

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

OF THE FACULTY OF BEHAVIOURAL, MANAGEMENT AND SOCIAL SCIENCES (BMS) 2017-2018

These Rules & Regulations (R&R) are established by the four Examination Boards of 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 BMS.

The date of enactment of these Rules and Regulations is 01-09-2017,

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 programmes of the faculty of BMS.

The tasks and jurisdiction of the Examination Boards are defined in Chapter 7 of the Act. The Act states that the Examination Board is the body that objectively and professionally assesses whether a student meets the conditions laid down in the EER with regard to the knowledge, insight and skills required to obtain a degree (see art. 7.12 par. 2, WHW).

According to the Act, the tasks and jurisdiction of [the Examination Boards](#) include:

1. To assess individual student requests for exceptions to the EER (art. 7.12, par.1, WHW);
2. To grant a degree certificate and supplement (art.7.11, WHW);
3. To grant permission to a student to take a flexible programme (art.7.3d, WHW);
4. To appoint examiners (art.7.12c, WHW);
5. To set regulations and directions for assessment, within the framework of the EER (art. 7.12b, par. 1b, WHW);
6. To safeguard the quality of assessment (art.7.12b, par. 1a, sub e, WHW);
7. To assess cases in which there is a suspicion of fraud, and to determine the consequences if fraud has occurred (art 7.12b, par.2, WHW);
8. To provide advice to the Dean concerning the adoption, amendment or periodic assessment of the EER (art. 7.12b, par. 1, WHW);
9. To prepare an annual report about the Board's activities to the Dean (Art. 7.12b, par.5, WHW).

The Examination Boards execute their tasks and responsibilities on the basis of:

- Assessment expertise and disciplinary expertise;
- Independent judgment;
- Interaction with the programme board and programme management, CES, programme committees, screening committee, faculty quality team and faculty council;
- Reasonableness and fairness.

The Examination Boards execute their tasks and responsibilities with the utmost confidentiality.

1.02 BOARDS AND PROGRAMMES

The four Examination Boards in the Faculty BMS are listed below, including the study programmes that fall under their jurisdiction:

Examination Board Behavioural Sciences (EB BS):

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

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

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)

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 Industrial Engineering & Management (B-IEM)
- Master Business Administration (M-BA)
- Master Industrial Engineering & Management (M-IEM)

1.03 SPECIFIC TERMS OF THESE R&R

The Examination Boards want to paraphrase other legal and regulatory documents as little as possible. Where relevant, direct references to these documents are made in the text. Appendix 3 includes the definition of terms as used in the guideline EER 2017-2018.

Terms used specifically in these R&R include the following:

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

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

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

Where definitions or terms used in these R&R 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 Examination Boards are appointed by the Dean for a term of two years (art. 18, [Faculty Regulation](#)).
2. Each study programme is represented by at least one examiner active in this (group of) study programme(s).
3. Per Board, one external member is appointed.
4. Per Board, a chair is appointed by the Dean.

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.

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 Boards are not public.
4. When a student submits a request where the examiner involved is a member of the Examination Board involved, this member will have no vote in the decision. The Examination Boards can decide to discuss the case without this member present.

2.03 DECISIONS

1. Decisions are taken in a meeting of the Examination Board, unless the case is deemed urgent, to be decided by the chair upon consultation of the other members.
2. The registrars prepare the files for individual student requests, with relevant documentation, the registrar's advice regarding the case, and a draft decision.
3. Decisions are taken by the majority of the Board members present or when votes are even, the chair decides.
4. All decisions are filed in accordance with the Regulation Record Management University of Twente 2015, accessible to all Boards members via JOIN.
5. Examination Boards can ask advice from staff or external experts, either before the meeting or by inviting them to the meeting.
6. The Examination Boards inform the student about their decision by email as soon as possible.

2.04 MANDATES

1. If a commission, working group or any other body can take decisions on behalf of an Examination Board, this mandate shall be clearly defined in writing to members of this commission / working group / other body. All such mandates are listed in an appendix to this R&R. The Examination Boards will be informed of all decisions taken by these bodies 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 juridical 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, in line with art. 1.01 of these R&R;
 - c. A critical self-assessment and preview.

