

STUDENT CHARTER

BACHELOR'S PROGRAMME

INDUSTRIAL DESIGN

2018 – 2019

PREFACE

This document is part of the student charter for Industrial Design. The student charter contains a description of the rights and obligations of students on the one hand and the University of Twente on the other. The charter consists of several sections:

- The institutional section, which contains the rights and obligations that apply to all UT students. The institutional section can be found at:
www.utwente.nl/en/ces/sacc/regulations/charter/
- The programme-specific part of the charter, also called the Education and Examination Regulations. These regulations consists of:
 - a general part
 - a programme-specific annex
- Examination Board: Regulations and guidelines
- Other provisions

Rights can be derived from both the Industrial Design student charter by both the Engineering Technology Faculty (ET) and students enrolled in the Industrial Design bachelor's programme. This is not the case concerning all other written and electronic publications such as:

- Information on the website of the Industrial Design programme: www.utwente.nl/id
- UT education catalogue: Osiris.utwente.nl
- Brochures and/or manuals

The Industrial Design student charter is open to all for inspection at the Office of Educational Affairs. It will also be published on the website of the educational programme.

When reference is made to an Article in this regulation, this student charter is meant. When reference is made to the law in an Article, the Higher Education and Research Act is meant, unless stated otherwise.

Prof. dr. G.P.M.R. Dewulf
Dean of the faculty Engineering Technology Faculty

CONTENTS

Preface	2
----------------------	----------

EDUCATION AND EXAMINATION REGULATIONS - GENERAL PART

Section 1 – General provisions	8
Article 1.1 Applicability of these regulations	8
Article 1.2 Definition of terms	8
Section 2 - Admission	11
Article 2.1 Educational prerequisites	11
Article 2.2 Bachelor’s programme language requirement for holders of a non-Dutch qualification	11
Article 2.3 Entrance examination (‘colloquium doctum’)	11
Section 3 – Contents and structure of the programme	12
Article 3.1 Aim of the programme	12
Article 3.2 Structure of the programme	12
Article 3.3 The programme’s language of tuition	13
Article 3.4 Exemption	13
Article 3.5 Elective programme	13
Section 4 - Teaching and assessment	14
Article 4.1 General	14
Article 4.2 Modules	14
Article 4.3 Registering for a study unit and associated tests	14
Article 4.4 Module description & schedule	14
Article 4.5 Oral examinations	15
Article 4.6 Assessment deadline and date of exam or test	15
Article 4.7 Period of validity	16
Article 4.8 Right of inspection and discussion	16
Article 4.9 Retention period for tests	16
Article 4.10 Evaluation of education	17
Section 5 – Final degree audit	17
Article 5.1 Examination Board	17
Article 5.2 Final degree audit	17
Article 5.3 Degree	17
Article 5.4 Degree certificate	18
Section 6 – Student guidance and recommendation on continuation of studies	19
Article 6.1 Study progress report	19
Article 6.2 Student guidance	19
Article 6.3 Binding Recommendation on continuation of studies (BSA)	19
Article 6.4 Recommendation on continuation of studies: multiple degree programmes	21
Section 7 – Studying with a functional impairment	21
Article 7.1 Studying with a functional impairment	21
Section 8 – Amendments, transitional arrangements, appeals and objections	22
Article 8.1 Conflicts with the regulations	22

Article 8.2	Administrative Errors	22
Article 8.3	Amendments to the Regulations	22
Article 8.4	Transitional arrangement	22
Article 8.5	Assessment of the Education and Examination Regulations	23
Article 8.6	Appeals and Objections	23
Article 8.7	Hardship clause.....	23
Article 8.8	Publication	23
Article 8.9	Entry into force	23

EDUCATION AND EXAMINATION REGULATIONS - PROGRAMME-SPECIFIC ANNEX

Section 1	General provisions	25
Article 1.1	Applicability of these regulations	25
Article 1.2	Definitions of terms	25
Section 2	Admission	25
Article 2.1	Educational prerequisites	25
Article 2.2	Bachelor's programme language requirement for holders of a non-Dutch qualification	25
Article 2.3	Entrance examination ('colloquium doctum')	25
Section 3	Contents and structure of the programme	26
Article 3.1	Aim of the programme	26
Article 3.2	Structure of the programme.....	28
Article 3.3	The programme's language of tuition	32
Article 3.4	Exemption	32
Article 3.5	Elective programme.....	32
Section 4	Teaching and assesment	32
Article 4.1	General.....	32
Article 4.2	Modules	33
Article 4.3	Registering for study unit and associated tests	33
Article 4.4	Assessment schedule	33
Article 4.5	Oral examinations	33
Article 4.6	Assessment deadline and date of exam or test	33
Article 4.7	Period of validity	33
Article 4.8	Right of inspection and discussion.....	33
Article 4.9	Retention period for tests.....	34
Article 4.10	Evaluation of education	34
Section 5	Final degree audit.....	34
Article 5.1	Examination board.....	34
Article 5.2	Final degree audit	34
Article 5.3	Degree.....	34
Article 5.4	Degree certificate	34
Section 6	Student guidance and recommendation on continuation of studies	35
Article 6.1	Study progress report	35
Article 6.2	Student guidance	35
Article 6.3	Binding Recommendation on continuation of studies (BSA).....	35
Article 6.4	recommendation on continuation of studies: multiple degree programmes	37
Section 7	Studying with a functional impairment	37
Article 7.1	Studying with a functional impairment	37

Section 8	Amendments, transitional arrangements, appeals and objections	37
Article 8.1	Conflicts with the regulations	37
Article 8.2	Administrative errors	37
Article 8.3	Amendments to the regulations	37
Article 8.4	Transitional arrangement	37
Article 8.5	Assessment of the Education and Examination Regulations	37
Article 8.6	Appeals and objections	38
Article 8.7	Hardship clause.....	38
Article 8.8	Publication	38
Article 8.9	Entry into force	38

EXAMINATION BOARD: REGULATIONS AND GUIDELINES

Rule 1	The examination board	40
Rule 2	Authorisation for interim examinations	40
Rule 3	Basic principles of the examination board	41
Rule 4	Formulation and form of exams, method of examination	41
Rule 5	Written and oral interim examinations	42
Rule 6A	Order and procedure for written exams	42
Rule 6B	Order and procedure for project exams	43
Rule 6C	Order and procedure for bachelor thesis project exams	44
Rule 7	Rules in case of emergencies	44
Rule 8	A Pass/ fail regulations	44
Rule 8B	Additional resits for first year students	45
Rule 9	Guidelines for awarding the designation ‘with distinction’	46
Rule 10	Exemptions	46
Rule 11	Final article	46

ADDITIONAL PROVISIONS

Additional provisions	54
------------------------------------	-----------

EDUCATION AND EXAMINATION REGULATIONS

GENERAL PART

INDUSTRIAL DESIGN

2018-2019

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: Industrial Design

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:

Academic Year:	The period beginning on 1 September and ending on 31 August of the following year.
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).
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
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),
Curriculum:	The aggregate of required and elective study units constituting a degree programme as laid down in the programme-specific annex.
Dean:	Head of the faculty
Degree programme:	Bachelor's degree programme as referred to in the programme-specific annex to these Education and Examination Regulations.

EB:	Executive Board of the University of Twente
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.
Examination Board:	the Examination Board is the body that objectively and professionally assesses whether a student meets the conditions laid down in the Education 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.
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.
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.
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.
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.
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: <ul style="list-style-type: none"> 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.

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.
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.
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.
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.

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
 - Exchange

See 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 Education 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 Canvas.
 - 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 & 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 Canvas.
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 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:
 11. Submitting a request for termination of enrolment to the UT;
 12. Submitting a request for registration in a different programme at the UT;
 13. Starting studies at a different institution with a 'proof of paid tuition fee'.
14. 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.
15. 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.
16. 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).
17. 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.
18. 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.
19. In consultation with the Study Advisor, the personal circumstances are to be reported to the Personal Circumstances Committee (CPO) and accompanied by supporting documentation.
20. 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.
21. 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.
22. 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.
23. 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 Education and Examination Regulations, the provisions in these Education 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 Education 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 Education 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 EDUCATION 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 annual assesses 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 Education 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.

EDUCATION AND EXAMINATION REGULATIONS

PROGRAMME-SPECIFIC ANNEX

INDUSTRIAL DESIGN

2018-2019

SECTION 1 GENERAL PROVISIONS

ARTICLE 1.1 APPLICABILITY OF THESE REGULATIONS

The Industrial Design bachelor's programme operates fully according to Article 1.1. of the general part of the Education and Examination Regulations.

