EDUCATION AND EXAMINATION REGULATIONS FOR MASTER PROGRAMMES

2017-2018

The Dean of the Faculty,

Behavioural, Management and Social Sciences

in view of Articles 9.5, 9.15, first paragraph under a, 7.13, first and second paragraph, 9.38, under b, and 9.18, first paragraph under a, and 7.59 of the Higher Education and Research Act (WHW),

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

decides to adopt the Education and Examination Regulations of the degree programmes referred to below:

- ***Master of Science Business Administration (BA)***
- ***Master of Science Communication Studies (CS)***
- ***Master of Science Educational Science and Technology (EST)***
- ***Master of Science European Studies (ES)***
- ***Master of Science Industrial Engineering & Management (IEM)***
- ***Master of Science Leraar VHO Maatschappijleer- en Maatschappijwetenschappen (LVHOM)***
- ***Master of Science Science Education and Communication***
- ***Master of Science Leraar VHO Zaakvakken (LVHZV)***
- ***Master of Science of Environmental and Energy Management (MEEM)***
- ***Master of Science Risk Management (MRM)***
- ***Master of Science Philosophy of Science, Technology and Society (PSTS)***
- ***Master of Science Psychology (MPS)***
- ***Master of Science Public Administration (PA)***

And the PHO Master programme's:

Master Public Management (MPM)

Content

ARTICLE 1 - GENERAL PROVISIONS 4

Art 1.1 - APPLICABILITY OF THESE REGULATIONS 4

Art 1.2 - DEFINITIONS 4

ARTICLE 2 - ADMISSION **8**

Art 2.1 - PREREQUISITES 8

Art 2.2 - LANGUAGE REQUIREMENT MASTER'S PROGRAMME FOR BEARERS OF FOREIGN DIPLOMAS 8

Art 2.3 - TRANSFER PROGRAMMES (PRE-MASTER AND TRANSFER MINOR) 8

ARTICLE 3 – CONTENT AND STRUCTURE OF THE PROGRAMME **9**

Art 3.1 - AIM OF THE PROGRAMME 9

Art 3.2 - STRUCTURE OF THE DEGREE PROGRAMME 9

Art 3.3 - LANGUAGE OF INSTRUCTION FOR THE PROGRAMME 10

Art 3.4 - EXEMPTION 10

Art 3.5 - FLEXIBLE DEGREE PROGRAMME: 11

ARTICLE 4 - TEACHING AND ASSESSMENT **12**

Art 4.1 - GENERAL 12

Art 4.2 - MODULES 13

Art 4.3 - REGISTERING FOR A UNIT OF STUDY AND THE TESTS 13

Art 4.4 - TEST PLAN 13

Art 4.5 - TESTS 13

Art 4.6 - ORAL TESTS 14

Art 4.7 - ASSESSMENT DEADLINE 14

Art 4.8 - PERIOD OF VALIDITY 14

Art 4.9 - RIGHT OF CLARIFICATION AND INSPECTION 14

Art 4.10 - RETENTION PERIOD FOR TESTS 15

Art 4.11 - EVALUATION OF EDUCATION 15

ARTICLE 5 - EXAMINATION **16**

Art 5.1 - EXAMINATION BOARD 16

Art 5.2 - EXAMINATION 17

Art 5.3 - DEGREE 17

Art 5.4 - CERTIFICATE AND SUPPLEMENT 17

Art 5.5 - GRADUATION WITH DISTINCTION 18

ARTICLE 6 - STUDENT GUIDANCE **19**

Art 6.1 - STUDY PROGRESS OVERVIEW 19

Art 6.2 - STUDENT GUIDANCE 19

Art 6.3 - (BINDING) RECOMMENDATION ON CONTINUATION OF STUDIES
ERROR! BOOKMARK NOT DEFINED.

Art 6.4 - (BINDING) RECOMMENDATION ON CONTINUATION OF STUDIES: MULTIPLE PROGRAMMES
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ARTICLE 7 - STUDYING WITH A DISABILITY **20**

Art 7.1 - STUDYING WITH A DISABILITY 20

ARTICLE 8 - AMENDMENTS, TRANSITIONAL ARRANGEMENTS, APPEALS AND OBJECTIONS **21**

Art 8.1 - CONFLICTS WITH THE REGULATIONS 21

Art 8.2 - ADMINISTRATIVE ERRORS 21

Art 8.3 - AMENDMENTS TO THE REGULATIONS 21

Art 8.4 - TRANSITIONAL ARRANGEMENT 21

Art 8.5 - REVIEW OF THE EDUCATION AND EXAMINATION REGULATIONS 22

Art 8.6 - APPEALS AND OBJECTIONS 22

Art 8.7 - HARDSHIP CLAUSE 22

Art 8.8 - PUBLICATION 22

Art 8.9 - COMMENCEMENT 22

Appendix: Regulations during examinations in case of order, calamities and academic offences (fraud) **31**

ARTICLE 1 - GENERAL PROVISIONS

Art 1.1 - APPLICABILITY OF THESE REGULATIONS

1) The Education and Examination Regulations apply to all students enrolled in the programme concerned.
2) Each programme has its own programme-specific appendix.
3) For each programme, the common elements and the programme specific appendix together form the Education and Examination Regulations for the Master's programme concerned.
4) The general provisions and the specific programme appendix of the Education and Examination Regulations are approved by the Dean.
5) The examination board sets down regulations for the execution of its tasks and powers in accordance with Article 7.12b of the WHW.
6) The statutory powers of the examination boards of a degree programme apply to all units of study that form part of the student's degree programme.
7) An English translation of the general provisions and the programme-specific appendices of the Education and Examination Regulations is available for the English-language Master programme's. In conflicting situations, the Dutch text takes precedence over the English text. The programme specific appendices are specified in the language of the programmes.
8) Requests for exceptions to what has been recorded in the education and examination regulations can be addressed to the examination board.
9) References in these regulations to 'he', 'him' or 'his' should also be read as, 'she', or 'her'.

