

UNIVERSITY OF TWENTE.

RULES & REGULATIONS OF THE EXAMINATION BOARD

OF THE **MASTER OF SCIENCE (MSc) 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 Master of Science (Msc) 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).

Rule 1. Examination Board

1. The Dean of the faculty will establish an examination board
2. The authority of the examination board covers all study components that are part of the student's programme.
3. The examination board consists of at least four members, including two professors.
4. The examination board consists of at least three staff members who are tasked with providing the programme's education and at least one "external member" not directly involved in the programme.
5. For the purposes of holding the exams, the examination board will appoint one or more examiners for each course. If there are multiple examiners for one course, final responsibility will be assigned to one examiner.
6. Only staff members tasked with providing the programme's education or experts from outside the university (article 7.12 WHW) may be appointed as examiners.
7. If (parts of) a course or study unit are assessed by different examiners, the examiner with final responsibility will ensure that these assessments are all based on identical standards. The results for parts of an exam (tests, partial assignments) are recorded in writing by the examiner in their own administration. The results of the tests are recorded in OSIRIS. Grades for subtests are recorded by the lecturer in their own administration.
8. The examination board may receive assistance from staff members involved in the programme, e.g. the programme director, the programme coordinator, the study advisor 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.
9. The meetings of the examination board are private.

Rule 2. Granting examination authorizations

The examination board draws up a list of examiners. In general, the person with primary responsibility for the education will also have primary responsibility for the assessment of the course results. The examination board uses the following criteria:

1. Examination authority is granted to members of the UT's permanent or temporary staff (lecturers, senior lecturers, professors, teachers) who have met the education qualification requirements and are involved in the programme.
2. The authorization is limited to the disciplines in which the staff members are recognised as experts.
3. The authorization is limited to the next-lowest education level following the level at which the examiner has been educated.
4. Staff members from partner universities 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, PhD and post-doc students must have assisted in the examination of a similar examination unit at least twice before they may be granted examination authorization for that unit.

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 their study delay will be taken into account.

3. Regarding the situations referenced in paragraph 2 above, the following applies:
 - a. If a student is seen as promising (pace of study at least 75% of nominal), the examination board will consider whether their decision will contribute to the student's ability to complete their master programme in two years;
 - b. If the student has incurred a significant study delay (pace of study between 50% and 75% of nominal), 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 student's pace of study from dropping any further;
 - c. If the student is seen as disadvantaged (pace of study equal to or lower than 50% of nominal), 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 and examination methods

1. Before an examiner holds an exam or test, at least one other expert lecturer will evaluate 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 than stipulated in the first paragraph.

Rule 5. Written and oral exams

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 test 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 students by listing it alongside each question.
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 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 representative. The position of a representative will be explained to the examinees.

Rule 6. Registering for exams

1. Registration is required for written examinations and resits.

The timetable states until which day it is possible to register for the examinations of each quartile. Bearing in mind the dates indicated in the previous sentence, registering for examinations should take place using 'OSIRIS', unless otherwise informed. Not registering in time, cancels the right to participate in the relevant session. Even if participation is allowed by the relevant invigilator, this does not automatically confer the right of assessment of the work handed in.
2. A student who has registered for the examination and, without valid reason, does not participate can be excluded from participation in the next examination session of the relevant course.
3. Registration is required for the master's examination. The registration takes place at the Educational Affairs Office (BOZ).

Rule 7. 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 involved in the education of the study unit in question.
2. During an exam or test, a student 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 15 minutes after the start of the exam or test.
4. Students may not leave the session during the first 30 minutes after the start of the exam or test.

Rule 8. Fraud

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. Fraud is defined in the general UT Students' Charter 2023-2024.

The following rules apply for preparing written work, programming assignments, etc.:

1. Individual assignments

There is one author who will receive an 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, e.g. by:

- which passages these are (e.g. by printing them in italics or between quotation marks);
- where they come from (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, e.g. by:
- which passages they are referring to (e.g. by printing them in italics or between quotation marks);
- where they come from (by providing a clear source reference: a formal literature reference or a phrase such as "verbal information from Mrs XX").

For anything derived from someone outside the group, the regulations for individual assignments apply.

3. "Joint" group assignments

The group as a whole is responsible for the entire content 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 which part. 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. Regulations in case of an emergency

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

- 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.
- If there is an emergency or an expected emergency during an exam or test, the following actions must be taken if possible:
 - The student has written their name and student number on all exam or test materials at the start of the exam or test;
 - The people present must immediately leave the room when ordered by the responsible organisation or examination supervisor;
 - The students leave their exam or test in the room;
 - 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 article 9.3d, 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 10. Assessment regulations

- The assessments are expressed in half grades from 1.0 up to and including 5.0 and including 10.0 whereby:
 - Grades will only be rounded in the last phase of the assessment of the examination
 - The rounding is done in accordance with the following scheme:

In case $n \neq 5$ Grade $\geq n.00$ and $< n.25$	$\rightarrow n.0$
Grade $\geq n.25$ and $< n.75$	$\rightarrow n,.5$
Grade $\geq n.75$ and $< (n+1).00$	$\rightarrow (n+1).0$
In case $n = 5$: Grade ≥ 5.00 and < 5.50	$\rightarrow 5.0$
Grade ≥ 5.50 and < 6.00	$\rightarrow 6.0$

The marks have the following meaning:

1 – 5 : fail	6 – 6.5: satisfactory (pass)	7 – 7.5: very satisfactory
8 – 8.5: good	9 – 9.5: very good	10 : excellent

Examinations may also be assessed alphanumerically:

F: Fail
P: Pass

EX: Exemption granted

2. Where the student has been assessed more than once for the same examination, the highest mark is the valid one.
3. Results from other institutions that are included in the student's examination programme with the examination board's consent are not converted to the UT's assessment system. If a different assessment system was used (i.e. no grades from 1-10 as outlined in the table in article 12.4), sufficient results are registered as "P" and unsatisfactory results as "F." The scope of the study unit in question is converted into the equivalent number of credits by BOZ.
4. The examination board has the option to declare a grade invalid if it was acquired in a manner that violates these regulations.

Rule 11. Degree certificates

1. Degree certificates are signed beforehand by the chairman of the Examination Board and after the examination by the graduation professor and the candidate.
2. When no degree can be awarded after the assessment of the graduation project, the degree certificate is signed at the appropriate time by the graduation professor and the programme director. The candidate signs the degree certificate after he has received it from the Bureau of Educational Affairs .
3. In the absence of one of the members of UT mentioned above, the following regulation applies:
 - a. The degree certificate should be signed by at least one member of the Examination Board.
 - b. The Examination Board gives the programme director the authority to be the second signer.

Rule 12. Exemptions

1. On the basis of examinations taken elsewhere with satisfactory results, exemption from an examination can be given. The Examination Board decides about the granting of exemptions after it has received advice from the relevant teachers. The exemptions from examinations stated in the previous paragraph are determined in a written decision.
2. A request for exemption from the requirements to take examinations or to participate in (practical) exercises on the basis of what is determined by or in accordance with the Dutch law should be made to the programme director.
3. Having heard the relevant examiner(s), the Examination Board decides within one month of having received the request.
4. The student has the opportunity to be heard before the Examination Board decides to grant the exemption totally or in part.
5. Where, by or according to the Dutch law, the examinee has the right to exemption for one or more examinations, he informs the Educational Affairs Office (BOZ) and provides the relevant pieces of evidence.

Rule 13. Final article

When the occasion arises, the Examination Board has the right to deviate from the rules described above. Such a deviation must be made on an individual basis and be substantiated.