

UNIVERSITY OF TWENTE.

RULES & REGULATIONS OF THE EXAMINATION BOARD

OF THE MASTER OF SCIENCE (MSc) PROGRAMME MECHANICAL ENGINEERING

(ISAT code in CROHO: 60439)

2024-2025

These Rules & Regulations enter into effect on 1 September 2024.

GENERAL

These are the Rules & Regulations of the Examination Board ME & SET applicable to the Master of Science (MSc) program Mechanical Engineering (ME) of the University of Twente, complying with the *Wet op het hoger onderwijs en wetenschappelijk onderzoek*—i.e. the Dutch Act on Higher Education and Scientific Research (WHW 7.12b-5).

The duties and jurisdiction of the Examination Board Mechanical Engineering (ME) and the MSc Sustainable Energy Technology (SET) programmes are defined in Chapter 7 of the abovementioned Dutch *Wet op het Hoger onderwijs en Wetenschappelijk onderzoek* (WHW). The WHW defines the Examination Board as the body that objectively and professionally assesses whether a student meets the conditions laid down in the Education and Examination Regulations (EER) of the MSc Mechanical Engineering programme with respect to the knowledge, understanding and skills required to obtain a degree (see art. 7.12-2 WHW).

According to the WHW, the duties and jurisdiction of the examination boards include:

- to grant permission to a student to take a flexible programme (art. 7.3j WHW);
- to grant a diploma and supplement (art. 7.11 WHW);
- to provide advice to the faculty board concerning the adoption, amendment or periodic assessment of the EER (art. 7.12b, par. 1 WHW);
- to set regulations and directions for assessment, within the framework of the Education and Examination Regulation (EER) of the program (art. 7.12b, par. 1b WHW);
- to safeguard the quality of the organisation and the procedures of assessment (art. 7.12b, par. 1e WHW);
- to assess individual student requests for exceptions to the EER (art. 7.12b and 7.13 WHW);
- to assess cases in which there is a suspicion of fraud, and to determine the consequences if fraud has occurred (art. 7.12b, par.2 WHW);
- to prepare an annual report about the Examination Board's activities to the Faculty Board (Art. 7.12b, par. 5 WHW);
- to appoint Examiners (art. 7.12c WHW).

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

- assessment expertise and disciplinary expertise;
- independent judgement;
- reasonableness and fairness.

RULE 1 - THE EXAMINATION BOARD ME & SET

1. The Faculty Board (FB) of the faculty ET will establish an Examination Board in accordance with the ET Faculty Regulations and in accordance with the rights and obligations as laid down in the WHW.
2. The Faculty Board (FB) appoints a chair and a secretary upon recommendation by the members of the Examination Board ME & SET.
3. The authority of the Examination Board ME & SET covers all study units that are part of the student's programme, leading to the MSc ME degree.
4. The Examination Board ME & SET consists of at least four members, including two professors.

5. The Examination Board consists ME & SET of at least three staff members who are tasked with providing the programme's education and at least one "external member" not directly involved in the programme.
6. In order to execute her duties and responsibilities, the Examination Board ME & SET can/may ask advice and information from:
 - Faculty Board (FB);
 - Faculty Council (FC);
 - Programme Committees (PC);
 - Programme Management (PM), incl. the Programme Director;
 - Module/semester coordinators;
 - Examiners and Lecturers;
 - Study Advisors;
 - Student mentors.
7. The Examination Board ME & SET may decide to delegate (or mandate) parts of its authorizations to the chair, secretary or registrar of the Examination Board ME & SET.
8. The Examination Board ME & SET may decide to delegate (or mandate) parts of its authorizations to the chair and/or secretary of the Examination Board ME & SET.
9. The Examination Board ME & SET may decide to delegate (or mandate) some of its simple and/or standard decisions to the registrar of the Examination Board ME & SET and /or to staff involved in the programme, such as, the bachelor coordinator and the Program Director. These mandates shall cover only simple administrative and/or standard decisions. Each mandate will be laid down in writing by the Examination Board ME & SET, describing
 - i. the position or role (e.g. study advisor, bachelor coordinator) of the mandate
 - ii. detailed description of the terms and conditions, as well as the rules of the (type of) mandated decision(s);
 - iii. start and end date of the mandate;
 - iv. the method and frequency at which the mandatee shall report, in writing, to Examination Board ME & SET, all/the decision(s) made by the mandate in the framework of the mandate.

