

EXAMINATION AND ASSESSMENT REGULATIONS

These are the 'Examination and Assessment Regulations' (RET) for the HMI/INF/TEL Examination Board, which are part of the regulations for students on these study programmes.

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CHAPTER 1 DEFINITIONS

Article 1.1 Key terms

The following definitions apply in these regulations:

Department:	The faculty's Computer Science department
Bachelor's degree	The department's Bachelor's degree programmes INF and TEL
BOB:	The faculty's Educational Support Office
BOZ:	The faculty's Educational Affairs Office
Dean:	The Dean of the faculty
Examination Board:	The Examination Board of a programme or group of programmes established by the Dean in accordance with Section 7.12 of the Act
Examiner:	Individual included in the list of examiners as stipulated in Article 2.11
Faculty:	The institute's faculty of Electrical Engineering, Mathematics and Computer Science
Institution:	The University of Twente
Master's degree programmes:	The department's Master's degree programmes CS, TEL and HMI
OER:	The Teaching and Examination Regulations for the Bachelor's and Master's degree programmes
Educational unit:	An educational unit in the degree programme as intended in Section 7.3, paragraphs 2 and 3 of the Act, or a practical exercise
Director of Education:	The Director of Education of the undivided programme concerned and/or the Bachelor's degree programmes and/or the Master's degree programmes
Practical exercise:	A practical exercise as intended in Section 7.13, paragraph 2, under d of the Act, in other words an educational unit or part thereof, focusing on the activity of the students themselves
S&O:	The institute's Student and Education Service Centre
SIS:	Student Information System, the web application designated by the board of the institute for the registration of and information relating to the relevant student and study data, as stipulated in the Act
Student:	The individual enrolled in the programme in this capacity in accordance with Sections 7.34 and 7.36 of the Act
Study advisor:	The individual designated by the Dean to act as an intermediary between the student and the degree programme, representing the interests of the student and playing a role as a mentor and advisor
Academic year:	The period commencing on 1 September and ending on 31 August of the following year. The academic year comprises 60 EC or 1680 hours
Interim examination:	The assessment of knowledge, understanding, attitude and/or

	skills relating to the educational unit, as well as the evaluation of the results of that assessment
Free programme:	The individual study programme as stipulated in Section 7.3c of the Act
Working day:	One of the days from Monday to Friday, with the exception of recognized public holidays and the agreed bridging days on which the staff do not work
Act:	The Higher Education and Research Act, abbreviated to WHW, Bulletin of Acts and Decrees (<i>Staatsblad</i>) 593 and subsequent revisions

Article 1.2 Final assessments

The following definitions apply in these regulations:

P final assessment:	The final assessment in the propaedeutic phase of a Bachelor's degree programme or of a free Bachelor's degree programme
B final assessment	The final assessment of a Bachelor's degree programme or of a free Bachelor's degree programme
M final assessment	The final assessment of a Master's degree programme or of a free Master's degree programme
Final assessments	The P, B or M final assessment
Final assignment	The final assignment in the Bachelor's and Master's degree programmes

CHAPTER 2 INTERNAL ORGANIZATION

Article 2.1 Distribution of tasks

1. The Examination Board will appoint a chairperson and vice chairperson from among its members. The chairperson, or in his or her absence the vice chairperson, will chair the meetings of the Examination Board. In its tasks, the Examination Board is supported by a number of officers from BOB, namely, a Bachelor's degree programme coordinator, known as the B coordinator and a Master's degree programme coordinator, known as the M coordinator. The coordinators have an advisory role.
2. In order to prepare the decision-making process in exceptional situations, the Examination Board can set up an ad hoc committee that will report to the Examination Board.

Explanatory note: Paragraph 2 may, for example, be applicable in professional or fraud issues; because the Examination Board is responsible for decision-making in such cases, the ad hoc committee does not necessarily need to consist of examiners. By definition, an ad hoc committee is temporary in nature.

Article 2.2 Results of final assessments

1. The Examination Board will set guidelines for determining success in final assessments establishing the relationship between the completion of individual educational units and a pass or fail in the final assessment. These guidelines will be included in an appendix to these regulations (Appendix A).
2. The Examination Board will establish which distinctions can be awarded for individual final assessments and will set guidelines for awarding a distinction. These guidelines will be included in an appendix to these regulations (Appendix B).
3. The Examination Board will determine the results of the P and B final assessments during its meetings. The result of the M final assessment will be determined for individual students outside the meetings.
4. The Examination Board may, in exceptional cases, depart from the pass/fail guidelines in the B and M final assessments. In such cases, the Examination Board must provide written reasons for departing from any of the guidelines.

Explanatory note: The current procedure for determining the result of the M final assessment involves an individual member of the Examination Board providing explicit approval, followed by implicit approval by the full committee based on an electronic report about the intended decision.

