

# UNIVERSITY OF TWENTE.

## RULES & REGULATIONS OF THE EXAMINATION BOARD

### OF THE BACHELOR OF SCIENCE (Bsc) PROGRAMME MECHANICAL ENGINEERING 2023-2024

These Rules & Regulations enter into effect on 1 September 2023.

#### PREFACE

These are the Rules & Regulations of the Examination Board of the Bachelor of Science (Bsc) program Mechanical Engineering (ME), complying with the *Wet op het hoger onderwijs en wetenschappelijk onderzoek*—i.e. the Dutch Act on Higher Education and Scientific Research (WHW 7.12b-5).

#### DEFINITIONS

<b>BSc programme:</b>	the first (B1), the second (B2) and the third (B3) academic year of the programme that is concluded with a Final Exam.
<b>BSc committee:</b>	committee, mandated by the examination board, to evaluate whether a student has passed their bachelor phase in accordance with the regulations.
<b>Bachelor coordinator:</b>	advises the programme director on bachelor activities and conducts executive and coordinating activities. For the UT/VU programme the programme manager will take this role.
<b>Subtest:</b>	part of a test.
<b>Faculty:</b>	the Engineering Technology (ET) faculty of the University of Twente / the BETA faculty of the Vrije Universiteit Amsterdam.
<b>Mentor:</b>	staff member appointed by the programme to supervise a group of students, may advise on admission into certain study units upon or without request.
<b>Module (UT ME):</b>	the total of 15-EC consisting of several study units in which knowledge, skills and attitude are, as much as possible, logically and coherent developed, clustered and tested in the UT ME programme.
<b>Module component (UT ME):</b>	component of a TOM 1.0 module for which a test result is registered in Osiris.
<b>Module part (UT ME):</b>	coherent part of a TOM 1.0 module (consisting of one or several module components).
<b>Programme director:</b>	the programme director of the UT Mechanical Engineering (ME) programme / the location director of the UT/VU Mechanical Engineering (ME) programme.
<b>Part of a study unit:</b>	a part of a study unit.
<b>Study unit:</b>	a programme component as defined in Article 7.3, paragraph 2 and 3 of the Higher Education and Research Act. Each study unit is concluded with an exam. For the UT/VU programme a study unit is also called a course.
<b>TOM 1.0 Module (UT ME):</b>	study unit consisting of several module components worth 15 ec started before September 2020.

#### RULE 1 - THE EXAMINATION BOARD

1. The Faculty Board of the faculty will establish an examination board for the purposes of holding the final bachelor exam and for the organisation and coordination of the exams of the bachelor programmes.
2. The authority of the examination board covers all study units that are part of the students' programme.
3. The examination board consists of at least four members, including two professors and a delegate from the UT/VU ME programme.

4. The examination board consists of at least three staff members who are tasked with providing the education for the programme education and at least one 'external member' not directly involved in the programme.
5. The examination board may receive assistance from staff members involved in the programme, e.g. the programme director(s), the programme coordinator(s), the study adviser(s) and/or mentors. They play an advisory role during meetings of the examination board. The examination board may decide to delegate its authorizations to the chair or secretary and to delegate the execution to the programme board, in so far as the law or these regulations allow that.
6. The meetings of the examination board are private.
7. The examination board delegates the evaluation of a student passing or failing their BSc programme to the BSc committee.
8. The examination board and the BSc committee decide based on a majority of votes. In the event of a tied vote, the chair of the examination board casts the deciding vote.
9. If members of the BSc committee cannot attend an examination meeting, they can be replaced by an authorised member. The substitute must report to the chair as such before or at the start of the meeting. The substitute will receive the voting right of the member they are filling in for, on the understanding that no more than one vote may be cast per person.
10. The BSc committee has the following composition:
  - Bachelor coordinator(s) (chair)
  - Employee of the UT ME bureau of educational affairs (secretary)

If desirable, the following persons may be asked for advice:

- Programme director
- Study adviser(s)
- Module/semester coordinators from the phase in question
- Mentors
- Lecturers responsible for study units from the phase in question

## RULE 2 - GRANTING EXAMINATION AUTHORIZATIONS

The examination board draws up a list of examiners. The examination board uses the following criteria:

