

STUDENT CHARTER

BACHELOR'S PROGRAMME

INDUSTRIAL DESIGN ENGINEERING

2020 – 2021

PREFACE

This document is part of the student charter for Industrial Design Engineering. 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 section
 - a programme-specific annex
- Examination Board: Regulations and guidelines
- Other provisions

Rights can be derived from both the Industrial Design Engineering student charter by both the Engineering Technology Faculty (ET) and students enrolled in the Industrial Engineering 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 Engineering programme: www.utwente.nl/id
- UT education catalogue: Osiris.utwente.nl
- Brochures and/or manuals

The Industrial Design Engineering 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.

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EDUCATION AND EXAMINATION REGULATIONS

GENERAL SECTION

INDUSTRIAL DESIGN ENGINEERING

2020-2021

ARTICLE A1.1 APPLICABILITY OF THESE REGULATIONS

1. This general section of the education and examination regulations applies to all students enrolled in the bachelor's programmes Industrial Design Engineering.
2. For students who follow a study unit from another programme, the rules for testing apply that are laid down in the assessment plan of the study unit concerned, in the education and examination regulations and in the rules of the examination board of the programme that offers the study unit concerned. Special facilities¹ according to Article 6.2.5 can only be granted by the examination board of the programme for which the student is enrolled.
3. Each programme has its own programme-specific appendix.
4. For each programme, this general section and the programme-specific appendix together form the education and examination regulations for the bachelor's programme concerned.
5. The general section and the programme-specific appendix of the education and examination regulations are determined by the faculty board.
6. The institutional part of the students' charter includes a definition of what the UT considers as fraud. The rules of the examination board of the bachelor's programme concerned has additional regulations about fraud, for instance about what action the examination board is entitled to take when they have detected a case of fraud.
7. The rules of the examination board of the bachelor's programme concerned include regulations about the order during tests and rules in case of calamities.
8. The following rules about the language of the general section and the programme-specific appendix of the education and examination regulations and the rules of the examination board apply:
 - a. In the event of discrepancy, the Dutch version of this general section is binding.
 - b. For English-taught bachelor's programmes, English versions of the programme-specific appendix of the education and examination regulations and the rules of the examination board of the bachelor's programme must be available.
 - c. If both English and Dutch versions of the programme-specific appendix of the education and examination regulations and the rules of the examination board of the bachelor's programme concerned are available, both versions must include a rule about which version is binding in the event of discrepancy.
9. Requests for exemptions to provisions laid down in the education and examination regulations should be submitted to the examination board or the programme board, The guiding principle here is which body has the authority to make a decision on - or to make an exception to - a provision from these regulations.

¹ Under article 6.2.5 this is about providing special facilities with regard to testing to a student with functional impairments. All other matters are handled by the examination board of the programme that offers the study unit.

ARTICLE A1.2 DEFINITIONS

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

Binding recommendation continuation of studies (Bindend studieadvies, BSA)	Recommendation on continuation of studies accordance with Article 7.8b, paragraphs 1 and 2 of the WHW to which a rejection in accordance with Article 7.8b, paragraph 3 of the WHW is attached, issued by the programme board on behalf of the institutional board.
Compulsory holiday:	Compulsory day free of work.
Canvas	The digital learning management system of the University of Twente.
CPO:	Personal Circumstances Committee. A committee formed by the institutional board that issues advice to the programme board in individual cases concerning the validity, term and seriousness of the personal circumstances of the student involved.
EC:	A unit of 28 hours of study workload, in accordance with the European Credit Transfer System, a full academic year consisting of 60 EC or 1680 hours (Article 7.4 WHW).
Final examination:	A programme concludes with a final examination. A final examination is deemed successfully completed if the study units belonging to a programme have been completed successfully.
Examination board:	The body that establishes objectively and expertly whether a student meets the criteria set in the education and examination regulations regarding knowledge, insight and skills needed for obtaining a degree.
Examiner:	The individual who has been appointed by the examination board in accordance with Article 7.12c of the WHW to hold exams and tests and determine their results.
Faculty board:	Head of the faculty (Article 9.12 WHW).
Honours programme:	Institution-wide Bachelor's Honours programme.
Institution:	The University of Twente.
Institutional board:	The Executive Board of the University of Twente.
Quartile	A quarter of an academic year .
Module:	A total of 15 EC of one or more study units in which disciplinary knowledge, skills and attitude are developed and assessed in an as integrated and/or coherent way as possible.
Module coordinator:	The individual charged by the programme board with organising the module.
Module examiner:	In case the module consists of one study unit, the individual designated by the examination board to determine the result of the module.

Study unit:	A component of the programme as described in Article 7.3, paragraphs 2 and 3 of the WHW. Every study unit concludes with an exam.
Part of study unit:	A part of a study unit.
Education period:	The period in which the study unit is offered. This period starts in the first week in which the study unit has any educational activity and ends in the last week in which the study unit has an educational activity and/or a test. Resits are not part of the education period. This period is not always the same as a quartile.
Curriculum:	The entirety of compulsory and optional study units belonging to the programme, as set down in the programme-specific appendix.
Programme:	The bachelor's programme referred to in the programme-specific appendix of these education and examination regulations.
Programme board:	The committee charged by the faculty board with managing the programme. This may also be an individual person. In which case the term programme director is used.
Programme committee (PC):	The committee as referred to in Article 9.18 of the WHW.
Osiris:	System designated by the institutional board for registration and for providing information on all relevant data related to students and the university, as described in the WHW.
Practical exercise:	A practical exercise as referred to in Article 7.13, paragraph 2d of the WHW, is a study unit or part thereof, where the emphasis lies on the personal activity of the student, as described in the programme-specific appendix.
Student:	Anyone registered with a programme in accordance with Article 7.34 and 7.37 of the WHW.
Study adviser:	Person appointed by the faculty board who acts as contact between the student and the programme, and as such represents the interests of the students, as well as fulfilling an advisory role.
Academic year:	The period that starts on 1 September and ends on 31 August of the following year.
Study load:	The amount of time an average student needs to capture the learning material. The study load comprises for instance project work, self-study, lectures and writing papers. The study load is expressed in credit points in accordance with the European Credit Transfer System.
Exam:	An evaluation with a study unit of the knowledge, understanding and skills of the student, as well as the assessment of the results of this evaluation (Article 7.10 of the WHW); an exam may consist of a number of tests.
Test:	An evaluation of the knowledge, understanding and skills of the student, as well as the assessment of the results of this evaluation. A test is a part of an exam. If a study unit has only one test, this coincides with the exam for the unit in question.

Assessment plan:	A plan indicating how the testing of a module is organised. At first, it states the grading of the study units of the module, and secondly, the conditions for passing the entire module (including possible compensation rules within the module and compensation rules for study units or parts of study units of different modules).
UT:	University of Twente.
Exemption:	Establishing by the examination board that a student has acquired competences, i.e. on account of exams or final examinations in the higher education domain passed earlier, or knowledge or skills acquired outside the higher education domain, that are comparable in content, size and level to one or more study units or parts thereof.
Working day:	Any day from Monday to Friday with the exception of official holidays and the prearranged compulsory holidays on which the staff is free.
WHW:	The Higher Education and Research Act (WHW), in the Dutch Bulletin of Acts and Decrees 1992, number 593, and as amended since.

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

SECTION A2 ADMISSION

Article A2.1 PREREQUISITES

Admission to the programme is granted if the requirements with regard to prior education for enrolment in university education are met, in accordance with the WHW, Articles 7.24, 7.25 and 7.28. The conditions pertaining to this can be found on the University of Twente's website⁵.

Article A2.2 LANGUAGE REQUIREMENT BACHELOR'S PROGRAMME FOR HOLDERS OF FOREIGN DIPLOMAS

Holders of diplomas from outside the Netherlands can only enrol in the following cases⁴:

- a. if the programme is offered in the Dutch language: after it has been shown that the requirement for adequate proficiency in the Dutch language to the level of the Dutch pre-university (VWO) examination has been met. The UT Admission Office provides a complete overview of the language requirements and certificates that show evidence of meeting these requirements⁷.
- b. if the programme is offered in the English language: after it has been shown that the requirement for adequate proficiency in the English language to the level of the Dutch pre-university (vwo) examination has been met. The UT Admission Office provides a complete overview of the language requirements and certificates that show evidence of meeting these requirements².
- c. The provisions in paragraphs a and b relate to the entry requirements for incoming students. They involve only the formal aspects of language such as spelling and grammar: not academic language proficiency³. Acquiring academic language proficiency should be part of the programme's vision.

