

# EDUCATION AND EXAMINATION REGULATIONS FOR MASTER PROGRAMMES

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**2020-2021**

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## **The Faculty Board Behavioural, Management and Social Sciences**

*in view of* Articles 9.5, 9.15, first paragraph under a, 7.13, first and second paragraph, 9.38, under b, and 9.18, first paragraph under a, and 7.59 of the Higher Education and Research Act (Act (WHW)), as well as the consent by or advice of the Faculty Council, pertaining to the specific appendix of the programme in question,

*in due consideration* of the consent or advice of the programme committees of the programmes referred to below:

decides to adopt the Education and Examination Regulations of the programmes referred to below.

- ***Master of Science Business Administration (BA)***
- ***Master of Science Communication Science (M-COM)***
- ***Master of Science Educatie en Communicatie in de Bètawetenschappen (ECB)***
- ***Master of Science Educatie in de Mens- en Maatschappijwetenschappen (EMM)***
- ***Master of Science Educational Science and Technology (EST)***
- ***Master of Science European Studies (ES)***
- ***Master of Science Industrial Engineering and Management (IEM)***
- ***Master of Science Leraar VHO in de Mens- en Maatschappijwetenschappen (LMM)***
- ***Master of Science of Environmental and Energy Management (MEEM)***
- ***Master of Science Risk Management (MRM)***
- ***Master of Science Philosophy of Science, Technology and Society (PSTS)***
- ***Master of Science Psychology (MPS)***
- ***Master of Science Public Administration (PA)***

And the PHO master programme:

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

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## **Paragraph 1 - General provisions**

*Right of consent UC, Right of consent FC, right of advice PC*

### **1.1 Applicability of these regulations**

1. The Education and Examination Regulations apply to all students enrolled in the programme concerned. For pre-master students specific regulations are mentioned in the programme-specific appendices of the programmes concerned. In case of notifications of suspected fraud pre-master students will fall under the jurisdiction of the Master EER and the Examination board involved will handle the case.
2. For students who enrol in a course offered by another programme than the programme where the student is registered, the regulations of the offering programme (EER and Rules & Guidelines Examination Boards BMS, Programme-specific appendix, assessment plan or Pass-fail regulation) will apply. For decisions on requests based on art. 4.5.4, the Examination Board of the offering programme is authorised.
3. Each programme has its own programme-specific appendix.
4. For each programme, these regulations and the programme-specific appendix together form the Education and Examination Regulations for the master programme concerned.
5. The general provisions of and the programme-specific appendix to the Education and Examination Regulations are established by the Faculty Board after approval by the Faculty Council and Programme Committees.
6. In the Students' Charter is defined what the UT considers to be fraud. In their Rules and Guidelines (Article 6.03) the Examination Board sets down further rules about what measures will be executed in case of fraud. See appendix to this EER.
7. Rules on calamities during exams or tests are stated in the Rules and Guidelines of the Examination Board (Rules and Guidelines art. 6.04). See appendix to this EER.
8. The programme-specific appendices are specified in the language the programmes are offered in.
9. Requests for exceptions to what has been stated in the Education and Examination Regulations can be addressed to the Examination Board or the Programme Board.

### **1.2 Definitions**

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

- 4TU                    The 4 Universities of Technology of the Netherlands (Twente, Delft, Eindhoven and Wageningen University & Research).
- Academic year:    The term that starts on 1 September and ends on 31 August of the following year.
- Act:                    The Dutch Higher Education and Research Act, published in the Bulletin of Acts, Orders and Decrees 1992, number 593, and as amended since.
- 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 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.
- Authorised proof of result: A piece of evidence that is signed by an examiner to make publication of the examination results in Osiris (the student information system) possible or a document containing the results of a student from Osiris.
- BA                      The Master of Science programme Business Administration.
- BMS:                  The Faculty of Behavioural, Management & Social Sciences.

