

UNIVERSITY OF TWENTE.

**General Section of the programme part
of the students' charter, including the
education and examination regulations
(EER) for the
Bachelor's programme Civil Engineering**

2021-2022

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ARTICLE 1. GENERAL CONDITIONS

1.1 Applicability of these regulations

- 1) This general section of the education and examination regulations applies to all students enrolled in the bachelor's programme Civil Engineering.
- 2) For students who follow a study unit from another programme¹, the rules for testing apply that are laid down in the assessment plan of the study unit concerned, in the education and examination regulations and in the rules and regulations of the examination board of the programme that offers the study unit concerned. Special facilities² according to Article 6.2.5 can only be granted by the examination board of the programme for which the student is enrolled.
- 3) Each programme has its own programme-specific appendix.
- 4) For each programme, this general section and the programme-specific appendix together form the education and examination regulations for the bachelor's programme concerned.
- 5) The general section and the programme-specific appendix of the education and examination regulations are determined by the faculty board.
- 6) The institutional part of the students' charter includes a definition of what the UT considers as fraud. The rules of the examination board of the bachelor's programme concerned has additional regulations about fraud, for instance about what action the examination board is entitled to take when they have detected a case of fraud.
- 7) The rules of the examination board of the bachelor's programme concerned include regulations about the rules of order during tests and rules in case of calamities.
- 8) The following rules about the language of the general section and the programme-specific appendix of the education and examination regulations and the rules of the examination board apply:
 - a. In the event of discrepancy, the Dutch version of this general section is binding.
 - b. For English-taught bachelor's programmes, English versions of the programme-specific appendix of the education and examination regulations and the rules of the examination board of the bachelor's programme must be available.
 - c. If both English and Dutch versions of the programme-specific appendix of the education and examination regulations and the rules of the examination board of the bachelor's programme concerned are available, both versions must include a rule about which version is binding in the event of discrepancy.
- 9) Requests for exceptions to provisions laid down in the education and examination regulations should be submitted to the examination board or the programme board, The guiding principle here is which body has the authority to make a decision on - or to make an exception to - a provision of these regulations.

¹ This applies for example for a minormodule, for an elective study unit from the study programme of a student and for a study unit which is not included in the standard study programme of the student. This does not apply, unless otherwise agreed, for units that are supplied.

² Under Article 6.2.5 this is about providing special facilities with regard to testing to a student with functional impairments. All other matters are handled by the examination board of the programme that offers the study unit.

1.2 Definition of terms

The terms used in these regulations should be interpreted as follows:

Academic Year	The period that starts on 1 September and ends on 31 August of the following year.
Assessment plan	A plan indicating how the testing of a module is organised. At first, it states the grading of the study units of the module, and secondly, the conditions for passing the entire module (including possible compensation rules within the module and compensation rules for study units or parts of study units of different modules).
BOZ-CE	Educational Affairs Office
BSA	Recommendation on continuation of studies in accordance with Article 7.8b, paragraphs 1 and 2 of the WHW to which a rejection in accordance with Article 7.8b, paragraph 3 of the WHW is attached, issued by the programme board on behalf of the institutional board.
Canvas	University of Twente's digital learning environment
CE	Civil Engineering department and programme of the Faculty of Engineering Technology
Colstruction	Combination between a lecture and a tutorial
Compulsory Holiday	Required day off
Curriculum	The entirety of compulsory and optional study units belonging to the programme, as set down in the programme-specific appendix.
Education period	The period in which the study unit is offered. This period starts in the first week in which the study unit has any educational activity and ends in the last week in which the study unit has an educational activity and/or a test. Resits are not part of the education period. This period is not always the same as a quartile (a quarter of an academic year ³).
European Credit (EC)	A unit of 28 study load hours, in accordance with the European Credit Transfer System. A full-time academic year consists of 60 credits, equal to 1680 hours of study (Article 7.4 of the WHW).
Exam	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 WHW); an exam may consist of a number of tests.
Examination Board	The body that establishes objectively and expertly whether a student meets the criteria set in the education and examination regulations regarding knowledge, insight and skills needed for obtaining a degree.
Examiner	The individual who has been appointed by the Examination Board in accordance with Article 7.12c of the WHW to hold exams and tests and determine their results.
Exemption	Establishing by the Examination Board that a student has acquired competences, i.e. on account of exams or final examinations in the higher education domain passed earlier, or knowledge or skills acquired outside the higher education domain, that are comparable in content, size and level to one or more study units or parts thereof.