Article A2.3 ADMISSION TEST OR COLLOQUIUM DOCTUM

If the conditions referred to in Articles 2.1 and 2.2 are not met, the institution can grant an exemption on the grounds of a positive result of an admission test (colloquium doctum), in accordance with Article 7.29 of the WHW. The conditions pertaining to this can be found on the University of Twente's website⁴.

CONTENT AND STRUCTURE OF THE PROGRAMME

Article A3.1 PROGRAMME OBJECTIVES AND INTENDED LEARNING OUTCOMES

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

Article A3.2 STRUCTURE OF THE PROGRAMME

² <https://www.utwente.nl/en/education/bachelor/admission/language-requirements/>

³ Language Code of Conduct, January 2020 <https://www.utwente.nl/en/ces/language-centre/organisation/language-policy/ut-language-policy-documents/>

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

1. The programme is equivalent to 180 EC.
 - a. The curriculum always needs to contain a core programme of a maximum of 120 EC, a minor of 30 EC and a graduation phase of a minimum of 15 EC.

Exceptions are the programmes Advanced Technology and Technical Medicine which have electives instead of a minor or do not have a minor but a core programme of more than 120 EC.
 - b. The programme-specific appendix describes the core programme of the programme.
 - c. The curriculum is composed of modules.
 - d. A module is the total of 15 EC of one or more study units in which disciplinary knowledge, skills and attitude are developed and assessed in an as integrated and/or coherent way as possible.
 - e. Before the start of a study unit, the student must meet the prior knowledge prerequisites for that study unit, as described in the education catalogue.
 - f. In principle, the minors are done during the first semester of the third year of study.
 - g. The programme offering the minor module may set prerequisites for prior knowledge of the student for admission to the minor modules. These prerequisites are included in the programme-specific appendix concerned.
 - h. The study programme in which the student is enrolled may set prerequisites for the number of EC's required for admission to the minor modules, These prerequisites have been included in the programme-specific appendix concerned.
 - i. The offer of minors from which the student can choose for his minor is limited by the restrictions in paragraph g and h. The offer can be examined on the website <https://www.utwente.nl/en/education/electives/minor/>
 - j. In principle, the graduation phase, requiring a minimum of 15 EC, is done during the second semester of the third year of study.
 - k. To be admitted to the graduation phase the student is required to have at least completed the core programme of the bachelor's programme.
 - l. The examination board is authorised to deviate from Articles 3.2.1e, 3.2.1h, 3.2.1j and 3.2.1k in individual cases, if strict application of those terms would result in an unreasonable delay in study progress. In consultation with the study adviser, the student can submit a proposal to the examination board.
2. The programme is described in the programme-specific appendix to these regulations, in accordance with Article 7.13, paragraph 2 a to e, i, l, s, t and v of the WHW.

Article A3.3 THE PROGRAMME'S LANGUAGE OF TUITION

1. The official language of tuition is the language in which the education is given, in which teaching material is provided and in which tests and exams are held. In Dutch bachelor's programmes, study materials are provided in either the English or Dutch language.
2. The choice of the official language for the programme or a part of the programme lies with the programme board, for which the programme committee has the right of approval. The programme-specific appendix, which is established by the faculty board, specifies the language of tuition for the programme.

3. If there are deviations from this official language of tuition for components of the programme, this occurs in accordance with the UT Language Code of Conduct (Gedragscode Voertalen) and Article 7.2 of the WHW.
4. In Dutch bachelor's programmes study units or components can be taught or tested in English if:
 - a. a lecturer or tutor of the study unit concerned is not a native speaker of Dutch, or
 - b. students of the bachelor's programme concerned are taught together with students of an English-language bachelor's programme, or
 - c. the programme board deems it necessary in order to meet one of the programme intended learning outcomes with regard to the communication skills in the English language

Article A3.4 EXEMPTION

1. The examination board can grant students exemption from one or more complete study units at their request. To this end, the student will demonstrate that they have completed a component of a similar content, size and level of a university or higher professional education programme or have, as a result of work and/or professional experience, sufficient knowledge and skills regarding the study unit concerned.
2. The examination board is authorised to make exceptions to the provisions as stated in paragraph 1 and grant an exemption to a student for partsof a study unit.
3. An exemption granted by the examination board will be registered in Osiris with the concerning study unit or parts thereof with an EX (exemption).
4. Students cannot be forced to take extra study units or parts of study units in their curriculum instead of the granted exemption.
5. Students may be exempted from the obligation to participate in practical exercises if they can demonstrate that they expect to be placed in a moral dilemma as a result of the need to meet one of the requirements for this component. In such cases, the examination board decides whether the component can be carried out in another manner to be determined by the examination board.

Article A3.5 FLEXIBLE PROGRAMME

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

SECTION A4 EDUCATION AND TESTING

Article A4.1 GENERAL

1. The institutional board is responsible for the organisation of the exams and the final examinations.
2. A study unit is completed with an exam.

3. An exam consists of one or more tests⁵.
4. A test can be taken in multiple sessions or components, spread over time.
5. Results of exams, tests or components of tests have to be announced to the students, in any case via Osiris or via the Grade Centre of Canvas. Osiris is used for the registration of grades.
6. The student has the right to refer to recent model test questions or trial tests or representative older tests and the related answers and the standard of the related assessment.
7. A test has a maximum duration of 3 hours⁶.

If the examiner wishes to use a form of testing which takes more than 3 hours, they may request permission from the examination board to deviate from this provision. This request must be submitted not later than 4 weeks prior to the start of the period when a study unit is offered, to be able to meet the provisions in paragraph 14 about the timely announcement of several aspects of the education.

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

In case n≠5	
Grade ≥ n,00 and <n,25	⇒ n,0
Grade ≥ n,25 and <n,75	⇒ n,5
Grade ≥ n,75 and <(n+1),00	⇒ (n+1),0
In case n=5	
Grade ≥ 5,00 and <5,50	⇒ 5,0
Grade ≥ 5,50 and <6,00	⇒ 6,0

10. Exam results of 6,0 or higher are a pass
11. Exam results, if 6,0 or higher, obtained at foreign universities will be registered as a P (Pass). Exam results obtained at Dutch universities will be adopted one-to-one in compliance with paragraph 9.
12. The ECs for a study unit will only be awarded if the exam has been successfully completed. No ECs will be awarded for parts of a study unit that have not been completed successfully.
13. If a student receives more than one result for the exam in the same study unit, the highest grade will apply. This also applies for the results of tests and components of tests within the same academic year and for the results of tests and components of tests that remain valid after the academic year in which they were obtained.

⁵ A test can have the following forms: a written test, an assignment, an oral test, the assessment of practical exercises as referred to in Article 1.2, or a combination of these forms.

⁶ If a test consists of several parts spread over time, the maximum duration applies per part. Article 7.1, paragraph 10 includes a provision regarding the maximum extra time that can be allocated to students with dyslexia.

14. Through the education catalogue of Osiris the programme board will announce at least the following aspects: size, course objectives and content of the module, language, required prior knowledge, mandatory and recommended study materials, design of the education (teaching methods) and testing.

Article A4.2 MODULES

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

Article A4.3 REGISTERING FOR A MODULE, STUDY UNIT AND TESTS

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

Article A4.4 MODULE DESCRIPTION AND ASSESSMENT PLAN

1. In the programme-specific appendix to these regulations, a module description is given for each module.
2. The module description defines at least:
 - a. if applicable, the study units that are part of the module and its related ECs;
 - b. if applicable, the number of ECs and the weighting factors of the parts of the study units;
 - c. the language of tuition and testing.

