

RULES & GUIDELINES (R&G) OF THE EXAMINATION BOARDS

OF THE FACULTY OF BEHAVIOURAL, MANAGEMENT AND SOCIAL SCIENCES (BMS) **2018-2019**

These Rules & Guidelines (R&G) 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 & Guidelines is 01-09-2018, revised version 08-11-2018

SECTION 1: SCOPE AND AUTHORITY OF THE EXAMINATION BOARDS

1.01 GENERAL

These Rules & Guidelines 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. 7.12b 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. 7.3h 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 the organization and the procedures of assessment (art. 7.12b, par. 1, 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 not taking in new students.

Examination Board Governance Sciences (EB GS):

- Bachelor Management, Society & Technology (B-MS&T)
- 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 in de Mens- en Maatschappijwetenschappen (M-LMM)
- Master Philosophy, Science, Technology and Society (M-PSTS)
- Master Educatie en Communicatie in de Bètawetenschappen (M-ECB)
- Master Educatie in de Mens- en Maatschappijwetenschappen (EMM)²

Examination Board Management Sciences (EB MS):

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

1.03 SPECIFIC TERMS OF THESE R&G

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 2018-2019.

Terms used specifically in these R&G 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&G lead to conflict with either the Act (WHW) or the EER, the Act and EER are leading.

SECTION 2: GENERAL

2.01 COMPOSITION OF THE BOARDS

1. Members of the Examination Boards are appointed by the Dean for a term of two years. They can be reappointed twice (art. 7 paragraph 6 BMS [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 This is the former master SEC (joint degree programme). The examination board IS operates by mandate from the formal M-SEC examination board, for students in units of study 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 or via e-mail correspondence.
2. The registrars prepare the files for individual student requests with relevant documentation, the registrar's advice regarding the case and set up a draft decision.
3. Decisions are taken by 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 only handle complete requests. If the request has been received by the individual Examination Board and is complete, the Examination Board will pass on its decision in writing or via (UT-student) email on time, but in principle no later than eight weeks after receipt of the request. If the decision cannot be taken within eight weeks, the Examination Board will inform the applicant and will specify a reasonable period within which the decision can be met.
7. In case of an incomplete or inadequate request which, for example, makes it impossible to carefully decide on the request, a recovery period can be set. If this period is exceeded, the request will possibly be withdrawn from consideration. The decision period shall be suspended from the day the applicant is invited to restore the request until the day on which the request is restored or if the recovery period has expired unused.

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&G. 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 exams.
 - b. A quantitative and qualitative evaluation of the activities and results, in line with art. 1.01 of these R&G;
 - 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 mandated by the by the Examination Board, the certificate can also be signed by the examiner of the graduation project.
3. The thesis examiner (supervisor) or a representative appointed from the list of examiners 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. A motivated request can be submitted to the Examination Board for a specification of excellence if the requirements are not met. The request has to be submitted at least eight weeks before the intended graduation date.
4. The Examination Boards advice the programme directors on the requirements for, e.g., cum laude.

SECTION 4: EXAMINERS

4.01 APPOINTMENT OF EXAMINERS

1. The Examination Boards appoint examiners per unit of study 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 units of study in MSc programmes has a PhD degree in a Master programme. Additional requirements for examiners of MSc theses are mentioned in art. 5.02.
5. The examiner for units of study 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 unit of study must have explicit learning goals.
2. The format of assessment of each unit of study is described in the programme specific appendix to the EER.
3. A substantial part of the assessment of each unit of study shall be based on individual student work.
4. Detailed information about the assessment in a unit of study, 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 unit of study (EER 4.4).

5. For each written test the default coversheet must 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, relevant bodies in the university organization, and the accreditation authorities, unless explicitly allowed by the examinee. The assessment results can be published individually on the Electronic Learning Environment (Canvas) sites of the unit of study where the assessment took place.
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, from the list of examiners a thesis committee is appointed, by the programme director.
2. The committee consists of at least two examiners, both employees of the University of Twente, of whom at least one, 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](#). Please write your request in English.
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 conditions, as well as sample letters are published on the website of the Examination Boards.
3. A complete and 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. The study advisor has to acknowledge these circumstances to the board (in writing).
6. If an exception is required for medical reasons, these medical statements, must be documented by the study advisor. The study advisor has to acknowledge them to the board (in writing).