³ <https://www.utwente.nl/en/ces/planning-schedules/frequently-asked-questions/>

Faculty	The Faculty of Engineering Technology of the University of Twente
Faculty Board	Head of the faculty (Article 9.12 of the WHW)
Final Examination	A programme concludes with a final examination. A final examination is deemed successfully completed if the study units belonging to a programme have been completed successfully unless the Examination Board has decided that the examination shall also comprise an evaluation to be conducted by the Examination Board itself (Article 7.10 of the WHW).
Honours Programme	Institution-wide Bachelor's Honours programme.
Institution	University of Twente
Institutional Board	The Executive Board of the University of Twente
Module	A total of 15 EC of one or more study units in which disciplinary knowledge, skills and attitude are developed and assessed in an as integrated and/or coherent way as possible.
Module coordinator	The individual charged by the Programme Board with organising the module.
Module examiner	In case the module consists of one study unit, the individual designated by the Examination Board to determine the result of the module.
Osiris	System designated by the institutional board for registration and for providing information on all relevant data related to the students and the university, as described in the WHW.
Panel discussion	Panel discussions are held after each module of every academic year (B1, B2) with students who participated in the programme in that module.
Part of Study Unit	A part of a study unit
PCC (CPO)	Personal Circumstances Committee. A committee formed by the institutional board that issues advice to the programme board in individual cases concerning the validity, term and seriousness of the personal circumstances of the student involved.
Practical exercise	<p>A practical exercise as referred to in Article 7.13, paragraph 2 (d) of the WHW is a study unit or a study unit component emphasizing an activity that the student engages in, such as:</p> <ul style="list-style-type: none"> carrying out literature research, completing an assignment or preparing a preliminary design, writing a thesis, article or position paper, or giving a presentation in public; carrying out a design or research assignment, doing tests and experiments, participating in practicals, practising skills; work placement, fieldwork or excursions; participating in other educational activities deemed necessary and aimed at achieving the required skills, such as targeted practice of clinical skills in a specifically equipped skills lab.
Programme	The Bachelor's CE programme

Programme Board	The committee charged by the Faculty Board with managing the programme. This may also be an individual person in which case the term Programme Director is used.
Programme Committee	Programme Committee as referred to in Art. 9.18 of the WHW.
Programme Director	The Programme Director of the programmes CEM and CME
Osiris	System designated by the institutional board for registration and for providing information on all relevant data related to students and the programme, as described in the WHW.
Student	Anyone registered with a programme in accordance with article 7.34 and 7.37 of the WHW.
Study Advisor	Person appointed by the Faculty Board who acts as contact between the student and the programme, and as such represents the interests of the students, as well as fulfilling an advisory role.
Study load	The amount of time an average student needs to capture the learning material. The study load comprises for instance project work, self-study, lectures and writing papers. The study load is expressed in credit points in accordance with the European Credit Transfer System.
Study Unit	A component of the programme as described in Article 7.3, paragraphs 2 and 3 of the WHW. Every study unit concludes with an exam.
Test	An evaluation of the knowledge, understanding and skills of the student, as well as the assessment of the results of this evaluation. A test is a part of an exam. If a study unit has only one test, this coincides with the exam for the unit in question.
UT	University of Twente
Website	The website www.utwente.nl/ce , unless stated otherwise
WHW	The WHW (abbreviated to WHW in Dutch), Bulletin of Acts and Decrees 1992, 593, and its subsequent amendments.
Working day	Any day from Monday to Friday with the exception of official holidays and the prearranged compulsory holidays (compulsory days free of work) on which the staff is free.

Any terms not defined here have the meaning assigned to them by the WHW.

ARTICLE 2. ADMISSION

2.1 Prerequisites

Admission to the programme is granted if the requirements with regard to prior education for enrolment in university education are met, in accordance with the WHW, Articles 7.24, 7.25 and 7.28. The conditions pertaining to this can be found on the University of Twente's website⁴.

2.2 Language requirement bachelor's programme for holders of foreign diplomas

- 1) Holders of diplomas from outside the Netherlands can only enrol in the following cases⁵:
 - a. if the programme is offered in the Dutch language: after it has been shown that the requirement for adequate proficiency in the Dutch language to the level of the Dutch pre-university (vwo) examination has been met. The UT Admission Office provides a complete overview of the language requirements and certificates that show evidence of meeting these requirements⁶.
 - b. if the programme is offered in the English language: after it has been shown that the requirement for adequate proficiency in the English language to the level of the Dutch pre-university (vwo) examination has been met. The UT Admission Office provides a complete overview of the language requirements and certificates that show evidence of meeting these requirements.
 - c. The provisions in paragraph 1 and 2 relate to the entry requirements for incoming students. They involve only the formal aspects of language such as spelling and grammar: not academic language proficiency. Acquiring academic language proficiency should be part of the programme's vision.

2.3 Admission test or colloquium doctum

If the conditions referred to in Articles 2.1 and 2.2 are not met, the institution can grant an exemption on the grounds of a positive result of an admission test (colloquium doctum), in accordance with Article 7.29 of the WHW. The conditions pertaining to this can be found on the University of Twente's website.

ARTICLE 3. CONTENTS AND STRUCTURE OF THE PROGRAMME

3.1 Aim of the programme

The qualities regarding the knowledge, insight and skills a student must have acquired upon completion of the programme (Article 7.13 paragraph 2 (c) of the WHW) are described in the programme specific appendix.

3.2 Structure of the programme

- 1) The programme is equivalent to 180 EC.
 - a. The curriculum always needs to contain a core programme of a maximum of 120 EC's, a minor of 30 EC and a graduation phase of a minimum of 15 EC. Exceptions are the programmes Advanced Technology and Technical Medicine which have electives instead of a minor or do not have a minor but a core programme of more than 120 EC.
 - b. The programme specific appendix describes the core programme of the programme.
 - c. The curriculum is composed of modules.
 - d. A module is the total of 15 EC of one or more study units in which disciplinary knowledge, skills and attitude are developed and assessed in an as integrated / coherent way as much as possible.
 - e. Before the start of a study unit, the student must meet the prior knowledge prerequisites for that study unit, as described in the education catalogue.

