**The document below highlights the amendments made to the 2026-2027 Rules & Regulations (R&R) of the Examination Board SET-ME for the MSc Mechanical Engineering (ME) programme, compared with the previous year's version.**

**Text that has been removed in the new version is shown in red and strikethrough (~~example~~), while newly added text is shown in blue and underlined (example).**

**Layout adjustments and linguistic corrections made solely to improve internal consistency (or with the applicable EER), internal coherence (or with the applicable EER), readability or text flow, without affecting the meaning or original intent of a provision, are not highlighted.**

# UNIVERSITY OF TWENTE.

# RULES & REGULATIONS OF THE EXAMINATION BOARD SET-ME
OF THE **MASTER OF SCIENCE** (MSc) PROGRAMME
**MECHANICAL ENGINEERING**

(ISAT code in CROHO: 60439)

## 2026-2027

These Rules & Regulations enter into effect on 1 September 2026

## GENERAL

These are the Rules and Regulations (R&R) of the Examination Board SET-ME applicable to the Master of Science (MSc) Mechanical Engineering (ME) programme of the University of Twente, complying with the Dutch Act on Higher Education and Scientific Research (*Wet op het hoger onderwijs en wetenschappelijk onderzoek*; WHW).
These R&R apply to all students enrolled in the MSc ME programme and to all persons who, within the scope of the programme, are involved in assessment, examination, invigilation, graduation assessment, or the exercise of duties assigned by the Examination Board SET-ME. All persons to whom these R&R apply shall acquaint themselves with their contents and shall comply with their provisions.
The duties and jurisdiction of the Examination Board SET-ME are defined in Chapter 7 of the abovementioned 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 ME programme with respect to the knowledge, understanding and skills required to obtain a degree (see Art. 7.12-2 of the 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. 7.11-2 WHW);
- to provide advice to the faculty board concerning the adoption, amendment or periodic assessment of the applicable EER (Art. 7.12b, par. 1 WHW);
- to set regulations and directions for assessment, within the framework of the applicable EER (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 for the Faculty Board (Art. 7.12b, par. 5 WHW);
- to appoint Examiners (Art. 7.12c WHW).

In addition to the provisions in the WHW, the Examination Board SET-ME shall perform its duties and exercise its powers in accordance with these R&R, and on the basis of:

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

## RULE 1 – THE EXAMINATION BOARD SET–ME

1. The Faculty Board of the Faculty Engineering Technology (ET) establishes 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. In accordance with Art. 7.12a-4 of the WHW, the Faculty Board appoints a chair and a secretary upon recommendation by the members of the Examination Board SET-ME.
3. The authority of the Examination Board SET-ME covers all study units that are part of the students' programme, leading to the MSc ME degree.

4. The Examination Board SET-ME consists of at least four members, including at least one full professor.
5. The Examination Board SET-ME consists 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. To execute its duties and responsibilities, the Examination Board SET-ME may request 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 Advisers;
   - Student mentors.
7. The meetings of the Examination Board SET-ME are private.
8. The Examination Board SET-ME may delegate parts of its authority to the chair or secretary of the Examination Board SET-ME.
9. The Examination Board SET-ME may issue (a) mandate(s) for routine or administrative decisions to its registrar(s) and/or other programme staff, such as Study Advisers, ~~Programme Director~~ or the Programme Coordinator. Such mandate(s) shall be limited to simple administrative and standard tasks/decisions, they may include administrative implementation of pre-defined criteria established by the Examination Board SET-ME, provided that no independent discretionary judgement is required. Each mandate shall be documented in writing by the Examination Board SET-ME and shall specify:
   a. The position or role of the authorized person;
   b. a detailed description of the terms, conditions, and rules governing the decisions that have been mandated/delegated;
   c. the start and end dates of the mandate/delegation;
   d. the method and frequency with which the authorized person shall report all decisions made under the delegation to the Examination Board SET-ME.
10. The Examination Board SET-ME shall regularly review all granted delegations, as well as the decisions made by those authorized to act on its behalf.
11. The Examination Board SET-ME decides based on a majority of votes. In the event of a tied vote, the chair of the Examination Board SET-ME casts the deciding vote.
12. The Examination Board SET-ME may determine one or more periods of recess during an academic year. During such periods, the regular meetings, activities, and duties of the Examination Board SET-ME may be suspended in whole or in part.
    a. The dates of any period of recess shall be stated in the Appendices of these R&R and communicated through the usual communication channels.
    b. During a period of recess, requests, complaints, and other submissions may continue to be received, but their processing may be postponed until the end of the recess period.
    c. A period of recess concerns the regular operational activities of the Examination Board SET-ME. As such periods are generally connected to academic holidays and/or public holidays, one or more members of the Examination Board SET-ME may be unavailable. The Examination Board SET-ME and its members may nevertheless undertake administrative, organizational, preparatory, or other internal governance activities during a recess period, depending on their availability. The undertaking of such activities shall not create any expectation that requests, complaints, appeals, or other submissions will be processed during the recess period.
    d. Before the commencement of a period of recess, the Examination Board SET-ME may designate one or more members who shall remain available to perform such duties and exercise such powers of the Examination Board SET-ME as are expressly specified by the Examination Board SET-ME for the duration of the recess period. Any such designation, or the absence thereof, shall be communicated through the usual communication channels prior to the commencement of the recess period.

