

# GUIDELINE FOR EDUCATION AND EXAMINATION REGULATIONS FOR BACHELOR'S PROGRAMMES

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Version Faculty BMS 2016-2017  
(EXCEPT UCT ATLAS)

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**The Dean of the faculty,**

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

in due consideration of the recommendations of the Programme Committee, as well as the approval by, or advice of, the Faculty Council, pertaining to the specific appendix for the programme in question,<sup>1</sup>

hereby adopts the Education and Examination Regulations of the following degree programmes: .....

***Communicatiewetenschap (CW)***

***European Public Administration (EPA)***

***International Business Administration (IBA)***

***Onderwijskunde (OWK)***

***Psychologie (PSY)***

***Technische Bedrijfskunde (TBK)***

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<sup>1</sup> The advisory powers relate to article 7.13, paragraphs a to g, of the Higher Education and Research Act. The Faculty Council has right of approval on the other parts.

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## SECTION 1 - GENERAL PROVISIONS

### Article 1.1 - APPLICABILITY OF THESE REGULATIONS

- 1) The Education and Examination Regulations apply to all students enrolled in the relevant programme.
- 2) The provisions in the Regulations for non-government-funded education apply to the study units or components of study units taken by a student enrolled in a UT yet that are not part of the student's own programme.
- 3) Each degree programme has its own programme-specific appendix.
- 4) This general section of the Education and Examination Regulations and the programme-specific section together form the applicable Education and Examination Regulations for the relevant Bachelor's programme.
- 5) Both sections of the Education and Examination Regulations are adopted by the Dean.
- 6) Each programme's Examination Board adopts rules on the execution of its duties and powers in accordance with Article 7.12(b) of the Higher Education and Research Act.
- 7) The statutory authority of the Examination Board applies to all study units comprising the student's degree programme. *This applies to the core programme of 120EC and the graduation phase totaling 30EC.*
- 8) This general section of the Education and Examination Regulations and the Examination Board's rules and guidelines are available in both Dutch and English for English-taught Bachelor's programmes. *In conflicting situations, the Dutch text takes precedence over the English text.*
- 9) Requests for exemptions to provisions laid down in the Education and Examination Regulations may be submitted to the Examination Board or the Programme Board as provided for in these Regulations.
- 10) These regulations have been drawn up using the masculine personal pronouns 'he' and 'him' and 'his'. In these cases, 'she' 'her' and 'hers' may be substituted.

### Article 1.2 - DEFINITION OF TERMS

The following terms and definitions apply to this regulation:

**3TU** *The 3 Universities of Technology of the Netherlands (Twente, Delft, Eindhoven).*

**Academic Year:** The period beginning on 1 September and ending on 31 August of the following year.

**Authorized Proof of Result:** A list or other written document initialled by or on behalf of an Examiner, or a result published via the Student Information System (SIS).

**Binding Recommendation on continuation of studies (BSA):** Student progress evaluation as referred to in Article 7.8 (b), paragraphs 1 and 2 of the Higher Education and Research Act involving expulsion from the programme in accordance with Article 7.8 (b), paragraph 3 of the Higher Education and Research

Act. A BSA is issued by the Programme Board on behalf of the institutional administration.

<i>BK:</i>	<i>De Dutch language variant of the former Bachelor's programme Bedrijfskunde (Business Administration);</i>
<i>Blackboard:</i>	<i>The electronic learning environment of the University of Twente;</i>
<i>BMS:</i>	<i>The Faculty of Behavioural, Management &amp; Social Sciences; this faculty is the merger of the former School of Management &amp; Governance and the former Faculty of Behavioural Sciences;</i>
<i>BOZ:</i>	<i>Bureau Onderwijszaken (Educational Affairs Office) of the Faculty BMS;</i>
<i>BSK:</i>	<i>Bestuurskunde, the Dutch-language variant of the former Bachelor of Science programme Bestuurskunde (Public Administration);</i>
<i>Cohort:</i>	<i>Generation or group of students who started the same academic programme in the same year;</i>
<i>Colloquium doctum:</i>	<i>Entrance examination for those prospective students who are not directly admissible to the Bachelor's programmes of the University of Twente; Curriculum: The aggregate of required and elective study units constituting a degree programme as laid down in the programme-specific appendix.</i>
<i>Compulsory holiday:</i>	<i>required day off work</i>
<i>Credit:</i>	<i>A unit of 28 study load hours, in accordance with the European Credit Transfer System. A full-time academic year consists of 60 credits, equal to 1680 hours of study (Article 7.4 of the Higher Education and Research Act),</i>
<i>CW:</i>	<i>The Bachelor of Science programme Communicatiewetenschap (Communication Science)</i>
<i>Dean:</i>	<i>Head of the faculty</i>
<i>Degree programme:</i>	<i>Bachelor's degree programme as referred to in the programme-specific appendix to these Education and Examination Regulations.</i>
<i>EB:</i>	<i>Executive Board of the University of Twente</i>
<i>ECTS:</i>	<i>A unit of 28 hours of study workload, in accordance with the European Credit Transfer System, a full academic year consisting of 60 ECTS or 1680 hours (Article 7.4 WHW);</i>
<i>EPA:</i>	<i>The Bachelor of Science programme European Public Administration;</i>
<i>ES:</i>	<i>The Bachelor of Science programme European Studies, the English-language variant of the former Bachelor of Science programme Bestuurskunde (Public Administration)</i>