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

3. The assessment plan of a module is determined by the programme board after the module coordinator and/or the examiners of the study units that are part of the module have drawn up the assessment plan. The examination board advises on the assessment plan.
4. At least 2 weeks prior to the start of the module, the assessment plan for the module is published on Canvas.
5. The assessment plan of a module states at least:
 - a. when the module has been passed;
 - b. how the learning goals of the study units of the module are assessed;
 - c. the period of validity of the result of the test or tests of parts of a study unit;
 - d. when tests will be administered;

- e. any required minimum grade per test; a minimum grade for a test may not be set higher than 5,5;
 - f. resits for each test and – if applicable - any conditions for participating in the resit; for each study unit at least one resit has to be offered within the same academic year without any conditions for participating⁷. An exception may be made for practical exercises⁸.
 - g. if applicable, any options to compensate test results within a study unit;
 - h. if applicable, any options to compensate test results with results from tests in other study units in the same module and/or results from tests in study units in other modules;
 - i. the grading period of a test is a maximum of 10 working days in compliance with Article 4.6.9 of these regulations.
6. The programme board may modify the assessment plan during the course of the study unit.
- a. The assessment plan may only be changed in consultation with the module coordinator and the examiners of the study unit or study units of the module. 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, the programme board must inform the examination board of the decision to make the change at the next meeting of the examination board.
7. Changes to the assessment plan may not put students at an unreasonable disadvantage. Examination boards may make individual arrangements in these cases.

Article A4.5 ORAL TESTS

1. Oral tests are open to the public, unless the examination board has determined otherwise in a particular case, possibly at the request of the examiner or the student.
2. A student or examiner who wishes third parties to be present during an oral test must submit this request to the programme board at least 15 working days prior to the oral test. The decision of the programme board will be made known to the student and the examiner not later than 5 working days before the oral test. The programme board must inform the examination board of the decision at their next meeting. This does not apply for public graduation colloquia, public presentations or group tests.
3. If the examination board has determined that members of the examination board (or an observer representing the examination board) are to be present during the oral test, it will notify the examiner and the student at least one working day prior to the test.

⁷ A resit may also fall within the quartile with due observance of the provision in Article 4.6.9. If the result of a unit of study is determined by more than one test, there must be a resit for each test or part of a test. Combining several tests or parts of tests into one resit is allowed.

⁸ See the definitions in Article 1.2. These include projects and practical exercises.

Article A4.6 TERM ASSESSMENT, DATE OF EXAM OR TEST

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

Article A4.7 PERIOD OF VALIDITY

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

Article A4.8 RIGHT OF DISCUSSION AND REVIEW

1. The student is entitled to a discussion, including review, of the results of a test with the examiner, where the examiner justifies the assessment.
2. If the examiner holds a plenary discussion, the student must make use of this opportunity to exercise their right of discussion as referred to in paragraph 1. In case the student cannot attend this plenary

discussion or if the student was not offered the opportunity to discuss the justification of his assessment with the examiner, the student may submit a request to the examiner for an individual discussion within 5 working days after the plenary discussion. The individual discussion must take place no later than 3 working days prior to the next test opportunity.

3. If there is no plenary discussion of the test, the student may submit a request to the examiner for an individual discussion within 10 working days after publication of the results. The individual discussion must take place no later than 3 working days prior to the next test opportunity.
4. Plenary and individual discussions must take place no later than 5 weeks after the publication of the test results, but at least 3 working days prior to the next test opportunity, in the presence of the examiner or an authorised replacement.
5. The student has the right to inspect their work for a period of 2 years after the assessment.

Article A4.9 RETENTION PERIOD FOR TESTS

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

Article A4.10 EVALUATION OF EDUCATION

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

SECTION A5 FINAL EXAMINATION

Article A5.1 EXAMINATION BOARD

1. The faculty board appoints an examination board for each programme or group of programmes.
2. The faculty board establishes the examination board and appoints the members of the examination board based on their expertise in the domain of the relevant programme or group of programmes.
3. The faculty board ensures that the independent and expert operation of the examination board is adequate.
4. Under their own authority, a programme's examination board defines rules and regulations for examiners, exams and tests and the final examination (WHW Article 7.12b). These are set down in a separate document entitled "Rules of the examination board".
5. The statutory powers of the examination board of a programme apply to all study units that form part of the student's programme.

Article A5.2

1. In accordance with Article 7.10, paragraph 2 of the WHW, the bachelor's final examination is deemed successfully completed if the exams of the study units of the bachelor's programme have been taken successfully.

2. As proof that the final examination has been completed successfully, the examination board issues a certificate, after the institutional board has declared that the procedural requirements have been met. The examination board adds a supplement to the certificate of a successfully-completed final examination. In this case, the date recorded on the certificate, i.e. the graduation date, is the date on which the student successfully completed the last remaining study unit (Article 7.11 WHW).
3. If so desired, the student has the right to submit a substantiated request in writing to the examination board to delay declaring the final examination as successfully completed and consequently the presentation of the certificate (WHW Article 7.11 paragraph 3). In principle the maximum duration of the delay that may be granted is 12 months. In exceptional cases the student may have justifiable reasons to submit a request to delay the presentation of the certificate for more than 12 months. I
4. If the student requests a delay on the basis of paragraph 3, the graduation date will be the date after the delay on which the examination board has decided to declare the student to have successfully completed the final examination.

Article A5.3 DEGREE

1. Participants who have successfully met all requirements for the bachelor's final examination are awarded a Bachelor of Science degree.
2. The awarded degree will be stated on the certificate. The diploma supplement will also state the average grade (Grade Point Average, GPA). An attachment to the diploma supplement states the manner in which the GPA is calculated.

Article A5.4 CERTIFICATE

1. The examination board grants a certificate as proof that the student has successfully passed their final examination. The chair of the examination board will sign the certificate. In their absence, it can also be signed by one of the members of the examination board.
2. The certificate will state the following (Article 7.11 WHW):
 - a. the student's name and date of birth;
 - b. the name of the institution and the programme as referred to in the register, referred to in Article 6.3 of the WHW, it concerns;
 - c. the date on which the final examination was sat;
 - d. which components⁹ the final examination included;
 - e. the degree awarded (WHW Article 7.10a);
 - f. where appropriate what qualification was attached thereto (taking into account Article 7.6, paragraph 1, of the WHW);

⁹ 'Components' in the WHW refers to the study units that comprise the bachelor's final examination. Legally, these are all of the study units that are part of the modules and all modules that comprise one study unit of 15 EC. The programme determines which parts of study units are also mentioned on the certificate.

- g. the date on which the programme was most recently accredited or passed the initial accreditation assessment as referred to in Article 5a.11 of the WHW.
3. The International Diploma Supplement will be appended to the certificate for the successfully completed final examination (WHW, Article 7.11, paragraph 4). The purpose of the supplement is to provide information on the nature and content of the completed programme, in order to support the international recognition of programmes. This supplement will contain at least the following information:
 - a. the name of the programme and the name of the University;
 - b. the fact that it is a programme in academic education;
 - c. a description of the content of the programme; where applicable also stating the specialisation and/or minor taken;
 - d. the study load of the programme;
 - e. the components of the final examination and their assessment, based on the registration of grades in Osiris;
 - f. exams that were passed by the student, which are not part of the final examination;
 - g. if the students has successfully completed an honours programme during the bachelor's programme, this will be recorded on the diploma supplement as an extracurricular programme;
 4. If the examination board has granted the student a judicium, this will be stated on the certificate.
 5. Students who have passed more than one exam and to whom no certificate as referred to in paragraph 1 of this Article can be issued, can request a written statement from the examination board stating the exams they have passed (WHW, Article 7.11, paragraph 5).