ARTICLE 1.2 DEFINITIONS OF TERMS

In this programme-specific appendix of the Educational and Examination Regulation, the following is understood by:

Assignment:	A practical exercise in which a problem description is provided and the result is delivered in a predefined form.
Programme:	The fulltime Bachelor of Science programme in Industrial Design (CROHO no. 56955, abbreviated as ID) as provided by the Engineering Technology Faculty at the University of Twente.
Project:	A design or research assignment carried out by a team of around 4-16 people. The group size depends on the kind of project.

SECTION 2 ADMISSION

ARTICLE 2.1 EDUCATIONAL PREREQUISITES

More detailed stipulations regarding admission as stated in Article 2.1 of the general section of the Education and Examination Regulations are given in the entry requirements on the website:
<https://www.utwente.nl/en/education/bachelor/admission/>.

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

The Industrial Design bachelor's programme operates fully according to Article 2.2. of the general part of the Education and Examination Regulations.

ARTICLE 2.3 ENTRANCE EXAMINATION ('COLLOQUIUM DOCTUM')

The Industrial Design bachelor's programme operates fully according to Article 2.3. of the general part of the Education and Examination Regulations.

ARTICLE 3.1 AIM OF THE PROGRAMME

The Industrial Design Engineer is an academically educated product designer who can integrate knowledge from different fields of technology with human factors, can see signals from the market and can generate creative ideas with new solutions. In industry, the need for such versatile product designers is evident.

A Bachelor of Science Industrial Design Engineering can operate in the field of Industrial Design as an interdisciplinary designer. The graduate is able to recognise the relevant disciplines and aspects, such as technology, manufacturing and logistics, market and user, business and marketing, aesthetics and functionality and is able to integrate these aspects into the development of solutions: products, systems and related services.

In the full development cycle of products, the IDE graduate:

- is able to analyse market demands and user needs along with technological and social opportunities;
- is able to generate a (personal) vision on the design problem;
- is able to generate and select ideas and design concepts;
- is able to transfer existing knowledge to new problems and to implement new knowledge;
- can materialise a concept to the stage of a working model;
- is able to take into account the marketing and the product life cycle.

Because the graduate is an academically educated designer, he has a thorough command of scientific methods and techniques related to the development of products as well as in conducting research. Based on having knowledge and skills in relevant disciplines and sciences, and being able to use these in reasoning and methodological reflection during/on the process of development, the graduate is able to contribute to research projects and to the development of new knowledge.

The graduate is a practiced engineer who proves himself by purposefully rendering added value for the organisation he works in. Moreover, he is self-steering, responsible, creative, is able to build on his own knowledge and skills, is able to develop his own signature and is able to deal with limited certainties. Moreover, he can communicate, can document, visualise and present his design, can structure and manage his projects, can function both individually as well in a multidisciplinary team. The context of his activities can be international and intercultural.

The basis for this IDE graduate profile is formed during the Bachelor's programme and the profile is further developed during the Master's programme.

A) FINAL QUALIFICATIONS

The ID programme has seven final qualifications. For each of these final qualifications, sub qualifications have been defined. The position of these sub qualifications is in between the final qualifications and the learning objectives.

a. Designing;

A graduate can realise new or modified artefacts, products or systems, with the aim of creating value in accordance with predefined needs and requirements.

Sub qualifications:

- The graduate understands the structure of IDE and can integrate the different sub fields/disciplines that are relevant to industrial design.
- The graduate develops his creativity and can use several creative techniques.

- The graduate can apply the rules and steps of product design and relevant to its type of product.
 - The graduate can take the conditions of the user into account and act on that.
- b. IDE-relevant disciplines;
A graduate is familiar with contemporary knowledge and has the ability to increase and develop this through study.
- Sub qualifications:
- The graduate understands the knowledge base for the industrial designer, consisting of:
 - Graphic design and sketching
 - Constructing and manufacturing
 - User centred design
 - Electrical engineering
 - Marketing
 - Interaction design
 - Mathematics
- c. Research;
A graduate is able to acquire new scientific knowledge through research. In this respect, research entails the development of new knowledge and insight according to purposeful and systematic methods.
- Sub qualifications:
- A graduate is able to select appropriate research methods.
 - A graduate is able to formulate basic research problems, taking possible requirements (of users) into account.
 - A graduate is able to carry out a basic research plan, analysing its process during the period and make the necessary adjustments (under supervision).
 - A graduate is able to evaluate produced products, by an user research.
 - Interpret and analyse data from different sources (such as mathematical, electronic, etc.)
- d. Scientific approach;
A graduate has a systematic approach characterised by the development and use of theories, models and coherent interpretations, has a critical attitude and has insight into the nature of science and technology.
- Sub qualifications:
- A graduate can make (design) decisions based on solid arguments.
 - A graduate can apply a systematic approach and analyse during the design/research process (systematically and methodologically).
 - A graduate can make several choices in design (for materials, construction, electronics, etc.).
- e. Intellectual skills;
A graduate is able to adequately reason, reflect and form a judgment. These abilities are acquired or refined within the context of a discipline, and then become generically applicable.
- Sub qualifications:
- A graduate is able to give constructive (peer) feedback on the work of others.
 - A graduate is able to continue and go more in depth with already existing work.

f. Co-operating and communicating;

A graduate is able to work with and for others. This not only requires adequate interaction and a sense of responsibility and leadership, but also the ability to communicate effectively with colleagues, clients, (end-)users, suppliers, experts and laymen. He is also able to participate in a scientific or public debate.

Sub qualifications:

- A graduate can work in a team, he can organise, coordinate and evaluate teamwork.
- A graduate can properly present his work (orally, in paper and/or as a sketch), including underlying choices and considerations, to colleagues and a broader public.
- A graduate can think of alternatives of its produced work.
- A graduate is able to select relevant information and determine whether the information is reliable.

g. Addressing temporal, social and personal contexts;

Science and technology are not isolated, and always have a temporal, social and personal context. Beliefs and methods have their origins; decisions have social consequences in time. A university IDE graduate is aware of this, and has the competence to integrate these insights into his scientific work.

Sub qualifications:

- A graduate can connect a design to a specific context
- A graduate can (as a member of a team) isolate a target group
- A graduate can describe the development of technology and design throughout the centuries
- A graduate can identify different roles of professionals in society.

ARTICLE 3.2 STRUCTURE OF THE PROGRAMME

A) CONTENT OF THE PROGRAMME AND THE ASSOCIATED EXAMS

The first academic year (B1) consists of a whole common programme. The second year (B2) is a programme with limited choice opportunities. Individual accents can be included in projects and assignments in both years. In the third year (B3) the students follow a minor or a profile course (30 EC).

The course years are divided into quarters of ten weeks. Projects are scheduled in each module. The projects consist of students working together in groups to solve a design problem based on a real life scenario. Next to projects, theory is provided to supply the fundamental basis of the subject area. This theory can be relatively separate from the content of the project and should advance theoretical knowledge of the subject and make it more coherent. By limiting the number of different subjects in a certain period, the programme is more structured for students and enables a concentrated study of the subject matter. Students undertake four projects in the first academic year and four in the second. The third year (minor excluded) consists of a project and a final bachelor's assignment with a design character.

The bachelor's programme concludes with a bachelor's exam. The corresponding bachelor's certificate gives the right of admission to a master's programme in Industrial Design Engineering in the Netherlands and a number of master's programmes in adjacent directions.

The programme comprises the following study units, which grant admission to the bachelor's exam when completed successfully.

FIRST STUDY YEAR (B1)

Block	Code	Module name	Weight	EC
1A	201300229	Module 1 – Introduction Industrial Design		15,0
		<i>Introduction to Industrial Design</i>	<i>weight 13</i>	<i>2,0</i>
		<i>Introduction to Mathematics + Calculus 1A</i>	<i>weight 27</i>	<i>4,0</i>
		<i>Design Sketching 1</i>	<i>weight 17</i>	<i>2,5</i>
		<i>Project KICK START</i>	<i>weight 17</i>	<i>2,5</i>
		<i>Materials</i>	<i>weight 13</i>	<i>2,0</i>
		<i>Statics</i>	<i>weight 13</i>	<i>2,0</i>
1B	201300041	Module 2 – Ideation		15,0
		<i>Project Ideation</i>	<i>weight 17</i>	<i>2,5</i>
		<i>Discovery</i>	<i>weight 17</i>	<i>2,5</i>
		<i>Construction</i>	<i>weight 17</i>	<i>2,5</i>
		<i>Production 1</i>	<i>weight 17</i>	<i>2,5</i>
		<i>Technical Product Modelling 1</i>	<i>weight 12</i>	<i>2,0</i>
		<i>Calculus 1B</i>	<i>weight 20</i>	<i>3,0</i>
2A	201800206	Module 3 – Realisation of Products		15,0
		<i>Statistics</i>	<i>weight 20</i>	<i>3,0</i>
		<i>Mechanics of Materials</i>	<i>weight 17</i>	<i>2,5</i>
		<i>Design Sketching 2</i>	<i>weight 13</i>	<i>2,0</i>
		<i>Production 2</i>	<i>weight 17</i>	<i>2,5</i>
		<i>Project Realisation of Products</i>	<i>weight 33</i>	<i>5,0</i>
2B	201700366	Module 4 – Smart Products		15,0
		<i>Application Development</i>	<i>weight 17</i>	<i>2,5</i>
		<i>Electronics</i>	<i>weight 17</i>	<i>2,5</i>
		<i>Human Factors</i>	<i>weight 17</i>	<i>2,5</i>
		<i>Project Smart Products</i>	<i>weight 32</i>	<i>5,0</i>
		<i>Design and Styling</i>	<i>weight 17</i>	<i>2,5</i>
		Total B1 programme course credits:		60