Exam:	An investigation into the knowledge, insight, or skills of the student, as well as the assessment of the results of that investigation (Article 7.10 of the Higher Education and Research Act); an exam may consist of a number of tests.
Examination Board:	The Examination Board is the body that objectively and professionally assesses whether a student meets the conditions laid down in the Education and Examination Regulations regarding the knowledge, understanding and skills required to obtain a degree.
Examiner:	The individual appointed by the Examination Board to administer examinations and tests and to determine the results, in accordance with Article 7.12 (c) of the Higher Education and Research Act.
Final degree audit:	A degree programme is concluded with a final degree audit. If the study units in the degree programme have been completed successfully, then the final degree audit will be deemed to have been completed. The Examination Board may require a supplementary examination.
Higher Education and Research Act:	The Higher Education and Research Act (abbreviated in Dutch to WHW), Bulletin of Acts and Decrees 1992, 593, and its subsequent amendments.
Honours Programme:	Institution-wide Bachelor's Honours programme
<i>IBA:</i>	<i>The Bachelor of Science programme International Business Administration;</i>
Institution:	University of Twente
Institutional administration:	Executive Board, except as otherwise specified
Module:	a study unit worth 15 credits
Module coordinator:	The individual responsible for the module, as appointed by the programme board.
Module examiner	The individual appointed by the Examination Board to determine the results of the study unit.
<i>OER:</i>	<i>Onderwijs- en Examenregeling; this is the Dutch name of the Education and Examination Regulations (EER);</i>
<i>OLC:</i>	<i>Opleidingscommissie (programme committee, see below);</i>
<i>OSIRIS</i>	<i>The Student Information System of the University of Twente;</i>
<i>OWK:</i>	<i>The Bachelor of Science programme Onderwijskunde (Educational Science);</i>
PCC:	Personal Circumstances Committee. A committee convened by the institutional administration to advise the institutional administration in individual cases regarding the validity, duration and severity of a specific student's extenuating personal circumstances.

Practical exercise:	<p>A practical exercise as referred to in Article 7.13, paragraph 2 (d) of the Higher Education and Research Act is a study unit or a study unit component emphasizing an activity that the student engages in, such as:</p> <ol style="list-style-type: none"><li>1. carrying out literature research, completing an assignment or preparing a preliminary design, writing a thesis, article or position paper, or giving a presentation in public;</li><li>2. carrying out a design or research assignment, doing tests and experiments, participating in practicals, practising skills;</li><li>3. work placement, fieldwork or excursions;</li><li>4. participating in other educational activities deemed necessary and aimed at achieving the required skills, such as targeted practice of clinical skills in a specifically equipped skills lab.</li></ol>
Programme Board:	<p>The body appointed by the Dean to administer the degree programme.</p>
Programme Committee:	<p>Programme Committee as referred to in Art. 9.18 of the Higher Education and Research Act.</p>
<i>PSY:</i>	<p><i>The Bachelor of Science programme Psychologie (Psychology)</i></p>
<i>R&amp;R:</i>	<p><i>The rules and regulations of the Examination Board (WHW, Article 7.12, paragraph 4)</i></p>
Student:	<p>Anyone enrolled in a programme in accordance with article 7.34 and 7.37 of the Higher Education and Research Act,</p>
Student Information System (SIS):	<p>System designated by the institutional administration for registration and for providing information on all relevant data related to the students and the university, as described in the Higher Education and Research Act.</p>
Study adviser:	<p>Person appointed by the Dean of the faculty who acts as contact between the student and the university, and in this role represents the interests of the students, as well as fulfilling an advisory role.</p>
Study progress:	<p>Number of credits achieved in a certain period divided by the number of credits that can nominally be achieved in this period.</p>
Study unit:	<p>A programme component as defined in Article 7.3, paragraphs 2 and 3 of the Higher Education and Research Act. Each study unit is concluded with an exam.</p>
Test:	<p>Part of an exam. If the exam for a study unit consists of a single test, then the result of that test will count as the result of the exam. A test can be split into components and administered during multiple sessions.</p>



- Test component: A test can be split into components and administered during multiple sessions. These components may be of a written or oral character. A test component may also consist of completing one or more assignments or writing a paper or thesis.
- Test result: A result that is part of the final result for a study unit.
- Test schedule: A schedule showing the method of assessment for a study unit.
- Tutor:* *Faculty member charged with coaching a number of students assigned to him in the Twente Educational Model;*
- Twente Educational Model: The educational model introduced in the University of Twente's Bachelor of science degree programmes with effect from 2013;
- UT: The 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.
- The definition of all other terms used in these regulations is in accordance with the definition accorded by statute.

## SECTION 2 - ADMISSION

### Article 2.1 - EDUCATIONAL PREREQUISITES

Admission will be granted to the programme if the educational prerequisites for enrolment in university education are met in accordance with the Higher Education and Research Act, Articles 7.24, 7.25 and 7.28.

### Article 2.2 - BACHELOR'S PROGRAMME LANGUAGE REQUIREMENT FOR HOLDERS OF A NON-DUTCH QUALIFICATION

Applicants in possession of qualifications obtained outside the Netherlands may only enrol:

- a) If the programme is taught in Dutch: after complying with the Dutch language proficiency requirement by passing the state examination in Dutch as a second language, level 2, or earning the certificate Dutch as a Foreign Language, 'Profiel Academische Taalvaardigheid' (PAT) or 'Profiel Taalvaardigheid Hoger Onderwijs' (PTHO), and
- b) If the program is taught in English: after complying with the English language proficiency requirement, involving proficiency at a level commensurate with the Dutch pre-university (VWO) exam. Passing one of the following tests serves as proof of the required proficiency:
  - IELTS (International English Language Testing System), academic module. The minimum required IELTS score (overall band) is: 6.0
  - TOEFL (Test Of English as a Foreign Language). The minimum required TOEFL score is: 80 (internet-based test).
  - Cambridge EFL (English as a Foreign Language) Examinations, with one of the following certificates:
    - Cambridge Certificate in Advanced English
    - Cambridge Certificate of Proficiency in English
- c) The degree programme may impose additional requirements for Dutch or English language proficiency. These additional requirements are specified in the programme-specific appendix.