## RULE 2 – GENERAL PRINCIPLES AND DECISION-MAKING

1. The Examination Board SET-ME shall decide on all matters not provided for in these Rules and Regulations (R&R), insofar as such matters fall within its duties and responsibilities.
2. When making decisions, the Examination Board SET-ME considers that, for all organisational matters relating to study programmes, the nominal programme of the education has priority. The examination regulations are designed to encourage students to study in cohorts and to prevent study delays that

could disrupt the order of the study programme.

3. In cases of demonstrable and disproportionate unfairness or unreasonableness,[1] the Examination Board SET-ME may deviate from the Education and Examination Regulations (EER) of the programme. Furthermore, where the strict application of these R&R would result in demonstrable and disproportionate unfairness or unreasonableness, the Examination Board SET-ME may also deviate from these. In such cases:
   a. Decisions shall be substantiated in writing.
   b. The Examination Board SET-ME may request advice from the Study Advisers (or, where relevant, other programme bodies) regarding any decisions that concern individual students.
   c. Any information provided by students concerned and/or by the student's Study Adviser will be treated confidentially.
   d. The student's study progress[2] and any known causes of study delay shall be taken into account. That is,
      i. If a student shows a promising study pace of at least 91% (ninety-one per cent), the Examination Board SET-ME will consider whether its decision to deviate from the EER and/or these R&R will contribute to the student's ability to complete the programme within two years;
      ii. ~~if a student shows a promising study pace of study at least 75%~~ If a student shows a study pace between 70% (seventy per cent) and 90% (ninety per cent), the Examination Board SET-ME will consider whether its decision to deviate from the EER and/or these R&R will contribute to the student's ability to complete the programme within ~~four~~ three years;
      iii. ~~if the student has incurred a significant study delay (that is a study pace of study between 50% and 75%)~~ If the student has incurred a significant study delay (i.e., shows a study pace of between 51% (fifty-one per cent) and 69% (sixty-nine per cent)), the Examination Board SET-ME will consider whether there are sufficient reasons to assume that, based on the student's most recent study plan and the student's most recent study results, its decision will prevent the student's study pace from declining further;
      iv. If the student's study pace is equal to or lower than 50% (fifty per cent), it is unlikely that the student will successfully complete the programme, and the student needs to reconsider their study programme choice. Therefore, the Examination Board SET-ME will not deviate from the EER and/or these R&R.
4. Requests for an additional assessment opportunity beyond those provided for in the applicable EER, including requests for a third or subsequent attempt, shall be decided exclusively by the Examination Board SET-ME.
   a. Students who submit such a request to an Examiner shall be referred to the Examination Board SET-ME, and Examiners shall not independently grant, approve, or promise such additional assessment opportunities.
   b. In accordance with Articles 2.2.4 and 2.2.5 of the applicable EER, the Examination Board SET-ME shall not consider requests intended to facilitate the completion of a pre-master programme where the student has more than 1 (one) uncompleted study units remaining in that programme. Such requests include, but are not limited to, requests for additional opportunities to participate in, repeat, retake, redo, complete, or otherwise satisfy the requirements of study units of the pre-master programme.
   c. In accordance with Article 2.2.7 of the applicable EER, the Examination Board SET-ME shall not consider requests intended to facilitate the completion of a pre-master programme where the student concerned has started the pre-master programme more than 15 (fifteen) calendar months before the submission of the request.
5. The Examination Board SET-ME shall assess each request on its own merits, taking into account the specific facts and circumstances of the individual case. Decisions taken in one case shall not create any entitlement, legitimate expectation, or precedent requiring the Examination Board SET-ME to reach the same decision in any other case, unless otherwise required by applicable law, the EER, or these R&R.
6. In making its decisions, the Examination Board SET-ME shall proceed on the basis that students are responsible for the planning and progress of their studies, for familiarising themselves with the