SECOND STUDY YEAR (B2)

Block	Code	Module name	Weight	EC
1A	201400116	Module 5 – Human- product relations		15,0
		<i>Energy and Heat Transfer</i>	<i>weight 20</i>	<i>3,0</i>
		<i>Production 3</i>	<i>weight 17</i>	<i>2,5</i>
		<i>Physical Ergonomics</i>	<i>weight 13</i>	<i>2,0</i>
		<i>Project Human Product Relations</i>	<i>weight 50</i>	<i>7,5</i>
1B	201400117	Module 6 – Consumer products		15,0
		<i>Project 'Consumer Products'</i>	<i>weight 53</i>	<i>8,0</i>
		<i>Technical Product Modelling 2</i>	<i>weight 17</i>	<i>2,5</i>
		<i>Graphic Design</i>	<i>weight 17</i>	<i>2,5</i>
		<i>Product-Market Relation</i>	<i>weight 13</i>	<i>2,0</i>
2A	201400118	Module 7 – Design for specific users		15,0
		<i>Cognitive Ergonomics</i>	<i>weight 17</i>	<i>2,5</i>
		<i>Design Sketching 3</i>	<i>weight 17</i>	<i>2,5</i>
		<i>Statistics¹</i>	<i>weight 20</i>	<i>3,0</i>
		<i>Project Designing for Specific Users</i>	<i>weight 46</i>	<i>7,0</i>
2B	201400119	Module 8 – Virtual product development		15,0
		<i>Project Virtual Product Development</i>	<i>weight 67</i>	<i>10,0</i>
		<i>Dynamics</i>	<i>weight 20</i>	<i>3,0</i>
		<i>Introduction to Finite Element Method</i>	<i>weight 13</i>	<i>2,0</i>
		Total B2 programme course credits:		60

¹ In study year 2019-2020 Statistics will be replaced by Linear Algebra.

THIRD STUDY YEAR (B3)

Block	Code	Module name	Weight	EC
1A		Minor module		15,0
1B		Minor module		15,0
2A	201600158	Module 11 – Systems in Context		10,0
		<i>Design and Meaning</i>	<i>weight 25</i>	<i>2,5</i>
		<i>Philosophy and Sociology of Technology</i>	<i>weight 25</i>	<i>2,5</i>
		<i>Design of Mechatronics and Systems</i>	<i>weight 50</i>	<i>5,0</i>
2B	201600159	Module 12 – Bachelor Final Assignment		20,0
		<i>Bachelor Final Assignment</i>	<i>weight 100</i>	<i>20,0</i>
		<i>Reflection Science, Design & Technology</i>	<i>weight 0</i>	<i>0</i>
		Total B3 programme course credits:		60

B) SPECIALIZATION CONTENT

The differentiation programme of the Industrial Design programme covers part of the second year (limited choice possibilities) and part of the third year. In the third year the differentiation programme consists of a minor with a total of 30 EC and a final bachelor's assignment.

MINOR

The minor is a structured, coherent and complete educational package with a total of 30 EC that contributes to the general academic development of the student or to a direct focus on a specialization. With this, a student can consider qualifying for a particular master's or specializing at a non-adjacent course. The student has various options for filling in this minor.

In order to participate in a minor, a student needs to have earned at least 90 EC, of which 60 EC must be obtained in the first academic year. The reference date is 31st of August prior to the academic year in which the minor is followed. Depending on the type of minor additional requirements can be set.

Students have various options for completing the 30 EC, e.g.:

1. **Outgoing Exchange:** National and international exchange. An ID student can compile a personal programme or use possible exchange contracts. The student presents their preliminary study programme to the ID Examination Board in advance in the form of a Learning Agreement.
2. **Broadening minor modules.** All ID bachelor students can register for a broadening minor module according to the admission matrix.
3. **Join-in minors:** An ID student can follow a join-in minor at a different course to broaden or deepen their study. It is possible to use this module for following a pre-master. Join-in minors are modules that have been absorbed into the regular educational programme and fall under the EER and quality control of that programme. The choice must correspond to the matrix of options, which gives the possible options and the admission requirements. The EER of the course concerned applies when following a join-in module of a different course.⁵

BACHELOR THESIS PROJECT

Generally the Bachelor's thesis project is carried out externally at a company or a public organisation (sometimes outside the Netherlands). The protocol for registration, acquiring and carrying out the Bachelor's thesis project is set out in the manual 'Bachelor's Final Assignment', which can be found on the Canvas website for the Bachelor's thesis project. A plan of action is set out by the student before starting the assignment. The

assignment duration is no longer than three months, unless agreed to in advance by all involved parties. The maximum duration of the project is six months. This means that if the report is not handed in and accepted within this time, the project is terminated and graded as a fail. The student will have to do a new project in order to graduate.

C) KNOWLEDGE, INSIGHT AND SKILLS

Article 3.1 lists the markers of knowledge, insight and skills that the student must have achieved upon completion of the educational programme.

D) STRUCTURE OF PRACTICAL EXERCISES

The Industrial Design programme consists of a number of practical exercises and projects. Practical exercises can also be a part of a module. Compulsory registration and participation can apply to practical exercises (see the description in the Osiris or the information on Canvas). A manual is available for the practical realization of the final Bachelor's assignment.

E) STUDY WORKLOAD

The study workload of the study units is specified under clause A of this Article and amounts to 180 EC for the total bachelor's programme, of which 150 EC are for the major part and 30 EC for the minor part.

F) SPECIFIC REGULATIONS

The procedure with regard to the binding recommendation is described in Article 6.

G) ADMISSION TO MASTER PROGRAMMES

The Industrial Design bachelor's programme provides direct admission to the Master's Industrial Design Engineering programme of the University of Twente. See the student charter of the Master's programme admission regulations for this Master's programme.

For more information on the affiliation with other Master's programmes, students can consult the website of the VNSU: <http://www.studiekeuze123.nl>, de website <http://doorstroommatrix.nl> or contact the study adviser or the Student Affairs Coaching & Counselling Bureau.

H) SEQUENCE OF THE INTERIM EXAMINATIONS

Requirements regarding permission to follow particular study units and take the final examination are specified as follows:

1. If a student wants to follow a part of a curriculum, the educational programme assumes that they possess the required knowledge and skills.
2. For B2 and B3 modules, in individual cases that may arise, the lecturer responsible can ask the student to prove that they have the required knowledge. The programme board judges whether the student can be admitted to or rejected from the study unit.
3. Students are not allowed to follow more than one module at a time. B1 modules have priority over B2 modules. B2 modules have priority over B3 modules.
4. The final bachelor's assignment is the last study unit the student carries out, under the condition that all preceding study units have been completed.

The Examination Board can grant dispensation in special cases at the request of the student.

I) NATURE OF THE PROGRAMME

The Bachelor's programme Industrial Design is full-time.

J) SEQUENCE AND TIME PERIOD OF INTERIM EXAMINATION (COMPONENTS)

- For scheduling written interim examination (components) of study units taught by Industrial Design generally applies: once in the last two weeks of the quarter in which the subject has been taught and a second time at the end of the subsequent quarter. For module components of the fourth quarter applies that resits are provided in the summer exam period.
- Oral examinations and other examinations that are not in the timetable are taken at a time agreed upon by the examiner(s) and the student. Should the student so wish, this will take place within a month after the end of the study period in the relevant examination component.

K) METHOD OF EXAMINATION

The method of examination is displayed per examination component in the assessment schedule as given in Article 4.4 of the general part of the education and examination regulations.

ARTICLE 3.3 THE PROGRAMME'S LANGUAGE OF TUITION

In addition to Article 3.3 in the general section of the Education and Examination Regulations, the following programme-specific rules apply:

1. English is the official language of the Industrial Design bachelor's programme.
2. The exam can be taken in another language if both examiner and student have no objection.