Article 2.3 Exemptions

1. Students must submit a written request to BOZ for exemption from completing an educational unit that is part of a final assessment. The request for exemption must also include details of any educational units for which exemptions have already been awarded, by virtue of the law or otherwise.
2. Single exemptions from educational units for the P and B final assessment are awarded by the B coordinator and not in the light of a recommendation from the examiner concerned, notwithstanding that stipulated in paragraph 4. The Examination Board will be responsible for awarding exemptions for more than three educational units.
3. Single exemptions from educational units for the M final assessment are awarded by the M coordinator and not in the light of a recommendation from the examiner concerned, notwithstanding that stipulated in paragraph 4. The Examination Board will be responsible

- for awarding exemptions for more than three educational units.
4. Contrary to that stipulated in the previous paragraphs, the Examination Board is entitled to establish a committee for the purpose of awarding exemptions to specific categories of students in each programme or group of programmes, known as the accommodation committee (*inpassingscommissie*), to award exemptions in its name. An accommodation committee will consist of one or more examiners. Examples of such categories of students include:
 - students who have already been awarded three exemptions;
 - individuals who have successfully completed at least the second year of an HBO programme;
 - individuals who have completed part or all of a tertiary education programme abroad.
 5. A decision about an exemption or accommodation will be made as far as possible within 20 working days after the request has been submitted. The applicant will be informed of the decision in writing.

Explanatory note

In order to reduce the workload of the Examination Board, requests for exemption are generally handled by the appropriate coordinators. Individual examiners can be consulted in the case of applications for individual exemptions. However, efforts must be made to prevent different examiners awarding exemptions based on some of the same information. For this reason, arrangements have been made for all exemptions to be processed by BOZ and, in the case of multiple exemptions, via the Examination Board.

In the case of more sizeable sets of exemptions, it is advisable that prior education and experience be assessed as a whole in order to establish the overall level achieved; efforts must also be made to prevent students encountering difficulties in their studies as a result of significant deficits; in such cases, the importance of a high degree of correspondence between content and level for each subject is less significant. This process is more effective if it is carried out by a small committee rather than individual examiners. The committee need not necessarily comprise members of the Examination Board, but must include examiners (paragraph 4).

Article 2.4 Free programme

1. Students must submit a written request to the Examination Board for the approval of a free programme. The request must be submitted as soon as possible and in any event before less than half the number of educational units still need to be completed.
2. The Examination Board will not delegate its power to approve a free programme.
3. The Examination Board will set guidelines for the approval of free programmes; the Examination Board is entitled to set further regulations for the form which the request must take. The guidelines and/or further regulations are included in an appendix to these regulations (Appendix C).
4. The Examination Board will reach a decision on the approval within three months after the request has been submitted. If the Examination Board decides to offer approval, it will also indicate the study programme to which the free programme is deemed to belong. The applicant will be informed of the decision in writing.

Article 2.5 Extending the period of validity

The Examination Board will establish a guideline for the extension of the period of validity of assessments. This guideline will be included in an appendix to these regulations (Appendix D).

Article 2.6 Minor

1. The Examination Board will determine which minors may be selected by students of the B programme.
2. The Examination Board will establish a guideline for the approval of individual minors. This guideline will be included in an appendix to these regulations (Appendix E).

Article 2.7 Administrative support

1. The Examination Board will receive support from S&O.
2. S&O will receive a copy of all decisions made by or on behalf of the Examination Board.

Article 2.8 Quorum

1. The Examination Board will only be able to take decisions if at least half of the total number of members are present.
2. Deviations from that stipulated in the previous paragraph will only be possible in exceptional cases in which the interests of the student demand this.

Article 2.9 Decision-making

1. All decisions taken at a meeting of the Examination Board will be made by majority vote.
2. In the event of a divided vote on whether a student has passed or failed, the student will be deemed to have failed.
3. In the event of a divided vote on the award of a distinction, the distinction will not be awarded.
4. Blank votes will be considered not to have been cast.
5. In order to reach specific categories of decisions relating to requests from students which must, in the interest of the student, be handled before the next Examination Board meeting, the Examination Board can issue a mandate to a subcommittee consisting of at least one member of the Examination Board.
6. The categories of decisions referred to in the previous paragraph are:
 - Requests for dispensation from educational background requirements
 - Requests for dispensation from the 'P-in-2' regulation (according to which any credits secured lapse if the propaedeutic phase is not completed within two years)
 - Requests for dispensation from the maximum of 30 EC acquired elsewhere
7. At every meeting, the subcommittee referred to in paragraph 5 will inform the Examination Board of decisions made by the committee.
8. For any other decisions that must be handled before the next Examination Board meeting in the interest of the student, the chairperson will decide on the procedure for reaching a decision.

Article 2.10 Authorized signatories

1. The certificate, awarded as evidence of the successful completion of the P, B or M final assessment, including any supplements, will be signed by at least one member of the Examination Board.
2. All other certificates or statements issued by the Examination Board must be signed by at least one member of the Examination Board.

Article 2.11 Examiners

1. The Examination Board will compile a list of examiners on an annual basis. The following

guidelines apply in this respect:

- a. The individual with primary responsibility for tuition will also have primary responsibility for assessment;
- b. Members of permanent or temporary staff (university lecturers, associate professors, professors) who have met the teaching qualification requirements and are associated with the programme will be authorized to conduct examinations;
- c. This authority will be limited to the subject area in which the members of staff are acknowledged to have expertise;
- d. This authority will be limited to the level of qualification immediately below that to which the examiner is qualified;
- e. In all other cases, the Examination Board will make a decision as to whether individuals are authorized to conduct examinations. This decision will also include the period of validity and the subject area.