The Examination Board ME & SET will review granted mandates, as well as decisions made by mandatees on a regular basis.
10. The meetings of the Examination Board ME & SET are private.
11. The Examination Board ME & SET decides based on a majority of votes. In the event of a tied vote, the chair of the Examination Board ME & SET casts the deciding vote.

RULE 2 - GRANTING EXAMINATION AUTHORIZATIONS

1. The Examination Board ME & SET draws up a list of Examiners and appoints each Examiner for (their) respective study unit(s).
2. In general, the person with primary responsibility for the education will also have primary responsibility for the assessment—i.e. Examiner— of the course results, provided the primary responsible person meets the criteria of an Examiner (see rule 2.3 below).
3. The Examination Board ME & SET uses the following criteria for Examiners:
 - i. Examination authority is granted to members of the permanent or temporary staff of the University of Twente staff who have met the education qualification requirements—i.e. the *University Teaching Qualification* (UTQ), or at least the certificate *Examination* of the UTQ— and are involved in the programme or experts from outside the university (article 7.12 WHW). The latter need approval from the Examination Board ME & SET.
 - ii. The authorization is limited to the disciplines in which the staff members are recognised as experts on the topic/discipline they teach/examine.
 - iii. The authorization is limited to the next-lowest education level following the level at which the examiner has been educated.
 - iv. Staff members, including PhD students, post-docs and new staff members, must have assisted in the examination of a similar examination unit at least twice before they can be appointed as an Examiner for that study unit;
 - v. Staff members from partner universities also have examination authorization, provided that they meet the abovementioned or equivalent requirements.
 - vi. If there are multiple Examiners for one study unit, final responsibility will be assigned to one Examiner. In general, this is the person with the primary responsibility for the education;
 - vii. If (parts of) a study unit are assessed by different Examiners, the Examiner with final responsibility will ensure that these assessments are all based on identical standards.
 - viii. In all other cases, the Examination Board ME & SET will decide to grant someone examination authorization. This written decision will include the authorization's period of validity and the discipline;

RULE 3 - PRINCIPLES OF THE EXAMINATION BOARD ME & SET

1. When coming to decisions the Examination Board ME & SET takes into account that, for all organisational matters pertaining to study programmes, the nominal programming of the education takes precedence. The regulations for examination stimulate studying in cohorts and attempt to prevent any study delays that would disrupt the programmatic order of the study programmes.
2. The Examination Board ME & SET has the right to deviate from the Education and Examination Regulations (EER) of the programme, as well as from these Rules and Regulations. In such cases, the Examination Board ME & SET will ask study advisers (or if relevant other bodies in the programme) for advice regarding any decisions that concern individual students. Any information provided by the student in question and/or the student's study advisor will be treated confidentially. In the decision, to deviate from EER and/or R&R, the student's study plan and any known causes of study delay will be taken into account. Decisions to deviate from EER and/or R&R shall be substantiated in writing.
3. In the case the Examination Board ME & SET decides, to deviate from EER and/or R&R (see rule 3.3 above), the study progress (or study delay) will be taken into account. That is,
 - a. if a student shows a promising study pace of study at least 75%, the Examination Board ME & SET will consider whether (or not) her decision to deviate will contribute to the students' ability to complete his/her BSc programme in four years;
 - b. if the student has incurred a significant study delay (that is a study pace of study between 50% and 75%), the Examination Board ME & SET will consider whether (or not) there are sufficient reasons to assume that – based on the student's most recent study plan and the student's most recent study results – her decision will prevent the students' study pace of study from dropping any further;
 - c. if the student shows a study pace equal to or lower than 50%, it is unlikely that the student successfully completes his/her programme, and the student needs to reconsider his/her study/programme choice. Therefore, the Examination Board ME & SET will most likely decide not to deviate from the EER and/or R&R.