ARTICLE 3.4 EXEMPTION

The Industrial Design bachelor's programme operates fully according to Article 3.4. of the general part of the Education and Examination Regulations.

ARTICLE 3.5 ELECTIVE PROGRAMME

The Industrial Design bachelor's programme operates fully according to Article 3.5. of the general part of the Education and Examination Regulations.

SECTION 4 TEACHING AND ASSESMENT

ARTICLE 4.1 GENERAL

In addition to Article 4.1 in the general section of the Education and Examination Regulations, the following programme-specific rules apply:

A study component is completed with an interim examination. An interim examination (or part of one) can take one of the following forms:

- written interim examination,
- oral interim examination,
- project assessment

- practical exercise assessment
- assignment assessment

ARTICLE 4.2 MODULES

The Industrial Design bachelor's programme operates fully according to Article 4.2. of the general part of the Education and Examination Regulations.

ARTICLE 4.3 REGISTERING FOR STUDY UNIT AND ASSOCIATED TESTS

The Industrial Design bachelor's programme operates fully according to Article 4.3. of the general part of the Education and Examination Regulations.

ARTICLE 4.4 ASSESSMENT SCHEDULE

In addition to Article 4.4 in the general section of the education and examination Regulations, the following programme-specific rule applies:

The module description can be found in Osiris. The study-load of module-parts can be found in article 3.2.

ARTICLE 4.5 ORAL EXAMINATIONS

In addition to Article 4.5 in the general section of the education and examination Regulations, the following programme-specific rule applies:

An oral examination of a test is not public if it is one of a series of oral examinations for the same study unit. This also applies to (oral) project exams.

Information on the practical procedures regarding the course of examinations and completing projects is available in 'Examination Board Regulations and guidelines'.

ARTICLE 4.6 ASSESSMENT DEADLINE AND DATE OF EXAM OR TEST

The Industrial Design bachelor's programme operates fully according to Article 4.6 of the general part of the Education and Examination Regulations.

ARTICLE 4.7 PERIOD OF VALIDITY

In addition to Article 4.7 in the general section of the education and examination Regulations, the following programme-specific rule applies:

The period of validity for the grading of a module part is infinite, unless the knowledge or skills tested are falsified or are proven to have lost their relevance.

If the grading of a module part is insufficient, all sub-grades that contributed to the overall grade of the module part expire.

ARTICLE 4.8 RIGHT OF INSPECTION AND DISCUSSION

The Industrial Design bachelor's programme operates fully according to Article 4.8 of the general part of the Education and Examination Regulations.

ARTICLE 4.9 RETENTION PERIOD FOR TESTS

The Industrial Design bachelor's programme operates fully according to Article 4.9. of the general part of the Education and Examination Regulations.

ARTICLE 4.10 EVALUATION OF EDUCATION

The quality of the programme is continuously evaluated: after every quarter a standard questionnaire is sent to students and an evaluation meeting is organized with the staff involved and an open invitation to all students registered for the module or course concerned. A quarterly report is drafted by the evaluation committee and discussed in the Educational Committee.

SECTION 5 FINAL DEGREE AUDIT

ARTICLE 5.1 EXAMINATION BOARD

The Industrial Design bachelor's programme operates fully according to Article 5.1 of the general part of the Education and Examination Regulations.

ARTICLE 5.2 FINAL DEGREE AUDIT

The Industrial Design bachelor's programme operates fully according to Article 5.2 of the general part of the Education and Examination Regulations.

ARTICLE 5.3 DEGREE

The Industrial Design bachelor's programme operates fully according to Article 5.3 of the general part of the Education and Examination Regulations.

ARTICLE 5.4 DEGREE CERTIFICATE

The Industrial Design bachelor's programme operates fully according to Article 5.4 of the general part of the Education and Examination Regulations.

SECTION 6 STUDENT GUIDANCE AND RECOMMENDATION ON CONTINUATION OF STUDIES

ARTICLE 6.1 STUDY PROGRESS REPORT

The Industrial Design bachelor's programme operates fully according to Article 6.1 of the general part of the Education and Examination Regulations.

ARTICLE 6.2 STUDENT GUIDANCE

In addition to Article 6.2 in the general section of the Education and Examination Regulations, the following programme-specific rule applies:

For study guidance the student can turn to the study adviser for the Industrial Design programme.

If a student wishes to make an appointment from which rights can be derived, the appointment between the student and study adviser needs to be confirmed by the Industrial Design Examination Board.

ARTICLE 6.3 BINDING RECOMMENDATION ON CONTINUATION OF STUDIES (BSA)

In addition to Article 6.3 in the general section of the Education and Examination Regulations, the following applies to the binding recommendation concerning the Industrial Design bachelor's programme.

The following articles describe the rights, obligations and circumstances related to giving the binding recommendation and its associated procedures.

The standard for the binding recommendation is set at 75% of the official study workload of 60 EC in the first academic year, being 45 ECTS.

General rule

- As a general rule this means that a minimum of 3 out of 4 modules must be achieved by the end of the first academic year.

BSA-flexible application

- Students that have successfully passed two modules
- *and* have successfully passed more than 50% of the credits of the other two modules
- will be individually discussed in an end-of-year results meeting between programme management and study adviser, using input from module coordinators, with the intention to get a positive BSA.

1. INFORMATION

- a. During the preliminary interview every student receives a letter containing information with regard to the standards for the first and second provisional and definitive binding recommendation. This letter also describes the procedures concerning the carrying out of the binding recommendation.
- b. The preliminary interview is conducted by a staff member. If a student refuses the call for an interview, the institution cannot be held responsible for the consequences of not knowing the student's background information.

2. TUTORING

- a. The study adviser is the first point of contact of the programme for students.
- b. Students enrolled in the Industrial Design bachelor's programme can turn to the study adviser for advice and tutoring concerning study and personal circumstances.
- c. The study adviser can on their own initiative advise a student in how they can most effectively follow a study programme, with the aim of achieving the highest possible success rate.
- d. If a student refuses the call for an interview, or does not inform the study adviser of relevant information on their own initiative, the institution cannot be held responsible for the consequences of not knowing the student's background information.
- e. The Industrial Design study adviser, when necessary or desirable, will refer a student to a more suitable or qualified person or authority, for instance a student counsellor.
- f. Students receiving a negative recommendation at the first provisional recommendation will be called for an interview with the Industrial Design study adviser.
- g. Students that receive a negative recommendation at the second provisional recommendation will be called for an interview with the Industrial Design study adviser.

3. PROGRAMME AND STUDENT FILES

- a. On behalf of the programme, the Industrial Design study adviser keeps a file on every student, in which every formal contact between the institution and the student is recorded. In each case it contains notes of the preliminary interview as intended in clause 1b in this Article, calls for follow-up interviews, letters of advice and interview notes as required in clauses 2f and 2g in this Article.
- b. Descriptions of any alleged personal circumstances are included in the student file on the request of the student.
- c. Every student has the right to examine the part of their file as described in clause 3b in this Article and, if so desired, to object to its contents, which will be added to the file.

4. STUDY ADVICE

- a. The responsibility for taking note of all given advice lies with the student at all times.
- b. The first preliminary recommendation on continuation of studies is given as soon as possible after the results of the first module is known, or at the latest on in week 52, in accordance with Article 6.3.3 of the general section of the Education and Examination Regulations.
- c. The second preliminary recommendation on continuation of studies will be given as soon as possible after the results of the second module is known, or at the latest in week 10, in accordance with Article 6.3.4 of the general section of the Education and Examination Regulations.
- d. The definite and binding study advice is given as soon as possible after the results of the first academic year are known, or at the latest on 31 August.

5. CONSEQUENCES OF A NEGATIVE STUDY ADVICE

- a. If a failed student re-enrols after three or more academic years, this enrolment will be regarded as their first enrolment.

6. PERSONAL CIRCUMSTANCES

- a. If a student thinks they are confronted with personal circumstances that could influence their study progress, it is the responsibility of the student to report these circumstances to a study adviser immediately or as soon as possible.
- b. If a student, due to personal circumstances, wishes to request an individual assessment by the programme board, it is the responsibility of the student to gain advice from the PCC board and to initiate the relevant procedure on time.
- c. If the programme board is notified of recognised personal circumstances, yet still gives a negative final recommendation, the extent to which the personal circumstances were considered is mentioned in the recommendation.

ARTICLE 6.4 RECOMMENDATION ON CONTINUATION OF STUDIES: MULTIPLE DEGREE PROGRAMMES

The Industrial Design bachelor's programme operates fully according to Article 6.4 of the general part of the Education and Examination Regulations.

