

# GUIDELINE FOR TEACHING AND EXAMINATION REGULATIONS FOR BACHELOR'S PROGRAMMES (EXCEPT UCT ATLAS)

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**The Dean of the faculty,**

in view of the articles 9.5, 9.15, first paragraph (a), 7.13 first and second paragraphs, 9.38 (b), and 9.18, first paragraph (a), and 7.59 of the Higher Education and Research Act (WHW), and

in due consideration of the recommendations of the Programme Committee, as well as the approval by, or advice of, the Faculty Council,

hereby adopts the Teaching and Examination Regulations of the following degree programme: .....

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## SECTION 1 - GENERAL PROVISIONS

### Article 1.1 - APPLICABILITY OF THESE REGULATIONS

- 1) The Teaching and Examination Regulations apply to all students enrolled in the relevant programme.
- 2) The provisions in the Regulations for non-government-funded education apply to the study units or components of study units taken by a student enrolled in a UT yet that are not part of the student's own programme.
- 3) Each degree programme has its own programme-specific annex.
- 4) This general section of the Teaching and Examination Regulations and the programme-specific section together form the applicable Teaching and Examination Regulations for the relevant Bachelor's programme.
- 5) Both sections of the Teaching and Examination Regulations are adopted by the Dean.
- 6) This general section of the Teaching and Examination Regulations and the Examination Board's rules and guidelines are available in both Dutch and English for English-taught Bachelor's programmes. In case of discrepancies between both versions, the Dutch version is authoritative.
- 7) Requests for exemptions to provisions laid down in the Teaching and Examination Regulations may be submitted to the Examination Board or the Programme Board, as suggested in the relevant articles of these Regulations.
- 8) These regulations have been drawn up using the masculine personal pronouns 'he' and 'him' and 'his'. In these cases, 'she' 'her' and 'hers' may be substituted.

### Article 1.2 - DEFINITION OF TERMS

The following terms and definitions apply to this regulation:

**Binding Recommendation on continuation of studies (BSA):** student progress evaluation as referred to in Article 7.8 (b), paragraphs 1 and 2 of the Higher Education and Research Act involving expulsion from the programme in accordance with Article 7.8 (b), paragraph 3 of the Higher Education and Research Act. A BSA is issued by the Programme Board on behalf of the institutional administration.

**Compulsory holiday:** required day off work

**PCC:** Personal Circumstances Committee. A committee convened by the institutional administration to advise the institutional administration in individual cases regarding the validity, duration and severity of a specific student's extenuating personal circumstances.

**EB:** Executive Board of the University of Twente

**Dean:** Head of the faculty

**Credit:** 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 Higher Education and Research Act),

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|-------------------------------|---|
| Final degree audit:           | A degree programme is concluded with a final degree audit. If the study units in the degree programme have been completed successfully, then the final degree audit will be deemed to have been completed. The Examination Board may require a supplementary examination. |
| Examination Board:            | the Examination Board is the body that objectively and professionally assesses whether a student meets the conditions laid down in the Teaching and Examination Regulations regarding the knowledge, understanding and skills required to obtain a degree.                |
| Examiner:                     | The individual appointed by the Examination Board to administer examinations and tests and to determine the results, in accordance with Article 7.12 (c) of the Higher Education and Research Act.  |
| Authorized Proof of Result:   | a list or other written document initialled by or on behalf of an Examiner, or a result published via the Student Information System (SIS).   |
| Honours Programme:            | Institution-wide Bachelor's Honours programme   |
| Institution:                  | University of Twente  |
| Institutional administration: | The Executive Board, except as otherwise specified  |
| Module:                       | a study unit worth 15 credits   |
| Module coordinator:           | The individual responsible for the module, as appointed by the programme board.   |
| Module examiner:              | The individual appointed by the Examination Board to determine the results of the study unit.   |
| Module part:                  | Coherent part of a module; relevant for validity of test results within modules.  |
| Study unit:                   | A programme component as defined in Article 7.3, paragraphs 2 and 3 of the Higher Education and Research Act. Each study unit is concluded with an exam.  |
| Curriculum:                   | The aggregate of required and elective study units constituting a degree programme as laid down in the programme-specific annex.  |
| Degree programme:             | Bachelor's degree programme as referred to in the programme-specific annex to these Teaching and Examination Regulations.   |
| Programme Board:              | The body appointed by the Dean to administer the degree programme.  |
| Programme Committee:          | Programme Committee as referred to in Art. 9.18 of the Higher Education and Research Act.   |
| Practical exercise:           | A practical exercise as referred to in Article 7.13, paragraph 2 (d) of the Higher Education and Research Act is a study unit or a study unit component emphasizing an activity that the student engages in, such as:   |

1. 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;
2. carrying out a design or research assignment, doing tests and experiments, participating in practicals, practising skills;
3. work placement, fieldwork or excursions;
4. 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.