Art 1.2 - DEFINITIONS

For the purposes of these regulations, the following definitions shall apply:

4TU	The 4 Universities of Technology of the Netherlands (Twente, Delft, Eindhoven) and Wageningen University & Research,
Academic year:	The term that starts on 1 September and ends on 31 August of the following year;
Act:	The Dutch Higher Education and Research Act, published in the Bulletin of Acts, Orders and Decrees 1992, number 593, and as amended since,
Authorized proof of result:	A piece of evidence that is signed by an examiner to make publication of the examination results in the Student Information System possible or a document containing the results of a student from the SIS,
BA	The Master of Science programme Business Administration,
BMS:	The Faculty of Behavioural, Management & Social Sciences,
BOZ:	Educational Affairs Office (Bureau Onderwijszaken) of the Faculty BMS,
Cohort:	Generation or group of students who started the same academic programme in the same year,

CPO:	A committee (in Dutch Commissie Persoonlijke Omstandigheden) established by the Executive Board that advises programme boards in individual cases with regard to the legitimacy, the expected duration and the severity of personal circumstances of the student,
CS:	The Master of Science programme Communication Studies,
Curriculum:	The entirety of compulsory and optional units of study belonging to the programme, as set down in the specific programme appendix,Dean: Head of the faculty,
EC:	European Credits, a unit of 28 hours of study workload, in accordance with the European Credit Transfer System (ECTS) a full academic year consisting of 60 EC or 1680 hours (Article 7.4 WHW),
EER:	The Education and Examination Regulations (Onderwijs- en Examen Regeling (OER),
ELAN:	Institution for teacher education and professional teacher development (Dutch: Instituut voor lerarenopleiding en professionele docentontwikkeling),
ELE:	Electronic Learning Environment of the University of Twente (Blackboard),
ES:	The Master of Science programme European Studies,
EST:	The Master of Science programmer Educational Science and Technology,
Exam:	An evaluation of the knowledge, understanding and skills of the student, as well as the assessment of the results of this evaluation (Article 7.10 of the WHW); an exam may consist of a number of tests,
Examination:	A degree programme concludes with a final examination. A final examination is deemed successfully completed if the units of study belonging to a programme have been completed successfully. The examination may also include an additional assessment by the examination board,
Examination Board:	The examination board is the body that establishes objectively and expertly whether a student meets the criteria set in the Education and Examination Regulations regarding knowledge, understanding and skills required for obtaining a degree,
Examiner:	The individual who has been appointed by the examination board in accordance with Article 7.12c of the WHW to hold exams and tests and determine their results,
Executive Board:	Executive Board of the University of Twente,
HBO	University of Applied Sciences,
Honours Programme:	Institution-wide Master's Honours programme,
IEM:	The Master of Science programme Industrial Engineering & Management,
Institution:	The University of Twente,

Institutional administration:	The Executive Board, unless otherwise provided for,
LVHOM:	The Master of Science programme Teacher VHO Sociology and Social Sciences (in Dutch: Leraar VHO Maatschappijleer en Maatschappijwetenschappen,
MEEM:	The Master of science programme Environmental and Energy Management (MEEM),
MPM:	The PHO Master programme Public Management MPM,
MPS:	The Master of Science programme Psychology,
MRM:	The Master of Science programme Risk Management (MRM),
OER:	See EER; Abbreviation of Onderwijs en Examen Regeling,
OLC:	See Programme Committee: Abbreviation of Opleidingscommissie
PA:	The Master of Science programme Public Administration,
PHO/PLD:	Abbreviation of the Dutch denomination of postgraduate continuing education (Post-Hoger Onderwijs); Professional Learning and Development,
Programme board:	The board charged by the Dean with managing the programme. If the programme board consists of only one person this person is called the programme director.
Programme Committee:	The Programme Committee as referred to in article 9.18 WHW
Practical exercise:	A practical exercise as referred to in article 7.13, paragraph 2d of the WHW, is a unit of study or part thereof, where the emphasis lies on the activity of the student, such as: 1. performing a literary study, performing an assignment, creating a test design, writing a thesis, article or position paper of conducting a public presentation, 2. completing a design or research project, performing tests and experiments, participating in practical's, practicing skills, 3. performing an internship, participating in field work or an excursion, 4. participating in other educational activities that are deemed necessary, focused on achieving the intended skills,
PSTS:	The Master of Science programme Philosophy of Science, Technology and Society
R&R:	the Rules and Regulations of the Examination Board (WHW, Article 7.12, paragraph 4),
SIS:	See Student Information System: Abbreviation of Student Informatie Systeem
Student:	Anyone registered with a programme in accordance with Article 7.34 and 7.37 of the WHW,
Student Information System (SIS):	The system designated by the institutional administration for the registration of and information relating to the relevant student and study data, as stipulated in the WHW,

Study adviser:	Person appointed by the Dean of the Faculty who acts as contact between the student and the programme, and in this role represents the interests of the students, as well as fulfilling an advisory role,
Study Rate:	Number of EC achieved in a certain period divided by the number of EC that can nominally be achieved in this period,
Test:	part of an exam. If a unit of study has only one test, this coincides with the exam for the unit in question,
Test plan:	A plan indicating how the testing of a unit of study is organized,
Test result:	A result that contributes to the final result for the unit of study,
Transfer programme:	A study unit or combination of study units, to be determined by the programme director of a Master's programme, which students can follow as a transfer minor (during their studies at a HBO or WO institution) or as a pre-Master's programme (after having completed their HBO or WO programme),
Unit of study:	A component of the programme as described in Article 7.3, paragraphs 2 and 3 of the WHW. A unit of study concludes with an exam,
UT:	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.