Explanatory note: Paragraph 1d means that doctoral students cannot act as examiners for Master's courses or assignments.

Article 2.12 Effectiveness of the regulations

1. The Examination Board will evaluate the effectiveness of these regulations on an annual basis.

Explanatory note

This will generally be included on the agenda of the final meeting of the year, in order to enable the regulations to be amended if necessary.

CHAPTER 3 RULES FOR INTERIM EXAMINATIONS AND FINAL ASSESSMENTS

SECTION 3.1 SCOPE

Article 3.1 Scope

1. The rules included in this chapter are the rules which, in accordance with Section 7.12, paragraph 4 of the Act, the Examination Board is entitled to establish with regard to the proper procedure during interim examinations and the associated measures, as well as rules relating to final assessments which the Examination Board is entitled to establish by virtue of its coordinating and organizational role.

SECTION 3.2 FINAL ASSESSMENTS

Article 3.2 Dates of meetings

1. Taking due account of that stipulated in the Teaching and Examination Regulations, the Examination Board will, on an annual basis, set the dates on which it will meet to determine the results of final assessments.
2. The Examination Board, or, acting on its behalf, S&O will announce the dates and times to the Director of Education and ensure that these are published via the customary channels.

Article 3.3 Request to sit the final assessment

1. Students must submit a written request to S&O to sit the final assessment in the period before the times indicated in Article 3.2.
2. In exceptional cases, the Examination Board can permit deviations from the set application period.
3. It is permitted to withdraw this request, if this occurs at the latest on the day before the result is determined.
4. In order to withdraw a request, students must notify S&O.
5. If the request is withdrawn too late, the Examination Board will make a decision with regard to a pass or fail.

Explanatory note

This process is also referred to as 'applying for graduation'.

Article 3.4 Enrolment check

1. S&O will check the list of students awarded a pass by the Examination Board in order to ensure that all the statutory requirements for the issue of the certificate have been met.

Article 3.5 Registration of final assessment results and distinctions awarded

1. Within five days of establishing the results, the Examination Board will notify S&O of the results of a final assessment and the distinctions awarded, who in turn will inform the candidate in writing.
2. S&O is responsible for recording the results of the final assessment and any distinctions awarded.

3. S&O will keep a record of all certificates awarded.
4. Only the successful completion of a final assessment, along with any distinction awarded, is considered to be public information.

Article 3.6 The certificate, the supplement and awarding

1. The manner in which a certificate is awarded will be decided by the Examination Board, in consultation with the Dean.
2. Along with or after the awarding of the certificate, the examinee will be issued with a separate list of the educational units included in the final assessment and the marks awarded.
3. The certificate will be dated on the day on which the final educational unit in the final assessment concerned was successfully completed. Contrary to that stipulated in the previous sentence, the certificate may be dated on the date on which the Examination Board determined the result if the examinee submitted his or her request for the certificate to be awarded after the final educational unit in the final assessment was completed.
4. If the completion of the final educational unit in a final assessment was scheduled to take place before 1 September, but was prevented as a result of *force majeure*, the Examination Board will, at the request of the examiner or examinee, do all in its power to prevent any negative repercussions for the examinee.
5. The request from the examiner or examinee, referred to in paragraph 4, must be submitted to the Examination Board as soon as possible after the situation of *force majeure* occurred.

Explanatory note

Paragraph 1 makes it possible to change the way in which a certificate is awarded without necessitating changes to the regulations and obviates the need to devote several different articles to the way in which P, B and M certificates are awarded. However, students will still need to be notified of how the certificate will be awarded.

Paragraph 3 makes it possible for students to change the formal pass date; this can be beneficial in certain cases in connection with student finance and/or the student public transport pass.

Paragraph 4 is designed to prevent the necessity for a student to re-enrol for a specific period, for example because a final presentation could not be held before 1 September; if the presentation is held shortly after 1 September, it will generally be recognized by Student Services (CSA) as belonging to the previous academic year

SECTION 3.3 INTERIM EXAMINATIONS

Article 3.7 The location of written interim examinations

The location where a written interim examination will be held will be decided by S&O under the auspices of the Examination Board and in consultation with the institute's room coordinator.

Article 3.8 Registration and withdrawal of written interim examinations

1. Registering for written interim examinations will involve the study advisor signing the examinee's study plan for approval, as indicated in the OER. In the absence of a study plan, registration will take place via the SIS.
2. Withdrawal is possible before a written interim examination if there have been changes to the study plan in the manner determined in the OER.
3. In the event of late withdrawal, the interim examination will be deemed to have been taken.
4. If, in the examiner's judgement, there is a justified reason for absence, the examiner can,

contrary to that stipulated in paragraph 3, decide that the interim examination may be taken during a period he or she designates.

5. If the study plan cannot be used for registration or withdrawal, the Examination Board will decide the manner in which an examinee may register or withdraw.

Explanatory note

Paragraph 1. The introduction of the binding study plan, as stipulated in the OER, has been delayed. In order to ensure a suitable regulation can still be included, reference is made here to the SIS (Osiris).