SECTION 3: CERTIFICATES AND TRANSCRIPTS

3.01 DUTCH GRADING SYSTEM

The Dutch grading system, used in university education, consist of grades on a 1 to 10 scale, as given in the following table, in which 10 is the highest grade, 6 the minimum pass and 1 the lowest grade.

<u>Mark</u>	<u>Definition</u>
10	Excellent
9	Very good
8	Good
7	Satisfactory
6	Sufficient
5-1	Fail

In some instances special marks are registered in the Student Information System . These include the following:

Special marks

C4	Compensated 4
C5	Compensated 5
NV	Absent (<i>in Dutch: Niet Verschenen</i>)
NVD	Not accomplished (<i>in Dutch: Niet VolDaan</i>)
O	Insufficient (<i>in Dutch: Onvoldoende</i>)
V	Sufficient (<i>in Dutch: Voldoende</i>)
VR	Exemption (<i>in Dutch: Vrijstelling</i>)

3.02 DEGREE CERTIFICATES

1. The Examination Board is the body that safeguards that 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, if absent, by one of the (other) members of this Examination Board. If applicable in the Examination Board, the certificate can also be signed by the first examiner of the graduation project.
3. The thesis supervisor or a representative appointed by the Programme Director can co-sign the degree certificate.

3.03 SPECIFICATION OF EXCELLENCE / SPECIFIC DISTINCTION

1. Requirements for a specification of excellence or specific distinction, e.g., cum laude, on the degree certificate are defined in the programme specific appendices to the EER.
2. The Examination Boards safeguard that the student meets these requirements (EER art. 5.4.4).
3. The student or 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 Boards advice the Programme Directors on the requirements for, e.g., cum laude in their annual report.

SECTION 4: EXAMINERS

4.01 APPOINTMENT OF EXAMINERS

1. The Examination Boards appoint 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.
3. The Examination Boards can terminate the appointment of examiners during the academic year. The Examination Boards motivate their 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 for all examiners grading and administering in accordance with comparable standards and for determining the final module result.
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 for all examiners grading and administering 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), or is dispensed or exempted from it or is in the process of acquiring it, in which case the timeline of finalizing the UTQ must be indicated.
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), or is in a language programme towards this goal, in which case the timeline must be indicated; or is presently exempted.
4. The examiner for study units in MSc programmes has a PhD degree. Additional requirements for examiners of MSc theses are mentioned in art. 5.02.
5. The examiner for study units in BSc programmes holds at least an MSc or MA degree and holds preferably a PhD degree or is conducting PhD research. Additional requirements for examiners of BSc theses are mentioned in art. 5.02.
6. The Examination Boards have the authority to make exceptions to these requirements.
7. Additional guidelines for assessment are defined in the programme's assessment policy.

Section 5: Assessment

5.01 GENERAL GUIDELINES

The following general guidelines apply to assessment:

1. Each study unit must have explicit learning goals.
2. The format of assessment of each study unit is described in the programme specific appendix to the EER.
3. A substantial part of the assessment of each study unit shall be based on individual student work.
4. 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).
5. For each written test the default coversheet shall be used. The coversheet can be found at the website of the Examination Boards BMS (<https://www.utwente.nl/bms/examboard/for-examiners>).

6. 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.
7. 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
3. Third parties can be advisors to the thesis committee.
4. To judge and grade the thesis, examiners must use the assessment form, provided by the educational programme involved.

SECTION 6: STUDENT REQUESTS AND FRAUD

6.01 GENERAL

1. Students seeking an exception to the EER have to send in a written request, using the [application form](#) on the [website of the Examination Boards](#).
2. Requests are only handled if submitted in time and accompanied by all required and relevant documentation. Requests have to be motivated, including the reference to the rule from the EER that applies to the subject of the student's request. 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 (SVO/SPO) from Osiris has to be added by the student in all cases.
4. Students are strongly advised to consult their study advisor before submitting a request.
5. If a request is submitted because of personal or medical circumstances, these circumstances must be documented 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.

6.02 SPECIFIC REQUESTS

Regarding specific requests, the decision of the Examination Boards is taken within the following framework:

1. [Change the public nature of an oral exam or test](#)

The request to change the public nature of an oral exam or test has to be discussed beforehand with the examiner of the study unit. The examiner has to confirm the necessity and possibility of the requested change. If the request is made because of personal circumstances, the study advisor has to be informed about these circumstances and has to confirm them to the Examination Board.