⁴ <http://www.utwente.nl/onderwijs/bachelor/toelating-en-inschrijving/> <http://www.utwente.nl/en/education/bachelor/admission/>

⁵ Language Code of Conduct, January 2020 <https://www.utwente.nl/en/ces/language-centre/organisation/language-policy/ut-language-policy-documents/>

⁶ <https://www.utwente.nl/en/education/bachelor/admission/language-requirements/>

- f. In principle, the minors are done during the first semester of the third year of studies.
 - g. The programme offering the minor module may set prerequisites for prior knowledge of the student for admission to the minor modules. These prerequisites must be included in Osiris.
 - h. The study programme in which the student is enrolled may set prerequisites for the number of EC's required for admission to the minor modules. These prerequisites have been included in the programme specific appendix concerned.
 - i. The offer of minors from which the student can choose for his minor is limited by the restrictions in paragraph g and h. The offer can be examined on the website <https://www.utwente.nl/en/education/electives/minor/>
 - j. In principle, the graduation phase, requiring a minimum of 15 EC, is done during the second semester of the third year of study.
 - k. To be admitted to the graduation phase the student is required to have at least completed the core programme of the bachelor's programme
 - l. The Examination Board⁷ is authorized to deviate from Articles 3.2.1 (e), (h), (j) and (k) in individual cases, if strict application of those terms would result in an unreasonable delay in study progress. In consultation with the Study Advisor, the student can submit a proposal to the Examination Board.
- 2) The programme is described in the programme specific appendix to these regulations, in accordance with Article 7.13, paragraph 2 (a through e, g, i, l, s, t and v) of the WHW.

3.3 The programme's language of tuition

- 1) The official language of tuition is the language in which the education is given, in which teaching material is provided and in which tests and exams are held. In Dutch bachelor's programmes, study materials are provided in either the English or Dutch language.
- 2) The choice of the official language for the programme or a part of the programme lies with the programme board, for which the programme committee has the right of approval. The programme-specific appendix, which is established by the faculty board, specifies the language of tuition for the programme.
- 3) If there are deviations from this official language of tuition for components of the programme, this occurs in accordance with the UT Language Code of Conduct (Gedragcode Voertalen) and Article 7.2 of the WHW.
- 4) In Dutch bachelor's programmes parts of a study unit can be taught or tested in English if:
 - a. a lecturer or tutor of the study unit concerned is not a native speaker of Dutch, or
 - b. students of the bachelor's programme concerned are taught together with students of an English-language bachelor's programme, or
 - c. the programme board deems it necessary in order to meet one of the programme intended learning outcomes with regard to the communication skills in the English language.

3.4 Exemption

- 1) The Examination Board can grant students exemption from one or more complete study units at their request. To this end, the student will demonstrate that they have completed a component of a similar content, size and level of a university or higher professional education programme or have, as a result of work and/or professional experience, sufficient knowledge and skills regarding the study unit concerned.
- 2) The Examination Board is authorised to make exceptions to the provision as stated in paragraph 1 and to grant an exemption to a student for parts of a study unit.
- 3) An exemption granted by the Examination Board will be registered in Osiris with the concerning study unit or parts thereof with an EX (Exemption).

⁷ It is important that the student is still able to achieve the attainment targets of the programme. In light of this consideration, this authorization has been formally conferred to the Examination Board, as they are the ones to ensure that only students who achieve the attainment targets are able to graduate. It is conceivable that a programme / faculty may opt to confer the authorization referred to in (j) to the Programme Board.

- 4) Students cannot be forced to take extra study units or parts of study units in their curriculum instead of the granted exemption.
- 5) Students may also be exempted from the obligation to participate in practical exercises if they can demonstrate that they expect to be placed in a moral dilemma as a result of the need to meet one of the requirements for this component. In such cases, the Examination Board decides whether the component can be carried out in another manner to be determined by the Examination Board.

3.5 Flexible programme

The Examination Board of the programme decides whether a student may take part in a flexible programme as stipulated in Article 7.3h of the WHW. The Examination Board assesses whether the programme is appropriate and consistent within the domain of the programme and whether the level is high enough in light of the intended learning outcomes of the programme.

ARTICLE 4. EDUCATION AND TESTING

4.1 General

- 1) The institutional board is responsible for the practical organisation of the exams and the final examinations.
- 2) A study unit is completed with an exam.
- 3) An exam consists of one or more tests.
- 4) Exams and tests can have various forms⁸. Tests or exams can be held online.
- 5) A test can be taken in multiple sessions and/or components, spread over time.
- 6) When a test or exam is held online by means of online surveillance⁹ or online proctoring¹⁰, the Examination Board may lay down further rules and conditions for online (proctored) testing.
- 7) These further rules and conditions must comply with the General Data Protection Regulation (GDPR¹¹), the Data Protection Impact Assessment (DPIA¹²) on proctoring and the EER.
- 8) Pursuant to Articles 12-14 of the GDPR, students must be informed before the use of online surveillance or online proctoring about the processing of their personal data.
- 9) Pursuant the DPIA
 - a. in the event where no alternative exam method is reasonably possible, online surveillance or online proctoring can be used¹³.
 - b. the retention period of the data is 30 days unless the examination board decides that the data needs to be maintained longer for a fraud investigation.
- 10) Results of exams, tests or components of tests have to be announced to the students, in any case via Osiris or via the Grade Centre of Canvas. Osiris is used for the registration of grades.
- 11) The student has the right to refer to recent model test questions or trial tests, or representative older tests and the related answers and the standard of the related assessment.
- 12) A test has a maximum duration of three hours.¹⁴
If the examiner wishes to use a form of testing that takes more than three hours, they may request the Examination Board to deviate from this provision. This request must be submitted

⁸ A test may take the following forms: a written test, an assignment, an oral test, the assessment of practical exercises as referred to in Article 1.2 or a combination of the above

⁹ Camera-surveillance of student(s) during exams without recording via e.g. Canvas, Teams.