SECTION A6 STUDENT GUIDANCE AND (BINDING) RECOMMENDATION ON CONTINUATION OF STUDIES

Article A6.1 STUDY PROGRESS OVERVIEW

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

Article A6.2 STUDENT GUIDANCE

1. The faculty board is responsible for student guidance, which includes informing the student of study opportunities in or outside the programme.
2. Each student is assigned a study adviser.
3. The study adviser guides the student and offers advice on study-related matters, as well as personal problems that may affect their studies if the student so desires.
4. If a student wishes to exercise their right to specific guidance or special facilities, they are required to contact the study adviser. The study adviser will record any agreements made with the student.
5. The following applies to the entitlement to special facilities:
 - a. demonstrable force majeure or personal circumstances;

- b. if necessary and possible, dispensation for participation in exams or tests and/or the availability of special facilities with regards to testing. Such dispensation and additional testing opportunities can only be granted by the examination board.
6. An introductory interview is held with every student before 1 November of the first year in which they are enrolled in the programme.
7. In the first year in which they are enrolled in the programme, the student will receive a first preliminary recommendation on continuation of his studies in week 52 at the latest. This also applies to students in their second year of enrolment in the programme, whose recommendation on continuation of studies has been postponed. This recommendation is not binding.
8. In the first year in which they are enrolled in the programme, the student will receive a second preliminary recommendation on continuation of their studies in week 10 at the latest. This also applies to students in their second year of enrolment in the programme, whose recommendation on continuation of studies has been postponed. This recommendation is not binding.
9. Any student who receives a negative preliminary recommendation, will be invited for an interview with the study adviser to discuss the study method and a reconsideration of the choice of study.

Article A6.3 (BINDING) RECOMMENDATION ON CONTINUATION OF STUDIES

1. Each student receives a written recommendation on continuation of their studies within the programme no later than at the end of the first year of enrolment in the programme concerning, subject to Article 6.4. This recommendation is based on the student's study results and may be a positive or negative recommendation, in compliance with Articles 6.4 and 6.5.
2. The issuing of the recommendation on continuation of studies as referred to in paragraph 1 is by the institutional board to the programme board.
3. Results of completed parts of a study unit that remain valid beyond the current academic year are counted when issuing the recommendation on continuation of studies.
 - a. Only credits from study units and parts of study units in the first year of the programme that issues the final recommendation, count for determining the number of EC's.
 - b. Exemptions granted to the student for study units and parts of study units of the first year count for determining the number of credits.
 - c. The programme board may set programme-specific requirements that must be met. These requirements are included in the programme-specific appendix. Programme-specific requirements may not state that all study units or parts of a study unit of a certain educational curriculum must be completed .
4. The recommendation on continuation of studies as referred to in paragraph 1 may involve rejection from the programme, if the student, in the opinion of the programme board, is not deemed suitable for the programme because
 - the student has passed in total less than 45 ECs of the first year, or
 - has passed 45 ECs or more of the first year, but does not meet the programme-specific requirements (as referred to in paragraph 3c of this Article).

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

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

Article A6.4 DISCONTINUATION OF ENROLMENT

1. The programme is considered to be discontinued if the student stops taking courses or any form of tests of the programme and:
 - a. Submits a request for termination of enrolment to the UT, or
 - b. De-enrols for the programme at the UT, while they enrol in another programme at the UT and thus transfer to the other UT programme, or
 - c. Starts a study at another institution of higher education with a 'proof of paid tuition fee'.
2. If in their first year of enrolment for the programme, a student submits a request to terminate enrolment through Studielink not later than 31 January and they are de-enrolled before or on 1 February and they do not re-enrol for the same programme in that same academic year, a study recommendation as referred to in paragraph 1 of Article 6.3 will not be issued. If this student does re-enrol in the relevant programme, this enrolment is designated as their first-year enrolment.

3. Students who are de-enrolled after 1 February for the programme at the UT, will receive a recommendation on continuation of studies as referred to in Article 6.3 paragraph 1 from the programme they discontinued.

Article A6.5 POSTPONING RECOMMENDATION ON CONTINUATION OF STUDIES

1. The recommendation on continuation of studies as referred to in Article 6.3 paragraph 1 may be postponed if:
 - a. the student is enrolled in the programme on or after 1 October of the relevant academic year, whether or not this is due to a transfer as outlined in Article 6.4 paragraph 1b, and on 31 August at the latest has not met the requirements set in Article 6.3, paragraph 4, or
 - b. if personal circumstances preclude rendering an opinion on a student's academic capacities at the end of the first year of enrolment in the programme.
2. If the student whose recommendation on continuation of studies as referred to in Article 6.3, paragraph 1 has been postponed based on Article 6.5, paragraph 1, re-enrols in a subsequent academic year for the relevant programme, the end of the second year of enrolment in the relevant programme applies as the new deadline for the final recommendation. Within 6 weeks after the enrolment date the student will be notified in writing when the programme will issue the final recommendation. The same requirement as set out in Article 6.3, paragraph 3 applies to this recommendation.

In case of postponement based on paragraph 1a the recommendation on continuation of studies is issued by the programme in which the student is newly enrolled.

3. For students who transfer to a different programme within the UT before 1 October, the recommendation on continuation of studies will not be postponed on the basis of transfer and thus there will be no adjustment of the requirements as stipulated in Article 6.3 paragraph 4.

SECTION A7 STUDYING WITH A FUNCTIONAL IMPAIRMENT

Article A7.1 STUDYING WITH A FUNCTIONAL IMPAIRMENT

1. A functional impairment is a physical, sensory or other impairment that might limit the student's academic progress.
2. Based on a discussion with the study adviser, the student will be consulted to determine which adjustments as referred to in Article 2 of the Equal Treatment Act on the basis of a Handicap/Chronic Illness (WGB h/cz) are deemed most effective for this student.
3. Adjustments are intended to remove specific obstructions when following the curriculum and/or sitting exams. Where necessary, these may concern facilities pertaining to the accessibility of infrastructure (buildings, classrooms and teaching facilities) and study material, changes to examination, alternative courses or a custom study plan. Realising the programme intended learning outcomes must be guaranteed when implementing changes.
4. On the basis of the interview described in paragraph 2, the student submits a written application for the facilities in consultation with the study adviser. The application is submitted to the faculty board, preferably 3 months before the student is to participate in classes, exams and tests for which the facilities are required.

5. The application is supported by documents that can reasonably be requested to assess the application (such as a letter from a doctor or psychologist registered in the BIG register, or in case of dyslexia from a health care psychologist or a remedial educationalist, also registered in the BIG register).
6. The faculty board makes a decision, within 20 working days of receipt of the application or earlier if the urgency of the application necessitates it, on the validity of the application as described in paragraph 4, and informs the student and the study adviser of their decision.
7. The study adviser ensures that the relevant parties involved are informed in due time of the facilities granted to the student with a disability.
8. Should the faculty board turn down the application in full or in part, the faculty board will inform the student of the reason for this rejection and the possibilities for lodging an objection or an appeal. Objections must be submitted in writing within 6 weeks, of the decision being announced to the relevant party, at the Complaints Desk at Student Services.
9. Should extra facilities be granted, it will be stated for what term this grant will apply. The applicant and the study adviser will evaluate the facilities before the end of this term. During this evaluation, the parties will discuss the effectiveness of the facilities provided and whether they should be continued.
10. In the case of dyslexia, an additional period of 15 minutes for every hour is granted in the event additional time for a test is granted.

SECTION A8 AMENDMENTS, TRANSITIONAL ARRANGEMENTS, APPEALS AND OBJECTIONS

Article A8.1 CONFLICTS WITH THE REGULATIONS

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

Article A8.2 ADMINISTRATIVE ERRORS

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

Article A8.3 AMENDMENTS TO THE REGULATIONS

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

Article A8.4 TRANSITIONAL ARRANGEMENT

1. In the case of amendments to the education and examination regulations, the faculty board may decide on a transitional arrangement.
2. The transitional arrangement will be published on the website of the programme.

3. Basic principles for a transitional arrangement if a curriculum is changed:
 - a. Changes to a curriculum are published before the start of the academic year in which they are to apply.
 - b. No guarantee can be given that all the study units or parts of study units of a programme, as they existed at the time of a student's enrolment in a programme, will continue to be part of their programme. The curriculum as most recently approved by the faculty board serves as the basis for establishing the results of the bachelor's final examination.
4. The transitional arrangement will always include:
 - a. which lapsed study units or parts of study units are equivalent to study units or components thereof in the current curriculum included in the programme-specific appendix;
 - b. that if a study unit or part of a study unit without practical exercises is removed from the curriculum, there will be at least 2 opportunities in the subsequent academic year to take a written or oral exam or to obtain an assessment by some other means;
 - c. that if a study unit or part of a study unit that involves practical exercises is removed from the curriculum, and during the subsequent academic year no opportunities are offered to carry out these practical exercises, at least one study unit is designated as a suitable replacement for the lapsed study unit;
 - d. the period of validity of the transitional arrangement.
5. The transitional arrangement requires the approval of the examination board pursuant to the provisions of paragraph 4.
6. In exceptional cases, and if this is to the student's advantage, the examination board may allow deviation regarding the number of times and the way in which an exam or a test for a lapsed study unit or a lapsed part of a study unit can be taken.