**Student:** Anyone enrolled in a programme in accordance with article 7.34 and 7.37 of the Higher Education and Research Act,

**Student Information System (SIS):** System designated by the institutional administration for registration and for providing information on all relevant data related to the students and the university, as described in the Higher Education and Research Act.

**Study adviser:** Person appointed by the Dean of the faculty who acts as contact between the student and the university, and in this role represents the interests of the students, as well as fulfilling an advisory role.

**Academic Year:** The period beginning on 1 September and ending on 31 August of the following year.

**Exam:** An investigation into the knowledge, insight, or skills of the student, as well as the assessment of the results of that investigation (Article 7.10 of the Higher Education and Research Act); an exam may consist of a number of tests.

**Test:** Part of an exam. If the exam for a study unit consists of a single test, then the result of that test will count as the result of the exam. A test can be split into components and administered during multiple sessions.

**Test result:** A result that is part of the final result for a study unit.

**Test schedule:** A schedule showing the method of assessment for a study unit.

**UT:** the University of Twente.

**Working day:** Any day from Monday to Friday with the exception of official holidays and the prearranged compulsory holidays ('brugdagen') on which the staff are free.

**Higher Education and Research Act:** The Higher Education and Research Act (abbreviated in Dutch to WHW), Bulletin of Acts and Decrees 1992, 593, and its subsequent amendments.

The definition of all other terms used in these regulations is in accordance with the definition accorded by statute.

## SECTION 2 - ADMISSION

### Article 2.1 - EDUCATIONAL PREREQUISITES

Admission will be granted to the programme if the educational prerequisites for enrolment in university education are met in accordance with the Higher Education and Research Act, Articles 7.24, 7.25 and 7.28. Detailed admissions requirements can be found on the UT-website under:

<https://www.utwente.nl/en/education/bachelor/admission/>

### Article 2.2 - BACHELOR'S PROGRAMME LANGUAGE REQUIREMENT FOR HOLDERS OF A NON-DUTCH QUALIFICATION

Applicants in possession of qualifications obtained outside the Netherlands may only enrol:

- a) If the programme is taught in Dutch: after complying with the Dutch language proficiency requirement by passing the state examination in Dutch as a second language, level 2, or earning the certificate Dutch as a Foreign Language, 'Profiel Academische Taalvaardigheid' (PAT) or 'Profiel Taalvaardigheid Hoger Onderwijs' (PTHO), and
- b) If the programme is taught in English: after complying with the English language proficiency requirement, involving proficiency at a level commensurate with the Dutch pre-university (VWO) exam. Passing one of the following tests serves as proof of the required proficiency:
  - IELTS (International English Language Testing System), academic module. The minimum required IELTS score (overall band) is: 6.0
  - TOEFL (Test Of English as a Foreign Language). The minimum required TOEFL score is: 80 (internet-based test).
  - Cambridge EFL (English as a Foreign Language) Examinations, with one of the following certificates:
    - Cambridge Certificate in Advanced English
    - Cambridge Certificate of Proficiency in English
- c) The degree programme may impose additional requirements for Dutch or English language proficiency. These additional requirements are specified in the programme-specific annex.

### Article 2.3 - ENTRANCE EXAMINATION ('COLLOQUIUM DOCTUM')

If the applicant fails to meet the requirements set in Articles 2.1 and 2.2, the institution may provide an exemption based on an entrance examination in accordance with Article 7.29 of the Higher Education and Research Act. Further details are available on the UT website under the link mentioned under Article 2.1.

## SECTION 3 - CONTENTS AND STRUCTURE OF THE PROGRAMME

### Article 3.1 - AIM OF THE PROGRAMME

The goals and final attainment targets (Article 7.13 paragraph 2 (c) of the Higher Education and Research Act) are described in the programme-specific annex.

