

Annual Report Examination Board CE/CEM/CME 2020

Enschede, 22-03-2021

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, 12 Dec 2016’ (Chapter 3.1 PDCA cycles for Quality Assurance Student Assessment) and the ‘Assessment Policy ET, Nov 2020’.
- The annual report is based on factual and verifiable information, but not traceable to individuals.

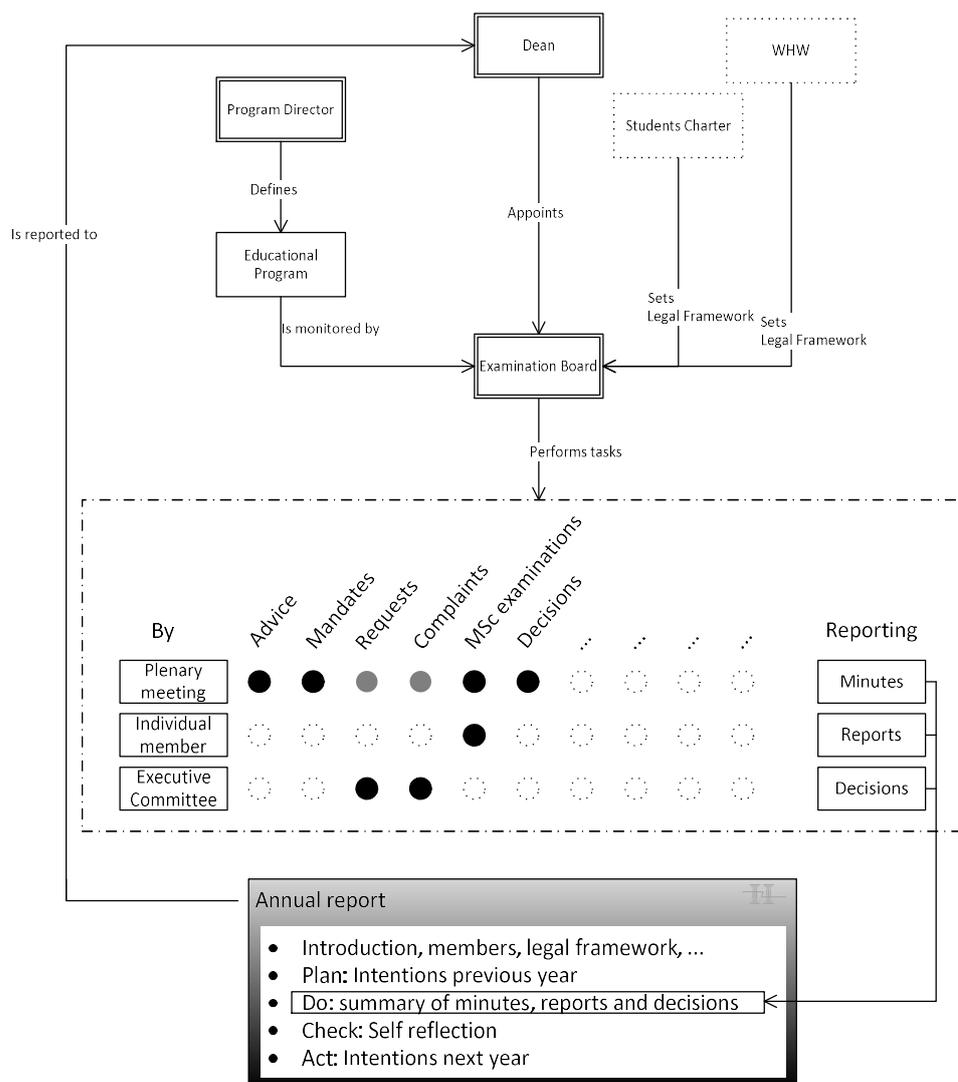


Figure 1 Conceptual model of examination board and the annual report

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 2020

Member	Department	Task and period
prof.dr.ing. K.T. Geurs	Transport Engineering and Management	Chairman 1-10-2020 –
Prof.dr. K.M. Wijnberg	Water Engineering and Management	Vice-chairman 1-10-2020 –
ing. K.M. van Zuilekom	Educational Support ET	Secretary 1-1-2016 –
prof.dr.ir. A.G. Doreé	Construction Management & Engineering	Chairman 1-1-2019 –30-9-2020
dr.ir. M.J. Booiij	Water Engineering and Management	16-7-2018 –30-9-2020
ir. J.P. Boutkan	Province of Overijssel	External member 13-1-2018 –
dr. J.T. Voordijk	Construction Management and Engineering	1-6-2010 –
dr. M.S. Krol	Water Engineering and Management	1-10-2020 –

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

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: prof.dr.ir. J.I.M. Halman till 31-1-2020, per 1-2-2020 dr.ir. D.C.M. Augustijn
- Program Coordinator Bachelor CE/ Program Master Coordinator CEM/CME: E.M. Blokhuis MSc till 29-2-2020, M. Hamhuis per 1-3-2020
- 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 drs. H.M. Janssen - ter Horst (1-1-2020 – 30-6-2020) and E.M. Blokhuis MSc (per 1-7-2020).

1.3 Mandates

The examination board has the right to delegate well defined tasks to officials. In 2019 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 till 29-2-2020 and M. Hamhuis per 1-3-2020 for the non-Dutch students and J.G.M. Kemna [from 1-9-2018] for the Dutch students). Whenever necessary the secretary of the admittance committee will consult the examination board. Admittance approval to start the Master program via the pre-master program is mandated to 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 (graduation lecturer: 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 exceptions to the demands for entering the profiling track (minor). Either the student-advisor or the Bureau of Educational Affairs 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 coordinators are 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 2020

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 2020 (2.10 Intentions)

2.1 Intentions

The annual report of 2019 did mention the following points of attention:

- Evaluation of the test assessment
- A redefinition of the assessments forms for the BSc CE, the MSc CEM and the MSc CME thesis
- Defining rules for double MSc degrees.
- Defining rules (such as: deficiency programmes, allowances and restrictions) students who switch from other programmes to CE.

2.2 Meetings by the examination board

The examination board CE/CEM/CME had seven plenary meetings in 2020, roughly every six weeks during the academic year: 20-1-2020, 9-9-2020, 20-4-2020, 8-6-2020, 13-7-2020, 21-9-2020 and 16-11-2020.

The July meeting is in particular used for decisions related to those students who not fully comply to the Binding study recommendation in the first year of the Bachelor's programme, but due to Covid-19 the Binding study recommendations were less strict. As a result no decisions were needed.

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

2.3 Decisions

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

Four decisions 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.

The decisions in regards to the study program in general (9) had to do with the BSc programme (6), the MSc programme (2) or the composition of the MSc exam committee (1).

One decision allowed an examiner to act as graduation lecturer.

A six decisions were related to the examination board itself (tasks and mandates).

2.4 Advices

No advise is given in 2020.

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 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 2020 the five members of the examination board attended seven MSc final assignment examinations. The results of the observations are discussed in the examination board meetings and shared with the graduation lecturer. In general, the procedures and outcomes were in line with the expectations of the observer.

2.6 Requests

In 2020 the examination board sent 51 emails to 43 unique students. Three mails were relating to three employees. The number of requests was clearly less than previous years due to the relaxation of the Binding study advice as a result of Covid-19 (see Table 1).

Table 1 Development of the Email correspondence 2016-2020

Year	Emails	Unique students	Employees
2020	51	43	3
2019	128	96	4
2018	119	95	2
2017	147	115	-
2016	164	118	1

In almost all cases a mail was a response to a request of a student. Of the 43 unique students a minority of the students (3) received two or more emails from the examination board (see Table 2). Emails to employees (3) were related to an advice to the programme committee CE regarding free-riding, permission to act as graduation lecturer and an adjustments of results of a written exam.