SECTION 7 STUDYING WITH A FUNCTIONAL IMPAIRMENT

ARTICLE 7.1 STUDYING WITH A FUNCTIONAL IMPAIRMENT

The Industrial Design bachelor's programme operates fully according to Article 7.1. of the general part of the Education and Examination Regulations.

SECTION 8 AMENDMENTS, TRANSITIONAL ARRANGEMENTS, APPEALS AND OBJECTIONS

ARTICLE 8.1 CONFLICTS WITH THE REGULATIONS

The Industrial Design bachelor's programme operates fully according to Article 8.1 of the general part of the Education and Examination Regulations.

ARTICLE 8.2 ADMINISTRATIVE ERRORS

The Industrial Design bachelor's programme operates fully according to Article 8.2 of the general part of the Education and Examination Regulations.

ARTICLE 8.3 AMENDMENTS TO THE REGULATIONS

The Industrial Design bachelor's programme operates fully according to Article 8.3 of the general part of the Education and Examination Regulations.

ARTICLE 8.4 TRANSITIONAL ARRANGEMENT

The Industrial Design bachelor's programme operates fully according to Article 8.4 of the general part of the Education and Examination Regulations.

ARTICLE 8.5 ASSESSMENT OF THE EDUCATION AND EXAMINATION REGULATIONS

The Industrial Design bachelor's programme operates fully according to Article 8.5 of the general part of the Education and Examination Regulations.

ARTICLE 8.6 APPEALS AND OBJECTIONS

The Industrial Design bachelor's programme operates fully according to Article 8.6 of the general part of the Education and Examination Regulations.

ARTICLE 8.7 HARDSHIP CLAUSE

The Industrial Design bachelor's programme operates fully according to Article 8.7 of the general part of the Education and Examination Regulations.

ARTICLE 8.8 PUBLICATION

The Industrial Design bachelor's programme operates fully according to Article 8.8 of the general part of the Education and Examination Regulations.

ARTICLE 8.9 ENTRY INTO FORCE

The Industrial Design bachelor's programme operates fully according to Article 8.9 of the general part of the Education and Examination Regulations.

EXAMINATION BOARD: REGULATIONS AND GUIDELINES

INDUSTRIAL DESIGN (BACHELOR)

2018-2019

(BOZ-IO/EX/18.0055)

RULE 1 THE EXAMINATION BOARD

1. The authority of the Examination Board extends to all education components part of the student's education.
2. The Examination Board consists of at least three members, including two professors.
3. The Examination Board consists of members of the tenured academic staff involved in teaching in the concerned programme(s). One member of the Examination Board is an external expert; that means someone from outside the educational programme.
4. For every exam, the Examination Board assigns one or more examiners. If there are two or more examiners, one examiner will be responsible.
5. Examiners are members of the academic staff who are responsible for the IDE education as well as professionals from outside the UT.
6. The Examination Board can be advised by employees of the education, for example the Director of Education and/or student advisers. They have a consulting voice in the meetings of the Examination Board.
The Examination Board can decide to delegate its powers to the chair or secretary and to delegate execution to the management of education, i.e. the Director of Education.
7. The meetings of the Examination Board are closed.

RULE 2 AUTHORISATION FOR INTERIM EXAMINATIONS

1. The Examination Board compiles a list of examiners. In general, the person responsible for an educational component is also the person responsible for the assessment of the exam(s) for that specific educational component. The Examination Board applies the following criteria:
 - a. Academic employees of the UT having obtained the University Teaching Qualification (UTQ) and who are involved in IO/IDE education are authorised to conduct interim examinations.
 - b. A staff member's authority is restricted to his or her expert domain.
 - c. An examiner's authority extends to all educational levels below the educational level of that examiner.
 - d. Staff members of partner institutions are also authorised if they meet the requirements described above.
 - e. In all other cases, the Examination Board decides whether someone is authorised to conduct interim examinations. This decision also concerns the period of validity and expert domain.
 - f. Generally, all new academic staff need to have undergone a similar examination unit at least twice before being declared qualified for examination on that subject.
2. For the assessment of the final bachelor's assignment or final study unit of the B phase, a bachelor committee is assembled. The composition requires the approval of the Examination Board.

The bachelor committee must at least include:

- a. The daily supervisor of the student, authorised to guide and conduct bachelor thesis projects.
- b. An examiner from an organizational unit other than the previously mentioned member.
 - i. At least one of the examiners is a professor or associate professor.
- c. Expert practitioners can be a member of the bachelor committee in the role of adviser.

3. The Examination Board is the examiner of all TOM modules.
 - a. The examiner from modules 1 to 8 is mandated to the secretary of the Examination Board.
 - b. The examiner of modules 9 and 10 is mandated to the examiner of the relevant profiling module.
 - i. The Examination Board lays down the framework of the contents of modules 9 and 10 (profiling space) beforehand. Students wishing to fill in their profiling space outside this framework must ask the permission of the Examination Board.
 - c. The examiner of modules 11 and 12 is mandated to the coordinator of the final bachelor's assignment.

RULE 3 BASIC PRINCIPLES OF THE EXAMINATION BOARD

1. The formal scheduling of the programme is seen as the guiding factor in all organizational affairs concerning educational programmes. The examination rules encourage group study and attempt to prevent studying delays, which disrupt the chronological order of educational programmes.
2. The Examination Board may provide the examiners with directives and instructions regarding the evaluation of the examinee and regarding the assessment of the results of an exam.
3. In a number of cases, in which the Education and Examination Regulations that explicitly stipulates, the Examination Board has the authority to depart from the Education and Examination Regulations. The Examination Board will ask supervisors for advice concerning decisions needing to be taken regarding individual students. Student information will be treated as strictly confidential.
4. The following applies to decisions by the Examination Board:
 - a. In the case of students considered likely to be successful (study rate of at least 0.75), the Examination Board will consider whether a decision will affect the student's chance of completing the Bachelor's programme within 4 years.
 - b. If a student is considered to be seriously trailing behind (study rate between 0.5 and 0.75), the Examination Board will consider whether there are sufficient grounds to suppose that, on the basis of the study plan and the most recent results, a decision will help to ensure that the study rate does not fall any further.
 - c. If a student is considered to be deprived (study rate equal to or lower than 0.5), the Examination Board will consider the whether a decision will increase the chance of the student reconsidering his study choice, or increase the chance of success.
5. Regarding the right of ownership of the results of tasks, assignments and projects, The Dutch Copyright Law (Auteurswet) applies (see appendix 2).

RULE 4 FORMULATION AND FORM OF EXAMS, METHOD OF EXAMINATION

1. The questions and answers (examination scripts) of an interim examination do not go beyond the sources from which the course materials have been taken and what has been covered in the lectures. These sources are published in an outline before the start of the education that is given in preparation for the relevant interim examination. At the latest, one month before the interim examination, the final extent of the course materials is made known in writing (e-mail/Canvas). The manner in which the interim examination is to be taken must be published when the registration period in the Study Information System (Osiris) opens.
2. Before a written interim examination takes place, at least one qualified staff member (according to the UT's new qualification system) assesses the following:
 - a. The exam is representative with regard to what was taught in the course.
 - b. The questions are unambiguous.
 - c. The degree of difficulty matches the education received by the students.
 - d. The length of the exam is appropriate in relation to the examination time.
3. The assessment of every interim examination component is stated in the Study Information System (Osiris).

4. At a student's request, the Examination Board can allow an exam to be taken in a different way than as stated in the Study Information System (Osiris).

RULE 5 WRITTEN AND ORAL INTERIM EXAMINATIONS

1. Durations of (written and oral) exams:
 - a. The maximum duration of a written exam is 3 hours.
 - b. The maximum duration of an individual oral exam is 1½ hours.
 - c. The maximum duration of an oral exam in groups is 4 hours.
2. The assessment of a written exam makes use of predefined standards (correction model) for the various assignments of the interim examination.
3. The maximum number of points that can be gained per assignment/question is published on the interim examination paper the students receive.
4. If during and after the interim examination, the assessment concerning the feasibility, lack of ambiguity, and degree of difficulty of the examination turns out to be incorrect, the examiner will report this to the Examination Board as soon as possible. The Examination Board is authorised to adjust the standards. These new standards may not be at disadvantage of the students.
5. At least two examiners are present during any oral interim examination
6. Oral interim examinations do not take place in public, unless the relevant Examination Board or examiner has determined otherwise, such only in special circumstances.
7. Members of the Examination Board or the Director of Education are entitled to attend any oral interim examination session or to have him/herself represented by an observer. The role of the observer is explained to the exam students.

RULE 6A ORDER AND PROCEDURE FOR WRITTEN EXAMS

The outline below describes the rules and regulations for written interim examinations in the Bachelor's programme of ID.

