

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

Version BMS 2019-2020

The Dean of the faculty,

Behavioural, Management and Social Sciences

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

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

Communication Sciences (BSc COM)

Management Society and Technology (MS&T)

International Business Administration (IBA)

Industrial Engineering and Management science (BSc IEMs)

Onderwijskunde (OWK)

Psychology (PSY)

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SECTION 1 - GENERAL PROVISIONS

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

Article 1.1 - APPLICABILITY OF THESE REGULATIONS

- 1) The Education and Examination Regulations apply to all students enrolled in the relevant programme.
- 2) For students who enrol in education or modules offered by another programme (minor or electives) then the programme where the student is registered, the regulations of the offering programme (EER, Rules & Guidelines of the examination board, Programme specific appendix, the assessment scheme or Pass-fail regulation) will apply. For decisions for special facilities, based on art. 6.2.5 the examination board of the offering programme is authorized to decide on request.
- 3) Each degree programme has its own programme-specific appendix.
- 4) This general section of the Education and Examination Regulations and the programme-specific section together form the applicable Education and Examination Regulations for the relevant Bachelor's programme.
- 5) Both sections of the Education and Examination Regulations are adopted by the Dean.
- 6) In the Student Charter is stated what the UT has determined as Academic Misconduct (Fraud). In the Rules and Guidelines of the Examination boards BMS specific regulations on fraud may be included, for instance what measures can be taken if fraud actually has been ascertained..
- 7) In the Rules and Guidelines of the examination boards BMS regulations on calamities have been included.
- 8) In general the following applies for the language in which the EER, the programme specific appendices and the R&G of the examination boards BMS are published:
 - a) For English bachelor programmes English versions of the programme specific appendix and R&G of the examination boards BMS need to be available;
 - b) If an English and Dutch version of the EER, the programme specific appendices or the R&G of the examination boards BMS is available the precedence of one version should be stated.
 - c) For English Bachelor programmes a English version of this EER is available. In conflicting situations, the Dutch text of this EER takes precedence over the English text.
- 9) Requests for exemptions to provisions laid down in the Education and Examination Regulations may be submitted to the examination board or the programme board as provided for in these Regulations.
- 10) These regulations have been drawn up using the masculine personal pronouns 'he' and 'him' and 'his'. In these cases, 'she' 'her' and 'hers' may be substituted.

Article 1.2 - DEFINITION OF TERMS

The following terms and definitions apply to this regulation:

Academic Year:	The period beginning on 1 September and ending on 31 August of the following year.
Act:	<i>The Dutch Higher Education and Research Act, published in the Bulletin of Acts, Orders and Decrees 1992, number 593, and as amended since.</i>
Assessment:	<i>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.</i>
Assessment criteria:	<i>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.</i>
Assessment task:	<i>An assessment task refers to a specific activity relating to any method of assessment that requires students to demonstrate their learning towards learning objectives.</i>
Binding Recommendation on continuation of studies (BSA):	Student progress evaluation as referred to in Article 7.8 (b), paragraphs 1 and 2 of the Higher Education and Research Act involving expulsion from the programme in accordance with Article 7.8 (b), paragraph 3 of the Higher Education and Research Act. A BSA is issued by the Programme Board on behalf of the institutional administration.
BMS:	<i>The Faculty of Behavioural, Management & Social Sciences.</i>
BOZ:	<i>Bureau Onderwijszaken (Educational Affairs Office) of the Faculty BMS.</i>
Canvas:	The electronic learning environment of the University of Twente.
Cohort:	<i>Generation or group of students who started the same academic programme in the same year.</i>
Colloquium Doctum:	<i>Entrance examination for those prospective students who are not directly admissible to the Bachelor's programmes of the University of Twente.</i>
Curriculum:	The aggregate of required and elective units of study constituting a degree programme as laid down in the programme-specific appendix.
Compulsory holiday:	required day off work.
Credit:	A unit of 28 study load hours, in accordance with the European Credit Transfer System. A full-time academic year consists of 60 credits, equal to 1680 hours of study (Article 7.4 of the Higher Education and Research Act).
B-COM:	<i>The Bachelor of Science programme Communicatiewetenschap (Communication Science).</i>

CPO:	Personal Circumstances Committee (Dutch: Commissie Persoonlijke Omstandigheden); A committee convened by the institutional administration to advise the institutional administration in individual cases regarding the validity, duration and severity of a specific student's extenuating personal circumstances.
Dean:	Head of the faculty, also Faculty Management Team.
Degree programme:	Bachelor's degree programme as referred to in the programme-specific appendix to these Education and Examination Regulations.
ECTS:	A unit of 28 hours of study workload, in accordance with the European Credit Transfer System, a full academic year consisting of 60 ECTS equal to 1680 hours of study (Article 7.4 of the Higher Education and Research Act).
Exam:	An investigation into the knowledge, insight, or skills of the student, as well as the assessment of the results of that investigation (Article 7.10 of the Higher Education and Research Act); an exam may consist of a number of tests.
Examination Board:	The Examination Board is the body that objectively and professionally assesses whether a student meets the conditions laid down in the Education and Examination Regulations regarding the knowledge, understanding and skills required to obtain a degree.
Examiner:	The individual appointed by the examination board to administer examinations and tests and to determine the results, in accordance with Article 7.12 (c) of the Higher Education and Research Act.
Faculty Council:	(FC or in Dutch FR) council as referred to in Art. 9.37 of the Higher Education and Research Act.
Final degree audit:	A degree programme is concluded with a final degree audit. If the units of study in the degree programme have been completed successfully, then the final degree audit will be deemed to have been completed. The examination board may require a supplementary examination.
Honours Programme:	Institution-wide Bachelor's Honours programme.
<i>IBA:</i>	<i>The Bachelor of Science programme International Business Administration.</i>
<i>IEMs:</i>	<i>The Bachelor of Science programme Industrial Engineering and Management sciences.</i>
Institution:	University of Twente.
Institutional administration:	Executive Board, except as otherwise specified.
Module:	a unit of study worth 15 credits.
Module coordinator:	The individual responsible for the module, as appointed by the programme board.
Module examiner	The individual appointed by the Examination Board to determine the results of the unit of study.