2. [Change the format of an exam or test](#)

The request to change the format of an exam or test has to be discussed beforehand with the examiner of the study unit. The examiner has to confirm the necessity and possibility of the requested change. If the

³ In case of a master thesis of Psychology, the first examiner, who supervises the student and is directly involved in the thesis' research topic, has to be affiliated to (the department of) the master specialisation concerned. This may only be derogated from upon prior approval by the theme coordinator of the master specialisation concerned. When this first examiner does not hold a PhD, (s)he is at least a PhD candidate.

request is made because of personal circumstances, the study advisor has to be informed about these circumstances and has to confirm them to the Examination Board.

3. Specification of excellence (cum laude)

If a student does not fulfil the requirements for a specification of excellence (e.g., cum laude) as defined in the Programme Specific Appendices to the EER, the Examination Board may nevertheless decide, upon request of the student or the Programme Director, to grant the specification of excellence (e.g., cum laude) on the basis of specific and exceptional abilities and circumstances of the student's achievement.

4. Elective programme (free/individual degree programme)

A request for an elective (free/individual) study programme (article 7.3d WHW, article 3.5 EER) has to be approved beforehand by the Programme Director of the study programme involved. The Examination Board decides on the request, taking into account the cohesiveness of the elective study programme, the relevance of the elective/free study programme for the student, and the way in which final attainment targets of the study programme are fulfilled by the elective programme.

5. Exemption for (components of) a study unit

Exemption for (components of) a study unit is granted if the Examination Board is convinced the student possesses the knowledge, insight and/or skills covered by the study unit concerned. A request for an exemption has to be accompanied by formal evidence (e.g., diplomas and literature studied) and has to be approved beforehand by the examiner(s) of the study unit or module component. In case the exemption is granted, the credits of the exempted (component of the) study unit will be registered in OSIRIS.

6. Extend validity of exam or test result

In case an exam or test result has a limited validity, the Examination Board can extend its validity on an individual basis. A request has to be extensively motivated and has to include the proposed period of extension and a study plan.

7. Extra exam or test opportunity

The examination board distinguishes two situations when it comes to requests for an extra exam/test opportunity:

- 1) a student fails to pass (part of) a study unit because of personal circumstances. In cases like this the Examination Board may grant in exceptional cases an extra exam or test opportunity, next to the regular opportunities as scheduled in the test plan in any academic year, all depending on the specific situation of the student;
- 2) a student has finished his/her studies except for one exam or test (excluding the master thesis). In cases like this the Examination Board may also grant an extra exam or test opportunity. The Examination Board decides on the request taking into account a) whether the student meets fail-pass rules of the study unit; b) whether the next regular exam or test opportunity is within six months after obtaining the last but one exam; c) whether the student sat the exam or test at least (if possible) two times and attained a score of at least 4.0; d) in case specific personal circumstances are involved that caused the student not to pass the exam or test, the study advisor has to be informed by the student about these circumstances beforehand and has to confirm them to the Examination Board.

8. Language of the thesis

The Examination Board may allow deviation from the requirements within the EER regarding the language of the thesis. A request has to include explicit permission of the thesis examiner and/or the graduating organization.

9. Minor, electives and prerequisites

In appendix 2 of these Rules and Regulations the various mandates regarding these subjects for requests for the 4 BMS Examination Boards are described.

10. Postpone degree certificate

The request to postpone the final degree audit and the presentation of the certificate has to include the reason(s) for postponement, the preferred duration of postponement, and a written consent by the Programme Director. The maximum duration of postponement is one year.

11. Public nature of the thesis

Theses' are public and published in the university repository. The Examination Board involved 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 have to send in a detailed motivation if they think their thesis should be archived confidentially.

