

**Teaching and Examination Regulations
(Programme Appendix Only)**
(under Articles 7.13 and 7.59 of the Higher Education and Research Act)

UT Bachelor's Programmes

The Dean of the faculty,

in view of the Articles 9.5, 9.15, paragraph 1 under a, 7.13 paragraph 1 and 2, 9.38, under b, and 9.18, paragraph 1 under a, and 7.59 of the Higher Education and Research Act (WHW), and

in due consideration of the recommendations of the Board of Studies, as well as the approval by, or advice of, the Faculty Council, pertaining to the specific appendix of the programme in question,¹

hereby authorizes the Teaching and Examination Regulations of the following educational programme:

.....

¹ The right of recommendation relates to Article 7.13 of the Higher Education and Research Act in respect of parts a through g. The right of approval relates to Article 7.13 of the Higher Education and Research Act in respect to other parts.

Programme appendix to the Teaching and Examination Regulations of the Bachelor's programme Creative Technology

The regulations in this appendix are part of the teaching and examination regulations of the bachelor's programme Creative Technology of the Faculty of Electrical Engineering, Mathematics and Computer Science of the University of Twente.

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Scope of these regulations

The regulations in this appendix apply to students who were not enrolled for the Creative Technology programme before September 1, 2013, and to students who were enrolled at September 1, 2012 or earlier, but to whom the regulations of the pre-TOM programme appendix do not apply.

This appendix describes the first year programme for the students to whom it applies.

The units of the second and the third year and the regulations governing the rights to participate in these units, are outside the scope of the current appendix. An update of the appendix will become available before February 1, 2014.

a. The programme's final qualifications

The intended learning outcomes of the Creative Technology curriculum are captured by the following 12 final qualifications for the Creative Technology graduates. Names for the qualifications are in boldface.

1. Graduates are skilled in problem-finding, idea and concept generation, and in the identification of opportunities for the exploitation of new technology; they can develop concepts and ideas, using the latest tools, into key prototypes. (**Concept generation and prototype development**)
2. Graduates can evaluate concepts and ideas from the viewpoints of functionality, performance, experience, user acceptance and usability, marketing and societal implications (issues like privacy and security); they can present the results of their evaluation in an understandable manner. (**Evaluation of concepts**)
3. Graduates understand the workflow of a design process, can plan such a design process, and are aware of the effects that unforeseen circumstances (new ideas, new requirements, lack of resources) may have on this planning. (**Understanding and planning the design process**)
4. Graduates can assume a role in a multi-disciplinary team, are aware of personal strengths and weaknesses, can develop a personal vision and can capture requirements and knowledge from different fields of specialization. (**Collaboration and multidisciplinary**)
5. Graduates know the relevant theories underpinning graphic design in all its aspects (including the use of colour and motion, the combination of text and other visual means, and even the combination of graphics and sound) (**Skills and knowledge in graphic design**)
6. Graduates know the relevant (web technology, databases, dynamic and control systems) technologies to be used, and the relationships they have to one another and to graphic and motion design (qualification 5), concerning both principles and functionality. In addition to this, each student has additional technological knowledge, which concerns, depending on his specialization, either knowledge of (serious) games and 3D (virtual) environments or knowledge of sensors, wireless communication and electronics. (**Knowledge of technology**)
7. Graduates can implement algorithms and combine principles from physics and mathematics at the level required to demonstrate an application. (**Skills in technology**)
8. Graduates can analyze and classify system behaviour and express the analysis in mathematical models; they can use tools to perform simulations, they are capable of critical evaluation of their simulations. (**Skills and knowledge in modelling and simulation**)
9. Graduates know how to develop a business plan. (**Business knowledge**)
10. Graduates are aware of the roles of designers in society, and the standards (ethically and legally) for professional behaviour. (**Roles in society**)
11. Graduates can communicate with experts and non-experts about all aspects of his field, i.e. firstly concerning concepts, ideas, opportunities, and design workflow (qualifications 1,3), secondly concerning evaluation of concepts (qualification 2), and finally concerning prototype development and technological and modelling issues (1,6,7,8); this communication covers presentation, justification and documentation, and (to a limited extent) scientific debate; in this communication the graduate knows how to employ modern media. (**Communication**)
12. Graduates are capable of logical reasoning; they are inquisitive and capable of posing proper questions; they can critically evaluate results obtained (by themselves and others); they are capable of critical reflection and can adapt their behaviour on the basis of that reflection, and are aware of gaps in their own knowledge and skills; they are prepared to learn and capable of learning. (**Basic academic attitude**)

b. Programme and examinations

First year

The student passes the first year by completing² the units of study of table 1. The assessment details (i.e. how to complete a unit) are in Tables 1.1 – 1.4

Bachelor examination

The student passes the Bachelor's examination by passing the first year, and completing the units of the second and the third year.