<i>MS&T:</i>	<i>The Bachelor of Science programme Management, Society and Technology.</i>
<i>OER:</i>	<i>Onderwijs- en Examen Regeling; this is the Dutch name of the Education and Examination Regulations (EER).</i>
<i>OLC:</i>	<i>Opleidingscommissie (programme committee, see below).</i>
<i>OSIRIS</i> <i>OWK:</i>	The Student Information System of the University of Twente. <i>The Bachelor of Science programme Onderwijskunde (Educational Science).</i>
Practical exercise:	A practical exercise as referred to in Article 7.13, paragraph 2 (d) of the Higher Education and Research Act is a unit of study or a unit of study component emphasizing an activity that the student engages in, such as: <ol style="list-style-type: none">1. carrying out literature research, completing an assignment or preparing a preliminary design, writing a thesis, article or position paper, or giving a presentation in public;2. carrying out a design or research assignment, doing tests and experiments, participating in practicals, practising skills;3. work placement, fieldwork or excursions;4. participating in other educational activities deemed necessary and aimed at achieving the required skills, such as targeted practice of clinical skills in a specifically equipped skills lab.
Programme Board:	The body appointed by the Dean to administer the degree programme.
Programme Committee:	Programme Committee (PC or in Dutch OLC) as referred to in Art. 9.18 of the Higher Education and Research Act.
<i>PSY:</i>	<i>The Bachelor of Science programme Psychologie (Psychology).</i>
<i>R&G:</i>	<i>The Rules and Guidelines of the Examination Boards BMS (WHW, Article 7.12, paragraph 4).</i>
<i>Repair:</i>	<i>For written tests a repair is an extra exam opportunity to redo a failed test or failed test-component and is conditionally open for participation to an individual student or a specific group of students. Repairs are specified in the programme specific appendix of the EER. For tests with a test format different from the written test a repair opportunity also can be offered based on its specifications (including conditions) in the module syllabus, Pass-fail regulation (module assessment scheme).</i>
Student:	Anyone enrolled in a programme in accordance with article 7.34 and 7.37 of the Higher Education and Research Act.
Student Information System (SIS):	System designated by the institutional administration for registration and for providing information on all relevant data related to the students and the university,

as described in the Higher Education and Research Act. (Canvas)

Study adviser:	Person appointed by the Dean of the faculty who acts as contact between the student and the university, and in this role represents the interests of the students, as well as fulfilling an advisory role.
Study progress:	Number of credits achieved in a certain period divided by the number of credits that can nominally be achieved in this period.
Unit of Study:	A programme component as defined in Article 7.3, paragraphs 2 and 3 of the Higher Education and Research Act. Each unit of study is concluded with an exam.
University Council:	(UC or in Dutch UR); Council as referred to in art. 9.31 of the Higher Education and Research Act.
Test:	Part of an exam. If the exam for a unit of study consists of a single test, then the result of that test will count as the result of the exam. A test can be split into components and administered during multiple sessions.
Test result:	A result that is part of the final result for a unit of study.
Test schedule:	A schedule showing the method of assessment for a unit of study.
<i>Tutor:</i>	<i>Faculty member charged with coaching a number of students assigned to him.</i>
UT:	The University of Twente.
WHW:	See Act: Dutch abbreviation of: Wet op het Hoger onderwijs en Wetenschappelijk onderzoek.
Working day:	Any day from Monday to Friday with the exception of official holidays and the prearranged compulsory holidays ('brugdagen') on which the staff are free.

The definition of all other terms used in these regulations is in accordance with the definition accorded by statute.

SECTION 2 – ADMISSION

Article 2.1 - EDUCATIONAL PREREQUISITES

Right of consent UC, right of advice FC

Admission to the programme will be granted if the educational prerequisites for enrolment in university education are met in accordance with the Higher Education and Research Act, Articles 7.24, 7.25 and 7.28. Further information can be found on the website of the University of Twente¹

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

Right of consent UC, right of advice FC

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

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

Article 2.3 - ENTRANCE EXAMINATION ('COLLOQUIUM DOCTUM')

Right of consent UC, right of advice FC

If the applicant fails to meet the requirements set in Articles 2.1 and 2.2, the institution may provide an exemption based on an entrance examination in accordance with Article 7.29 of the Higher Education and Research Act. Further details are available on the University of Twente website² *Additional requirements, if in place, have been included in the programme-specific appendix.*

¹ <http://www.utwente.nl/en/education/bachelor/admission/>

² <http://www.utwente.nl/en/educaion/bachelor/colloquium-doctum/>

SECTION 3 - CONTENTS AND STRUCTURE OF THE PROGRAMME

Article 3.1 - AIM OF THE PROGRAMME

Right of consent UC, right of advice FC

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

The final attainment targets of the Bachelor's programme either fit the internationally recognized level descriptions of the so-called Dublin Descriptors, or are in accordance with the equivalent Criteria for Academic Bachelor and Master Programmes agreed upon by the 3TU.