1. Examination authority is granted to members of the UT permanent or temporary staff who have met the education qualification requirements and are involved in the programme or experts from outside the university (article 7.12 WHW).
2. The authorization is limited to the disciplines in which the staff members are recognised as experts.
3. The authorization is limited to at most the next-lowest education level following the level at which the examiner has been educated.
4. Staff members from partner universities (such as Vrije Universiteit Amsterdam) also have examination authorization, provided that they meet the aforementioned requirements.
5. In all other cases, the examination board will decide to grant someone examination authorization. This decision will mention the authorization's period of validity and the discipline.
6. As a general rule, PhDs, post-doc students and new staff members must have assisted in the examination of a similar examination unit at least twice before they may be granted examination authorization for that unit.
7. If there are multiple examiners for one study unit, final responsibility will be assigned to one examiner. In general, the person with primary responsibility for the education
8. If (parts of) a study unit are assessed by different examiners, the examiner with final responsibility will ensure that these assessments are all based on identical standards.

## RULE 3 - PRINCIPLES OF THE EXAMINATION BOARD

1. For all organisational matters pertaining study programmes, the nominal programming of the education takes precedence. The regulations for examination stimulate studying in cohorts and attempt to prevent any study delays that would disrupt the programmatic order of the study programmes.
2. The examination board has the right to derogate from the Education and Examination Regulations in certain cases in which the Education and Examination Regulations explicitly grant this right.

The examination board asks study advisers for advice regarding any decisions that concern individual students. Any information provided by the student in question will be treated confidentially. The student's study plan and any known causes of study delay will be taken into account.

3. Regarding the situations referenced in above, the following applies:

If a student is seen as promising (pace of study at least 75%), the examination board will consider whether their decision will contribute to the students' ability to complete their bachelor programme in four years;

If the student has incurred a significant study delay (pace of study between 50% and 75%), the examination board will consider whether there are sufficient reasons to assume that – based on the student's study plan and their most recent results – their decision will prevent the students' pace of study from dropping any further;

If the student is seen as weak (pace of study equal to or lower than 50%), the examination board will consider whether their decision will improve the chance that the student will soon reconsider their study choice or the chance that the student successfully completes this programme.

#### **RULE 4 - WRITING AND DESIGN OF EXAMS, TESTS AND EXAMINATION METHODS**

1. Before an examiner holds an exam or test, at least one other expert lecturer will peer-review whether the exam or test in question is sufficiently representative, whether the questions are formulated unambiguously, whether the difficulty matches that of the education itself and whether the exam or test can be completed well within the available time by properly prepared students.
2. At a student's request, the examination board may permit an exam or test to be taken in a different manner as stipulated above.

#### **RULE 5 - WRITTEN AND ORAL EXAMS (ONLINE OF ON CAMPUS)**

1. An individual oral exam will take no longer than 1.5 hours. An oral exam or test for a group of students will take no longer than 4 hours. The duration of a written exam or (sub)test is maximal 3 hours and is listed on the exam or test itself. The duration of an oral exam will be announced before the exam or test.
2. A written exam or test is evaluated based on predefined standards for the various questions or parts of questions that make up the exam or test.
3. The maximum number of points that can be earned per question of a written exam or test will be announced.
4. If, while the exam or test is being held, it turns out that the possibility of completing the test within the available time was incorrectly assessed, either due to the clarity of the questions or due to the difficulty of the exam or test, the examiner will immediately report this fact to the examination board. The examination board is authorised to prescribe new standards to account for this fact. These new standards may not demonstrably affect students in a negative manner.
5. At least two examiners will be present during an oral exam or test for which more than two students will be assessed at the same time.
6. Oral exams or tests that are held for an individual student or a group of students are private.
7. At all times, a member of the examination board has the right to attend an exam or test or to be represented by a substitute. The position of a substitute will be explained to the examinees.

#### **RULE 6 - ORDER DURING EXAMS**

1. During each exam or test, the examiner will appoint one or more examination supervisors to ensure that the session proceeds in an orderly fashion. At least one of the examination supervisors is familiar with the content of the study unit in question.
2. During an exam or test, students must be able to identify themselves with their proof of registration (student ID).
3. If a student is delayed, they may still participate in the session up to fifteen minutes after the start of the exam or test.
4. Students may not leave the session during the first thirty minutes following the start of the exam or test.