1. Before an interim examination:
 - a. Registration for all exams must be done using Osiris (or Canvas if so indicated). Students are responsible for a timely registration.
 - b. Students only have the right to participate in the exam after registering (in Osiris for an exam or course). This ensures a sufficient number of exam questions and places in the room.
 - c. Students can be checked against the registration list upon entering the hall. Students must also be able to identify themselves with their student ID. Students not registered can be refused admission to the hall. Exam papers of students who did not register will not be assessed.
 - d. Students must leave bags and jackets at the front of the exam room.
 - e. Students will not be admitted to the exam after the first student has left, or if a student is more than half an hour late. If a student arrives too late, they lose their right to take part in the exam.
 - f. One or more supervisors are appointed for any written interim examination, ensuring that the interim examination runs smoothly. The students should take the interim examination at the designated location. At least one of the supervisors is concerned with the education of the specific interim examination component.
 - g. Students with permission for extra time should inform the supervisor in advance.
2. During an interim examination:
 - a. Students are not allowed to leave the room during the first 30 minutes of the exam.
 - b. A student must be able to identify himself or herself with a document of registration as a student or otherwise at all times during the exam.
 - c. A student who is disruptive during an examination session can be removed from the room, at the discretion of the supervisor.

- d. If fraud is suspected or observed during or after the exam (e.g. cheating, consulting, etc.), the supervisor will take the appropriate actions, the student's work will not be assessed and the Examination Board will be informed. The Examination Board can exclude the student for a period of at most one year from participating in that specific interim examination component. In the event of intentional fraud, the Examination Board can exclude the student for a period of at most one year from participating in all interim examination components.
 - i. A detailed description of the concept of fraud in written work can be found in Appendix 1.
 - e. It is not allowed to leave the examination location 15 minutes before the regular end time of the examination.
 - f. Every student must hand in at least one sheet of paper with their name and student number written on it.
 - g. Students bear full responsibility for the decipherability (e.g. legibility, clarity of sketches, etc.) of the delivered work.
 - h. Students are responsible for delivering all relevant work for assessment at leaving the hall.
 - i. It is noted on the exam questions whether these must be handed to the supervisor at the end of the exam.
3. Resources
- a. Use of resources is only allowed if specified on the interim examination assignment.
 - b. Resources allowed during the interim examination will not be provided if a student has forgotten to bring these resources.
 - c. All communication equipment (e.g. smartphones, mobile phones) must be switched off before entering the examination room and must be stored away in bags. Every sign of use will be interpreted as fraud and will be reported to the Examination Board
4. Toilet visits
- a. No more than one student at a time may leave the hall for a toilet visit; this must be reported to the supervisor. The supervisor may temporarily take the student card for the duration of the toilet visit.

RULE 6B ORDER AND PROCEDURE FOR PROJECT EXAMS

1. A project exam forms the conclusion of an educational project, with which both group and individual performance must be assessed. A project exam is held by at least two examiners. Generally, one of the examiners is the project group tutor.
2. Every project has a set of learning goals; the project exam aims to test these learning goals. The learning goals form the basis of the assessment during the project exam.
3. For a project exam, group grades as well as individual grades can be given; the final grade for the project is a weighted average of the partial grades.
4. The results achieved by students for the project are made known at the end of the project exam.
5. Students receive a pass for the project if the average of all partial grades is ≥ 5.5 .
6. Students receive a fail for the project if a partial grade for a part is lower than 4.5.
7. Students receive a fail for the project if more than two partial grades are lower than 5.5.
8. For every project part receiving a partial grade below 5.5 (but ≥ 4.5), students must do supplementary work in order to pass the project.
9. Supplementary work can earn a maximum partial grade of 6.0.
10. If a supplementary work assignment (one or more may be assigned) is assessed with a partial grade below 5.5, the student fails the project.
11. Agreements about the contents and time allotted to complete supplementary work are made during or as soon as possible after the project exam.

RULE 6C ORDER AND PROCEDURE FOR BACHELOR THESIS PROJECT EXAMS

1. A bachelor thesis project exam forms the conclusion of the bachelor thesis project.
2. The exam is held by at least two examiners, but generally also the mentor from the company is present (rule 2.2).
3. The bachelor thesis project exam consists of two parts: a presentation (closed, max. 15 min) and a defence (closed, max. 45 min).
4. The results achieved by students for the project are made known at the end of the project exam.
5. Student receives a pass for the project if the average of all partial grades is ≥ 5.5 .
6. Student receives a fail for the project if a partial grade for a part is lower than 4.5.
7. Student receives a fail for the project if more than two partial grades are lower than 5.5.
8. For every project part receiving a partial grade below 5.5 (but ≥ 4.5), student must do supplementary work in order to pass the project.
9. Supplementary work can earn a maximum partial grade of 6.0.
10. If a supplementary work assignment (one or more may be assigned) is assessed with a partial grade below 5.5, the student fails the project.
11. Agreements about the contents and time allotted to complete supplementary work are made during or as soon as possible after the project exam.

RULE 7 RULES IN CASE OF EMERGENCIES

1. If an emergency occurs or is expected during or shortly before the start of an interim examination, the examiner is authorized to act and the students must follow the examiner's instructions.
2. If an emergency occurs or is expected during or shortly before the start of an exam, the following applies: if an emergency is expected before the start of an exam, then the exam is immediately postponed. The examiner sets a new time for the interim examination in consultation with the Director of Education.
3. The newly set interim examination date/time must be within one month (excluding the academic holiday period). The newly set exam date/time is made known as soon as possible using the usual media.
4. If an emergency occurs or is expected during an exam, the following procedures apply where possible:
 - a. At the beginning of the interim examination, students must write their name and student number on all the exam work.
 - b. On the orders of the responsible authority or supervisor, those present must leave the examination room immediately.
 - c. Students must leave all interim examination work behind in the examination room.
 - d. If students had the opportunity to start the interim examination, and if reasonably possible, the examiner determines a final grade on the basis of the (partly) completed answers.
5. If the examiner is unable to determine a final grade as described above, a resit interim examination is organised for the effected students within one month (excluding the academic holiday period) after the exam interrupted by the emergency.

RULE 8A PASS/ FAIL REGULATIONS

1. The Examination Board lays down pass/fail regulations for every exam.
 - a. An interim examination component is passed when the rounded grade is at least 6.
 - b. Grades not rounded off that come to .50 or higher will be rounded to the nearest grade above.
 - c. A grade between 0 and 1.49 will be rounded to 1.
 - d. A study phase is successfully completed when all interim examination components are completed with a pass.
2. Modules 1 to 8 are completed successfully if;
 - a. All parts of a module are completed with a grade of ≥ 5.5 , or

- b. The project part of a module is completed with a grade of ≥ 5.5 and there is a maximum of one part of the remaining parts with a grade of ≥ 4.5 and < 5.5 , by which the weighted average of the parts (with the exception of the project) must be ≥ 6.0 . The examiner determines the weighing of the parts before the module starts.
 - c. For a maximum of one of the module parts, with the exception of the project part, there is a possibility for reparation before the part is concluded.
 - d. In all other cases, the module does not obtain a pass.
 3. Modules 9 and 10 follow the examination regulations of the programme that offers the module. ID regulations are applied in unforeseen cases.
 4. Modules 9 to 11 are completed successfully if all parts are graded 5.5 or higher.
 5. Module 12 is completed successfully if the final grade is at least 6.
 6. A pre-master is completed successfully if:
 - a. The completed parts are each graded ≥ 5.5 .
 - b. For a maximum of two of the module parts, with the exception of the project part, there is a possibility for reparation before the part is completed.
 7. In the event that an interim examination component is assessed by more than one examiner, the examiners/coordinator/module coordinator ensure that the assessment is based on the same standards. Exam results are recorded in writing in the examiner's administration.
 8. A second examiner must assess the work when the assessment for a written exam results in 5. Should different assessments arise after discussion between the two, the grade is determined by taking the average of both assessments.
 9. Assessments are usually expressed as figures on a scale of 1 to 10. The grades denote the following:

1: very poor	5: insufficient	9: very good
2: poor	6: sufficient (pass)	10: excellent
3: very strongly insufficient	7: more than sufficient	
4: strongly insufficient	8: good	
- Exam components can also be assessed alphanumerically:
- | | |
|-----------------------|-------------------------|
| C5: compensated 5 | V: sufficient/completed |
| NV: absent | VR: exemption |
| NVD: not accomplished | HNTD: no need to do |
| O: insufficient | |
10. The Examination Board can declare a grade invalid if the grade was not obtained according to the regulations.

RULE 8B ADDITIONAL RESITS FOR FIRST YEAR STUDENTS

First year students, likely to succeed, will be offered the opportunity to do a maximum of two additional resits (projects from module 1, 3 and 4 are excluded from resits) to complete outstanding modules. Generally, these resits will take place in the regular UT summer repair week.