The Dublin Descriptors are:

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

The 3TU Criteria for Academic Bachelor and Master Programmes are:

- 1. Expertise in one or more academic disciplines*
- 2. Research competence*
- 3. Design competence*
- 4. A scientific approach*
- 5. Basic intellectual skills*
- 6. Competence in cooperation and communication*
- 7. Awareness of temporal and social context*

Article 3.2 - STRUCTURE OF THE PROGRAMME

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 programme consists of 180 credits.
 - a) In addition to a core programme of up to 120 credits, students also take minors totalling at least 30 credits and a graduation phase with a minimum of 15 credits³. An exception is made for the degree programmes Technische Geneeskunde and Advanced Technology.
 - b) The degree programme consists of modules.
 - c) A module is a unit of study of 15 credits, in which the student develops his programme-specific knowledge, skills and attitudes in a coherent manner.
 - d) Students generally take their minors in the first semester of the third year of study.
 - e) The programme offering the minor module may set prerequisites for admission to the minor module.

³ Many programmes did not fulfilled the mentioned old text. Due to changes in this paragraph and paragraph h all programmes meet the wording. Many programmes only have a graduation phase of 15EC, sometimes M11 is a regular module, sometimes M11 is a module that is a preparation for M12 graduation project.

- f) The student's own programme may set conditions for the number of credits to be earned for admission to the minor module. These conditions are specified in the programme-specific appendix.
 - g) The choice for a minor can be limited by the information stated in the paragraphs d. and e. Presentation of the minors offered can be found on the website <https://www.utwente.nl/en/education/electives/minor/>
 - h) Generally speaking, 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 is to complete the core of the Bachelor's programme prior to embarking on the graduation phase.
 - j) The examination board is authorized to deviate from articles 3.2.2e, 3.2.2.f and 3.2.2i. Students, in consultation with the study advisor, are to submit requests to this end to the examination board.
- 2) The programme-specific appendix to these Education and Examination Regulations describes the degree programme in accordance with Article 7.13, paragraph 2 (a through e, g, i, l, s, t, v) of the Higher Education and Research Act.
 - 3) *If the Programme has an honours programme, this is also included in the programme-specific appendix, together with the selection procedure (WHW art. 7.13 lid 2v).*

Article 3.3 - THE DEGREE PROGRAMME'S LANGUAGE

Right of consent FC, right of advice PC

- 1) The degree programme's language is specified in the programme-specific appendix.
- 2) If programme components deviate from the language, then this is to take place in accordance with the UT Code of Conduct for Languages of the UT and Article 7.2 of the Higher Education and Research Act.
- 3) Bachelor's programmes taught in Dutch will generally use study materials in English or Dutch, and units of study or components of units of study may be taught and assessed in English, if:
 - a. a lecturer or tutor in the unit of study does not speak Dutch, or
 - b. students from the relevant Bachelor's programme take the module together with student's from an English-taught Bachelor's programme, or
 - c. the degree programme considers it necessary in order to fulfil one of its aims in the area of English language communication skills.
- 4) *Deviation from paragraphs of this article can only take place with permission of the Programme Management.*

Article 3.4 - EXEMPTION

Right of consent FC, right of advice PC

- 1) The examination board may grant an exemption to a student at his request for one or more full units of study. To this end, the student must demonstrate completion of a similar content component of a different higher education programme or university that is equivalent in content, scope and level, or that

he has acquired expertise and skills through work or professional experience with regard to the relevant unit of study.

- 2) The examination board has the authority to make exceptions to the provision in paragraph 1 and to grant an exemption to a student for components of a unit of study.
- 3) A student may also be exempted from practical exercises if he can demonstrate that a required practical exercise will likely give rise to a moral dilemma. In such cases the examination board will decide whether the component can be completed in another manner to be determined by the examination board.

Article 3.5 - FREE (ELECTIVE) PROGRAMME

Right of consent FC, right of advice PC

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

SECTION 4 - EDUCATION AND TESTING

Article 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 institution is responsible for the practical organization of tests and exams.*
- 2) Each unit of study concludes with an exam.
- 3) The exam may consist of a number of tests⁴.
- 4) A test can be split into components and administered during multiple sessions. The results of these components are not registered in SIS, but should be made available to students in Canvas.
 - a) The student has the right *to be informed of* recent model test questions or model tests, or old tests and their keys, along with the norm for assessment.
 - b) The time allotted to administering a test may not exceed three hours (180 minutes)⁵.
 - c) If an examiner would like to use any form of testing exceeding the limit of 180 minutes, he can ask the examination board to deviate from the regulations stated in the preceding paragraph. This request should be submitted ultimately four (4) weeks before the start of the unit of study in order to comply with the regulations of paragraph 11.
- 5) Test results are expressed as a number from 1 to 10, or with a single decimal, or as 'pass' / 'fail'.
- 6) Exam results are rounded to the nearest whole number⁶.
- 7) Exam results are expressed as a whole number from 1 to 10. Exam results of 6 or higher are final.⁷
- 8) The module examiner consults with any other examiners involved in the module prior to determining the exam results for the module (Article 4.2). This consultation should preferably take place during a module assessment meeting.
- 9) Credits may only be issued for a unit of study once the relevant exam has been passed. Credits are not issued for components of unit of studies and/or tests that have been passed.
- 10) If a student receives more than one authorized result for one and the same unit of study, the highest result will apply. This also applies to tests and components of tests.

⁴ A test can have the following formats: a written test, an assignment in any possible form, an oral test, a series of tests, the evaluation of practical exercises as referred to in Article 1.2 of the WHW, or any combination of the types just mentioned.