[1] For the purposes of this provision, a study delay shall be considered disproportionate or unreasonable only if it amounts to 6 (six) or more calendar months.
[2] For the purposes of this provision, study progress is assessed on the basis of a student's study pace, calculated as the percentage of ECs obtained relative to the total number of ECs that could have been obtained up to the relevant point in the programme.

applicable provisions of the EER and these R&R, and for making timely use of the facilities and opportunities offered within the programme. The Examination Board SET-ME will, in principle, not grant requests that are intended solely to remedy the consequences of a student's own failure to act in a timely manner, insufficient study planning, incorrect assumptions regarding applicable regulations, or failure to seek available guidance or information.

7. Before submitting a request to the Examination Board SET-ME, students shall first discuss the matter concerned with their Study Adviser. The Examination Board SET-ME may require a student to demonstrate that such consultation has taken place. Where the matter has not previously been discussed with the Study Adviser, the Examination Board SET-ME may decline to process the request or refer the student to the Study Adviser before considering the request.

## RULE 3 – APPOINTMENT OF EXAMINERS

1. The Examination Board SET-ME shall draw up a list of Examiners and appoint the Examiner(s) for each study unit prior to the commencement of the relevant study unit.
2. As a general principle, the person primarily responsible for the delivery of a study unit shall also be primarily responsible for the assessment of its learning outcomes, provided that the person meets the requirements for appointment as an Examiner as set out in paragraph 3 below.
3. The Examination Board SET-ME uses the following criteria for Examiners:
    a. Examination authority may be granted to members of the permanent or temporary staff of the University of Twente who satisfy the applicable educational qualification requirements, namely the University Teaching Qualification (UTQ) or, at a minimum, the Examination certificate within the UTQ programme, and who are involved in the programme. Examination authority may also be granted to experts from outside the University, in accordance with Article 7.12 of the WHW.
    b. Examination authority shall be limited to the disciplines in which the staff member is recognised as possessing relevant expertise.
    c. Examination authority shall be limited to the educational level immediately below the highest level attained by the Examiner.
    d. Staff members, including PhD candidates, postdoctoral researchers, and newly appointed staff, must have participated in the assessment of a comparable study unit on at least two occasions before they may be appointed as an Examiner for that study unit.
    e. Staff members from partner universities may be granted examination authority, provided that they meet the requirements set out above or equivalent requirements.
    f. Where a study unit has more than one Examiner, one Examiner shall be designated as having final responsibility. As a general rule, this shall be the person with primary responsibility for the study unit.
    g. Where different Examiners assess individual components of the same study unit, the Examiner with final responsibility shall ensure that all assessments are conducted in accordance with consistent standards.
    h. In all other cases, the Examination Board SET-ME shall decide whether examination authority is to be granted. Any such decision shall be made in writing and shall specify the scope, discipline, and period of validity of the authorization.
4. By way of derogation from paragraph 3 of this Rule, the Examination Board SET-ME may appoint as Examiner a supervisor or other member of a graduation committee referred to in Article 6.1.4 of the applicable EER, provided that such person satisfies the requirements applicable to graduation committee membership under the applicable EER and Rule 15 of these Rules and Regulations (R&R). Any such appointment shall be limited to the assessment activities relating to the relevant MSc graduation assignment.

## RULE 4 – ASSESSMENT REQUIREMENTS AND ARRANGEMENTS

1. Prior to the administration of an assessment (e.g., an exam or test), the Examiner shall ensure that at least one other qualified academic evaluates whether the assessment is representative of the course content, whether the questions are formulated unambiguously, whether the level of difficulty is aligned with the course, and whether the allotted time is sufficient for adequately prepared students to complete the assessment.
2. To comply with Article 5.1.7 of the applicable EER, the Examiner shall ensure that the relevant representative assessment materials, including the corresponding answers and assessment standards, are made available to students no later than 15 (fifteen) working days before the assessment.