### Article 3.2 - STRUCTURE OF THE PROGRAMME

- 1) The programme consists of 180 credits.
- 2) In addition to a core programme of up to 120 credits, students also take minors totalling at least 30 credits and they complete a graduation phase of a total of 30 credits. The programmes *Technische Geneeskunde* and *Advanced Technology* are exceptions to this rule
  - a) The degree programme consists of modules.
  - b) A module is a study unit of 15 credits, in which programme-specific knowledge, skills and attitudes are developed and assessed in a coherent manner as much as possible.
  - c) Students generally take their minors in the first semester of the third year of studies.
  - d) The programme offering the minor module may set prerequisites for admission to the minor module (see the options matrix).
  - e) The student's own programme may set conditions for the number of credits to be earned for admission to the minor module. These conditions are specified in the programme-specific annex.
  - f) Students may choose from the following:
    - High Tech Human Touch modules
    - Contract modules
    - In-depth modules
    - ExchangeSee the options matrix for a full list:

<https://www.utwente.nl/en/education/electives/minor/>
  - g) The content of the minor must meet or exceed the entry requirements of follow-on Master's programmes (with the exception of CreaTe & AT).
  - h) Students may take no more than one programme-specific in-depth module as part of their minor.
  - i) Generally speaking, the second semester of the third year of studies is devoted to the graduation phase (which comprises 30 credits).
  - j) The student is to at least complete the core of the Bachelor's programme prior to embarking on the graduation phase.
  - k) The Examination Board is authorized to deviate from Articles 3.2.2 e, f, and j. Students, in consultation with the Study Advisor, submit requests to this end to the Examination Board.
- 3) The programme-specific annex to these Teaching and Examination Regulations describes the degree programme in accordance with Article 7.13,



paragraph 2 (a through e, i, l, s, t, and v) of the Higher Education and Research Act.

## **Article 3.3 - THE PROGRAMME'S LANGUAGE OF TUITION**

- 1) The degree programme's language of tuition is specified in the programme-specific annex.
- 2) If programme components deviate from the language of tuition, then this is to take place in accordance with the UT Code of Conduct for Languages of the UT and Article 7.2 of the Higher Education and Research Act.
- 3) Bachelor's programmes taught in Dutch may use study materials in English or Dutch. Study units or components of study units may be taught and assessed in English, if:
  - a. a lecturer or tutor in the unit of study does not speak Dutch, or
  - b. students from the relevant Bachelor's programme take the module together with student's from an English-taught Bachelor's programme, or
  - c. the degree programme considers it necessary in order to fulfil one of its aims in the area of English language communication skills, or
- 4) In accordance with Article 4.1, paragraph 10, the module coordinator or the examiner of a study unit must indicate the language(s) of teaching and assessment in SIS.

## **Article 3.4 - EXEMPTION**

- 1) The Examination Board may grant an exemption to a student at his request for one or more full study units. To this end, the student must demonstrate completion of a component of a higher education programme that is equivalent in content, scope and level, or that he has acquired expertise and skills through work or professional experience with regard to the relevant study unit.
- 2) The Examination Board has the authority to make exceptions to the provision in paragraph 1 and to grant an exemption to a student for components of a study unit.
- 3) A student may also be exempted from practical exercises if he can demonstrate that a required practical exercise will likely give rise to a moral dilemma. In such cases the Examination Board will decide whether the component can be completed in another manner to be determined by the Examination Board.

## **Article 3.5 - ELECTIVE PROGRAMME**

The Examination Board of the programme decides on requests for permission to take an elective programme as referred to in Article 7.3 (d) of the Higher Education and Research Act. The Examination Board assesses whether an elective programme is appropriate and consistent within the domain of the degree programme and whether the level is high enough in light of the final attainment targets of the programme.