⁵If a test consists of several parts spread over time, the maximum duration per part applies. Article 7.1 paragraph 10 includes a provision about the maximum extra time that can be allocated to students with dyslexia.

⁶ Examination results before completion 5.49 becomes 5 (insufficient). Examination results before completion 5.50 becomes a 6 (sufficient).

⁷ See programme specific appendices (COM, PSY) for specific regulations for improvement of previous performance.

- 11) The examiner or module coordinator publishes the following details in SIS (the course catalogue in SIS): credits, course objectives and content of the unit of study, language of tuition, prerequisites, required and recommended study materials, educational methods and assessment.
- 12) *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.*
- 13) *The thesis is a public document that will be published in the Repository of the Library of the University. The examination board can under specific circumstances deviate from this rule. Students can submit a request on this subject at the examination Board.*
- 14) *Any possible compensation of opportunities spread out across the modules is stated in the programme-specific appendix of the degree programme.*

Article 4.2 - MODULES

Right of consent UC, right of advice FC

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

Article 4.3 - REGISTERING FOR A UNIT OF STUDY AND ASSOCIATED TESTS⁸

Right of consent UC, right of advice FC

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

Article 4.4 - MODULE DESCRIPTION & ASSESSMENT SCHEME

Right of consent UC, right of advice FC

- 1) In the programme specific appendix each module is specified with a module description.
- 2) De module description at least contains a description of:
 - a) the learning objectives of the module and the module components;
 - b) the module components;
 - c) the weighting in EC's of the module components;
 - d) the language of instruction and testing;

⁸ More information about registering for a unit of study and the tests is published on the website of Student Services <http://www.utwente.nl/ces/studentervices/osiris/Osiris/>

- 3) The assessment scheme will be determined by the programme board and is draught by the module coordinator. The examination boards give advice on the assessment scheme's.
- 4) The assessment scheme of the module must be published in the Electronic learning Environment at least two weeks prior to the start of the module.
- 5) The assessment scheme must include:
 - a) the conditions for completing the module;
 - b) the manner in which module(-components) will be tested;
 - c) the period of validity of the results of the test or tests of a module component;
 - d) when and in what way tests/assessments will take place;
 - e) any required minimum grade per test; a minimum grade for a test may not be set higher than 5.5;
 - f) the resit for each test and any conditions for participating in the resit; for each module component one (1) resit possibility should be offered within the same academic year. For practical exercises⁹ an exemption can be made¹⁰.
 - g) if applicable the compensation possibilities within the module
 - h) if applicable a pass-fail regulation or compensation possibilities of test results from future modules in case of a continuous module component in several modules;¹¹
 - i) the marking period is the same for tests and exams: 10 working days, unless otherwise agreed with the lecturer responsible for the module component.
- 6) The Programme Board may modify the assessment schedule during the course of the unit of study.
 - a) The assessment schedule may only be changed in consultation with the module coordinator upon the recommendation of the examination boards. Students are to be informed immediately of the change.
 - b) If the change involves nothing more than moving tests or test components to a timeslot other than as shown in the schedule, then it will be sufficient if the module coordinator consults with the Programme Board. Students are to be informed immediately of the change. The Programme Board must inform the examination board of the decision to make the change at the next examination meeting.

⁹ See definitions of terms (article 1.2). This includes the module-project and other practical exercises.

¹⁰ Under the old wording it was possible to only have a test without the possibility of repair / resit or even no possibility of repair - for a module component - within a module. This rule again corresponds to the rule that the UT-OER knew before TOM. The course has the freedom to see if a repair option falls within or outside the module and it is important to record that exceptions can be made for practical exercises. After all, it is not always possible to "re-do" a practicum or a group project.

¹¹ The Examination Board has the legal right to determine that you can graduate while not having achieved satisfactory results for all units of study. We usually call this a "pass / fail scheme" (although "compensation scheme" also occurs).

- 7) Changes to the assessment schedule may not put students at an unreasonable disadvantage.
- 8) *The examination board can in specific individual cases affect special arrangements regarding assessment.*

Article 4.5 - ORAL EXAMINATIONS

Right of consent UC, right of advice FC

- 1) Oral exams/tests will be public unless decided otherwise by the examination board in exceptional cases.
 - a) If the student or the examiner actually wishes a third party to be present during the oral exam/test, then a request to this end must be submitted to the programme board at least fifteen working days prior to the exam/test. The decision of the programme board should be made known at least five working days before the oral exam/test. The programme board should inform the examination board as soon as possible of this decision. Public graduation symposia, *public presentations and group testing*) are excluded from this provision.
 - b) 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 exam/test, then the examination board is to make this known to the examiner and the student at least two working days prior to the oral exam/test.

Article 4.6 - ASSESSMENT DEADLINE, DATE OF EXAMS AND TESTS

Right of consent UC, right of advice FC

- 1) The examiner is to inform the student of the result of an oral examination within one working day.
- 2) The provisions of paragraph 1 do not apply if the oral examination is part of a series of oral examinations of the same unit of study which are administered on more than one day. In that case, the examiner is to determine the result within one working day following the conclusion of the series of oral examinations.
- 3) The deadline for determining and disclosing the results of a written test (or other kind of assessment) is to be included in the assessment schedule of the unit of study.
- 4) The exam result of a unit of study, determined in accordance with Article 4.1.8, is to be disclosed to the student within ten (10) working days after the conclusion of the teaching period during which the unit of study is offered. If the student fails an exam and there is a resit opportunity outside of the teaching period during which the unit of study is offered, and the module examiner has determined that the student meets the conditions for participation in the resit (in accordance with Article 4.4.5 (f), then this decision is to be made known the student within ten working days after the conclusion of the teaching period during which the unit of study is offered.
- 5) The date of exam/exam date is the date the last test of a unit of study has been taken/completed.
- 6) The date of test/test date is the date on which a written or oral test took place.