6.03 REGULATIONS IN CASE OF AN ACADEMIC OFFENCE (FRAUD)

1. 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 (her) own and original work. If this is not the case, this will be considered fraud.
2. Fraud is defined as follows:
 - a. Using (electronic and/or technological) devices and/or other resources during an exam (test), which use the examiner has forbidden during a study unit and/or prior to the start of the exam (test), or which use the student knows of should know is not permitted.
 - b. Behaviour during an exam (test), that is indicated by the examiner during a study unit and/or prior to the start of the exam (test) as being considered fraudulent, or that the student knows or should know is not permitted. This includes, but is not limited to:
 - i. Procuring copies of an exam (test) before that exam (test) has taken place.
 - ii. Cheating, with or without crib sheets.
 - iii. Being in the possession of crib sheets.
 - iv. Copying from other students during an exam (test).
 - v. Consciously allowing other students to copy responses during an exam (test).
 - vi. Receiving and/or sending (text) messages.
 - vii. Talking to or any other form of communication with others, before completing the exam (test) and while the exam (test) is still going on, other than communication with the examiner/supervisor.
 - c. Copying and/or using someone else's work without mentioning the source (plagiarism). This includes, but is not limited to:
 - i. Literally copying and/or using (parts of) someone else's work, such as original terms, ideas, results, conclusions and illustrations, and presenting this as one's own work.
 - ii. Copying parts of a text without complete and correct references, also when minor changes to the text have been made.
 - iii. Using visual or audio material, test results, designs, software, program codes and the like without complete and correct reference, and presenting this as one's own work.
 - d. Incorrect or incomplete use of quotation marks and references. This includes, but is not limited to:
 - i. Marking literally used quotes not explicitly (e.g., not using quotation marks, indentation or blank lines), so the quoted text is wrongly presented as one's own work.
 - ii. Referring to sources which the student did not read or study him/herself but has become aware of, for example, while reading other sources of information.
 - iii. Handing in an assignment or any other piece of work that is written in co-operation with others, without mentioning this explicitly.
 - e. Free riding, that is not contributing equally in a group assignment or in any other piece of group work.

- f. Manipulating research data in assignments or any other piece of work, and/or counterfeit or fake research data (for example filling in one's own questionnaire).
 - g. Forgery, including claiming to be another person during an exam (test), or vice versa.
 - h. Tort.
 - i. All other forms of academic offences than those mentioned in par. 2a to 2h, to be determined by the Examination Board.
3. If an examiner or supervisor has a motivated suspicion of fraud during or after an exam (test), the examiner/supervisor makes a note of this on the student's exam (test). The examiner/supervisor has the right to confiscate devices and other resources whose use is not permitted. The student has the right to finish the exam (test). The examiner reports the suspicion of fraud in written to the student and to the Examination Board. This rule also applies in case of a suspicion of fraud in a (part of a) study unit, such as an assignment, presentation or essay.
 4. Subsequently, the Examination Board will proceed as follows. The Examination Board will hear the examiner as well as the student(s) involved. The Examination Board will determine whether fraud has occurred and which measures will possibly have to be taken. The Examination Board will inform the student(s) involved of its decision in writing. The Examination Board may bar a student who commits an academic offence from sitting the exam, test or other part of a study unit involved, up to a maximum of one (1) year. In extreme cases, the Examination Board may bar a student from sitting all programme exams and tests up to a maximum of one (1) year. A student is not allowed to replace the study unit in which the academic offence occurred with another study unit while the sanction is in force.
 5. 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 was perceived.

SECTION 7: SAFEGUARDING ASSESSMENT QUALITY

7.01 PROCEDURE

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

SECTION 8: DEROGATION, APPEAL AND CHANGES

8.01 PROCEDURE

1. In cases of demonstrably compelling unreasonableness or unfairness, the Examination Boards may allow derogation from the provisions of these R&R.
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 to one another and to cooperate in finding a solution for any consequences that are to the disadvantage of the student.

3. The Examination Boards will decide in cases which are not mentioned in these R&R.
4. Students can submit an appeal against the decision of the examiner and/or an 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 Boards will evaluate these R&R on a yearly basis. Changes in these R&R are published on the website of the Examination Boards. Changes of these Rules and Regulations during the study year cannot be to the disadvantage of students.

APPENDIX 1: MEMBERS AND REGISTRARS OF EXAMINATION BOARDS IN THE FACULTY 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)
J. Adema (external member, CITO)
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. M. (Martin) Rosema (ES)
J. Adema (external member, CITO)
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. J.T. (Jan) van der Veen (SEC)
Dr. M.I. (Margarita) Jeliaskova (LVHOM)
Drs. H. ter Horst (external member, Zoezi)
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. M.R.K. (Martijn) Mes (IEM)
Dr. R.P.A. (Raymond) Loohuis MBA (IBA)
Drs. H. ter Horst (external member, Zoezi)
Registrar: H. (Hèla) Klaczynski LLB

APPENDIX 2: LIST OF MANDATES PER EXAMINATION BOARD

EB Behavioural Sciences

Mandates to the Programme Directors of the programmes under the jurisdiction of the Examination Board Behavioural Sciences:

- 1) The mandate in decision making regarding individual students' qualifications that allow them to start their BSc or MSc thesis, within programmes under the Programme Director's responsibility
- 2) The mandate in decision making regarding individual students' request for the BSc minor projects, within programmes under the Programme Director's responsibility.
- 3) The mandate in decision making regarding BSc and MSc electives, within programmes under the Programme Director's responsibility.