## SECTION 4 - TEACHING AND ASSESSMENT

### Article 4.1 - GENERAL

- 1) Each module concludes with an exam.
- 2) The exam may consist of a number of tests.
- 3) A test can be administered in multiple sessions and/or components. The results of these components are not registered in SIS, but should be made available to students in Blackboard.
  - a) The student has the right to inspect recent model test questions or model tests, or old tests and their keys, along with the norm for assessment.
  - b) The time allotted to administering a test may not exceed three hours (180 minutes).
- 4) Test results are expressed as a number from 1 to 10 with a single decimal, or as 'pass' / 'fail'.
- 5) Exam results are expressed as a whole number from 1 to 10.
- 6) Exam results are rounded to the nearest whole number.
- 7) The module examiner consults with any other examiners involved in the module prior to determining the exam results for the module (Article 4.2). This consultation should preferably take place during a module assessment meeting.
- 8) Credits may only be issued for a study unit once the relevant exam has been passed. Credits are not issued for components of study units and/or tests that have been passed.
- 9) If a student receives more than one authorized result for one and the same unit of study, the highest result will apply. This also applies to tests and components of tests.
- 10) At least the following details of a module are published in SIS (the course catalogue in Osiris): credits, course objectives and content of the study unit, language of tuition, prerequisites, required and recommended study materials, teaching methods and assessment.

### Article 4.2 - MODULES

- 1) Each module has a module coordinator and a module examiner. This is preferably the same person.
- 2) The Examination Board appoints the examiners and a module examiner for each module.

### Article 4.3 - REGISTERING FOR A STUDY UNIT AND ASSOCIATED TESTS

- 1) Registration in SIS is required prior to participating in the study unit.
- 2) Upon registering for the study unit, the student will automatically be registered for the regular assessments associated with the study unit.
- 3) Information on resits, the applicable conditions and the registration procedure will be published in the assessment schedule prior to the start of the module.

## Article 4.4 - MODULE DESCRIPTION & ASSESSMENT SCHEDULE

- 1) In the program-specific annex to these regulations, a module description for each module is given.
- 2) The module description defines at least:
  - a) Learning goals of the module;
  - b) Which, if any, module-parts allow for separated assessment;
  - c) The study-load of module-parts as meant under (b);
  - d) The language of instruction and testing.
- 3) At least two weeks prior to the start of the module, the assessment schedule for the module is published on Blackboard.
- 4) The assessment schedule defines at least:
  - a) The conditions for passing the module.
  - b) How module parts as defined in the module description are assessed, and for each test in a module part if and how validity of results depends on other tests;
  - c) When and how tests will be administered;
  - d) any required minimum grade per test; a minimum grade for a test may not be set higher than 5.5;
  - e) the resit for each test (if applicable), the form of the resit, when it will take place, and any conditions for participating in the resit;
  - f) if applicable, any options to compensate test-results within the module;
  - g) if applicable, any options to compensate test-results with results from tests in other modules, in case of learning lines;
  - h) the marking period is the same for tests and exams: 10 working days, unless otherwise agreed with the lecturer responsible for the module component.
- 5) The Programme Board may modify the assessment schedule during the course of the study unit.
  - a) The assessment schedule may only be changed in consultation with the module coordinator upon the recommendation of the Examinations Board. Students are to be informed immediately of the change.
  - b) If the change involves nothing more than moving tests or test components to a timeslot other than as shown in the schedule, then it will be sufficient if the module coordinator consults with the Programme Board. Students are to be informed immediately of the change. The Programme Board must inform the Examination Board of the decision to make the change at the next examination meeting.
- 6) Changes to the assessment schedule may not put students at an unreasonable disadvantage. Examination Boards may make individual arrangements in these cases.

## **Article 4.5 - ORAL EXAMINATIONS**

- 1) Oral examinations will be public unless decided otherwise by the Examination Board in exceptional cases, whether or not at the request of the examiner or the student.
- 2) If the student or the examiner wishes a third party to be present when administering the oral examination, then a request to this end must be submitted to the Board of Examiners at least ten days prior to the examination. Graduation symposia are excluded from this provision.
- 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 administration of an oral examination, then the Examination Board is to make this known to the examiner and the student at least one day prior to the oral examination.