- 7) If a test assessment is dependent on completing one or more assignments or writing a paper or thesis, then the test date will be the deadline of submission of the final component.
- 8) If a second test is planned shortly after the first, the results of the first test will be published at least five working days prior to the second test to give the student time to prepare.
- 9) Should the examiner not be able to meet the deadline as stated in Article 4.6, paragraphs 1, 2, 4 and due to exceptional circumstances, then he is to notify the Programme Board and the Examination Board, providing reasons for the delay. The Programme Board is to inform the students involved of the delay immediately, and of the term within which the results will be made known. If the Examination Board is of the opinion that the Examiner has not met his/her obligations, it may appoint another Examiner to ascertain the result of the exam at the request of the Programme Board.
- 10) The publication of the results made known by the SIS is official.

Article 4.7 - PERIOD OF VALIDITY

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

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

- 1) The period of validity of a completed exam is unlimited. A period of validity can only be restricted if the knowledge, insight, or skills of the student, as well as the assessment of the results of that investigation is demonstrable out of date.
- 2) The validity of results of module components are defined in the programme specific appendices and in the assessment scheme of the module.

Article 4.8 - RIGHT OF INSPECTION AND DISCUSSION

Right of consent UC, right of advice FC

- 1) The student is entitled to inspect and discuss his test/exam together with the examiner, and were the examiner is to explain the assessment.
- 2) If the examiner plans a collective discussion, the student needs to attend this meeting to keep his right for discussion as mentioned in paragraph 1. If a student isn't able to attend this collective discussion or if there is no opportunity for the student to discuss the assessment of his exam/test with the examiner, a student can, within five (5) working days after the collective discussion, submit a request to the examiner for an individual discussion. The individual discussion should at least take place three (3) working days prior to the next test/exam opportunity.
- 3) If there is no collective discussion of the test, then a student may submit a request to the examiner for an individual discussion within ten (10) days after publication of the results. The individual discussion must take place no later than three (3) working days prior to the next test/exam opportunity.
- 4) The collective or individual discussion must take place no later than five (5) weeks after the publication of the test results, but at least three (3) working days prior to the next test opportunity, in the presence of the examiner or a designated substitute.
- 5) The student has a right to inspect his assessed work for a period of two (2) years following the assessment.

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

Article 4.9 - RETENTION PERIOD FOR TESTS

Right of consent UC, right of advice FC

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

Article 4.10 - ARTICLE 4.10 - EVALUATION OF EDUCATION

Right of consent UC, right of advice FC

- 1) *The programme board is responsible to guard the quality of the degree programme.*
- 2) *The programme board is responsible for evaluation the degree programme.*
- 3) *The way in which education in the programmes will be evaluated can be found in the programme specific appendices.*

The programmes of the faculty BMS agreed on executing the evaluations of education in the following way:

- a) *The programme board applies annual Plan Do Check Act cycles for the programme and for units of study.*
[\(https://www.utwente.nl/en/bms/education/quality-assurance/pdca-cycle-degree-programme/\)](https://www.utwente.nl/en/bms/education/quality-assurance/pdca-cycle-degree-programme/)
- b) *At the end of the educational period the student experience is probed with a written survey.*
- c) *The programme board writes an annual improvement plan which is subject to advice by the programme committee.*
- d) *The programme board engages in panel meetings with students to discuss the current experience for immediate corrections in units of study.*
- e) *At the finish of the bachelor thesis the programme board probes the student experience in the BSc programme.*
- f) *The results on scaled items in student opinion surveys are made available for students and staff.*
- g) *Improvement points for the programme and for units of study are made available for students and staff.*

SECTION 5 – EXAMINATION BOARD, FINAL DEGREE AUDIT, PROGRAMME COMMITTEE

Article 5.1 - EXAMINATION BOARD

Right of consent FC, right of advice PC

- 1) The dean appoints an examination board for each degree programme (or group of programmes).
- 2) The dean convenes the examination board and appoints the members based on their expertise in the field of the relevant degree programme or group of programmes.
- 3) It is the responsibility of the dean to ensure that the examination board is independent and functions as an expert professional body.
- 4) Each programme's examination board adopts rules on the execution of its duties and powers in accordance with Article 7.12(b) of the Higher Education and Research Act. See website [Examination Boards BMS](#).
- 5) The statutory authority of the examination board applies to all unit of studies comprising the student's degree programme. (*also see art. 1.1.2*)

Article 5.2 - FINAL DEGREE AUDIT

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 Higher Education and Research Act, the bachelor's final degree audit is considered to be complete when the student has passed all unit of study exams in the bachelor's programme.
- 2) The examination board will issue a degree certificate as proof that the student has satisfied all the requirements of the final degree audit once the institutional administration has confirmed that the procedural requirements for issuing the degree certificate have been met. The examination board will append a supplement to the degree certificate. The date indicated on the degree certificate (i.e. the date of the final degree audit) is the day on which the student completed the final unit of study of his degree programme.
- 3) A student may submit a written request to the examination board to postpone the final degree audit, and thus to delay the awarding of the degree certificate. The student should indicate the duration of the postponement in his request. The maximum duration of postponement is 12 months.
- 4) If the student has requested postponement based on the provisions of paragraph 3, then the date of the final degree audit will be the date on which the examination board decides that the student has passed the final degree audit subsequent to the postponement.
- 5) *Details relating to the provisions of paragraph 3 are to be specified in the Rules and Guidelines of the examination board.*

Article 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 bachelor's final degree audit will be awarded a Bachelor of Science (BSc) degree.
- 2) The degree conferred is stated on the degree certificate. The student's average grade (GPA) is mentioned on the degree supplement. An annex to the degree supplement indicates how the GPA is calculated.

