

**GUIDELINE AND MODEL
EDUCATION AND EXAMINATION
REGULATIONS FOR
BACHELOR'S PROGRAMMES
(EXCEPT UCT ATLAS)**

***General section of the programme part of the student charter,
including the education and examination regulations (EER)
for the faculty***

***Behavioural, Management and Social Sciences (BMS)
2022-2023***

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:
bachelor's programmes

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

Reference: BMS-OSC-11036
Date: 1 September 2022

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Section 1 General provisions

Article 1.1 Applicability of these regulations

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. Students attending courses that are not part of the student's core programme (see Article 1.2) are subject to the assessment rules laid down in the assessment schedule of the relevant study unit. The decision on special facilities in accordance with Article 5.2 may only be taken 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 institute section of the [student charter](#) includes a definition of what the University of Twente considers to be academic misconduct (fraud). The rules and regulations of the examination board for the bachelor's programme in question include additional rules about academic misconduct (fraud), such as which measures the examination board may take if it establishes misconduct (fraud). *The related provisions are appended to these Regulations.*
7. The rules and regulations of the examination board of the bachelor's programme in question include provisions about the rules of order during tests and rules in case of emergencies.
8. The following applies in respect of the language used in the education and examination regulations and the rules and regulations of the examination board:
 - a. In case of uncertainty or discrepancy, the Dutch version of this general section is binding.
 - b. English versions of the programme-specific appendix of the education and examination regulations and the examination board's rules and regulations should be available for English-taught bachelor's programmes.
 - c. Where the programme-specific appendix of the EER and the rules and regulations of the examination board of the bachelor's programme concerned are available in both Dutch and English, each version must, for the sake of clarity, state which version is binding.
9. Requests for exemptions in respect of provisions laid down in the education and examination regulations should be submitted to the examination board or the programme director of the student's own bachelor's programme, as laid down in the relevant articles of these Regulations.

Article 1.2 Definitions

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

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

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 students' achievement of specified attainment levels.*

Assessment schedule: A schedule showing the method of assessment for a module.

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

(Binding) recommendation on continuation of studies (Bindend studieadvies, BSA): A recommendation on continuation of studies as referred to in Article 7.8b, paragraph 1 and 2 WHW involving expulsion from the programme in accordance with Article 7.8b, paragraph 3 WHW, issued by the programme director on behalf of the institutional administration.

BMS: *The faculty of Behavioural, Management and Social sciences.*

BOZ: *Bureau OnderwijsZaken (Educational Affairs Office) of the faculty BMS.*

Canvas University of Twente's digital learning environment.

Core programme: The same study units from the curriculum that apply to all the students following a programme.

Credit: A unit of 28 study workload hours, in accordance with the European Credit Transfer System. A full-time academic year consists of 60 credits, equal to 1680 hours of study (Article 7.4 WHW).

Curriculum: The aggregate of required and elective study units constituting a degree programme as laid down in the programme-specific appendix.

Degree programme: Bachelor's degree programme as referred to in the programme-specific appendix to these education and examination regulations.

Examination: An evaluation, performed to conclude a study unit, of the student's knowledge, understanding and skills as well as an assessment of the outcomes of that evaluation (Article 7.10 WHW); an examination may consist of a number of tests.

Examination Board: The body that objectively and professionally assesses whether a student meets the conditions laid down in the education and examination regulations regarding the knowledge, understanding and skills required to obtain a degree (Article 7.12 WHW).

Examiner: The individual appointed by the examination board to administer examinations and tests and to determine the results, in accordance with Article 7.12 paragraph c WHW.

Exemption: The decision of the examination board that the student has knowledge and skills which are comparable in terms of content, scope and level with one or more study units or components of study units. An exemption is granted on the basis of acquired competencies, i.e. previously passed examinations in higher education or in view of knowledge and skills attained outside higher education.

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

Final examination: A degree programme is concluded with a final examination. If the study units in the degree programme have been completed successfully, then the final examination will be deemed to have been completed (Article 7.10 WHW).

Higher Education and Research Act (abbreviated to 'WHW'): The Higher Education and Research Act, Bulletin of Acts and Decrees 1992, 593, and its subsequent amendments.

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: University of Twente (Universiteit Twente).

Institutional administration: The Executive Board of the University of Twente (Article 1.1 WHW).

Minor profile: Elective space conferring 30 credits that the student can also fill with offer outside the programme.

Module: A total of 15 credits of one or more study units, in which the student's programme-specific knowledge, skills and attitude are developed and assessed as far as possible in an integrated and/or coherent manner.

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

Osiris: System designated by the institutional administration for registration and for providing information on all relevant data related to the students and the degree programme, as referred to in the WHW.

Practical exercise: A practical exercise as referred to in Article 7.13, paragraph 2d WHW is a study unit or a study unit component emphasising an activity that the student engages in, as described in the programme-specific appendix.

Programme Committee (OLC): Committee referred to in Article 9.18 WHW, in *Dutch Opleidingscommissie*.

Programme Director: The person appointed by the faculty board to administer the programme (Article 9.17 WHW).

PSY: The Bachelor of Science programme Psychology.

Student: Anyone enrolled in a programme in accordance with Article 7.34 and 7.37 WHW.

Study advisor: Person appointed by the faculty board who acts as contact between the student and the university, and in this role represents the interests of the student, as well as fulfilling an advisory role.

Study unit: A programme component as defined in Article 7.3, paragraph 2 and 3 WHW. Each study unit is concluded with an examination.

Study workload: The time an average student needs to learn the course material. The study workload comprises project work, independent study, lectures and writing assignments, for example. The study workload is expressed in ECTS credits according to the European Credit Transfer System.

Test: An evaluation of the student's knowledge, understanding and skills as well as an assessment of the outcomes of that evaluation. A test is part of an examination. If the examination for a study unit consists of a single test then the result of that test will count as the result of the examination.

