

UNIVERSITY OF TWENTE.

RULES & REGULATIONS OF THE EXAMINATION BOARD

OF THE BACHELOR OF SCIENCE (BSc) PROGRAMME MECHANICAL ENGINEERING

(ISAT code in CROHO: 56966)

2024-2025

These Rules & Regulations enter into effect on 1 September 2024.

GENERAL

These are the Rules & Regulations of the Examination Board ME & SET applicable to the Bachelor of Science (BSc) program Mechanical Engineering (ME) of the University of Twente, in Enschede and at the co-location at the Vrije Universiteit (VU) in Amsterdam, 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).

The duties and jurisdiction of the Examination Board Mechanical Engineering (ME) and the MSc Sustainable Energy Technology (SET) programmes are defined in Chapter 7 of the abovementioned Dutch *Wet op het Hoger onderwijs en Wetenschappelijk onderzoek* (WHW). The WHW defines the Examination Board as the body that objectively and professionally assesses whether a student meets the conditions laid down in the Education and Examination Regulations (EER) of the BSc Mechanical Engineering programme with respect to the knowledge, understanding and skills required to obtain a degree (see art. 7.12-2 WHW).

According to the WHW, the duties and jurisdiction of the examination boards include:

- to grant permission to a student to take a flexible programme (art. 7.3j WHW);
- to grant a diploma and supplement (art. 7.11 WHW);
- to provide advice to the faculty board concerning the adoption, amendment or periodic assessment of the EER (art. 7.12b, par. 1 WHW);
- to set regulations and directions for assessment, within the framework of the Education and Examination Regulation (EER) of the program (art. 7.12b, par. 1b WHW);
- to safeguard the quality of the organisation and the procedures of assessment (art. 7.12b, par. 1e WHW);
- to assess individual student requests for exceptions to the EER (art. 7.12b and 7.13 WHW);
- 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);
- to prepare an annual report about the Examination Board's activities to the Faculty Board (Art. 7.12b, par. 5 WHW);
- to appoint Examiners (art. 7.12c WHW).

The Examination Board executes her duties and responsibilities on the basis of:

- assessment expertise and disciplinary expertise;
- independent judgement;
- reasonableness and fairness.

DEFINITIONS

BSc programme	The first (B1), the second (B2) and the third (B3) academic year of the BSc programme Mechanical Engineering (ME) that is concluded with a Final Exam.
Bachelor coordinator	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.

Examination Board ME & SET	The examination board of BSc and MSc programmes Mechanical Engineering (ME) & the programme Sustainable Energy Technology (SET)
Subtest	Part of a test.
Faculty ET	Engineering Technology (ET) faculty of the University of Twente / the BETA faculty of the Vrije Universiteit Amsterdam.
Mentor	Staff member appointed by the programme to supervise a group of students, may advise on admission into certain study units upon or without request.
Module (UT ME)	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.
Module component (UT ME)	Component of a TOM 1.0 module for which a test result is registered in Osiris.
Module part (UT ME)	Coherent part of a TOM 1.0 module (consisting of one or several module components).
Programme director	The programme director of the UT Mechanical Engineering (ME) programme / the location director of the UT/VU Mechanical Engineering (ME) programme.
Part of a study unit	A part of a study unit.
Rules and Regulations (R&R)	(These) Rules and Regulations of the Examination Board ME & SET
Study unit	A programme component as defined in Article 7.3, paragraph 2 and 3 of the WHW. Each study unit is concluded with an exam. For the UT/VU programme a study unit is also called a course.
TOM 1.0 Module (UT ME)	Study unit consisting of several module components worth 15 ec started before September 2020.
WHW	<i>Wet op het hoger onderwijs en wetenschappelijk onderzoek</i> —i.e. the Dutch Act on Higher Education and Scientific Research.