## RULE 7 - RULES IN CASE OF EMERGENCIES

If there is an emergency or an impending emergency shortly before or during an exam or test, the following regulations apply:

1. If there is an expected emergency before the start of an exam or test, the exam or test will immediately be postponed. The examiner will set a new date and time for the exam or test together with the programme director. The new date and time for the exam or test, which will take place within a month (not including holidays), is binding. It will be announced via the usual channels within three working days after the building has been cleared.
2. If there is an emergency or an expected emergency during an exam or test, the following actions must be taken if possible:
  - a. The student has written their name and student number on all exam or test materials at the start of the exam or test;
  - b. The people present must immediately leave the room when ordered by the responsible organisation or examination supervisor;
  - c. The students leave their exam or test in the room;
  - d. If students have had a chance to begin their exam or test, the (partially) completed work will be used by the lecturer to determine the final grade, if it is reasonably possible to do so.

If the lecturer cannot determine the final grade based on the provisions of rule 7.2d, a resit opportunity will be scheduled for the affected students within a month (not including holidays) after the date of the original exam or test, provided that these students had signed up for the initial exam or test.

## RULE 8 - FRAUD (ONLINE OR ON CAMPUS)

In the case of fraud, the work of the student will not be assessed and the examination board is informed. The examination board can exclude the student from participation in the relevant exam for a maximum period of 1 year. In the case of preconceived fraud, the examination board can exclude the student from participation in (any) exams for a maximum period of 1 year.

Cheating, plagiarism and fraud are defined in the general UT Students' Charter 2023-2024 in the part Academic misconduct and fraud. For written assignments, programming assignments, etcetera, the following regulations apply:

1. **Individual assignments:** there is one author who will receive an individual grade based on the assignment. If passages are included or information is used which are/is derived from other people's work, the student must clearly indicate:
  - which passages these are (e.g. by printing them in italics or between quotation marks);
  - the source of the information (by providing a clear source reference: a formal literature reference or a phrase such as "verbal information from Mrs XX").
2. **"Individual" group assignments:** different group members are responsible for different components of the assignment.
  - clearly list which group member was responsible for which component of the assignment;If passages are included or information is used which are/is derived from the components written by other group members, the student must clearly indicate:
  - which passages these are (e.g. by printing them in italics or between quotation marks);
  - where they come from (e.g.: "...added to the fact that measures have shown this effect to be negligible (see chapter V of this report), leads us to conclude that ...").For anything derived from persons outside the group, the regulations for individual assignments apply.
3. **"Joint" group assignments:** the group as a whole is responsible for the entire contents of the report, even though each member wrote a different component of the assignment. In that case, it is not necessary to indicate who was responsible for each observation.

Note that when using external sources, the rules for individual assignments apply here as well. If the student does not follow these regulations and literally copies or paraphrases someone else's work without a proper source reference, they are committing plagiarism. Both copying without a source reference and allowing one's work to be copied are considered plagiarism/fraud. During joint group assignments, the entire group can be held responsible for the fraud.

## RULE 9 - PASS / FAIL REGULATIONS

The examination board will draw up pass/fail regulations for each of the exams.

