

Rules and Regulations Examination Board Civil Engineering

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These Rules and Regulations are available at the website of the Examination Board CE/CEM/CME:

- <https://www.utwente.nl/en/ce/organization/examination-board/>
- <https://www.utwente.nl/en/cem/organization/examination-board/>
- <https://www.utwente.nl/en/cme/organization/examination-board/>

Rules of conduct and rules applicable to the exams and examinations of the Examination Board for Civil Engineering, as recommended by the deans of the faculties.

These Rules and Regulations are applicable to:

- The Bachelor program Civil Engineering
(<https://www.utwente.nl/en/ce/rules-and-procedures/students-charter/>)
- The Master Civil Engineering and Management
(<https://www.utwente.nl/en/cem/rules-and-regulations/>)
- The Master Construction Management and Engineering
(<https://www.utwente.nl/en/cme/rules-and-regulations/>)

Rules which are specific for the Bachelor programme are numbered RB#.#.

Rules which are specific for the Master programmes are numbered RM#.#.

R1 The Examination Board

- R1.1 The composition of the board can be found in appendix 2.
- R1.2 The responsibilities of the Examination Board of a programme apply to all study units that are part of the student's programme.
- R1.3 The Examination Board consists of at least three members, including two professors and one external member.
- R1.4 The executive board of the Examination Board consists of the president and the secretary of the Examination Board.

- R1.5 The Examination Board may be assisted by programme staff, e.g. the programme director, the programme coordinator, the study adviser, and supervisors. These parties attend the meeting in an advisory capacity. The Examination Board may decide to delegate authorities to the president or the secretary and to delegate the realization to the programme board, in so far as this is not in conflict with legislation or these rules.
- R1.6 The meetings of the Examination Board and of the executive board of the Examination Board are not open to the public.
- R1.7 Where it concerns the implementation of the decisions taken by the Examination Board, the "Examination Board" refers to the: "executive board of the Examination Board".
- R1.8 If a member of the Examination Board is unable to attend a meeting of the Examination Board, he or she can assign a substitute. The substitute must report as such to the president before the start of the meeting. The substitute has the same voting rights as the member they replace, with the limitation that a substitute has only one vote.
- R1.9 The dean shall appoint a president for a period of two years. The Examination Board can appoint a vice-president from its midst, who can replace the president at any time.
- R1.10 In cases that concern the examinations or the assessment of parts of examinations not covered by these regulations, a decision will be made by the Examination Board. In urgent situations a decision will be made by the executive board of the Examination Board.

R2 Authority to hold examinations

- R2.1 In general, the person who is primarily responsible for the course of the study programme is also primarily responsible for the assessment of the results. The Examination Board uses the following criteria:
- a. Examinations can be held by permanent or temporary members of staff (lecturer/assistant professor/UD, senior lecturer/associate professor/UHD, professor) of the UT who meet the teaching requirements and who are involved in the programme;
 - b. The authority is limited to the domain in which the staff member is

recognized as an expert;

- c. Staff members of partner universities can also hold examinations, if they meet the stated requirements;
- d. In all other situations the Examination Board will decide whether a person is granted the authority to hold examinations. This decision specifies a period of validity and the field of expertise.

R2.2 For the purpose of holding the exams, the Examination Board appoints one or more examiners for each part of the examination. If there are multiple examiners for a study unit of the study programme, responsibility is assigned to one of the examiners.

R2.3 If the Examination Board does not explicitly assign another lecturer, the lecturer who is responsible for a study unit of the study programme is deemed to have been assigned as the examiner.

R3 Starting point of the Examination Board

R3.1 All organizational issues in connection with the programme are governed by the nominal programming. The examination rules stimulate study as a cohort, and try to prevent delays that disrupt the order in which the programme is offered.

R3.2 The Examination Board has the authority to deviate from the education and examination regulations.

The Examination Board will request the advice of the study advisers on decisions that affect individual students. Any information provided by the student shall be treated as confidential. The student's study plan, personal circumstances and the known causes of study delay will be taken into consideration.

RB3.3 In such situations, the following applies with respect to R3.2:

- a. If a student is regarded as promising, the Examination Board will consider whether a decision will contribute to completion of the bachelor's programme within four years;

- b. When the student's education is regarded as being severely delayed, the Examination Board will consider whether there are sufficient grounds to believe that - on the basis of a study plan and the most recent results - a decision would contribute to preventing further delay.

RM3.3 In such situations, the following applies with respect to R3.2, the completion of the study is taken in consideration.

R4 Organization and form of exams and manner of testing

- R4.1 Each exam¹ is an assessment of the student's knowledge, insight and skills, as well as a feedback of the results of that assessment.
- R4.2 The questions and tasks of an exam will not exceed the programme objectives.