BOZ:	Educational Affairs Office (Bureau Onderwijszaken) of the Faculty BMS.
Bridging programme:	A study unit or combination of units of study, to be determined by the programme director of a master programme, which students can follow as a bridging minor (during their studies at a HBO or WO institution) or as a pre-master programme (after having completed their HBO or WO programme).
Cohort:	Generation or group of students who started the same academic programme in the same year.
CPO:	A committee (in Dutch Commissie Persoonlijke Omstandigheden) established by the executive board that advises Programme Boards in individual cases with regard to the legitimacy, the expected duration and the severity of personal circumstances of the student.
Curriculum:	The compulsory and optional units of study belonging to the programme, as set down in the programme-specific appendix.
EC(TS):	European Credits, a unit of 28 hours of study workload, in accordance with the European Credit Transfer System (ECTS) a full academic year consists of 60 EC or 1680 hours (Article 7.4 of the Act).
ECB:	The Master of Science programme <i>Educatie en Communicatie in de Bètawetenschappen</i> .
EER:	The Education and Examination Regulations (Onderwijs- en Examen Regeling (OER)).
ELE:	Electronic Learning Environment of the University of Twente.
EMM:	The Master of Science programme <i>Educatie en Communicatie in de Mens- en Maatschappijwetenschappen</i> .
ES:	The Master of Science programme <i>European Studies</i> .
EST:	The Master of Science programme <i>Educational Science and Technology</i> .
Exam:	An evaluation of the knowledge, understanding and skills of the student, as well as the assessment of the results of this evaluation (Article 7.10 of the Act); an exam may consist of a number of tests.
Examination Board:	The examination board as referred to in art. 7.12 (a,b,c) of the Act, is the body that establishes objectively and expertly whether a student meets the criteria set in the Education and Examination Regulations regarding knowledge, understanding and skills required for obtaining a degree.
Examiner:	The individual who has been appointed by the Examination Board in accordance with Article 7.12c of the Act to hold exams and tests and determine their results.
Executive Board:	Executive Board of the University of Twente.
Faculty Board:	Head of the Faculty (art. 9.12, paragraph 2 of the Act).
Faculty Council:	(FC or in Dutch FR) council as referred to in art. 9.37 of the Act.
Final Examination:	A programme concludes with a final examination. A final examination is deemed successfully completed if the units of study belonging to a programme have been completed successfully. The final examination may also include an additional assessment by the Examination Board.
HBO	Abbreviation of 'Hoger Beroeps Onderwijs', University of Applied Sciences.
Honours Programme:	Institution-wide Master Honours programme.
IEM:	The Master of Science programme <i>Industrial Engineering &amp; Management</i> .
Institution:	The University of Twente.

Institutional Board: The Executive Board, unless otherwise provided for.

Invigilator: An examiner or person appointed by the programme to supervise during written or practical exams or tests.

LMM: The Master of Science programme Leraar VHO in de Mens- en Maatschappijwetenschappen.

M-COM: The Master of Science programme Communication Science.

MEEM: The Master of Science programme Environmental and Energy Management (MEEM).

MPM: The PHO Master programme Public Management MPM.

MPS: The Master of Science programme Psychology.

MRM: The Master of Science programme Risk Management (MRM).

OER: See EER; Abbreviation of Onderwijs- en Examen Regeling.

OLC: See Programme Committee: Abbreviation of the Dutch word Opleidingscommissie.

PA: The Master of Science programme Public Administration.

PHO/PLD: Abbreviation of the Dutch denomination of postgraduate continuing education (Post-Hoger Onderwijs); Professional Learning and Development.

Programme Board: The board appointed by the Faculty Board to manage a programme. If the Programme Board consists of only one person this person is called the Programme Director.

Programme Committee: The programme committee as referred to in article 9.18 of the Act.

Practical exercise: A practical exercise as referred to in article 7.13, paragraph 2d of the Act, is a study unit or part thereof, where the emphasis lies on the activity of the student, such as:

1. performing a literary study, performing an assignment, creating a test design, writing a thesis, article or position paper or conducting a public presentation;
2. completing a design or research project, performing tests and experiments, participating in practicals, practicing skills;
3. performing an internship, participating in field work or an excursion;
4. participating in other educational activities that are deemed necessary, focused on achieving the intended skills.

PSTS: The Master of Science programme Philosophy of Science, Technology and Society.

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

Re-sit: A scheduled opportunity to redo a test or exam within the course (or same academic year) open for participation to all students and offered as an opportunity for missing the original test or exam because of (personal) circumstances or choice as well as an opportunity to improve previous performance<sup>1</sup>.

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

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 WHW.

Study adviser: Person appointed by the Faculty Board who acts as contact between the student and the programme, and in this role represents the interests of the students, at the same time fulfilling an advisory role.

Study Rate: Number of ECs achieved in a certain period divided by the number of ECs that can nominally be achieved in this period.

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<sup>1</sup> See programme-specific appendices (COM, EST, MEEM, MPS, PSTS) for specific regulations for improvement of previous performance.

- Study unit: A component of the programme as described in Article 7.3, paragraphs 2 and 3 of the Act. A study unit concludes with an exam.
- Test: Part of an exam. If a study unit has only one test, this coincides with the exam for the unit in question.
- Test plan: A plan indicating how the testing of a study unit is organised.
- Test result: A partial result that contributes to the final result for the study unit.
- University Council: (UC or in Dutch UR) Council as referred to in art. 9.31 of the Higher Education and Research Act.
- UT: University of Twente.
- WHW: See Act: Abbreviation of 'Wet op het Hoger onderwijs en Wetenschappelijk onderzoek'.
- WO: Abbreviation of 'Wetenschappelijk Onderwijs', Academic Education.
- Working Day: Any day from Monday to Friday with the exception of official holidays and the prearranged compulsory holidays (brugdagen) on which the staff are free.