1. The pass/fail regulations for
  - a. UT ME students for study units which started from September 2020 are:  
A study unit during the first academic year, the second academic year and the second semester of the third academic year is successfully completed if the final exam grade is at least a 6 and all grades for the tests of parts of the study unit are  $\geq 5.5$ . Grades of study units and parts of study units registered in Osiris will be valid indefinitely. (Parts of) study units with insufficient results can be redone in later years.
  - b. UT ME students for study units (original TOM 1.0 modules) which started before September 2020 are:  
For original TOM 1.0 modules, the pass/fail regulations of the academic year in which the first sufficient result for the TOM 1.0 module was obtained will apply. Grades of components of non-completed modules will be valid indefinitely. The insufficient results can be redone in later years<sup>6</sup>.
  - c. UT/VU ME students are:  
A study unit during the first academic year, the second academic year and the second semester of the third academic year is successfully completed if the final exam grade is at least a 6. Grades of study units registered in Osiris will be valid indefinitely. (Parts of) study units with insufficient results can be redone in later years.
- d. For all students, a study unit during the first semester of the third academic year (minor) is successfully completed if the rounded grade is at least a 6.
2. A student is allowed to have a in Osiris registered grade of 5.0 - 5.4 for one study unit or part of a study unit, not being a project, in the first year. In addition, a student is allowed to have a grade of 5.0 - 5.4 for one study unit or part of a study unit, not being a project, in the second year or for UT ME study units 'Statistics' or 'Introduction to Finite Element Method' of the third year (or for UT/VU ME, one study units of block 16).
3. Results of exams of study units or tests of parts of a study unit that remain valid indefinitely (see table 1 and 2), are recorded in Osiris and are expressed in a grade from 1 to 10, with one decimal place, or as 'pass / fail' (see article 3.3 of the Guideline EER). Grades for subtests and partial assignments that are not registered in Osiris are recorded by the lecturers in their own administration. These results expire by the end of the academic year.
4. Exam results of study units are rounded to half grades (by Osiris) from 1.0 up to and including 5.0 and from 6.0 up to and including 10.0 as described in article 3.3 of the Guideline EER.
5. The grades and alphanumerically expressions have the following meaning:

Grade	Definition	Special grades	Definition
10	Excellent	C4	Compensated 4
9 & 9.5	Very good	C5	Compensated 5
8 & 8.5	Good	EX (VR)	Exemption granted
7 & 7.5	Satisfactory	F (NVD)	Fail
6 & 6.5	Sufficient	P (V)	Pass
1 & 5	Fail		

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<sup>6</sup> Transition rule UT ME: non-completed TOM 1.0 modules can still be completed after September 2020. A student can retake the non- completed module component offered as a separate study unit in 2020 – 2021. The result of the exam will be registered in the TOM 1.0 module started before September 2020. Students should NOT subscribe in Osiris for these module components, the programme will arrange that they will be subscribed for the tests / exams of the corresponding study unit and that they will be added to the Canvas site of the study unit.

6. If bonus credits are awarded for a study unit, this may never result in an unwarranted passing grade for this study unit.
7. The examination board has the option to declare a grade invalid if it was acquired in a manner that violates these regulations.

## **RULE 10 - ASSESSMENT REGULATIONS**

1. Completion of the BSc programme:
  - a. The student has successfully completed their BSc programme if all study units of the academic year 1, 2 and 3 have been successfully completed.
2. The assessment of the premaster programme:
  - a. Each of the exams of the study units of the premaster programme will be assigned a full or half grade, "exemption" (EX), "unsatisfactory" (F) or "sufficient" (P) as a final assessment result.
  - b. Student have passed their premaster programme in accordance with the regulations if:
    - i. All theoretical subjects, practical exercises and projects have been completed with an assessment result and the list of grades does not include a "fail" (F) or a grade of 5 or lower.
    - ii. These results are achieved within eight months of the students' enrolment at the UT.
  - c. Students who passes their premaster programme will not receive a bachelor certificate. However, students who passed their premaster programme will acquire regulatory admission to the UT Mechanical Engineering master programme. If the prerequisites for regulatory admission have not been met, the examination board may admit the student to the programme if their overall grades and/or exceptional conditions provide reason to do so.
3. Resits
  - a. One resit opportunity is available for every study unit or part of a study unit not being a project during the ongoing academic year and at the date and time listed on the assessment plan.

## **RULE 11 - EXEMPTIONS**

The examination board may grant an exemption from participation in the exams or tests of a study unit and/or participation in practical exercises if:

1. an equivalent (in terms of level) and similar (in terms of the nature of the objectives) study unit was completed as part of a different programme or at a different certified and equal higher education institution.
2. the student has achieved the intended learning goals in some other manner, as demonstrated by evidence provided by the student and evaluated by an authorised examiner.
3. not more than a total of 15 ec each year may be assigned as exemptions.

## **RULE 12 - ENTRY INTO FORCE**

These regulations enter into force on 1 September 2023 and replace the regulations of 1 September 2022.

**Adopted by the Examination Board of the BSc Mechanical Engineering programme.**

Enschede, 1 September 2023.