Any terms not defined here have the meaning assigned to them by the Act.

ARTICLE 2 - ADMISSION

Art 2.1 - PREREQUISITES

1) Admission to the programme is obtained if the prerequisites with regard to prior education for enrolment in university education, in accordance with Article 7.30 b of the Dutch Higher Education and Research Act (WHW), have been met. Students can only be admitted to master courses if they have successfully completed the bachelor programme or pre-master programme.
2) Programme-specific admission requirements for the Master's programme are set out in the programme-specific appendices.
3) The programme director, or an admission committee on behalf of the programme director, assesses the admissibility of applicants and issues certificates of admission on behalf of the Dean.

Art 2.2 - LANGUAGE REQUIREMENT MASTER'S PROGRAMME FOR BEARERS OF FOREIGN DIPLOMAS

Bearers of diplomas from outside the Netherlands are permitted to enroll if they meet the language requirements specified at the university's webpage on admission requirements for applicants with an international degree:

http://www.utwente.nl/en/education/master/admission-requirements/international-degree/.

The programme board may set language specific requirements to meet the specific language competences of the student. These requirements are set down in the programme specific appendix.

Art 2.3 - TRANSFER PROGRAMMES (PRE-MASTER AND TRANSFER MINOR)

1. The programme board or an admission committee on behalf of him may decide positively about the admission to the Master's programme, on the condition that the applicant successfully completes a transfer programme.
2. The transfer programme has a study load that depends on the outcome of the assessment of the programme director or an admission committee on behalf of him. More information on the transfer programme is specified in the programme specific appendix.
3. The transfer programme can be taken as a separate pre-Master's programme, or as a special transfer minor ("doorstroomminor"), agreed upon with a Dutch university of applied sciences (HBO).
4. The term in which the entire transfer programme has to be completely finished is set down in the programme specific appendix.
5. If the student did not complete the entire transfer programme successfully within the specified time, he will not be admitted in the master programme.
6. Per unit of study of the transfer programme no more than two attempts are permitted to sit the corresponding exam. If the student fails to successfully complete a unit of study within these two attempts, he will not be admitted to the Master's programme.
7. Additional information on transfer programmes is included in the programme-specific appendix of the relevant programme.

ARTICLE 3 – CONTENT AND STRUCTURE OF THE PROGRAMME

Art 3.1 - AIM OF THE PROGRAMME

The aims and final attainment targets (Article 7.13, paragraph 2c of the WHW) are described in the programme-specific appendices.

The final attainment targets of the Master's programme either fit the internationally recognized level descriptions of the so-called Dublin Descriptors, or are in accordance with the equivalent Criteria for Academic Bachelor and Master programmes agreed upon by the 4TU.
The Dublin Descriptors are:
a. Knowledge and insight
b. Application of knowledge and comprehension
c. Critical thinking
d Communications
e. Learning skills
The 4TU Criteria for Academic Bachelor and Master programmes are:
1. Expertise in one or more academic disciplines
2. Research competence
3. Design competence
4. A scientific approach
5. Basic intellectual skills
6. Competence in cooperation and communication
7. Awareness of temporal and social context

Art 3.2 - STRUCTURE OF THE DEGREE PROGRAMME

1) The following degree programmes have a standard study load of 60 EC: BA, CS, ES, EST, LVHOM, LVHOZ, MEEM, MPS, PA and SEC.

2) The degree programmes IEM and PSTS have a study load of 120 EC.
The study load of the degree programme MRM and the PHO Master's programme MPM is in the range of 60 - 71 EC.

3) The programme is described in the programme-specific appendix to these Regulations, in accordance with Article 7.13, paragraph 2 a till e, h, i, l, s, t, v and x of the WHW. The items described include:

   a. the content of the programme and its examination (WHW, Article 7.13, paragraph 2a)

   b. content of the specializations (WHW, Article 7.13 paragraph 2b)

   c. the qualifications as for the knowledge, insight and skills that a student must have acquired after having finished the programme (Article 7.13, paragraph 2c of the WHW)

   d. content of practical exercises (Article 7.13, paragraph 2d of the WHW)

   e. study load of the programme and of all study units that comprise the programme (article 7.13 paragraph 2e of the WHW)

   h. number and sequence of the exams, as well as the moments they can be taken (Article 7.13 paragraph 2h of the WHW)

   i. programme format: full-time, part-time, sandwich, according to the CROHO registration (Central Register of Higher Education Study Programmes) (Article 7.13 paragraph 2i of the WHW)

l. format of the exams: oral, written, individual, group etc., barring the examination board's authority to decide on a different format in special circumstances (Article 7.13, paragraph 2l of the WHW)

s. required sequence of exams: whether or not passing certain exams is a condition for admission to participation in teaching activities or other exams; (Article 7.13 paragraph 2s of the WHW)

t. admission standards and participation requirements for practical exercises (Article 7.13 paragraph 2t of the WHW)

x. organization of the programme (Article 7.13 paragraph 2x of the WHW).

Additional items included in the programme-specific appendix are:

1. requirements related to electives and students' individual choices
2. transitional arrangements, as referred to in Article 8.4 of the EER
3. language to be used for teaching and examinations (Article 7.2 of the WHW and Article 3.3 of the EER).