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

## **Paragraph 2 - Admission**

### **2.1 Prerequisites**

*Right of consent UC, right of advice FC*

1. Admission to the programme is obtained if the prerequisites with regard to prior education for enrolment in university education, in accordance with Article 7.30 b of the Act have been met. Students can only be admitted to master courses if they have successfully completed the bachelor programme or, if applicable, pre-master programme.
2. Programme-specific admission requirements for the master programme are set out in the programme-specific appendices.
3. The Programme Director, or an admission committee on behalf of the Programme Director, assesses the admissibility of applicants and issues certificates of admission on behalf of the Faculty Board.

### **2.2 Language requirement master programme for holders of foreign diplomas**

*Right of consent UC, right of advice FC*

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

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

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

### **2.3 Bridging programmes (Pre-Master and bridging minor)**

*Right of consent UC, right of advice FC*

1. The Programme Board or an admission committee on behalf of it may decide positively about the admission of an applicant to the master programme, on the condition that the applicant successfully completes a bridging programme.
2. The bridging programme has a study load that depends on the outcome of the decision of the Programme Director or an admission committee. More information on the bridging programme is specified in the programme-specific appendix.
3. The bridging programme can be taken as a separate pre-master programme, or as a special bridging minor ("doorstroomminor"), agreed upon with a Dutch university of applied sciences (HBO) or a Dutch research university.
4. The term in which the bridging programme has to be completely finished is set down in the programme-specific appendix.
5. Students who fail to complete the entire bridging programme successfully within the specified time will not be admitted to the master programme.
6. Students are allowed no more than two attempts to sit the corresponding exam per study unit of the bridging programme. Students who fail to successfully complete a study unit within these two attempts will not be admitted to the master programme.
7. Additional information on bridging programmes is included in the programme-specific appendix to the relevant programme.



## **Paragraph 3 – Content and structure of the programme**

### **3.1 Programme objectives and intended learning outcomes**

*Right of consent UC, right of advice FC*

The objectives and intended learning outcomes (Article 7.13, paragraph 2c of the Act) are described in the programme-specific appendices.

The intended learning outcomes of the master 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 4TU.

The Dublin Descriptors are:

- a. Knowledge and insight
- b. Application of knowledge and comprehension
- c. Critical thinking
- d. d Communications
- e. Learning skills

The 4TU 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

### **3.2 Structure of the programme**

*Subs 1, 2a-c, e-g, k Right of consent UC, right of advice FC*

*Subs 2d, h-j, 3, 4 Right of consent FC, right of advice PC*

1. The following programmes have a standard study load of 60 EC: BA, M-COM, ES, EST, LMM, MEEM, MPS and PA.
2. The programmes ECB, EMM, IEM and PSTS have a study load of 120 EC.  
The study load of the programme MRM and the PHO master programme MPM is in the range of 60 - 71 EC.
3. The programme is described in the programme-specific appendix to these Regulations, in accordance with Article 7.13, paragraph 2 a to e, h, i, j, l, s, t, v and x of the Act. The items described include:
  - a. the content of the programme and its final examination (Article 7.13, paragraph 2a of the Act);
  - b. content of the specialisations (Article 7.13 paragraph 2b of the Act);
  - c. the qualifications as to the knowledge, insight and skills that a student must have acquired after having finished the programme (Article 7.13, paragraph 2c of the Act);
  - d. content of practical exercises (Article 7.13, paragraph 2d of the Act);
  - e. study load of the programme and of all study units that comprise the programme (article 7.13 paragraph 2e of the Act);
  - h. number and sequence of the exams, as well as the moments they can be taken (Article 7.13 paragraph 2h of the Act);
  - i. programme format: full-time, part-time, sandwich, according to the CROHO registration (Central Register of Higher Education Study Programmes) (Article 7.13 paragraph 2i of the Act);
  - j. where necessary, the order in which, the periods within which and the number of times per academic year that opportunities to take exams are offered;
  - l. format of the exams: oral, written, individual, group etc., barring the Examination Board's authority to decide on a different format in special circumstances (Article 7.13, paragraph 2l of the Act);
  - s. required sequence of exams: whether or not passing certain exams is a condition for admission to participation in teaching activities or other exams; (Article 7.13 paragraph 2s of the Act);
  - t. admission standards and participation requirements for practical exercises (Article 7.13 paragraph 2t of the Act);
  - v. if applicable: the manner of selection of students for a special trajectory (honours) within the programme, as meant in art. 7.9b of the Act;
  - x. organisation of the programme (Article 7.13 paragraph 2x of the Act).