RULE 4 - WRITING AND DESIGN OF EXAMS AND EXAMINATION METHODS

1. Before an Examiner holds an assessment (exam, test etc), at least one other expert lecturer will evaluate whether the exam or test in question is sufficiently representative, whether the questions are formulated unambiguously, whether the difficulty matches that of the education itself and whether the exam or test can be completed well within the available time by properly prepared students.
2. At a student's request, the Examination Board ME & SET may permit an exam or test to be taken in a different manner than stipulated in the first paragraph.

RULE 5 - WRITTEN AND ORAL EXAMS (ON-LINE OR ON CAMPUS)

1. An individual oral exam will take no longer than 1.5 hours. An oral exam or test for a group of students will take no longer than 4 hours. The duration of a written exam or test is listed on the exam or test itself. The duration of an oral exam will be announced before the exam or test.
2. A written exam or test is evaluated based on predefined standards for the various questions or parts of questions that make up the exam or test.
3. The maximum number of points that can be earned per question of a written exam or test will be announced to the students on the exam/test.
4. If, while the exam or test is being held, it turns out that the possibility of completing the test within the available time was incorrectly assessed, either due to the clarity of the questions or due to the difficulty of the exam or test, the Examiner will immediately report this fact to the Examination Board ME & SET. The Examination Board ME & SET is authorised to prescribe new standards to account for this fact. These new standards may not demonstrably affect students in a negative manner.
5. At least two Examiners will be present during an oral exam or test for which more than two students will be assessed at the same time.
6. Oral exams or tests that are held for a group of students are private.
7. At all times, (a) member(s) of the Examination Board ME & SET has/have the right to attend and observe an exam or test or to be represented by a representative. The position of a representative will be explained to the examinees and Examiner(s).

RULE 6 - REGISTERING FOR EXAMS

1. The regulations with respect to registering for assessments (exam, test, etc) are laid down in the Education and Examination Regulations (EER) of the MSc Mechanical Engineering (ME) programme.

2. A student who is registered for the assessment and, without valid reason, does not participate in the assessment session can be excluded from participation in the next assessment session of the relevant study unit.
3. Registration is required for the assessment of the final MSc thesis/project. The registration takes place at/through the Educational Affairs Office (BOZ).

RULE 7- ORDER DURING ASSESSMENTS

1. During each exam or test, the examiner will appoint one or more examination supervisors (invigilators) to ensure that the session proceeds in an orderly fashion. At least one of the examination supervisors is involved in the education of the study unit in question.
2. During an exam or test, a student must be able to identify themselves with their proof of registration (student ID).
3. If a student is delayed, they may still participate in the assessment session up to 15 minutes after the start of the assessment session.
4. Students may not leave the session during the first 30 minutes after the start of the exam or test.

RULE 8 - FRAUD (ONLINE OR ON CAMPUS)

Scientific integrity is one of the key values for academic professionals and students. Violation of this scientific integrity (scientific misconduct, i.e. fraud) detracts from the contribution of science to society. As a member of the scientific community, students have to embrace and respect these important values. All students are expected to be familiar with specific behaviour related to academic standards and values, scientific integrity and other specific rules that applies. An assessment is intended to assess the knowledge, insight or skills of students. Cheating/fraud refers to any action or negligence on the part of a student that precludes an accurate assessment of the student's knowledge, understanding and skills.