Teaching period: The period in which a study unit is offered. This period starts in the first week in which an educational activity takes place for the study unit concerned and ends in the final week in which an educational activity takes place and/or a test is administered for the study unit concerned. Resits are not part of the teaching period. This period may sometimes not be the same as a quarter (a quarter of an academic year).

UT: University of Twente.

WHW: The Dutch Higher Education and Research Act (see above).

Working day: Any day from Monday to Friday with the exception of official holidays and the prearranged compulsory holidays ('brugdagen') on which the staff are free.

The definition of all other terms used in these Regulations is in accordance with the definition accorded by the main text of this document, the programme-specific section of the EER, the student charter or the WHW.

Section 2 Contents and structure of the programme

Article 2.1 Final attainment levels and Structure of the programme

Explanatory notes: Article 7.13 WHW

1. The qualities relating to the knowledge, understanding and skills that the student should have acquired upon completing the programme (aims and learning outcomes) are set out in the programme-specific appendix.

The final attainment levels 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

2. The programme consists of 180 credits.
 - a) The programme consists of a core programme of 120 credits, a minor of 30 credits and a graduation phase totalling at least 15 credits. Exceptions are the Advanced Technology and Technical Medicine programmes, which have electives instead of minors, or have no minors, but do have a core programme of more than 120 credits.
 - b) The core programme of the educational programme is specified in the programme-specific appendix.
 - c) The core programme consists of modules.
 - d) Before the start of a study unit, the student must meet the prior knowledge prerequisites for that study unit, as described in the Osiris Course Catalogue.
 - e) Students generally complete their minor courses in the first semester of their third year of study.
 - f) The programme for which the student is enrolled may set conditions for the number of credits required to be eligible for admission to the minor course. These conditions are specified in the relevant programme-specific appendix.
 - g) Students are limited in their choice of minor by the provisions of paragraph d and f. The choice of minors available can be viewed on the [minor website](#).
 - h) In principle, the second semester of the third year of studies is devoted to the graduation phase, which comprises a minimum of 15 credits.
 - i) The student must at a minimum have completed the core of the bachelor's programme to be admitted to the graduation phase.
 - j) The examination board¹ is authorised in individual cases to deviate from paragraph d, f, h and i, if strict adherence to those provisions would result in an unacceptable delay in study progress. In consultation with the study advisor, the student may submit a proposal to the examination board for this.
2. The programme-specific appendix describes the degree programme in accordance with Article 7.13, paragraph 2, a to e, i, l, s, t and v WHW.
3. *If the programme has an honours programme, this is also included in the programme-specific appendix, together with the selection procedure (art. 7.13, sub 2v WHW).*

¹ It is important that the student is still able to achieve the final attainment levels of the programme. In light of this consideration, this authorisation has been formally conferred to the examination board, as they are the ones to ensure that a student who achieves the final attainment levels is able to graduate.

Article 2.2 The programme's language of tuition

1. The official language of tuition is the language in which education is given, in which teaching material is provided and in which tests and examinations are held. Bachelor's programmes taught in Dutch will generally use study materials in English or Dutch.
2. The choice of the official language for an educational programme or components of an educational programme lies with the programme director, subject to the right of consent of the programme committee. The educational programme's language of tuition is specified in the programme-specific appendix.
3. If programme components deviate from the language of tuition, then this is to take place in accordance with the Code of Conduct for Languages of the University of Twente and Article 7.2 WHW.
4. For bachelor's programmes taught in Dutch, components of study units may be taught and assessed in English, if:
 - a) a lecturer or tutor in the unit of study is not a native speaker of Dutch, or
 - b) students from the relevant bachelor's programme take the module together with students from an English-taught bachelor's programme, or
 - c) the programme director considers it necessary in order to fulfil one of the attainment targets or objectives of the educational programme in question in the area of English language communication skills.
5. *Deviation from paragraphs of this article is possible only with the permission of the programme director.*

Article 2.3 Exemption

1. The examination board may grant an exemption to students at their request for one or more examinations or tests. To this end, the student should demonstrate having sufficient knowledge and skills in relation to the examination concerned or the test in question.
2. An exemption granted by the examination board will be registered in Osiris under the study unit or study units, or components thereof, by means of an EX (exemption).
3. Students cannot be compelled to take additional study units or components of study units in their curriculum instead of an exemption that has been granted.
4. Students may also be exempted from practical exercises if they can demonstrate that a required practical exercise will likely give rise to a personal moral dilemma. In such cases, the examination board will determine whether the component can be completed in another manner and in what way.

Article 2.4 Elective programme

The examination board decides on requests for permission to take an elective programme as referred to in Article 7.3j WHW. The examination board assesses whether an elective programme is appropriate and consistent within the domain of the educational programme and whether the level is high enough in light of the attainment targets of the programme.

Section 3 Teaching and Assessment

Article 3.1 General

1. Each study unit concludes with an examination.
2. The examination consists of one or more tests.
3. A test or examination may take several forms, e.g. a written test, an assignment, an oral test, practical exercises or a combination of the aforementioned. Tests and examinations can be administered online.
4. The programme director publishes at least the following details of the study units in Osiris not less than four (4) weeks in advance: scope, learning objectives and content, language of tuition and assessment, prerequisites, required and recommended study materials, design of teaching methods and assessment.
5. The possibility of unconditional access to at least one resit² must be offered for each study unit in the same academic year. An exception may be made for practical exercises (such as practical classes and projects).
6. *When examinations or tests are made by lecturers or researchers at the UT in the performance of the work for which they have been appointed, the University of Twente is the copyright holder of these examinations and tests, unless otherwise agreed between the parties involved or unless the Netherlands Copyright Act provides otherwise.*
7. *The thesis is a public document that will be published in the Repository of the Library of the UT. The examination board can under specific circumstances deviate from this rule. Students can submit a request on this subject with the examination board.*
8. *Any possible compensation of opportunities spread out across the modules is stated in the programme-specific appendix of the programme.*

Article 3.2 Online assessment

1. If an examination or test is administered using online surveillance³ or online proctoring⁴, the examination board may set further rules and conditions for online (proctored) assessment.
2. Further information and detailed rules on online assessment can be found on the university's [website](#).