## **Article 4.6 - ASSESSMENT DEADLINE AND DATE OF EXAM OR TEST**

- 1) The examiner is to inform the student of the result of an oral examination within one working day.
- 2) The provisions of paragraph 1 do not apply if the oral examination is part of a series of oral examinations of the same study unit which are administered on more than one day. In that case, the examiner is to determine the result within one working day following the conclusion of the series of oral examinations.
- 3) The deadline for determining and disclosing the results of a written test (or other kind of assessment) is to be included in the assessment schedule of the study unit.
- 4) The examination result of a study unit, determined in accordance with Article 4.1.7, is to be disclosed to the student within ten working days after the conclusion of the teaching period during which the study unit is offered. If the student fails an exam and there is a resit opportunity outside of the teaching period during which the study unit is offered, and the module examiner has determined that the student meets the conditions for participation in the resit (in accordance with Article 4.4.4 (e)), then this decision is to be made known to the student within ten working days after the conclusion of the teaching period during which the study unit is offered.
- 5) The date of exam, or exam date, is the date on which the last test for an exam is taken.
- 6) The date of a test, or test date, is the date on which a test is taken. If the test is a paper or assignment, the deadline for handing in is the test date.
- 7) In case of a test taken in multiple sessions, the date of the last session is the test date. In case of a test in multiple parts, where the last part is a paper or assignment, the deadline for handing in is the test date.
- 8) If a second test is planned shortly after the first, the results of the first test will be published at least five working days prior to the second test to give the student time to prepare.
- 9) Should the examiner not be able to meet the deadline as stated in Article 4.6, paragraphs 1, 2, 4 and 6 due to exceptional circumstances, then he is to notify the Programme Board and the Examination Board, providing reasons for the delay. The Programme Board is to inform the students involved of the delay.

immediately, and of the term within which the results will be made known. If the Examination Board is of the opinion that the Examiner has not met his/her obligations, it may appoint another Examiner to ascertain the result of the exam at the request of the Programme Board.

## **Article 4.7 - PERIOD OF VALIDITY**

- 1) The period of validity for the results of an exam that has been passed is infinite. The validity of an exam result can only expire if the knowledge or skills tested are falsified or are proven to have lost their relevance.
- 2) The period of validity of a module part is defined in the programme specific annex. In case of major changes to the content and/or structure of the module, the Examination Board will approve of a transitional arrangement.

## **Article 4.8 - RIGHT OF INSPECTION AND DISCUSSION**

- 1) The student is entitled to inspect and discuss his test together with the examiner, and the examiner is to explain the assessment.
- 2) If there is no collective discussion of the test, then a student may submit a request to the examiner for an individual discussion within ten days after publication of the results. The individual discussion must take place no later than three working days prior to the next test opportunity.
- 3) The discussion must take place no later than five weeks after the publication of the test results, but at least three working days prior to the next test opportunity, in the presence of the examiner or a designated substitute.
- 4) The student has a right to inspect his assessed work for a period of two years following the assessment.

## **Article 4.9 - RETENTION PERIOD FOR TESTS**

- 1) The retention period for test assignments, keys and the assessments of written tests is two years.
- 2) De retention period for final Bachelor's projects is at least seven years.

## **Article 4.10 - EVALUATION OF EDUCATION**

- 1) The programme board is responsible for safeguarding the quality of the programme.
- 2) The programme board is responsible for evaluating the quality of the programme.
- 3) The way evaluation and safeguarding is organized is described in the programme specific annex.

## SECTION 5 - FINAL DEGREE AUDIT

### Article 5.1 - EXAMINATION BOARD

- 1) The Dean appoints an Examination Board for each degree programme (or group of programmes).
- 2) The Dean convenes the Examination Board and appoints the members based on their expertise in the field of the relevant degree programme or group of programmes.
- 3) It is the responsibility of the Dean to ensure that the Examination Board is independent and functions as an expert professional body.
- 4) The Examination Board performs all tasks that are assigned to it by law or by university regulations.
- 5) Under their own authority, Examination Boards define and publish Rules & Regulations for (appointment of) examiners, the final degree audit, the exams, and tests.
- 6) The statutory authority of the Examination Board applies to all study units comprising the student's degree programme.

### Article 5.2 - FINAL DEGREE AUDIT

- 1) In accordance with Article 7.10, paragraph 2 of the Higher Education and Research Act, the Bachelor's final degree audit is considered to be complete when the student has passed all study unit exams in the Bachelor's programme.
- 2) The Examination Board will issue a degree certificate as proof that the student has satisfied all the requirements of the final degree audit once the institutional administration has confirmed that the procedural requirements for issuing the degree certificate have been met. The Examination Board will append a supplement to the degree certificate. The date indicated on the degree certificate (i.e. the date of the final degree audit) is the day on which the student completed the final study unit of his degree programme.
- 3) A student may submit a written request to the Examination Board to postpone the final degree audit, and thus to delay the awarding of the degree certificate. The student should indicate the duration of the postponement in his request.
- 4) Details relating to the provisions of paragraph 3 are to be specified in the Rules and Regulations of the Examination Board.
- 5) If the student has requested postponement based on the provisions of paragraph 3, then the date of the final degree audit will be the date on which the Examination Board decides that the student has passed the final degree audit subsequent to the postponement.