1. The Examination Board ME & SET adopts the definition of fraud (academic/scientific) misconduct as defined in the *Student Charter (Institutional-specific section)* of the University of Twente¹. in the part/section on (academic/scientific) misconduct and fraud.
2. In addition to the definitions on the abovementioned Student Charter, the Examination Board ME & SET defines and stipulates the following additional regulations for written assignments, programming assignments, etcetera:
 - i. Individual assignments: there is one author who will receive an individual grade based on the assignment. If passages are included or information is used which are/is derived from other people's work, the student must clearly indicate:
 - a. which passages these are (e.g. by printing them in italics or between quotation marks);
 - b. the source of the information (by providing a clear source reference: a formal literature reference or a phrase such as "verbal information from Mr(s) XX").
 - ii. "Individual" group assignments: different group members are responsible for different components of the assignment.
 - a. clearly list which group member was responsible for which component of the assignment;
 - b. If passages are included or information is used which are/is derived from the components written by other group members, the student must clearly indicate:
 - o which passages these are (e.g. by printing them in italics or between quotation marks);
 - o where they come from (e.g.: "...added to the fact that measures have shown this effect to be negligible (see chapter V of this report), leads us to conclude that ...").
 - o For anything derived from persons outside the group, the regulations for individual assignments apply.
 - iii. "Joint" group assignments: the group as a whole is responsible for the entire contents of the report, even though each member wrote a different component of the assignment. In that case, it is not necessary to indicate who was responsible for each observation.

Note that when using external sources, the rules for individual assignments apply here as well. If the student does not follow these regulations and literally copies or paraphrases someone else's work without a proper source reference, they are committing plagiarism. Both copying without a source reference and allowing one's work to be copied are considered plagiarism/fraud. During joint group assignments, the entire group can be held responsible for the fraud.

3. The Examination Board decides whether fraud has occurred and decides on what action will be taken in cases of (suspected) fraud. That is, in the case of (suspicion of) fraud in the work of the student (or group of students),
 - a. the Examiner shall not assess/grade the student's work (or the work of the group of students);
 - b. the Examination Board ME & SET shall be informed a.s.a.p. about the circumstances of the suspected fraud, including evidence, by those (e.g. invigilator, lecturer, Examiner, observer, witness, etc., etc.)

¹ <https://www.utwente.nl/en/ces/sacc/regulations/charter/>

- involved in the assessment (exam, test, etc);
- c. the Examination Board ME & SET will study the evidence and circumstances of the suspected fraud by the student (or group of students), and may collect, when relevant and/or needed, additional information from those involved in the examination (e.g. invigilator, lecturer, Examiner, observer, witness, etc., etc.). These persons are obliged to answer any question from or supply requested information to the Examination Board ME & SET, to enable the Examination Board ME & SET to come to a well-informed decision.
 - d. unless the Examination Board ME & SET decides that the evidence is irrefutable and/or the student (or group of students) admit(s) the fraud, ((a) member(s) of) the Examination Board ME & SET will hear the student (or group of students) and confront the student(s) about the evidence. In this hearing the student (or group of students) can reply to and reflect on the evidence. The student (or group of students) is obliged to answer any question from or supply requested information to the Examination Board ME & SET, to enable the Examination Board ME & SET to come to a well-informed decision.
 - e. based on the evidence and the information provided by the student (or group of students) in the hearing (if that took place) the Examination Board ME & SET shall decide whether the suspected fraud indeed was committed by the student(s), and if so, the Examination Board ME & SET will sanction the student (or group of students);
 - f. The Examination Board ME & SET decides about the sanction(s)—i.e. penalties-- the student (or group of students) will receive if fraud is established/confirmed/proven. Possible sanction(s) include (depending on the severity of the established/confirmed/proven fraud):
 - i. an official warning; and/or
 - ii. the assessment (test, exam, report etc) is declared invalid and the student (or group of students) is allowed to retake the assessment at any time convenient for Examiner and the student (or group of students); and/or
 - iii. the assessment (test, exam, report etc) is declared invalid and the student (or group of students) is excluded from participation in the relevant exam for a maximum period of 1 year, depending on the severity of the fraud (to be judged by the Examination Board ME & SET); and/or
 - iv. the assessment (test, exam, report etc) is declared invalid (grade 1) and the student (or group of students) is excluded from participation in (any) exams for a maximum period of 1 year, depending on the severity of the fraud (to be judged by the Examination Board ME & SET);
 - v. proposal, to the Executive Board of the University of Twente, to terminate the enrollment—i.e. the registration— of the student(s) in the BSc programme.
 - g. In all cases in which fraud by the student (or group of students) is established/confirmed/proven, the student (or group of students) will not be eligible for the predicate “cum laude” on his/her/their MSc degree certificate (diploma).
 - h. The sanctions mentioned in the above rule are indicative—i.e. the Examination Board is not limited to the sanctions mentioned, and can decide to impose other sanctions in individual cases.
 - i. In all cases in which fraud by the student (or group of students) is established/confirmed/proven, a note made in the student’s file (or in the files of the group of students), to allow tracking of recidivism during the student’s program, and to ensure that cum laude will not be awarded to the MSc degree (diploma) of the student(s).
 - j. In principle, when necessary, the Examination Board ME & SET will only share information, related to fraud and imposed sanctions on student(s), with relevant staff involved in the MSc ME program, in which the student(s) is/are enrolled. However, there is an exception: in the event that the Examination Board ME & SET sanctions a student (or group of students) who is/are not enrolled in the MSc ME program, the Examination Board ME & SET will notify the examination board of the program or faculty where the student is enrolled of the fraud, imposed sanction and the reasons for it. The student(s) will be informed of this notification.