Article 3.3 Results

1. Results of examinations, tests or components of tests must be announced to students. Osiris is used for the registration of grades for examinations and in some cases also for tests.
2. The student has the right to inspect recent model test questions, model tests or past tests as well as their keys and the norm for assessment.
3. The time allotted to administering a test may not exceed three hours. Exceptions in this regard are listed in section 7.2. If the examiner wishes to use a form of assessment that requires more than three hours, the examiner must, with due regard for article 3.1.4, ask the examination board for approval to deviate from the above.
4. Test results are expressed in a grade from 1 to 10 with a single decimal, or as 'pass' / 'fail'.
5. The examination result of a study unit, as determined by the examiner, is expressed in half grades from 1.0 to 5.0 and from 6.0 to 10.0⁵, with grades only being rounded in the final phase⁶ of the assessment of a study unit and in accordance with the schedule below:

If figure before the decimal (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
If figure before the decimal = 5:	
Grade ≥5.00 and <5.50	=> 5.0
Grade ≥5.50 and <6.00	=> 6.0

² This means resits of all the tests within a study unit.

³ Camera surveillance of the student or students during an unrecorded test, using for example Canvas, Teams, etc.

⁴ Surveillance of the student or students using special proctoring software, such as Proctorio.

⁵ In Osiris, a comma is used, based on the Dutch grading system (e.g. 7,0).

⁶ Final phase: when all grades are known.

6. Examination results of 6.0 or higher are a pass.
7. Examination results, if a pass, obtained at foreign universities will be registered as a P (pass). Examination results obtained at Dutch universities will be adopted one-to-one, with due regard for the provisions in paragraph 5.
8. Credits may only be issued for a study unit if the study unit has been completed with a pass mark.
9. If more than one examination or test result has been recorded in Osiris for one and the same *study unit*, the highest grade will apply.

Article 3.4 Modules

1. Each module has a module coordinator, appointed by the programme director.
2. If a module comprises a single study unit then the examiner of that study unit will also be the module examiner. When a module comprises 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.

Article 3.5 Registration

1. Registration in Osiris is required prior to participating in a module or study unit⁷.
2. Upon registering for the module or study unit, the student will automatically be registered for the assessments associated with the teaching period of the module/study unit.

Article 3.6 Description of modules and assessment schedule

1. The programme-specific appendix contains a description of each module.
2. The module description must include:
 - a. the study units comprising the module and the number of related credits;
 - b. if applicable⁸, the number of tests and their relative weighting;
 - c. the language of tuition and assessment (Dutch-language programmes only);
 - d. the manner in which the examinations and/or tests are sat (oral, written or an alternative manner).
3. The assessment schedule of a module is drawn up by the examiner or examiners and is determined by the programme director. The examination board provides advice on the assessment schedule.
4. The assessment schedule must be published in Canvas at least two weeks before the start of the module.
5. The assessment schedule of a module must include:
 - a. how the learning objectives of the module or the study units of the module are assessed and when they are attained;
 - b. the period of validity of the result of the test or tests;
 - c. in which weeks examinations, tests and resits are held (the precise times and dates will be announced via my-timetable);
 - d. any required minimum grade per test; a minimum grade for a test may not be set higher than 5.5;
 - e. if applicable: information on resits (such as conditions, compensation options and grading periods).
6. The programme director may modify the assessment schedule during the module or study unit:
 - a. The assessment schedule may only be changed in consultation with the module coordinator and the examiner of the study unit.
 - b. The programme director will consult the examination board before any changes to the form or manner of administering an examination or one or more tests. If the change only involves moving tests to a timeslot other than as shown in the timetable, the programme director will inform the examination board of the decision as soon as possible.
 - c. Students are to be informed immediately of the change.
7. Changes to the assessment schedule may not put students at an unreasonable disadvantage. The examination board may take special measures in individual cases.
8. *The examination board can in specific individual cases make special arrangements regarding assessment.*

⁷ The applicable registration deadlines are mentioned on the webpage www.utwente.nl/en/education/student-services/education/courses-and-modules/.

⁸ As with integrated modules or larger study units.

Article 3.7 Oral examinations

1. If the student or the examiner wishes a third party to be present when administering an oral examination, then a request to this end must be submitted to the programme director at least fifteen working days prior to the oral examination. The student and the examiner will be notified of the programme director's decision not less than five working days in advance. The programme director must inform the examination board of the decision. Public graduation symposia, public presentations and group tests are excluded from this provision.
2. If the examination board has decided that members of the examination board or an observer on behalf of the examination board is to be present during the administration of an oral examination, then the examination board is to make this known to the examiner and the student at least one working day before the oral examination.

Article 3.8 Assessment deadline, examination and test date

1. The examiner is to inform the student of the result of an oral examination within one working day, unless, for the examiner, the oral examination is part of a series of oral examinations of the same study unit which are administered on more than one working day. In that case, the examiner is to determine and announce the result within one working day following the conclusion of the series of oral examinations.
2. The result of a test is to be disclosed to the student within ten working days after the test date, with due regard for paragraph 8 below.
3. The examination result of a study unit is to be disclosed to the student within ten working days after the conclusion of the teaching period during which the study unit is offered.
4. The examination date is the date on which the test is taken with which the student definitively passes the study unit.
5. The test date is the date on which a written or oral test is taken.
6. If a test assessment is (among other things) dependent on completing one or more assignments or writing a paper or thesis, then the test date will be the deadline of submission of the final component (or the date of the last written or oral test).
7. If a test resit is planned shortly after the first test, the results of the first test will be published at least five working days before the resit to give the student time to prepare.
8. Should the examiner not be able to meet the deadline referred to in paragraphs 1, 2, 3, 4 and 7 due to exceptional circumstances, then the examiner is to notify the examination board, providing reasons for the delay. The student concerned is to be informed of the delay immediately, and a new deadline for publication of the results will be set and notified to them. If the examination board is of the opinion that the examiner has not met the obligations, it may appoint another examiner to ascertain the result of the exam and determine the grade.