EB Governance Sciences

Mandates to the Programme Director of the programmes under the jurisdiction of the Examination Board Governance Sciences:

- 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 to the Programme Directors of the programmes within the jurisdiction of the Examination Board Management Sciences, 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 the Programme Director's responsibility.
- 2) The mandate in decision making regarding the BSc individual minor projects, within programmes under the Programme Director's responsibility.
- 3) The mandate in decision making regarding BSc and MSc electives, within programmes under the Programme Director's responsibility.*
- 4) The mandate to the Programme Director of the MSc programme IEM in decision making regarding the individual programmes for elective semesters.*

The mandate to the examiners for thesis' to sign certificates for the TBK bachelor and master studies, as well as the BA master study.

* 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 the study programmes.

APPENDIX 3: GLOSSARY OF TERMS AND DEFINITIONS

4TU	<i>The 4 Universities of Technology of the Netherlands (Twente, Delft, Eindhoven) and Wageningen University & Research.</i>
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>
Authorized Proof of Result:	A list or other written document initialled by or on behalf of an Examiner, or a result published via the Student Information System (SIS).
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.
BK:	<i>De Dutch language variant of the former Bachelor's programme Bedrijfskunde (Business Administration);</i>
Blackboard:	<i>The electronic learning environment of the University of Twente;</i>
BMS:	<i>The Faculty of Behavioural, Management & Social Sciences;</i>
BOZ:	<i>Bureau Onderwijszaken (Educational Affairs Office) of the Faculty BMS;</i>
BSK:	<i>Bestuurskunde, the Dutch-language variant of the former Bachelor of Science programme Bestuurskunde (Public Administration);</i>
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 study units 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),
CW:	<i>The Bachelor of Science programme Communicatiewetenschap (Communication Science)</i>
Dean:	Head of the faculty
Degree programme:	Bachelor's degree programme as referred to in the programme-specific appendix to these Education and Examination Regulations.
EB:	Executive Board of the University of Twente
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 or 1680 hours (Article 7.4 WHW);
EPA:	<i>The Bachelor of Science programme European Public Administration;</i>
ES:	<i>The Bachelor of Science programme European Studies, the English-language variant of the former Bachelor of Science programme Bestuurskunde (Public Administration)</i>
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.
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.
Honours Programme:	Institution-wide Bachelor's Honours programme
IBA:	<i>The Bachelor of Science programme International Business Administration;</i>
Institution:	University of Twente
Institutional administration:	Executive Board, except as otherwise specified
Module:	a study unit 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 study unit.
OER:	<i>Onderwijs- en Examenregeling; this is the Dutch name of the Education and Examination Regulations (EER);</i>
OLC:	<i>Opleidingscommissie (programme committee, see below);</i>
OSIRIS	<i>The Student Information System of the University of Twente;</i>
OWK:	<i>The Bachelor of Science programme Onderwijskunde (Educational Science);</i>
PCC (CPO):	Personal Circumstances Committee. 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.
Practical exercise:	<p>A practical exercise as referred to in Article 7.13, paragraph 2 (d) of the Higher Education and Research Act is a study unit or a study unit component emphasizing an activity that the student engages in, such as:</p> <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 as referred to in Art. 9.18 of the Higher Education and Research Act.
PSY:	<i>The Bachelor of Science programme Psychologie (Psychology)</i>
R&R:	<i>The rules and regulations of the Examination Board (WHW, Article 7.12, paragraph 4)</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.

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.
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.
Test:	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.
Test component:	A test can be split into components and administered during multiple sessions. These components may be of a written or oral character. A test component may also consist of completing one or more assignments or writing a paper or thesis.
Test result:	A result that is part of the final result for a study unit.
Test schedule:	A schedule showing the method of assessment for a study unit.
<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: 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.	