### Article 2.3 - ENTRANCE EXAMINATION ('COLLOQUIUM DOCTUM')

If the applicant fails to meet the requirements set in Articles 2.1 and 2.2, the institution may provide an exemption based on an entrance examination in accordance with Article 7.29 of the Higher Education and Research Act. Further details are available on the University of Twente website<sup>2</sup>. *Additional requirements, if in place, have been included in the programme-specific appendix*

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<sup>2</sup> <http://www.utwente.nl/en/education/bachelor/admission/>

## SECTION 3 - CONTENTS AND STRUCTURE OF THE PROGRAMME

### Article 3.1 - AIM OF THE PROGRAMME

The goals and final attainment targets (Article 7.13 paragraph 2 (c) of the Higher Education and Research Act) are described in the programme-specific appendix.

*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*

### Article 3.2 - STRUCTURE OF THE PROGRAMME

- 1) The programme consists of 180 credits.
- 2) In addition to a core programme of up to 120 credits, students also take minors totalling at least 30 credits and they complete a graduation phase of a total of 30 credits.
  - a) The degree programme consists of modules.
  - b) A module is a study unit of 15 credits, in which the student develops his programme-specific knowledge, skills and attitudes in a coherent manner.
  - c) Students generally take their minors in the first semester of the third year of study.
  - d) The programme offering the minor module may set prerequisites for admission to the minor module (see the options matrix).
  - e) The student's own programme may set conditions for the number of credits to be earned for admission to the minor module. These conditions are specified in the programme-specific appendix.
  - f) Students may choose from the following:
    - High Tech Human Touch modules
    - Contract modules
    - In-depth modules
    - Exchange

See the options matrix for a full list:

<https://www.utwente.nl/onderwijs/keuzeruimte/minor/intranet/>

- g) The content of the minor must meet or exceed the entry requirements of follow-on Master's programmes (with the exception of CreaTe & AT).
  - h) Students may take no more than one (1) programme-specific in-depth module as part of their minor.
  - i) Generally speaking, the second semester of the third year of studies is devoted to the graduation phase (which comprises 30 credits).
  - j) The student is to complete the core of the Bachelor's programme prior to embarking on the graduation phase.
  - k) The Examination Board is authorized to deviate from Articles 3.2.2 (e) and 3.2.2 (f). Students, in consultation with the Study Advisor, are to submit requests to this end to the Examination Board.
- 3) The programme-specific appendix to these Education and Examination Regulations describes the degree programme in accordance with Article 7.13, paragraph 2 (a through j, l, s, t, v) of the Higher Education and Research Act.
- 4) *Indien de opleiding een excellentieprogramma kent, is dit beschreven in de opleidingsspecifieke bijlage evenals de wijze waarop de selectie van studenten voor dit programma plaatsvindt (WHW art. 7.13 lid 2v).*

## Article 3.3 - THE PROGRAMME'S LANGUAGE OF TUITION

- 1) The degree programme's language of tuition is specified in the programme-specific appendix.
- 2) If programme components deviate from the language of tuition, then this is to take place in accordance with the UT Code of Conduct for Languages of the UT and Article 7.2 of the Higher Education and Research Act.
- 3) Bachelor's programmes taught in Dutch will use study materials in English or Dutch, and study units or components of study units may be taught and assessed in English, if:
  - a. a lecturer or tutor in the unit of study does not speak Dutch, or
  - b. students from the relevant Bachelor's programme take the module together with student's from an English-taught Bachelor's programme, or
  - c. the degree programme considers it necessary in order to fulfil one of its aims in the area of English language communication skills, or
  - d. the Programme Board feels this is expedient with regard to the pursuit of English-taught Bachelor's education.
- 4) In accordance with Article 4.1, paragraph 10, the module coordinator or the examiner of a study unit must indicate the language(s) of Education and assessment in SIS.
- 5) *Deviation from paragraphs of this article can only take place with permission of the Programme Board or –Director.*

## Article 3.4 - EXEMPTION

- 1) The Examination Board may grant an exemption to a student at his request for one or more full study units. To this end, the student must demonstrate completion of a component of a higher education programme that is equivalent in content, scope and level, or that he has acquired expertise and skills through work or professional experience with regard to the relevant study unit.
- 2) The Examination Board has the authority to make exceptions to the provision in paragraph 1 and to grant an exemption to a student for components of a study unit.
- 3) A student may also be exempted from practical exercises if he can demonstrate that a required practical exercise will likely give rise to a moral dilemma. In such cases the Examination Board will decide whether the component can be completed in another manner to be determined by the Examination Board.

## Article 3.5 - ELECTIVE PROGRAMME

The Examination Board of the programme decides on requests for permission to take an elective programme as referred to in Article 7.3 (d) of the Higher Education and Research Act. The Examination Board assesses whether an elective programme is appropriate and consistent within the domain of the degree programme and whether the level is high enough in light of the final attainment targets of the programme.