Article A8.5 ASSESSMENT EDUCATION AND EXAMINATION REGULATIONS

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

Article A8.6 APPEAL AND OBJECTIONS

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

Article A8.7 HARSHIP CLAUSE

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

Article A8.8 PUBLICATION

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

Article A8.9 ENTRY INTO FORCE

These regulations take effect on 1 September 2020 and supersede the regulations of 1 September 2019.

Enacted by the board of the Faculty Engineering Technology, in view of Articles 9.5, 9.15, first paragraph under a, 7.13, first and second paragraph, 9.38, under b, and 9.18, first paragraph under a, and 7.59 of the Higher Education and Research Act (WHW), and after consent of the faculty council.

Enschede, August 2020

EDUCATION AND EXAMINATION REGULATIONS

PROGRAMME-SPECIFIC ANNEX

INDUSTRIAL DESIGN ENGINEERING

2020-2021

SECTION B1 GENERAL PROVISIONS

ARTICLE B1.1 APPLICABILITY OF THESE REGULATIONS

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

ARTICLE B1.2 DEFINITIONS

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 IDE) 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 B2 ADMISSION

ARTICLE B2.1 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 B2.2 LANGUAGE REQUIREMENT BACHELOR'S PROGRAMME FOR HOLDERS OF FOREIGN DIPLOMAS

See Article A2.2.

ARTICLE B2.3 ADMISSION TEST OR COLLOQUIUM DOCTUM

See Article A2.3.

ARTICLE B3.1 PROGRAMME OBJECTIVE AND INTENDED LEARNING OUTCOMES

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 Engineering 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 Industrial Design Engineering (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 or 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) INTENDED LEARNING OUTCOMES

The IDE programme has seven intended learning outcomes. For each intended learning outcome, sub qualifications have been defined. The position of these sub qualifications is in between the intended learning outcomes and the learning objectives.

e. 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 engineering.
- 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.
- f. 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 design engineer, consisting of:
 - Mechanical Engineering
 - Physics
 - Graphic design and sketching;
 - Constructing and manufacturing;
 - User centred design;
 - Electrical engineering;
 - Marketing;
 - Interaction design;
 - Mathematics.
- g. 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.)
- h. 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.).
- i. 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.

j. 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 both orally and in writing 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.

k. 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.

l. Learning process, competencies and professional identity;

The graduate can shape their learning process, his/her competencies and develop his/her professional identity, by consciously choosing, motivating and completing study units that match personal capacities, skills, and motivation.

ARTICLE B3.2 STRUCTURE OF THE PROGRAMME

A) CONTENT OF THE PROGRAMME AND THE ASSOCIATED EXAMS

The first academic year (B1) consists of a fixed 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. In general 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. Most of the times the theory provided next to the projects is complementary to and more in depth than in the project, but in some cases it provides theoretical knowledge relevant for later projects.

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 thesis project 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/ course name	EC
1A	202000172	Module 1 – Introduction IDE	(15.0)
	202001192	<i>Introduction to Mathematics + Calculus 1A</i>	4.0
	202000173	<i>Statics</i>	2.0
	202000174	<i>Materials</i>	2.0
	202000175	<i>Design Sketching 1</i>	2.5
	202000176	<i>Introduction to IDE</i>	2.0
	202000178	<i>Introduction to IDE (1 EC)</i>	1.0
	202000177	<i>Project KICK START</i>	2.5
1B	202000179	Module 2 – Ideation	(15.0)
	202001199	<i>Calculus 1B</i>	3.0
	202000180	<i>Construction</i>	2.5
	202000181	<i>Production 1</i>	2.5
	202000182	<i>Technical Product Modelling 1</i>	2.0
	202000185	<i>Technical Product Modelling 1 (ME)</i>	2.0
	202000183	<i>Discovery</i>	2.5
	202000184	<i>Project Ideation</i>	2.5
2A	202000185	Module 3 – Realisation of Products	(15.0)
	202000186	<i>Statistics</i>	3.0
	202000187	<i>Mechanics of Materials</i>	2.5
	202000188	<i>Production 2</i>	2.5
	202000189	<i>Design Sketching 2</i>	2.0
	202000190	<i>Project Realisation of Products</i>	5.0
2B	202000191	Module 4 – Smart Products	(15.0)
	202000192	<i>Application Development</i>	2.5
	202000193	<i>Electronics</i>	2.5
	202000194	<i>Design Sketching 3</i>	2.5
	202000195	<i>Human Factors</i>	2.5
	202000196	<i>Project Smart Products</i>	5.0
		Total B1 programme course credits:	60

SECOND STUDY YEAR (B2)

Block	Code	Module name	EC
1A	202000197	Module 5 – Human- product relations	(15.0)
	202000198	<i>Energy and Heat Transfer</i>	3.0
	202000199	<i>Production 3</i>	2.5
	202000200	<i>Physical Ergonomics</i>	2.0
	202000201	<i>Project Human Product Relations</i>	7.5
1B	202000202	Module 6 – Consumer products	(15.0)
	202000203	<i>Technical Product Modelling 2</i>	2.5
	202000204	<i>Graphic Design</i>	2.5
	202000205	<i>Product Market Relations</i>	2.0
	202000206	<i>Project Consumer Products</i>	8.0
2A	202000208	Module 7 – Designing for specific users	(15.0)
	202001237	<i>Linear Algebra</i>	3.0
	202000209	<i>Design and Styling</i>	2.5
	202000210	<i>Cognitive Ergonomics</i>	2.5
	202000211	<i>Project Designing for Specific Users</i>	7.0
2B	202000213	Module 8 – Virtual product development	(15.0)
	202000214	<i>Introduction to Finite Element Method</i>	2.0
	202000215	<i>Dynamics</i>	3.0
	202000216	<i>Project Virtual Product Development</i>	10.0
		Total B2 programme course credits:	60

THIRD STUDY YEAR (B3)

Block	Code	Module name	EC
1A		Minor module	15.0
1B		Minor module	15.0
2A	202000218	Module 11 – Systems in Context	(10.0)
	202000219	<i>Design of Mechatronics and Systems</i>	5.0
	202000220	<i>Design & Meaning</i>	2.5
	202000221	<i>Philosophy and Sociology of Technology</i>	2.5
2B	202000222	Module 12 – Bachelor Thesis Project	(20.0)
	202000223	<i>Reflection Science, Design & Technology</i>	20.0
	202000224	<i>Bachelor Thesis Project</i>	0
		Total B3 programme course credits:	60

B) SPECIALISATION CONTENT

The differentiation programme of the Industrial Design Engineering 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 thesis project.

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 specialisation. With this, a student can consider qualifying for a particular master's or specializing at a non-adjacent course. The student has various options to choose from during the 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 IDE student can compile a personal programme or use possible exchange contracts. The student presents their preliminary study programme to the study adviser, who is mandated by the programme management, in advance in the form of a Learning Agreement.
2. **Broadening minor modules.** All IDE bachelor students can register for a broadening High Tech Human Touch minor according to the 'Tool of options'.
3. **Join-in minors:** An IDE student can follow a join-in minor at a different programme 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 'Tool of options', which gives the possible options and the admission requirements.

More information about the minor option can be found on:

<https://www.utwente.nl/en/education/electives/minor/general-information/#what-is-a-minor>

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 regular assignment duration is 12 to 13 weeks, with a maximum duration of 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 Engineering 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 realisation of the final bachelor's thesis project.

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 Engineering 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 '[Dutch degree transfer tool](#)' of the UT, the [VSNU](#) website, the website [doorstroommatrix.nl](#) or contact the study adviser or the Student Affairs Coaching & Counselling Bureau.

