

UNDER CONSTRUCTION*

RULES & REGULATIONS (R&R) OF THE EXAMINATION BOARDS

FOR THE FACULTY OF BEHAVIOURAL, MANAGEMENT AND SOCIAL SCIENCES 2016-2017

These Rules & Regulations (R&R) are established by the four examination boards for the Faculty of Behavioural, Management and Social Sciences. They serve as a regulatory framework for the Examination Boards and the individual examiners in all educational programmes of the Faculty.

The date of enactment of these Rules and Regulations is **20-12-2016**.

* This version of the R&R is still under construction. This version will be adapted on a regular basis.

Section 1: Scope and authority of the Examination boards

1.01 GENERAL

These Rules & Regulations are set within the framework of the Dutch Higher Education and Research Act ([WHW](#)) and the Education and Examination Regulations ([EER](#)) for the relevant programme(s).

The role of the Examination Boards is defined in the Act (WHW 7.12). The Act states that the Examination Board will determine if the student meets the final attainment targets as set in the EER.

From this role, a number of tasks is derived. [The Examination Board](#):

1. Assesses individual student requests for exceptions to the EER
2. Grants a degree certificate and supplement (Art. 7.11)
3. Grants permission to a student to take a flexible programme (Art. 7.3d)
4. Appoints examiners (Art. 7.12c),
5. Sets regulations and directions for assessment, within the framework of the EER,
6. Safeguards the quality of assessment,
7. Assesses cases in which there is suspicion of fraud, and determines the consequences if fraud is established,
8. Provides advice to the Dean concerning the adoption, amendment or periodic assessment of the Education and Examination Regulations,
9. Prepares an annual report about the activities to the Dean.

The Examination Board executes its tasks and responsibilities on the basis of

- Assessment and disciplinary expertise
- Independent assessment
- Collaboration with the programme board / director

1.02 BOARDS AND PROGRAMMES

The four examination boards in the faculty of BMS are listed below, together with the study programmes that fall under their authority.

Examination Board Behavioural Sciences (EB BS):

- Bachelor Communication Science (B-CS)
- Bachelor Onderwijskunde (B-OWK)¹
- Bachelor Psychologie (B-PSY)
- Master Communication Studies (M-CS)
- Master Psychology (M-PSY)
- Master Educational Science and Technology (M-EST)

Examination Board Governance Sciences (EB GS):

- Bachelor European Public Administration (B-EPA)
- Master Environmental and Energy Management (M-EEM)
- Master European Studies (M-ES)
- Master Public Administration (M-PA)
- Master Risk Management (M-RM)
- Master Public Management (M-PM)

¹ B-OWK is currently not taking in new students.

Examination Board Interdisciplinary Sciences (EB IS):

- Master Leraar VHO Maatschappijleer en Maatschappijwetenschappen (M-LVHOM)
- Master Philosophy, Science, Technology and Society (M-PSTS)
- Master Science Education and Communication (M-SEC)²

Examination Board Management Sciences (EB MS):

- Bachelor International Business Administration (B-IBA)
- Bachelor Technische Bedrijfskunde (B-TBK³)
- Master Business Administration (M-BA)
- Master Industrial Engineering & Management (M-IEM)

² M-SEC is a joint degree programme. The Examination Board IS operates by mandate from the formal M-SEC Examination Board, for students in study units offered under authority of the UT.

³ B-TBK will be renamed Industrial Engineering and Management as of academic year 2017

1.03 DEFINITIONS

It is the intention of the Examination Boards to paraphrase other legal and regulatory documents as little as possible. Where relevant, direct references to these documents are made in the text.

An exception is made for a number of central concepts used in these R&R, to make the document more accessible and to refine definitions used in other documents.

Chamber of Chairs: Regular meeting of the chairs of the Examination Boards. The Chamber of Chairs has no formal authority.

Exam: An investigation into the knowledge, insight, and/or skills of the student, as well as the assessment of the results of that investigation (WHW 7.10). A Study Unit has one exam. An exam may consist of a number of tests.

Examiner: The individual appointed by the Examination Board to administer examinations and tests and to determine the results (WHW 7.12c).