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 unit of study. The examiner has to confirm the necessity and possibility of the requested change to the Examination Board. 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](#)

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 or the master specialisation concerned. When this first examiner does not hold a PhD, (s)he is at least a PhD candidate.

The request to change the format of an exam or test has to be discussed beforehand with the examiner of the unit of study. 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.

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 a request, 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 7.3h WHW (previously art. 7.3d), article 3.5 EER) has to be discussed beforehand with the programme management (programme coordinator and/or study advisor) of the study programme involved. The outcome of the discussion should be mentioned in the motivation letter/request of the student. 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 unit of study

Exemption for (components of) a unit of study is granted if the Examination Board is convinced the student possesses the knowledge, insight and/or skills covered by the unit of study 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 unit of study or module component. In case the exemption is granted, the credits of the exempted (component of the) unit of study 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 submitted latest 10 weeks before the start of the study unit, must 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 unit of study because of personal circumstances. In cases like this the Examination Board may grant in exceptional cases an extra exam or test opportunity, in addition to the regular opportunities scheduled 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. 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 unit of study;
 - 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.
- 3) An extra exam or test opportunity is only given once for one specific exam or test per academic year.

- 4) When granted an extra exam or test opportunity, this extra opportunity is only valid until the next regular exam or test opportunity.

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 & Guidelines 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 if applicable in case of extra-curricular courses, a written consent by the degree programme. The maximum duration of postponement is 12 months.

11. Public nature of the thesis (confidentiality)

Theses' are public and published in the university repository. The Examination Board involved can deviate under specific circumstances from this rule. 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 REGULATION AND PROCEDURE REGARDING AN 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 the general regulations with specific faculty regulations. The complemented text is 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 (her) 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 study unit 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 cheat sheets or 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 *test or exam* with any party other than the 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 or your own 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. *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 supervisor has a motivated suspicion of fraud *before*, during or after an exam (test), the examiner/supervisor makes a note of this on the student's exam (test). *The examiner also notes the circumstances surrounding the irregularity on the official report. This information is submitted to (the registry of) the Examination Board.*

The examiner/supervisor 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 reports the suspicion of fraud in written to the student and to the (*registry of the*) Examination Board (*towards the Examination Board through the standard form*). 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 Boards BMS](#)):

- a) Name student(s) 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 Ephorus reports);
- e) The examiner should notify the students involved of the suspected fraud and the assessment of the assignment or exam needs to be put on hold.

Subsequently, the Examination Board will proceed as follows:

1. The Examination Board will investigate the notification and will hear the examiner as well as the student(s) involved;
2. The Examination Board will determine whether fraud has occurred and which measures will possibly have to be taken;
3. The Examination Board will inform the student(s) involved of its decision in writing.

Measurements or sanctions

The Examination Board may bar a student who commits an academic offence from sitting the exam, test or other part of a unit of study 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 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.

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&G 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. For this purpose use is made of the SAQ-protocol.

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&G.
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&G.
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&G on a yearly basis. Changes in these R&G are published on the website of the Examination Boards. Changes of these Rules and Guidelines during the study year cannot be to the disadvantage of students.

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

EXAMINATION BOARD BEHAVIOURAL SCIENCES (BS)

Dr. M.E. (Marcel) Pieterse (PSY) (chair)
Dr. S. (Sven) Zebel (MPS)
Dr. J.J. (Joris) van Hoof (CW)
Dr. S. (Suzanne) Janssen (CS)
Dr. J. (Judith) ter Vrugte (OWK/EST)
External member: Vacancy

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

EXAMINATION BOARD GOVERNANCE SCIENCES (GS)

Dr. M.R.R. (Ringo) Ossewaarde (MS&T) (chair)
Prof.dr. R.A. (Ramses) Wessel (PA)
Dr. V.I. (Victoria) Daskalova LLM (MEEM, MRM, MPM)
Dr. M. (Martin) Rosema (ES)
External member: Vacancy