3. At a student's request, the Examination Board SET-ME may permit an assessment to be taken in a different manner than stipulated in paragraph 2 of Article 5.1 of the applicable Education and Examination Regulations (EER).
    a. A request under this paragraph shall be submitted to the Examination Board SET-ME no later than 4 (four) weeks prior to the scheduled assessment date and shall include a substantiated motivation and any supporting documentation considered relevant by the student.
    b. The Examination Board SET-ME may seek the advice of the relevant Examiner before deciding on the request.
    c. Where the Examination Board SET-ME grants a request under this paragraph, it may determine the conditions under which the alternative assessment shall take place.
    d. Where necessary for the proper organisation, administration, invigilation, or assessment of the alternative assessment, the Examination Board SET-ME may, after consultation with the relevant Examiner, determine that the assessment shall take place on a different date and/or at a different time than originally scheduled.
4. Where, due to medical or personal circumstances, a student experiences substantial difficulties in demonstrating their knowledge, understanding, or skills in the prescribed language of assessment, the Examination Board SET-ME may grant permission for the student to be fully or partly assessed in another language, provided that the student submits a motivated request to the Examination Board SET-ME at least 2 (two) working weeks prior to the assessment.
    a. Any request referred to in paragraph (a) shall be accompanied by supporting documentation demonstrating the circumstances relied upon by the student.
    b. Notwithstanding any approval granted under this Rule, written assessments, written assignments, reports, theses, and presentation slides shall be prepared in English.
    c. Where a request is submitted after the stipulated deadline, the Examination Board may decline the request if, due to the timing of the request, there is insufficient time to properly organise, administer, invigilate, or assess the alternative assessment arrangement requested, notwithstanding the circumstances giving rise to the request.
5. For the purposes of Article 5.1.8 of the applicable EER, the Examination Board may permit an assessment to exceed the maximum duration prescribed in the applicable EER, provided that the Examiner submits a substantiated request demonstrating the educational necessity of the longer assessment and the Examination Board approves such deviation in advance.

## RULE 5 – ASSESSMENT SESSIONS

1. An individual oral assessment shall not exceed 1.5 (one point five) hours in duration. An oral examination or test conducted for a group of students shall not exceed 4 (four) hours. The duration of a written assessment shall be stated on the assessment itself. The duration of an oral assessment shall be communicated to the students prior to the assessment.
2. The maximum number of points that may be awarded for each question of a written assessment shall be communicated to students in the assessment instructions or on the assessment itself.
3. Where, during the administration of an examination or test, it becomes apparent that the assessment cannot reasonably be completed within the allotted time due to the clarity, complexity, or difficulty of the questions, the Examiner shall immediately inform the Examination Board SET-ME. The Examination Board SET-ME may prescribe adjusted grading standards to address the issue. Such adjustments shall not place students at a demonstrable disadvantage.
4. At least 2 (two) Examiners shall be present during an oral assessment in which more than 2 (two) students are assessed simultaneously.
5. Oral assessments conducted for a group of students shall be held in private.
6. Members of the Examination Board SET-ME shall be entitled to attend and observe any assessment, either personally or through a designated representative. Where a representative attends on behalf of the Examination Board SET-ME, their role shall be communicated to the Examiner, the students concerned, and any invigilators present.
7. Assessments shall be conducted in the language prescribed in the applicable EER and the study-unit information.
    a. Where permission has been granted pursuant to Rule 4 of these R&R, the Examination Board SET-ME may permit the student to participate in an oral assessment, or part thereof, in another language.
    b. Any deviation from English granted pursuant to this Rule shall not require other participants or the Examiner to use the alternative language. In the case of (a) group(s) oral assessment, the Examiner

and the other participants shall be entitled to continue the assessment in English.