The units of the second and the third year and the regulations governing the rights to participate in these units, are outside the scope of the current appendix.

Authority of the Examination Board

The Examination Board may decide that students pass their examination even if some results are insufficient. The rules set by the Examination Board for passing examinations are in the *Rules for Assessment and Examination*.

Tables of units

Table 1 offers the following information for each unit:

- The name of the unit
- The study load of the unit, in EC (European Credit, 1 EC amounts 28 study hours)
- The nature of the teaching activities, expressed in letter codes, see explanation below
- The number of tests a student has to take (not subtests, not re-sits) to secure a result for the entire unit.

The nature of teaching activities

The abbreviations for teaching activities must be read as follows.

A (Assignments) Students work on assignments, under supervision of a teacher and/or assistant.

D (Deliverable) a result is being produced, which can be demonstrated and observed; the product is more than mere text for reading.

G (Group) students collaborate in a group.

I (Interaction) questions are raised, discussed and answered, in collaboration between students and teacher.

L (Lectures) an expert speaker addresses the students.

P (Presentations) the students address their fellow students.

Assessment details

Tables 1.1 – 1.4 offer the following information for the units of the first year

- The names of the tests a student has to take in order to get a result for the entire unit
- The nature of each test, expressed by 'deliverables' students must hand in for grading by the examiner
- The minimum requirement that each test result should meet, in order not to fail the entire unit
- The weight of each test result in determining the end result for the entire unit (as a weighted average).

Sub tests and repair options

A test may be divided into sub tests, which are graded separately. Before the start of the unit the examiner sets and publishes the rules by which the final test result is determined, based on the sub test results.

Tests and sub tests are organized in such a way that participants have the option of 'repair' before the final result of the entire unit is determined.

Authority of the Examiner and the Examination Board regarding supplementary assessment

The examiner of each unit can offer participants a *supplementary assessment* for the unit.

Admission to supplementary assessment can be granted only to students who failed the unit, but who were close to success, and who have shown, despite their failure for this module, clear progress towards reaching the final qualifications of the programme.

The Examination Board gives directions to the examiner regarding the admission of students to supplementary assessment.

Supplementary assessment

Supplementary assessment for a unit is conducted within a 10 weeks period after the moment the result of the unit is set.

For candidates who are admitted to the supplementary assessment, the result of the unit is suspended, until the result of the supplementary assessment is available (i.e. the suspension lasts at most 10 weeks)

If the result of the supplementary assessment is positive, the candidate is awarded by a grade 6 for the entire unit.

If the result of supplementary assessment is negative, the result of the unit is the original result, that has been suspended until the supplementary assessment.

² To complete a unit means to pass the unit's assessment with a sufficient result.

Table 1: the first year

	study load in EC	teaching activities ³	Number of tests
We Create Identity	15	LPIADG	
Smart Environments	15	LPIADG	
Living and Working Tomorrow	15	LPIADG	
Have Fun and Play!	15	LPIADG	
Year 1	60		

A number (n) between brackets in the assessment column indicates that the interim examination for the unit consists of n separate sub tests.

Table 1.1: We Create Identity

Test	Nature of assessment	Minimum score required	Weight
Me-as-a-creative technologist	Student submits portfolio website	5	2
Creative application	Student submits essay Group of students submits project outcome	5	3
Visual Communication	Student submits weekly assignments	5	2,5
Technology	Student submits weekly assignments	5	2,5
Personal challenge	Student submits proof of participation in challenge (set by tutor)	5	0

Table 1.2: Smart Environments

Test	Nature of assessment	Minimum score required	Weight
		5	2
		5	3
		5	2,5
		5	2,5
Personal challenge	Student submits proof of participation in challenge (set by tutor)	5	0

³ The abbreviations are explained in the subsection *The nature of teaching activities* above.