¹⁰ Surveillance of student(s) using special proctoring software e.g. Proctorio.

¹¹ The text of the GDPR can be found here: <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32016R0679>

¹² The DPIA is an instrument to point out privacy risks of a processing operation to be able to take measures to mitigate those risks. In this case it is done for proctoring. Among a lot of other things, it describes the rights of the data subjects (in this case: the students) and the context in which proctoring can be used. <https://www.utwente.nl/remote-exams/students/proctoring/dpia-proctoring.pdf>

¹³ This means online proctoring can be used for a few students as well as for all students.

¹⁴ If a test consists of several components, administered during multiple sessions, the maximum time applies to each component. Article 7.1 paragraph 10 includes a provision on the maximum extra time allotted to students with dyslexia

not later than four weeks prior to the start of the period when a study unit is offered, to be able to meet the provisions in paragraph 19.

- 13) Test results are expressed in a grade from 1 to 10, with one decimal place, or as 'pass' / 'fail'.
- 14) Exam results of a study unit are expressed in half grades from 1,0 up to and including 5,0 and from 6,0 up to and including 10,0 whereby:
 - a. Grades will only be rounded in the last phase of the assessment of the study unit.
 - b. The rounding is done in accordance with the following scheme:

In case n≠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	$\Rightarrow 6.0$

- 15) Exam results of 6,0 or higher are a pass
- 16) Exam results, if 6,0 or higher, obtained at foreign universities will be registered as a P (Pass). Exam results obtained at Dutch universities will be adopted one-to-one in compliance with paragraph 14.
- 17) The ECs for a study unit will only be awarded if the exam has been successfully completed. No ECs will be awarded for parts of a study unit that have not been completed successfully.
- 18) If a student receives more than one result for the exam in the same study unit, the highest grade will apply. This also applies for the results of tests and components of tests within the same academic year and for the results of tests and components of tests that remain valid after the academic year in which they were obtained.
- 19) Through the education catalogue of Osiris the Programme Board will announce at least the following aspects: size, course objectives and content of the module, language, required prior knowledge, mandatory and recommended study materials, design of the education (teaching methods) and testing.

4.2 Modules

- 1) Each module has a module coordinator.
- 2) When a module comprises of one study unit, the examiner of this study unit is also module-examiner.
- 3) The Examination Board assigns the examiners for the study units and/or parts of study units.

4.3 Registering for a module, study unit and tests

- 1) To participate in a module or study unit, registration via Osiris prior to the start of the study unit is required.
- 2) By registering for the module or study unit the student is automatically also registered for the regular exam periods that go with this module or study unit.
- 3) Information on resits, the applicable conditions and the registering procedure will be published in the assessment plan.

4.4 Module description & schedule

- 1) In the programme specific appendix to these regulations, a module description is given for each module.
- 2) The module description defines at least:
 - a. if applicable, the study units that are part of the module and its related ECs;

- b. if applicable, the number of ECs and the weighting factors of the parts of the study units;
- c. the language of tuition and testing.

Learning goals of the module and/or the learning goals of the study units that are part of the module will be published in time on Osiris and Canvas.

- 3) The assessment plan of a module is determined by the Programme Board after the module coordinator and/or the examiners of the study units that are part of the module have drawn up the assessment plan. The Examination Board advises on the assessment plan.
- 4) At least two weeks prior to the start of the module, the assessment plan for the module is published on Canvas.
- 5) The assessment plan of a module states at least:
 - a. when the module has been passed;
 - b. how the learning goals of the study units of the module are assessed;
 - c. the period of validity of the result of the test or tests of parts of a study unit;
 - d. when the tests will be administered;
 - e. any required minimum grade per test; a minimum grade for a test may not be set higher than 5.5;
 - f. resits for each test and – if applicable - any conditions for participating in the resit; for each study unit at least one resit has to be offered within the same academic year without any conditions for participating¹⁵. An exception may be made for practical exercises¹⁶;
 - g. if applicable, any options to compensate test results within a study unit;
 - h. if applicable, any options to compensate test results with results from tests in other study units in the same module and/or results from tests in study units in other modules;
 - i. the grading period for each test; which is a maximum of 10 working days in compliance with Article 4.6.9 of these regulations.
- 6) The Programme Board may modify the assessment schedule during the course of the study unit.
 - a. The assessment plan may only be changed in consultation with the module coordinator and the examiners of the study unit or study units of the module.
 - b. The Programme Board consults the Examination Board beforehand in case of changes in the form or the method of administering of a test or tests. If the change involves nothing more than moving tests or test components to a timeslot other than as shown in the schedule, the Programme Board must inform the Examination Board of the decision to make the change at latest before the next meeting of the Examination Board.
 - c. Students are to be informed immediately of the change.
- 7) Changes to the assessment plan may, in reasonable expectation, not put students at an disadvantage. Examination Boards may provide special facilities in individual cases.

4.5 Oral tests

- 1) Oral tests are open to the public, unless the Examination Board has determined otherwise in a particular case, possibly at the request of the examiner or the student.
- 2) A student or examiner who wishes third parties to be present during an oral test must submit this request to the Programme Board at least 15 working days prior to the oral test. The decision of the Programme Board will be made known to the student and the examiner not later than 5 working days before the oral test. The Programme Board must inform the Examination Board of the decision at their next meeting. This does not apply for public graduation colloquia, public presentations or group tests.

