

# **Annual Report Examination Board CE/CEM/CME 2018**

Enschede, 15-04-2019

Composed by the secretary of the examination board of Civil Engineering/ Civil Engineering and Management/ Construction Management and Engineering

# Preamble

The examination board of CE/CEM/CME has used the following principles as guidelines for its annual report:

- The examination board is a by law required organizational entity (WHW 7.12a) appointed by the dean (Guideline For Teaching And Examination Regulations for Bachelor’s Programs 5.1)
- The tasks of the examination board are defined by law (WHW 7.12b) and detailed in the ‘Regels en richtlijnen examencommissie civil engineering’ of the ‘Studentenstatuut Civil Engineering’.
- The examination board is required to write an annual report (WHW 7.12b-5).
- The examination board CE/CEM/CME defines the function of the annual report as a means in a Plan-Do-Check-Act-cycle. With this interpretation the examination board complies to the ‘Quality Assurance Framework for Student Assessment UT’ (Chapter 3.1 PDCA cycles for Quality Assurance Student Assessment).
- The annual report is based on factual and verifiable information, but not traceable to individuals.

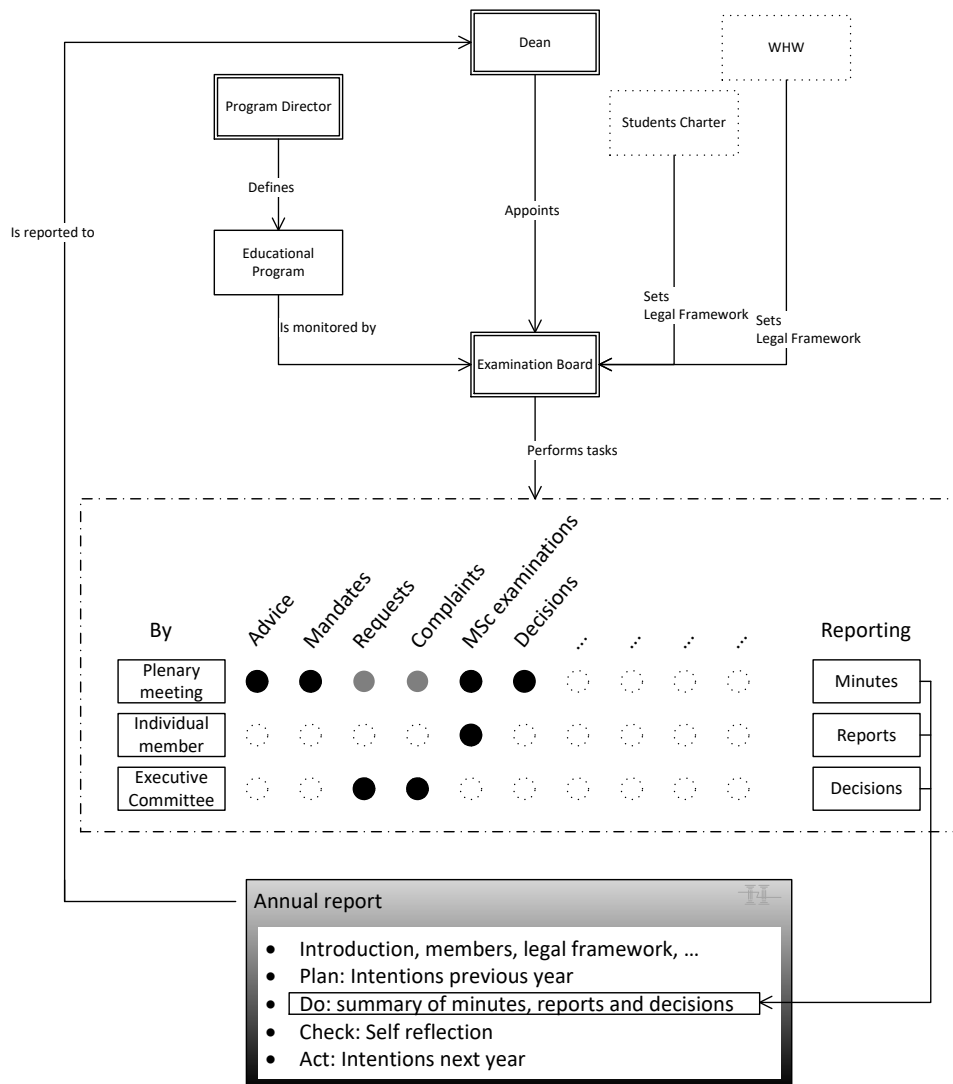


Figure 1 Conceptual model of examination board and the annual report

# 1 The examination board CE/CEM/CME

## 1.1 The members and those involved

The examination board is responsible for the educational programs Civil Engineering (CROHO-number 56952), Civil Engineering and Management (CROHO-number 60026) and Construction Management and Engineering (CROHO- number 60337)