### Article 5.3 - DEGREE

- 1) Students who have successfully met all requirements for the Bachelor's final degree audit will be awarded a Bachelor of Science (BSc) degree.
- 2) The degree conferred is stated on the degree certificate. The student's average grade (GPA) is mentioned on the degree supplement. An annex to the degree supplement indicates how the GPA is calculated.

## Article 5.4 - DEGREE CERTIFICATE

- 1) The Examination Board will award a degree certificate as evidence that the student has met all of the requirements of the Bachelor's final degree audit. The degree certificate will be signed by the Chair of the Examination Board. If the Chair is absent, one of the members of the Examination Board may also sign the degree certificate.
- 2) The following are to be mentioned on the certificate (in accordance with Article 7.11 of the Higher Education and Research Act):
  - a) the student's name and date of birth;
  - b) the name of the institution and the degree programme as stated in the relevant register as referred to in Article 6.3 of the Higher Education and Research Act;
  - c) If the student has successfully completed an honours programme while on the Bachelor's programme, then this fact will be stated on the degree supplement as an extracurricular programme.
  - d) the date on which the examination was completed;
  - e) the degree conferred (in accordance with Article 7.10 (a) of the Higher Education and Research Act).
  - f) where appropriate, the specific qualifications associated with the degree (with due consideration for Article 7.6, paragraph 1 of the Higher Education and Research Act);
  - g) the date on which the programme was last accredited or the date on which the programme passed the new programme assessment as referred to in Article 5a.11, paragraph 2.
- 3) An International Diploma Supplement is to be appended to the degree certificate (Article 7.11, paragraph 4 of the Higher Education and Research Act). This supplement is intended to provide insight into the nature and content of the degree programme to promote the international recognition of the programme, among other aspects. The supplement is to include the following information:
  - a) the name of the programme and the name of the university;
  - b) that the programme was offered at an institution for academic education;
  - c) a description of the programme content; an indication of any specialization and/or minor, if applicable;
  - d) the study load of the programme;
  - e) the examination components and results;
  - f) exams passed by the student that are not part of the final degree assessment.
- 4) If the Examination Board has awarded a specific distinction (e.g. cum laude) to the student, then this is to be mentioned on the degree certificate.
- 5) Students who have successfully completed more than one exam but cannot be awarded a degree certificate as referred to in paragraph 1, will receive, at their own request, a statement prepared by the Examination Board which in any case will state the results of the exams the student has passed (Article 7.11, paragraph 5 of the Higher Education and Research Act).



## **SECTION 6 - STUDENT GUIDANCE AND RECOMMENDATION ON CONTINUATION OF STUDIES**

### **Article 6.1 - STUDY PROGRESS REPORT**

- 1) If needed, the student can request a certified study progress report from the Student Services desk.

### **Article 6.2 - STUDENT GUIDANCE**

- 1) The Dean is responsible for student guidance, including informing students of opportunities for academic endeavour within the programme and via extracurricular avenues.
- 2) Each student is appointed a Study Advisor.
- 3) The Study Advisor supervises the student and advises him on study-related matters, as well as personal problems that may be affecting the student's studies.
- 4) If a student wishes to make use of his right to specific supervision or special facilities, they must contact the Study Advisor. The Study Advisor records the agreements made with the student.
- 5) The following applies to the entitlement to special facilities:
  - a) demonstrable circumstances beyond the student's control or extenuating personal circumstances;
  - b) if necessary and where possible, dispensation from participation in exams or tests and/or the availability of special facilities for exams and tests. Such dispensation and additional opportunities for tests may only be granted by the Examination Board.