Article 3.9 Period of validity

1. The results of an examination that has been passed remain valid indefinitely. The period of validity of an examination that was passed may only be limited if the tested knowledge or understanding is demonstrably outdated or the tested skills are demonstrably outdated.
2. Results of tests of a study unit that was failed expire after the academic year. The study unit must be repeated in its entirety in the next academic year. Any exceptions are listed in the assessment schedule.

Article 3.10 Right of inspection and discussion

1. Students are entitled to discuss and review their test together with the examiner, and the examiner is to explain the assessment.
2. If the examiner holds a group discussion of the assessment, the student must use that opportunity to exercise the right to discussion referred to in paragraph 1. If a student cannot attend the group discussion or if the student is not given the opportunity at the group discussion to discuss the reasons for the examiner's assessment of the test with the examiner, the student may submit a request for individual discussion with the examiner within five working days after the group discussion. The individual discussion is to take place no later than three working days prior to the next test opportunity.
3. If there is no group discussion of the test, then a student may submit a request to the examiner for an individual discussion within ten days after publication of the results. The individual discussion is to take place no later than three working days prior to the next test opportunity.

4. Individual and group discussions must take place no later than five weeks after the publication of the test results, but at least three working days prior to the next test opportunity, in the presence of the examiner or a substitute designated for that purpose.
5. Students are to be given the opportunity to inspect their assessed work for a period of two years following the assessment.
6. *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 3.11 Retention period for tests

1. The retention period for test assignments, keys, papers and the assessments of written tests is two years.
2. The retention period for final bachelor's projects is a minimum of seven years. *Bachelors' theses are filed digitally at a central location by the institutional board.*

Article 3.12 Teaching evaluation

1. The programme director is responsible for monitoring the quality of the educational programme.
2. The programme director is responsible for evaluating the programme.
3. The programme-specific appendix details how the tuition in the programme is evaluated.

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

- a. *The programme director applies annual Plan Do Check Act (PDCA)-cycles for the programme and for study units⁹.*
- b. *At the end of the education period the student experience is evaluated through a written survey.*
- c. *The programme director writes an annual improvement plan, which is subject to advice by the programme committee.*
- d. *The programme director 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 director 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.*

Article 3.13 Programme committee

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).*

⁹ <https://www.utwente.nl/en/bms/education/quality-assurance/pdca-cycle-degree-programme>

Section 4 Examinations

Article 4.1 Examination Board

1. In line with Articles 7.12a and 7.12b WHW:
 - a. the faculty board appoints an examination board for each educational programme or group of programmes;
 - b. examination boards determine the rules and regulations for the examiners, examinations and final examinations without further consultation.

Article 4.2 Final examination and degree

Explanatory notes: Article 7.10, paragraph 2 and Article 7.11 WHW

1. The bachelor's final examination is considered to be complete when the student has passed all study unit exams in the bachelor's programme.
2. The date of the final examination is the date on which the student completes the final study unit of the degree programme.
3. A student may submit a written request, giving reasons, to the examination board to postpone the final examination, and thus to postpone the awarding of the diploma. The maximum duration of any postponement that can be granted is twelve months, in principle. In exceptional cases¹⁰, the student may have valid reasons for requesting that the awarding of the diploma be postponed for more than twelve months.
4. If the student has requested postponement based on the provisions of paragraph 3, then the date of the examination will be the date on which the examination board decides that the student has passed the final examination subsequent to the postponement.
5. Students who have successfully met all requirements for the bachelor's final examination will be awarded a Bachelor of Science (BSc) degree.
6. The degree conferred is stated on the diploma.

Article 4.3 Diploma

Explanatory notes: Article 7.11 WHW

1. The examination board will award a diploma as proof that the student has satisfied all the requirements of the *final examination* once the institutional administration has confirmed that the procedural requirements for awarding the diploma have been met. The date indicated on the diploma (i.e. the date of the final examination) is the date on which the student completed the final study unit of the degree programme.
2. The diploma will be signed by the chair of the examination board. If the chair is absent, one of the members of the examination board may also sign the diploma. *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 by the two supervisors with authority to conduct the examination, or*
 - b. *signed by the two supervisors, if duly mandated.*
3. The following information is to be stated on the diploma:
 - a. the student's name and date of birth;
 - b. the name of the institution and the degree programme as stated in the register referred to in Article 6.3 WHW;
 - c. the date of the final examination;
 - d. the study unit components of the final examination;
 - e. the degree conferred (in accordance with Article 7.10a WHW);
 - f. where appropriate, the specific qualifications associated with the degree (with due consideration for Article 7.6, paragraph 1 WHW);
 - g. the date on which the programme was last accredited or the date on which the programme passed the new programme assessment (Article 5a.11 WHW¹¹).

¹⁰ 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's programme, an extensive extra-curricular activity requires more than twelve months.

¹¹ *Currently Article 5.6 WHW.*

4. An International Diploma Supplement is to be appended to the diploma. This supplement is intended to provide insight into the nature and content of the degree programme to promote the international recognition of the programme, among other aspects. The diploma supplement is to include the following information at a minimum:
 - a. the name of the programme and the name of the university;
 - b. that the programme was offered at an institution for academic education;
 - c. a description of the programme content; an indication of any specialisation and/or minor, if applicable;
 - d. the study workload of the programme;
 - e. the final examination components and results, based on the registration of grades in Osiris;
 - f. examinations passed by the student that are not part of the final examination;
 - g. if the student has successfully completed an honours programme while on the bachelor's programme, then this fact will be stated on the diploma supplement as an extracurricular programme;
 - h. the student's average grade, weighted by credits (Grade Point Average, GPA). The diploma supplement indicates how the average grade is calculated.
5. If the examination board has awarded a specific distinction (e.g. cum laude) to the student, then this is to be mentioned on the diploma.
6. Students who have successfully completed more than one examination but cannot be awarded a diploma as referred to in paragraph 1, will receive, at their own request, from the Student Services Desk a statement prepared by or on behalf of the examination board which in any case will state the results of the examinations the student in question has passed.