Final degree audit: A degree programme is concluded with a final degree audit. If the Study Units in the degree programme have been completed successfully, then the final degree audit will be deemed to have been completed. The Examination Board may require a supplementary examination.]

Module: A Study Unit worth 15 credits .

Programme Director: The programme director is responsible for the overall programme management (WHW 9.17). When referring to the programme director in these R&R, the office is meant; not the person.

Study Unit: A programme component as defined in Article 7.3, paragraphs 2 and 3 of the Higher Education and Research Act. Each Study Unit is concluded with an exam.

Test⁴: Part of an exam. If the exam for a Study Unit consists of a single test, then the result of that test will count as the result of the exam. A test can be split into components and administered during multiple sessions .

(Office of) Registrars: Each Examination Board is supported by a registrar. Together with the secretary, the registrars form the Office of Registrars.

Secretary: the secretary is a (legal) advisor to the Examination Boards. The secretary is not a member of the Examination Boards.

Where these definitions lead to conflict with either the Act (WHW) or the EER, the Act and EER are leading.

Section 2: General

2.02 COMPOSITION OF THE BOARDS

1. Members of the board are appointed by the Dean for a term of two years.⁵
2. Each programme is represented by at least one examiner active in the programme.
3. Per board, one external member is appointed
4. Per board a chair is appointed by the Dean.

⁴ A test can be of the following types: a) a written or oral test, b) an assignment in any possible format, c) a series of tests, d) the evaluation of practical exercises as referred to in Article 1.2 of the WHW, e) or any combination of the types just mentioned.

⁵ A link will be inserted as soon as the Faculty Regulation is published on the website

2.02 MEETINGS

1. The Examination Boards publish a yearly calendar of meetings on their website.
2. The registrars prepare the meetings with the chair.
3. The meetings of the Examination Board are not public.
4. All personal information from students and staff will be handled with the utmost confidentiality..
5. When a student submits a request where the examiner involved is a member of the Examination Board, this member will have no vote in the decision. The Examination Board can decide to discuss the case without this member present.

2.03 DECISIONS

1. Decisions are taken in a formal meeting of the Examination Board, unless the case is deemed urgent. This is decided by the chair upon consultation of the other members.
2. The registrars prepare the files for individual student requests, with relevant documentation, advice, and a draft decision.
3. Decisions are taken by majority vote, with a minimum of two votes present.
4. All decisions are registered in a decision-list, accessible to all members.
5. The Examination Board can ask advice from staff or external experts, either before the meeting or by inviting them to the meeting.
6. The Examination Board informs the student about its decision by email as soon as possible after taking a decision.

2.04 DELEGATION AND MANDATES

1. To execute specific tasks, the Examination Boards can appoint a commission or working group. Members of the Examination Boards can be part of these commissions or working groups.
2. If a commission, working group or any other body can take decisions on behalf of the examination boards, this mandate shall be clearly defined in writing to its members. All such mandates are listed in an appendix to this R&R. The Examination Boards will be informed of all decisions taken by these commissions or working groups in writing.

2.05 CHAMBER OF CHAIRS

1. The chairs of the Examination Boards meet regularly in the Chamber of Chairs.
2. The Chamber of Chairs has no decisive authority. Its goal is to exchange best practices and draft policies aimed at maintaining and increasing the overall quality of the work of the individual Examination Boards.
3. The Chamber of Chairs will publish a yearly calendar of meetings on the website.
4. The meetings of the Chamber of Chairs are not public.

2.06 ANNUAL REPORT

1. The Examination Boards will publish an annual report to the dean.
2. The annual report consists of at least:
 - a. An overview of activities taken to safeguard the quality of examinations,
 - b. A quantitative and qualitative evaluation of the activities and results of, in line with art. 1.01 paragraph 1 of these R&R.:
 - c. A critical self-assessment and outlook.