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

EXAMINATION BOARD INTERDISCIPLINARY SCIENCES (IS)

Prof.dr.ir. M. (Mieke) Boon (PSTS) (chair)
Dr. P. (Peter) Stegmaier (PSTS)
Dr. J.T. (Jan) van der Veen (ECB, EMM)
Member: Vacancy (LMM)
External member: Vacancy

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

EXAMINATION BOARD MANAGEMENT SCIENCES (MS)

Prof.dr. T. (Tanya) Bondarouk (BA) (chair)
Dr. D.M. (Devrim) Yazan (IEMs)
Dr.ir. M.R.K. (Martijn) Mes (IEM)
Dr. R.P.A. (Raymond) Loohuis MBA (IBA)
External member: Vacancy

Registrar: C.B. (Claudia) van Dijken

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 September 1st, 2018:

- 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 bachelor IEMs and Master IEM studies, as well as the Master BA 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.

If the Examination Board appoints examiners for the entire programme, the programme director is responsible for the allocation of examiners per study unit on the basis of their expertise.

APPENDIX 3: GLOSSARY OF TERMS AND DEFINITIONS

<i>4TU</i>	<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.
<i>Act:</i>	<i>The Dutch Higher Education and Research Act, published in the Bulletin of Acts, Orders and Decrees 1992, number 593, and as amended since (WHW).</i>
Assessment:	Assessment is a systematic process of fostering, evaluating and certifying student learning. The process includes the design, development and implementation of assessment tasks, and the judgement and reporting of student learning performance and student's achievement of specified learning outcomes.
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 WHW involving expulsion from the programme in accordance with Article 7.8 (b), paragraph 3 WHW. A BSA is issued by the programme board on behalf of the institutional administration.
<i>BK:</i>	<i>De Dutch language variant of the former Bachelor's programme Bedrijfskunde (Business Administration).</i>
<i>Electronic learning environment (Canvas):</i>	<i>The electronic learning environment of the University of Twente.</i>
<i>BMS:</i>	<i>The Faculty of Behavioural, Management & Social Sciences.</i>
<i>BOZ:</i>	<i>Bureau Onderwijszaken (Educational Affairs Office) of the Faculty BMS;</i>
<i>BSK:</i>	<i>Bestuurskunde, the Dutch-language variant of the former Bachelor of Science programme Bestuurskunde (Public Administration).</i>
<i>Cohort:</i>	<i>Generation or group of students who started the same academic programme in the same year.</i>
<i>Colloquium doctum:</i>	<i>Entrance exam for those prospective students who are not directly admissible to the Bachelor's programmes of the University of Twente.</i>
Curriculum:	The aggregate of compulsory and elective units of study constituting a degree programme as laid down in the programme-specific appendix.
Compulsory holiday:	Required day off work.
<i>CW:</i>	<i>The Bachelor of Science programme Communicatiewetenschap (Communication Science).</i>
Dean:	Head of the faculty, also Faculty Management Team (Article 9.12 WHW).
Degree programme:	Bachelor's degree programme as referred to in the programme-specific appendix to these Education and Examination Regulations.
EB:	Examination Board(s) (in these Rules & Guidelines).
ECTS (Credit):	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 of study (Article 7.4 WHW);
<i>ES:</i>	<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 WHW); 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 exams and tests and to determine the results, in accordance with article 7.12c WHW.
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 exam.
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 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.
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:	A practical exercise as referred to in Article 7.13, paragraph 2 (d) WHW 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 as referred to in art. 9.18 WHW.
PSY:	<i>The Bachelor of Science programme Psychologie (Psychology).</i>
R&G:	<i>The Rules & Guidelines of the Examination Boards (art. 7.12b, paragraph 3 WHW).</i>
Student:	Anyone enrolled in a programme in accordance with art. 7.34 and 7.37 WHW.
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 WHW.
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 WHW. Each unit of study is concluded with an exam.

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 (test) 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 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: 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.