Paragraph 3. The fact that, in this case, the interim examination has been formally held means that this is considered to be an attempt at the examination; since the OER stipulates that there must be consultation after two attempts, this article has repercussions that may or may not be desirable. Since the highest mark has validity, there is little sense in awarding a mark of 1, but because the examination has been completed, a mark must follow.

Paragraph 5. An escape clause to be used during the period in which the new system is not yet operational.

Article 3.9 Written examinations

1. A written interim examination will last a maximum of 3.5 hours.
2. The maximum number of points available for individual assignments must be indicated alongside the assignment.

Article 3.10 Order during written interim examinations

1. The examiners are responsible for designating invigilators in order to ensure that examinations proceed in good order.
2. Examinees must be seated before the start of the examination. The invigilator is entitled to admit examination candidates who have not taken their seats before the start of the examination. Fifteen minutes after the start of the examination, this will no longer be possible. Candidates present must not leave their seats in the examination room for the first 15 minutes of the examination.
3. At the request of the invigilator, the examinee is obliged to identify him or herself by means of proof of enrolment.
4. Examination scripts must be handed in to the invigilator. This is possible at any time until 15 minutes before the end of the examination. Candidates still present during the last 15 minutes of the examination must remain in their seats until the examination scripts are collected.
5. The examinee must follow all instructions given by the invigilator immediately before, during or immediately after the examination.
6. If an emergency occurs or is likely to occur before the start of an interim examination, the examination will be postponed with immediate effect. The examiner will then determine a new date and time for the interim examination in consultation with the Director of Education. This new date and time must be no later than one month after the original interim examination and will be announced by the usual channels within three working days.
7. If an emergency or alarm occurs or is likely to occur during an interim examination, the following procedure will be followed:
 - a. All those present must, by order of the responsible body or invigilator, leave the examination room immediately, without taking their completed examination scripts with them.
 - b. If this should prove to be a false alarm and the effectiveness of the examination as a

measurement tool has not been nullified by the possibility for examinees to discuss the questions, the interim examination will be resumed as soon as possible. The examination time will be extended by the length of the interruption, plus 15 minutes.

- c. If it is not possible to resume the interim examination, but assessment is possible based on the results produced before the emergency, these results will be used as a basis for assessment.
- d. In all other cases, a new date and time will be set for the interim examination, as described in paragraph 6.

Explanatory note: Paragraph 7b has been included because there are occasional incidents in the sports centre involving the fire alarm.

Article 3.11 Times and locations of oral interim examinations

1. If the OER stipulates that an educational unit of a Bachelor's programme must be examined orally, the dates and times of the interim examination will be determined in the examination timetable as stipulated in the OER.
2. In other cases, the examiner will determine the date, time and location of an oral interim examination, after consultation with the examinee, unless the examiner has indicated in advance the dates and times on which an oral examination may be taken.

Explanatory note

Some interim examinations in the Bachelor's programme are held as oral examinations as standard; in that case, it involves a regular option that must be timetabled. In other cases, including exceptional personal circumstances of students or optional subjects in the Master's programme involving low numbers of students, it is up to the examiner to make the relevant decisions relating to oral examinations.

Article 3.12 Registration and withdrawal of oral interim examinations

1. In the cases referred to in Article 3.11, paragraph 2, individuals wishing to take an oral examination for an educational unit of a Bachelor's programme must submit a request to that effect to the examiner or examiners. This request must be supported by the supervisor. A decision on the request will be taken by the examiner.
2. Withdrawal from an oral interim examination is permitted, if the examiner or examiners is/are informed at the latest on the day prior to the date on which the examination will be taken.
3. In the event of late withdrawal, the interim examination will be deemed to have been completed.
4. If, in the examiner's judgement, there is a justified reason for absence, the examiner can, contrary to that stipulated in paragraph 3, decide that the interim examination may be taken during a period he or she designates.

Explanatory note

Paragraph 1 refers to non-standard oral interim examinations in the Bachelor's programme. This is therefore an exceptional occasion which must enjoy the support of the supervisor.

Article 3.13 Duration of oral interim examinations

An oral interim examination will last a maximum of 1.5 hours.

Article 3.14 Questions and assignments

1. None of the individual questions or assignments in an interim examination will relate to anything other than the previously announced interim examination material. This material is

primarily announced prior to the start of the period in which the teaching for this interim examination takes place. Full publication of all details of the materials will take place at the latest one month before the interim examination is sat.

2. The interim examination will reflect the educational objectives in terms of content and form.
3. The questions and assignments must be such that an examinee may reasonably be expected to have sufficient time to adequately answer the questions and assignments during the time set for the interim examination.
4. If, during or after an interim examination, it emerges that there are or have been serious problems with regard to that referred to in the previous paragraphs in this article, the examiner will consult with the Examination Board on the measures to be taken. The Examination Board will determine any necessary measures.

Explanatory note: This article applies to both written and oral interim examinations and also to educational units examined in a different way.