¹⁵ A resit may also fall within the quartile with due observance of the provision in Article 4.6.9. If the result of a unit of study is determined by more than one test, there must be a resit for each test or part of a test. Combining several tests or parts of tests into one resit is allowed.

¹⁶ See the definition of terms in Article 1.2. These include projects and practical classes

- 3) If the Examination Board has decided that members of the Examination Board (or an observer on behalf of the Examination Board) is to be present during the oral test, it will notify the examiner and the student at least one working day prior to the oral examination.

4.6 Term assessment, date of exam or test

- 1) The examiner will inform the student of the result within at most 1 working day after conducting the oral test.
- 2) The provisions of paragraph 1 do not apply if the oral test is part of a series of oral tests for the same study unit, which take place on more than one working day. In that case, the examiner determines the result within one working day after the conclusion of the series of oral tests.
- 3) The deadline for determining and publication of the result of a written exam or an exam taken in some other way will be included in the assessment plan for the module.
- 4) The result of a test or part of a test will be made known to the student within 10 working days in compliance with paragraph 9 of this Article
- 5) The exam result of a study unit, will be made known to the student within 10 working days after the end of the education period in which the unity of study is offered. If the exam result is insufficient, and a resit is possible outside the education period in which the study unit is offered, and the examiner has determined that the students meets the terms and conditions to participate in the resit (in accordance with Article 4.4, paragraph 5f) this decision will also be made known to the students within 10 working days after the end of the education period in which the study unit is offered.
- 6) The date of exam is the date on which the last test for a study unit was passed.
- 7) The date of a test is the date on which a test is taken.
- 8) If the assessment of a test is based on the completion of one or more assignments, a paper or a thesis, the deadline for submission of the final part will count as the test date.
- 9) If a resit is planned shortly after the first test, the results of the first test will be published at a time that provides the student with at least 5 working days to prepare for the resit.
- 10) Should an examiner not be able to meet the deadlines as described in paragraphs 1, 2, 4 and 9 due to special circumstances, they will report this with reasons to the Examination Board. The students involved will be informed of the delay as soon as possible including the new deadline when the result will be announced. If the Examination Board feels that the examiner has not met their responsibility, they can order a different examiner to determine the grade.

4.7 Period of validity

- 1) The period of validity for the results of an exam that has been passed is unlimited. The validity of an exam result can only be restricted if the tested knowledge, insight or skills are proven to be out of date.
- 2) A study unit that was not passed, has to be repeated completely in the next academic year. Results of parts of a study unit expire after the academic year. Exceptions are listed in the programme specific appendix and in the assessment plan of the module.

4.8 Right of discussion and review

- 1) The student is entitled to a discussion, including review, of the results of a test with the examiner, where the examiner justifies the assessment.
- 2) If the examiner holds a plenary discussion, the student must make use of this opportunity to exercise their right of discussion as referred to in paragraph 1. In case the student cannot attend this plenary discussion or if the student was not offered the opportunity to discuss the justification of his assessment with the examiner, the student may submit a request to the examiner for an individual discussion within 5 working days after the plenary discussion. The individual discussion must take place no later than 3 working days prior to the next test opportunity.
- 3) If there is no plenary discussion of the test, the student may submit a request to the examiner for an individual discussion within 10 working days after publication of the results. The individual discussion must take place no later than 3 working days prior to the next test opportunity.

- 4) Plenary and individual discussions must take place no later than 5 weeks after the publication of the test results, but at least 3 working days prior to the next test opportunity, in the presence of the examiner or an authorised replacement.
- 5) The student has the right to inspect his assessed work for a period of two years after the assessment.

4.9 Retention period for tests

- 1) The questions, answers and the assessed work of written tests will be retained for a period of 2 years.
- 2) The retention period of (final) assignments of the Bachelor's programme is at least 7 years.

4.10 Evaluation of education

- 1) The Programme Board is responsible for monitoring the quality of the programme.
- 2) The Programme Board is responsible for evaluating the programme.
- 3) The way evaluation is organised is described in the programme specific appendix.

ARTICLE 5. FINAL EXAMINATION

5.1 Examination Board

- 1) The Faculty Board appoints an Examination Board for each degree programme (or group of programmes).
- 2) The Faculty Board establishes the Examination Board and appoints the members based on their expertise in the domain of the relevant degree programme or group of programmes.
- 3) The Faculty Board ensures that the independent and expert operation of the Examination Board is adequate.
- 4) Under their own authority, a programme's Examination Board defines rules and regulations for examiners, exams and tests and the final examination (Article 7.12b of the WHW).

5.2 Final examination

- 1) In accordance with Article 7.10, paragraph 2 of the WHW, the Bachelor's final examination is deemed successfully completed if the exams of the study units of the bachelor's programme have been taken successfully.
- 2) As proof that the final examination has been completed successfully, the Examination Board issues a certificate, after the institutional board has declared that the procedural requirements have been met. In this case, the date recorded on the certificate, i.e. the graduation date, is the date on which the student successfully completed the last remaining study unit (Article 7.11 of the WHW).
- 3) If so desired, the student has the right to submit a substantiated request in writing to the Examination Board to delay declaring the final examination as successfully completed and consequently the presentation of the certificate (WHW Article 7.11 paragraph 3). In principle the maximum duration of the delay that may be granted is 12 months. In exceptional cases¹⁷ the student may have justifiable reasons to submit a request to delay the presentation of the certificate for more than 12 months.
- 4) If the student requests a delay on the basis of paragraph 3, the graduation date will be the date after the delay on which the Examination Board has decided to declare the student to have successfully completed the final examination.

