

GUIDELINE AND MODEL EDUCATION AND EXAMINATION REGULATION BACHELOR PROGRAMMES (EXCEPT UCT ATLAS)

***General section
of the programme part of the students' charter, including the
education and examination regulations (EER) for the faculty
(WHW article 7.13, 7.59, 9.5)***

Behavioural, Management and Social Sciences (BMS) 2020-2021

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 approval or advice of the Faculty Council, as well as the approval by, or advice of, the Programme Committees, pertaining to the specific appendix for the programme in question,

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

***Communication Science (BSc COM)
Industrial Engineering and Management sciences (BSc IEMs)
International Business Administration (BSc IBA)
Management Society and Technology (BSc MS&T)
Psychology (BSc PSY)***

Enschede, 01-09-2020

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Paragraph 1 General provisions

Article 1.1 Applicability of these regulations

Explanation paragraph 2: right of consent Faculty council (FC), right of consultation Programme committee (PC).

1. *This general section of the education and examination regulations applies to all students enrolled in the bachelor's programmes of the faculty BMS.*
2. For students who follow a study unit from another programme, the rules for testing apply that are laid down in the assessment plan of the study unit concerned, in the education and examination regulations and in the rules of the examination board of the programme that offers the study unit concerned. Special facilities¹ according to Article 6.2.5 can only be granted by the examination board of the programme for which the student is enrolled.
3. Each programme has its own programme-specific appendix.
4. For each programme, this general section and the programme-specific appendix together form the education and examination regulations for the bachelor's programme concerned.
5. The general section and the programme-specific appendix of the education and examination regulations are determined by the faculty board.
6. The institutional part of the students' charter includes a definition of what the UT considers as fraud. The rules of the examination board of the bachelor's programme concerned has additional regulations about fraud, for instance about what action the examination board is entitled to take when they have detected a case of fraud.
7. The rules of the examination board of the bachelor's programme concerned include regulations about the order during tests and rules in case of calamities.
8. The following rules about the language of the general section and the programme-specific appendix of the education and examination regulations and the rules of the examination board apply:
 - a. In the event of discrepancy, the Dutch version of this general section is binding.
 - b. For English-taught bachelor's programmes, English versions of the programme-specific appendix of the education and examination regulations and the rules of the examination board of the bachelor's programme must be available.
 - c. If both English and Dutch versions of the programme-specific appendix of the education and examination regulations and the rules of the examination board of the bachelor's programme concerned are available, both versions must include a rule about which version is binding in the event of discrepancy.
9. Requests for exemptions to provisions laid down in the education and examination regulations should be submitted to the examination board or the programme board. The guiding principle here is which body has the authority to make a decision on - or to make an exception to - a provision from these regulations.

Article 1.2 Definitions

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

Academic year: The period that starts on 1 September and ends on 31 August of the following year.

Act: *The Dutch Higher Education and Research Act, published in the Bulletin of Acts, Orders and Decrees 1992, no. 593, and as amended since.*

Assessment: *Assessment is a systematic process of fostering, evaluating and certifying student learning. The process includes the design, development and implementation of assessment tasks, and the judgement and reporting of student learning performance and student's achievement of specified learning outcomes.*

Assessment criteria: *For an assessment task, the assessment criteria describe the specific elements of the student's performance in the task that align to the learning objectives and specify how achievement of the learning objectives and the level of achievement will be demonstrated.*

Assessment plan: A plan indicating how the testing of a module is organised. At first, it states the grading of the study units of the module, and secondly, the conditions for passing the entire module (including possible

¹ Under article 6.2.5 this is about providing special facilities with regard to testing to a student with functional impairments. All other matters are handled by the examination board of the programme that offers the study unit.

compensation rules within the module and compensation rules for study units or parts of study units of different modules).

Assessment task: *An assessment task refers to a specific activity relating to any method of assessment that requires students to demonstrate their learning towards learning objectives.*

B-COM: *The Bachelor of Science programme Communicatiewetenschap (Communication Science).*

Binding recommendation on continuation of studies (Bindend studieadvies, BSA): Recommendation on continuation of studies in accordance with Article 7.8b, paragraphs 1 and 2 of the WHW to which a rejection in accordance with Article 7.8b, paragraph 3 of the WHW is attached, issued by the programme board on behalf of the institutional board.

BMS: *The Faculty of Behavioural, Management & Social Sciences.*

BOZ: *Bureau Onderwijszaken (Educational Affairs Offices) of the Faculty BMS.*

Compulsory holiday: Compulsory day free of work.

Canvas The digital learning management system of the University of Twente.

Cohort: *Generation or group of students who started the same academic programme in the same year.*

Colloquium Doctum: *Admission test for those prospective students who are not directly admissible to the Bachelors' programmes of the University of Twente.*

CPO: Personal Circumstances Committee. A committee formed by the institutional board that issues advice to the programme board in individual cases concerning the validity, term and seriousness of the personal circumstances of the student involved.

Curriculum: The entirety of compulsory and optional study units belonging to the programme, as set down in the programme-specific appendix.

Department: *An entity comprising teaching staff of one specific discipline.*

EC: A unit of 28 hours of study workload, in accordance with the European Credit Transfer System, a full academic year consisting of 60 EC or 1680 hours (Article 7.4 WHW).

Education period: The period in which the study unit is offered. This period starts in the first week in which the study unit has any educational activity and ends in the last week in which the study unit has an educational activity and/or a test. Resits are not part of the education period. This period is not always the same as a quartile.

Exam: An evaluation with a study unit 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 board: The body that establishes objectively and expertly whether a student meets the criteria set in the education and examination regulations regarding knowledge, insight and skills needed for obtaining a degree.

Examiner: The individual who has been appointed by the examination board in accordance with Article 7.12c of the WHW to hold exams and tests and determine their results.

Exemption: Establishing by the examination board that a student has acquired competences, i.e. on account of exams or final examinations in the higher education domain passed earlier, or knowledge or skills acquired outside the higher education domain, that are comparable in content, size and level to one or more study units or parts thereof.

Faculty board: Head of the faculty (Article 9.12, paragraph 2 WHW).

Final examination: A programme concludes with a final examination. A final examination is deemed successfully completed if the study units belonging to a programme have been completed successfully.

Honours programme: Institution-wide Bachelor's Honours programme.

IBA: *The Bachelor of Science programme International Business Administration.*

IEMs: *The Bachelor of Science programme Industrial Engineering and Management sciences.*

Institution: The University of Twente.

Institutional board: The Executive Board of the University of Twente.

Module: A total of 15 EC of one or more study units in which disciplinary knowledge, skills and attitude are developed and assessed in an as integrated and/or coherent way as possible.

Module coordinator: The individual charged by the programme board with organising the module.

Module examiner: In case the module consists of one study unit, the individual designated by the examination board to determine the result of the module.

MS&T: *The Bachelor of Science programme Management, Society and Technology.*

OER: *Onderwijs- en Examen Regeling; this is the Dutch name of the Education and Examination Regulations (EER).*

OLC: *Opleidingscommissie (programme committee, see below).*

Osiris: System designated by the institutional board for registration and for providing information on all relevant data related to students and the university, as described in the WHW.

Part of study unit: A part of a study unit (also referred to as “component” in the programme-specific appendix).

Practical exercise: A practical exercise as referred to in Article 7.13, paragraph 2d of the WHW, is a study unit or part thereof, where the emphasis lies on the personal activity of the student, as described in the programme-specific appendix.

Programme: The bachelor's programme referred to in the programme-specific appendix of these education and examination regulations.

Programme board: The committee charged by the faculty board with managing the programme. This may also be an individual person. In which case the term programme director is used.

Programme committee (PC): The committee as referred to in Article 9.18 of the WHW.

PSY: *The Bachelor of Science programme Psychologie (Psychology).*

Quartile: *A quarter of an academic year²*

R&G: *The Rules and Guidelines of the Examination Boards BMS (WHW, Article 7.12, paragraph 4).*

Student: Anyone registered with a programme in accordance with Article 7.34 and 7.37 of the WHW.