Article 3.15 The assessment of interim examinations

1. The mark given for an interim examination will be expressed as a whole number from 1 to 10, with the following meaning:

1	very poor	6	satisfactory
2	poor	7	very satisfactory
3	very unsatisfactory	8	good
4	unsatisfactory	9	very good
5	only just unsatisfactory	10	excellent

2. Contrary to that stipulated in the first paragraph, the Examination Board may determine that a subject should be marked without the use of numbers, in which case the following designations will be used:

NV	non-attendance	V	satisfactory
O	unsatisfactory	VR	exemption (see Article 2.3)

3. An examinee will have passed an examination if a mark of 6 or higher or the qualification; 'satisfactory' or 'exemption' is awarded.
4. Written interim examinations must as far as possible be marked according to predetermined standards, possibly modified in the light of the correction process.
5. Marking will take place in such a way that examinees can determine how their examination results were reached.
6. If the marking as referred to in paragraph 1 is based on the assessment of separate components, the marks will be rounded up if the resulting final mark would be half a point or higher and rounded down if this is not the case.
7. If more than one examiner has been designated to hold an interim examination, these examiners will designate a first examiner. The first examiner is responsible for ensuring that examiners apply identical standards to their marking as far as is possible. In the event of differences of opinion between the examiners, the decision of the first examiner will be final.

Explanatory note

Paragraph 2. Exemptions are awarded in accordance with that stipulated in Article 2.3. Students who have registered for an interim examination, but did not attend the examination, must always be awarded the mark 'NV'. This is the equivalent of an unsatisfactory, which

cannot be compensated for in any way.

Paragraph 5. This paragraph also means that if an interim examination is held in parts at different times, it must also be possible to inform students of the subsidiary marks if they so request.

Paragraph 6. Since the lowest mark is 1, a non-rounded mark that would result in a mark lower than 1 will be set at 1.

Article 3.16 The language in which an interim examination is held

N.B.: The provisions of this article apply only insofar as the (programme-specific section of the) OER does not include stipulations on these matters.

1. The interim examinations on educational units of Bachelor's programmes will be taken in Dutch. At the suggestion of an examiner, the Examination Board may decide that one or more educational units are examined in another language, providing that it takes due account of the institute's Code of Conduct on Working Languages (*Gedragcode Voertalen*). In this, the Examination Board can decide that the interim examination can be taken in another language in addition to Dutch, possibly at the request of an examinee.
2.
 - a. An examinee can issue a request to the examiner to sit an interim examination in one of the Bachelor's programmes in a language other than Dutch. Any such request must have been submitted at least two months before the interim examination will take place.
 - b. The examiner will decide on this within 14 days of receiving the request. This decision can be delayed by a further 14 days, in which case, the examiner must inform the examinee of this in writing within the term stipulated in the previous sentence.
 - c. A decision to refuse the request may only be taken after the examinee has been given the opportunity to present his or her case.
 - d. The examinee must be notified in writing or orally of the reasons for any negative decision.
3. The interim examinations on educational units in the M programmes will be taken in English, with the understanding that the questions at least must be posed in English. In exceptional situations, the Examination Board may permit an interim examination also to be taken in Dutch.

Explanatory note

The second sentence of paragraph 1 must be read in view of the restrictions imposed by the Code of Conduct on Working Languages determined by the Executive Board. According to the WHW, interim examinations must be taken in Dutch, unless, for example, a guest lecturer or a programme in another language are involved. For another language, there must be a code of conduct determined by the Executive Board if 'the specific nature, organization or quality of the tuition, or origin of the students' necessitates this. The code of conduct stipulates that M tuition is provided in English; for that reason, the first sentence of paragraph 3 is, strictly speaking, superfluous, but the second sentence makes little sense without a statement to the effect that English is the working language for the Master's programme.

According to the code of conduct, English may also be the working language for tuition on Bachelor's programmes, providing that due account is taken of the statutory conditions.

Article 3.17 Recording the results of an interim examination

1. Within five days after the examiner has issued the examinee with written proof of the mark of an interim examination, the examiner will notify S&O of the result.
2. S&O will check the recording of interim examination results. If the results have not been

recorded, S&O will record the results itself.

3. No notification may be made of individual information recorded about the result of interim examinations to anyone else apart from the examinee, the members of the Examination Board, the study advisor, the mentor, the Director of Education, the student counsellor, the Examinations Appeals Board and others who by or in accordance with the law are entitled to this information or are unable to perform their job without access to this information, unless the examinee has provided his or her approval.

Article 3.18 Admission to educational units after the propaedeutic phase

In response to a written, reasoned request from a student, supported by a study advisor, the Examination Board may determine that the student receives dispensation from that stipulated in the OER for interim examinations in educational units after the propaedeutic phase if the propaedeutic final assessment has not yet been secured. If dispensation is granted, the Examination Board can specify a deadline by which the propaedeutic phase final assessment must have been secured or the number of study credits that must have been obtained.

Article 3.19 Time limits, deadlines and periods

Any time limits, deadlines and periods stipulated in these regulations do not include periods in which the institute is closed or periods during the academic holidays in which an examiner is on leave.