Article 5.4 - DEGREE CERTIFICATE

Right of consent FC, right of advice PC

- 1) The examination board will award a degree certificate as evidence that the student has met all of the requirements of the bachelor's final degree audit. The degree certificate will be signed by the chair of the examination board. If the chair is absent, one of the members of the examination board may also sign the degree certificate. *a) If a student satisfactorily completed all unit of studies of the bachelor's programme, a degree certificate may be extended upon passing the bachelor's project. In this case, the degree certificate may be signed also by the two supervisors with authority to conduct the examination.*
- 2) The following are to be mentioned on the certificate (in accordance with Article 7.11 of the Higher Education and Research Act):
 - a) the student's name and date of birth;
 - b) the name of the institution and the degree programme as stated in the relevant register as referred to in article 6.3 of the Higher Education and Research Act;
 - c) the date on which the examination was completed;
 - d) The modules and -components of the programme.
 - e) If the student has successfully completed an honours programme while on the bachelor's programme, then this fact will be stated on the degree supplement as an extracurricular programme.
 - f) the degree conferred (in accordance with Article 7.10 (a) of the Higher Education and Research Act).
 - g) where appropriate, the specific qualifications associated with the degree (with due consideration for Article 7.6, paragraph 1 of the Higher Education and Research Act);
 - h) the date on which the programme was last accredited or the date on which the programme passed the new programme assessment as referred to in article 5a.11, paragraph 2 of the Higher Education and Research Act.
- 3) An international diploma supplement is to be appended to the degree certificate (article 7.11, paragraph 4 of the Higher Education and Research Act). This supplement is intended to provide insight into the nature and content of the degree programme to promote the international recognition of the programme, among other aspects. The supplement is to include the following information:
 - a) the name of the programme and the name of the university;
 - b) that the programme was offered at an institution for academic education;
 - c) a description of the programme content; an indication of any specialization and/or minor, if applicable;

- d) the study load of the programme;
 - e) the examination modules, -components and results;
 - f) exams passed by the student that are not part of the final degree assessment.
- 4) If the examination board has awarded a specific distinction (e.g. cum laude) to the student, then this is to be mentioned on the degree certificate.
- 5) Students who have successfully completed more than one exam but cannot be awarded a degree certificate as referred to in paragraph 1, will receive, at their own request, a statement prepared by the examination board which in any case will state the results of the exams the student has passed (Article 7.11, paragraph 5 of the Higher Education and Research Act).

Article 5.5 - GRADUATION WITH DISTINCTION (CUM LAUDE)

Right of consent FC, right of advice PC

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

Article 5.6 - PROGRAMME COMMITTEE

Right of consent FC, right of advice PC

- 1) *The Faculty Board establishes a Programme Committee according to the BMS Faculty Regulations articles 8.1 to 8.16.*
- 2) *It is the duty of the Programme Committee to advise on the promotion and safeguarding of the quality of the programme. The Programme Committee sends its advice and proposals for information to the Faculty Council according to WHW art. 9.18 sub 1.*
- 3) *The Programme Committee has right of consent on the method of evaluation the education in the programme, according to WHW art. 7.13 sub 2.a1.*
- 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).*

SECTION 6 - STUDENT GUIDANCE AND RECOMMENDATION ON CONTINUATION OF STUDIES

Article 6.1 - STUDY PROGRESS OVERVIEW

Right of consent UC, right of advice FC

- 1) If needed, the student can request a certified study progress overview from the student services desk.

Article 6.2 - STUDENT GUIDANCE

Right of consent FC, right of advice PC

- 1) The Faculty board is responsible for student guidance, including informing students of opportunities for academic endeavour within the programme and via extracurricular avenues. The dean has given mandate to the programme board of the programme to execute the tasks of student guidance.
- 2) Each student is appointed a study advisor.
- 3) The study advisor supervises the student and advises him on study-related matters, as well as personal problems that may be affecting the student's studies.
- 4) If a student wishes to make use of his right to specific supervision or special facilities, they must contact the study advisor. The study advisor records the agreements made with the student.
- 5) The following applies to the entitlement to special facilities:
 - a) demonstrable circumstances beyond the student's control or extenuating personal circumstances;
 - b) if necessary and where possible, dispensation from participation in exams or tests and/or the availability of special facilities for exams and tests. Such dispensation and additional opportunities for tests may only be granted by the examination board.
- 6) An introductory interview will be held with each student before 1 November of the first year of enrolment on the programme. *If the student does not appear at this meeting without informing his/her reasons, this not appearing will be registered as the introductory interview.*
- 7) Each student will receive a preliminary recommendation on continuation of studies in week 52 at the latest of his first year of enrolment on the programme. This preliminary recommendation is not binding.
- 8) Each student will receive a second preliminary recommendation on continuation of studies in week 10 at the latest of his first year of enrolment on the programme. This preliminary recommendation is not binding.
- 9) Students who receive a negative preliminary recommendation on continuation of studies will be invited for an interview with the Study Advisor to discuss their study methods and a review of their choice of degree programme.