## RULE 6 – REGISTRATION FOR ASSESSMENTS

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 Sustainable Energy Technology (SET) programme.~~ In addition to the regulations laid down in the Education and Examination Regulations (EER) of the MSc Mechanical Engineering (ME) programme, the Examiner of a study unit may require students to explicitly indicate their intention to participate in an assessment. In such cases:
   a. The Examiner must inform students of this requirement at the start of the study unit and (again) at least 20 (twenty) working days prior to the assessment.
   b. The Examiner shall indicate the means for active registration and offer a registration period of at least 7 (seven) working days.
   c. After the registration period has closed, the Examiner has the right to decline a student's registration, refuse the student permission to take the assessment, and/or declare the student's assessment invalid. The Examination Board SET-ME shall be notified of any such decisions within 10 (ten) working days after the assessment.
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 is done via the request for the Colloquium Announcement and handled by the Educational Affairs Office (BOZ). The request shall be submitted at least 4 (four) weeks prior to the intended date of the MSc colloquium.

## RULE 7 – CONDUCT OF ASSESSMENT SESSIONS

1. Invigilation
   a. For each assessment (e.g., a written examination or test), the Examiner may appoint one or more invigilators to ensure that the assessment session is conducted in an orderly manner. ~~At least one of the examination supervisors is involved in the education of the study unit in question.~~ The Examiner shall either be physically present during the assessment session or remain continuously and readily available throughout the session (e.g., by telephone, MS Teams, or from another nearby location that permits timely intervention where necessary).
   b. Where the Examiner is not available during an assessment session, the Examiner shall appoint a replacement responsible person who is sufficiently familiar with the content of the relevant study unit and qualified to address questions relating to the assessment, clarify ambiguities, handle unforeseen content-related issues, provide authorised explanations where appropriate, and otherwise support the proper and fair conduct of the assessment. Such person shall either be physically present during the assessment session or remain continuously and readily available throughout the session (e.g., by telephone, MS Teams, or from another nearby location that permits timely intervention where necessary). The Examiner shall notify the Examination Board SET-ME of the appointment prior to the assessment session. Such appointment shall be subject to the approval of the Examination Board SET-ME.
   c. The Examiner shall timely provide the exam office, and/or any other persons involved in the administration or invigilation of the assessment with all information reasonably required for the proper organization, administration, and conduct of the assessment.
      i. Such information shall include, where applicable, the duration of the assessment, permitted study aids, the use of digital systems or software, the type of devices that may be used by students, special room requirements, and any other conditions necessary for the orderly conduct of the assessment.
      ii. The information referred to in this paragraph shall be communicated sufficiently in advance of the assessment to enable the proper preparation of the assessment session.
   d. Student assistants can serve as invigilators but shall not take the role of main invigilators (see paragraph b above).
   e. The Examiner, main invigilator, or Examination Board may allocate students a specific seat in the assessment room.
   f. Students are obliged to follow the instructions of the Examiner and the invigilators.
   g. Invigilators shall ensure that the assessment question papers are handed out to students at the same time as much as possible, or that students start digital assessments at the same time.

h. To ensure the proper handling of materials in the event of a *force majeure* situation, students shall write their name and student number on all assessment materials immediately upon the commencement of the assessment session.
i. To prevent academic misconduct, Examiners and invigilators are allowed to check items students are using or are permitted to use during their exams.[3]
j. If academic misconduct is suspected based on irregularities noted by the Examiner or invigilator, then the Examiner —or the invigilator on the Examiner's behalf— must notify the student in question of this suspicion. Any materials or resources used in the suspected academic misconduct will be confiscated with proof of receipt. The suspected student may complete the exam. The Examiner shall not independently investigate the matter, determine whether academic misconduct has occurred, or impose any sanction. Such responsibilities rest exclusively with the Examination Board SET-ME. The Examiner must report the incident to the Examination Board though the official accusation report.[4] The provisions stipulated in Rule 8.4 of these Rules and Regulations (R&R) shall apply.