Additional items included in the programme-specific appendix are:

- requirements related to electives and students' individual choices;
- transitional arrangements, as referred to in Article 8.4 of the EER;
- language to be used for teaching and examinations (Article 7.2 of the Act and Article 3.3 of the EER);
- validity of test results (art. 4.8.3 of the EER).

### 3.3 The programmes' Language of tuition

*Right of consent FC, right of advice PC*

1. The language of tuition for the master programmes BA, M-COM, ES, EST, IEM, MPS, MEEM, PA and PSTS is English. Deviations from this rule in parts of the programme may be in place, if approved by the Programme Board authorised to this end. For the final thesis of these programmes the following applies:
  - a. The final thesis is written and defended in English. Students are free to make a translation or summary in Dutch once this is necessary for the dissemination of the research results, but the final grade will be based on the original version in English, unless stated otherwise in the programme-specific appendix.
  - b. In exceptional circumstances the Examination Board may allow a deviation from this rule.
2. The language of tuition in the master programmes ECB, EMM, LMM, MPM and MRM is Dutch. Deviations from this rule in parts of the programme may be in place, if approved by the Programme Board authorised to this end.
3. If in parts of the programme there is a deviation from the language of tuition it will be according to the Code of Conduct Languages of the Institution and art. 7.2 of the Act.
4. If the language of a study unit and/or exam differs from the standard language of the programme as described in section 1 of this article, the examiner of the study unit has to publish this via Osiris.

### 3.4 Exemption

*Right of consent FC, right of advice PC*

1. The Examination Board may, upon request from a student, grant an exemption from one or more complete units of study. In order to be exempted, students will have to demonstrate to have completed a component of a similar content, size and level of a different programme or university or higher professional education programme or to have, as a result of work and/or professional experience, sufficient knowledge and skills regarding the study unit concerned.<sup>2</sup>
2. Students may be exempted from the obligation to participate in practical exercises if they can demonstrate that they expect to be placed in a moral dilemma as a result of the need to meet one of the requirements for this component. In such cases, the Examination Board decides whether the component can be carried out in another manner to be determined by the Examination Board.
3. This article does not apply to bridging programmes as referred to in article 2.3.

### 3.5 Flexible programme (Free Master Programme)

*Right of consent FC, right of advice 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 Act. The Examination Board assesses whether the programme is appropriate and consistent within the domain of the programme and whether the level is appropriate in the light of the intended learning outcomes of the programme.

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<sup>2</sup> The Rules and Guidelines of the Examination Boards provide more information on how to proceed in case of exemptions.

## Paragraph 4 - Education and testing

### 4.1 General

*Subs 4-7, 9-11 Right of consent UC, right of advice FC*

*Subs 1-3, 8 Right of consent FC, right of advice PC*

1. The Executive Board is responsible for the practical organisation of tests and exams (art. 7.10 paragraph 3 of the Act).
2. A study unit is completed with an exam. An exam can be of the following types:
  - a. a written or oral test,
  - b. an assignment in any possible format,
  - c. a series of tests,
  - d. the evaluation of practical exercises as referred to in Article 1.2 of the Act,
  - e. or any combination of the types just mentioned.
3. The thesis is a public document that will be published in the repository of the library of the University of Twente.
  - a. The Examination Board may deviate from this rule under exceptional circumstances. Students can submit a motivated request on this subject to the Examination Board.
4. 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 or unless the Copyright Act provides otherwise.
5. Test results are expressed in a grade from 1 to 10, with one decimal place, or as 'pass / fail'.
6. 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:
  - a. Grades will only be rounded in the last phase of the assessment of the study unit.
  - b. The rounding is done in accordance with the following scheme:

Grade $\geq 5.00$ and $< 5.50$	$\Rightarrow 5.0$
Grade $\geq 5.50$ and $< 6.00$	$\Rightarrow 6.0$
In case $n \neq 5$	
Grade $\geq n.00$ and $< n.25$	$\Rightarrow n.0$
Grade $\geq n.25$ and $< n.75$	$\Rightarrow n.5$
Grade $\geq n.75$ and $< (n+1).00$	$\Rightarrow (n+1).0$

7. Exam results of 6.0 or higher are a pass.
8. An exam result will be determined by the responsible examiner.
9. The questions, tasks and assignments of each (interim) exam will not exceed the scope of the learning objectives and the information from the classes of the study unit. This also may refer to the content of those units of study that require obligatory prior knowledge for a specific study unit. An outline of the learning objectives will be published before the start or during the first meeting of each study unit.
10. Before the start of the course or during the first lecture the examiner will disclose the following aspects of the exam:
  - a. design of the education (teaching methods) and testing (including mandatory and recommended study materials);
  - b. further information about the exam (including exam format);
  - c. In case of a series of exams or a combination of testing formats, as referred to in paragraph 2, the weighting of these tests to determine the final grade.
11. The information mentioned in sub 2 above will be published in the electronic learning environment of the study unit.
12. The student has the right to either view model exam questions or practice exams or representative past exams including the corresponding model answers and assessment standard.

