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 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 interim 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 reference to complete and correct source (even if you made little changes it still will be recovered as plagiarism);*
    - *if literally used quotes have not 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.

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<sup>8</sup> A great part of the learning goals must be based on individual judgement to guarantee that each student will meet the final attainment targets.

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 start the fraud 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 sanction will have to be taken and will inform the student in question of this in writing.
5. The Examination Board may ban a student who commits an academic offence from sitting the interim examination in question for a maximum of one (1) study year. If the examination board determines that the matter involved an academic offence, the student/students involved may – in serious instances – be banned from sitting any programme's interim examinations for up to one (1) study 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.
6. All students who are involved in fraud/plagiarism will be registered in the fraud register of the faculty of Behavioural Management and Social Sciences. If another suspected case of fraud might occur, the registration of this student will be taken into account in the conclusions of the Examination Board.
7. If a student commits serious fraud (as mentioned in WHW art 7.12b paragraph 2), the examination board in question may lodge a request at the Executive Board to end the student's registration at the University.
8. Procedures described in EER 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.

#### **Article 4.7: Remaining guidelines and directions**

1. The Examination Board expects that all examiners mention with each question the number of points or percentage that at maximum can be scored at a written test or exam.
2. The Examination Board and the educational programme's decided that with each exam or test the general coversheet should be used. This coversheet can be found at the website of the Examination Board BMS (<https://www.utwente.nl/bms/examboard/for-examiners/>).

#### **Article 4.8: Quality assurance of tests, examinations and exams**

At this moment the Examination Board BMS is discussing a general process of certifying the quality in cooperation with the Educational programmes of BMS. As soon as this process is determined this article will be adjusted and the protocol will be published in appendix 2.

## **Paragraph 5: Changes, diversions, Appeal and Objection**

### **Article 5.1: Conflicts with the Rules and Regulations**

1. The regulation and instructions in these Rules and Regulations are made within the framework of the Education and Exam Regulation (EER) of the educational programme. In case they are not equal to WHW (the Act), the regulation in WHW is leading.
2. In case other regulation or provisions are contrary to the rules from these Rules and Regulation, these Rules and Regulations are leading.
3. In case a difference occurs with the Dutch version of these Rules and Regulations, the Dutch version prevails.

### **Article 5.2: Hardship clause**

1. In cases of demonstrable, considerable unreasonableness and unfairness, the Examination Board can permit departures from these Regulations.
2. The Examination Board will decide in cases which are not mentioned in these Rules and Regulations.

### **Article 5.3: Appeal and Objection**

1. In cases where the student sends in a request or files a complaint where an examiner is involved who is a member of the Examination Board, the examiner involved will have no part in the handling of the request or complaint.
2. In accordance with the Student Charter a student can submit an appeal against the decision of the Examination Board in writing to the Student Services' Complaints Desk within 6 weeks of notice of the date he/she received the decision.

### **Article 5.4: Publication and amendments of the Rules and Regulations**

1. The Examination Board will evaluate these Rules and Regulations on a yearly basis.
2. The Rules and Regulations of the Examination Board are published via the website of the Examination Board.
3. Changes in these Rules and Regulations are published on the website of the study programme. Changes of these Rules and Regulations during the study year can only be effective if they are not in the disadvantage of the students.

### **Article 5.5: Date of commencement**

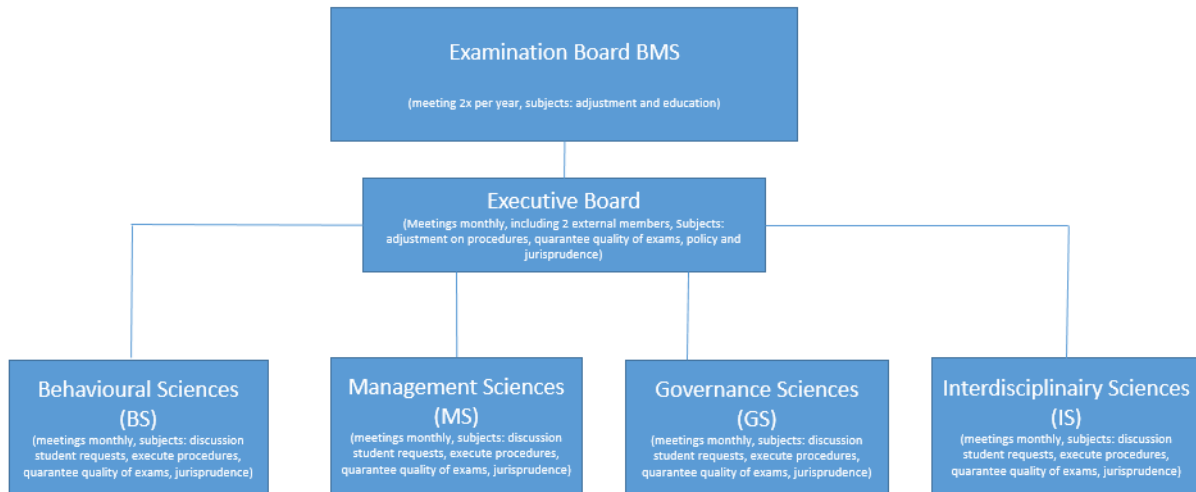
The retro-affective date of these Rules and Regulations is November 1st, 2015 and this version replaces the Rules and Regulations of the Examination Boards of GW and MB.