Table 1.3: Living and Working Tomorrow

Test	Nature of assessment	Minimum score required	Weight
		5	2
		5	3
		5	2,5
		5	2,5
Personal challenge	Student submits proof of participation in challenge (set by tutor)	5	0

Table 1.4: Have Fun and Play!

Test	Nature of assessment	Minimum score required	Weight
		5	2
		5	3
		5	2,5
		5	2,5
Personal challenge	Student submits proof of participation in challenge (set by tutor)	5	0

Table 2: the second year

The units of the second year are outside the scope of the current appendix

	study load in EC	teaching activities ⁴	Number of tests
<i>unit</i>	15	LPIADG	
<i>unit</i>	15	LPIADG	
<i>Limited choice between units</i>	15	LPIADG	
<i>Limited choice between units</i>	15	LPIADG	
Year 1	60		

Table 3: the third year

The units of the third year are outside the scope of the current appendix

	study load in EC	teaching activities ⁵	Number of tests
<i>Choice of unit</i>	15		
<i>Choice of unit</i>	15		
<i>Final unit</i>	15		
Final Project Bachelor	15		
Year 1	60		

Options and electives of the second year

Outside the scope of the current appendix

Options and electives of the third year

Outside the scope of the current appendix.

Final project

In their Final project students complete graduation work with a study load of 15 EC.

Graduation work consists of

1. A design project, where context and goals are set preferably by an external party.
2. A graduation report, with appendices when necessary, in which the student renders account of the graduation project and the design approach, and describes and documents literature search, surveys and experiments conducted during the project, as well as the prototypes and other deliverables which result from the project.
3. A summary of the graduation report.
4. A public presentation and defence of the graduation work.

The student can start graduation work at the beginning of a semester.

The deadline for graduation work is at the end of the semester in which it started. This period of time cannot be extended. If the deadline is not met, the examiners will assess the graduation work anyway. This may result in a fail.

Students can start graduation work only if they have completed 150 EC of their programme.

⁴ The abbreviations are explained in the subsection *The nature of teaching activities* above.

⁵ The abbreviations are explained in the subsection *The nature of teaching activities* above.

c. Specializations

Outside the scope of the current appendix.

d. The conditions of admission to units of study and interim examinations

Enrolment as a second year student

To be enrolled as a second year student in Creative Technology, students need a notice of admission. (Or alternatively, their notice of exclusion must have been suspended.) More details on these notices are in *section e, Bindend studieadvies, study plan, student counselling and tutoring*.

In any case, according to *article 6.3.5* of the main text of these regulations, for a notice of admission students need to complete at least 45 EC of their first year's programme.

Admission to units of study of the second year

Outside the scope of the current appendix.

Admission to units of study of the third year

Outside the scope of the current appendix.

Admission to the Final Project

To start their Final Project, students must have completed units totalling 150EC of the programme.

Authority of the Examination Board

The Examination Board may grant permission to students to start in their second or third year, or in their Final Project, even if they do not meet the requirements of this regulation. Note however that the Examination Board can never overrule a previous notice of exclusion (see *section e, Bindend studieadvies, study plan, student counselling and tutoring*)

e. Bindend studieadvies (notice of exclusion), study plan, student counselling, and tutoring

Bindend studieadvies

By *article 6* of the main text of these regulations, all students get a progress evaluation regarding the continuation of their studies at the end of their first year.

By *article 6.3.5*, only students who have completed 45 EC of their first year are eligible for a positive advice to continue.

A negative advice is compelling and absolute, it amounts to a notice of exclusion (in Dutch: this study advice is a *bindend studieadvies*). For appeal in exceptional cases, see below.

For students in Creative Technology there are no extra provisions besides the minimum requirement to get a positive advice (a notice of admission to the second year). A student who has taken 45 EC of the first year gets a positive advice.

In accordance with the university directive for study advice and notices of exclusion, the procedure towards the final advice (and exclusion or admittance) has the following steps:

Before the start of the academic year, new first year students are informed by the Director of Education about the study advice, the threshold value for notices of exclusion, and the admittance/exclusion procedure for the second year.

Ultimately December 31 students get a provisional advice by the Examination Board. This advice is not compelling, nor absolute.

Half way through the fourth quarter students get a second provisional advice by the Examination Board.

At the end of the academic year the Examination Board issues the final advice. This is the advice which is binding and absolute.