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

Right of consent FC, right of advice PC

- 1) Each student receives a written recommendation on continuation of studies at the end of the first year of enrolment on the programme, subject to article 6.4. This recommendation is based on the student's results and can be a positive or negative recommendation, taking into account the articles 6.4 and 6.5.
- 2) The institutional administration mandates the programme board to issue recommendations on continuation of studies, as referred to in paragraph 1.
- 3) All positive results of module components with a validity longer than this academic year are part of this recommendation on continuation of studies.
 - a. Only the credits from units of study in the first year of the programme count toward the threshold for the final recommendation on continuation of studies.
 - b. If a student receives exemptions for units of study of the first year these credits will be taken into account to receive a positive binding recommendation.
 - c. The programme board can determine additional programme-specific requirements *which are part of the 75% study load of the first year*. These additional requirements are specified in the programme specific appendix.¹²
- 4) The final recommendation on continuation of studies, as referred to in paragraph 1, may involve expulsion from the programme if the student, by judgement of the programme, should not be considered suitable for the programme, because the student completed less than three modules at which:
 - the student completed less than 75% of the study load in the first year of enrolment, or
 - the student completed 75% or more of the study load in the first year of enrolment but does not fulfil the programme-specific requirements (as mentioned in paragraph 3 sub c of this article). A final recommendation on continuation of studies that involves expulsion is referred to as a binding recommendation on continuation of studies (BSA).
- 5) When considering a BSA involving expulsion, the programme board will take the student's personal circumstances into account at the student's request. The programme board will only take personal circumstances into account that have been reported to the study advisor as soon as can reasonably be expected following their onset.
 - a. Personal circumstances include illness, physical, sensory or other functional disability or pregnancy of the student involved, extenuating family circumstances, participation in elite sports and membership on the University Council, Faculty Council, programme committee or a Category 3 board in accordance with the FOBOS Regulations.
 - b. In consultation with the study advisor, the personal circumstances are to be reported to the Personal Circumstances Committee (CPO) and accompanied by supporting documentation.
 - c. The CPO will assess the validity and severity of the personal circumstances and report its findings to the programme board and the relevant study advisor.

¹² Programme specific requirements may not mean that all module parts of a certain type must have been completed; "all math module components from the B1 programme must have been completed" is therefore not allowed. "Three of the four math components from the B1 programme must have been completed" is allowed.

- d. The programme board will take the CPO's findings into account when assessing the student's request as referred to in paragraph 6.
- 6) Prior to receiving a negative final recommendation on continuation of studies (BSA), students need to receive a warning, under the condition of a reasonable term, in which the student can improve the study results. Besides this warning, students have the right to a hearing with the programme board before the programme will present a negative final recommendation (BSA) (Higher Education and Research Act art. 7.8b, paragraph 4).
 - 7) The programme board's decision regarding the final recommendation (BSA) will make mention of the applicable appeal procedure. The student can only lodge an appeal at the College voor Beroep voor de Examens, against a negative final recommendation (BSA), within six (6) weeks.
 - 8) Expulsion of a final negative recommendation remains in force for a period of three academic years for the programme he is excluded for.
 - 9) If a student re-enrols for the same programme, as mentioned in paragraph 8 of this article, this re-enrolment will be seen as his first enrolment for this programme and the relevant provisions of this article apply in full.

Article 6.4 - DISCONTINUE/CEASE OF A PROGRAMME

Right of consent FC, right of advice PC

- 1) With "cease of a programme" is meant: not following any form of education or participating in any form of testing within this programme, for what the student:
 - a) makes a re-enrolment request for this programme at the UT, or
 - b) re-enrols for this programme, but enrolls in a second programme at the UT and transfers to this second programme at the UT, or
 - c) continues studying at another higher education institution with a proof of payed tuition fees.
- 2) Students from who the UT received a deregistration via Studielink, no later than January 31st of their first year of registration for the study programme – and who is deregistered before or per February 1st, and who does not re-register for the same study programme the same academic year – will not be issued a recommendation of continuation of studies, as referred to in article 6.3 paragraph 1. If the student in question registers for the relevant Bachelor's degree program again, this registration will be regarded as his first registration.
- 3) For students who deregister after February 1st for a Bachelor's degree programme at the UT, the programme in question will issue a recommendation of continuation of studies to this students as referred to in article 6.3 paragraph 1.

Article 6.5 - POSTPONEMENT OF RECOMMENDATION ON CONTINUATION OF STUDIES

Right of consent FC, right of advice PC

- 1) *Postponement of recommendation of continuation of studies as mentioned in art. 6.3 paragraph 1 can be made if:*

- a. *the student was enrolled in the programme on or after October 1st. of the subsequent study year or ultimately before August 31 and could not fulfill the norm described in art. 6.3 paragraph 3; or*
 - b. *because of personal circumstances of the student, no recommendation on continuation can be given on the student's academic capacities; or*
 - c. *a student transferring on or after October 1st of the first year of registration to a different degree programme of the UT, for which the student deregisters for the first programme (cease of a programme as referred to in article 6.4 paragraph 1b) and re-enrols in a second programme.*
- 2) *If a student, for whom the final recommendation of continuation of studies, as stated in art. 6.3 paragraph 1, was postponed would re-enrol in this programme again the next academic year, he will receive a final recommendation on continuation of studies ultimately at the end of that academic year. For this recommendation the same norm applies as stated in art. 6.3 paragraph 3.*
- a. *The student for whom the final recommendation of continuation of studies, as stated in art. 6.3 paragraph 1, was postponed, based on art. 6.5 paragraph 1a, will receive within six (6) weeks after enrolment in the programme an announcement on which date the final recommendation on continuation of studies (BSA) will be given.*
 - b. *The student for whom the final recommendation of continuation of studies, as stated in art. 6.3 paragraph 1, was postponed, based on art. 6.5 paragraph 1b, will receive within six (6) weeks after enrolment in the programme an announcement on which date the final recommendation on continuation of studies (BSA) will be given.*
 - c. *The student for whom the final recommendation of continuation of studies, as stated in art. 6.3 paragraph 1, was postponed, based on art. 6.5 paragraph 1c will be issued, no later than the end of the student's second year of enrolment, the final recommendation on continuation of studies.*
- 3) *Students who transfer to a other degree programme of the UT, before October 1st, no modification of the standard as referred to in article 6.3 paragraph 4 applies.*