5.3 Degree

- 1) Students who have successfully met all requirements for the bachelor's final examination are awarded a Bachelor of Science (BSc) degree.
- 2) The awarded degree will be stated on the certificate.

¹⁷ Some examples (by way of illustration, not to exclude other situations): the student follows a double bachelor's programme, the student needs more time for a pre-master programme, an extensive extra-curricular activity requires more than 12 months.

5.4 Certificate

- 1) The Examination Board grants a certificate as proof that the student has successfully passed their final examination. The chair of the Examination Board will sign the certificate. In their absence, it can also be signed by one of the members of the Examination Board.
- 2) The certificate will state the following (in accordance with Article 7.11 of the WHW):
 - a. the student's name and date of birth;
 - b. the name of the institution and the programme as referred to in the register, referred to in Article 6.3 of the WHW, it concerns;
 - c. the date on which the final examination was sat;
 - d. which components¹⁸ the final examination included;
 - e. the degree awarded (WHW Article 7.10a).
 - f. where appropriate what qualification was attached thereto (taking into account Article 7.6, paragraph 1 of the WHW);
 - g. the date on which the programme was most recently accredited or passed the initial accreditation assessment as referred to in Article 5a.11 of the WHW.
- 3) The International Diploma Supplement will be appended to the certificate for the successfully completed final examination (Article 7.11, paragraph 4 of the WHW). The purpose of the supplement is to provide information on the nature and content of the completed programme, in order to support the international recognition of programmes. This supplement will contain at least the following information:
 - a. the name of the programme and the name of the university;
 - b. the fact that it is a programme in academic education;
 - c. a description of the content of the programme; where applicable also stating the specialization and/or minor taken;
 - d. the study load of the programme;
 - e. the components of the final examination and their assessment, based on the registration of grades in Osiris;
 - f. exams that were passed by the student, which are not part of the final examination;
 - g. if the student has successfully completed an honours programme during the Bachelor's programme, this will be recorded on the diploma supplement as an extracurricular programme;
 - h. the average grade (Grade Point Average, GPA). The manner in which the GPA is calculated is stated on the diploma supplement.
- 4) If the Examination Board¹⁹ has granted the student a judicium, this will be stated on the certificate.
- 5) Students who have passed more than one exam and to whom no certificate as referred to in this Article can be issued, can request a written statement from the Examination Board stating the exams they have passed (Article 7.11, paragraph 5 of the WHW).

¹⁸ Components' in the Act means the study units of which the Bachelor's examination consists. At the University of Twente these are almost always the modules of which Bachelor's programme consists

¹⁹ 'Components' in the HERA refers to the study units that comprise the bachelor's final examination. Legally, these are all of the study units that are part of the modules and all modules that comprise one study unit of 15 EC. The programme determines which parts of study units are also mentioned on the certificate'

ARTICLE 6. STUDENT GUIDANCE AND (BINDING) RECOMMENDATION ON CONTINUATION OF STUDIES

6.1 Study progress overview

The student can request a certified study progress overview from the Student Services Desk if required.

6.2 Student guidance

- 1) The Faculty Board is responsible for student guidance, which includes informing the student of study opportunities in or outside the programme.
- 2) Each student is assigned a Study Advisor.
- 3) The Study Advisor guides the student and offers advice on study-related matters, as well as personal problems that may affect their studies if the student so desires.
- 4) If a student wishes to exercise their right to specific guidance or special facilities, they are required to contact the Study Advisor. The Study Advisor will record any agreements made with the student.
- 5) The following applies to the entitlement to special facilities:
 - a. demonstrable force majeure or personal circumstances;
 - b. if necessary and possible, dispensation for participation in exams or tests and/or the availability of special facilities with regards to testing. Such dispensation and additional testing opportunities can only be granted by the Examination Board.
- 6) An introductory interview will be held with every student before 1 November of the first year in which they are enrolled in the programme.
- 7) In the first year in which they are enrolled in the programme, the student will receive a first preliminary recommendation on continuation of his studies in week 52 at the latest. This also applies to students in their second year of enrolment in the programme, whose recommendation on continuation of studies has been postponed. This recommendation is not binding.
- 8) In the first year in which they are enrolled in the programme, the student will receive a second preliminary recommendation on continuation of their studies in week 10 at the latest. This also applies to students in their second year of enrolment in the programme, whose recommendation on continuation of studies has been postponed. This recommendation is not binding.
- 9) Any student who receives a negative preliminary recommendation, will be invited for an interview with the Study Advisor to discuss the study method and a reconsideration of the choice of study.

6.3 (Binding) Recommendation on continuation of studies (BSA)

- 1) Each student receives a written recommendation on continuation of their studies within the programme no later than at the end of the first year of enrolment in the programme concerning, subject to Article 6.4. This recommendation is based on the student's study results and may be a positive or negative recommendation, in compliance with Articles 6.4 and 6.5 of the WHW.
- 2) The issuing of the recommendation on continuation of studies as referred to in paragraph 1 is by the institutional board to the Programme Board.
- 3) Results of completed parts of a study unit that remain valid beyond the current academic year are counted when issuing the recommendation on continuation of studies.
 - a. Only credits from study units and parts of study units in the first year of the programme that issues the final recommendation, count for determining the number of EC's.
 - b. Exemptions granted to the student for study units and parts of study units of the first year count for determining the number of credits.
 - c. The Programme Board may set programme-specific requirements that must be met. These requirements are included in the programme-specific appendix. Programme-

specific requirements may not state that all study units or parts of a study unit of a certain educational curriculum must be completed²⁰.