Section 3: Certificates and transcripts

3.01 DEGREE CERTIFICATES

1. The Examination Board is the body that safeguards if a student meets all conditions of knowledge, insight and skills (EER 5.2) before issuing a degree certificate.
2. Degree certificates and supplements are signed by the (vice-)chair of the Examination Board or by a mandated representative.
3. The thesis supervisor or a representative appointed by the programme director can co-sign the degree-certificate.

3.02 SPECIFICATION OF EXCELLENCE

1. Requirements for a specification of excellence (cum laude) on the degree certificate are defined in the programme specific appendices to the EER.
2. The Examination Board safeguards that the student meets these requirements (EER art. 5.4.4).
3. The Programme Director can submit a motivated request to the Examination Board for a specification of excellence if the requirements are not met. The request has to be submitted at least six weeks before the intended graduation date.
4. The Examination Board advises the Programme Director on the requirements for cum laude in its annual report.

Section 4: Examiners

4.01 APPOINTMENT OF EXAMINERS

1. The Examination Board appoints examiners per Study Unit upon recommendation by the Programme Director, before the start of the academic year. The Programme Director is responsible for delivering relevant information about the examiners to be appointed timely.
2. In case of an urgent appointment during the academic year, the Programme Director delivers a short letter to motivate a) the necessity of the appointment; b) the examiner's expertise, including his/her experience in assessing within the framework of UT's didactical principles (eg TEM).
3. Examiners can be taken from the list during the academic year by the Examination Board. The Examination Board shall motivate its decision to the Programme Director.
4. For each module in a bachelor programme, a module examiner is appointed. If there are more examiners in a module, the module examiner is responsible that all examiners grade and administer in accordance with comparable standards and for determining the final module result (or module exam schemes).
5. For each course in a master programme, an examiner is appointed. If there are more examiners in a course, the main responsible examiner is responsible that all examiners grade and administer in accordance with comparable standards and for determining the final course result

4.02 CRITERIA

1. The examiner is a member of the academic staff of the UT (in Dutch: *Wetenschappelijk Personeel* or *WP*)
2. The examiner must have a UTQ certificate or equivalent; be dispensed or exempted from it; be in the process of acquiring it, in which case the timeline of finalizing the UTQ must be indicated; or be presently exempted from the UTQ.

3. In case the exam is taken in English, the examiner must meet the conditions for English language proficiency as set in the [UT language policy](#) (C1/C2); be in a language programme towards this goal, in which case the timeline must be indicated; or be presently exempted.
4. The examiner for Study Units in MSc programmes has a PhD degree.
5. The examiner for BSc programmes can be a PhD-student.
6. The Examination Board has the authority to make exceptions to these requirements if need be.
7. Requirements for examiners of bachelor and master theses are defined under Art. 5.02 of these R&R.

Section 5: Assessment

5.01 GENERAL GUIDELINES

8. Each Study Unit must have explicit learning goals.
9. All learning goals must be covered by some form of summative assessment.
10. The format of assessment of each Study Unit is described in the programme specific appendix to the EER.
11. A substantial part of the assessment of each Study Unit shall be based on individual student work.
12. Detailed information about the assessment in a Study Unit, including schedules, the way in which the final grade is calculated, and the options for re-sits (if any) is described in an assessment schedule which is communicated to students two weeks before the start of the Study Unit (EER 4.4).
13. For each written test the default coversheet shall be used. The coversheet can be found at the website of the Examination Board BMS (<https://www.utwente.nl/bms/examboard/for-examiners>).
14. Assessment results are only shared with the examinee; with relevant bodies in the university organization; and with the accreditation authorities, unless explicitly allowed by the examinee. . The assessment results can be published on the Black Board sites of the Study Unit where the assessment took place, without mentioning student names but only student numbers.
15. Additional guidelines for assessment are defined in the programme's assessment policy.

5.02 BACHELOR AND MASTER THESES

1. To judge and grade a thesis, a thesis committee is appointed, from the list of examiners, by the Programme Director.
2. The committee will consist of at least two examiners, both employees of the University of Twente, at least one of whom holds a PhD.
3. In case of a master's thesis, the supervisor holds a PhD.
4. Third parties can be advisors to the thesis committee.
5. To judge and grade the thesis, examiners must use the assessment form, provided by the educational programme involved.
6. Theses are public and published in the university repository. The Examination Board can deviate under specific circumstances from this rule (see section 6 student request). Confidential data can be added in annexes open only to selected bodies in the university and to the accreditation authorities. Students can request to only publish a summary – approved by the supervisor- in the repository.
7. Deviation from these rules by educational programmes are laid down in programme specific appendix to these R&R and to the EER.