13. Pass grades for an exam are 6 and higher. An exam is passed if all requirements<sup>3</sup> are met, as published in accordance with sub 11 of this article.
14. If a student receives more than one authorised result for the same study unit, the highest result will apply<sup>4</sup>.

## 4.2 Modules

(This article is not applicable to the master programmes)

## 4.3 Registering for a study unit and tests

*Right of consent UC, right of advice FC*

1. To participate in a study unit, registration is required via Osiris prior to the start of the study unit.
2. By registering for the study unit the student is automatically also registered for the first regular exam that goes with this study unit.
  - a. Students must register via Osiris separately for any exam other than the first regular exam that goes with this study unit and their study programme, within the time frame that the registration is open (between 30 days and 10 working prior to the exam);
  - b. Students are responsible for (checking) their registration for any exam.
3. Students can deregister for a written exam/test via Osiris no later than the day prior to the test in question.<sup>5</sup>
4. Students of the PHO master programme are not obliged to register via Osiris to take part in the study unit or the exams/tests.
5. To take part in some units of study prerequisites can be stated. Information about these prerequisites can be found in the programme-specific appendices. In certain circumstances the Examination Board of the programme which offers the study unit has the authority to deviate from these requirements.
6. Information about re-sits and the terms and conditions attached to them, and their registration manner, is made known in the test plan prior to the start of the study unit.

## 4.4 Assessment plan

(This article is not applicable to the master programme)

## 4.5 Tests

*Right of consent UC, right of advice FC*

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

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<sup>3</sup> Further details can be found in the Pass-fail regulation of the course.

<sup>4</sup> See programme-specific appendices (COM, EST, MEEM, MPS, PSTS) for specific regulations for improvement of previous performance.

<sup>5</sup> i.e. until midnight (24:00) of the day before the day of the test.

## 4.6 Oral tests

*Right of consent UC, right of advice FC*

Oral tests will be conducted in public, unless the Examination Board has determined otherwise in a particular case.

1. If the student or examiner actually wishes third parties to be present during an oral test, a request to that effect should be submitted at least 15 working days prior to the oral test with the Programme Board. The decision on this request should be made known to the student and examiner ultimately 5 working days before the oral test. The Programme Board needs to inform the Examination Board of this decision at the next meeting of the Examination Board. Public graduation symposia, public presentations and group testing are excluded from this provision.
2. If the Examination Board decides 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 exam, then the Examination Board is to make this known to the examiner and the student at least one day prior to the oral exam.

## 4.7 Term Assessment, date of exam or test

*Right of consent UC, right of advice FC*

1. Within 15 working days of the completion of a study unit, the exam result will be published via Osiris.
2. The examiner is to inform the student of the result of an oral test or exam within one (1) working day.
3. The provisions of paragraph 2 do not apply if the oral test is part of a series of oral tests of the same study unit, which takes place on more than one working day. In that case, the examiner determines the result within one working day after the conclusion of the series of oral tests.
4. If the result of a test is based on the completion of one or more assignments, a paper or a thesis, the deadline for submission of the final part will count as the test date.
5. Should an examiner not be able to meet the deadline as described in paragraph 1 due to special circumstances, he or she will report this with reasons to the Examination Board. The students involved will be informed of the delay as soon as possible while stating the new deadline by which the result will be announced. If the Examination Board feels that the examiner is in omission, they can upon request of the Programme Board order a different examiner to determine the mark.
6. If a second test opportunity is planned shortly after the first, the results of the first test will be published at a time that provides the student with at least 5 working days to prepare for the second opportunity.
7. Results published through Osiris are official.

## 4.8 Period of validity

*Sub 1 Right of consent UC, right of advice FC*

*Sub 2, 3 Right of consent FC, right of advice PC*

1. The validity of a result of a study unit has no limitation<sup>6</sup>.
2. Test results are only valid in the academic year in which they were obtained. At the request of the student, the Examination Board can extend this period in individual cases.
3. Exceptions to sub 1 and 2 are specified in the programme-specific appendix.