Art 3.3 - LANGUAGE OF INSTRUCTION FOR THE PROGRAMME

1) The language of instruction for the Master's programmes BA, CS, ES, EST, IEM, MPS, MEEM, PA and PSTS is English. Deviations of this rule in parts of the programme may be in place, if approved by the programme board authorized to this end. For the final thesis of these programmes the following applies:
    a. The final thesis is written and defended in English. Students are free to make a translation or summary in Dutch once this is necessary for the dissemination of the research results, but the final grade will be based on the original version in English, unless stated otherwise in the programme specific part
    b. In exceptional circumstances the examination board may allow a deviation of this rule.
2) The language of instruction in the master's programs LVHOM, MPM and MRM is Dutch. Deviations of this rule in parts of the programme may be in place, if approved by the programme board authorized to this end.
3) If in parts of the programme there is a deviation of the language of instruction it will be according to the Code of Conduct Languages of Instruction of the University of Twente and art. 7.2 WHW.
4) If the language of a course's study and exam differs from the standard language of the programme as described is section1 of this article, the examiner of the Unit of Study has to publish this via the SIS.

Art 3.4 - EXEMPTION

1) The examination board can grant the student exemption from one or more complete units of study at his or her request. To this end, the student will demonstrate that he has completed a component of a similar content, size and level of a university or higher

professional education programme or has, as a result of work and/or professional experience, sufficient knowledge and skills regarding the unit of study concerned.[1]

2) Students may be exempted from the obligation to participate in practical exercises if they can demonstrate that they expect to be placed in a moral dilemma as a result of the need to meet one of the requirements for this component. In such cases, the examination board decides whether the component can be carried out in another manner to be determined by the examination board.

3) This article does not apply to transfer programmes as referred to in article 2.3.

Art 3.5 - FLEXIBLE DEGREE PROGRAMME:

The examination board of the programme decides whether a student may take part in a flexible degree programme as stipulated in Article 7.3d of the WHW. The examination board assesses whether the programme is appropriate and consistent within the domain of the programme and whether the level is appropriate in the light of the final attainment targets of the programme.

[1] In the Rules and Regulations of the examination board more information on how to handle in case of exemptions has been stated.

ARTICLE 4 - TEACHING AND ASSESSEMENT

Art 4.1 - GENERAL

1) The Executive Board is responsible for the practical organization of tests and exams (WHW art. 7.10 paragraph 3).

2) A unit of study is completed with an exam. Aa exam 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.

3) The thesis is a public document that will be published in the repository of the Library of the University.

   a. The examination board can under specific circumstances deviate from this rule. Students can submit a motivated request on this subject at the examination board.

4) Exam results are expressed in a whole mark from 1 to 10[2],[3].

5) An exam result will be determined by the responsible examiner.

6) The questions, tasks and assignments of each (interim) examination will not exceed the sources of the learning objectives and the information from the classes/lectures[4] of the unit of study. This also may refer to the content of those units of study which embody obligatory prior knowledge to a specific unit of study. An outline of the learning objectives will be presented before the start or at the first meeting of each unit of study.

7) Before the start of the course or during the first lecture the examiner will disclose the following aspects of the exam:
   a. design of the education (teaching methods) and testing (incl. mandatory and recommended study materials);
   b. further information about the exam (incl. exam format);
   c. In case of a series of exams or a combinations of testing, formats as referred to in paragraph 2, the weighting of them to determine the final grade.

8) The in section 2 mentioned information will be published on the Electronic Learning Environment (Blackboard) of the unit of study.

9) The student has the right to either view model exam questions or practice exams or representative past exams including the corresponding model answers and assessment standard.

10) If a student receives more than one authorized result for the same unit of study, the highest result will apply.

11) Pass grades of the exam are 6 and higher. An exam is passed if all requirements are met, as published conform section 7 of this article.

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[2] For the educational programmes CS, EST, MEEM, MPS and PSTS the following applies. If an unit of study has been completed (passed with 5,5 or 6) this grade is final. If a student likes to upgrade his grade (due to exceptional circumstances) he must have a written confirmation of the examination board.

[3] For the educational programmes CS and MPS applies that if the quality of a unit of study (assignment) is not sufficient (5.49 or less) the student cannot score a higher grade than 6 at the second attempt. This also applies if the student did not hand in an assignment at the first final moment.

[4] Classes of any kind.

Art 4.2 - MODULES

(This article is not applicable for the master education)

Art 4.3 - REGISTERING FOR A UNIT OF STUDY AND THE TESTS[5]

1) To participate in a unit of study, registration via the SIS prior to the start of the unit of study is required.
2) By registering for the unit of study the student is automatically also registered for the regular exam periods that go with this unit of study.
   a. By registering for the unit of study the student is automatically also registered for the first regular exam that goes with this unit of study;
   b. The student must register him/herself via the SIS separately for any other exam than the first regular exam that goes with this unit of study and his/her study programme, within the time frame that the registration is open (between 40 days and 14 days prior to the exam);
   2c. The student is responsible for (checking) his/her registration for any exam.
3) The student can deregister for a written exam/test via the SIS no later than the day prior to the test in question.[6]
4) Students of the PHO Master programme are not obliged to register via the SIS to take part in the unit of study or the exams/tests.
5) To take part in some units of study prerequisites can be stated. Information about these prerequisites can be found in the programme specific appendixes. In specific circumstances the examination board has the authority to deviate from these requirements.
6) Information about re-sits and the terms and conditions attached to these, and the manner of registering for these, are made known in the test plan prior to the start of the unit of study.