Section 6: Student requests and Fraud

6.01 GENERAL

1. Students seeking an exception to the Education and Examination Regulation have to send in a written request, using the [web application form](#) on the [website of the Examination Boards](#).
2. Requests are only handled if submitted in time, well-motivated and accompanied by all required and relevant documentation. Information on deadlines and conditions, as well as sample letters are published on the website of the Examination Boards.
3. A detailed study progress overview from Osiris has to be added in all cases.
4. Students are advised to consult their study advisor before sending a request.
5. If a request is submitted because of personal circumstances, these circumstances must be known by the study advisor.
6. If an exception is required for medical reasons, a written statement from a certified medical professional must be in the possession of the study advisor.

6.01.a [Change public nature or format of exams](#)

6.01.b [Cum Laude](#)

6.01.c [Elective or flexible degree programme](#)

6.01.d [Exemption](#)

6.01.e [Extend validity of results](#)

6.01.f [Extra exam opportunity](#)

6.01.g [Language thesis](#)

6.01.h [Minor, electives and prerequisites](#)

6.01.i [Postpone degree certificate](#)

6.01.j [Public nature of the thesis](#)

6.02 REGULATIONS IN CASE OF AN ACADEMIC OFFENCE (FRAUD)

1. An exam is an investigation of the knowledge, the insight and the skills of a student, as well as the evaluation of the results of that investigation (WHW art. 7.10). An exam can consist of multiple partial tests. In any format of testing as is referred to in paragraph 1. of this article, the student shall deliver his own and original work. If not, the work will be considered as fraud.
2. Fraud is defined as follows:
 - a. Use of (electronic or technological) devices in addition to, or devices other than those permitted by the examiner during a Study Unit, an (interim) test or exam. The list of permitted devices is made known by the examiner prior to the (interim) test or exam.
 - b. Committing acts (academic offences) during the course of an (interim) test or exam that the student knows or should have known are prohibited such as:
 - cheating, including the following:
 - using crib sheets;
 - copying from other students during exams;
 - consciously allowing other students to copy responses during exams e.g. showing one's own work to other students;
 - receiving and sending text messages;
 - speaking with someone other than the examiner/supervisor before completing the exam while the exam is still in progress.
 - c. Copying or using someone else's or one's own work without mentioning the source, called plagiarism. The following paragraphs are called plagiarism in any case:
 - literally copying or using someone else (or parts off) work (original terms, ideas, illustrations, results or conclusions) and present this as your own. Even if parts off a text are copied without referring a complete and correct source (even if you made little changes it still will be recovered as plagiarism);

- if literally used quotes not have been marked specifically (with quotation marks, or indentation of text) so the quoted text is presented as your own;
 - if you refer to sources in the assignment, but not do this in all the places you used the information from others, so that the work is presented as your own;
 - handing in an assignment, that is written in co-operation with others without mentioning this in the assignment;
 - handing in an assignment with text used in another assignment without mentioning this (self-plagiarism);
 - free-ride behaviour; not contribute equally in a groups assignment;
- d. Manipulating research data in (group) assignments or cheating data (for example filling in your own interviews or questionnaire);
 - e. Forgery;
 - f. Tort;
 - g. All other forms (than mentioned in par. 2a until 2f) of academic offence to be decided by the examination board post hoc;
3. If an examiner or supervisor notices a motivated suspense of fraud during an exam, the supervisor has the right to confiscate the exam or test and the not prohibited information. The supervisor submits a notification of the academic offence to the student and the Examination Board. This rule also applies in case of fraud in a Study Unit (or part of a Study Unit).
 4. The Examination Board will follow the following procedure and will hear in case of notification of fraud the examiner as well as the student(s) in question. The Examination Board will determine which measures will be taken and will inform the student in question of this in writing. The Examination Board may bar a student who commits an academic offence from sitting the interim exam in question for a maximum of one (1) year. If the Examination Board determines that the matter involved an academic offence, the student/students involved may – in serious instances – be barred from sitting any programme's interim exams for up to one (1) year. A student is not allowed to replace the Study Unit during the period on which he committed an academic offence with another Study Unit.
 5. If a student commits serious fraud, the Examination Board in question may lodge a request at the Executive Board to end the students registration at the University.
 6. Procedures described in article 8.6 also apply with regard to objections and lodging an appeal against decisions taken by examiners and/or the Examination Board as mentioned in paragraph 3 and 4.