These overall learning objectives will be outlined at the beginning of the programme, in preparation of the relevant exam. Before the start of teaching for the relevant part of the examination, the final volume and content of the subject matter must be communicated in writing, and written study material for the relevant exam must be available to the student.
- R4.3 Before the start of the exam, the examiner submits a copy of the exam and standard that will be used to the programme director.
- R4.4 The description in programme-specific appendix of the EER defines the manner of assessment for each study unit of the study programme. This has been elaborated on in more detail in the exam schedule for the study unit of the study programme.
- R4.5 With a reasoned request the student can ask the Examination Board for another examination method than the method determined in R4.4.
- R4.6 If the evaluation results warrant this, the Examination Board will review the quality of the exam.

¹ An evaluation in a study unit of the knowledge, understanding and skills of the student, as well as the assessment of the results of this evaluation (Article 7.10 of the HERA); an exam may consist of a number of tests.

Where exam is used it is applicable for tests too and vice versa.

R5 Written and oral exams

- R5.1 A written exam has a maximum duration of 3 hours; the maximum for an individual oral exam is 1.5 hours. An oral exam taken as a group has a maximum duration of 4 hours.
- R5.2 Written exams are assessed on the basis of a pre-defined standard.
- R5.3 The student is informed of the maximum score for a task in a written test by adding this information to the task in the exam.
- R5.4 If it turns out, when the exam is held, that the exam cannot be completed within the available time or that questions are ambiguous or too difficult, the examiner will report this immediately to the Examination Board. The Examination Board then has the authority to impose an adjusted standard. This new standard must not have an effect on the evaluation of the intended learning outcomes.
- R5.5 Oral exams and other parts of the examinations that are not on the academic calendar, are held at a time to be determined jointly by the examiner(s) and the student, and, if the student so wishes, within one month after the end of the teaching for the relevant exam.
- R5.6 During an oral exam in which more than two students are assessed at the same time, at least two examiners must be present.
- R5.7 Members of the Examination Board can at any time attend an exam, or delegate someone else as an observer.
- R5.8 The position of an observer is explained to the participants of the exam.
- RB5.9 The exam schedule indicates the latest date on which the examiner will communicate the results to the students (see EER2021 art 4.6.4).
- RM5.9 The exam results are submitted to Student Affairs & Logistics (SA&L) CE no later than 15 working days after the date of the exam.

R5a Enrolling for exams

In addition to EER2021 art. 4.3:

- R5a.1 When a student has not enrolled for the programme, but wishes to take part in an exam, the student must enrol ultimately on the latest enrolment date for the exam. Enrolment is via Osiris, unless Student Affairs & Logistics (SA&L) has defined another method of enrolment which is announced via the schedule.
- R5a.2 If the student fails to enrol for an exam in time, the student is no longer entitled to take part in that session. If the student nevertheless shows up for the exam, the examiner has the right to refuse to assess the work.
- R5a.3 In situations beyond the student's control, the Examination Board decides whether a student was unable to enrol for the exam in time and will be allowed to take part in the session.

R6 Order during exams

- R6.1 For each exam, the examiner assigns one or more examination supervisors who will ensure that the exam takes place in an orderly fashion. Student assistants cannot act as supervisor.
- R6.2 If the responsible examiner cannot be present in the room during an exam, he or she - or another specialist who can take on the role of examiner - must be reachable for the duration of the exam.
- R6.3 Identification during an exam:
 - a. Students must be able to identify themselves upon request by means of a proof of enrolment (student ID card).
 - b. Students who are entitled to additional time must be able to show their additional time allowance.
- R6.4 Students are deemed to take part in a written exam as soon as they receive the exam paper.
- R6.5 Students are not allowed to have a mobile phone within reach while taking the exam.

- R6.6 The decision whether a student who arrives late is admitted to the exam is made by the supervisor. Students will not be admitted 30 minutes after the start of the exam.
- R6.7 If a student arrives late, he cannot take part in the exam if students have already left the exam.
- R6.8 Students are not allowed to leave the exam:
- a. without the consent of the supervisor
 - b. within the period during which delayed students may still be admitted (R6.6).
- R6.9 If a student does not comply with the rules in R6.3-5, the examiner or the supervisor can immediately revoke the student's right to participate in the exam.
- R6.10 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) exam for a maximum period of 1 year. Fraud is defined in the general UT Students' Charter (<https://www.utwente.nl/en/ces/sacc/regulations/charter/>).
- R6.11 Appendix 1 specifies in further detail which practices during the making of written assignments are regarded as fraud.