Article 4.4 Graduation with distinction (cum laude)

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

Section 5 Student guidance

Explanatory notes: Article 7.13 paragraph 2b and Article 7.59 WHW

Article 5.1 Student guidance

1. The faculty board is responsible for student guidance.
2. Student support and guidance includes 'decentralized' guidance, as provided within study programmes, and 'central' guidance, as provided by the Centre for Educational Support.
3. Student guidance includes guidance with questions or problems with regard to career orientation and career choices and guidance with problems that affect study progress. Students are offered personal and professional student (career) guidance for optimal study progress. Where possible, needs for specific guidance are met.
4. Each student is assigned a study adviser.
5. The study adviser supervises students and advises them on all aspects of the studies, also on personal circumstances that may be affecting the student's studies.
6. The opportunity for an introductory interview will be offered to each student before 1 November of the first year of enrolment in the programme.
7. A systematic method on how students are monitored and obstruction in study progress is signalled is documented by the programme (for example in a policy plan or an annual cycle).
8. Information about the guidance facilities of the study programme is in any case available on the website of the study programme.

Article 5.2 Special facilities

1. If students wish to exercise their right to specific supervision or special facilities, they should contact the study adviser. The study adviser will record the agreements made with the student in Osiris.
2. A student is entitled to special facilities in case of demonstrable circumstances beyond the student's control or extenuating personal circumstances. The facility may provide for dispensation from or an additional opportunity to sit examinations or tests to be granted and/or for specific facilities to be made available. Such dispensation and additional resits may only be granted by the examination board.

Section 6 Student progress evaluation (BSA)

Explanatory notes: Article 7.8b WHW

Article 6.1 Preliminary recommendation on continuation of studies

1. Students will receive a preliminary recommendation on continuation of studies by calendar week 52 at the latest of their first year of enrolment in the programme and a second recommendation on continuation of studies by calendar week 10 at the latest. These recommendations can be positive, negative or neutral and are not binding. Students with a postponed recommendation on continuation of studies receive a warning in their second year of enrolment in the degree programme when their study progress is jeopardized.
2. Students who receive a negative recommendation on continuation of studies will be invited for an interview with the study adviser to discuss their study methods and review their choice of specialisation. A negative preliminary recommendation on continuation of studies is considered as a warning (Article 6.2, paragraph 4).

Article 6.2 (Binding) recommendation on continuation of studies

1. Students receive a written recommendation on continuation of studies, at the latest by the end of the first year of enrolment in the programme, about continuing their studies. This recommendation is based on the student's results: the student may be allowed to continue on the programme, or may be required to leave the programme, with due regard for Articles 6.3 and 6.4. The institutional administration mandates the programme director to issue recommendations on continuation of studies.
2. The recommendation on continuation of studies includes:
 - a. the results of examinations and tests from the first year of the programme that remain valid the following academic year;
 - b. the exemptions for examinations and tests in the first year that were granted to the student.The programme director may set programme-specific requirements which must be met. These requirements are specified in the programme-specific appendix. Programme-specific requirements may not state that all study units of a certain curricular course must be attained¹².
3. The programme director may decide that a recommendation on continuation of studies should involve expulsion. *A recommendation on continuation of studies that involves expulsion* is referred to as a *binding recommendation on continuation of studies* (bindend studieadvies, BSA). The programme director will take the student's personal circumstances of which the university is aware into consideration when making a decision. The recommendation on continuation of studies may only involve expulsion if the programme director considers the student as not suited to the educational programme, or the student's results do not meet the required standard, i.e. if:
 - a. the student has obtained fewer than 45 credits of the first year, or
 - b. the student has obtained 45 or more credits of the first year, but does not meet the programme-specific requirements (as referred to in paragraph 2 of this article).The decision notification relating to a binding recommendation on continuation of studies must inform the students of their right to file an objection and appeal via the Complaints Desk.
4. Before issuing a binding recommendation on continuation of studies, the programme director must first issue a warning to the student giving him/her a reasonable term in which to improve the course results, to the programme director's satisfaction (Article 6.1 paragraph 2), and the programme director will give the student the opportunity to be heard.
5. Students may file a request (supported by documentary evidence) for assessment of their personal circumstances to the Personal Circumstances Committee (CPO). This request is to be filed in consultation with the study adviser. The CPO will assess the validity, nature, severity and duration of the personal circumstances and will issue an advisory opinion on these matters. The CPO's advisory opinion, issued to the programme director and the study adviser concerned, will be taken into account in the programme director's decision-making referred to in paragraph 3.
6. Personal circumstances include illness, physical, sensory or other functional disability or pregnancy of the student involved, extenuating family circumstances, participation in top-level sports or arts and membership of the university council, faculty council, programme committee or a Category 3 or 4 board in accordance with the FOBOS Regulations.

¹² For example: 'The student must pass all mathematics study units from the B1 programme' is not permitted, whereas 'The student must pass three of the four mathematics study units from the B1 programme' is permitted.

7. Students who have received a binding recommendation on continuation of studies (BSA) may not enrol in the same degree programme for a period of three consecutive academic years. If a student re-enrols in the relevant bachelor's programme after this period, this enrolment is designated as a first-year enrolment and the relevant provisions of this section apply in full.

Article 6.3 Discontinuation of the programme

1. The programme is considered to be discontinued if the student stops taking courses or any form of tests for the programme, and where the student:
 - a. submits a request to the University of Twente to terminate the enrolment, or
 - b. submits a request to terminate the enrolment for one programme at the University of Twente and enrolls in another programme at the University of Twente, thus switching to another programme at the University of Twente, or
 - c. continues the studies at another institute of higher education with a proof of tuition fees paid (*bewijs betaald collegegeld, BBC*).
2. A recommendation on continuation of studies will not be issued if the request to terminate enrolment is received through Studielink by 31 January in the first year of enrolment for the degree programme and the student does not re-enrol for the same programme in that same academic year. If the student re-enrols in the same bachelor's programme in a following academic year, this enrolment is designated as the first-year enrolment.
3. Students who de-enrol after 1 February for a degree programme at the University of Twente will receive a recommendation on continuation of studies, as referred to in Article 6.2 paragraph 1, from the programme they discontinued.