## SECTION 4 - EDUCATION AND EXAMINATION

### Article 4.1 - GENERAL

- 1) *The Executive Board is responsible for the practical organization of exams and tests.*
- 2) Each module concludes with an exam.
  - a) *The thesis is a public document that will be published in the Repository of the Library of the University.*
  - b) *The examination board can under specific circumstances deviate from this rule. Students can submit a request on this subject at the examination Board.*
- 3) The exam may consist of a number of tests<sup>3</sup>.
- 4) A test can be split into components and administered during multiple sessions. The results of these components are not registered in SIS, but should be made available to students in Blackboard.
  - a) The student has the right to inspect recent model test questions or model tests, or old tests and their keys, along with the norm for assessment.
  - b) The time allotted to administering a test may not exceed three hours (180 minutes).
- 5) Test results are expressed as a number from 1 to 10 with a single decimal, or as 'pass' / 'fail'.
- 6) Exam results are expressed as a whole number from 1 to 10<sup>45</sup>.
- 7) Exam results are rounded to the nearest whole number.
- 8) The module examiner consults with any other examiners involved in the module prior to determining the exam results for the module (Article 4.2). This consultation should preferably take place during a module assessment meeting.
- 9) Credits may only be issued for a study unit once the relevant exam has been passed. Credits are not issued for components of study units and/or tests that have been passed.

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<sup>3</sup> A test can have the following formats: a written test, an assignment in any possible form, an oral test, a series of tests, the evaluation of practical exercises as referred to in Article 1.2 of the WHW, or any combination of the types just mentioned.

<sup>4</sup> For the Educational Programmes CW and PSY the following applies that if a written test has been completed (passed with a 5.5 or 6), the student may retake the test in the same academic year during a regular, scheduled retake. For all other test types (p.e. assignments or presentations) the following applies that if this test 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.

For the Educational Programme OWK 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 CW and PSY 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.

- 10) If a student fails to complete a module during the current academic year by passing the relevant exam, then the student may participate in the module once again in the following academic year (as long as the student is enrolled). In some cases, it is possible to carry over test results for specific modules to the next academic year. The programme-specific part of these Regulations specifies the tests to which this provision applies, along with any applicable conditions. If modules are shared by multiple degree programmes, then the specific exceptions are to be identical for all programmes.
- 11) If a student receives more than one authorized result for one and the same unit of study, the highest result will apply. This also applies to tests and components of tests.
- 12) The examiner or module coordinator publishes the following details in SIS (the course catalogue in Osiris): credits, course objectives and content of the study unit, language of tuition, prerequisites, required and recommended study materials, Education methods and assessment.
- 13) *Any possible compensation opportunities spread out across the modules is stated in the programme-specific supplement of the degree programme.*

## Article 4.2 - MODULES

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

## Article 4.3 - REGISTERING FOR A STUDY UNIT AND ASSOCIATED TESTS

- 1) Registration in SIS is required prior to participating in the study unit.
- 2) Upon registering for the study unit, the student will automatically be registered for the regular assessments associated with the study unit.
- 3) Information on resits, the applicable conditions and the registration procedure will be published in the assessment schedule prior to the start of the module.

## Article 4.4 - ASSESSMENT SCHEDULE

- 1) An assessment schedule for each study unit governs the method for arriving at an exam result based on the tests.
- 2) The Programme Board adopts the assessment schedule.
  - a) This is done once the module coordinator has drawn up the assessment schedule, taking the Examination Board's recommendations under advisement where necessary.
- 3) The assessment schedule must be published in Blackboard at least two weeks prior to the start of the study unit.
- 4) The assessment schedule must include:
  - a) The learning objectives;
  - b) When and how tests will be administered;

- c) The language of the test;
  - d) the relative weighting of the tests;
  - e) any required minimum grade per test; a minimum grade for a test may not be set higher than 5.5;
  - f) the resit for each test (if applicable), the form of the resit, when it will take place, and any conditions for participating in the resit;
  - g) the marking period is the same for tests and exams: 10 working days, unless otherwise agreed with the lecturer responsible for the module component.
- 5) The Programme Board may modify the assessment schedule during the course of the study unit.
- a) The assessment schedule may only be changed in consultation with the module coordinator upon the recommendation of the Examinations Board. Students are to be informed immediately of the change.
  - b) If the change involves nothing more than moving tests or test components to a timeslot other than as shown in the schedule, then it will be sufficient if the module coordinator consults with the Programme Board. Students are to be informed immediately of the change. The Programme Board must inform the Examination Board of the decision to make the change at the next examination meeting.
  - c) Changes to the assessment schedule may not put students at an unreasonable disadvantage.
- 6) *The Examination Board can in specific circumstances give individual students the opportunity to make a test by changing the format of a test. If necessary, in these cases, the test results can be postponed.*

## Article 4.5 - ORAL EXAMINATIONS

- 1) Oral examinations will be public unless decided otherwise by the Examination Board in exceptional cases, whether or not at the request of the examiner or the student.
- 2) If the student or the examiner wishes a third party to be present when administering the oral examination, then a request to this end must be submitted to the Board of Examiners at least ten days prior to the examination. Graduation symposia (including *presentations and group testing*) are excluded from this provision.
- 3) If the Examination Board has decided that members of the Examination Board or an observer on behalf of the Examination Board is to be present during the administration of an oral examination, then the Examination Board is to make this known to the examiner and the student at least one day prior to the oral examination.

## Article 4.6 - ASSESSMENT DEADLINE

- 1) The examiner is to inform the student of the result of an oral examination within one working day.