Section 7: Safeguarding Quality of Assessment

7.01 PROCEDURE

1. In safeguarding quality of assessment, the Examination Boards focuses on 4 levels:
 - programme assessment plan (incl. final attainment targets);
 - exams, based on test schemes, module descriptions, student evaluations and report of the test-committee (incl. link between learning goals and final attainment targets);
 - thesis, based on reports on reassessments of theses (carousel);
 - qualifications of examiners (appointment based on requirements as determined in R&R art. 4.02).
2. The Examination Board shall have at least two yearly meetings with the Programme Director to discuss assessment quality and will report the outcomes of these meetings.

Section 8: Changes, exceptions, Appeal

1. In cases of clear and substantial unfairness or extreme consequences, the Examination Board can permit exceptions to these Regulations.
2. In case of a clear and apparent mistake in the publication of a test or exam result, all parties, including the student, have the obligation to report the mistake as soon as possible and to cooperate in finding a solution for any consequences that are to the disadvantage of the student.

3. The Examination Board will decide in cases which are not mentioned in these Rules and Regulations.
4. Students can submit an appeal against the decision of the Examination Board in writing to the Student Services' [Complaints Desk](#) at the university's Centre for Educational Support within 6 weeks of notice of the decision.
5. The Examination Board will evaluate these Rules and Regulations on a yearly basis.
6. Changes in these Rules and Regulations are published on the website of the Examination Board. Changes of these Rules and Regulations during the study year cannot be to the disadvantage of students.

Programme specific annexes

EB Behavioural Sciences

Addition to 5.02 for Bachelor in Psychology:

- The Programme Director may appoint PhD-students as thesis supervisors

EB Governance Sciences

EB Interdisciplinary Sciences

EB Management Sciences

APPENDIX 1: MEMBERS AND REGISTRARS OF EXAMINATION BOARDS IN THE FACULTY OF BMS

BEHAVIOURAL SCIENCES (BS)

Dr. M.E. (Marcel) Pieterse (PSY) chair

Dr. M.L. (Matthijs) Noordzij (MPS)

Dr. J.J. (Joris) van Hoof (CW)

Dr. A.J.A.M. (Alexander) van Deursen

Dr. J. (Judith) ter Vrugte (EST)

Registrar: M.W.J. (Marijke) Peijster-Terpelle

EXAMINATION BOARD GOVERNANCE SCIENCES (GS)

Dr. M.R.R. (Ringo) Ossewaarde (EPA) (chair)

Dr. H.G.M. (Herman) Oosterwijk (PA)

Dr. V.I. (Victoria) Daskalova (MEEM, MRM, MPM)

Dr. K. (Kostas) Gemenis (ES)

Registrar: J.M.A. (Joke) Vollenbroek-Timmerhuis

EXAMINATION BOARD INTERDISCIPLINARY SCIENCES (IS)

Dr. S.K. (Saskia) Nagel (PSTS) (chair)
Dr. P. (Peter) Stegmaier (PSTS)
Dr.ir. H. (Henk) Pol (SEC)
Dr. M.I. (Margarita) Jeliaskova (LVHOM)
Dr. A.M. (Anne) Dijkstra (3TU) on call

Registrar: J.M.A. (Joke) Vollenbroek-Timmerhuis

EXAMINATION BOARD MANAGEMENT SCIENCES (MS)

Prof.dr. T. (Tanya) Bondarouk (BA) chair
Dr. J.M.G. (Hans) Heerkens (TBK)
Dr.ir. J.M.J. (Marco) Schutten (IEM)
Dr. R.P.A. (Raymond) Loohuis MBA (IBA)
Registrar: H. (Hèla) Klaczynski LLB

APPENDIX 2: LIST OF MANDATES PER EXAMINATION BOARD

EB Behavioural Sciences

Changing the responsibility of tasks that used to be executed by the examination board Behavioural Sciences and mandate of decisions to the educational programs of CW/CS, OWK/EST and PSY/MPS.