R6a Access to, discussion of, and retention of exams

- R6a.1 The student is entitled to make copies of their assessed work at their own expense.
- R6a.2 Discussing a written exam
- a. The student has the right to discuss an exam result with the examiner, during which the examiner motivates the grading.
 - b. The student has the right to ask for re-assessment of the exam. The examiner may decide to re-assess the whole exam. The re-assessed result will be at least the original published result.
 - c. If there is no collective discussion of the results, the student must submit a request for an individual discussion with the examiner within 10 working days after the publication of the results.

- d. The discussion of the result must take place no later than five weeks after communication of the exam result, in the presence of the examiner or a mandated delegate.

R6a.3 Retention period of assignments and exams

- a. The retention period of assignments, elaborations and the assessed work of written tests is 2 years.
- b. The retention period for final assignments of the Bachelor's programme is 7 years.
- c. The retention period for final assignments of the Master's programme is 7 years.

R7 Rules in the event of an emergency

- R7.1 In the event of an emergency or an expected emergency during or immediately before an exam, the exam is immediately postponed or interrupted. The examiner, in consultation with the programme director, determines the date for a new exam and whether and how the work already done will be assessed.

R8 General rules for failing or passing an exam

- R8.1 If (part of) a course is assessed by more than one examiner, the responsible examiner/coordinator makes sure that they all use the same standards.
- R8.2 Examination grades are normally expressed as a number between 1 and 10, possibly with the addition of one decimal. These grades have the following meaning:

Grade	Definition		Special grade	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		NVD / F	Fail
6 / 6.5	Sufficient		V / P	Pass
5 – 1	Fail			

- R8.3 Results from other institutions included in the student's exams programme by permission of the Examination Board will not be translated into the evaluation system of the UT. When a different assessment system was used (i.e. no grade 1-10 as in the table in article R8.1), sufficient results are registered with 'V' and insufficient results with 'O'. The volume of the study unit of the study programme is converted to EC.
- RM8.4 The result of the final examination has not been established until all parts of the final examination have been passed and the graduation presentation of the master thesis - as the last part of the final examination - has been held.
- R8.5 If the student meets the requirements for officially passing the examination, the graduation committee authorised to declare that the candidate has passed the examination and to perform the resulting proceedings (or to have them performed).
- RM8.6 In deviation from the provisions in RM8.4, the Examination Board may, in special cases, upon a reasoned written request by the student, allow deviation from the requirement in article R8.4 that the graduation presentation must be the last part of the final examination. As soon as the student has passed all parts of the final examination and meets all official requirements for graduation, the Examination Board can perform all the resulting proceedings (or have them performed).
- R8.7 The Examination Board or the examiner determines if the candidate meets all requirements for taking (a part of) the examination. This authority may also be delegated to the study adviser or to Student Affairs & Logistics (SA&L).
- R8.8 A student who does not meet the criteria to officially pass the examination can submit a reasoned request to the Examination Board to establish whether he/she has passed the examination.
- R8.9 The Examination Board will communicate its decision concerning the requests referred to in R8.8 with the reasons for its decision to the student, in writing, no later than two months after receipt of the request.
- R8.10 In the event of a repair of an assignment or project report the highest possible grade is a 6.0. A repair of an assignment or project report is only possible in the academic year in which the course is offered.

RM9 Double Master

- RM9.1 A double masters' student is treated as a regular MSc student in the CEM/CME programme.

- RM9.2 The CEM/CME Preparation MSc-Thesis and MSc-Thesis project are supervised and assessed according to the regular rules. The CEM/CME graduation committee consists of, at least, the appointed CME/CME graduation lecturer as chair and a UT staff member as daily supervisor; it is expected to include a staff member of the other programme. The composition of the graduation committee for the other programme, or the roles of the commission members, may be different.
- RM9.3 The CEM/CME Preparation MSc-thesis and MSc-thesis project comply with programme rules, with 5 EC and 30 EC respectively dedicated to CEM/CME content. The graduation committee may decide the total study load of preparation and master project to exceed 5 EC and 30 EC, respectively. MSc-thesis preparation and MSc-thesis project are assessed individually along CEM/CME assessment rules, apart from course assessments related to the other programme.
- RM9.4 As the CEM/CME graduation committee will use the regular procedure during the colloquium a combined colloquium only possible if:
- a. the graduation committee of both programmes agree;
 - b. during the colloquium CEM/CME content is clearly present in presentation and defence.
- RM9.5 The combination of a master CEM with a master CME is excluded due to the large similarities of both programmes.

R10 Certificates and registration

- R10.1 The Examination Board issues a certificate as proof that the final examination was passed successfully. In deviation from EER2021 art. 5.4.1, the following applies to the signing of the degree certificate:
- a. If the student passed the examination in the manner indicated in R8, the certificate is signed by at least two members of the graduation committee, who established the result of the final examination. If no two members of the graduation committee are present at the graduation presentation to sign the certificate, a member of the Examination Board must also sign the certificate
 - b. In all other situations the degree certificate is signed in accordance with EER2021 art. 5.4.1.