- 2) The provisions of paragraph 1 do not apply if the oral examination is part of a series of oral examinations of the same study unit which are administered on more than one day. In that case, the examiner is to determine the result within one working day following the conclusion of the series of oral examinations.
- 3) The deadline for determining and disclosing the results of a written test (or other kind of assessment) is to be included in the assessment schedule of the study unit.
- 4) The exam result of a study unit, determined in accordance with Article 4.1.8, is to be disclosed to the student within ten (10) working days after the conclusion of the teaching period during which the study unit is offered. If the student fails an exam and there is a resit opportunity outside of the teaching period during which the study unit is offered, and the module examiner has determined that the student meets the conditions for participation in the resit (in accordance with Article 4.4.4 (f), then this decision is to be made known the student within ten working days after the conclusion of the teaching period during which the study unit is offered.
- 5) If a test assessment is dependent on completing one or more assignments or writing a paper or thesis, then the test date will be the deadline of submission of the final component.
- 6) If a second test is planned shortly after the first, the results of the first test will be published at least five working days prior to the second test to give the student time to prepare.
- 7) Should the examiner not be able to meet the deadline as stated in Article 4.6, paragraphs 1, 2, 4 and 6 due to exceptional circumstances, then he is to notify the Programme Board and the Examination Board, providing reasons for the delay. The Programme Board is to inform the students involved of the delay immediately, and of the term within which the results will be made known. If the Examination Board is of the opinion that the Examiner has not met his/her obligations, it may appoint another Examiner to ascertain the result of the exam at the request of the Programme Board.

## Article 4.7 - PERIOD OF VALIDITY

- 1) The period of validity for the results of an exam that has been passed is six years. The Examination Board may extend this period of validity in individual cases at the student's request.
- 2) Test results are only valid in the academic year in which they were obtained. The examination board can extend this period in individual cases at the request of the student.
- 3) Also see article 4.1 paragraph 10.

## Article 4.8 - RIGHT OF INSPECTION AND DISCUSSION

- 1) The student is entitled to inspect and discuss his test together with the examiner, and the examiner is to explain the assessment.
- 2) If there is no collective discussion of the test, then a student may submit a request to the examiner for an individual discussion within ten (10) days after publication of the results. The individual discussion must take place no later than five (5) working days prior to the next test opportunity.

- 3) The discussion must take place no later than five (5) weeks after the publication of the test results, but at least five (5) working days prior to the next test opportunity, in the presence of the examiner or a designated substitute.
- 4) The student has a right to inspect his assessed work for a period of two (2) years following the assessment.
- 5) *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.*

## Article 4.9 - RETENTION PERIOD FOR TESTS

- 1) The retention period for test assignments, keys and the assessments of written tests is two (2) years *in the administration of the relevant chair or department.*
- 2) De retention period for final Bachelor's projects is seven (7) years. *Bachelor's theses are filed digitally at a central location by the Executive Board of the University of Twente.*

## SECTION 5 - FINAL DEGREE AUDIT

### Article 5.1 - EXAMINATION BOARD

- 1) The Examination Board performs all tasks that are assigned to it by law or by university regulations. (*WHW art. 12*)
- 2) The Dean appoints an Examination Board for each degree programme (or group of programmes).
- 3) The Dean convenes the Examination Board and appoints the members based on their expertise in the field of the relevant degree programme or group of programmes.
- 4) It is the responsibility of the Dean to ensure that the Examination Board is independent and functions as an expert professional body.
- 5) See also website [Examination Boards BMS](#)

### Article 5.2 - FINAL DEGREE AUDIT

- 1) In accordance with Article 7.10, paragraph 2 of the Higher Education and Research Act, the Bachelor's final degree audit is considered to be complete when the student has passed all study unit exams in the Bachelor's programme.
- 2) The Examination Board will issue a degree certificate as proof that the student has satisfied all the requirements of the final degree audit once the institutional administration has confirmed that the procedural requirements for issuing the degree certificate have been met. The Examination Board will append a supplement to the degree certificate. The date indicated on the degree certificate (i.e. the date of the final degree audit) is the day on which the student completed the final study unit of his degree programme.
- 3) A student may submit a written request to the Examination Board to postpone the final degree audit, and thus to delay the awarding of the degree certificate. The student should indicate the duration of the postponement in his request.
- 4) Details relating to the provisions of paragraph 3 are to be specified in the Rules and Regulations of the Examination Board.
- 5) If the student has requested postponement based on the provisions of paragraph 3, then the date of the final degree audit will be the date on which the Examination Board decides that the student has passed the final degree audit subsequent to the postponement.

### Article 5.3 - DEGREE

- 1) Students who have successfully met all requirements for the Bachelor's final degree audit will be awarded a Bachelor of Science (BSc) degree.
- 2) The degree conferred is stated on the degree certificate. The student's average grade (GPA) is mentioned on the degree supplement. An annex to the degree supplement indicates how the GPA is calculated.