SECTION 3.4 EXAMINING PRACTICAL EXERCISES

Article 3.20 Examining final assignments and practical exercises

1. The assessment of the final assignment in a Bachelor's programme must involve at least one examiner.
2. The assessment of the final assignment in a Master's programme must involve at least two examiners.
3. The examining of practical exercises must as far as possible be organized in accordance with that stipulated in Section 3.

SECTION 3.5 FRAUD

Article 3.21 Fraud

1. In sitting written and oral examinations, completing work to be assessed as part of practicals, projects or assignments, or any other type of examination, students must submit his or her own original work.
2. Fraud is taken to mean in any event:
 - threatening the examiner or attempting to do so.
 - in written examinations, the use of study materials including books, lecture notes, the student's own notes or similar materials, in written or electronic form, of whatever nature, and other tools, including calculators, unless explicitly permitted by the examiner. This permission must have been announced at the latest one month before the examination takes place and must indicate which tools are permitted.
 - copying other people's work. It is permitted to quote, providing this is recognizable as such. The rules on the recognizability of quotations that apply within the framework of the

subject concerned must be communicated clearly to the student.

- enabling others to commit fraud.

3. If, during or after an examination, an invigilator suspects that fraud has been committed, he or she will inform the examiner. The examiner will then investigate to what extent fraud has been committed. In the case of irregularities, which, in the examiner's view, do not amount to serious fraud, the examiner can factor this in to his or her assessment as he or she deems fit. In the case of serious fraud, the examiner must notify the Examination Board in writing. The Examination Board will then hear the case of both the examiner and the examinee. The Examination Board will determine whether or not fraud has been committed.
As a result of the report made by the examiner or invigilator, the assessment of the interim examination will be suspended until the Examination Board has determined whether or not fraud has been committed.
4. If the student has a plausible case for claiming that there was no deliberate intention to commit fraud, the examiner or the Examination Board may decide that no fraud has been committed.
5. If the Examination Board determines that an examinee has committed fraud for a first time, the lowest mark will be awarded for the interim examination concerned (or part thereof) and the examinee will be excluded from entering examinations in the educational unit concerned for a six-month period, calculated from the moment that the examination was taken in which the fraud was committed.
If the Examination Board determines that an examinee has committed fraud for a second time, the lowest mark will be awarded and the examinee will be excluded from all interim examinations and final assessments in the programme or programmes for which he or she was registered at the time of the fraud for a period of six months.
If the Examination Board determines that an examinee has committed fraud for a third time, the lowest mark will be awarded for the interim examination concerned (or part thereof) and the examinee will be excluded from entering any interim examinations or final assessments within the institute for a one-year period, calculated from the moment that the examination was taken in which the fraud was committed.
6. The Examination Board will notify the examinee in writing of its decision on whether or not fraud has been committed; in the case of fraud, the Examination Board will indicate what the consequences will be in the event of further fraud.
7. If the Examination Board determines that fraud has been committed, it will register this decision, sending a copy to S&O.

Explanatory note: In accordance with Section 7.12, paragraph 4 of the WHW, the Examination Board is entitled to remove the right of a student who has committed fraud from sitting one or more designated interim examinations or final assessments at the institute. In this, the Examination Board must take due account of the normal rules with regard to reasonableness and proportionality. This article lays down how this section of the Act should be applied.

Paragraph 1 is a catch-all clause. Paragraph 2 provides clarification on what exactly is defined as fraud. Permission for the use of specific tools will generally be announced via Blackboard. If no information is provided, this means that no tools may be used.

Paragraph 3 provides details of how the procedure is initiated, including the suspension process during the period of correction.

Paragraph 5 regulates the procedure to be followed by the Examination Board: a three-stage process involving the application of increasingly stricter sanctions if the same student is found to have committed fraud on repeated occasions.

CHAPTER 4 GUIDELINES AND INSTRUCTIONS

SECTION 1 SCOPE

Article 4.1 Scope

The terms guidelines and instructions as used in this chapter refer to the guidelines and instructions that the Examination Board is entitled to issue in accordance with Section 7.12, paragraph 4 of the Act.

SECTION 2 GUIDELINES

Article 4.2 Guidelines for examiners

The following guidelines apply for examiners:

- that stipulated in Article 3.13 with regard to the duration of oral interim examinations
- that stipulated in Article 3.15, paragraph 4 with regard to the standards to be applied for marking.

SECTION 3 INSTRUCTIONS

Article 4.3 Instructions for examiners

The following instructions apply for examiners:

- that stipulated in Article 3.9, paragraph 1 with regard to the duration of written interim examinations
- that stipulated in Article 3.9, paragraph 2 with regard to the reporting of points awarded for each assignment
- that stipulated in Article 3.10, paragraph 1 with regard to invigilation
- that stipulated in Article 3.14 with regard to questions and assignments
- that stipulated in Article 3.15, paragraphs 1 and 2 with regard to how marks may be represented
- that stipulated in Article 3.15, paragraph 5 with regard to the transparency of marking
- that stipulated in Article 3.15, paragraph 6 with regard to the completion of marking
- that stipulated in Article 3.15, paragraph 7 with regard to more than one examiner
- that stipulated in Article 3.16 with regard to the language in which an examination is conducted
- that stipulated in Article 3.17, paragraph 1 with regard to the deadline by which the examiner must notify S&O of the result.