RULE 1 - THE EXAMINATION BOARD ME & SET

1. The Faculty Board (FB) of the faculty ET will establish an Examination Board in accordance with the ET Faculty Regulations and in accordance with the rights and obligations as laid down in the WHW.
2. The Faculty Board (FB) appoints a chair and a secretary upon recommendation by the members of the Examination Board ME & SET.
3. The authority of the Examination Board ME & SET covers the complete BSc programme all study units that are part of the students' programme, leading to the BSc ME degree.
4. The Examination Board ME & SET consists of at least four members, including two professors and a delegate from the UT/VU ME programme.
5. The Examination Board ME & SET 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.
6. In order to execute her duties and responsibilities, the Examination Board ME & SET can/may ask advice and information from Faculty Board (FB):
 - Faculty Council (FC);
 - Programme Committees (PC);
 - Programme Management (PM), incl. the Programme Director;
 - Module/semester coordinators;
 - Examiners and Lecturers;
 - Study advisors;
 - Student mentors.
7. The Examination Board ME & SET may decide to delegate (or mandate) parts of its authorizations to the chair and/or secretary of the Examination Board ME & SET.
8. The Examination Board ME & SET may decide to delegate (or mandate) some of its simple and/or standard decisions to the registrar of the Examination Board ME & SET and /or to staff involved in the programme, such as, the bachelor coordinator and the Program Director. These mandates shall cover only simple administrative and/or standard decisions. Each mandate will be laid down in writing by the Examination Board ME & SET, describing
 - i. the position or role (e.g. study advisor, bachelor coordinator) of the mandatee;
 - ii. detailed description of the terms and conditions, as well as the rules of the (type of) mandated decision(s);
 - iii. start and end date of the mandate;
 - iv. the method and frequency at which the mandatee shall report, in writing, to Examination Board ME & SET, all/the decision(s) made by the mandate in the framework of the mandate.

The Examination Board ME & SET will review granted mandates, as well as decisions made by mandatees on a regular basis.

9. The meetings of the Examination Board ME & SET are private.
10. The Examination Board ME & SET decides based on a majority of votes. In the event of a tied vote, the chair of the Examination Board ME & SET casts the deciding vote.

RULE 2 - GRANTING EXAMINATION AUTHORIZATIONS

1. The Examination Board ME & SET draws up a list of Examiners and appoints each Examiner for (their) respective study unit(s).
2. In general, the person with primary responsibility for the education will also have primary responsibility for the assessment—i.e. Examiner—of the course results.
3. The Examination Board ME & SET uses the following criteria for Examiners:
 - i. Examination authority is granted to members of the UT permanent or temporary staff who have met the education qualification requirements—i.e. the *University Teaching Qualification* (UTQ), or at least the certificate *Examination* of the UTQ— and are involved in the programme or experts from outside the university (article 7.12 WHW). The latter need approval from the Examination Board ME & SET.
 - ii. The authorization is limited to the disciplines in which the staff members are recognised as experts on the topic/discipline they teach/examine.
 - iii. The authorization is limited to at most the next-lowest education level following the level at which the examiner has been educated.
 - iv. Staff members from partner universities (such as Vrije Universiteit Amsterdam) also have examination authorization, provided that they meet the abovementioned or equivalent requirements.
 - v. Staff members, including PhD students, post-docs and new staff members, must have assisted in the examination of a similar examination unit at least twice before they can be appointed as an Examiner for that study unit.
 - vi. If there are multiple Examiners for one study unit, final responsibility will be assigned to one Examiner. In general, this is the person with the primary responsibility for the education.
 - vii. 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.
 - viii. In all other cases, the Examination Board ME & SET will decide to grant someone examination authorization. This written decision will include the authorization's period of validity and the discipline.