H) SEQUENCE OF THE EXAMINATIONS

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

4. If a student wants to follow a part of a curriculum, the educational programme assumes that the student possess the required knowledge and skills.
5. 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.
6. 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.

7. The final Bachelor's thesis project 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 Engineering is full-time.

J) SEQUENCE AND TIME PERIOD OF EXAMINATION (COMPONENTS)

- For scheduling written interim examination (components) of study units taught by Industrial Design Engineering 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 B3.3 THE PROGRAMME'S LANGUAGE OF TUITION

In addition to Article A3.3, the following programme-specific rules apply: English is the official language of the Industrial Design Engineering bachelor's programme. The examinations are administered in English. Exam and test questions have to be answered in English. Answers in any other language will be ignored and therefore not marked.

ARTICLE B3.4 EXEMPTION

See Article A3.4.

ARTICLE B3.5 FLEXIBLE PROGRAMME

See Article A3.5

SECTION B4 EDUCATION AND TESTING

ARTICLE B4.1 GENERAL

In addition to Article A4.1, the following programme-specific rules apply:

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

- written examination,
- oral examination,
- project assessment
- practical exercise assessment

- assignment assessment

ARTICLE B4.2 MODULES

See Article A4.2.

ARTICLE B4.3 REGISTERING FOR A MODULE, STUDY UNIT AND TESTS

See Article A4.3.

ARTICLE B4.4 MODULE DESCRIPTION AND ASSESSMENT PLAN

In addition to Article A4.4, the following programme-specific rule applies:

The module description can be found in Osiris. The study-load of the study units can be found in article 3.2. The compensation rules can be found below, the pass/ fail regulations can be found in Rule 8A of the 'Examination Board: Regulations and guidelines'. Period of validity can be found in Article 4.7 of this programme-specific part.

REGULATION FOR PASSING A PROJECT

1. The following applies for passing the project:
 - a. Students receive a pass for the project if all partial grades are ≥ 5.5 .
If students do not comply with 1.a., the following rules are applied:
 - b. Students receive a fail for the project if a partial grade is lower than 4.5.
 - c. Students receive a fail for the project if more than two partial grades are lower than 5.5.
 - d. For every project part receiving a partial grade below 5.5 (but ≥ 4.5), students must do supplementary work (for a maximum of two) in order to pass the project.
 - i. Each supplementary work can earn a maximum partial grade of 6.0.
 - ii. 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.
 - iii. Written details about the contents and time allotted to complete supplementary work are made during or as soon as possible after the project exam.

REGULATION FOR PASSING THE BACHELOR'S THESIS PROJECT

1. The following applies for passing the bachelor's thesis project:
 - a. Student receives a pass for the project if all partial grades are ≥ 5.5 .
If students do not comply with 1.a., the following rules are applied:
 - b. Student receives a fail for the project if a partial grade is lower than 4.5.
 - c. Student receives a fail for the project if more than two partial grades are lower than 5.5.
 - d. For every partial grade below 5.5 (but ≥ 4.5), student must do supplementary work in order to pass the project.
 - i. Supplementary work can earn a maximum partial grade of 6.0.
 - ii. 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.
 - iii. Agreements about the contents and time allotted to complete supplementary work are made during or as soon as possible after the project exam.

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.

COMPENSATION RULES

The first and the second year are divided into three clusters each:

Year 1

- Cluster 1: Introduction to Mathematics + Calculus 1A, Statics, Calculus 1B, Statistics, Mechanics of Materials, Electronics, Application development
- Cluster 2: Materials, Production 1, Construction, Technical product modelling, Production 2
- Cluster 3: Introduction to IDE, Design Sketching 1, Discovery, Design sketching 2, Human Factors, Design sketching 3,

Year 2

- Cluster 1: Energy and heat transfer, Linear algebra, Dynamics, Introduction to finite element method
- Cluster 2: Production 3, Technical product modelling 2
- Cluster 3: Graphic Design, Design & styling, Physical ergonomics, Product market relations, Cognitive ergonomics

In year 1 a student may compensate in two of the three clusters. This means that in each of the two chosen clusters, one subject may have obtained a 5.0 provided that all other grades within that cluster obtained at least a 6.0 and the weighted average, with respect to ECs, of all grades is at least 6.0. Compensation means that the student passes the subject that obtained a 5.0. The grade listed in the diploma supplement will be 5.0.

In year 2 a student may compensate in two of the three clusters. This means that in each of the two chosen clusters, one subject may have obtained a 5.0 provided that all other grades within that cluster obtained at least a 6.0 and the weighted average, with respect to ECs, of all grades is at least 6.0. Compensation means that the student passes the subject that obtained a 5.0. The grade listed in the diploma supplement will be 5.0.

In year 3 no compensation is possible.

TRANSITIONAL ARRANGEMENT

Students from generation 2019-2020 or before keep the compensated grades that they already obtained.

Students from cohort 2019 may use the compensation rules for the B1 part of the programme as described in the EER of 2019-2020, but only during the academic year 2020-2021.

Students from cohort 2018 and before may use the compensation rules for the B1 and B2 part of the programme as described in the EER of 2019-2020, but only during the academic year 2020-2021.

ARTICLE B4.5 ORAL TESTS

In addition to Article A4.5, the following programme-specific rule applies:

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

The public nature of oral exams may be restricted by the examiner if this is necessary for an objective assessment. For instance in the case that the oral exam is taken consecutively by different students.

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

ARTICLE B4.6 TERM ASSESSMENT, DATE OF EXAM OR TEST

See Article A4.6.

ARTICLE B4.7 PERIOD OF VALIDITY

See Article A4.7.

ARTICLE B4.8 RIGHT OF DISCUSSION AND REVIEW

See Article A4.8.

ARTICLE B4.9 RETENTION PERIOD FOR TESTS

See Article A4.9.

ARTICLE B4.10 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 B5 EXAMINATION BOARD

ARTICLE B5.1 EXAMINATION BOARD

See Article A5.1.

ARTICLE B5.2 FINAL EXAMINATION

See Article A5.2.

ARTICLE B5.3 DEGREE

See Article A5.3.

ARTICLE B5.4 CERTIFICATE

In addition to Article B5.4, the following programme-specific rule applies:

JUDICIUM CUM LAUDE

In the case of a student in the Bachelor's 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 awards this Distinction according to the rules below:

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

- a. The grade for the final bachelor's assignment is at least 8.5.
- b. The average of all grades for the other study units is at least 8.0, not counting extra curricular courses.
- c. At most two study units obtained grades 6.0 or 6.5, all other grades are at least 7.0.
- d. The student has participated in at most two resits.
- e. The bachelor's programme was completed within 4 years.
- f. An exemption was granted for no more than one third of the total bachelor's programme.
- g. No fraud was committed during the entire bachelor's programme.

In exceptional cases, the examination board may deviate from these rules by granting *Cum Laude* even in the case that not all requirements are met.

SECTION B6 STUDENT GUIDANCE AND (BINDING) RECOMMENDATION ON CONTINUATION OF STUDIES

ARTICLE B6.1 STUDY PROGRESS OVERVIEW

See Article A6.1.

ARTICLE B6.2 STUDENT GUIDANCE

In addition to Article A6.2, the following programme-specific rule applies:

For study guidance the student can turn to the study adviser for the Industrial Design Engineering 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 Engineering Examination Board.

ARTICLE B6.3 (BINDING) RECOMMENDATION ON CONTINUATION OF STUDIES

In addition to Article A6.3, the following applies to the binding recommendation concerning the Industrial Design Engineering 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. In addition to this rule, the student must have passed at least:
 -
 - one of the mathematics courses (Introduction to Math + Calculus 1A, Calculus 1B, Statistics), **and**
 - one of the physics courses (Statics, Mechanics of Materials), **and**
 - one of the sketching courses (Design sketching 1, Design sketching 2, Design sketching 3).