² <https://www.utwente.nl/en/ces/planning-schedules/frequently-asked-questions/>

- Study adviser:** Person appointed by the faculty board who acts as contact between the student and the programme, and as such represents the interests of the students, as well as fulfilling an advisory role.
- Study load:** The amount of time an average student needs to capture the learning material. The study load comprises for instance project work, self-study, lectures and writing papers. The study load is expressed in credit points in accordance with the European Credit Transfer System.
- Study unit:** A component of the programme as described in Article 7.3, paragraphs 2 and 3 of the WHW. Every study unit concludes with an exam.
- Test:** An evaluation of the knowledge, understanding and skills of the student, as well as the assessment of the results of this evaluation. A test is a part of an exam. If a study unit has only one test, this coincides with the exam for the unit in question.
- Tutor:** *Faculty member charged with coaching a number of designated students.*
- UT:** University of Twente.
- WHW:** The Higher Education and Research Act (WHW), in the Dutch Bulletin of Acts and Decrees 1992, number 593, and as amended since.
- Working day:** Any day from Monday to Friday with the exception of official holidays and the prearranged compulsory holidays on which the staff is free.

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

Paragraph 2 Admission

Article 2.1 Prerequisites

Admission to the programme is granted if the requirements with regard to prior education for enrolment in university education are met, in accordance with the WHW, Articles 7.24, 7.25 and 7.28. The conditions pertaining to this can be found on the University of Twente's website³.

Article 2.2 Language requirement bachelor's programme for holders of foreign diplomas

Holders of diplomas from outside the Netherlands can only enrol in the following cases⁴:

- a) if the programme is offered in the Dutch language: after it has been shown that the requirement for adequate proficiency in the Dutch language to the level of the Dutch pre-university (VWO) examination has been met. The UT Admission Office provides a complete overview of the language requirements and certificates that show evidence of meeting these requirements⁵.
- b) if the programme is offered in the English language: after it has been shown that the requirement for adequate proficiency in the English language to the level of the Dutch pre-university (vwo) examination has been met. The UT Admission Office provides a complete overview of the language requirements and certificates that show evidence of meeting these requirements⁶.
- c) The provisions in paragraphs a and b relate to the entry requirements for incoming students. They involve only the formal aspects of language such as spelling and grammar: not academic language proficiency. Acquiring academic language proficiency should be part of the programme's vision.

Article 2.3 Admission test or colloquium doctum

If the conditions referred to in Articles 2.1 and 2.2 are not met, the institution can grant an exemption on the grounds of a positive result of an admission test (colloquium doctum), in accordance with Article 7.29 of the WHW. The conditions pertaining to this can be found on the University of Twente's website⁷. *Additional requirements, if in place, have been included in the programme-specific appendix.*

³ <http://www.utwente.nl/en/education/bachelor/admission/>

⁴ Language Code of Conduct, January 2020 <https://www.utwente.nl/en/ces/language-centre/organisation/language-policy/ut-language-policy-documents/>

⁵ <https://www.utwente.nl/en/education/bachelor/admission/language-requirements/>

⁶ <https://www.utwente.nl/en/education/bachelor/admission/language-requirements/>

⁷ <https://www.utwente.nl/en/education/bachelor/admission/colloquium-doctum/>

Paragraph 3 Content and structure of the programme

Article 3.1 Programme objectives and intended learning outcomes

Explanation: right of consent FC, right of consultation PC.

The qualities regarding the knowledge, insight and skills a student must have acquired upon completion of the programme (objectives and intended learning outcomes, Article 7.13, paragraph 2c of the WHW) are described in the programme-specific appendix.

The final intended learning outcomes of the Bachelor's programme either fit the internationally recognised 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

Explanation paragraph 1 f, j-l, paragraph 2: right of consent FC, right of consultation PC.

1. The programme is equivalent to 180 EC.
 - a) The curriculum always needs to contain a core programme of a maximum of 120 EC, a minor of 30 EC and a graduation phase of a minimum of 15 EC.

Exceptions are the programmes Advanced Technology and Technical Medicine which have electives instead of a minor or do not have a minor but a core programme of more than 120 EC.

- b) The programme-specific appendix describes the core programme.
- c) The curriculum is composed of modules.
- d) A module is the total of 15 EC of one or more study units in which disciplinary knowledge, skills and attitude are developed and assessed in an as integrated and/or coherent way as possible.
- e) Before the start of a study unit, the student must meet the prior knowledge prerequisites for that study unit, as described in the education catalogue. In principle, the minors are executed during the first semester of the third year of study.
- f) The programme offering the minor module may set prerequisites to the student for admission to the minor modules. These prerequisites are included in the programme-specific appendix concerned.
- g) The study programme in which the student is enrolled may set prerequisites for the number of EC's required for admission to the minor modules. These prerequisites have been included in the programme-specific appendix concerned.
- h) The offer of minors from which the student can choose for his minor is limited by the restrictions in paragraph g. The offer can be examined on the website <https://www.utwente.nl/en/education/electives/minor/>.
- i) In principle, the graduation phase, requiring a minimum of 15 EC, is done during the second semester of the third year of study.
- j) To be admitted to the graduation phase the student is required to have at least completed the core programme of the bachelor's programme.

- k) The examination board⁸ is authorised to deviate from Articles 3.2.1e, 3.2.1h and 3.2.1j in individual cases, if strict application of those terms would result in an unreasonable delay in study progress. In consultation with the study adviser, the student can submit a proposal to the examination board
- l) The programme is described in the programme-specific appendix to these regulations, in accordance with Article 7.13, paragraph 2 a to e, i, l, s, t and v of the WHW.
- m) *If the programme has an honours programme, this is also included in the programme-specific appendix, together with the selection procedure (WHW art. 7.13 lid 2v).*

Article 3.3 The programme's language of tuition

Explanation paragraph 2-4: right of consent FC, right of consultation PC.

1. The official language of tuition is the language in which the education is given, in which teaching material is provided and in which tests and exams are held. In Dutch bachelor's programmes, study materials are provided in either the English or Dutch language.
2. The choice of the official language for the programme or a part of the programme lies with the programme board, for which the programme committee has the right of approval. The programme-specific appendix, which is established by the faculty board, specifies the language of tuition for the programme.
3. If there are deviations from this official language of tuition for components of the programme, this occurs in accordance with the UT Language Code of Conduct (Gedragscode Voertalen) and Article 7.2 of the WHW.
4. In Dutch bachelors' programmes study units or components can be taught or tested in English if:
 - a) a lecturer or tutor of the study unit concerned is not a native speaker of Dutch, or
 - b) students of the bachelor's programme concerned are taught together with students of an English-language bachelor's programme, or
 - c) the programme board deems it necessary in order to meet one of the programme intended learning outcomes with regard to the communication skills in the English language.
5. *Deviation from paragraphs of this article is possible only with the permission of programme management.*

Article 3.4 Exemption

Explanation: right of consent FC, right of consultation PC

1. The examination board can grant students exemption from one or more complete study units at their request. To this end, the student will demonstrate that they have completed a component of a similar content, size and level of a university or higher professional education programme or have, as a result of work and/or professional experience, sufficient knowledge and skills regarding the study unit concerned.
2. The examination board is authorised to make exceptions to the provisions as stated in paragraph 1 and grant an exemption to a student for parts of a study unit.
3. An exemption granted by the examination board will be registered in Osiris with the concerning study unit or parts thereof with an EX (exemption).
4. Students cannot be forced to take extra study units or parts of study units in their curriculum instead of the granted exemption.
5. 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 examination board

Article 3.5 Flexible programme

Explanation: right of consent FC, right of consultation PC.

The examination board of the programme decides whether a student may take part in a flexible programme as stipulated in Article 7.3h of the WHW. The examination board assesses whether the programme is appropriate and consistent within the domain of the programme and whether the level is high enough in light of the intended learning outcomes of the programme.