SECTION 4 OTHER PROVISIONS

Article 4.5 Sanctions

1. If an examiner fails to abide by the provisions laid down in the OER or in these regulations, the Examination Board is entitled to impose sanctions with regard to the assessment or the examiner concerned, insofar as the provisions fall within the Examination Board's jurisdiction. In particular, the Examination Board is entitled, in this case alone, to decide to instigate its own enquiry pursuant to its statutory powers.
2. If an examiner fails to abide by the provisions laid down in the OER or in these regulations, the Examination Board can recommend sanctions against the examiner concerned to the

Dean or the Director of Education.

Explanatory notes concerning Chapter 4: in exceptional cases, it is possible to deviate from a guideline, if reasons are given; instructions must always be followed.

CHAPTER 5 RELATIONSHIP WITH THE DEAN AND DIRECTOR OF EDUCATION; STATUS OF MEETINGS

Article 5.1 Attendance at meetings by the Director of Education

The Director of Education can attend meetings of the Examination Board.

Article 5.2 Consultation on sanctions

The sanctions referred to in Article 4.5, paragraph 1 cannot be implemented without prior consultation with the Dean and the Director of Education.

Article 5.3 Status of meetings

Unless otherwise decided by the Examination Board, the meetings of the Examination Board will not be held in public.

CHAPTER 6 FINAL PROVISIONS

Article 6.1 Official Title

These regulations may be cited in Dutch as *Reglement Examens INF/TEL/HMI*.

Article 6.2 Adoption

These regulations were adopted by the Examination Board on 17 June 2010. The appendices were adopted by the Examination Board on 23 September 2010.

Article 6.3 Amendments to these regulations

1. No amendments may be made to these regulations in relation to the current academic year, unless there is a reasonable expectation that this will not infringe the interests of the students.
2. Amendments to these regulations were made to the following articles and adopted by the Examination Board on the dates indicated:

ARTICLE	DATE	CONTENT
Article 3.21	23-09-2010	Definition of fraud tightened
Appendix A	23-09-2010	Pass/fail guidelines determined
Appendix B	23-09-2010	Cum laude guideline determined

Explanatory note:

Paragraph 1. These regulations officially enter into force on 17 June 2010; the appendices were however not adopted until the meeting of 23 September 2010. In view of the fact that these areas are not regulated by any other (valid) regulations, the rules must be declared applicable for the current academic year.

Article 6.4 Unforeseen circumstances and hardship clause

1. In cases that are not provided for by these regulations, the decision of the Examination Board is final.
2. If, in exceptional cases, the application of these regulations would lead to the obviously inequitable treatment of a student, the Examination Board is entitled to deviate from these regulations.

Article 6.5 Public announcement

1. The Examination Board will ensure that these regulations are made public, including any decisions and guidelines determined by the Examination Board pursuant to these regulations.
2. The regulations and any decisions and guidelines determined by the Examination Board pursuant to these regulations will, in all events, be available for perusal at S&O and in the subject group records.
3. A concise summary of the articles from these regulations deemed most important for students will be published by the usual channels, as well as the most important decisions and guidelines determined by the Examination Board pursuant to these regulations.

Article 6.6 Entry into force

These regulations enter into force on 1 September 2010.

APPENDIX A - Pass/fail guidelines

Any unsatisfactory mark not expressed as a figure will be interpreted as a 4 for the purposes of applying these pass/fail guidelines.

A1. Pass/fail guidelines in the propaedeutic phase

A candidate for the P final assessment for the programmes INF and TEL will be deemed to have passed if he or she meets the following requirements:

- 1 The candidate has received a mark for all the educational components in the P final assessment;
- 2 No educational units have been awarded a mark of less than 5;
- 3 A maximum of one educational unit has been awarded a mark of less than 6;
- 4 The average for the marks for educational units in the P final assessment is at least 6.0.

In all other cases, the candidate will be deemed to have failed.

A2 Pass/fail guidelines in the Bachelor's final assessment

A candidate for the B final assessment for the programmes INF and TEL will be deemed to have passed if he or she meets the following requirements:

- 1 The candidate has passed the P final assessment for the programme concerned;
- 2 The candidate has received a mark for all the educational components in the B final assessment;
- 3 No educational units have been awarded a mark of less than 5;
- 4 A maximum of one educational unit has been awarded a mark of less than 6; this must not be a subject worth 10 EC or more;
- 5 The average for the marks for educational units in the post-propaedeutic phase is at least 6.0.

In all other cases, the candidate will be deemed to have failed.

A3 Pass/fail guidelines for the Master's final assessment

A candidate for the M final assessment for the programmes INF and TEL will be deemed to have passed if all components of the M final assessment have been successfully completed.

APPENDIX B Cum laude guidelines

Any reference in the following regulation to the average of a number of marks will always refer to the normal (rather than the weighted) average. This means that all subjects count equally towards the average, irrespective of the number of ECs awarded for the subject.

In exceptional cases and at the request of the student, the Examination Board can award the distinction ‘cum laude’ (*‘met lof’*) if the time requirement has been exceeded for justifiable reasons. For example, this may be the case in the event of an acknowledged delay, in accordance with the provisions drawn up within the institute for this purpose. In addition, the distinction ‘cum laude’ must never be awarded automatically.