1. INFORMATION

- a. During the preliminary interview with the study adviser every student receives a letter containing information with regard to the standards for the first and second pre-recommendation and the definitive binding recommendation. This letter also describes the procedures concerning the carrying out of the binding recommendation.
- b. The preliminary interview is conducted by the study adviser or 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 Engineering bachelor's programme can turn to the study adviser for advice and tutoring concerning study and personal circumstances.
- c. 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.
- d. The Industrial Design Engineering study adviser, when necessary or desirable, can refer a student to a more suitable or qualified person or authority, for instance a student counsellor.
- e. Students receiving a negative recommendation at the first and/or the second pre-recommendation will be called for an interview with the Industrial Design Engineering study adviser.

3. PROGRAMME AND STUDENT FILES

- a. On behalf of the programme, the Industrial Design Engineering 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.
- b. Descriptions of any alleged personal circumstances are included in 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.
- d. The file of the student is available for all study advisers of the faculty ET (only used in absence of the study adviser Industrial Design Engineering). If a student wants to keep his file strictly confidential, he needs to notify the study adviser.

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 6.2.7 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 6.2.8 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 is designated as a first-year enrolment. In accordance with Article 6.3.9 of the general section of the Education and Examination Regulations.

6. PERSONAL CIRCUMSTANCES

- b. 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.
- c. 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 Personal Circumstances Committee and to initiate the relevant procedure on time. Always contact the study adviser about this request.
- d. 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 B6.4 DISCONTINUATION OF ENROLMENT

See Article A6.4.

ARTICLE B6.5 POSTPONING RECOMMENDATION ON CONTINUATION OF STUDIES

See Article A6.5.

SECTION B7 STUDYING WITH A FUNCTIONAL IMPAIRMENT

ARTICLE B7.1 STUDYING WITH A FUNCTIONAL IMPAIRMENT

In addition to Article A7.1, the following programme-specific rule apply:

The permission for extra facilities during examinations is mandated to the study adviser.

SECTION B8 AMENDMENTS, TRANSITIONAL ARRANGEMENTS, APPEALS AND OBJECTIONS

ARTICLE B8.1 CONFLICTS WITH THE REGULATIONS

See Article A8.1.

ARTICLE B8.2 ADMINISTRATIVE ERRORS

See Article A8.2.

ARTICLE B8.3 AMENDMENTS TO THE REGULATIONS

See Article A8.3.

ARTICLE B8.4 TRANSITIONAL ARRANGEMENT

See Article A8.4.

ARTICLE B8.5 ASSESSMENT EDUCATION AND EXAMINATION REGULATIONS

See Article A8.5.

ARTICLE B8.6 APPEALS AND OBJECTIONS

See Article A8.6.

ARTICLE B8.7 HARDSHIP CLAUSE

See Article A8.7.

ARTICLE B8.8 PUBLICATION

See Article A8.8.

ARTICLE B8.9 ENTRY INTO FORCE

See Article A8.9.

EXAMINATION BOARD: REGULATIONS AND GUIDELINES

BACHELOR

INDUSTRIAL DESIGN ENGINEERING

2020-2021

RULE 1. GENERAL PROVISIONS

GENERAL

These rules and regulations are set within the framework of the Dutch Higher Educational and Research Act (in Dutch: WHW) and the Educational and Examination Regulations for the bachelor and master programme of IDE.

The tasks and jurisdiction of the Examination Board are stated in articles 7.11, 7.12, 7.12b and 7.12c of the act.

The Examination Board executes her tasks and responsibilities on the basis of:

- Assessment and disciplinary expertise;
- Independent judgement;
- Interaction with the program management, exam office, programme committees, faculty quality team and faculty council.
- Reasonableness and fairness.

THE EXAMINATION BOARD

- The authority of the Examination Board extends to all education components part of the student's education.
- The Examination Board consists of at least three members of the tenured academic staff involved in teaching in the concerned programme(s), including two professors and an external expert (someone from outside the educational programme).
- The Examination Board can be advised by employees of the education, for example the Director of Education and/or study 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.
- The Examination Board meets at least four times per academic year.
- Decisions are made by majority vote.
- The meetings of the Examination Board are closed.
- Some tasks of the Examination Board are executed by other persons or groups on behalf of the Examination Board. These mandates are described in Appendix 1.

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 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).

APPOINTMENT OF EXAMINERS

1. The Examination Board compiles a list of examiners (for every module course and bachelor thesis project examinations). 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 IDE education are authorised to conduct 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 examinations. This decision also concerns the period of validity and expert domain.
 - f. Generally, in case of bachelor thesis project examinations, 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 thesis project or final study unit of the bachelor 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. For cohorts 2019 and earlier (TOM 1.0), the Examination Board assigns the bachelor coordinator as examiner for the modules 1 to 8 and modules 11 and 12 .

APPEAL

The student can appeal against a decision of the Examination Board at the UT "*Complaints Desk*". This appeal must be submitted to the complaints desk in writing. The deadline for filling an objection or appeal is six weeks after the dispatch of the concerning decision.

RULE 2. EXAMINATIONS

FORMULATION, FORM AND METHOD

1. The questions and answers (examination scripts) of an 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 examination. At the latest, one month before the examination, the final extent of the course materials is made known in writing (e-mail/Canvas). The manner in which the examination is to be taken must be published when the registration period in the Study Information System (Osiris) opens.
2. Before a written 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 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).

WRITTEN AND ORAL 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 examination.
3. The maximum number of points that can be gained per assignment/question is published on the examination paper the students receive.
4. If during and after the 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 examination.
6. Members of the Examination Board or the Director of Education are entitled to attend any oral examination session or to have him/herself represented by an observer.
The role of the observer is explained to the exam students.

EVALUATION OF EXAMINATIONS

1. The evaluation of written exams takes place according to the predefined model answers and standards.
2. The manner of evaluation is transparent so that the student can review his/her individual evaluation and see how his/her result was determined.
3. In the event that an 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.
4. A second examiner must assess the work when the assessment for a written exam results in 5. In case different assessments arise after discussion between the two, the grade is determined by taking the average of both assessments.

SAFEGUARDING ASSESSMENT QUALITY

The Examination Board ensures the quality of assessments in accordance with the assessment policy IDE established by the Examination Board and Director of Education.

The assessment policy IDE can be found on the website of the Examination Board:

<https://www.utwente.nl/en/intranet/id-exam-board/assessment-policy/assessment-strategy/>

RULE 3. ORDER AND PROCEDURE FOR EXAMINATIONS

WRITTEN EXAMINATIONS

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

1. Before an 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 examination, ensuring that the examination runs smoothly. The students should take the examination at the designated location. At least one of the supervisors is concerned with the education of the specific examination component.
 - g. Students with permission for extra time should inform the supervisor in advance.
2. During an 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. It is not allowed to leave the examination location 15 minutes before the regular end time of the examination.
 - e. Every student must hand in at least one sheet of paper with their name and student number written on it.
 - f. Students bear full responsibility for the decipherability (e.g. legibility, clarity of sketches, etc.) of the delivered work.
 - g. 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 examination assignment.
 - b. Resources allowed during the 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.

PROJECT EXAMINATIONS

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 latest after all project exams.
5. Regulations for passing the project are stated in the EER.

BACHELOR THESIS PROJECT EXAMINATIONS

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 1.4.2).
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. Regulations for passing the bachelor thesis project are stated in the EER.

RULE 4. FRAUD

DEFINITION OF FRAUD

Exam fraud means:

- a. The use of more or different aids in an examination or a component of an examination than those which the examiner, in writing and before the examination or 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 examination or a component of an 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 examinations;
 - Communicating with others (other than the invigilator or teacher) about the material of the examination during the 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 examination under a false name.
- c. Activities of which, before the examination or 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 4.2 is followed.

B. SANCTIONS ON FRAUD

1. When fraud is suspected or observed during/after an exam, or after submitting an assignment/report the invigilator or examiner will inform the student concerned. The student will be given the opportunity to finish his/her work.
2. The examiner will inform the Examination Board about the suspected fraud case directly after the exam. Also, the possible evidence will be attached to clarify the suspicion.
3. Depending on the gravity on the fraud committed, including repeated fraud, the Examination Board will impose sanctions, for instance:
 - a. Reprimand;
 - b. Additional supplement on assignment;

- c. Nullification of the exam, assignment or report concerned;
 - d. Exclusion from the exam concerned for a maximum of one year;
 - e. A combination of the measures above;
 - f. A proposal to the Executive Board to definitively end the student's registration for the programme concerned.
4. If fraud or plagiarism is detected in group work, all members will be held accountable. Every member is required to show evidence of his/her innocence.
 5. Before the Examination Board decides, all involved persons (student and invigilator/examiner) will be heard about the state of affairs.