⁸ It is important that the student can still achieve the programme intended learning outcomes. As a result of this consideration, authority is formally placed with the examination board, since they must ensure that a student who has passed, has achieved the programme intended learning outcomes.

Paragraph 4 Education and testing

Article 4.1 General

Explanation paragraph 1, 2, 3: right of consent FC, right of consultation PC.

1. The institutional board is responsible for the organisation of the exams and the final examinations.
2. A study unit is completed with an exam.
3. An exam consists of one or more tests⁹.
4. A test can be taken in multiple sessions or components, spread over time.
5. Results of exams, tests or components of tests have to be announced to the students, in any case via Osiris or via the Grade Centre of Canvas. Osiris is used for the registration of grades.
6. The student has the right to refer to recent model test questions or trial tests or representative older tests and the related answers and the standard of the related assessment.
7. A test has a maximum duration of 3 hours¹⁰. If the examiner wishes to use a form of testing which takes more than 3 hours, they may request permission from the examination board to deviate from this provision. This request must be submitted not later than 4 weeks prior to the start of the period when a study unit is offered, to be able to meet the provisions in paragraph 14 about the timely announcement of several aspects of the education.
8. Test results are expressed in a grade from 1 to 10, with one decimal place, or as 'pass / fail'.
9. Exam results of a study unit are expressed in half grades from 1.0 up to and including 5.0 and from 6.0 up to and including 10.0 whereby:
 - Grades will only be rounded in the last phase of the assessment of the study unit.
 - The rounding is done in accordance with the following scheme:

| | |
|----------------------------|-----------|
| Grade ≥ 5.00 and < 5.50 | ⇒ 5.0 |
| Grade ≥ 5.50 and <6.00 | ⇒ 6.0 |
| | |
| In case n≠5 | |
| Grade ≥ n.00 and <n.25 | ⇒ n.0 |
| Grade ≥ n.25 and <n.75 | ⇒ n.5 |
| Grade ≥ n.75 and <(n+1).00 | ⇒ (n+1).0 |

10. Exam results of 6.0 or higher are a pass.
11. Exam results, if 6.0 or higher, obtained at foreign universities will be registered as a P (Pass). Exam results obtained at Dutch universities will be adopted one-to-one in compliance with paragraph 9.
12. The ECs for a study unit will only be awarded if the exam has been successfully completed. No ECs will be awarded for parts of a study unit that have not been completed successfully.
13. If a student receives more than one result for the exam in the same study unit, the highest grade will apply. This also applies for the results of tests and components of tests within the same academic year and for the results of tests and components of tests that remain valid after the academic year in which they were obtained.
14. Through the education catalogue of Osiris the programme board will announce at least the following aspects: size, course objectives and content of the module, language, required prior knowledge, mandatory and recommended study materials, design of the education (teaching methods) and testing.
15. *When tests or exams are made by lecturers or researchers at the University of Twente in the performance of the work for which they have been appointed, the University of Twente is the copyright holder of these tests and exams, unless otherwise agreed between the parties involved or unless the Copyright Act provides otherwise.*
16. *The thesis is a public document that will be published in the Repository of the Library of the University. The examination board can under specific circumstances deviate from this rule. Students can submit a request on this subject with the examination Board.*
17. *Any possible compensation of opportunities spread out across the modules is stated in the programme-specific appendix of the programme.*

⁹ A test can have the following forms: a written test, an assignment, an oral test, the assessment of practical exercises as referred to in Article 1.2, or a combination of these forms.

¹⁰ If a test consists of several parts spread over time, the maximum duration applies per part. Article 7.1, paragraph 10 includes a provision regarding the maximum extra time that can be allocated to students with dyslexia.

Article 4.2 Modules

1. Each module has a module coordinator and a module examiner. This is preferably the same person.
2. When a module comprises of one study unit, the examiner of this study unit is also module-examiner. *When a module comprises of more than one study unit, each study unit has an examiner of its own. One of the examiners will also act as module examiner. The examiners are accountable to the module coordinator.*
3. The examination board assigns the examiners for the study units and/or parts of study units.

Article 4.3 Registering for a module, study unit and tests

1. To participate in a module or study unit, registration via Osiris prior to the start of the study unit is required.
2. By registering for the module or study unit the student is automatically also registered for the regular exam periods that go with this module or study unit.
3. Information on resits, the applicable conditions and the registering procedure will be published in the assessment plan.

Article 4.4 Module description and assessment plan

1. In the programme-specific appendix to these regulations, a module description is given for each module.
2. The module description defines at least:
 - a) if applicable, the study units that are part of the module and its related ECs;
 - b) if applicable, the number of ECs and the weighting factors of the parts of the study units;
 - c) the language of tuition and testing.

Learning goals of the module and/or the learning goals of the study units that are part of the module will be published in time on Osiris and Canvas.

3. The assessment plan of a module is determined by the programme board after the module coordinator and/or the examiners of the study units that are part of the module have drawn up the assessment plan. The examination board advises on the assessment plan.
4. At least 2 weeks prior to the start of the module, the assessment plan for the module is published on Canvas.
5. The assessment plan of a module states at least:
 - a) when the module has been passed;
 - b) how the learning goals of the study units of the module are assessed;
 - c) the period of validity of the result of the test or tests of parts of a study unit;
 - d) when tests will be administered;
 - e) any required minimum grade per test; a minimum grade for a test may not be set higher than 5,5;
 - f) resits for each test and – if applicable - any conditions for participating in the resit; for each study unit at least one resit has to be offered within the same academic year without any conditions for participating¹¹. An exception may be made for practical exercises¹²;
 - g) if applicable, any options to compensate test results within a study unit;
 - h) if applicable, any options to compensate test results with results from tests in other study units in the same module and/or results from tests in study units in other modules;
 - i) the grading period of a test is a maximum of 10 working days in compliance with Article 4.6.9 of these regulations.
6. The programme board may modify the assessment plan during the course of the study unit.
 - a) The assessment plan may only be changed in consultation with the module coordinator and the examiners of the study unit or study units of the module. 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, the programme board must inform the examination board of the decision to make the change at the next meeting of the examination board.
7. Changes to the assessment plan may not put students at an unreasonable disadvantage. Examination boards may make individual arrangements in these cases.
8. The Examination Board can in specific individual cases affect special arrangements regarding assessment.

¹¹ A resit may also fall within the quartile with due observance of the provision in Article 4.6.9. If the result of a unit of study is determined by more than one test, there must be a resit for each test or part of a test. Combining several tests or parts of tests into one resit is allowed.

¹² See the definitions in Article 1.2. These include projects and practical exercises.

Article 4.5 Oral tests

1. Oral tests are open to the public, unless the examination board has determined otherwise in a particular case, possibly at the request of the examiner or the student.
2. A student or examiner who wishes third parties to be present during an oral test must submit this request to the programme board at least 15 working days prior to the oral test. The decision of the programme board will be made known to the student and the examiner not later than 5 working days before the oral test. The programme board must inform the examination board of the decision at their next meeting. This does not apply for public graduation colloquia, public presentations or group tests.
3. If the examination board has determined that members of the examination board (or an observer representing the examination board) are to be present during the oral test, it will notify the examiner and the student at least one working day prior to the test.