### **Article 6.3 - BINDING RECOMMENDATION ON CONTINUATION OF STUDIES (BSA)**

- 1) Each student receives a written recommendation on continuation studies at the end of the first year of enrolment on the programme. This recommendation is based on the student's results. The student may be allowed to continue on the programme, or may be required to leave the programme.
- 2) An introductory interview will be held with each student before 1 November of the first year of enrolment on the programme.
- 3) Each student will receive a preliminary recommendation on continuation of studies in week 52 at the latest of his first year of enrolment on the programme. This preliminary recommendation is not binding.
- 4) Each student will receive a second preliminary recommendation on continuation of studies in week 10 at the latest of his first year of enrolment on the programme. This preliminary recommendation is not binding.
- 5) Students who receive a negative preliminary recommendation on continuation of studies as referred to in paragraph 3 and/or 4 will be invited for an interview with the Study Advisor to discuss their study methods and a review of their choice of degree programme.



- 6) The institutional administration mandates the Programme Board to issue recommendations on continuation of studies, as referred to in paragraph 1.
- 7) The final recommendation on continuation of studies, as referred to in paragraph 1, may involve expulsion from the programme if the student has completed less than 75% of study load in the first year of the programme. Results of exams and of tests that remain valid beyond the current academic year are counted to establish how much a student has completed. Any additional requirements are specified in the programme-specific annex and as such, are discussed in the Programme Committee.
- 8) Expulsion remains in force for a period of three academic years. A final recommendation on continuation of studies that involves expulsion is referred to as a binding recommendation on continuation of studies (BSA). Degree programmes may impose additional BSA requirements which must be included in the programme-specific part of the Teaching and Examination Regulations and which make abundantly clear in what other cases a positive recommendation on continuation of studies may be issued.
- 9) Only the credits from study units in the first year of the programme count toward the threshold for the final recommendation on continuation of studies. In case a student requests to transfer credits to the first year from courses taken in a different programme or institution, specific requirements for BSA are communicated to the students together with the decision on the student's request. These specific requirements may include passing specific tests.
- 10) If a student terminates enrolment in the programme prior to 1 February of the first year of enrolment, no final recommendation on continuation of studies will be issued as referred to in Article 6.3, paragraph 1. If this student re-enrols in a subsequent academic year, then a final recommendation on continuation of studies will be issued at the end of that subsequent academic year. As termination of enrolment are seen:
  - a) Submitting a request for termination of enrolment to the UT;
  - b) Submitting a request for registration in a different program at the UT;
  - c) Starting studies at a different institution with a 'proof of paid tuition fee'.
- 11) If a student transfers to another UT degree programme prior to 1 October, then the norm will not be adjusted as referred to in Article 6.3, paragraph 7. In all other cases, the provisions apply as referred to in Article 6.3, paragraph 7.
- 12) The final recommendation on continuation of studies is postponed if a student transfers to another programme on or after 1 October. The final recommendation on continuation of studies will be issued no later than the end of the student's second year of enrolment. The student is notified when the programme will issue the recommendation within 6 weeks after the transfer.
- 13) Prior to receiving a final decision on BSA, students receive a warning. The time between the warning and the final decision should be sufficient to allow the student to meet the requirements of the program, if still possible. Students also have the right to a hearing with the Programme Board before the final decision (Higher Education and Research Act art. 7.8b, paragraph 4).
- 14) When considering a BSA involving expulsion, the Programme Board will take the student's personal circumstances into account at the student's request. The Programme Board will only take personal circumstances into account that have

been reported to the Study Advisor as soon as can reasonably be expected following their onset.

- 15) Personal circumstances include illness, physical, sensory or other functional disability or pregnancy of the student involved, extenuating family circumstances, participation in elite sports and membership on the University Council, Faculty Council, Programme Committee or a Category 3 board in accordance with the FOBOS Regulations.
- 16) In consultation with the Study Advisor, the personal circumstances are to be reported to the Personal Circumstances Committee (CPO) and accompanied by supporting documentation.
- 17) The CPO will assess the validity and severity of the personal circumstances and report its findings to the Programme Board and the relevant Study Advisor.
- 18) The Programme Board will take the CPO's findings into account when assessing the student's request as referred to in Article 6.3, paragraph 13.
- 19) If personal circumstances preclude assessment of a student's academic capacities, the final recommendation on continuation of studies is postponed. The final recommendation on continuation of studies will be issued no later than the end of the student's second year of enrolment. The student is notified when the programme will issue the recommendation within 6 weeks after the decision to postpone.
- 20) The Programme Board's decision regarding the BSA will make mention of the applicable appeals procedure.