## Article 5.4 - DEGREE CERTIFICATE

- 1) The Examination Board will award a degree certificate as evidence that the student has met all of the requirements of the Bachelor's final degree audit. The degree certificate will be signed by the Chair of the Examination Board. If the Chair is absent, one of the members of the Examination Board may also sign the degree certificate.
  - a) *If a student satisfactorily completed all study units of the Bachelor's programme, a degree certificate may be extended upon passing the Bachelor's project. In this case, the degree certificate may be signed also by the two supervisors with authority to conduct the examination.*
- 2) The following are to be mentioned on the certificate (in accordance with Article 7.11 of the Higher Education and Research Act):
  - a) the student's name and date of birth;
  - b) the name of the institution and the degree programme as stated in the relevant register as referred to in Article 6.3 of the Higher Education and Research Act;
  - c) the components of the Bachelor's final degree audit;
  - d) If the student has successfully completed an honours programme while on the Bachelor's programme, then this fact will be stated on the degree supplement as an extracurricular programme.
  - e) the date on which the examination was completed;
  - f) the degree conferred (in accordance with Article 7.10 (a) of the Higher Education and Research Act).
  - g) where appropriate, the specific qualifications associated with the degree (with due consideration for Article 7.6, paragraph 1 of the Higher Education and Research Act);
  - h) the date on which the programme was last accredited or the date on which the programme passed the new programme assessment as referred to in Article 5a.11, paragraph 2.
- 3) An International Diploma Supplement is to be appended to the degree certificate (Article 7.11, paragraph 4 of the Higher Education and Research Act). This supplement is intended to provide insight into the nature and content of the degree programme to promote the international recognition of the programme, among other aspects. The supplement is to include the following information:
  - a) the name of the programme and the name of the university;
  - b) that the programme was offered at an institution for academic education;
  - c) a description of the programme content; an indication of any specialization and/or minor, if applicable;
  - d) the study load of the programme;
  - e) the examination components and results;
  - f) exams passed by the student that are not part of the final degree assessment.

- 4) If the Examination Board has awarded a specific distinction (e.g. cum laude) to the student, then this is to be mentioned on the degree certificate.
- 5) Students who have successfully completed more than one exam but cannot be awarded a degree certificate as referred to in paragraph 1, will receive, at their own request, a statement prepared by the Examination Board which in any case will state the results of the exams the student has passed (Article 7.11, paragraph 5 of the Higher Education and Research Act).

## Article 5.5 - GRADUATION WITH DISTINCTION

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

## SECTION 6 - STUDENT GUIDANCE AND RECOMMENDATION ON CONTINUATION OF STUDIES

### Article 6.1 - STUDY PROGRESS REPORT

- 1) If needed, the student can request a certified study progress report from the Student Services desk.

### Article 6.2 - STUDENT GUIDANCE

- 1) The Dean is responsible for student guidance, including informing students of opportunities for academic endeavour within the programme and via extracurricular avenues. *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 Advisor.
- 3) The Study Advisor supervises the student and advises him on study-related matters, as well as personal problems that may be affecting the student's studies.
- 4) If a student wishes to make use of his right to specific supervision or special facilities, they must contact the Study Advisor. The Study Advisor records the agreements made with the student.
- 5) The following applies to the entitlement to special facilities:
  - a) demonstrable circumstances beyond the student's control or extenuating personal circumstances;
  - b) if necessary and where possible, dispensation from participation in exams or tests and/or the availability of special facilities for exams and tests. Such dispensation and additional opportunities for tests may only be granted by the Examination Board.

### Article 6.3 - BINDING RECOMMENDATION ON CONTINUATION OF STUDIES (BSA)

- 1) Each student receives a written recommendation on continuation studies at the end of the first year of enrolment on the programme. This recommendation is based on the student's results. The student may be allowed to continue on the programme, or may be required to leave the programme.
- 2) An introductory interview will be held with each student before 1 November of the first year of enrolment on the programme. *If the student does not appear at this meeting without informing his/her reasons, this not appearing will be registered as the introductory interview.*
- 3) Each student will receive a preliminary recommendation on continuation of studies by 31 December at the latest of his first year of enrolment on the programme. This preliminary recommendation is not binding.
- 4) Each student will receive a second preliminary recommendation on continuation of studies by 1 March at the latest of his first year of enrolment on the programme. This preliminary recommendation is not binding.

- 5) Students who receive a negative preliminary recommendation on continuation of studies as referred to in paragraph 3 and/or 4 will be invited for an interview with the Study Advisor to discuss their study methods and a review of their choice of degree programme.
- 6) The institutional administration mandates the Programme Board to issue recommendations on continuation of studies, as referred to in paragraph 1.
- 7) The final recommendation on continuation of studies , as referred to in paragraph 1, may involve expulsion from the programme if the student has earned fewer than 45 credits in the first year of enrolment. Any additional requirements are specified in the programme-specific appendix. Expulsion remains in force for a period of three academic years. A final recommendation on continuation of studies that involves expulsion is referred to as a binding recommendation on continuation of studies (BSA). Degree programmes may impose additional BSA requirements which must be included in the programme-specific part of the Education and Examination Regulations and which make abundantly clear in what other cases a positive recommendation on continuation of studies may be issued.
- 8) Only the credits from study units in the first year of the programme count toward the threshold for the final recommendation on continuation of studies.
- 9) If a student submits a request for un-enrolment prior to 1 February of the first year of enrolment, then no final recommendation on continuation of studies will be issued as referred to in Article 6.3, paragraph 1. If this student re-enrols in a subsequent academic year, then a final recommendation on continuation of studies will be issued at the end of that subsequent academic year.
- 10) If a student transfers to another UT degree programme prior to 1 October, then the norm will not be adjusted as referred to in Article 6.3, paragraph 7. In all other cases, the provisions apply as referred to in Article 6.3, paragraph 7.
- 11) A postponed final recommendation on continuation of studies will apply to a student who transfers to another programme on or after 1 October. The final recommendation on continuation of studies will be issued no later than the end of the student's second year of enrolment.
- 12) Prior to receiving a BSA, students have the right to a hearing with the Programme Board (Higher Education and Research Act art. 7.8b, paragraph 4).
- 13) When considering a BSA involving expulsion, the Programme Board will take the student's personal circumstances into account at the student's request. The Programme Board will only take personal circumstances into account that have been reported to the Study Advisor as soon as can reasonably be expected following their onset.
- 14) Personal circumstances include illness, physical, sensory or other functional disability or pregnancy of the student involved, extenuating family circumstances, participation in elite sports and membership on the University Council, Faculty Council, Programme Committee or a Category 3 board in accordance with the FOBOS Regulations.
- 15) In consultation with the Study Advisor, the personal circumstances are to be reported to the Personal Circumstances Committee (CPO) and accompanied by supporting documentation.