Article 4.6 Term assessment, date of exam or test

1. The examiner will inform the student of the result within at most 1 working day after conducting the oral test.
2. The provisions of paragraph 1 do not apply if the oral test is part of a series of oral tests for the same study unit, which take place on more than one working day. In that case, the examiner determines the result within one working day after the conclusion of the series of oral tests.
3. The deadline for determining and publication of the result of a written exam or an exam taken in some other way will be included in the assessment plan for the module.
4. The result of a test or part of a test will be made known to the student within 10 working days in compliance with paragraph 9 of this Article.
5. The exam result of a study unit, will be made known to the student within 10 working days after the end of the education period in which the unity of study is offered. If the exam result is insufficient, and a resit is possible outside the education period in which the study unit is offered, and the examiner has determined that the students meets the terms and conditions to participate in the resit (in accordance with Article 4.4, paragraph 5f) this decision will also be made known to the students within 10 working days after the end of the education period in which the study unit is offered.
6. The date of exam is the date on which the last test for a study unit was passed.
7. The date of a test is the date on which a test is taken.
8. If the assessment of a test is based on the completion of one or more assignments, a paper or a thesis, the deadline for submission of the final part will count as the test date.
9. If a resit is planned shortly after the first test, the results of the first test will be published at a time that provides the student with at least 5 working days to prepare for the resit.
10. Should an examiner not be able to meet the deadlines as described in paragraphs 1, 2, 4, 5 and 9 due to special circumstances, they will report this with reasons to the examination board. The students involved will be informed of the delay as soon as possible including the new deadline when the result will be announced. If the examination board feels that the examiner has not met their responsibility, they can order a different examiner to determine the grade.

Article 4.7 Period of validity

Explanation paragraph 1: right of consent FC, right of consultation PC.

1. The period of validity for the results of an exam that has been passed is unlimited. The validity of an exam result can only be restricted if the tested knowledge, insight or skills are proven to be out of date.
2. A study unit that was not passed, has to be repeated completely in the next academic year. Results of parts of a study unit expire after the academic year. Exceptions are listed in the programme-specific appendix and in the assessment plan of the module.

Article 4.8 Right of discussion and review

1. The student is entitled to a discussion, including review, of the results of a test with the examiner, where the examiner justifies the assessment.
2. If the examiner holds a plenary discussion, the student must make use of this opportunity to exercise their right of discussion as referred to in paragraph 1. In case the student cannot attend this plenary discussion or if the student was not offered the opportunity to discuss the justification of his assessment with the examiner, the student may submit a request to the examiner for an individual discussion within 5 working days after the plenary

discussion. The individual discussion must take place no later than 3 working days prior to the next test opportunity.

3. If there is no plenary discussion of the test, the student may submit a request to the examiner for an individual discussion within 10 working days after publication of the results. The individual discussion must take place no later than 3 working days prior to the next test opportunity.
4. Plenary and individual discussions must take place no later than 5 weeks after the publication of the test results, but at least 3 working days prior to the next test opportunity, in the presence of the examiner or an authorised replacement. Students have the right to inspect their work for a period of 2 years after the assessment.
5. *Students may not make duplicates or copies of the test materials in any way during the inspection of their work, unless specified differently by the responsible examiner.*

Article 4.9 Retention period for tests

1. The questions, answers and the assessed work of written tests will be retained for a period of 2 years *in the administration of the relevant department*.
2. The retention period of (final) assignments of the bachelor's programme is at least 7 years. *Bachelors' theses are filed digitally at a central location by the Institutional Board.*

Article 4.10 Evaluation of education

Explanation paragraph 1 and 2: right of consent FC, right of consultation PC.

1. The programme board is responsible for monitoring the quality of the programme.
2. The programme board is responsible for evaluating the programme.
3. The way evaluation is organised is described in the programme-specific appendix.

The programmes of the faculty BMS agreed on executing the evaluation of education as follows:

- a. *The programme board applies annual Plan Do Check Act (PDCA-)cycles for the programme and for study units¹³.*
- b. *At the end of the education period the student experience is evaluated through a written survey.*
- c. *The programme board writes an annual improvement plan, which is subject to advice by the programme committee.*
- d. *The programme board engages in panel meetings with students to discuss the current experience for immediate corrections in study units.*
- e. *At the end of the bachelor phase, the programme board probes the student experience in the BSc-programme.*
- f. *The results of student opinion surveys are made available to students and staff.*
- g. *Improvement points for the programme and for study units are made available to students and staff.*

¹³ <https://www.utwente.nl/en/bms/education/quality-assurance/pdca-cycle-degree-programme>

Paragraph 5 Final examination

Article 5.1 Examination board

Explanation: right of consent FC, right of consultation PC.

1. The faculty board appoints an examination board for each programme or group of programmes.
2. The faculty board establishes the examination board and appoints the members of the examination board based on their expertise in the domain of the relevant programme or group of programmes.
3. The faculty board ensures that the independent and expert operation of the examination board is adequate.
4. Under their own authority, a programme's examination board defines rules and regulations for examiners, exams and tests and the final examination (WHW Article 7.12b). These are set down in a separate document entitled "Rules & Guidelines of the examination board".
5. The statutory powers of the examination board of a programme apply to all study units that form part of the student's programme.

Article 5.2 Final examination

Explanation paragraph 1: right of consent FC, right of consultation PC.

1. In accordance with Article 7.10, paragraph 2 of the WHW, the bachelor's final examination is deemed successfully completed if the exams of the study units of the bachelor's programme have been taken successfully.
2. As proof that the final examination has been completed successfully, the examination board issues a certificate, after the institutional board has declared that the procedural requirements have been met. The examination board adds a supplement to the certificate of a successfully-completed final examination. In this case, the date recorded on the certificate, i.e. the graduation date, is the date on which the student successfully completed the last remaining study unit (Article 7.11 WHW).
3. If so desired, the student has the right to submit a substantiated request in writing to the examination board to delay declaring the final examination as successfully completed and consequently the presentation of the certificate (WHW Article 7.11 paragraph 3). In principle the maximum duration of the delay that may be granted is 12 months. In exceptional cases¹⁴ the student may have justifiable reasons to submit a request to delay the presentation of the certificate for more than 12 months.
4. If the student requests a delay on the basis of paragraph 3, the graduation date will be the date after the delay on which the examination board has decided to declare the student to have successfully completed the final examination.

Article 5.3 Degree

Explanation paragraph 1: right of consent FC, right of consultation PC.

1. Participants who have successfully met all requirements for the bachelor's final examination are awarded a Bachelor of Science degree.
2. The awarded degree will be stated on the certificate. The diploma supplement will also state the average grade (Grade Point Average, GPA). An attachment to the diploma supplement states the manner in which the GPA is calculated.

Article 5.4 Certificate

Explanation: right of consent FC, right of consultation PC.

1. The examination board grants a certificate as proof that the student has successfully passed their final examination. The chair of the examination board will sign the certificate. In their absence, it can also be signed by one of the members of the examination board.
*If a student satisfactorily completed all study units of the bachelor's programme, a degree certificate may be issued upon passing the bachelor's project.
In this case, the certificate may be*
 - a. co-signed also by the two supervisors with authority to conduct the examination, or

¹⁴ Some examples (by way of illustration, not to exclude other situations): the student follows a double bachelor's programme, the student needs more time for a pre-master programme, an extensive extra-curricular activity requires more than 12 months.

- b. signed by the two supervisors, if duly mandated.
- 2. The certificate will state the following (Article 7.11 WHW):
 - a) the student's name and date of birth;
 - b) the name of the institution and the programme as referred to in the register, referred to in Article 6.3 of the WHW, it concerns;
 - c) the date on which the final examination was sat;
 - d) which components¹⁵ the final examination included;
 - e) the degree awarded (WHW Article 7.10a);
 - f) where appropriate what qualification was attached thereto (taking into account Article 7.6, paragraph 1, of the WHW);
 - g) the date on which the programme was most recently accredited or passed the initial accreditation assessment as referred to in Article 5a.11 of the WHW.
- 3. The International Diploma Supplement will be appended to the certificate for the successfully completed final examination (WHW, Article 7.11, paragraph 4). The purpose of the supplement is to provide information on the nature and content of the completed programme, in order to support the international recognition of programmes. This supplement will contain at least the following information:
 - a) the name of the programme and the name of the University;
 - b) the fact that it is a programme in academic education;
 - c) a description of the content of the programme; where applicable also stating the specialization and/or minor taken;
 - d) the study load of the programme;
 - e) the components of the final examination and their assessment, based on the registration of grades in Osiris;
 - f) exams that were passed by the student, which are not part of the final examination;
 - g) if the students have successfully completed an honours programme during the bachelor's programme, this will be recorded on the diploma supplement as an extracurricular programme.
- 4. If the examination board has granted the student a *judicium*, this will be stated on the certificate.
- 5. Students who have passed more than one exam and to whom no certificate as referred to in paragraph 1 of this Article can be issued, can request a written statement from the examination board stating the exams they have passed (WHW, Article 7.11, paragraph 5).