RULE 5. CERTIFICATES AND TRANSCRIPTS

DUTCH GRADING SYSTEM

1. Assessments are usually expressed as grades on a scale of 1 to 10, with 6 being the minimum pass mark. The grades denote the following:

1: very poor	5: almost satisfactory	9: very good
2: poor	6: satisfactory	10: excellent
3: very unsatisfactory	7: very satisfactory	
4: unsatisfactory	8: good	
2. Exam components can also be assessed alphanumerically:

C5: compensated 5	EX: exemption granted
P: pass / satisfactory	F: fail / unsatisfactory

RESULT OF EXAMINATION

1. An examination result of 6.0 or higher is considered a "passing grade". This means the student has successfully passed the examination.
2. A study phase is completed successfully when all examination components are completed with a pass.
3. The Examination Board determines whether a student will be awarded a bachelor's degree.
4. After completion of all components of the bachelor's examination, the Exam Office of IDE on behalf of the Examination Board determines the result of the examination in accordance with the EER of the programme as well as the Rules and Guidelines of the Examination Board.
5. The Examination Board can declare a grade invalid if the grade was not obtained according to the regulations.

DEGREE CERTIFICATES

1. The Examination Board safeguards that a student has met all conditions of knowledge, insights and skills before awarding a degree.
2. After completion of all examination components, the Educational Affairs Office of IDE determines the result of the examination in accordance with the EER of the programme as well as the Rules and Regulations of the Examination Board.
3. The Examination Board awards a degree certificate as proof that the exam has been passed. The certificates are signed by or on behalf of the chair of the Examination Board.
4. The Examination Board encloses to the certificate a supplement, including a grade list, in accordance with the European standard format. The supplement is signed by or on behalf of the chair of the Examination Board.
5. The Educational Affairs Office hands out the certificate and supplement to students who are not present at the plenary graduation ceremony.

GRADUATION WITH DISTINCTION (“CUM LAUDE”)

- Requirements for graduation with distinction are defined in the program specific appendices of the EER.
- If a student does not meet the requirements for a graduation with distinction as stated in the programme specific EER, the Examination Board may nevertheless decide, upon request, to grant a graduation with distinction on the basis of specific and exceptional abilities and circumstances of the student’s achievement.

RULE 6. CALAMITIES/EMERGENCIES

The following applies for emergencies/calamities during on-campus testing:

1. If an emergency occurs or is expected during or shortly before the start of an 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 examination in consultation with the Director of Education.
3. The newly set 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 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 examination work behind in the examination room.
 - d. If students had the opportunity to start the 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 examination is organised for the effected students within one month (excluding the academic holiday period) after the exam interrupted by the emergency.

Appendix 3 applies for calamities/emergencies in case of off-campus testing.

RULE 7. EXEMPTIONS

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

- a. 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.
- b. 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 8. 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: LIST OF MANDATES

1. Mandates to the bachelor thesis project coordinator:
 - i. Approving composition of bachelor thesis project committee,
 - ii. Approving content bachelor thesis project.
2. Mandate to the study adviser:
 - i. Approving minor content in case of minors abroad (national and international) and deviation of standard approved UT-minors.
3. Mandate to Educational Affairs Office:
 - i. Signing graduation statements for creating certificates by the Exam Office.

In case a person mentioned above doubts about approval, the Examination Board is consulted.

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>

APPENDIX 3: ASSESSMENT RULES DURING A CALAMITY

This appendix describes the rules and procedures to be followed for tests taken off-campus. It applies to tests in those degree programmes of which the Examination Board has adopted these rules as part of their Rules and Guidelines.

RULES OFF-CAMPUS TESTING

1. Off-campus testing is only allowed in case of a calamity where organizing a test on campus is no longer feasible.
2. Long-term off-campus testing might compromise the ability of the examination board to certify that students achieve the programme intended learning outcomes (PILOs). In accordance with article 7.10 WHW, part 2, the examination board might have to introduce an additional investigation to certify whether students have achieved the PILOs even though the students has passed all required tests. The latter arises if too many of the tests do not have the required reliability due to off-campus testing.
3. If an individual student cannot participate in the on-campus test due to circumstances related to the calamity then the student is in this case not entitled to an extra exam opportunity. In case of hardship, the student can appeal to the examination board for an extra exam opportunity.
4. If on-campus testing is only possible for a subset of students and a substantial number of students cannot participate in the on-campus testing then, parallel, off-campus testing can be introduced. In this case, students can only participate in the off-campus test after prior permission from either the examination board or a person mandated by the examination board to take these decisions. Moreover, the off-campus test can be different in content and style to adhere to the different circumstances in which the exam is conducted.

RULES FOR OFF-CAMPUS ORAL EXAMS

1. Oral exams can be held via a video link.
2. For an oral exam, there must be proof that the student was treated fairly and that the assessment is reliable. This can be demonstrated by, for example, the presence of a second teacher or a video recording of the oral test itself.
3. According to the EER by default oral exams are public. If oral exams are introduced during a calamity as a replacement or addition to written tests then the oral exams are, by default, closed for outsiders.

RULES OF ORDER FOR OFF-CAMPUS EXAMS

1. Students are responsible for having a working internet connection, a working computer with a webcam/microphone if needed.
2. Students should be provided with a method to test their computer, internet connection and associated software to ensure everything is in working order.
3. In case of a hand-written exam, students can download the written test from 5 minutes prior to the official start time of the examination until at most 30 minutes after the official start time.
4. In case of a hand-written exam, students are to upload their written test within 15 minutes after the end time of the examination by taking pictures of their work and uploading them in a single combined PDF file. In case the time limit is exceeded, the exam might be declared invalid by the examiner.
5. Students may only use those resources (books, notes, calculators etc.) that are explicitly approved by the exam supervisor. Any violation of this will be considered attempted academic misconduct and will be reported to the examination board.
6. Students may not take the exam in each others vicinity (different house, same house but different room is only allowed in case of house mates).
7. Students are not allowed to communicate directly or indirectly with others during the examination. Any violation of this will be considered attempted fraud and will be reported to the examination board.
8. Students should follow any additional rules and procedures announced by the exam supervisor. Any failure to do so will be reported to the examination board.

9. Students might have to identify themselves during the examination by placing their student card (or, failing that, a certified ID) and extra time card visibly in front of the webcam 5 minutes prior to the official start time of the examination.
10. The examiner can enforce, in line with UT policy, the use of proctoring software to monitor the student during the exam using a microphone/webcam.
11. If the examiner has objective grounds to seriously question the reliability of an off-campus test, then the test results might be invalidated for all or a subset of the students.

RULES IN THE EVENT OF EMERGENCIES

1. If an individual student is affected by an emergency (such as failing internet/computer/software), the student must contact the exam supervisor as soon as possible, but no later than the deadline for submitting the exam. The exam supervisor will be authorized to take action and the students must follow the instructions of the exam supervisor. If the issue cannot be resolved the student will receive no grade. The student is in this case not entitled to an extra exam opportunity. In case of hardship, the student can appeal to the examination board for an extra exam opportunity.
2. If an emergency, affecting 25% or more of the students taking the exam, arises or threaten to arise shortly before or during an exam, the following may apply:
 - a. The time limit is extended for the affected students, or
 - b. the test will be postponed for the affected students.
 - c. In case the test is postponed, the examiner will set a new examination date in consultation with the Programme Director.
 - d. The new date for the test, which will be binding. This will be published through the usual channels within three business days.

ADDITIONAL PROVISIONS

INDUSTRIAL DESIGN ENGINEERING

2020 - 2021

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 Engineering 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/en/et/intranet/organization/arbo/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. 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.
7. 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.
8. Use of the computer and network facilities for purposes other than studying can be seen as misuse.
9. 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.
10. 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.
11. The institution makes space available to the student union, S.G. Daedalus, for carrying out their activities.