Article 6.4 Postponement of recommendation on continuation of studies

1. The recommendation on continuation of studies as referred to in Article 6.2 paragraph 1 may be postponed if:
 - a. the student has enrolled in the degree programme on or after 1 October of the relevant academic year and on 31 August at the latest has not met the norm, or
 - b. if personal circumstances preclude an assessment of the student's suitability at the end of the first year of enrolment in the degree programme.
2. In the event of postponement pursuant to the provisions under a., the recommendation on continuation of studies will be issued by the degree programme in which the student is newly enrolled.
3. If the student whose recommendation has been postponed re-enrols in a subsequent academic year in the same programme, the end of the second year of enrolment in the relevant programme at the latest will be the deadline for issuing the recommendation on continuation of studies. The student will in any event be notified in writing within six weeks of the date of enrolment before which date the programme will issue the final recommendation. The same norm as set out in Article 6.2 paragraph 3 applies to this recommendation.
4. If a student transfers to another UT degree programme prior to 1 October, then the recommendation on continuation of studies will not be postponed based on transfer and the norm will not therefore be adjusted as referred to in Article 6.2, paragraph 3.

Section 7 Studying with a functional impairment

Explanatory notes: Article 7.13 paragraph 2m WHW and Article 2 of the Equal Treatment of Disabled and Chronically Ill People Act (WGBH/CZ)

Article 7.1 Studying with a functional impairment

1. A functional impairment is defined as having an illness, condition, impairment or handicap that might impede or otherwise constitute a barrier to the student's academic progress.
2. Facilities are to be aimed at removing individual barriers in the teaching programme and/or when it comes to taking examinations and tests. These facilities may be related to access to infrastructure (buildings, classrooms and teaching facilities) and study materials, adjustments to the form of assessment, alternative learning pathways or a customised study plan.

Article 7.2 Request for facilities

1. The study adviser and the student concerned will discuss the most effective facilities that can be provided for the student.
2. Based on the discussion referred to in paragraph 1, the student is to submit a request for facilities. This request should be submitted to the study adviser, who has been mandated by the faculty board, preferably three months before the student is to participate in classes, exams and tests for which the facilities are required.
3. The request should be supported by documents that are needed to enable an assessment to be made.
4. The study adviser will decide on the admissibility of the request and will inform the student of the decision within twenty working days after receipt of the request, or sooner if the urgency of the request dictates.
 - a. Should the request be granted, the period of validity will also be indicated.
 - b. If the request is not granted, or only partly granted, the study adviser will inform the student of the justification for not granting the request as well as the possibilities for filing an objection and an appeal with the Complaints Desk.
 - c. Students who are dyslexic, will be granted a maximum of 15 extra minutes for each hour that a test or exam is officially scheduled.
5. The study adviser shall inform the relevant parties in good time about the facilities that have been granted.
6. The applicant and the study adviser will evaluate the facilities before the end of the period for which they have been granted. During this evaluation, the parties discuss the effectiveness of the facilities provided and whether they should be continued. No evaluation takes place of facilities granted to students because of the functional impairment dyslexia.
7. *The faculty board has charged the programme director with the processing of the applications referred to in this article.*

Section 8 Amendments, transitional arrangements, appeals and objections

Article 8.1 Conflicts with the regulations

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

For 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 marks sheet, or a student's progress report a manifest 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 in rectifying the error.

Article 8.3 Amendments to the Regulations

1. Substantive amendments to these Regulations are enacted by the faculty board in a separate decision.
2. In principle, substantive amendments to these Regulations do not apply to the current academic year. Amendments to these Regulations may apply to the current academic year if the interests of the 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.

Article 8.4 Transitional arrangements

1. In the case of amendment of these education and examination regulations, the faculty board will adopt a transitional arrangement, as necessary.
2. The transitional arrangement is to be published on the degree programme's website and in the programme-specific appendix.
3. Changes to the curriculum are to be announced prior to the academic year in which the changes take effect. No guarantee can be made that all programme study units that were part of the curriculum when students enrolled in a programme will continue to be part of the curriculum. The final bachelor's examination is to be based on the curriculum most recently adopted by the faculty board.
4. The transitional arrangement will always include:
 - a. the study units, which have been dropped, that are equivalent to study units from the current curriculum as indicated in the programme-specific appendix;
 - b. an indication that if a study unit that does not involve a practical is dropped from the curriculum, then students are to have at least two opportunities in the following academic year to take a written or oral exam or to undergo another form of assessment;
 - c. an indication that if a study unit with practical exercises is dropped from the curriculum and there is no opportunity in the subsequent academic year to complete the practical exercises concerned, then at least one study unit will be designated that may be completed as a substitute for the study unit that has been dropped;
 - d. the period of validity of the transitional arrangement.
5. The transitional arrangement must be approved by the examination board.
6. In exceptional cases and to the student's benefit, the examination board may deviate from the prescribed number of opportunities to sit exams and/or tests related to study units that have been dropped from the curriculum.

Article 8.5 Assessment of the education and examination regulations

1. The faculty board is responsible for the regular assessment of the education and examination regulations, with specific emphasis on the study workload.
2. Based on Article 9.18 WHW, the programme committee has a partial right of consent of and a partial right to be consulted on parts of the education and examination regulations.
3. The programme committee is responsible for the annual assessment of the manner in which the education and examination regulations are implemented.

Article 8.6 Appeal and objections

An appeal and objections must be submitted in writing to the [University of Twente Complaints Desk](#) within six weeks after notification of a decision to the student.