RULE 9 - REGULATIONS IN CASE OF AN EMERGENCY (FORCE MAJEURE)

If there is an emergency or an impending emergency—i.e. a force majeure— during/before an assessment session, including but not limited to situations such as

- fire,
- extreme weather,
- failing (technical) examination facilities of the exam or test (including but not limited to e.g. Remindo),

shortly before or during an assessment (exam, test etc), the following regulations apply:

1. If there is an expected emergency before the start of an exam or test, the exam or test will immediately be postponed. The Examiner will set a new date and time for the exam or test together with the programme director.

2. The new date and time for the exam or test, which will take place within a month (not including academic holidays), is binding. It will be announced via the usual communication channels within three working days after the occurred, or was about to occur.
3. If there is an emergency or an expected emergency during an assessment (exam, test, etc), the following actions must be taken if possible:
 - a. The student has written their name and student number on all exam or test materials at the start of the exam or test;
 - b. The people present must immediately leave the room when ordered by the responsible organisation or examination supervisor;
 - c. The students leave their exam or test in the room;
 - d. If students have had a chance to begin their exam or test, the (partially) completed work will be used by the Examiner to determine the final grade, if it is reasonably possible to do so.
4. If the lecturer cannot determine the final grade based on the provisions of article 9.3d, a resit opportunity will be scheduled for the affected students within a month (not including holidays) after the date of the original exam or test, provided that these students had signed up for the initial exam or test.

RULE 10 - ASSESSMENT REGULATIONS

The Examination Board ME & SET will have pass/fail regulations drawn up for each of the assessments (exam, test, etc.), which are to be laid down the corresponding test plans of each study unit.

1. The results of assessments (exams, tests, etc.) are expressed in half grades from 1.0 up to and including 5.0 and including 10.0 where:
 - a. grades will only be rounded in the last phase of the assessment of the examination
 - b. the rounding is done in accordance with the following scheme:

| | |
|------------------------------------|-----------------------|
| In case $n \neq 5$ | |
| Grade $\geq n.00$ and $< n.25$ | $\rightarrow n.0$ |
| Grade $\geq n.25$ and $< n.75$ | $\rightarrow n,.5$ |
| Grade $\geq n.75$ and $< (n+1).00$ | $\rightarrow (n+1).0$ |
| In case $n = 5$: | |
| Grade ≥ 5.00 and < 5.50 | $\rightarrow 5.0$ |
| Grade ≥ 5.50 and < 6.00 | $\rightarrow 6.0$ |

The marks have the following meaning:

| | | |
|---------------|------------------------------|----------------------------|
| 1 – 5 : fail | 6 – 6.5: satisfactory (pass) | 7 – 7.5: very satisfactory |
| 8 – 8.5: good | 9 – 9.5: very good | 10 : excellent |