## 4.9 Right of discussion and review

*Right of consent UC, right of advice FC*

1. The student is entitled to a clarification of the results of a test from the examiner, whereby the examiner substantiates the assessment that was given. If no collective discussion of the results is held, the student may submit a request for an individual discussion of the results to the examiner within ten working days of publication of the test results. The discussion must take place at the latest five weeks after the publication of the test results, in the presence of the examiner or an authorised replacement.
2. During a period of two years after the assessment students are entitled to inspect their work.

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<sup>6</sup> In case the examined knowledge, understanding or skills are demonstrably out of date, the Programme Board can set restrictions as to the period of validity of the said study unit.

3. The student may not make duplicates or copies of the test materials in any way during the inspection of his work, unless specified differently by the responsible examiner.

#### **4.10 Retention period for tests**

*Right of consent UC, right of advice FC*

1. The questions, elaborations and the assessed work of written tests will be retained for a period of two years in the administration of the relevant chair or department.
2. The retention period of theses of the master programme is seven years. Theses are filed digitally at a central location by the Executive Board.

#### **4.11 Evaluation of education**

*Right of consent UC, right of advice FC*

1. The Programme Board applies annual Plan Do Check Act cycles for the programme and for units of study (<https://www.utwente.nl/en/bms/education/quality-assurance/pdca-cycle-degree-programme/>).
2. At the end of the educational period the student experience is probed with a written survey.
3. The Programme Board writes an annual improvement plan which is subject to advice by the programme committee.
4. The Programme Board engages in panel meetings with students to discuss the current experience for immediate corrections in units of study.
5. At the end of the master thesis the Programme Board probes the student experience in the MSc programme.
6. The results on scaled items in student opinion surveys are made available to students and staff.
7. Improvement points for the programme and for units of study are made available to students and staff.

## **Paragraph 5 – Final examination**

### **5.1 Examination Board**

*Right of consent FC, right of advice PC*

1. The Faculty Board:
  - a. appoints the members of the Examination Board based on their expertise in the domain of the relevant programme or group of programmes (Article 7.12a, paragraph 1 of the Act);
  - b. consults the members of the relevant Examination Board before proceeding to appoint a member (Article 7.12a, paragraph 4 of the Act);
  - c. ensures that the independent and expert operation of the Examination Board is sufficiently guaranteed (Article 7.12a, paragraph 2 of the Act).
  
2. In accordance with Article 7.12a, paragraph 3 of the Act, the Faculty Board ensures, when appointing members of the Examination Board, that:
  - a. at least one member is affiliated as a teacher in the relevant programme or in one of the programmes that is part of the group of programmes;
  - b. at least one member is not in any way affiliated with the relevant programme or with one of the programmes that is part of the group of programmes;
  - c. members of the Institutional Board or persons who bear financial responsibility within the institution are not to be appointed.
  
3. In addition to the duties and qualifications referred to in articles 7.11 and 7.12, paragraph of the Act, the Examination Board has the following duties and qualifications:
  - a. safeguarding the quality of the interim exams and final exams (article 7.12c of the Act);
  - b. determining the guidelines and instructions within the framework of the Education and Examination Regulations as referred to in article 7.13 of the Act, in order to assess and determine the results of interim exams and final exams. These are set down in a separate document entitled Rules and Guidelines of the Examination Board;
  - c. the statutory authority of the Examination Board applies to all units of study comprising the student's programme. Information on the units of study belonging to the programme are described in the programme-specific appendices.<sup>7</sup>
  - d. granting permission to a student to follow a flexible or free programme, leading to a degree, as referred to in article 7.3h of the Act. The most suitable Examination Board of the most suitable programme may grant this permission;
  - e. granting exemptions for taking one or multiple exams.
  - f. drawing up a report of its activities each year. The Examination Board submits the report to the Faculty Board (Article 7.12b, paragraph 5 of the Act).
  - g. warranting the quality of the organisation and the procedures regarding tests and exams.
  
4. If a student files a request or complaint with the Examination Board involving an examiner who is a member of that Examination Board, that examiner will not take part in the handling of the request or complaint.

### **5.2 Final examination**

*Subs 2-4 Right of consent UC, right of advice FC*

*Sub 1 Right of consent FC, right of advice PC*

1. In accordance with Article 7.10, paragraph 2 of the Act, a master programme final examination is deemed successfully completed if the exams of the units of study of the master programme have been taken successfully.
2. In evidence of the fact that the final examination has been completed successfully, the Examination Board awards a certificate, after the Institutional Board has declared that the procedural requirements for delivery have been met. The date recorded on the certificate, the final exam date, is the date on which the student successfully completed the last remaining study unit. The Examination Board adds a supplement to a certificate.
3. If so desired, the student has the right to submit a substantiated request in writing to the Examination Board to postpone declaring the degree as 'successfully completed' and consequently to postpone the presentation of the certificate as well. The student must indicate at least the duration of the

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<sup>7</sup> If programmes offer electives belonging to other faculties or programmes the rules and regulations of tests and exams of the offering programme apply. Decisions in case of specific facilities or extra tests or exams do also lie within the authority of the Examination Board of the offering programme.

postponement he desires in his request. The duration of postponement is limited to a maximum of 12 months<sup>8</sup>.