To participate in these additional resits the student must meet the following conditions:

- At least one module is completed sufficiently, and
 - with the additional resit(s) the Binding Recommendations on Continuation of Studies (BSA) can be met, or
 - the B1 phase can be finished completely.

If the conditions above are not met, the student is not allowed to participate in the additional resits.

RULE 9 GUIDELINES FOR AWARDING THE DESIGNATION 'WITH DISTINCTION'

In the case of a student in the Bachelor exam showing exceptional competence and ability as a Bachelor of Science engineer, the designation 'with distinction' can be noted on the diploma. The Examination Board can award a Distinction on the recommendation of the graduation committee. The Examination Board makes the decision.

Besides the 'exceptional competence and ability', as a minimum, the following requirements must be met:

- a. The final grade for the final bachelor's assignment is at least 9.
- b. The average of all grades for the other modules is at least 8.0 (not counting extra courses).
 - o The marks for modules 9 and 10 (profiling space) do not count in determining the average.
- c. The final grades of all other modules are at least 7.
- d. The bachelor's programme was completed within 3 years, unless exception circumstances, as evaluated by the Examination Board, justified a longer period. Such exceptional circumstances include in any case the circumstances acknowledged by the granting of graduation support.
- e. An exemption was granted for no more than one third of the total B programme.
- f. No fraud was committed during the entire bachelor's programme.

RULE 10 EXEMPTIONS

The Examination Board grants exemptions for taking interim examinations or parts of interim examinations and/or practical assignments when:

- d. An equivalent (in terms of level) and similar (in terms of learning objectives) study unit was passed in another academic programme or at another accredited, and regarded as equivalent, institution of higher education.
- e. In the opinion of the authorised examiner, the student has obtained the learning objectives in another way, as evidenced for instance, by documents provided by the student.

RULE 11 FINAL ARTICLE

As the occasion arises, the Examination Board has the right to deviate from the rules described above. Such a deviation must be made on an individual basis and be substantiated.

APPENDIX 1: ADDITIONAL DESCRIPTION OF THE CONCEPT OF 'EXAM FRAUD' (IN WRITTEN WORK)

Exam fraud means:

- a. The use of more or different aids in an interim examination or a component of an interim examination than those which the examiner, in writing and before the interim examination or interim examination component, had declared allowed.
- b. The use of aids or help of which the student knew or should have known that this was not allowed in an interim examination or a component of an interim examination. In any event, the aids or help as mentioned in the previous sentence include the following:
 - i. Cheating, whether or not:
 - With the aid of crib sheets, other means of help, and/or communication equipment;
 - Through copying or allowing copying in interim examinations;
 - Communicating with others (other than the invigilator or teacher) about the material of the interim examination during the interim examination, when the work has not yet been handed in.
 - Through making use of parts of written work or worked-out answers of others.
 - Use of electronic equipment.
 - ii. Forgery of documents, including taking or allowing the taking of an interim examination under a false name.
- c. Activities of which, before the interim examination or interim examination component, the teacher had made it known in writing that it would be regarded as exam fraud.
- d. Plagiarism: Copying without proper reference to sources and allowing copying.

The following rules apply for preparing written work, programming assignments and the like:

INDIVIDUAL WRITTEN WORK

There is one author who will obtain an individual assessment on the basis of the written work.

Where passages are included, or data are used, that are taken from the work of others, the following must be clearly stated:

- Which passages they are (for example, by putting them in italics or within 'quotation marks');
- Where they come from (by giving a clear source reference: a formal reference to the literature or a phrase such as '... oral information provided by Mrs XX').

'INDIVIDUAL' GROUP-WRITTEN WORK

Different members of the group are responsible for different parts of the report. They must:

- Indicate clearly which member of the group is responsible for which part of the report.

Where passages are included, or data are used, that are taken from the work of other members of the group, the following must be clearly stated:

- Which passages they are (for example, by putting them in italics or within 'quotation marks');
- Where they come from (for example '... this, in addition to the fact that measurements have indicated that the effect is negligibly small (see chapter V of this report), brings us to the conclusion that...')

Naturally, the same rules that apply for individual written work also apply to information obtained from persons outside the group.

'JOINT' GROUP-WRITTEN WORK

- The group as a whole is responsible for the complete contents of the report, even if each group member has taken responsibility for the writing of a separate part.

- In this case, it is not necessary to indicate exactly which idea is whose. Nevertheless, the rules for making use of external sources are the same as for individual written work.
- If a student does not follow the rules stated above, and thus literally includes someone else's work or paraphrases it without a clear indication of the source, he commits plagiarism.
- Not only copying without indicating the source, but also allowing the copying, is taken to be plagiarism/exam fraud.
- In cases of joint group-written work, it is possible to accuse the complete group of exam fraud.
- In cases of plagiarism/exam fraud, the procedure described in rule 6A is followed.

APPENDIX 2: HOW TO DEAL WITH INTELLECTUAL PROPERTY RIGHTS WITHIN THE UNIVERSITY OF TWENTE?

Intellectual property is the umbrella term for rights to intellectual creations, such as texts, software, and inventions. Intellectual property is protected by specific legislation that includes the Copyright Act and the Patents Act.

In this document, we will focus on 'copyrights' and 'patent rights' as, within the UT, we are predominantly dealing with works which are protected by a copyright and with inventions that can be protected by means of a patent right.

COPYRIGHT

Article 1 of the Copyright Act 1912 describes the copyright as follows:

"Copyright is the exclusive right of the author of a literary, scientific or artistic work or his successors in title to disclose the work to the public and to reproduce it, subject to the exceptions laid down by law."

These types of works include, for example, doctoral theses, (graphical) designs, geographical maps, Apps, and software.

However, in order for the work to be protected by copyright, there are three general conditions that must be met: it must have an original (creative) character, it must be fixed in a tangible medium of expression, and it should not form an integral and essential part of a technological process.

In the first instance, the copyright on such a work is granted to the author of the work, effective from the moment he or she created the work. [1] The copyright does not necessarily have to remain the right of that author. This is because the right can be transferred to someone else, for example when the author sells the copyright.

Whoever holds the copyright to a certain work has two exclusive rights: the exclusive right to disclose the work to the public domain and the exclusive right to reproduce it. This means that any other person who is not the copyright holder will not be allowed to publish and/or reproduce the work of its own accord. In principle, the prior consent of the copyright holder is required for such actions, as he or she is the sole person who has the copyright control over the work.

In addition to the above-mentioned exploitation rights, every author of a work is granted a few rights relating to personality. These rights, which are also called 'moral rights', cannot be transferred to other persons and will thus remain with the author, even when the author has sold his or her copyright (meaning the rights to disclose and reproduce) to a third party.

The copyright on a work that was made in the course of employment

When a work was made in the course of employment and the author is employed to create certain works or he or she was assigned to do this, the employer will be deemed to be the author and, therefore, the copyright holder [2].

The copyright of an academic/scientific publication

When the work consists of an academic publication that was made in the course of employment at a university, such as a doctoral thesis or scientific article, the copyright will be granted to the author and not to the employer (the university).

The copyright on works created for educational purposes

When the work consists of teaching or educational material that was made in the course of employment at a university, the copyright is granted to the employer (the university).

The copyright on a work that was made under the guidance and supervision of a third party

When the work was made according to the design of another person and under this person's guidance and supervision, the copyright is granted to this other person [3].

The copyright on a final project report or final thesis

The copyright on a final project report or thesis is granted to the student who graduates. So the copyright does not lie with the institution where the student graduates or with the supervising lecturer, or the organization where the final project or study was carried out, provided that no other arrangement or agreements have been

made. With regard to reports that are the result of a study carried out at an organization, it is important to make clear prior agreements about who will become the copyright holder.

The copyright on a work that is the result of teamwork

When a clear distinction can be made between the individual contributions, then all authors will have the copyright on their own individual part of the work. When the individual contributions cannot be distinguished, the authors will be granted a joint copyright on the entire work.

PATENT RIGHT

A "patent" is an exclusive right on an invention that entitles you to prohibit third parties to apply your invention commercially in a certain judicial area, during a certain period of time. A patent protects your invention of a technical product or process. Whoever holds a patent right can prohibit another person to copy, sell, or import the invention it concerns. Even when the other person created the invention independently as well. The patent is always granted for one or more countries and for a limited period of time. When the patent right expires, the technology can be freely used by anyone. In order to be granted patent protection, you must have made a technological invention that complies with three material conditions.