- 16) The CPO will assess the validity and severity of the personal circumstances and report its findings to the Programme Board and the relevant Study Advisor.
- 17) The Programme Board will take the CPO's findings into account when assessing the student's request as referred to in Article 6.3, paragraph 13.
- 18) If personal circumstances preclude an assessment of a student's academic capacities, a postponed final recommendation on continuation of studies will apply that will be issued no later than the end of the student's second year of enrolment.
- 19) The Programme Board's decision regarding the BSA will make mention of the applicable appeals procedure.

## **Article 6.4 - RECOMMENDATION ON CONTINUATION OF STUDIES: MULTIPLE DEGREE PROGRAMMES**

If a student is enrolled in multiple degree programmes and meets the BSA threshold for one of the programmes, then the student will not be required to meet the threshold for the other programmes.



## SECTION 7 - STUDYING WITH A FUNCTIONAL IMPAIRMENT

### Article 7.1 - STUDYING WITH A FUNCTIONAL IMPAIRMENT

- 1) A functional impairment is a physical, sensory or other functional disorder that might limit the student's academic progress.
- 2) The Study Advisor and the student will discuss the most effective facilities for the student as referred to in Article 2 of the Equal Treatment of Disabled and Chronically Ill People Act (WGB h/cz).
- 3) Facilities are to be aimed at removing specific barriers in the degree programme or when it comes to taking exams. Where necessary, these facilities may be related to access to infrastructure (buildings, classrooms and furnishings) and study materials, adjustments to the form of assessment, alternative learning pathways or a customized study plan. The facilities are to ensure the student's chances of achieving the final attainment targets.
- 4) Based on the interview referred to in paragraph 2, the student is to submit a request for facilities to the Dean, preferably three months before the student is to participate in classes, exams and practical exercises for which the facilities are required.
- 5) The request is to be submitted along with supporting documentation that is reasonably necessary for assessing the request (such as a letter from a doctor or psychologist registered in the BIG register, or in the case of dyslexia from a healthcare psychologist or special education needs expert, also registered in the BIG register).
- 6) The faculty Dean will decide on the admissibility of the request as referred to in paragraph 4 and will inform the student and the Study Advisor of the decision within 20 working days after receipt of the request, or sooner as the urgency of the request dictates.
- 7) The Study Advisor will ensure that the relevant parties are informed in good time about the facilities granted to a student with a functional impairment.
- 8) Should the faculty Dean reject the request in full or in part, the Dean is to inform the student of the justification for the rejection and the possibilities for lodging an objection and an appeal. A written objection must be submitted in writing within six weeks after the decision has been communicated to the student. The objection is to be submitted to the objections, appeals and complaints office via the Student Services desk.
- 9) Should extra facilities be granted, the period of validity will also be indicated. The applicant and the Study Advisor will evaluate the facilities before the end of this period. During this evaluation, parties will discuss the effectiveness of the facilities provided and whether they should be continued.
- 10) If a student is dyslexic, he will be granted a maximum of 15 extra minutes for each hour that a test or exam is officially scheduled.
- 11) *The dean has charged the processing of the applications referred to in paragraphs 4 to 8 to the programme management.*

## SECTION 8 - AMENDMENTS, TRANSITIONAL ARRANGEMENTS, APPEALS AND OBJECTIONS

### Article 8.1 - CONFLICTS WITH THE REGULATIONS

If other additional regulations and/or provisions pertaining to education and/or examinations conflict with these Education and Examination Regulations, the provisions in these Education and Examination Regulations will prevail.

*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.*

### Article 8.2 - ADMINISTRATIVE ERRORS

If, following the publication of an exam result, a marks sheet, or an student's progress report, an alleged 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.

### Article 8.3 - AMENDMENTS TO THE REGULATIONS

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

### Article 8.4 - TRANSITIONAL ARRANGEMENT

- 1) In the case of amendment of these Education and Examination Regulations, the Dean is to enact a transitional arrangement as necessary.
- 2) The transitional arrangement is to be published on the degree programme's website *and in the programme-specific appendix*.
- 3) General principles for the transitional arrangement in the case of changes to the curriculum:
  - a) Changes to the curriculum are to be announced prior to the academic year in which the changes take effect.
  - b) No guarantee can be made that all programme study units that were part of the curriculum when a student enrolled in a programme will continue to be part of the curriculum. The final Bachelor's degree assessment is to be based on the curriculum most recently adopted by the Dean.
- 4) The transitional arrangement will always include:

- a) the study units that are equivalent to study units or components of study units from the current curriculum as indicated in the programme-specific appendix; an indication that if a Education unit that does not involve a practical is dropped from a programme, then students are to have at least two opportunities in the following year to take a written or oral exam or to undergo another form of assessment.
  - b) an indication that if a study unit with practical exercises is dropped from the programme and there is no opportunity in the subsequent academic year to complete the practical exercise, then at least one study unit will be designated that may be completed as a substitute for the study unit that has been dropped;
  - c) the period of validity of the transitional arrangement.
- 5) The transitional arrangement must be approved by the Examination Board with regard to the provisions of paragraph 4.
  - 6) In exceptional cases and to the student's benefit, the Examination Board may deviate from the prescribed number of opportunities to sit exams related to study units that have been dropped from the curriculum.