- R10.2 The parts of the examination and their assessment are listed in an appendix that is part of the degree certificate. Also listed are any units that are not part of the examination, that were tested before a decision was made concerning the result of the examination, provided that the student successfully passed these units.
- R10.3 The appendix to the master degree is included in a degree supplement. The objective of this supplement is to provide insight into the content of the completed programme for the purpose of international identification of the programme.
- R10.4 If the special designation 'cum laude' is granted to the student, this is stated on the certificate.
- R10.5 A student to whom no degree certificate as referred to in R10.1 can be awarded, will upon request receive a statement to be issued by the examination board, specifying at least the successfully passed exams (WHW art. 7.11 section 4)
- R10.6 Student Affairs & Logistics (SA&L) is responsible for the registration of study units and for the results of examinations.
- R10.7 Student Affairs & Logistics (SA&L) registers which certificates have been issued to a candidate. No registered data of the candidate, with the exception of information on the issued certificates, will be provided to other persons than the candidates themselves, except to:
- a. The participants in exam meetings;
 - b. The members of the Examination Board;
 - c. The student counsellors;
 - d. The board of appeal for examinations;
 - e. The persons to whom the faculty has entrusted activities relating to applications for financial support from the graduation fund;
 - f. The study adviser and mentor(s);
 - g. the programme director;
 - h. The programme coordinator;
 - i. The mobility coordinator;
 - j. The Dienst Uitvoering Onderwijs (DUO).

R11 Exemptions

- R11.1 In addition to EER2021 art. 3.4, the Examination Board can grant an exemption from participation in practical exercises subject to the same conditions as defined in EER art. 3.4.1.

R11.2 A request for exemption from the obligation to take parts of examinations or to participate in practical exercises must be submitted to the Examination Board via email.

R11.3 Hardship clause

- a. In the event of personal circumstances/force majeure, the Examination Board will decide if and how the student can re-sit the test and whether the test results will be retained.

R11.4 The Examination Board may grant standard exemptions to specific groups of students.

R11.5 Exemptions are recorded in writing in a decision.

R11.6 Courses that were part of a bachelor's programme cannot be a reason for exemption from parts of the master's programme.

RM11.7 The examination programme can exist for up to a maximum of 50% of courses (excluding the Preparation MSc thesis and the MSc thesis project) that were also part of another examination programme (at the University of Twente or elsewhere). In all situations the student must meet the intended learning outcomes of the programme.

Appendix 1: Fraud and Plagiarism in Assignments

In addition to the information in the Students' Charter, the following further defines the concept of "fraud" in the context of written assignments. Since there are various types of individual assignments and group assignments, further definition of "fraud" is necessary.

In the context of assignments, the following additional rules apply:

Individual assignments

A single author is responsible for the assignment. This author receives an individual assessment on the basis of the assignment. Unless explicitly defined otherwise by the lecturer in the assignment description, it is not allowed to hand in a jointly drawn up or written assignment as an individual assignment.

"Individual" group assignments

The members of the group are responsible for parts of the report. The responsibility for each part of the report is clearly indicated. Unless explicitly defined otherwise by the lecturer in the assignment description, it is not allowed to use (parts of) work by other groups or persons.

"Joint" group assignments

The group as a whole is responsible for the complete content of the report, even though each member of the group has written a particular part of the report. Unless explicitly defined otherwise by the lecturer in the assignment description, it is not allowed to use (parts of) work by other groups or persons. The following applies to a "joint" group assignment:

- The contribution by each member of the group does not need to be indicated;
- Each member of the group is responsible for the prevention of plagiarism and fraud;
- In the event of fraud, the penalty may be applicable to all members of the group.

In the event of plagiarism/fraud the provisions of article R6.10 will apply.

In order to check the individual contribution (and avoid free riding) in group work, it may happen that students of a particular group are tested individually. The Canvas page of the study unit sets specific rules regarding checking individual contribution.

Appendix 2: Composition of the Examination Board CE/CEM/CME

The composition of the Examination Board for Civil Engineering is as follows:

prof.dr.ing. K.T. Geurs	k.t.geurs@utwente.nl	Chairman
prof.dr. K.M. Wijnberg	k.m.wijnberg@utwente.nl	Vice Chairman
ing. K.M. van Zuilekom	k.m.vanzuilekom@utwente.nl	Secretary
dr. M.S. Krol	m.s.krol@utwente.nl	
dr. J.T. Voordijk	j.t.voordijk@utwente.nl	
ir. J.P. Boutkan	J.Boutkan@overijssel.nl	External member

The executive board of the Examination Board consists of the president and the secretary.

The Examination Board can be reached by e-mail at examinationboard-ce@utwente.nl