## **Article 6.4 - RECOMMENDATION ON CONTINUATION OF STUDIES: MULTIPLE DEGREE PROGRAMMES**

If a student is enrolled in multiple degree programmes and meets the BSA threshold for one of the programmes, then the student will not be required to meet the threshold for the other programmes.

## SECTION 7 - STUDYING WITH A FUNCTIONAL IMPAIRMENT

### Article 7.1 - 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. Where 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 attainment targets.
- 4) Based on the interview 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.

## **SECTION 8 - AMENDMENTS, TRANSITIONAL ARRANGEMENTS, APPEALS AND OBJECTIONS**

### **Article 8.1 - CONFLICTS WITH THE REGULATIONS**

If other additional regulations and/or provisions pertaining to education and/or examinations conflict with these Teaching and Examination Regulations, the provisions in these Teaching and Examination Regulations will prevail.

### **Article 8.2 - ADMINISTRATIVE ERRORS**

If, following the publication of an exam result, a marks sheet, or an student's progress report, an alleged 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.

### **Article 8.3 - AMENDMENTS TO THE REGULATIONS**

- 1) Amendments to these Teaching and Examination Regulations are enacted by the Dean in a separate decree.
- 2) In principle, amendments to these regulations do not apply to the current academic year. Amendments to these regulations may apply to the current academic year if the interests of the student are not prejudiced within reasonable bounds, or in situations of force majeure.
- 3) Amendments to these regulations have no effect on earlier decisions by the Examination Board.

### **Article 8.4 - TRANSITIONAL ARRANGEMENT**

- 1) In the case of amendment of these Teaching and Examination Regulations, the Dean is to enact a transitional arrangement as necessary.
- 2) The transitional arrangement is to be published on the degree programme's website.
- 3) General principles for the transitional arrangement in the case of changes to the curriculum:
  - a) Changes to the curriculum are to be announced prior to the academic year in which the changes take effect.
  - b) No guarantee can be made that all programme study units that were part of the curriculum when a student enrolled in a programme will continue to be part of the curriculum. The final Bachelor's degree assessment is to be based on the curriculum most recently adopted by the Dean.
- 4) The transitional arrangement will always include:
  - a) the study units that are equivalent to study units or components of study units from the current curriculum as indicated in the programme-specific annex; an indication that if a teaching unit that does not involve a practical is dropped from a programme, then students are to have at least two opportunities in the following year to take a written or oral exam or to undergo another form of assessment.
  - b) an indication that if a study unit with practical exercises is dropped from the programme and there is no opportunity in the subsequent academic year

to complete the practical exercise, then at least one study unit will be designated that may be completed as a substitute for the study unit that has been dropped;

- c) the period of validity of the transitional arrangement.
- 5) The transitional arrangement must be approved by the Examination Board with regard to the provisions of paragraph 4.
- 6) In exceptional cases and to the student's benefit, the Examination Board may deviate from the prescribed number of opportunities to sit exams related to study units that have been dropped from the curriculum.

## **Article 8.5 - ASSESSMENT OF THE TEACHING AND EXAMINATION REGULATIONS**

- 1) The Dean is responsible for the regular assessment of the Teaching and Examination Regulations and is to take into account the time involved for the student for the purposes of monitoring and adjusting the study load, if necessary.
- 2) In accordance with article 9.18 of the Higher Education and Research Act, parts on the Teaching and Examination Regulations need the approval of the Programme Committee. On other parts the Programme Committee can advise.
- 3) The Programme Committee annually assesses the way in which the Teaching and Examination Regulations are implemented.

## **Article 8.6 - APPEALS AND OBJECTIONS**

An objection against a decision by the Examination Board or by an examiner or an appeal against a decision by the Dean based on these Regulations 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.

## **Article 8.7 - HARDSHIP CLAUSE**

The Examination Board or the Programme Board may allow derogation from the provisions of these Regulations in the event of demonstrably compelling unreasonableness or unfairness. These Regulations define which Board has the authority to derogate.

## **Article 8.8 - PUBLICATION**

The Teaching and Examination Regulations and the Examination Board's rules and guidelines are to be published on the degree programme's website.

## **Article 8.9 - ENTRY INTO FORCE**

These regulations enter into force on 1 September 2017 and replace the regulations of 1 September 2016.