B1 Propaedeutic phase final assessment

The P final assessment can be completed ‘cum laude’. As a guideline for awarding this distinction, each of the following conditions must be met:

- 1 The P final assessment has been successfully completed within one year of the initial enrolment (time requirement);
- 2 The average for the marks awarded for units in the P final assessment is 8.0 or higher, not including any satisfactory marks that are not expressed as figures.
- 3 All components have been awarded a mark of 6 or higher;
- 4 No exemptions have been awarded.

B2 Bachelor’s final assessment

The B final assessment can be completed ‘cum laude’. As a guideline for awarding this distinction, each of the following conditions must be met:

- 1 The B final assessment has been successfully completed within four years of the initial enrolment (time requirement);
- 2 The average for the marks awarded for components in the post-propaedeutic study phase is 8.0 or higher, not including any satisfactory marks that are not expressed as figures.
- 3 All components in the post-propaedeutic study phase have been awarded a mark of 6 or higher;
- 4 No exemptions have been awarded.
- 5 The mark for the final assignment is 8 or higher.

B3 Master’s final assessment

The M final assessment can be completed ‘cum laude’. As a guideline for awarding this distinction, each of the following conditions must be met:

- 1 At least 75% of the study load for the M final assessment has been completed in the previous two academic years (time requirement);
- 2 The average for the marks awarded for units in the M final assessment is 8.0 or higher, not including any satisfactory marks that are not expressed as figures.
- 3 All components in the M final assessment have been awarded a mark of 6 or higher;
- 4 No exemptions have been awarded.
- 5 The mark for the final assignment is 8 or higher.

APPENDIX C Guideline for approving free programmes

C1. Guidelines relating to purpose and content

- 1 The purpose of a free programme is to enable students to create programmes that transcend the boundaries of the specific programme discipline in which different disciplines are represented in a balanced way.
- 2 A free programme must have a describable purpose.
- 3 A free programme must achieve a level that is comparable to the programme to which it is deemed to belong, as demonstrated, at least, by the following conditions.
 - the inclusion of components from the same study phase of different disciplines
 - the inclusion of a final assignment that is comparable to the final assignment in the programme to which the free programme is deemed to belong.
- 4 A free programme must have internal cohesion.
- 5 In the post-propaedeutic study phase, a free Bachelor's programme may include propaedeutic phase components from different disciplines than the programme to which the free programme is deemed to belong. A free Master's programme may include propaedeutic phase or post-propaedeutic phase components from different disciplines than the programme to which the free programme is deemed to belong.
- 6 In order to be deemed to belong to a specific programme, a free programme must contain a substantial proportion, in the order of 20%, of that programme.
- 7 A free programme may, when submitted for approval, contain a choice of subjects which, subject to the approval of the board that will assess his or her final assignment, can be selected from one or more lists appended to the request.
- 8 The Examination Board may take the initiative to put together a free programme which can be selected by the student without requiring any further approval, without prejudice to the student's right to make changes to it, subject to the approval of the Examination Board. When compiling a free programme of this kind, the Examination Board will consult the Examination Board(s) of the other programme or programmes involved.

C2. Procedural guidelines

- 1 The request for approval should be addressed to the Examination Board and submitted to S&O.
- 2 When submitting a request for the approval of a free programme, the applicant must indicate the purpose of his or her programme in the request.
- 3 When submitting a request for the approval of a free programme, the applicant must indicate in the request the quarter in which the educational units will be completed.
- 4 Before submitting a request for the approval of a free programme, the applicant must, in compiling his or her programme, consult people from the study programmes to which his or her programme belongs and indicate in his or her request which people have been consulted during this process.
- 5 Before granting its approval, the Examination Board may elicit the advice of those people from the study programmes referred to by the applicant in his or her request.

APPENDIX D - Guidelines for extending the period of validity

At the student's request, the Examination Board will extend the period of validity of the mark awarded for an educational unit by a period it will determine, unless, in the Board's judgement, this has too detrimental an effect on the modernity of the final assessment of which the educational unit is a part or if the interests of society are otherwise infringed.

Explanatory note: Within EWI, the period of validity was in principle unlimited. According to the new OER, the period of validity is 6 years. For this reason, the OER must include a transitional regulation. If the OER does not include a transitional regulation on this point, the following could apply:

- 1 Marks valid as at 31 August 2009 will retain their validity until 31 August 2015.
- 2 Marks acquired on or after 1 September 2009 are valid for a period of 6 years from the date on which the educational unit concerned was completed.

APPENDIX E Approval of individual minors

When approving an individual minor that is part of the INF or TEL Bachelor's programme, the Examination Board will apply the following guideline:

E1 Content-related guidelines

1. The aim of a minor is to provide the student with an impression of a subject area different from the discipline of the Bachelor's programme and preferably in an unrelated subject area.
2. A minor is of an academic level.
3. A minor is internally cohesive.

E2. Procedural guidelines

1. The student must submit his or her request for approval at least three months before starting the minor.
2. In the request, the student will indicate which people have been consulted in determining the content of the minor.