- 4) The recommendation on continuation of studies as referred to in paragraph 1 may involve rejection from the programme, if the student, in the opinion of the Programme Board, is not deemed suitable for the programme because
 - a. the student has passed in total less than 45 ECs of the first year, or
 - b. has passed 45 ECs or more of the first year, but does not meet the programme-specific requirements (as referred to in paragraph 3c of this Article).

A recommendation on continuation of studies that involves rejection is referred to as a binding recommendation on continuation of studies (BSA).

- 5) In its deliberations on attaching a rejection to a recommendation on continuation of studies, the Programme Board will take into account the student's personal circumstances at their request.
 - a. Personal circumstances are understood to be illness of the person involved, a physical, sensory or other impairment of the person involved, pregnancy of the person involved, exceptional family circumstances, top-level sports or top-level culture of the person involved and the membership of the university council, faculty council, programme committee or a board (category 3 or 4 in accordance with the FOBOS regulations).
 - b. The personal circumstances must be submitted to the Personal Circumstances Committee (CPO) for assessment. The application for assessment of the personal circumstances must be substantiated with evidence.
 - c. The CPO assesses the validity and seriousness of the personal circumstances. A recommendation is issued to the Programme Board and the relevant Study Advisor.
 - d. The Programme Board takes the judgement of the CPO into account in its handling of the student's request. The Programme Board will only take into account in its deliberations personal circumstances that have been reported to the Study Advisor by the student as soon as can reasonably be expected after they arose.
- 6) Before issuing a rejection, the Programme Board must first issue a warning to the student, while giving them a reasonable term to improve their study results, to the Programme Board's satisfaction. Moreover, the student has the right to be heard by the Programme Board before the issue of a binding recommendation (Article 7.8b, paragraph 4 of the WHW).
- 7) The decision of the Programme Board with respect to the binding recommendation on the continuation of studies mentions the possibility of filing an appeal. Objections are only possible for a recommendation on continuation of studies involving rejection and the student may lodge an appeal within 6 weeks with the Board of Appeal for Examinations.
- 8) If a binding recommendation on continuation of studies has been issued to the student, they may not enrol in the same programme for a period of 3 subsequent academic years.
- 9) If a student re-enrols in the programme concerned after the period referred to in paragraph 8 of this Article, this enrolment is designated as their first-year enrolment and the relevant provisions of this paragraph apply in full.

6.4 Discontinuation of the programme

- 1) The programme is considered to be discontinued if the student stops taking courses or any form of tests for the programme, and where the student:
 - a. submits a request for termination of enrolment to the University of Twente, or
 - b. de-enrols for the programme at the University of Twente, while they enrol in another programme at the University of Twente and thus transfer to the other programme at the University of Twente, or
 - c. starts a study at another institute of higher education with a proof of paid tuition fee.

²⁰ For example: 'The student must have passed all mathematics study units from the B1 programme' is not permitted, whereas 'The student must have passed not less than 3 of the 4 mathematics study units from the B1 programme' is permitted

- 2) If in their first year of enrolment for the programme, a student submits a request to terminate enrolment through Studielink not later than 31 January and they are de-enrolled before or on 1 February and they do not re-enrol for the same programme in that same academic year, a study recommendation as referred to in paragraph 1 of Article 6.3 will not be issued. If this student does re-enrol in the relevant programme, this enrolment is designated as their first-year enrolment.
- 3) Students who are de-enrolled after 1 February for the programme at the UT, will receive a recommendation on continuation of studies as referred to in Article 6.3 paragraph 1 from the programme they discontinued.

6.5 Postponing recommendation on continuation of studies

- 1) The recommendation on continuation of studies as referred to in Article 6.3 paragraph 1 may be postponed if:
 - a. the student is enrolled in the programme on or after 1 October of the relevant academic year, whether or not this is due to a transfer as outlined in Article 6.4 paragraph 1b, and on 31 August at the latest has not met the requirements set in Article 6.3, paragraph 4, or
 - b. if personal circumstances preclude rendering an opinion on a student's academic capacities at the end of the first year of enrolment in the programme.
- 2) If the student whose recommendation on continuation of studies as referred to in Article 6.3, paragraph 1 has been postponed based on Article 6.5, paragraph 1, re-enrols in a subsequent academic year for the relevant programme, the end of the second year of enrolment in the relevant programme applies as the new deadline for the final recommendation. Within 6 weeks after the enrolment date the student will be notified in writing when the programme will issue the final recommendation. The same requirement as set out in Article 6.3, paragraph 3 applies to this recommendation. In case of postponement based on paragraph 1a the recommendation on continuation of studies is issued by the programme in which the student is newly enrolled.
- 3) For students who transfer to a different programme within the UT before 1 October, the recommendation on continuation of studies will not be postponed on the basis of transfer and thus there will be no adjustment of the requirements as stipulated in Article 6.3 paragraph 4.