*Tabel 1 The members of the examination board in 2018*

Member	Department	Task and period
prof.dr.ir. J.I.M. Halman	Construction Management and Engineering	Chairman 1-4-2005 – 31-12-2018
ing. K.M. van Zuilekom	Transport Engineering and Management	Secretary 1-1-2016 –
dr.ir. D.C.M. Augustijn	Water Engineering and Management	1-1-2002 – 16-7-2018
dr.ir. M.J. Booij	Water Engineering and Management	16-7-2018 –
prof.dr.ir. E.C. van Berkum	Transport Engineering and Management	1-9-2009 – 31-12-2018
ir. J.P. Boutkan	Head of department of city engineers, municipality Enschede	External member 13-1-2018 –
dr. J.T. Voordijk	Construction Management and Engineering	1-6-2010 –

The chairman and the secretary form the executive committee responsible for daily operation.

The members of the examination board cover the CE Bachelor and Masters CEM and CME. Dr. Voordijk is in particular involved in the Master CME.

Drs. E. Ruijgh is responsible for the minutes of the plenary meetings of the examination board.

## 1.2 Advisors of the examination board

Although the examination board has an independent position and its own responsibility in the educational program it is important that several professionals within the organization have perusal in the discussions and decisions that are taken in the plenary meetings of the examination board. For this reason the following persons received the minutes of the plenary meetings:

- Program Director CE/CEM/CME: dr. S.R. Miller
- Program Coordinator Bachelor CE/ Program Master Coordinator CEM/CME E.M. Blokhuis MSc)
- Student Advisor: ir. J. Roos-Krabbenbos

The Program Coordinator is in general present in the plenary meetings. Depending on the agenda of the examination board the Program Director is present (on own initiative or invited).

For support on educational issues the educationalist of ET M. ten Voorde-ter Braack MSc (per 1-9-2017).

### **1.3 Mandates**

The examination board has the right to delegate well defined tasks to officials. In 2018 no major changes have taken place. The overview of the mandates is as follows:

- Admittance approval CEM/CME is mandated to the secretary of the admittance committee (E.M. Blokhuis MSc for the non-Dutch students, ir. M.J.B. Duyvestijn [till 1-9-2018] and J.G.M. Kemna [from 1-9-2018] for the Dutch students). Whenever necessary the secretary will consult the examination board. Admittance approval to start the Master program via the pre-master program is mandated to ir. M.J.B. Duyvestijn [till 1-9-2018] and J.G.M. Kemna [from 1-9-2018] on the basis of the pass/fail rules of the pre-master program.
- The Bureau of Educational Affairs is mandated to check the pass conditions for the BSc and MSc certificates whenever these comply to the pass/fail rules and/or jurisprudence of decisions by the examination board. In case of doubt the Bureau of Educational Affairs consults the executive board of the examination board.
- The Bureau of Educational Affairs is mandated to approve the MSc Thesis committee when the committee complies to the rules as set by the examination board (UT supervisor: at least associate professor; daily supervisor: at least PhD with qualifier). In all other situations the executive board of the examination board will be consulted.
- The student-advisor (ir. J. Roos-Krabbenbos) is mandated to handle the registration of students for examinations.
- The student-advisor (ir. J. Roos-Krabbenbos) is mandated to define students study program in case of illness, activism and top sport. The student-advisor will report the number of involved students for the annual report of the examination board CE/CEM/CME.
- The student-advisor (ir. J. Roos-Krabbenbos) is mandated to handle composition of the profiling track (minor) as long as these comply to the Students' Charter. In all other situations the executive board of the examination board will be consulted.
- The Track coordinator is mandated to approve the study program within their Master Track.
- Examiners are mandated to set the pass/fail rules for their courses.