4. The details of the provision in paragraph 3 will be included by the Examination Board in the Rules and Guidelines of the Examination Board.
5. If the student has requested postponement on the basis of paragraph 3, the final exam date will be the date following postponement on which the Examination Board has decided to declare the student to have successfully completed the final examination.

## 5.3 Degree

Sub 1 *Right of consent FC, right of advice PC*

Sub 2 *Right of consent UC, right of advice FC*

1. Students who have successfully met all requirements for the master's final examination are awarded a Master of Science degree.
2. The degree awarded will be stated on the certificate. The diploma supplement will also state the average grade.

## 5.4 Certificate and supplement

*Right of consent FC, right of advice PC*

1. The Examination Board grants a certificate as proof that the student has successfully passed his or her final examination. The certificate will be signed by the chair of the Examination Board or, in absence of the chair, by one of the members of the Examination Board.
  - a. If a student satisfactorily completed all units of study of the master programme, a certificate may be issued upon passing the master project. In this case, the certificate may be signed also by the two examiners of the thesis committee, if duly mandated.
2. The certificate will state the following (Article 7.11 of the Act):
  - a. the student's name and date of birth;
  - b. the name of the Institution and the programme it concerns as referred to in the register, referred to in Article 6.3 of the Act;
  - c. if the student has successfully completed an honours programme during the master programme, this will be recorded on the diploma supplement as an extracurricular programme;
  - d. the date on which the final examination was set;
  - e. the courses within the programme;
  - f. the degree awarded (Article 7.10a of the Act);
  - g. in appropriate cases what qualification was attached thereto (taking into account Article 7.6, paragraph 1, of the Act);
  - h. the date on which the programme was most recently accredited or passed the initial accreditation assessment as referred to in Article 5a.11, second paragraph of the Act.
3. The International Diploma Supplement will be appended to the certificate for the successfully completed degree (Article 7.11, paragraph 4 of the Act). The purpose of the supplement is to provide information on the nature and content of the completed programme, partly with a view to the international recognition of programmes. This supplement will always contain the following information:
  - a. the name of the programme and the name of the university;
  - b. the fact that it is an academic programme;
  - c. a description of the content of the programme; where applicable also stating the specialisation taken;
  - d. the study load of the programme;
  - e. the components of the degree and their assessment;
  - f. exams that were passed by the student, which are not part of the degree.
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, will be provided upon request with a written statement from the Examination Board stating in any event the exams they have passed (Article 7.11, paragraph 5 of the Act).

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<sup>8</sup> The UT Executive Board has determined this limitation.



## 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.*

## 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 art. 9.18 sub 1 of the Act.
3. The Programme Committee has the right of consent as to the method of evaluation of the education in the programme, according to art. 7.13 sub 2.a1 of the Act.
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.  
<https://www.utwente.nl/en/bms/intranet/regulation-committees/faculty-council/regulations/>

## **Paragraph 6 - Student guidance**

### **6.1 Study progress overview**

*Right of consent UC, right of advice FC*

1. The student may request a certified study progress overview from the Student Services Desk.

### **6.2 Student guidance**

*Right of consent FC, right of advice PC*

1. The Faculty Board is responsible for student counselling, which includes informing the student of study opportunities within or outside the programme. The Faculty Board has given a mandate to the relevant programme director to execute the duties of student guidance.
2. Each student is appointed a study adviser.
3. The study adviser offers advice on study-related matters and advice related to personal problems that may affect the student's studies, if the student so desires.
4. Students wishing to exercise their entitlement to specific counselling or special facilities are required to contact the study adviser. The study adviser will record any agreements made with the student, from which the student and the Programme Board can derive rights.
5. The following applies to the entitlement to special facilities:
  - a. demonstrable force majeure or personal circumstances;
  - b. if necessary and possible, dispensation for participation in exams or tests and/or the availability of special facilities with regards to the final examination. Such dispensation and additional testing opportunities can only be granted by the Examination Board.