Article 5.5 Graduation with distinction (cum laude)

Right of consent FC, right of advice PC

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

Article 5.6 Programme committee

Right of consent FC, right of advice PC

1. *The Faculty Board establishes a Programme Committee according to the BMS Faculty Regulations articles 8.1 to 8.16.*
2. *It is the duty of the Programme Committee to advise on the promotion and safeguarding of the quality of the programme. The Programme Committee sends its advice and proposals for information to the Faculty Council according to WHW art. 9.18 sub 1.*
3. *The Programme Committee has right of consent on the method of evaluation the education in the programme, according to WHW art. 7.13 sub 2.a.1.*
4. *The duties and rights and procedures of the Programme Committee are stated in BMS Faculty Regulations art. 8.3 to 8.16 (BMS [Faculty Regulations](#), BMS2018.345, May 15, 2018.*

¹⁵ 'Components' in the WHW refers to the study units that comprise the bachelor's final examination. Legally, these are all of the study units that are part of the modules and all modules that comprise one study unit of 15 EC. The programme determines which parts of study units are also mentioned on the certificate.

Paragraph 6 Student guidance and (binding) recommendation on continuation of studies

Article 6.1 Study progress overview

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

Article 6.2 Student guidance

1. The faculty board is responsible for student guidance, which includes informing the student of study opportunities in or outside the programme.
2. Each student is assigned a study adviser.
3. The study adviser guides the student and offers advice on study-related matters, as well as personal problems that may affect their studies if the student so desires.
4. If a student wishes to exercise their right to specific guidance or special facilities, they are required to contact the study adviser. The study adviser will record any agreements made with the student.
5. The following applies to the entitlement to special facilities:
 - a. demonstrable force majeure or personal circumstances;
 - b. if necessary and possible, dispensation for participation in exams or tests and/or the availability of special facilities with regards to testing. Such dispensation and additional testing opportunities can only be granted by the examination board.
6. An introductory interview is held with every student before 1 November of the first year in which they are enrolled in the programme. If the student does not appear at this meeting without stating the reasons, this not appearing will be registered as the introductory interview.
7. In the first year in which they are enrolled in the programme, the students will receive a first preliminary recommendation on continuation of their studies in week 52 at the latest. This also applies to students in their second year of enrolment in the programme, whose recommendation on continuation of studies has been postponed. This recommendation is not binding.
8. In the first year in which they are enrolled in the programme, the students will receive a second preliminary recommendation on continuation of their studies in week 10 at the latest. This also applies to students in their second year of enrolment in the programme, whose recommendation on continuation of studies has been postponed. This recommendation is not binding.
9. Any student who receives a negative preliminary recommendation, will be invited for an interview with the study adviser to discuss the study method and a reconsideration of the choice of study.

Article 6.3 (Binding) Recommendation on continuation of studies

1. Each student receives a written recommendation on continuation of their studies within the programme no later than at the end of the first year of enrolment in the programme concerning, subject to Article 6.4. This recommendation is based on the student's study results and may be a positive or negative recommendation, in compliance with Articles 6.4 and 6.5.
2. The issuing of the recommendation on continuation of studies as referred to in paragraph 1 is by the institutional board to the programme board.
3. Results of completed parts of a study unit that remain valid beyond the current academic year are counted when issuing the recommendation on continuation of studies.
 - a. Only credits from study units and parts of study units in the first year of the programme that issues the final recommendation, count for determining the number of EC's.
 - b. Exemptions granted to the student for study units and parts of study units of the first year count for determining the number of credits.
 - c. The programme board may set programme-specific requirements that must be met. These requirements are included in the programme-specific appendix. Programme-specific requirements may not state that all study units or parts of a study unit of a certain educational curriculum must be completed¹⁶.

¹⁶ For example: 'The student must have passed all mathematics study units from the B1 programme' is not permitted, whereas 'The student must have passed not less than 3 of the 4 mathematics study units from the B1 programme' is permitted.

4. The recommendation on continuation of studies as referred to in paragraph 1 may involve rejection from the programme, if the student, in the opinion of the programme board, is not deemed suitable for the programme because
 - a. the student has passed in total less than 45 ECs of the first year, or
 - b. the student has passed 45 ECs or more of the first year, but does not meet the programme-specific requirements (as referred to in paragraph 3c of this Article).
 A 'recommendation on continuation of studies' that involves rejection is referred to as a 'binding recommendation on continuation of studies' (BSA).
5. In its deliberations on attaching a rejection to a recommendation on continuation of studies, the programme board will take into account the student's personal circumstances at their request.
 - a. Personal circumstances are understood to be illness of the person involved, a physical, sensory or other impairment of the person involved, pregnancy of the person involved, exceptional family circumstances, top-level sports or top-level culture of the person involved and the membership of the university council, faculty council, programme committee or a board (category 3 or 4 in accordance with the FOBOS regulations).
 - b. The personal circumstances must be submitted to the Personal Circumstances Committee (CPO) for assessment. The application for assessment of the personal circumstances must be substantiated with evidence.
 - c. The CPO assesses the validity and seriousness of the personal circumstances. A recommendation is issued to the programme board and the relevant study adviser.
 - d. The programme board takes the judgement of the CPO into account in its handling of the student's request. The programme board will only take into account in its deliberations personal circumstances that have been reported to the study adviser by the student as soon as can reasonably be expected after they arose.
6. Before issuing a rejection, the programme board must first issue a warning to the student, while giving them a reasonable term to improve their study results, to the programme board's satisfaction. Moreover, the student has the right to be heard by the programme board before the issue of a binding recommendation (WHW Article 7.8b, paragraph 4).
7. The decision of the programme board with respect to the binding recommendation on the continuation of studies mentions the possibility of filing an appeal. Objections are only possible for a recommendation on continuation of studies involving rejection and the student may lodge an appeal within 6 weeks with the Board of Appeal for Examinations.
8. If a binding recommendation on continuation of studies has been issued to the student, they may not enrol in the same programme for a period of 3 subsequent academic years.
9. If a student re-enrols in the programme concerned after the period referred to in paragraph 8 of this Article, this enrolment is designated as their first-year enrolment and the relevant provisions of this paragraph apply in full.

Article 6.4 Discontinuation of enrolment

1. The programme is considered to be discontinued if the student stops taking courses or any form of tests of the programme and:
 - a. Submits a request for termination of enrolment to the UT, or
 - b. De-enrols for the programme at the UT, while they enrol in another programme at the UT and thus transfer to the other UT programme, or
 - c. Starts a study at another institution of higher education with a 'proof of paid tuition fee'.
2. If in their first year of enrolment for the programme, a student submits a request to terminate enrolment through Studielink not later than 31 January and they are de-enrolled before or on 1 February and they do not re-enrol for the same programme in that same academic year, a (binding) recommendation on continuation of studies as referred to in paragraph 1 of Article 6.3 will not be issued. If this student does re-enrol in the relevant programme, this enrolment is designated as their first-year enrolment.
3. Students who are de-enrolled after 1 February for the programme at the UT, will receive a recommendation on continuation of studies as referred to in Article 6.3 paragraph 1 from the programme they discontinued.

Article 6.5 Postponing recommendation on continuation of studies

1. The recommendation on continuation of studies as referred to in Article 6.3 paragraph 1 may be postponed if:
 - a. the student is enrolled in the programme on or after 1 October of the relevant academic year, whether or not this is due to a transfer as outlined in Article 6.4 paragraph 1b, and on 31 August at the latest has not met the requirements set in Article 6.3, paragraph 4, or;
 - b. if personal circumstances preclude rendering an opinion on a student's academic capacities at the end of the first year of enrolment in the programme, or;
2. If the student whose recommendation on continuation of studies as referred to in Article 6.3, paragraph 1 has been postponed based on Article 6.5, paragraph 1, re-enrols in a subsequent academic year for the relevant

programme, the end of the second year of enrolment in the relevant programme applies as the new deadline for the final recommendation. Within 6 weeks after the enrolment date the student will be notified in writing when the programme will issue the final recommendation. The same requirement as set out in Article 6.3, paragraph 3 applies to this recommendation.