RULE 3 - PRINCIPLES OF THE EXAMINATION BOARD ME & SET

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 ME & SET has the right to deviate from the Education and Examination Regulations (EER) of the programme, as well as from these Rules and Regulations. In such cases, the Examination Board ME & SET will ask study advisers (or if relevant other bodies in the programme) for advice regarding any decisions that concern individual students. Any information provided by the student in question and/or the student's study advisor will be treated confidentially. In the decision, to deviate from EER and or R&R, the student's study plan and any known causes of study delay will be taken into account. Decisions to deviate from EER and or R&R shall be substantiated in writing.
3. In the case the Examination Board ME & SET decides, to deviate from EER and or R&R (see rule 3-2 above), the study progress (or study delay) will be taken into account. That is,
 - a. if a student shows a promising study pace of study at least 75%, the Examination Board ME & SET will consider whether (or not) her decision to deviate will contribute to the students' ability to complete his/her BSc programme in four years;
 - b. if the student has incurred a significant study delay (that is a study pace of study between 50% and 75%), the Examination Board ME & SET will consider whether (or not) there are sufficient reasons to assume that – based on the student's most recent study plan and the student's most recent study results – her decision will prevent the students' study pace of study from dropping any further;
 - c. if the student shows a study pace equal to or lower than 50%, it is unlikely that the student successfully completes his/her programme, and the student needs to reconsider his/her study/programme choice. Therefore, the Examination Board ME & SET will most likely decide not to deviate from the EER and/or R&R.

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 ME & SET 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 to the students on the exam/test.
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 ME & SET. The Examination Board ME & SET 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 ME & SET has the right to attend and observe an exam or test or to be represented by a substitute. The attendance of a member of the Examination Board ME & SE or the substitute will be announced and explained to the examinees and Examiner(s).

RULE 7 - REGISTERING FOR EXAMS

1. The regulations with respect to registering for assessments (exam, test, etc) are laid down in the Education and Examination Regulations (EER) of the BSc Mechanical Engineering (ME) programme.
2. Per year, (only) one assessment opportunity is available for project assessments.
3. A student who is registered for the assessment and, without valid reason, does not participate in the assessment session can be excluded from participation in the next assessment session of the relevant study unit.

RULE 8 – ORDER DURING ASSESSMENTS

1. During each assessment (exam, test, etc), the Examiner will appoint one or more examination supervisors (invigilators) 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 assessment session up to fifteen minutes after the start of the assessment session
4. Students may not leave the session during the first thirty minutes following the start of the exam or test.

RULE 9 - RULES IN CASE OF EMERGENCIES (FORCE MAJEURE)

If there is an emergency or an impending emergency—i.e. a force majeure— during/before an assessment session including but not limited to situations such as

- fire,
- extreme weather,
- failing (technical) examination facilities of the exam or test (including but not limited to e.g. Remindo),

shortly before or during an assessment (exam, test etc), 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 assessment (exam, test, etc) together with the programme director. The new date and time for the exam or test, which will take place within a month (not including academic holidays), is binding. It will be announced via the usual communication channels of the programme within three working days

- after the emergency occurred, or was about to occur.
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 his/her 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 Examiner to determine the final grade, if it is reasonably possible to do so.
 - e. If the Examiner 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 academic holidays) after the date of the original exam or test, provided that these students had signed up for the initial exam or test.

RULE 10 – FRAUD (ON-LINE OR ON CAMPUS)

Scientific integrity is one of the key values for academic professionals and students. Violation of this scientific integrity (academic/scientific) misconduct, i.e. fraud) detracts from the contribution of science to society. As a member of the scientific community, students have to embrace and respect these important values. All students are expected to be familiar with specific behaviour related to academic standards and values, scientific integrity and other specific rules that applies. An assessment is intended to assess the knowledge, insight or skills of students. Fraud refers to any action or negligence on the part of a student that precludes an accurate assessment of the student's knowledge, understanding and skills.