## **Appendices**

1. Scheme Examination Board BMS
2. Protocol Quality assurance by the Examination Board on tests, examinations and exams
3. Regulations on Order, Calamities and Fraud
4. Instruction of mandated tasks of the Examination Board

## Appendix 1: Scheme Examination Board BMS

Schematical overview Examination Board BMS



### Composition of Examination Board BMS – sub-committees

In the sub-committee of Behavioural Sciences (BS) the following Programmes are represented: Communicatiewetenschap (CW), Communication Studies (CS), Education Science and Technology (EST), Onderwijskunde (OWK)(tot 2019), Psychologie (PSY) and Psychology (MPS).

Names members committee:

Prof.dr.ir. G.J.A. (Jean Paul) Fox (OWK/EST), chair/president  
 Dr. M.E. (Marcel) Pieterse (PSY)  
 Dr. M.L. (Matthijs) Noordzij (MPS)  
 Dr. J. (Joyce) Karreman (CS)  
 Dr. J.J. (Joris) van Hoof (CW)

In the sub-commission of Management Sciences (MS) the following Programmes are represented: International Business Administration (IBA), Business Administration (BA), Technische Bedrijfskunde (TBK) and Industrial Engineering and Management (IEM).

Names members committee:

Dr. J.M.G. (Hans) Heerkens (TBK)(chair)  
 Prof.dr. T. (Tanya) Bondarouk (BA)  
 Dr.ir. J.M.J. (Marco) Schutten (IEM)  
 Dr. R.P.A. Loohuis MBA (IBA)

In the sub-committee of Governance Sciences (GS) the following Programmes are represented: European Public Administration (EPA), Public Administration (PA), European Studies (EU), Public Governance Across Borders (PGAB), Master Risk Management (MRM), Master Public Management (MPM), Master of Environmental and Energy Management (MEEM),

Names members committee:

Dr. M.R.R. (Ringo) Ossewaarde (EPA) (chair)  
 Dr. H.G.M. (Herman) Oosterwijk (PA)  
 Dr. T. (Thomas) Hoppe (MEEM, MRM, MPM)  
 Dr. K. (Kostas) Gemenis (ES)

In the sub-committee Interdisciplinary Sciences (IS) the following Programmes are represented:

Leraar VHO Maatschappijleer- en Maatschappijwetenschappen (LVHOM), Science Education and Communication (SEC) and Philosophy of Science, Technology and Society (PSTS).

Names members committee:

Dr. S.K. (Saskia) Nagel (PSTS) (chair)  
Dr. P. (Peter) Stegmaier (PSTS)  
Dr.ir. (Henk) Pol (SEC)  
Vacancy (LVHOM)  
Dr. A.M. Dijkstra (3TU) if necessary

On top of the sub-committees operates an Executive Board (EB). This Executive Board discusses policy matters and decides on student request who need faculty wide (law) tuning. In these meetings matters on the procedures of quality of examinations and exams are discussed.

The Executive Board is composed with the chairs of the sub-committees and has two external members. There is also a secretary team who will support them.

These external members were chosen to join the Executive Board as for their expertise on the subjects of testing and examination.

This college year (2015-2016) the Executive Board will meet monthly. The meetings are planned in the week after the meetings of the sub-committees. This prevents the fact that decisions on students requests only have to be postponed for one week.

Names Executive Board (EB):

Prof.dr.ir. G.J.A. (Jean Paul) Fox (BS) (chair/president)  
Dr. J.M.G. (Hans) Heerkens (MS)(chair)  
Dr. M.R.R. (Ringo) Ossewaarde (GS) (chair)  
Dr. S.K. (Saskia) Nagel (IS) (chair)  
Hilde ter Horst (Zoezi)  
Jan Adema (Cito)

Griffie:

H. Klaczynski LLB  
M.W.J. Peijster-Terpelle  
J.M.A. Vollenbroek-Timmerhuis

BOZ:

A. Laarhuis (BS)  
U. Wandt (MS)  
O.C.W. Boers-Ekelmans (GS)  
C.B. van Dijken (IS)  
A.J. Oppers-van den Berg (DB)

**Appendix 2: Protocol quality assurance of exams and examinations**

**This subject needs to be discussed further more**

### **Appendix 3: Regulations during exams 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.

#### **Appendix 4: Instructions on tasks mandated by the Examination Board**

The following instructions have been given by the Examination Board on mandated tasks:

**Article 3.9: Issuing written certificates** (WHW art.7.11 paragraph 5, BSc EER art 5.4 paragraph 5)  
A student may submit a written request to receive a written certificate at the BOZ employee of its own educational programme.