ARTICLE 7. STUDYING WITH A FUNCTIONAL IMPAIRMENT

- 1) A functional impairment is a physical, sensory or other functional disorder that might limit the student's academic progress.
- 2) The Study Advisor and the student will discuss the most effective facilities for the student as referred to in Article 2 of the Equal Treatment of Disabled and Chronically Ill People Act (WGB h/cz).
- 3) Facilities are to be aimed at removing specific barriers in the teaching programme or when it comes to taking exams. When necessary, these facilities may be related to access to infrastructure (buildings, classrooms and furnishings) and study materials, adjustments to the form of assessment, alternative learning pathways or a customized study plan. The facilities are to ensure the student's chances of achieving the final learning outcomes.
- 4) Based on the discussion referred to in paragraph 2, the student is to submit a request for facilities to the Dean, preferably three months before the student is to participate in classes, exams and practical exercises for which the facilities are required.
- 5) The request is to be submitted along with supporting documentation that is reasonably necessary for assessing the request (such as a letter from a doctor or psychologist registered in the BIG register, or in the case of dyslexia from a healthcare psychologist or special education needs expert, also registered in the BIG register).
- 6) The faculty Dean will decide on the admissibility of the request as referred to in paragraph 4 and will inform the student and the Study Advisor of the decision within 20 working days after receipt of the request, or sooner as the urgency of the request dictates.

- 7) The Study Advisor will ensure that the relevant parties are informed in good time about the facilities granted to a student with a functional impairment.
- 8) Should the faculty Dean reject the request in full or in part, the Dean is to inform the student of the justification for the rejection and the possibilities for lodging an objection and an appeal. A written objection must be submitted in writing within six weeks after the decision has been communicated to the student. The objection is to be submitted to the objections, appeals and complaints office via the Student Services desk.
- 9) Should extra facilities be granted, the period of validity will also be indicated. The applicant and the Study Advisor will evaluate the facilities before the end of this period. During this evaluation, parties will discuss the effectiveness of the facilities provided and whether they should be continued.
- 10) If a student is dyslexic, he will be granted a maximum of 15 extra minutes for each hour that a test or exam is officially scheduled.

ARTICLE 8. AMENDMENTS, TRANSITIONAL ARRANGEMENTS, APPEALS AND OBJECTIONS

8.1 Conflicts with the regulations

If other additional regulations and/or provisions pertaining to teaching and/or examinations conflict with these education and examination regulations, the present education and examination regulations take precedence.

8.2 Administrative errors

If, following the publication of a result, a grade list, or an overview of a student's progress, an apparent error is discovered, the discoverer, be it the university or the student, is required to make this known to the other party immediately upon finding the error and to cooperate with rectification of the error.

8.3 Amendments to the regulations

- 1) Substantive amendments to these education and examination regulations are determined by the Faculty Board in a separate decision.
- 2) In principle, substantive amendments to these regulations do not apply to the current academic year. Substantive amendments to these regulations may apply to the current academic year if the interests of the students are not prejudiced within reasonable bounds or in situations of force majeure.
- 3) Amendments to these regulations have no effect on earlier decisions of the Examination Board.

8.4 Transitional arrangement

- 1) In the case of amendments to the Education and Examination Regulations the Faculty Board may decide on a transitional arrangement.
- 2) The transitional arrangement will be published on the website of the programme.
- 3) Basic principles for a transitional arrangement if a curriculum is changed:
 - a. changes to a curriculum are published before the start of the academic year in which they are to apply;
 - b. no guarantee can be given that all the study units or parts of study units of a programme, as they existed at the time of a student's enrolment in a programme, will continue to be part of their programme. The curriculum as most recently approved by the Faculty Board serves as the basis for establishing the results of the Bachelor's final examination.
- 4) The transitional arrangement will always include:
 - a. which lapsed study units or parts of study units are equivalent to study units or components thereof in the current curriculum included in the programme-specific appendix;

- b. that if a study unit or part of a study unit without practical exercises is removed from the curriculum, there will be at least 2 opportunities in the subsequent academic year to take a written or oral exam or to obtain an assessment by some other means;
 - c. that if a study unit or part of a study unit that involves practical exercises is removed from the curriculum, and during the subsequent academic year no opportunities are offered to carry out these practical exercises, at least one study unit is designated as a suitable replacement for the lapsed study unit;
 - d. the period of validity of the transitional arrangement.
- 5) The transitional arrangement requires the approval of the Examination Board pursuant to the provisions of paragraph 4.
 - 6) In exceptional cases, and if this is to the student's advantage, the Examination Board may allow deviation regarding the number of times and the way in which an exam or a test for a lapsed study unit or a lapsed part of a study unit can be taken.

8.5 Assessment education and examination regulations

- 1) The Faculty Board is responsible for the regular assessment of the education and examination regulations and takes into account the resultant study load for the students to enable this to be monitored and adjusted if necessary.
- 2) In accordance with Article 9.18 of the WHW the programme committee has an advisory role on some parts of the education and examination regulations and a right of consent on other parts.
- 3) The programme committee annually assesses the way in which the education and examination regulations are implemented.

8.6 Appeal and objections

An appeal against a decision made by the Examination Board or an examiner, and objections to decisions made by the Faculty Board on the basis of these regulations, must be submitted in writing to the Complaints Desk at Student Services within 6 weeks after notification of the decision.

8.7 Hardship clause

In the event of demonstrable, considerable unreasonableness and unfairness, departures from the provisions of these regulations can be permitted by the Examination Board or the Programme Board, as suggested in the relevant Articles of these regulations.

8.8 Publication

The education and examination regulations and the rules of the Examination Board are published on the programme's website.

8.9 Entry into force

These regulations take effect on 1 September 2021 and supersede the regulations of 1 September 2020.

Enacted by the board of the Faculty Engineering Technology

in view of Articles 9.5, 9.15, first paragraph under a, 7.13, first and second paragraph, 9.38, under b, and 9.18, first paragraph under a, and 7.59 of the WHW, and after consent of the faculty council.

Enschede, 21 June 2021