Art 4.4 - TEST PLAN

(This article is not applicable to the master programme)

Art 4.5 - TESTS

1) Each year, two separate opportunities are offered for taking a written or oral exam associated with a specific unit of study.
2) Practical exercises can be completed at least once per year.
   a) Units of study and their exams can be offered more than once per academic year. In these cases students may participate in the exams at a maximum of two occasions, unless otherwise stated in the programme specific appendix.
   b) There is in any case at least one opportunity to sit an exam in the period in which the applicable unit of study had been taught.
3) In contradiction with that determined in paragraph 1 of this article, an opportunity to take an exam for a unit of study that is part of the curriculum, but which was not taught during that particular academic year, shall be offered at least once per academic year.

[5] More information about registering for a unit of study and the tests is published on the website of Student Services http://www.utwente.nl/ces/studentservices/osiris/Osiris/
[6] i.e., until midnight (24:00) of the day before the day of the test

4) In exceptional individual cases, the examination board can deviate from the number of times and the manner in which exams can be taken.

Art 4.6 - ORAL TESTS

1) Oral tests will be conducted in public, unless the examination board has determined otherwise in a particular case, possibly at the request of the examiner or the student.
2) A student or examiner who wishes third parties to be present during an oral test must submit this request to the examination board at least ten working days prior to the oral test. This does not apply for graduation colloquia (and presentations and group testing).
3) If the examination board has determined that members of the examination board (or an observer representing the examination board) are to be present during the oral test, it will notify the examiner and the student at least one working day prior to the test.

Art 4.7 - ASSESSMENT DEADLINE

1) The examiner will inform the student of the result within at most 1 working day after conducting the oral test.
2) The provisions of paragraph 1 do not apply if the oral test is part of a series of oral tests of the same unit of study, which takes place on more than one working day. In that case, the examiner determines the result within one working day after the conclusion of the series of oral tests.
3) Within 15 working days of the completion of a unit of study, the exam result will be published via SIS.
4) If the result of a test is based on the completion of one or more assignments, a paper or a thesis, the deadline for submission of the final part will count as the test date.
5) Should an examiner not be able to meet the deadline as described in section 3 due to special circumstances, he or she will report this with reasons to the examination board. The students involved will be informed of the delay as soon as possible while stating the new deadline by which the result will be announced as yet. If the examination board feels that the examiner is in default, they can upon request of the Programme Board order a different examiner to determine the mark.
6) If a second test opportunity is planned shortly after the first, the results of the first test will be published at a time that provides the student with at least 5 working days to prepare for the second opportunity.
7) The publication of the results made known by the SIS is official.

Art 4.8 - PERIOD OF VALIDITY

1) The validity of a result of a Unit of Study has no limitation. In case the examined knowledge, understanding or skills are demonstrable out of date, the programme board can set restrictions on the period of validity of the said unit of study.
2) Test results are only valid in the academic year in which they were obtained. At the request of the student, the examination board can extend this period in individual cases.
3) Exceptions on paragraph 1 and 2 are specified in the programme specific appendix.

Art 4.9 - RIGHT OF CLARIFICATION AND INSPECTION

1) The student is entitled to a clarification of the results of a test from the examiner, whereby the examiner substantiates the assessment that was given. If no collective

discussion of the results is held, the student may submit a request for an individual discussion of the results to the examiner within ten working days of publication of the test results. The discussion must take place at the latest five weeks after the publication of the test results, in the presence of the examiner or an authorized replacement.

2) The student has the right to inspect his or her work for a period of two years after the assessment.

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

Art 4.10 - RETENTION PERIOD FOR TESTS

1) The questions, elaborations and the assessed work of written tests will be retained for a period of two year *in the administration of the relevant chair or department*.

2) The retention period of theses of the Master programme is seven years. Theses are filed digitally at a central location by the Executive Board of the University of Twente.

ART. 4.11 – EVALUATION OF EDUCATION

1) The Programme Management applies annual Plan Do Check Act cycles for the programme and for units of study.

2) At the end of the educational period the student experience is probed with a written survey.
3) The Programme management writes an annual improvement plan which is subject to advice by the Programme Committee.
4) The Programme management engages in panel meetings with students to discuss the current experience for immediate corrections in units of study.
5) At the finish of the Master thesis the Programme management probes the student experience in the MSc programme.
6) The results on scaled items in student opinion surveys are made available for students and staff.
7) Improvement points for the programme and for units of study are made available for students and staff.

ARTICLE 5 - EXAMINATION

Art 5.1 - EXAMINATION BOARD

1) The Dean:
   a) appoints the members of the examination board based on their expertise in the domain of the relevant programme or group of programmes (WHW, Article 7.12a, paragraph 1);
   b) consults the members of the relevant examination board before proceeding to appoint a member (WHW Article 7.12a, paragraph 4);
   c) ensures that the independent and expert operation of the examination board is sufficiently guaranteed (WHW Article 7.12a, paragraph 2).
2) When appointing members of the examination board, the Dean ensures that:
   a) at least one member is affiliated as a teacher with the relevant programme or with one of the degree programmes that is part of the group of programmes (WHW Article 7.12a, paragraph 3);
   b) at least one member is not in any way affiliated with the relevant programme or with one of the degree programmes that is part of the group of programmes;
   c) members of the institutional administration or persons who otherwise bear financial responsibility within the institute are not appointed.
3) In addition to the tasks and qualifications as referred to in articles 7.11 and 7.12, paragraph of the WHW, the examination board has the following tasks and qualifications:
   a) Safeguarding the quality of the interim exams and final exams (WHW article 7.12c);
   b) determining the guidelines and instructions within the framework of the Education and Examination Regulations as referred to in article 7.13 of the WHW, in order to assess and determine the results of interim exams and final exams. These are set down in a separate document entitled Rules and Regulations of the examination board;
   c) The granting of permission to the student by the most suitable examination board to follow a programme composed by that student as referred to in article 7.3d of the WHW, of which the examination leads to the attainment of a degree, in which the examination board also indicates to which degree programme of the institution that programme is required to belong for the application of this law;
   d) granting exemptions for taking one or multiple exams. The examination board draws up a report of its activities each year. The examination board submits the report to the Dean (WHW Article 7.12b, paragraph 5).
   e) Warrants the quality of the organization and the procedures regarding tests and exams.
4) If a student files a request or complaint with the examination board involving an examiner who is a member of the examination board, that examiner will not take part in the handling of the request or complaint.