SECTION 7 - STUDYING WITH A FUNCTIONAL IMPAIRMENT

Right of consent UC, right of advice FC

Article 7.1 - STUDYING WITH A FUNCTIONAL IMPAIRMENT

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

SECTION 8 - AMENDMENTS, TRANSITIONAL ARRANGEMENTS, APPEALS AND OBJECTIONS

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

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

Article 8.1 - CONFLICTS WITH THE REGULATIONS

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

For the purposes of international cooperation with higher education institutions abroad, the arrangements made between the Faculty of Behavioural, Management and Social Sciences and foreign institutions may differ from the regulations of this 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 an exam result, a marks sheet, or an student's progress report, an alleged error is discovered, the discoverer, be it the university or the student, is required to make this known to the other party immediately upon finding the error and to cooperate with rectification of the error.

Article 8.3 - AMENDMENTS TO THE REGULATIONS

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

Article 8.4 - TRANSITIONAL ARRANGEMENT

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

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

Article 8.5 - ASSESSMENT OF THE EDUCATION AND EXAMINATION REGULATIONS

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

Article 8.6 - APPEALS AND OBJECTIONS

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

Article 8.7 - HARDSHIP CLAUSE

The examination board or the programme board may allow, depending on the subject, deviation from the provisions of these Regulations in the event of demonstrably compelling unreasonableness or unfairness. Leading is, which board, according to this regulation, has the competence to make an exception or a decision on the matter.

Article 8.8 - PUBLICATION

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

Article 8.9 - ENTRY INTO FORCE

These regulations enter into force on 1 September 2019 and replace the regulations of 1 September 2018.

Appendix: Regulations regarding Order, Calamities and Academic Misconduct (Fraud) BMS 2019-2020

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 *expected to be* familiar with the University's policy on plagiarism, cheating and other forms of academic misconduct. PhD students receive instruction in relation to standards of scientific integrity and are expected to apply these standards in their work. Exams 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 exam 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.

Regulations

An exam is an investigation into the knowledge, the insight and the skills of a student, as well as the assessment of the results of that investigation (art. 7.10 WHW). An exam can consist of multiple tests. In any format of testing, the student has to submit his own and original work. If this is not the case, this will be considered fraud.

Cheating includes:

- a. The use during a test or exam of (any form of) resource or device (electronic or technological) which, before the start of the study unit and/or exam or test, the examiner has prohibited, or which the student knew or should have known were prohibited;
- b. Conduct on the part of students which, before the start of the unit of study and/or exam 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):
 - Procuring copies of a test or exam before that test or exam has taken place. Also:
 - Using cheat sheets or crib sheets
 - Being in the possession of crib sheets
 - Copying the work of others during the test or exam
 - Letting others copy your work during the test or exam
 - Sending or receiving (text) messages
 - Communicating about the content of the exam with any party other than the examiners/invigilators during the test or exam while that test or exam is underway (including by means of electronic devices)
 - Claiming to be another person during a test or exam, or having someone else impersonate you;
- c. **Plagiarism** (using someone else's work without a proper citation) includes, but is not limited to:
 - 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
 - Using visual or audio material, test results, designs, software and program codes without attribution and thereby presenting this as one's own original work
 - 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
 - Citing literature that one has not read oneself (for example, using references taken from somebody else's work)
 - Using texts that have been written in collaboration with others without explicitly mentioning this
 - 'Free-riding'; i.e. not contributing equally to a group assignment;
- d. **Fraud** includes but is not limited to:

- 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
 - Manipulating research data in (group) assignments
 - Falsifying data (for example, by filling in questionnaires or answering interview questions oneself);
- e. *Tort/unlawful act;*
- f. *Forgery;*
- g. *All other forms of academic offences than those mentioned in par. 2a to 2e, 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 whose use 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 written (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) unit of study, 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.
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 sanctions

The examination board decides about the sanction 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 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 unit of study in which the academic offence occurred with another unit of study while the sanction is in force.

If a student commits serious (repeated) fraud, the examination board may lodge a request at the Executive Board to end the student's enrolment in the programme at the University, *with effect from the month following the month the fraud passed a final judgement and 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.

Regulations in case of calamities

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 authorized 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 (coversheet 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 for written tests

This article describes the rules and procedures to be followed for written tests¹³ 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 supposed 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 an unit of study or exam (test). If students behave inappropriately compared to these behavioural rules during the course of an unit of study or during an exam (test), this will be considered attempted fraud and will be reported to the Examination Board.

Terminology

¹³ Written tests include those that are taken digitally

- 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.

Rules

1. Students may enter the room 15 minutes prior to the start¹⁴ 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 card¹⁵ 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,¹⁶ 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 after.
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 should 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 be provided with student name and number and 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 any 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

¹⁴ 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.

¹⁵ 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.

¹⁶ ³ 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.

- 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.

Notification of irregularity or fraud during exams

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

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