Examinations may also be assessed alphanumerically:

| | |
|---------|-----------------------|
| F: Fail | EX: Exemption granted |
| P: Pass | |

2. Where the student has been assessed more than once for the same examination, the highest mark is the valid one.
3. Results from other institutions that are included in the student's examination programme, after approval of the Examination Board ME & SET, are not converted to the UT's assessment system. If a different assessment system was used (i.e. no grades from 1-10 as outlined in the tables above in article 12.4), sufficient results are registered as "P" and unsatisfactory results as "F." The scope of the study unit in question is converted into the equivalent number of credits by the Educational Affairs Office (BOZ).
4. The results of assessments (exams, tests, etc.) are recorded in Osiris. The results for parts of an assessment (subtests, partial assignments) are recorded in writing by the Examiner in the Examiner's own administration.
5. The Examination Board ME & SET can declare a grade invalid if it was acquired in a manner that violates these regulations.

RULE 11 - DEGREE CERTIFICATES (DIPLOMAS)

1. The student has successfully completed his/her MSc programme if the student's study units (specialisation courses, electives, internship, final MSc thesis/ project etc.) of the MSc programme Mechanical Engineering have been successfully completed (WHW article 7.12-2).
2. Degree certificates:
 - a. MSc Mechanical Engineering degree certificates are signed by the chair of the Examination Board ME & SET (or

in his/her absence by one of (other) the members of the Examination Board ME & SET) *before* the MSc thesis project assessment, as well as the student, *after* the MSc thesis project assessment.

- b. When no degree can be awarded after the MSc thesis project examination, the degree certificate is signed at the appropriate time by the MSc thesis project graduation professor. The student signs the degree certificate after he has received it from the Bureau of Educational Affairs (BOZ).

RULE 12 - EXEMPTIONS

The Examination Board ME & SET may grant students, upon a written request, an exemption from participation in the assessment (exam, test, etc) of a study unit and/or may grant an exemption from participation in practical exercises if:

1. an equivalent (in terms of level) and similar (in terms of the nature of the objectives) study unit was completed/passed as part of a different programme or at a different certified and equal higher education institution. The Examination Board ME & SET decides about the granting of request exemptions, based on information, if deemed necessary, acquired from a relevant Lecturer(s) and/or Examiner(s) in the programme, who are expert on the topic/discipline of the study unit, for which the exemption is requested for. The content of the study unit for which exemption is requested for must, for at least 80% overlap with the content and intended learning outcomes of the study unit was completed/passed as part of a different programme or at a different certified and equal higher education institution.
2. the student has achieved the intended learning goals in some other manner, as demonstrated by evidence provided by the student. The Examination Board ME & SET decides about the granting of request exemptions, based on information acquired from a relevant Lecturer(s) and/or Examiner(s) in the programme, who are expert on the topic/discipline of intended learning outcomes for which exemption is requested for.
3. not more than a total of 15 EC per year of study units in the programme, exemptions are requested for.

RULE 13 - DEROGATION, APPEAL & CHANGES

1. In cases of demonstrably compelling unreasonableness or unfairness, the Examination Board ME & SET may allow derogation from the provisions of these Rules & Regulations (see also rule 3.3 above).
2. The Examination Board ME & SET will decide in all cases that are not provided for in these Rules and Regulations to the extent appropriate to the duties and responsibilities of the Examination Board ME & SET.
3. Students can submit an appeal against a decision by an Examiner and/or a decision by the Examination Board ME & SET in writing to the Student Services' Complaints Desk of the University of Twente, and students must follow the procedures as laid down in the *Student Charter (Institutional-specific section)* of the University of Twente².
4. The Examination Board ME & SET evaluates and, where required adjust, these Rules & Regulations on a yearly basis. these Rules & Regulations are published on the website of the programme.

RULE 14: ENTRY INTO FORCE

These Rules & Regulations were adopted by the Examination Board ME & SET and enter into force on 1 September 2024. These Rules & Regulations replace earlier Rules & Regulations.

Enschede, 1 September 2024.

² <https://www.utwente.nl/en/ces/sacc/regulations/charter/>