Art 5.2 - EXAMINATION

1) In accordance with Article 7.10, paragraph 2 of the WHW, the Master's examination is deemed successfully completed if the exams of the units of study of the Master's programme have been taken successfully.

2) In evidence of the fact that the examination has been completed successfully, the examination board awards a certificate, after the institutional administration has declared that the procedural requirements for delivery have been met. The date recorded on the certificate, the examination date, is the date on which the student successfully completed the last remaining unit of study. The examination board adds a supplement to a certificate.

3) If so desired, the student has the right to submit a substantiated request in writing to the examination board to postpone declaring the examination as 'successfully completed' and consequently postpone the presentation of the certificate as well. The student must indicate at least the duration of the postponement he desires in his request.

4) The details of the provision in paragraph 3 will be included by the examination board in the Rules and Regulations of the examination board.

5) If the student has requested postponement on the basis of paragraph 3, the examination date will be the date following postponement on which the examination board has decided to declare the student to have successfully completed the examination.

Art 5.3 - DEGREE

1) Participants who have successfully met all requirements for the Master's examination are awarded a Master of Science degree.

   The awarded degree will be stated on the certificate. The diploma supplement will also state the average grade.

Art 5.4 - CERTIFICATE AND SUPPLEMENT

1) The examination board grants a certificate as proof that the student has successfully passed his or her examination. The certificate will be signed by the chair of the examination board. In his absence, it can also be signed by one of the members of the examination board.
   a) If a student satisfactorily completed all study units of the Master's programme, a degree certificate may be extended upon passing the Master's project. In this case, the degree certificate can be signed also by the two supervisors with authority to conduct the examination.

2) The certificate will state the following (WHW, Article 7.11):

   a) the student's name and date of birth;

      the name of the institution and the programme as referred to in the register, referred to in Article 6.3 of the WHW, it concerns;

   b) if the students has successfully completed an honour's programme during the master's programme, this will be recorded on the diploma supplement as an extracurricular programme;

   c) the date on which the examination was set;

   d) the degree awarded (WHW Article 7.10a);

e) in appropriate cases what qualification was attached thereto (taking into account Article 7.6, paragraph 1, of the WHW);

f) the date on which the programme was most recently accredited or passed the initial accreditation assessment as referred to in Article 5a.11, second paragraph WHW.

3) The International Diploma Supplement will be appended to the certificate for the successfully completed examination (WHW, Article 7.11, paragraph 4). The purpose of the supplement is to provide information on the nature and content of the completed programme, partly with a view to the international recognition of programmes. This supplement will always contain the following information:

a) the name of the programme and the name of the University;

b) the fact that it is a programme in academic education;

c) a description of the content of the programme; where applicable also stating the specialization taken;

d) the study load of the programme;

e) the components of the examination and their assessment;

f) exams that were passed by the student, which are not part of the examination.

4) If the examination board has granted the student a judicium this will be stated on the certificate.

Students who have passed more than one exam and to whom no certificate as referred to in paragraph 1 of this Article can be issued, will be provided on request with a written statement from the examination board stating in any event the exams they have passed (WHW, Article 7.11, paragraph 5).

Art 5.5 - GRADUATION WITH DISTINCTION

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

ARTICLE 6 - STUDENT GUIDANCE

Art 6.1 - STUDY PROGRESS OVERVIEW

1) The student may request a certified study progress overview from the Student Services Desk, if required.

Art 6.2 - STUDENT GUIDANCE

1) The Dean is responsible for student counselling, which includes informing the student of study opportunities in or outside the programme. The Dean has given a mandate to the Programme Director of the programme to execute the tasks of student guidance.
2) Each student is appointed a study adviser.
3) The study adviser offers advice on study-related matters and advice related to personal problems that may affect his studies, if the student so desires.
4) If a student wishes to exercise his right to specific counselling or special facilities, he is required to contact the study adviser. The study adviser will record any agreements made with the student, of which the student and the programme board can derive rights.
5) The following applies to the entitlement to special facilities:
    a) demonstrable force majeure or personal circumstances;
    b) if necessary and possible, dispensation for participation of exams or tests and/or the availability of special facilities with regards to examination. Such dispensation and additional testing opportunities can only be granted by the examination board.