The term 'technological invention' includes any product or process in all technological areas. The material conditions are:

- **"novelty"**, the product or process must not be publicly known or disclosed anywhere in the world before the date of the patent application, not even by the inventor himself (for example by means of a company brochure or a presentation at a trade fair);
- **"inventive step"**, the product or process must not be an obvious solution for the professional or manufacturer; and
- **"industrial applicability"**, the invention must be a product or production process that can actually be manufactured and applied. Generally speaking, the person who does the invention is entitled to file the patent application (provided that the invention itself is patentable). However, there are a number of particular circumstances. For example, the company where this person is employed may hold the right to do the patent application, or the inventor may have signed a contract that states that he or she passed the right to someone else or a third party.

UNIVERSITY OF TWENTE EMPLOYEES AND THE PATENT RIGHT

Article 12(3) of the State Patent Act 1995 states: *"If the invention has been made by a person carrying out research in the service of a university, college or research establishment, the university, college or research establishment in question shall be entitled to the patent."*

Additionally, the collective labour agreement for Dutch universities ("CAO") applies in this regard to the employees of the University of Twente. [4] This CAO includes a few provisions with regard to patent rights and copyrights. The main points are:

Article 1.21(1) of the CAO says: *"An employee who, during or otherwise coinciding with the performance of his duties, creates a possibly patentable invention or, by means of plant selection work, isolates a new variety for which plant breeder's rights may be obtained, is obliged to report this in writing to the employer and must submit sufficient data to enable the employer to assess the nature of the invention or variety."*

Article 1.22(1) of the CAO says: *"Without prejudice to the provisions in Section 12 of the State Patents Act, Bulletin of Acts & Decrees 1995, 51, Section 31 of the Seeds and Planting Materials Act, Bulletin of Acts & Decrees 1966, 455 and Section 7 of the Copyright Act, Bulletin of Acts & Decrees 1912, 308, the employee, if and insofar he is entitled to other than moral rights to the invention, the variety or the work, for which the obligation to report in Article 1.21 exists, shall transfer these rights to the employer in whole or in part if so requested, in order to enable it to make use of them in the context of fulfilling its statutory duties within a term to be established later."*

Article 1.23(1) of the CAO says: *"In the event the employer makes use of the rights transferred to it, the employee is entitled to fair reimbursement."*

This means, in principle, that when employees of the UT make an invention, then they must inform the UT about this invention and the rights to this invention will be granted to the UT.

COPYRIGHT

When employees of the UT create a work that is protected by copyright, such as designs, geographical maps, Apps, and software, and they are employed to create such works or were assigned to do so, the UT will be deemed to be the creator and will, therefore, be the copyright holder.

Exceptions to the above-mentioned are academic publications such as doctoral theses or scientific articles. The copyrights on academic publications lie with the author.

When the work consists of teaching or educational material that was made in the course of employment at the UT, the UT will be the copyright holder.

IMPLEMENTING REGULATION PATENTS UNIVERSITY OF TWENTE

The employee of the UT, who suspects that he or she has done an invention in the context of direct or indirect government funding or commercial funding whereby the UT is (co-)owner of the intellectual property rights on the results, has the obligation to report his/her invention without delay to the UT Business Development Team and to the managing director of the research institute the inventor is part of.

The revenues received by the UT or Holding Technopolis Twente BV (the holding company of the UT) based on the commercial exploitation of an invention done by a UT employee will be distributed as follows:

- i. the costs with respect to the application of the patent rights which were covered by the Patent Fund and possible additional costs covered by the chair involved in the creation of the invention will be deducted from the revenues. These amounts will be paid to the Patent Fund and, when applicable, to the respective chair;
- ii. the possible remaining revenues will be distributed according to the following principles:
 - o 33 ⅓ % to be distributed to the inventor(s), individually or jointly after mutual consultation;
 - o 33 ⅓ % to be distributed to the chair the inventor(s) is/are part of, to be used for the funding of new research activities;
 - o 33 ⅓ % to the Patent Fund.

Additionally, this regulation applies by analogy (as much as possible) to the exploitation of copyrighted works and/or know-how.

STUDENTS UNIVERSITY OF TWENTE

The CAO does not apply to students of the UT and, therefore, the rights on inventions and works protected by copyrights will, in principle, be granted to the student who has made the invention or who has created the copyrighted work.

However, the State Patent Act 1995 includes certain provisions with regard to patent rights. Article 12(2) of the State Patent Act 1995 states: *"Where the invention for which a patent application has been filed has been made by a person who performs services for another in the context of a training course, the person for whom the services are performed shall be entitled to the patent unless the invention has no connection with the subject of the services."*

This means, for example, that when a student does an internship with an organization and the student makes an invention that is related to the subject of the activities, the patent right will be granted, in principle, to the organization where the respective student does the internship. All this may also depend on what has been agreed in the internship agreement.

STUDENT PARTICIPATION TO RESEARCH (JOINTLY) EXECUTED BY THE UNIVERSITY OF TWENTE

It regularly happens that students, as part of a final bachelor's assignment or final thesis project, participate in a study or research that is (partially) carried out by employees of the UT.

With respect to this research, the UT has, in most cases, entered into an agreement with other parties that (partially) fund that research, such as grant givers, governmental institutions, or companies. In general, the research agreement will include agreements on intellectual property rights.

In such cases that the research agreement states that the UT will transfer its intellectual property rights to the research institution, the UT must, of course, be entitled to transfer these rights. This is not a problem with regard to rights on the results that were generated by UT employees. It will, however, be a problem when it comes to the rights on results generated by students (of the UT).

It is, therefore, our advice that agreements with students are concluded, prior to the students' participation in the research that is (partially) carried out by the UT, that students will transfer all their rights on the results that will be generated as part of the research. The UT may choose to compensate students for the transfer of

the rights on the results in a similar manner as if the student were an employee of the UT (see patent regulation UT). The UT has drawn up a model contract for this purpose.

[1] Article 4 Copyright Act (<http://wetten.overheid.nl/BWBR0001886/>)

[2] Article 7 Copyright Act (<http://wetten.overheid.nl/BWBR0001886/>)

[3] Article 6 Copyright Act (<http://wetten.overheid.nl/BWBR0001886/>)

[4] <http://www.vsnu.nl/cao-universiteiten.html>

ADDITIONAL PROVISIONS

INDUSTRIAL DESIGN

2018 - 2019

ADDITIONAL PROVISIONS

1. The first and second year education takes place in the selected halls made available by the institution. The use of these halls is bound to the following rules:
 - a. Scheduled Industrial Design education takes place preferably in the selected hall.
 - b. The students must place tables and chairs in the proper arrangement as directed by the lecturer.
 - c. Everyone tidies up their own belongings.
 - d. Food and drinks are not allowed.
 - e. Mobile phones and or laptops must be switched off at the request of the lecturer.
 - f. Recording sound and video is not allowed without explicit permission of the lecturer.
2. Whenever excursions, work visits, field research and so forth that are a part of the course, which relevant students are deemed, whether or not officially compulsory, to participate in, and if these activities are not within reasonable cycling distance, then the institution arranges suitable transport at its own cost, or reimburses the student for the traveling costs based on the cost of the cheapest public transport. Whenever said activities last for multiple days, the institution arranges suitable accommodation facilities.
3. Relevant books and periodicals for the bachelor programme are kept in the Central Library of the University of Twente. See the relevant regulations laid down by the University Library regarding quantity, loaning period and fines.
4. Student are only entitled to participate in a programme once they are up to date with and act in compliance with the safety and OHS regulations. This includes the rules especially applicable to the Faculty of Engineering Technology, such as the locker regulations.

Safety regulations:

https://www.utwente.nl/nl/et/intranet/arbo_milieu_huisvesting/Veiligheid/safety-regulations-et/

5. The Internet or intranet is used for providing information for and about the programme and also administrative procedures. The UT operates an electronic learning environment. With the organisation of the bachelor programme, it is assumed that students enrolled in the programme possess a laptop. Students can take up the university's offer of a laptop through the Notebook Service Centre (NSC). A laptop enables students to use the network of the university, which gives them access to the intranet and Internet.
6. For several study units it is impossible to achieve the learning objectives without using a laptop.
7. The university has lecture halls and tutorial rooms, accommodation for supervised and unsupervised study, a library and research facilities that are at the service of the programme. The university has limited facilities for free access to computers.
8. Every student has a personal e-mail address that is allocated at the start of the UT study. This e-mail address is used for electronic communication between the institution and students.
9. Use of the computer and network facilities for purposes other than studying can be seen as misuse.
10. Misuse of, or damage to UT facilities, or violations, can lead the Dean to temporarily bar the student from participation in the course, tests and exams, in addition to damage reimbursement.

11. For complaints resulting from a negative attitude, the final responsibility lies with the student. In special cases possible solutions can be sought through the institution.
12. The institution makes space available to the student union, S.G. Daedalus, for carrying out their activities.