## 2 The activities of the examination board in 2018

In this chapter we describe the core of the Plan-Do-Check-Act cycle of the examination board. We use the conceptual model of the preamble as a basis where:

- **Plan** stands for the intentions at start of the year (2.1 Intentions)
- **Do** stands for:
  - results from the plenary meetings (2.2 Meetings by the examination board; 2.3 Decisions; 2.4 Advices)
  - activities by individual members of the examination board (2.5 MSc examination)
  - activities by the executive board (2.6 Requests; 2.7 Other activities)
  - activities by the program as a whole (2.8 BSc and MSc graduations)
- **Check** stands for the self-reflection (2.9 Reflection)
- **Act** sets the intentions for the year 2018 (2.10 Intentions)

### 2.1 Intentions

The annual report of 2017 did mention the following points of attention:

- The change of 7.5 ECTS courses in the master program of CEM and CME into 5 ECTS courses.
- The evaluation of test assessments of the individual courses and modules.
- The required replacement of at least three members of the examination committee.

### 2.2 Meetings by the examination board

The examination board CE/CEM/CME had seven plenary meetings in 2018, roughly every two month: 05-02-2018, 19-03-2018, 23-04-2018, 04-06-2018, 16-07-2018, 15-10-2018 and 03-12-2018.

The July meeting is in particular used for decisions related to those students who not fully comply to the Binding Recommendation in the first year of the Bachelor's programme.

The executive board of the examination board did meet whenever there was a need. These meetings are not formally documented.

### 2.3 Decisions

26 formal decisions were made during the plenary meetings of the examination board.

A larger part of these decisions (11) had to do with individual students. In general a decision for an individual student had to do with the permission to start a course or to participate in an examination. The aim was, if possible, to create a general rule in order to streamline the decision process.

Decisions in regards to the study program in general had to do with either incidents (2), such as an extra resit for all participants of a course, or a permanent general rule (7), such as handling of earlier results for students coming from other (UT) programs and exclusion of Cum Laude in case of fraud.

A few decisions (6) were made in relation to staff, such as mandates and examination.

## 2.4 Advices

A positive advice was given regard to the introduction of the 5 EC Master programme.

## 2.5 MSc final assignment examination

The quality of the MSc final assignment examination is assessed by members of the examination board by following the whole MSc examination as an observer. The observer reads the MSc-Thesis in advance and is present during the public (presentation and defence) as well as the non-public part (where the exam committee comes to their final judgment). The selection of a MSc assignment examination is not strictly random, but largely dominated by the available time slots in the agenda of the observer. The observer is allowed to ask questions as a member of the public. In the non-public part of the procedure the observer is not supposed to influence the process of determining the final result and arguments supporting this result. The observer writes a report using a pre-defined format. This report is shared with the first responsible examiner and discussed in the plenary meeting of the examination board and shared with the first responsible examiner. In principle each member of the examination board will attend two MSc examinations per year.

In 2018 the five members of the examination board attended six MSc assignment examinations. In general, the procedures and outcomes were in line with the expectations of the observer.

In one case the outcome of the observation lead to more in-depth observation of students material and a discussion with the first responsible examiner. This did clarify the assessment of the MSc-committee.

## 2.6 Requests

In 2018 the examination board sent 119 emails to 95 individual students and two employees (see table 2). In almost all cases it was a response to a request. Eighteen students received two or more emails from the examination board.

The majority of these requests were handled by the secretary of the examination board in cooperation with the chair. For those requests where there was no obvious decision possible consultation and information was sought dependent on the nature of the request.

All requests were handled via email. Although there is no formal response time for requests the aim is to avoid long response times and exceeding students deadline (see table 1).

*Table 1 Email response time [days]*

Days	%
7	58%
14	82%
21	83%
48	90%

The workflow is organised in such a way that requests and decisions are traceable. A basic overview of all requests is available at any time:

- The email request is archived (via an extra copy to the Bureau of Educational Affairs and in the archive of the examination board mailbox).
- Decisions are sent to the requester, cc to the UT email archive (the Bureau of Educational Affairs and JOIN student dossier).
- At any moment an overview of handled requests is available in an Excel worksheet (student information, date received, date answered, reference, subject).

*Table 2 Number of emails sent to a student*

<b>Number of emails per student</b>	<b>Emails</b>	<b>Students</b>
1	77	77
2	30	15
3	6	2
4	4	1
<b>sum:</b>	<b>117</b>	<b>95</b>

The majority of the emails are sent during the summer holidays (55 in July and 19 in August). All requests in July are exemptions in relation to the binding study advice. In general an allowance for an extra resit and/or extension of the expiration date of module component results.

Individual study programs (17) and exemptions to admittance are (12) other main categories.