ARTICLE 7 - STUDYING WITH A DISABILITY

Art 7.1 - STUDYING WITH A DISABILITY

1) A disability is a physical, sensory or other impairment that might limit the student's academic progress.
2) It is explored in consultation with the student and on the basis of an interview with the study adviser what adjustments as referred to in Article 2 of the Equal Treatment Act on the basis of a Handicap/Chronic Illness (WGB h/cz) are considered most effective for this student.
3) Adjustments are intended to remove specific obstructions when following the degree programme and/or sitting examinations. Where necessary, these may concern facilities pertaining to the accessibility of infrastructure (buildings, classrooms and teaching facilities) and study material, changes to examinations, alternative courses or a custom study plan. Realizing the attainment targets must be guaranteed when implementing changes.
4) On the basis of the interview described in paragraph 2, the student submits a written application for the facilities in consultation with the study adviser. The application is submitted to the Dean of the Faculty, preferably three months before the student is to participate in classes, exams and tests for which the facilities are required.
5) The application is supported by documents that can reasonably be requested to assess the application (such as a doctor's or psychologist's letter or, in case of dyslexia for example, a report by a testing bureau registered with BIF, NIB or NVO).
6) The Dean of the Faculty makes a decision, within twenty working days of receipt of the application or earlier if the urgency of the application necessitates it, on the validity of the application as described in paragraph 4, and informs the student and the study adviser of his decision.
7) The study adviser ensures that the relevant parties involved are informed in due time of the facilities granted to the student with a disability.
8) Should the Dean of the Faculty turn down the application in full or in part, the Dean will inform the student of the reason at the basis of this rejection and the possibilities for lodging an objection or an appeal. Objections must be submitted in writing within six weeks, of the decision being announced to the relevant party, at the Complaints Desk at Student Services.
9) Should extra facilities be granted, it will be stated for what term this grant will apply. The applicant and the study adviser will evaluate the facilities before the end of this term. During this evaluation, the parties will discuss the effectiveness of the facilities provided and whether they should be continued.
10) In the case of dyslexia, an additional period of 15 minutes for every hour is granted in the event additional time for a test is granted.
11) The dean has charged the processing of the applications referred to in paragraphs 4 to 8 to the programme board.

ARTICLE 8 - AMENDMENTS, TRANSITIONAL ARRANGEMENTS, APPEALS AND OBJECTIONS

Art 8.1 - CONFLICTS WITH THE REGULATIONS

If other additional regulations and/or provisions pertaining to teaching and/or examinations conflict with these Education and Examination Regulations, the present Education and Examination Regulations take precedence.
For the purposes of international cooperation with higher education institutions abroad, the arrangements made between the Faculty of Behavioural, Management and Social Sciences and foreign institutions may differ from the regulations of this EER. Such arrangements will be announced as quickly as possible and set out in the programme-specific appendix.

Art 8.2 - ADMINISTRATIVE ERRORS

If, following the publication of an interim examination result, a list of marks, or an overview of a student's progress, an apparent error is discovered, the discoverer, be it the university or the student, is required to make this known to the other party immediately upon finding the error and to cooperate with rectification of the error.

Art 8.3 - AMENDMENTS TO THE REGULATIONS

1) Substantive amendments to these Education and Examination Regulations are determined by the Dean in a separate decision.
2) In principle, substantive amendments to these Regulations do not apply to the current academic year. Substantive amendments to these Regulations may apply to the current academic year if the interests of the students are not prejudiced within reasonable bounds, or in situations of force majeure.
3) Amendments to these Regulations have no effect on earlier decisions of the examination board.

Art 8.4 - TRANSITIONAL ARRANGEMENT

1) In the case of amendments to the Education and Examination Regulations, the Dean may decide on a transitional arrangement.
2) The transitional arrangement will be published on the website of the programme and in the programme-specific appendix.
3) Points of departure for a transitional arrangement if a degree programme is changed:
    a) Changes to a degree programme are published before the start of the academic year in which they are to apply.
    b) No guarantee can be given that all the units of study of a degree programme, as they existed at the time of a student's enrolment in a programme, will continue to be part of his degree programme. The degree programme as most recently approved by the Dean serves as the basis for establishing the results of the Master's examination.
4) The transitional arrangement will always include:
    a) which lapsed units of study are equivalent to units of study or components thereof in the current degree programme included in the programme appendix; that if a

unit of study without practical exercises is removed from the programme, there will be at least two opportunities in the subsequent academic year to take a written or oral exam or to obtain an assessment by some other means;

b) that if a unit of study that involves practical exercises is removed from the programme, and during the subsequent academic year no opportunities are offered to carry out these practical exercises, at least one unit of study is designated as a suitable replacement for the lapsed unit of study;

c) the term of validity of the transitional arrangement.

5) The transitional arrangement requires the approval of the examination board pursuant to the provisions of paragraph 4.

6) In exceptional cases, and if this is to the student's advantage, the examination board may allow a deviation from the number of times and the way in which interim examinations may be taken for a unit of study that is no longer included.

Art 8.5 - REVIEW OF THE EDUCATION AND EXAMINATION REGULATIONS

1) The Dean is responsible for the regular review of the Education and Examination Regulations and takes into account the resultant study load for the students to enable this to be monitored and adjusted if necessary.

2) In accordance with Article 9.18 of the WHW, the Programme Committee has partly the right of assent and the right of giving advice on the Education and Examination Regulations.

3) It is a task of the Programmme Committee to annually asses the manner in which the Education and Examination Regulations are implemented.

Art 8.6 - APPEALS AND OBJECTIONS

An appeal against a decision made by the examination board or an examiner, and objections to decisions made by the Dean on the basis of these Regulations, must be submitted in writing to the Complaints Desk at Student Services within six weeks after notification of the decision.

Art 8.7 - HARDSHIP CLAUSE

In the event of demonstrable, considerable unreasonableness and unfairness, the examination board or the programme board can permit deviation from the provisions of these Regulations. Leading is, which board, according to this regulation, has the competence to make an exception or a decision on the matter.

Art 8.8 - PUBLICATION

The Education and Examination Regulations and the Rules and Regulations of the Examination Board are published via the website of the programme in question.

Art 8.9 - COMMENCEMENT

These Regulations take effect on 1 September 2017 and supersede the Regulations of 1 September 2016.