## **Paragraph 7 - Studying with a functional impairment**

*Right of consent UC, right of advice FC*

### **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. It is explored in consultation with the student and on the basis of an interview with the study adviser what adjustments as referred to in Article 2 of the Equal Treatment Act on the basis of a Handicap/Chronic Illness (WGB h/cz) are considered most effective for this student.
3. Adjustments are intended to remove specific obstructions when following the programme 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 exams, alternative courses or a custom study plan. Realising the programme's 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 three months before the student is to participate in classes, exams and tests for which the facilities are required.
5. The application is supported by documents that can reasonably be requested to assess the application (such as a doctor's or psychologist's letter or, in case of dyslexia for example, a report by a testing bureau registered with BIF, NIB or NVO).
6. The Faculty Board makes a decision, within twenty working days of receipt of the application, or earlier if the urgency of the application so necessitates, on the validity of the application as described in paragraph 4, and informs the student and the study adviser of its 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 functional impairment.
8. Should the Faculty Board turn down the application in full or in part, it will inform the student of the reason for the rejection and the possibilities for lodging an objection or an appeal. Objections and appeals must be submitted in writing within six weeks, of the decision being announced to the relevant party, at the Complaints Desk at Student Services.
9. Should extra facilities be granted, it will be stated for what term this grant will apply. The applicant and the study adviser will evaluate the facilities before the end of this term. During this evaluation, the parties will discuss the effectiveness of the facilities provided and whether they should be continued.
10. In the case of dyslexia, an additional period of 15 minutes for every hour is granted in the event additional time for a test is granted.
11. The Faculty Board has charged the Programme Board with the processing of the applications referred to in paragraphs 4 to 8.

## **Paragraph 8 - Amendments, transitional arrangements, appeals and objections**

Subs 1-4, 6-8 *Right of consent UC, right of advice FC*

Subs 5,9 *Right of consent FC, right of advice PC*

### **8.1 Conflicts with the regulations**

If other additional regulations and/or provisions pertaining to teaching and/or exams conflict with these Education and Examination Regulations, the present Education and Examination Regulations take precedence.

For the purposes of international cooperation with higher education institutions abroad, the arrangements made between the faculty of Behavioural, Management and Social Sciences and foreign institutions may differ from the regulations of this EER. Such arrangements will be announced as quickly as possible and set out in the programme-specific appendix.

### **8.2 Administrative errors**

If, following the publication of an (interim) exam result, a list of marks, or an overview of a student's progress, an apparent error is discovered, the discoverer, be it the university or the student, is required to make this known to the other party immediately upon finding the error and to cooperate with rectification of the error.

### **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 by the Examination Board.

### **8.4 Transitional arrangement**

1. In the case of amendments to the Education and Examination Regulations, the Faculty Board has to approve a transitional arrangement.
2. The transitional arrangement will be published on the website of the programme and in the programme-specific appendix.
3. Basic starting points for a transitional arrangement if a programme is changed:
  - a. changes to a programme are published before the start of the academic year in which they are to apply;
  - b. no guarantee can be given that all the units of study of a programme, as they existed at the time of students' enrolment in a programme, will continue to be part of their programme. The programme as most recently approved by the Faculty Board serves as the basis for establishing the results of the master's final examination.
4. The transitional arrangement will always include:
  - a. which lapsed units of study are equivalent to units of study or components thereof in the current programme included in the programme appendix;
  - b. that if a study unit without practical exercises is removed from the programme, there will be at least two opportunities in the subsequent academic year to take a written or oral exam or to obtain an assessment by some other means;
  - c. that if a study unit that involves practical exercises is removed from the programme, and during the subsequent academic year no opportunities are offered to carry out these practical exercises, at least one study unit is designated as a suitable replacement for the lapsed study unit;
  - d. the term of validity of the transitional arrangement.
5. The transitional arrangement described in sub 4 above, requires the approval of the Examination Board.
6. In exceptional cases, and if this is to the student's advantage, the Examination Board may allow a deviation from the number of times and the way in which (interim) exams may be taken for a study unit that is no longer part of the programme.

## **8.5 Assessment Education and Examination Regulations**

1. The Faculty Board is responsible for the regular reassessment 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 Act, 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 assesses on an annual basis the way in which the Education and Examination Regulations are implemented.

## **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 six weeks after notification of the decision.

## **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.

## **8.8 Publication**

The Education and Examination Regulations and the Rules and Guidelines of the Examination Board are published via the website of the programme in question.

## **8.9 Entry into force**

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

## 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 tests<sup>9</sup> 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.

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<sup>9</sup> Written tests include those that are taken digitally



## Rules

1. Students may enter the room 15 minutes prior to the start<sup>10</sup> 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 card<sup>11</sup> 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,<sup>12</sup> 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.

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<sup>10</sup> 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.

<sup>11</sup> 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.

<sup>12</sup> Accompanying students to the bathroom may not be necessary, as in Thern 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			
<b>1) Remarks / irregularities (point in time of irregularity)</b>			
<b>Evidence (cheating papers, pictures, wearables)</b>			
<b>2) Remarks / calamities (fire drill, alarm, power outage, evacuations)</b>			
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	