Eight cases of suspicion of fraud were reported by examiners. The examination board judged fraud proven in three of these cases.

The nature of complaints (6) varied from problems with the examination of a course (errors in the examination, results published not in time) to individual issues such as objections against a decision of the examination board.

The student advisor is mandated to define an individual study program in case of illness, activism and top sport. In 2018 for one top sport student an individual study program was defined. In all other cases an individual study program was not necessary, in some cases a postponed binding study advice was sufficient.

Table 3 Email correspondences by subject.

Description	emails
<b>Extra resit and requests for extension of expiration date of results</b>	
Extra resit for a Module component allowed	2
No extra resit for Module component permitted	3
Extension of the expiration date of Module component results	50
<b>Variations in educational program</b>	
Free electives (minor) bachelor	5
Individual program BSc	9
Individual program MSc	3
<b>Exemptions to admittance</b>	
Exemption to admittance allowed	11
No exemption to admittance allowed	1
<b>Fraud and plagiarism</b>	
Suspicion of fraud or plagiarism	5
Penalty as a result of fraud or plagiarism	3
<b>Complaints</b>	
Board of Appeal for Examination requests mediation	1
Complaints	5
<b>Cum Laude in case of exceeding throughput time</b>	
Cum Laude rejected	0
Cum Laude awarded	2
<b>Miscellaneous</b>	
MSc-Thesis in Dutch allowed	0
MSc-Thesis in Dutch not allowed	2
No decision possible	4
Erratum	3
Registration of results in OSIRIS	3
Other	7

## 2.7 Other activities

In 2018 a start has been made with the implementation of a systematic test assessment using the concept which was developed in 2017 in cooperation with the examination board of Industrial Design, the bachelor coordinator CE and the educationalist CE.

It has been decided that the program director is in the lead for the organisation of the test assessment. Each test assessment will be conducted by a member of the examination board (chair), the quality coordinator CE (organisation and minutes), the educationalist CE, a module coordinator and a student CE.

In December 2018 module 4, Design of Constructions [201700153], was assessed as first course. The report was discussed with the module team. The final report has been shared with the module coordinator, the program director and the examination board.



The main outcomes and experience with this first test assessment has been presented in a meeting of the programme committee.

In November 2018 the assessment of the quality of the educational programmes CE/CEM/CME took place (according to the limited framework, as laid down in the NVAO Assessment framework).

The committee was positive with regard to the test assessment *'The system not only ensures that the tests and examination are reviewed structurally but also encourages staff members to be critical of their assessments and that of colleagues.'*

The current forms for grading the final theses for the BSc CE, the MSc CEM and the MSc CME were valued as *'could not sufficiently clarify why a certain grade was given'*. The recommendations for all three programs were therefore:

- to improve the thesis assessment form so that it provides a clearer explanation of why a student received a certain mark.

## 2.8 BSc and MSc graduations

Table 4 The number of graduations per educational program in the year 2018(2017, 2016 and 2015)

Educational Program	Total Succeeded	of whom with Cum Laude
Bachelor Civil Engineering	50 (55, 53, 68)	3 (3, 0, 4)
Master CEM	45 (46, 65, 56)	3 (5, 8, 5)
Master CME	21 (27, 17, 22)	0 (1, 1, 0)

## 2.9 Reflection

During the year the implementation of the 5 ECTS master courses (from 7.5 ECTS) was prepared by the Program Director. The proposed CEM and CME Master programs were discussed and approved by the examination board.

The aim was to find at least three new members for the examination board. In 2018 the following mutations took place:

- ir. J.P. Boutkan became the external member (vacant position)
- dr.ir. M.J. Booij replaced dr.ir. D.C.M. Augustijn
- prof.dr.ir. E.C. van Berkum will be replaced by prof.dr.ir. A.G. Doree (per 1-1-2019)
- prof.dr.ir. J.I.M. Halman (chair) will be replaced by prof.dr.ir. A.Y. Hoekstra (chair, per 1-1-2019)

The test assessment is now part of the regular processes within the organisation. In 2018 the test assessment of one module was fulfilled. The next modules are planned. The aim is to evaluate the approach after one year.

## 2.10 Intentions 2019

With the experiences gathered in 2018 and the outcomes of the assessment of the quality of the educational programmes CE/CEM/CME the intentions for 2019 are:

- Evaluation of the test assessment
- A redefinition of the assessments forms for the BSc CE, the MSc CEM and the MSc CME thesis