APPENDIX: REGULATIONS DURING EXAMS IN CASE OF ORDER, CALAMITIES AND ACADEMIC OFFENCES (FRAUD)

Order regulations

To prevent fraud during examinations the following rules apply:

- Students are required to be seated before the start of the exam or test. Students arriving no more than half an hour late can sit the interim exam or test. This period can change in case of an exam or test lasting only one hour, to be determined by the supervisor.
- Before the start of the exam, place your bag with all your personal belongings, including your coat and your mobile phone, in the designated area in front of the room.
- Starting the exam the student has to fill out the name, student number and signature completely on the coversheet of the exam and all other exam forms present.
- Students may not leave the exam room the first 30 minutes.
- Students who leave the exam room without permission of the supervisor, will not be allowed to get access to the room again.
- Students must remain sufficiently calm and quiet during the exam so as not to hinder fellow students in any way.
- Students are reckoned to be familiar with specific behaviors, related to academic integrity and values or rules that have been explained before a study unit or an exam/test. If students behave inappropriate or not suitable in relation to these specific behaviors during the period of a study unit or during exams/tests, this will be considered to be an academic offence (tort).
- Students have to legitimize themselves during (interim) exams with their student card (or if necessary a certified ID) at request of the supervisor. They may not impersonate to be someone else. Students who cannot identify themselves can be expelled from the exam room.
- Students may have at their desks only those items deemed absolutely necessary for completing the exam. The supervisor will decide in this matter.
- Study materials (for example graphic calculator, a dictionary or law book) may only be used, if explicitly mentioned.
- Mobile telephones, PDA or similar devices must be switched off during exams and must be placed (in front of the exam room) in the student's bag or coat.
- The use of dictionaries, calculators, organisers, notebooks, mobile telephones, wearables or other electronic devices are, unless explicitly approved by the supervisor, forbidden.
- Students are not allowed to have books or other resources with them during an exam, unless explicitly approved by the supervisor.
- At electronic exams the student is not allowed to use any other computer programme / website / application and/or other resources other than approved by the examiner. The supervisor has the right to check this. It is also not allowed to (digitally) share or spread the exam questions and/or answers if this is possible with the approved programme's/software.
- Cheating or giving someone else the opportunity to cheat is an academic offence. To be in possession of cheating papers, even not been used, can be seen as an academic offence. Students are forbidden to have any direct or indirect contact with each other, inside or outside of the exam room, during the exam time. Having contact without permission from the supervisor can be seen as an academic offence.
- A brief bathroom break is possible if approved by the supervisor. This facility can only take place under permission of the examiner and according by their rules. If possible, one of the supervisors will escort the student to the bathroom. This facility can only be

offered to one person (of the specific (interim) exam) per room at a time. All devices must stay at the exam room.

- When students hand in their work to the supervisor, they have to sign the attendance list (if necessary), before leaving the room.

Regulations in case of a calamity

1. If a calamity occurs or threatens to occur during or shortly before the start of an exam the examiner is competent to act and all students have to follow his instructions.

2. If a calamity occurs or threatens to occur shortly before the start of an exam the following procedure counts: If a calamity occurs before the start of the exam the exam will be postponed immediately. The examiner will set a new date, in consultation with the programme director.

3. The new exam date, that will take place within a month (holidays are not included), is binding. This new date will be published, according to regular procedures, within three days after the calamity.

4. If a calamity happens during the exam, if possible, the following actions should be taken:

    a. All the exam papers (coversheet and such) need to be filled out completely at the beginning of the exam, with the students name, student number and signature.

    b. All those present have to obey the directives of the examiner or responsible authority and leave the room immediately.

    c. Students leave their exam and all other papers on the table in the exam room.

    d. If students already started making their exam, the examiner tries to grade the exam, if this lays within reasonable measures, based on the partly made exam.

5. If the examiner cannot determine a grade, based on the regulations in paragraph 4d, a new exam date will be set within a month (holidays are not included) after the calamity, for all students registered for this exam.

6. These rules always apply in case of any official alarm signal.

Regulations in case of an Academic Offence (Fraud)
(Additions of the faculty BMS to the text stated in the Students' Charter are shown in italic)

1. *A(n) exam/test 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). A(n) exam/test 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 unit of study, an (interim) exam/test. The list of permitted devices is made known by the examiner prior to the (interim) exam/test.
   b. Committing acts (academic offences) during the course of an (interim) exam/test that the student knows or should have known are prohibited such as:
      - cheating, including the following:
        - using or being in possession of 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 bullet points 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-riding; not contribute equally in a group assignment;
   d. Manipulating research data in (group) assignments or cheating data (for example filling in your own interviews or questionnaire);
   e. *Forgery,* Claiming to be another person during a test or examination, or having someone else impersonate you;
   f. *Tort*;
   g. *All other forms (than mentioned in par. 2a until 2d) of academic offence to be decided by the examination board post hoc*;
3. *If an examiner or supervisor has suspicion of possible fraud during an exam, the supervisor has the right to confiscate the prohibited documentation/items. The student has the right to finish the exam or test. The supervisor reports the possible academic offence to the student and the registry of the examination board. This rule also applies in case of possible fraud in a Unit of Study (or part of a Unit of Study).*
4. *The examination board will follow the following procedure and will hear the examiner(s) 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 examination 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 unit of study involved in the academic offence with another unit of study during the period of the sanction.

5. *If a student commits serious repetitive fraud, the examination board in question may lodge a request at the Executive Board to end the student's registration at the University (WHW art. 7.12b paragraph 2).*
6. *Procedures described in article 8.6 MSc EER 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 of this regulation.*