3. In case of postponement based on paragraph 1a the recommendation on continuation of studies is issued by the programme in which the student is newly enrolled.
4. For students who transfer to a different programme within the UT before 1 October, the recommendation on continuation of studies will not be postponed on the basis of transfer and thus there will be no adjustment of the requirements as stipulated in Article 6.3 paragraph 4.

Paragraph 7 Studying with a functional impairment

Article 7.1 Studying with a functional impairment

1. A functional impairment is a physical, sensory or other impairment that might limit the student's academic progress.
2. Based on a discussion with the study adviser, the student will be consulted to determine which adjustments as referred to in Article 2 of the Equal Treatment Act on the basis of a Handicap/Chronic Illness (WGB h/cz) are deemed most effective for this student.
3. Adjustments are intended to remove specific obstructions when following the curriculum and/or sitting exams. Where necessary, these may concern facilities pertaining to the accessibility of infrastructure (buildings, classrooms and teaching facilities) and study material, changes to examination, alternative courses or a custom study plan. Realising the programme intended learning outcomes must be guaranteed when implementing changes.
4. On the basis of the interview described in paragraph 2, the student submits a written application for the facilities in consultation with the study adviser. The application is submitted to the faculty board, preferably 3 months before the student is to participate in classes, exams and tests for which the facilities are required.
5. The application is supported by documents that can reasonably be requested to assess the application (such as a letter from a doctor or psychologist registered in the BIG register, or in case of dyslexia from a health care psychologist or a remedial educationalist, also registered in the BIG register).
6. The faculty board makes a decision, within 20 working days of receipt of the application or earlier if the urgency of the application necessitates it, on the validity of the application as described in paragraph 4, and informs the student and the study adviser of their decision.
7. The study adviser ensures that the relevant parties involved are informed in due time of the facilities granted to the student with a disability.
8. Should the faculty board turn down the application in full or in part, the faculty board will inform the student of the reason for this rejection and the possibilities for lodging an objection or an appeal. Objections or appeals must be submitted in writing within 6 weeks, of the decision being announced to the relevant party, at the Complaints Desk at Student Services.
9. Should extra facilities be granted, it will be stated for what term this grant will apply. The applicant and the study adviser will evaluate the facilities before the end of this term. During this evaluation, the parties will discuss the effectiveness of the facilities provided and whether they should be continued.
10. In the case of dyslexia, an additional period of 15 minutes for every hour is granted in the event additional time for a test is granted.
11. *The faculty board has charged programme management with the processing of the applications referred to in paragraphs 4 to 8.*

Paragraph 8 Amendments, transitional arrangements, appeals and objections

Explanation paragraph 8.5 and 8.9: right of consent FC, right of consultation PC

Article 8.1 Conflicts with the regulations

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

For purposes of international co-operation with higher education institutions abroad, the arrangements made between the Faculty of Behavioural, Management and Social Sciences and foreign institutions may differ from the provisions in this EER. 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 a result, a grade list, or an overview of a student's progress, an apparent error is discovered, the discoverer, be it the university or the student, is required to make this known to the other party immediately upon finding the error and to cooperate with rectification of the error.

Article 8.3 Amendments to the regulations

1. Substantive amendments to these education and examination regulations are determined by the faculty board in a separate decision.
2. In principle, substantive amendments to these regulations do not apply to the current academic year. Substantive amendments to these regulations may apply to the current academic year if the interests of the students are not prejudiced within reasonable bounds, or in situations of force majeure.
3. Amendments to these regulations have no effect on earlier decisions of the examination board.

Article 8.4 Transitional arrangement

1. In the case of amendments to the education and examination regulations, the faculty board may decide on a transitional arrangement.
2. The transitional arrangement will be published on the website of the programme *and in the programme-specific appendix*.
3. Basic principles for a transitional arrangement if a curriculum is changed:
 - a. Changes to a curriculum are published before the start of the academic year in which they are to apply.
 - b. No guarantee can be given that all the study units or parts of study units of a programme, as they existed at the time of a student's enrolment in a programme, will continue to be part of their programme. The curriculum as most recently approved by the faculty board serves as the basis for establishing the results of the bachelor's final examination.
4. The transitional arrangement will always include:
 - a. which lapsed study units or parts of study units are equivalent to study units or components thereof in the current curriculum included in the programme-specific appendix;
 - b. that if a study unit or part of a study unit without practical exercises is removed from the curriculum, there will be at least 2 opportunities in the subsequent academic year to take a written or oral exam or to obtain an assessment by some other means;
 - c. that if a study unit or part of a study unit that involves practical exercises is removed from the curriculum, and during the subsequent academic year no opportunities are offered to carry out these practical exercises, at least one study unit is designated as a suitable replacement for the lapsed study unit;
 - d. the period of validity of the transitional arrangement.
5. The transitional arrangement requires the approval of the examination board pursuant to the provisions of paragraph 4.
6. In exceptional cases, and if this is to the student's advantage, the examination board may allow deviation regarding the number of times and the way in which an exam or a test for a lapsed study unit or a lapsed part of a study unit can be taken.

Article 8.5 Assessment education and examination regulations

1. The faculty board is responsible for the regular assessment of the education and examination regulations and takes into account the resultant study load for the students to enable this to be monitored and adjusted if necessary.
2. In accordance with Article 9.18 of the WHW, the programme committee has an advisory role on some parts of the education and examination regulations and a right of consent on other parts.
3. The programme committee annually assesses the way in which the education and examination regulations are implemented.

Article 8.6 Appeal and objections

An appeal against a decision made by the examination board or an examiner, and objections to decisions made by the faculty board on the basis of these regulations, must be submitted in writing to the Complaints Desk at Student Services within 6 weeks after notification of the decision.

Article 8.7 Hardship clause

In the event of demonstrable, considerable unreasonableness and unfairness, departures from the provisions of these regulations can be permitted by the examination board or the programme board, as suggested in the relevant Articles of these regulations.

Article 8.8 Publication

The education and examination regulations and the rules of the examination board are published on the programme's website.

Article 8.9 Entry into force

These regulations take effect on 1 September 2020 and supersede the regulations of 1 September 2019.

Enacted by the Faculty Board BMS.

Explanatory memorandum

- When we speak of ***integrated*** education, we mean an integrated study unit that consists of different interdependent parts. These parts are assessed in an integrated manner. Integrated education is registered as one study unit, with 1 grade. The parts of an integrated study unit can be listed with “ECs” (as a measure of invested time) and grades are presented on a grade list.
- When we speak of ***coherent*** education, we mean that the education consists of different parts which are related. These parts are assessed separately. Coherent education is registered as separate study units with their own grades. The coherent module itself is not graded.
- Bachelor programmes decide for themselves which modules are integrated and which are coherent.
- The number of ECs for a study unit is the same for all participating students. It is not possible for different designated target groups of students to receive different ECs for the same “study content and assessment”.
- It is possible to offer parts of an integrated study unit as a different study unit (with other learning objectives and assessment) to students of another bachelor programme.

Explanatory notes on terminology of assessment and the structure of a module

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|--|
| Terminology in assessment |
| The bachelor is assessed with a Final Exam |
| A study unit is assessed with an exam. |
| Parts of a study unit are assessed with tests. A test can have the following forms: a written test, an assignment, an oral test, the assessment of practical exercises as referred to in Article 1.2, or a combination of these forms. |

You can find the words ‘study unit’, part of study unit, Exam in the list of definitions (article 1.2).