## **Article 8.5 - ASSESSMENT OF THE EDUCATION AND EXAMINATION REGULATIONS**

- 1) The Dean is responsible for the regular assessment of the Education and Examination Regulations and is to take into account the time involved for the student for the purposes of monitoring and adjusting the study load, if necessary.
- 2) In accordance with article 9.18 of the Higher Education and Research Act, the Programme Committee is responsible for issuing a recommendation on the Education and Examination Regulations as well as the annual assessment of the manner in which the Education and Examination Regulations are implemented.

## **Article 8.6 - APPEALS AND OBJECTIONS**

An objection against a decision by the Examination Board or by an examiner or an appeal against a decision by the Dean based on these Regulations must be submitted in writing within six weeks after the decision has been communicated to the student. The objection is to be submitted to the objections, appeals and complaints office via the Student Services desk.

## **Article 8.7 - HARDSHIP CLAUSE**

The Examination Board or the Programme Board may allow derogation from the provisions of these Regulations in the event of demonstrably compelling unreasonableness or unfairness.

## **Article 8.8 - PUBLICATION**

The Education and Examination Regulations and the Examination Board's Rules and Regulations are to be published on the degree programme's website.

**Article 8.9 - ENTRY INTO FORCE**

These regulations enter into force on 1 September 2016 and replace the regulations of 1 September 2015.

## **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 example 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, unless explicitly approved by the supervisor.
- 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. If possible, 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. Forgery;
  - f. Tort;
  - g. 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 2: REGULATION FOR EDUCATION BY NON-REGULAR STUDENTS (CHAPTER 4: ENROLMENT AS A NON-REGULAR STUDENT)

A non-regular student is a student who is registered as a participant in the education in one of the education programmes of the UT but is not enrolled as a student or extraneus based on art. 7.32 paragraph 1 of the act. this person either participates in some courses or is enrolled for a non-financed education programme or participates in a programme at ITC (see chapter 5);

### **Art. 15a. Different forms of non-regular students at the UT:**

1. Registration as a subsidiary student (including Kies-op-maat (KOM) students):
  - a. The person who is enrolled at another Dutch institution for higher education and wants to take part in one or more educational activities at the UT, has to make a request at the CSA.
  - b. The request must include:
    - i. A confirmation of acceptance of the study programme as a subsidiary student;
    - ii. A valid identification card;
    - iii. A proof of paid tuition fee (of the study year concerned) of the institution with the first enrolment.

Registration as a subsidiary student at the UT can be refused due to capacity reasons or inadequate prior knowledge of the student. Students can make a request to be registered as subsidiary student throughout the year, except for students following a pre-university minor (in Dutch: doorstroomminor). They need to apply through [www.kiesopmaat.nl](http://www.kiesopmaat.nl) and should meet the deadlines as mentioned on the website. If the education programme confirms the request, students will be registered from the 1<sup>st</sup> of the month. Students paying the statutory tuition fee as well as students paying the institutional can be registered as a subsidiary student.

### 2. *Exchange students:*

These students are enrolled at a foreign institution as a student and either follow some courses at the UT or do an internship or a graduation project. They pay no tuition or course fee at the UT.

### 3. *Course participants:*

(Including students who are enrolled for the post-initial education programmes Master of Environmental and Energy Management and Master Risk Management) are persons without an enrolment at another Dutch institution for higher education and want to follow courses or the post-initial education programme at the UT. They contact the concerning education programme, who determines the amount of course and tuition fee.

### 4. *ITC-students:*

Students who participate in an education programme or course at the faculty ICT register at ITC and pay the course or tuition fee there: Enrolment Regulation ITC in chapter 5.

All exchange students, course participants and ITC students will be registered as non-regular students, if admissible. These non-regular students have access to the education and educational facilities of the UT.

A registration as a subsidiary student can never be completed with a diploma at the UT. Registrations referred to in point 1 and 2, will never result in a UT diploma. Registrations referred to in point 3 and 4, can be finished with a diploma of an accredited but not financed education programme, granting the achieved degree. If students want to complete the degree of an accredited and financed education programme of the UT, a registration as a student according art. 7.32 paragraph 1 of the Act is necessary. For this, the student has to meet the admission requirements and take the starting moments of the education programmes into consideration.

### **Art. 15b End date non-regular enrolment**

The registration ends, conform article 11, on August, 31th automatically, if the registration has not been ended in the meantime.

## ART. 16. PROOF OF ENROLMENT AND STUDENT CARD NON-REGULAR STUDENTS

# UNIVERSITEIT TWENTE.

Only for Exchange Students: The proof of enrolment as issued by the Executive Board shall indicate the surname and first initials of the student, the date of birth, the student number, the period of enrolment, the programme and the type of enrolment. It will be valid for the entire academic year.

The student card as issued by the Executive Board shall indicate the surname and first initials of the student, a passport photo, the student number, the programme, the type of enrolment and the library code. It will be valid for the entire academic year.

Under certain circumstances a student may request a duplicate of his/her student ID card. The student must then pay a fee of €10.00.

## ARTICLE 17. PROCEDURE FOR TERMINATION OF REGISTRATION AND PROOF OF PAID TUITION FEE REFUND NON-REGULAR STUDENTS

Non-regular students can monthly de-enrol during study year. A proof of paid tuition fee can be returned on demand.