1. The Examination Board ME & SET adopts the definition of fraud (academic/scientific) misconduct as defined in the *Student Charter (Institutional-specific section)* of the University of Twente¹. in the part/section on (academic/scientific) misconduct and fraud.
 2. In addition to the definitions on the abovementioned Student Charter, the Examination Board ME & SET defines and stipulates the following additional regulations for written assignments, programming assignments, etcetera:
 - i. 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:
 - a. which passages these are (e.g. by printing them in italics or between quotation marks);
 - b. the source of the information (by providing a clear source reference: a formal literature reference or a phrase such as "verbal information from Mr(s) XX").
 - ii. "Individual" group assignments: different group members are responsible for different components of the assignment.
 - a. clearly list which group member was responsible for which component of the assignment;
 - b. 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:
 - o which passages these are (e.g. by printing them in italics or between quotation marks);
 - o 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 ...").
 - o For anything derived from persons outside the group, the regulations for individual assignments apply.
 - iii. "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.
3. The Examination Board decides whether fraud has occurred and decides on what action will be taken in cases of (suspected) fraud. That is, in the case of (suspicion of) fraud in the work of the student (or group of students),
 - a. the Examiner shall not assess/grade the student's work (or the work of the group of students);
 - b. the Examination Board ME & SET shall be informed a.s.a.p. about the circumstances of the suspected fraud, including evidence, by those (e.g. invigilator, lecturer, Examiner, observer, witness, etc.,

¹ <https://www.utwente.nl/en/ces/sacc/regulations/charter/>

- etc.) involved in the assessment (exam, test, etc);
- c. the Examination Board ME & SET will study the evidence and circumstances of the suspected fraud by the student (or group of students), and may collect, when relevant and/or needed, additional information from those involved in the examination (e.g. invigilator, lecturer, Examiner, observer, witness, etc., etc.). These persons are obliged to answer any question from or supply requested information to the Examination Board ME & SET, to enable the Examination Board ME & SET to come to a well-informed decision.
 - d. unless the Examination Board ME & SET decides that the evidence is irrefutable and/or the student (or group of students) admit(s) the fraud, ((a) member(s) of) the Examination Board ME & SET will hear the student (or group of students) and confront the student(s) about the evidence. In this hearing the student (or group of students) can reply to and reflect on the evidence. The student (or group of students) is obliged to answer any question from or supply requested information to the Examination Board ME & SET, to enable the Examination Board ME & SET to come to a well-informed decision.
 - e. based on the evidence and the information provided by the student (or group of students) in the hearing (if that took place) the Examination Board ME & SET shall decide whether the suspected fraud indeed was committed by the student, and if so, the Examination Board ME & SET will sanction the student (or group of students);
 - f. The Examination Board ME & SET decides about the sanction(s)—i.e. penalties-- the student (or group of students) will receive if fraud is established/confirmed/proven. Possible sanction(s) include (depending on the severity of the established/confirmed/proven fraud):
 - i. an official warning; and/or
 - ii. the assessment (test, exam, report etc) is declared invalid and the student (or group of students) is allowed to retake the assessment at any time convenient for Examiner and the student (or group of students); and/or
 - iii. the assessment (test, exam, report etc) is declared invalid and the student (or group of students) is excluded from participation in the relevant exam for a maximum period of 1 year, depending on the severity of the fraud (to be judged by the Examination Board ME & SET); and/or
 - iv. the assessment (test, exam, report etc) is declared invalid (grade 1) and the student (or group of students) is excluded from participation in (any) exams for a maximum period of 1 year, depending on the severity of the fraud (to be judged by the Examination Board ME & SET);
 - v. proposal, to the Executive Board of the University of Twente, to terminate the enrollment—i.e the registration— of the student(s) in the BSc programme.
 - g. In all cases in which fraud by the student (or group of students) is established/confirmed/proven, the student (or group of students) will not be eligible for the predicate “cum laude” on his/her/their BSc degree certificate (diploma).
 - h. The sanctions mentioned in the above rule are indicative—i.e. the Examination Board is not limited to the sanctions mentioned, and can decide to impose other sanctions in individual cases.
 - i. In all cases in which fraud by the student (or group of students) is established/confirmed/proven, a note made in the student’s file (or in the files of the group of students), to allow tracking of recidivism during the student’s program, and to ensure that cum laude will not be awarded to the BSc degree (diploma) of the student(s).
 - j. In principle, when necessary, the Examination Board ME & SET will only share information, related to fraud and imposed sanctions on student(s), with relevant staff involved in the BSc ME program, in which the student(s) is/are enrolled. However, there is an exception: in the event that the Examination Board ME & SET sanctions a student (or group of students) who is/are not enrolled in the BSc ME program, the Examination Board ME & SET will notify the examination board of the program or faculty where the student is enrolled of the fraud, imposed sanction and the reasons for it. The student(s) will be informed of this notification.