APPENDIX: REGULATIONS REGARDING ORDER, CALAMITIES AND ACADEMIC MISCONDUCT (FRAUD) BMS 2020-2021

Regulation and procedure regarding academic misconduct (fraud)

The examination boards of BMS and programmes of BMS decided to use the fraud regulations, stated in the Students' Charter. They complemented these general regulations with specific faculty regulations. The complemented text is stated in Italic.

Students of all levels are familiar with the University's policy on plagiarism, cheating and academic misconduct. PhD students receive instruction in relation to standards of scientific integrity and are expected to apply these standards in their work. Examinations are assessments of the knowledge, insight and/or aptitude of the participating candidates, including an evaluation of the results of that assessment (article 7.10 of the WHW). A test or examination may consist of several parts. Cheating plagiarism and fraud are actions or omissions on the part of a student that preclude an accurate assessment of his or her knowledge, understanding and aptitude.

In any case, cheating includes:

1. the use during a test or examination of (any form of) resource or device (electronic or technological) which, before the start of the study unit and/or examination or test, the examiner has prohibited, or which the student knew or should have known were prohibited;
2. conduct on the part of students which, before the start of the study unit and/or examination or test, the examiner has deemed to be academic misconduct, or which the student knew or should have known to be prohibited. Specifically, this includes (but is not limited to):
 - a. procuring copies of a test or examination before that test or examination has taken place;
 - b. also cheating, whether or not by:
 - using cheat sheets or crib sheets;
 - copying the work of others during the test or examination;
 - letting others copy your work during the test or examination;
 - sending or receiving (text) messages;
 - c. communicating about the content of the exam with any party other than the invigilators during the test or examination while that test or examination is underway (including by means of electronic devices);
 - d. claiming to be another person during a test or examination, or having someone else impersonate you.
3. fraud, that includes, but is not limited to:
 - a. manipulating research data in (group) assignments;
 - b. falsifying data (for example, by filling in questionnaires or answering interview questions oneself);
 - c. 'free-riding'; i.e. not contributing equally to a group assignment.
4. plagiarism (using someone else's work or your own work without a proper citation), that includes, but is not limited to:
 - a. using (parts of) other people's work (original terms, ideas, results or conclusions, illustrations, prototypes) and presenting this as one's own work; if parts of another text (printed or digital) are used without attribution (and even if small changes are made), plagiarism has occurred;
 - b. using visual or audio material, test results, designs, software and program codes without attribution and thereby presenting this as one's own original work;
 - c. using verbatim citations without attribution or a clear indication (by, for example, omitting quotation marks, indentation, leaving white space) and thereby creating the false impression that (part of) these citations are one's own original work;
 - d. citing literature that one has not read oneself (for example, using references taken from somebody else's work);
 - e. using texts that have been written in collaboration with others without explicitly mentioning this;
 - f. submitting work that has already been published in whole or in part elsewhere (e.g. work from other courses or educational programmes), without reference to the original work.
5. *Tort/unlawful act;*
6. *Forgery;*
7. *All other forms of academic offences than those mentioned under 1 to 6 above, to be determined by the examination board.*

The Examination Board of each educational programme drafts its own rules on academic misconduct, which may include additional provisions. It will also set out what action will be taken in cases of (suspected) academic misconduct. In all cases, the Examination Board will decide whether academic misconduct has occurred.

Procedure

If an examiner or invigilator has a motivated suspicion of fraud *before*, during or after an exam (test), the examiner/invigilator makes a note of this on the student's exam (test) *The examiner also notes the circumstances surrounding the irregularity and fills out the Notification of fraud. This notification is submitted to (the registry) of the Examination Board BMS.*

The examiner/invigilator has the right to confiscate devices and other resources the use of which is not permitted during an exam (test).

The student has the right to finish the exam (test).

The examiner/invigilator reports the suspicion of fraud in writing (per Notification of fraud) to the student and to the Examination Board. This rule also applies in case of a suspicion of fraud in a (part of a) study unit, such as an assignment, presentation or essay.

This written report should at least contain the following information (mail to [examination board BMS](#)):

- a. Name of the student involved including student number
- b. Study unit name and 'course code'. If necessary, also mention the specific component/part of the study unit in which the fraud was detected
- c. Written information on the suspected fraud detected and/or what conduct or misconduct occurred during the exam
- d. Additional information (evidence from plagiarism software)

The examiner should notify the student involved of the suspected fraud. The assessment of the assignment/exam needs to be put on hold.

Subsequently, the Examination Board will proceed as follows:

1. The Examination Board will investigate the notification and will hear the examiner as well as the student(s) involved.
2. The Examination Board will determine whether fraud has occurred and if measures or sanctions will be taken.
3. The Examination Board will inform the student involved of its decision in writing.

Measures or penalties

The Examination Board decides about the penalty the student will receive if fraud is actually determined.

The Examination Board may give the student a warning or exclude a student who commits an academic offence from sitting the exam, test or other part of a study unit involved. In serious cases of fraud, the student can be excluded from the exam up to a maximum of one (1) year.

In extreme cases, the Examination Board may exclude a student from sitting all programme exams and tests up to a maximum of one (1) year. A student is not allowed to replace the study unit in which the academic offence occurred with another study unit while the sanction is in force.

If a student commits serious (repeated) fraud, the Examination Board may lodge a request with the Executive Board to end the student's enrolment in the programme at the University, *with effect from the month following the month a final decision was made regarding the fraud and the student was formally informed.*

There is a fraud register BMS, in which warnings and sanctions can be registered, if the Examination Board so decides, depending on the seriousness of the case.

For the right to appeal against a decision taken, based on these regulations, art. 8.6 BSc and MSc EER will apply.

Regulations in case of calamities

1. In the event of a calamity shortly before the start of an exam (test) or during an exam (test), both examiner and invigilator are authorised to act as specified in these regulations. All students have to follow the instructions of the examiner/invigilator.
2. If a calamity occurs or is about to occur shortly before the start of an exam (test), the following procedure applies. The exam (test) will be postponed immediately. The examiner will set a new exam (test) date, in consultation with the programme director.
3. This new exam (test) date is binding. The new exam (test) has to take place within one month of the initial exam (test) (excluding holidays). The new exam (test) date will be published within three working days after the calamity and in accordance with the regular procedures.
4. In order to ensure that exams and test papers can be retraced to the student in question, all exam (test) papers (coversheet and such) or digital file in the event of a digital test, must be filled out completely at the start of the exam (test), with the student's name, student number and signature.
5. If a calamity occurs or is about to occur during an exam (test), the following actions, if possible, have to be taken:
 - a. All those present follow the instructions of the responsible authority, and/or of the examiner/invigilator and leave the exam room immediately upon their order.
 - b. Students leave their exam (test) and all other papers on the table in the examination room. In the event of an online/digital test, students leave the document in which they were working open, leave Chromebook or other device behind and leave any test or other paper on the table in the examination room.
 - c. If students already started making their exam (test), the examiner determines, if this is reasonably possible, the result based on the partly made exam (test).
6. If the examiner cannot determine the result as specified in article 5c, the examiner will set a new exam (test) date, in consultation with the programme director. The new exam (test) has to take place within one month of the initial exam (test) (excluding holidays) and is open for all students who registered for the initial exam (test).
7. Regulations in case of a calamity apply in case of any official alarm signal or warning by a responsible authority.
8. In deviation from the provision in paragraph 6 above, in the event of a digital test a permanent or temporary flaw, failure or defect in the hardware or software or power supply used to make the test/exam, as a result of which the student is unable to make the test/exam and/or has insufficient time to finish the test/exam within the time set, is also deemed to be a calamity to which the provisions in sub 1 to 5 above apply.

Rules of order for written tests

This article describes the rules and procedures to be followed for written tests¹⁷ taken at the University of Twente. It applies to tests in study programmes of which the Examination Board has adopted these rules as part of their Rules & Guidelines.

Students are expected to be familiar with specific behaviour related to academic norms and values, scientific integrity and other specific rules that have been explained to them prior to a study unit or exam (test). If students behave inappropriately compared to these behavioural rules during the course of a study unit or during an exam (test), this will be considered attempted fraud and will be reported to the Examination Board.