Request students to deviate from the prerequisites:

1. (starting BSc and MSc thesis)

In the EER (art. 1.1. paragraph 6 is stated that *“The statutory powers of the Examination Committee of a degree programme apply to all units of study that form part of the student’s degree programme.”*

Based on this regulation the examination board used to decide on prerequisites cases in previous years. For instance if a student could start with the Bachelor or Master thesis although he does not fulfill all stated criteria.

The examination board did some research on decisions taken on these request and found that the board only decided positively with an approval given by the program.

The examination board Behavioural Sciences decided therefor to continues the mandate of the examination board BMS, that decisions to deviate from the prerequisites should be handled by the educational programs in question.

The program management will report (once per year) to the examination board on all decisions taken in this matter.

2. (Starting a BSc or MSc thesis for a second time)

In line with the mandate given to the educational programs to decide in deviation from the prerequisites, the examination board Behavioural Sciences decided to mandate the decision to start with a bachelor or

master thesis for the second (or third) to the educational program in question because the program knows the ins and outs of the student in question and positive decisions of the examination board are only given with approval of the educational program in question.
The program management will report (once per year) to the examination board on all decisions taken in this matter.

3. (Minor program)

In the Bachelor EER is stated in art. 3.2 paragraph k that *“the examination board is authorized to deviate from Articles 3.2.2 (e) and 3.2.2 (f). Students, in consultation with the Study Advisor, are to submit requests to this end to the Examination Board.”*

Last year the examination board BMS mandated this task to the educational programs in question. The examination board Behavioural Sciences decided to continue the decision of the examination board BMS.

The educational programs of the bachelor Communication Sciences and Psychology can decide on request of students to deviate from the conditions set by the program for admission to start with the minor and to deviate from the standard offered minor modules.

The program management will report (once per year) to the examination board on all decisions taken in this matter.

4. (Electives in the master program)

In the EER (art. 1.1. paragraph 6 is stated that *“The statutory powers of the Examination Committee of a degree programme apply to all units of study that form part of the student's degree programme.”*

In previous years the examination board used to decide on request from students to take part in electives (with a maximum of 10EC) that diver from the standard offered electives by the program. The examination board Behavioural Sciences decided that the educational programs of Communication Studies and Educational Science and Technology can decide on this matter in cases that students submit a request for approval of courses of the University of Twente.

In cases students make a request for electives from other Dutch universities or foreign universities the examination board Behavioural Sciences still will decide on this. In these cases a advice from the program (director) will be reclaimed.

The program management will report (once per year) to the examination board on all decisions taken in this matter.

EB Governance Sciences

Mandates to the Programme management:

- 1) Decisions on the students minor programme
- 2) Decisions to deviate from the prerequisites to start with the bachelor or master theses

EB Interdisciplinary Sciences

EB Management Sciences

Mandates for the programme directors for the programmes within the Examination Board per December 1st, 2016:

- 1) The mandate in decision making regarding individual students' qualifications that allow them to start their BSc and/or MSc theses within programmes under their responsibilities;

- 2) The mandate in decision making regarding the BSc individual minor projects within programmes under their responsibilities.
- 3) The mandate in decision making regarding BSc and MSc electives within programmes under the responsibilities of the Programme Director;*
- 4) The mandate to the Programme Director of the MSc programme IE & M in decision making regarding the individual programmes for elective semesters.*

* In safeguarding quality of testing the Examination Board Management Sciences will monitor the link between learning goals of these units of study and the final attainment targets of your study programmes.