RULE 11 – PASS/FAIL REGULATIONS

The Examination Board ME & SET will have pass/fail regulations drawn up for each of the assessments (exam, test, etc.), which are to be laid down the corresponding test plans of each study unit.

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 ≥ 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. Transition rule UT ME: Students should subscribe in Osiris for the corresponding study unit with the new code. Once the result is registered students should ask to put the grade in the TOM 1.0 module.
 - 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 EER).
 4. Grades for subtests and partial assignments that are not registered in Osiris are recorded by the Examiner(s) in their own administration. The results of subtests expire by the end of the academic year.
 5. 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 the EER.
 6. 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		

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

RULE 12 – ASSESSMENT REGULATIONS

1. Completion of the BSc programme:
 - a. The student has successfully completed his/her BSc programme if all study units of the academic year 1, 2 and 3 have been successfully completed (WHW article 7.12-2).
 - b. Degree certificates:
 - i. BSc Mechanical Engineering degree certificates are signed by the chair of the Examination Board ME & SET (or in his/her absence by one of (other) the members of the Examination Board ME & SET) and the student;
 - ii. If the student cannot sign his/her certificate during the BSc certificate award ceremony (e.g. due to absence or another reason), the student signs the degree certificate after he has received it from the Bureau of Educational Affairs (BOZ).
2. The assessment regulations (pass/fail regulations) 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 ME & SET may admit the student to the programme if their overall grades and/or exceptional conditions provide reason to do so.

RULE 13 – EXEMPTIONS

The Examination Board ME & SET may grant students, upon a written request, an exemption from participation in the assessment (exam, test, etc) of a study unit and/or may grant an exemption from 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/passed as part of a different programme or at a different certified and equal higher education institution. The Examination Board ME & SET decides about the granting of request exemptions, based on, if deemed necessary, information acquired from a relevant Lecturer(s) and/or Examiner(s) in the programme, who are expert on the topic/discipline of the study unit, for which the exemption is requested for. The content of the study unit for which exemption is requested for must, for at least 80%, overlap with the content and intended learning outcomes of the study unit was completed/passed 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. The Examination Board ME & SET decides about the granting of request exemptions, based on information acquired from a relevant Lecturer(s) and/or Examiner(s) in the programme, who are expert on the topic/discipline of intended learning outcomes for which exemption is requested for.
3. not more than a total of 15 EC per year of study units in the programme, exemptions are requested for.

RULE 14 – DEROGATION, APPEAL & CHANGES

1. In cases of demonstrably compelling unreasonableness or unfairness, the Examination Board ME & SET may allow derogation from the provisions of these Rules & Regulations (see also rule 3.2 above).
2. The Examination Board ME & SET will decide in all cases that are not provided for in these Rules and Regulations to the extent appropriate to the duties and responsibilities of the Examination Board ME & SET.
3. Students can submit an appeal against a decision by an Examiner and/or a decision by the Examination Board ME & SET in writing to the Student Services' Complaints Desk of the University of Twente, and students must follow the procedures as laid down in the *Student Charter (Institutional-specific section)* of the University of Twente².
4. The Examination Board ME & SET evaluates and, where required adjust, these Rules & Regulations on a yearly basis. these Rules & Regulations are published on the website of the programme.

RULE 15 – ENTRY INTO FORCE

These Rules & Regulations were adopted by the Examination Board ME & SET and enter into force on 1 September 2024. These Rules & Regulations replace earlier Rules & Regulations.

Enschede, 1 September 2024.

² <https://www.utwente.nl/en/ces/sacc/regulations/charter/>