Terminology

- A *test* is the actual set of questions and assignments that students have to answer and perform. The *examination* refers to the process in which they do so.
- An *examiner* is the person responsible for setting the test and (afterwards) for assessing the results. In contrast, an *invigilator* is a person supervising the examination. They may be one and the same person.

¹⁷ Written tests include those that are taken digitally

Rules

1. Students may enter the room 15 minutes prior to the start¹⁸ of the examination, and will be admitted until 30 minutes after the start.
2. Students may not leave during the first 30 minutes and the last 15 minutes of the official period of examination.
3. Students who did not enrol may only take part if there are enough seats and test copies available. Enrolled students have precedence. To make sure enough copies/seats for enrolled students are available the examiner/invigilator may ask unenrolled students to wait for 30 minutes after the start before they receive an exam/seat.
4. The student ID card¹⁹ should be placed visibly on the table throughout the exam and presented to the examiner/invigilator upon a request for identification.
5. Restroom visits are not permitted during the first 60 minutes and last 30 minutes of the examination. Outside of this timeframe, restroom visits can only take place after consultation with the examiner/invigilator. Only one person at a time can be allowed to visit the restroom. Where necessary and feasible,²⁰ an examiner/invigilator will accompany the student to the restroom.
6. Before the start of the examination students should place bags and/or coats in the designated area. Whenever possible, unapproved resources (e.g., mobile phones, smart watches, wearables, notes) must be placed in the bags and switched off.
7. During the examination students may only have access to resources (e.g., books, notes, devices, websites, hard/software) that are explicitly approved by the examiner. Possessing or accessing unapproved resources is considered attempted fraud.
8. During the examination students are not allowed to communicate (e.g., verbal, non-verbal, digital) with others aside from the examiner/invigilator. Any violation of this will be considered attempted fraud.
9. During the examination students are not allowed to copy, share and/or spread the exam questions, answers or related information in any form. The examiner/invigilator has the right to check this. Any violation of this will be considered attempted fraud.
10. In case of attempted fraud (e.g., point 7 - 9) the student may finish the exam and the Examination Board will be informed afterwards.
11. The examination officially starts and ends at the instigation of the examiner/invigilator. When the end is announced, all students should stop writing. Students are to follow the procedure for handing in their results as announced by the examiner/invigilator.
12. All examination papers (e.g., questions, answer sheets and scrap paper) must contain student name and number and must be handed in by the students at the end of the examination. The examiner can make an explicit exception to this rule.
13. Students should follow any additional rules and procedures announced by the invigilator. Any failure to do so will be reported to the Examination Board.

The examiner/invigilator **must** report every potential case of fraud and/or any violation of the rules to the Examination Board per Notification of fraud form.

Handing in of the exam

- Students must hand in their exam form personally to the examiner/invigilator and sign off on the attendance list, if indicated. If the ID has not been checked during the exam, the student must show it to the examiner/invigilator before leaving the exam room.

¹⁸ In general start time and end time refer to the official start time and end time of the examination as listed on the cover sheet. All rules apply to both electronic as well as non-electronic exams.

¹⁹ Failing that, a certified ID is also allowed. This applies to students who forgot their student card or (in rare cases) do not yet have one. A certified ID is a passport, driver's license, or any other official proof of identity that bears both the student's name and a photograph.

²⁰ Accompanying students to the bathroom may not be necessary, as in Therm where restrooms are not accessible from anywhere but the examination room, and it may not be feasible, as in cases where there is only a single examiner/invigilator.

Notification of irregularity or fraud during exams

| Notification of irregularity or fraud | | | (1/2) |
|--|-----|------|-------|
| Faculty | BMS | Room | |
| Date | | | |
| Exam time | | | |
| Course / component code | | | |
| Course / component name | | | |
| 1) Remarks / irregularities (point in time of irregularity) | | | |
| | | | |
| Evidence (cheating papers, pictures, wearables) | | | |
| | | | |
| 2) Remarks / calamities (fire drill, alarm, power outage, evacuations) | | | |
| | | | |
| Name and initials invigilator (1) | | | |
| Name and initials invigilator (2) | | | |
| Name and initials invigilator (3) | | | |
| Name and initials invigilator (4) | | | |
| Name and initials invigilator (5) | | | |

| | |
|--------------------------------|-------------------|
| 2/2 | |
| Name / sure name student | |
| Student number | |
| Name / sure name student | |
| Student number | |
| Name / sure name student | |
| Student number | |
| Name / sure name student | |
| Student number | |
| Remarks | |
| Signature invigilator/examiner | Signature student |
| | |
| Signature invigilator/examiner | Signature student |
| | |
| Signature invigilator/examiner | Signature student |
| | |
| Signature invigilator/examiner | Signature student |
| | |
| Remarks | |

| Integrated module | |
|---|--|
| | <p>In integrated education, a module is a <i>study unit</i>. A study unit is tested with an exam. (“Tentamen”). The exam result is expressed in half grades (see Article 4.1.9). This grade is determined by the <i>module examiner</i>. Successfully passed exams remain valid (see Article 4.7.2 A study unit that was not passed, has to be repeated completely in the next academic year. Results of parts of a study unit expire after the academic year. Exceptions are listed in the programme-specific appendix and in the assessment plan of the module).</p> <p>Often, the integrated module is split up into <i>Parts of a study unit</i>, which are assessed with one or multiple <i>tests</i> (“Toets”). Results of tests are expressed in a grade from 1 to 10 with one decimal grade or as pass/fail (Article 4.1.8). Grades of <i>parts of a study unit</i> are determined by the <i>examiners</i>. Results of <i>part of a study unit (tests)</i> expire after the academic year in case the study unit was not passed (see Article 4.7.2). In the study progress overview, <i>parts of study units</i> are listed with ECs and grades are presented on a grade list. The module is graded as well.</p> |
| Coherent module | |
| | <p>Coherent education consists of <i>study units</i> with their own grades. The coherent module itself is not graded. Each study unit is tested with an <i>exam</i> (“Tentamen”). The exam result is expressed in half grades (see Article 4.1.9). The result is determined by the <i>examiner</i> of the <i>study unit</i>. Successfully passed exams remain valid (see article 4.7.2) The exam can consist of multiple <i>tests</i> (see example: study unit A, the exam consists of 3 tests). Results of tests are expressed in a grade from 1 to 10 with one decimal grade or as pass/fail (Article 4.1.8). Grades of tests are determined by the examiners. Results of part of a study unit expire after the academic year in case the study unit was not passed (see article 4.7.2: A study unit that was not passed, has to be repeated completely in the next academic year. Results of parts of a study unit expire after the academic year. Exceptions are listed in the programme-specific appendix and in the assessment plan of the module). In the study progress overview, coherent modules are registered with separate study units with their own grades and ECs.</p> |
| Mix: Some modules are a mix of coherent and integrated education. | |
| | <p>Mixed modules consist of <i>study units</i>; the modules itself is not graded. Each <i>study unit</i> is tested with an <i>exam</i> (“Tentamen”). The exam result is expressed in half grades (see Article 4.1.9). The result is determined by the examiner of the <i>study unit</i>. (see example: study unit Math). Successfully passed exams remain valid (see Article 4.7.2: A study unit that was not passed, has to be repeated completely in the next academic year. Results of parts of a study unit expire after the academic year. Exceptions are listed in the programme-specific appendix and in the assessment plan of the module) The study unit can be split up into <i>Parts of a study unit</i>, which are assessed with one or more <i>tests</i> (“Toets”) (in the example: 4 parts of a study unit). Results of tests are expressed in a grade from 1 to 10 with one decimal grade or as pass/fail (Article 4.1.8). Grades of tests are determined by the examiners. Results of part of a study unit expire after the academic year in case the study unit was not passed (see article 4.7.2). In the study progress overview, these modules are registered with separate study units with their own grades and ECs.</p> |