Article 8.7 Hardship clause

In cases of demonstrable unreasonableness and unfairness of a predominant nature, the examination board or the programme director may allow the provisions in these Regulations to be deviated from. This depends on which body is authorised or has the duty according to these Regulations to take a decision on or make an exception to a provision in these Regulations.

Article 8.8 Publication

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

Article 8.9 Entry into force

These Regulations enter into force on 1 September 2022 and replace the Regulations dated 1 September 2021. Adopted on 14-06-2022 by the faculty board, having regard to Article 9.5, 9.15 paragraph 1a, 7.13 paragraph 1 and 2, 9.38b, 9.18 paragraph 1a and 7.59 WHW, and after approval by the faculty council.

APPENDIX: REGULATIONS REGARDING ORDER, CALAMITIES AND FRAUD AND PLAGIARISM BMS 2022-2023

Regulations and procedure regarding fraud and plagiarism

Scientific integrity is one of the key values for academic professionals and students. Violation of this scientific integrity (scientific misconduct) detracts from the contribution of science to society. As a member of the scientific community, students have to embrace and respect these important values. Scientific misconduct includes actions or negligence that detracts from the scientific integrity of the university, but also of the individual student and teacher.

A test or exam is intended to assess the knowledge, insight or skills of students (Article 7.10 WHW).

The examination board of each educational programme drafts its own rules on cheating/fraud, which may include additional provisions. In these rules is specified what action will be taken in cases of (suspected) cheating/fraud and that the examination board will decide whether cheating/fraud has occurred.

Cheating/fraud refers to any action or negligence on the part of a student that precludes an accurate assessment of the student's knowledge, understanding and skills.

In any event, the following situations are concerned cases of cheating/fraud:

1. During a test or exam, the student uses (any form of) assistance, resources or devices (electronic or technological) other than the ones whose use the examiner or supervisor has permitted prior to the start of the study unit and/or exam or test, or whose use the student knew or ought to have known was not permitted;
2. The student behaves in a manner that before the start of the study unit and/or exam or test was indicated by the examiner or supervisor to be fraudulent, or that the student knew or ought to have known was not permitted. This includes, but is not limited to, situations in which the student:
 - a. procures or receives copies of a test or exam before the test or exam takes place;
 - b. cheats, whether or not by:
 - using cheat sheets;
 - copying the work of others during the test or exam;
 - allowing others to copy work during the test or exam;
 - sending or receiving (text) messages or photographs;
 - c. communicates (in person or with the aid of electronic or other devices) with someone other than the examiner or supervisor during the test or exam before the work is handed in
 - d. has sources at their disposal that are not allowed during the test or exam, e.g. a mobile phone or a smartphone, with which access can be gained to unpermitted resources;
 - e. uses writing paper other than that provided by the UT for a test or exam, unless this has been expressly permitted;
 - f. visits the bathroom without permission;
 - g. engages in identity fraud, such as pretending to be someone else or being represented by someone else, or allowing someone else to impersonate them during a test or examination
3. The student engages in other kinds of cheating/fraud, such as:
 - 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 or hardly contributing to a group assignment.
4. **Plagiarism** is a particular kind of cheating/fraud, which occurs when the student uses someone else's work or previous work of their own, without correct referencing. This includes, but is not limited to:
 - a. copying or using (parts of) other people's work (original terms, ideas, results or conclusions, illustrations, prototypes) and presenting it as one's own work; in addition using parts of another text (printed or digital) without referencing (also if minor changes have been made), is considered to be plagiarism;
 - b. using visual and/or audio materials, test results, designs, software and program codes without referencing, and presenting that as one's own original work;
 - c. using verbatim citations without clear referencing or without a clear indication of quotation (e.g., by omitting quotation marks, indentation, empty lines, etc.) and thereby creating the false impression that (part of) these citations is/are one's own original work;
 - d. referring to literature that one has not read oneself (e.g. using references taken from someone else's work);

- e. using texts that have been written in collaboration with others without explicitly mentioning this to be the case;
 - f. submitting work that has already been published in whole or in part elsewhere (e.g. work from other courses or educational programmes), without references to the original work.
5. *Tort/unlawful act;*
 6. *Forgery;*
 7. *All other forms of academic misconduct than those mentioned in par. 2a to 2e, to be determined by the examination board.*

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](#) form.*

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/*plagiarism* in writing (per Notification of fraud/*plagiarism*) to the student and to the examination board. This rule also applies in case of a suspicion of fraud/*plagiarism* 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 student involved including student number
- b) Module/course name and course code. If necessary mention the specific component/part of the module or course 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 involved: students will be given the opportunity to share information and are obliged to answer any question from or supply requested information to the examination board, to enable the examination board to come to a well-informed decision.
2. The examination board will determine whether fraud has occurred and if measures or penalties will be taken/imposed.
3. The examination board will inform the student involved of its decision in writing.

Measures or penalties

The examination board decides about the penalties 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 unit of study involved. In extreme cases or repeated fraud the student can be excluded from the exam up to a maximum of one (1) year.

If a student commits fraud repeatedly, 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 unit of study in which the academic offence occurred with another unit of study while the penalty 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 the final judgement was made known to the student.*

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

In the event that the examiner has objective grounds to seriously question the reliability of an (off-campus) test, the examiner may invalidate the test as a whole, or the test results for all or a group of students, after consulting the responsible examination board. In the event that the examination board has objective grounds to question the reliability of a test, it may request the examiner to invalidate the test as a whole, or the test results for all or a group of students.

Information to third parties

In principle all information regarding penalties imposed on students for fraud remains with the examination board and is shared only with the programme where the student is enrolled. There is, however, an exception:

In the event that an examination board penalises a student that is not enrolled in the relevant programme, or in the faculty BMS, the examination board will notify the examination board of the programme or faculty where the student is enrolled of the penalty imposed and the reasons to do so. The student will be informed of such notification.

Rules of order for testing

This article describes the rules and procedures to be followed for tests. It applies to tests in study programmes of which the examination board has adopted these rules as part of their Rules & Guidelines. The article starts with general rules of order, followed by any specific rules applicable to digital on-campus or remote testing. Depending on the nature of a test, additional rules may be set. These will be stated on the cover sheet of the test in question.