Table 2 Number of Emails per individual student in 2020

Number of Emails to an individual student	Number of students	Number of Emails
1	39	39
2	3	6
3	1	3
4	0	0
Total:	43	48

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 3).

Table 3 Email response time [days]

Days	%
7	36%
14	55%
21	66%
48	91%

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).

In previous years the majority of the emails were, related to the binding study advice, sent during the summer holidays. This year the emails were more or less evenly spread over the year.

Table 4 Email correspondence 2020 per quartile

Quartile	Frq
1	14
2	14
3	16
4	7
Total	51

There were no proven cases of fraud or plagiarism.

Three situation resulted in seven complains. None of these complaints were acknowledged by the examination board.

One decision concerning two students were challenged via Board of Appeal for Examinations. Mediation resulted in a change of the decision.

Table 5 Email correspondences 2020 by subject.

Description	Frequency
Exceptions	
Exception allowed	4
Exception rejected	2
Re-sits for Modules	
Re-sit for Module component allowed	7
Re-sit for Module component rejected	5
Study programmes BSc	
Free elective (minor) BSc	1
Individual study program BSc	2
MSc	
Allowance for a double MSc programme	1
Miscellaneous	
Extension expiration date of course results	3
Registration results in OSIRIS	3
Suspicion of fraud or plagiarism	2
Complaints	7
No decision possible or needed	5
Erratum or addition to an earlier decision	1
Other	8
Total	51

The student advisor is mandated to define an individual study program in case of illness, activism and top sport. In the bachelor there were two occasions where the mandate is used, related to personal circumstances.

For students in the Master all adjustments were possible within the regular programme.

2.7 Other activities

2020 has been dominated by the consequences of Covid-19. Focus for the examination board were the written examinations, the BSc/MSc examinations and fraud.

For adjusting to the Covid-19 pandemic there has been a regular communication with programme director CE and the Platform Examinations Board UT.

The Platform examination boards UT proves to be useful in exchange of information and experiences as well as coordination between programmes and the Executive Board of the UT.

2.8 BSc and MSc graduations

Table 6 The number of graduations per educational program in the year 2020 (2019, 2018, 2017, 2016 and 2015)

Educational Program	Total Succeeded	of whom with Cum Laude
Bachelor Civil Engineering	57 (55, 50, 55, 53, 68)	2 (3, 3, 3, 0, 4)
Master CEM	62 (51, 45, 46, 65, 56)	3 (6, 3, 5, 8, 5)
Master CME	30 (20, 21, 27, 17, 22)	2 (3, 0, 1, 1, 0)

2.9 Reflection

In terms of organisation of the Examination Board, 2020 brought a substantial revision of the members of the examination board, with a new chair (Prof. Geurs), vice chair (Prof. Wijnberg) and one new member (dr. Krol) starting in October 2020.

In terms of content, the Covid-19 pandemic heavily affected the agenda and actions of the Examination Board meetings in 2020. And as noted, the relaxation of the Binding study advice as a result of Covid-19 reduced the amount of requests from students substantially compared to earlier years.

Decisions on the intentions mentioned in the annual report of 2019 have not all been made in 2020 due to the attention for the Covid-19 pandemic and the change in board memberships. However, preparations for the redefinition of the assessments forms for the BSc CE, the MSc CEM and the MSc CME thesis, rules for double MSc degrees and defining rules for students who switch from other programmes to CE have been made and decisions are planned for early 2021.

2.10 Intentions 2021

The intentions for 2021 are:

- Developing rubrics for:
 - Proposal BSc thesis (update)
 - BSc thesis (new)
 - Preparation CEM MSc thesis (new)
 - CEM MSc thesis (major update)
- Test assessment:
 - Revision of the BSc procedure
 - Development of a procedure for the MSc
- Monitoring the consequences of Covid-19.