A negative advice is a notice of exclusion, but the student may lodge an appeal against the exclusion with the university *BSA commissie*. Under special circumstances, as defined in the Act, the *BSA commissie* may decide to suspend the exclusion.

Study plan

By *article 5* of the main text of these regulations, each student maintains a study plan, which is a study programme itinerary.

Decisions about choice of specialization, choice of electives and courses in the *profielingsruimte* are taken on the basis of the information in the student's study plan.

The specific rules for the implementation of article 5 are as follow.

For section 5.1: The study adviser maintains the regulations of this article. The study adviser sends the students a digital form, allowing the student a 10 days period to fill it. The form must be filled and returned at the last day preceding the examination period of the quarter..

For section 5.2

The study plan for the first quarter of the first year is set by the course management. This plan will have all units of the first semester (of the first year). Modification of this standard plan is possible after consultation of the study adviser. At the beginning of each quarter, students are requested to update their plan (see the implementation of 5,1). The update is obligatory for students who failed subjects of the original plan.

For section 5.3

Students who wish to update their study plan (outside the periods mentioned in section 1), can do so after consultation of the study adviser..

For section 5.4

For first year students, their study plan is discussed in every meeting with their study adviser. The study adviser can send an e-mail response to a student's study plan, but only if the adviser finds it necessary to do so.

For students in their second or later year, the study adviser decides at what time and to whom a response to the study plan will be given.

Students requesting an advice on their study plan, will always receive the requested advice.

For section 5.5:

The implementation of this section has been outlined in the implementation of articles 5.1-5.4.

If a student wants to use a third (or later) attempt at an interim examination, the request for such an attempt must always be accompanied by a recent study plan. Contents of the plan may influence the advice of the study adviser and the decision of the Examination Board.

Advice regarding study plans is not taken into account in matters regarding notices of exclusion.

Study plans cannot be considered to be private.

Student counselling

By *article 6.2.2* of the main text of these regulations, each student has a student adviser, who, in accordance with the university directive for study advice and notices of exclusion, is the primary person to address for students in matters concerning their study.

The student adviser for Creative Technology has a task in mentoring, i.e. personal guidance oriented to personal problems and personal growth.

Tutoring

Every student of Creative Technology has a tutor. Tutors are university staff members who take care of academic guidance and professional growth of their tutees (a tutee is a student who is guided by the tutor).

The Examination Board delegates advice and approval for choices of specializations, courses in the *profielingsruimte*, and choices of electives to the tutors.

f. The language of the programme, and language proficiency conditions for admission

1. The language of the programme is English. This applies to teaching and examination.
2. The Examination Board can grant permission to teach and conduct interim examination in another language. Permission can be granted only if it serves the quality of the assessment.
3. Dutch students with a vwo diploma meet the English language proficiency requirements for admission. Students from countries participating in the Lisbon treaty for whom English is a subject of their final examination, meet the language proficiency requirements for admission. In particular, German students with English up to their Abitur (13 years) meet the English language proficiency requirements for admission. Students who went to school in a system of education where the language of teaching is English, meet the language requirements. (The admissions office maintains an official list of these countries. This list is decisive.) Others must explicitly prove their proficiency at IELTS 6.0 level (over all score), before admission can be granted.
4. Students who meet the admission requirements of *section j, subsection 3* above, but without English language proficiency corresponding to the IELTS 6.0 level, must take English language courses to overcome their deficiency. The dean issues a regulation concerning the conditions for participation in these courses, and the faculty's contribution in the costs of these courses.
5. The dean issues a regulation concerning the assessment of English language proficiency of staff members who teach courses in the programme, and of the support staff for the programme. All staff involved must meet the language requirements of the regulation. Courses to improve English proficiency of staff members are provided.

g. Practicals

No special provisions apply to the organisation of practicals.

h. Study load

The study load of units of study can be found in the tables of *section b, Programme and Examinations*.

j. Master's programmes

The master's programme for Creative Technology graduates, in accordance with section 7.13, subsection 3 of the Act, is the Human Media Interaction Programme of the University of Twente.

Admission to other Master's programmes depends on study units in the student's third year.

k. Provisions for part-time students

The programme offers no provisions for part-time students. The programme is a programme for full-time study.

m. Transitional arrangements

There are no transitional arrangements.