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.

General rules applicable to testing

All students are expected to be familiar with specific behaviour related to academic standards 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.

1. 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.
2. 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.
3. 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.
4. In case of attempted fraud (e.g. points 1-3) the student may finish the exam and the Examination Board will be informed afterwards.
5. The examination officially starts and ends at the instigation of the examiner/invigilator. When the end is announced, all students should stop writing. Students should follow the procedure for handing in their results as announced by the examiner/invigilator.
6. Students should follow any additional rules and procedures announced by the invigilator. Any failure to do so will be reported to the Examination Board.

Additional rules applicable to written (on-campus) testing

1. Students may enter the room 15 minutes prior to the start¹³ 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 card¹⁴ 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,¹⁵ an examiner/invigilator will accompany the student to the restroom.

¹³ 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 and non-electronic exams.

¹⁴ 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.

¹⁵ 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.

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. 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.

Additional rules for digital remote testing

1. Electronic remote examination starts and ends automatically.
2. Remote exams are subject to the guidelines issued by the examination boards.
3. Online proctored exams are subject to the [UT General Guidelines and Privacy Statement](#).
4. In case of a suspicion of fraud, teachers may decide to invite the student for an oral exam or additional tasks. The examiner must inform the examination board per [Notification of Fraud form](#) if the suspicion of fraud has not been removed.
5. Before closing, students must take a selfie-screenshot of the final screen of their exam and store it. In case of calamities, this is the proof of having taken the exam.

Regulations in case of calamities during written tests

Authorisations and responsibilities

Several people are involved in digital tests and responsible in the event of a calamity. Their role and responsibility are set out below:

Examiner: the examiner is responsible for the procedure of testing, the content of the test, the interpretation of test results and the publication and archiving of test results. The examiner is therefore responsible at all times for the content and course of the test. The examiner is therefore present during (the start of) the test-taking and decides on any changes to the test-taking, such as postponement, termination of the test and alternative test-taking.

E-invigilator: a student-assistant who ensures (under the responsibility of the exam coordinator) that the facilities are present at the test location and are cleaned up afterwards. This involves placing Chromebooks in the room and storing them again after the test. During the test they are the first-line assistance for log-in and technical problems.

Supervisor: responsible for the orderly conduct of the test and for preventing fraud. The supervisor gives the start signal for the test in the room and also the signal for the end of the test. The supervisor is responsible for the implementation of the student seating plan as specified by the examination office. The examiner can appoint one or more invigilators who can take over this task from him. The exam office can supply invigilators on request. During the test students must be able to identify themselves with their student card with the invigilator.

Exam coordinator: responsible for the smooth running of the digital test. The exam coordinator is responsible for ensuring that the keys are ready on the computers, that the key's home screen is visible and that the key has started in secure mode. The exam coordinator is supported by technical and functional management. In the event of technical malfunctions and calamities, the exam coordinator is the first point of contact and is in contact with the examiner.

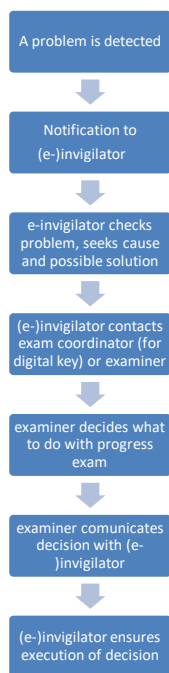
Rules of order in the event of calamities on campus

1. If a calamity occurs or is about to occur 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. If a calamity occurs or is about to occur during an exam (test), the following actions, if possible, have to be taken:
 - a. All exam (test) papers (cover sheet and such) are filled out completely at the start of the exam (test), with the student's name, student number and signature.
 - b. 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.
 - c. Students leave their exam (test) and all other papers on the table in the examination room.
 - d. 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).
5. If the examiner cannot determine the result as specified in article 4d, 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).
6. Regulations in case of a calamity apply in case of any official alarm signal.

Rules of order in the event of remote testing (off campus)

In case of malfunctioning equipment, connections or other sudden changes in circumstances which prevent the student from proceeding with the exam, the student must notify the examiner immediately by e-mail or regular phone. The student must take pictures or screenshots as proof of the failure. If this is not possible, the student must record the details of what happened and notify the examiner as soon as possible.

Decision-making process during calamities during digital tests (on campus, or remote)



Possible solutions or alternatives for malfunctions during a digital test

Problem	Prerequisite for action	Who takes action?	Who decides?	Solution/alternative
Hardware problem of individual student	Hardware out of order	E-invigilator	E-invigilator	Provide a spare
Network malfunction individual student	Close exam programme and restart	E-invigilator	E-invigilator	Provide backup copy if necessary
Network failure/power outage for multiple students and solution not available within 30 minutes after notification of Exam Coordinator		E-invigilator contacts exam coordinator. Exam coordinator contacts examiner.	Examiner decides and informs exam coordinator and invigilator about discontinuation	Offer students a digital re-sit within 2 weeks of original test date, unless examination board decides otherwise.

Notification of fraud or plagiarism during exams

Notification of 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 / surname student		
Student number		
Name / sure name student		
Student number		
Name / surname student		
Student number		
Name / surname student		
Student number		
Remarks from student		
Signature invigilator/examiner	Signature student	
Signature invigilator/examiner	Signature student	
Signature invigilator/examiner	Signature student	
Signature invigilator/examiner	Signature student	
Remarks teacher, invigilator and/or examiner		

Notification of Plagiarism

Faculty	
Programme name	
Module name	
Module coordinator	
Course code	
Course name	
Name exam	
Date exam	

Students involved				
	Student nr.	Surname Student	First name Student	Remarks: similarity score Turnitin report, substantiation of suspicion and remarks
1				
2				
..				
..				
..				
..				

Evidence (please attach)	
Assignment instructions (please attach)	
Examiner name	
Date	
Signature	