2. Student ID
   a. Students are required to provide a valid photo ID for identification purposes during all assessment sessions. Valid photo IDs are limited to the following:
      i. Student card
      ii. Passport
      iii. Driver License
   b. The following are not accepted as valid IDs:
      i. IDs with unclear or unrecognizable photo;
      ii. Passport or Driver License with personal details not written in Latin script
      iii. photos or digital copies of (valid) IDs;
      iv. any other ID not listed in paragraph 2(a) above.
   c. The invigilator shall check the students' ID and verify their identity and whether they are registered for the assessment in question. In case a student is not registered, the provisions in Rule 6 of these R&R may apply.
   d. Students without a valid ID may not be allowed to take the assessment, and/or their results may be declared invalid.
   e. In addition to a valid photo ID, students entitled to extra assessment time shall present their corresponding card to confirm such right.
   f. When applicable, students taking part in an electronic assessment should use their personal UT-ID and password (and, in some cases, their personal UT email address). Students are personally responsible for ensuring they have the necessary codes to hand.
3. Study aids
   a. Students must leave all personal belongings –especially books, notes, smartphones, smartwatches, smart glasses, earplugs brought from home or anything else that could serve as a study aid– outside the assessment room or put them in a place in the assessment room designated by the invigilator. The aisles between the tables must be kept free at all times.
   b. By way of derogation from paragraph 3(a) above, students may use study aids during an assessment if they have been approved as such in advance by the Examiner or the Examination Board. Permitted study aids shall be informed by the Examiner in advance and (if applicable) on the front page of the assessment paper.
   c. Any student who has a study aid that is not permitted within reach during an assessment, or on a visit to the toilet during the assessment, shall be guilty of academic misconduct.
4. Time constraints
   a. The assessment room will be accessible to students at least 15 (fifteen) minutes prior to the start of the session.
   b. Once an assessment session has started, the assessment room is no longer accessible.
   c. ~~If a student is delayed, they may still participate in the assessment session up to 15 minutes after the start of the assessment session.~~ By way of derogation from paragraph 4(b) above, the following applies to students who arrive late:
      i. Students must remain within easy reach outside the assessment room or waiting area.

[3] These may include, but are not limited to, items such as drink bottles, telephones, reference books, loose sheets, calculators, and (smart)watches or wristbands.
[4] The fraud protocol, academic misconduct procedure and accusation report can be found on the Examination Board SET-ME website at: https://www.utwente.nl/en/me/organisation/examination-board/Fraud/

Fifteen minutes after the start of the assessment session in question, they will all be admitted to the assessment room together. After 15 (fifteen) minutes, no student will be admitted.

d. Students are not permitted to leave the assessment room within 30 (thirty) minutes of the start time of an assessment and/or in the last 15 (fifteen) minutes of the assessment period.
e. Students who continue to work after the assessment time has ended shall be guilty of academic misconduct, except for those who have been awarded extra time —provided that they fulfil the provisions set in paragraph 4(e) of Rule 7.2 of these R&R.
f. In the case of an emergency or technical problem that hinders a student or group of students from continuing with an assessment for any period of time, the Examiner may deviate from the final time of the examination, as long as the new end time falls within the maximum time slot allowed.

5. Visits to the toilet
   a. Visits to the toilet are permitted no earlier than 90 (ninety) minutes after the start time of the assessment session.
      i. By way of derogation from the provision above, any student who has submitted a medical note to the Examiner, exam office, or Examination Board SET-ME before an assessment stating that the student should be allowed to visit the toilet within the initial 90 (ninety)-minute period, or who has obtained permission by the Examiner or Examination Board SET-ME due to temporary medical or personal circumstances requiring immediate access to sanitary facilities, may visit the toilet during such time period.[5]
   b. Students visiting the toilet shall be accompanied by an invigilator.
   c. Maximum one student at the time can visit the toilet.
   d. Any student wishing to go to the toilet must show the invigilator that is not carrying any study aids. The invigilator will also ensure that students who visit the toilet during the assessment do not have contact with any other students and are not able to use any kind of study aid.
   e. When students leave their seats to visit the toilet, they must ensure that other students have no opportunity to view their assessment paper. All assessment materials must be left on their desk at the location where they were taking the assessment.
6. Food and drink
   a. Students are not permitted to eat in the assessment room, unless they have been granted permission in connection with a disability or medical condition.[5]
   b. It is only permitted to bring drinks into the examination room in transparent and sealable cups, mugs or bottles, and the invigilator or Examiner may check to see whether these have been tampered with by the student.

## RULE 8 – ACADEMIC MISCONDUCT AND FRAUD

1. Scientific integrity is one of the key values for academic professionals and students. Violation of this scientific integrity (i.e., scientific misconduct; e.g., fraud) detracts from the contribution of science to society. As a member of the scientific community, students must 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 apply. 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.
2. The Examination Board SET-ME adopts the Rules of conduct stated in Article 6 of the Student Charter (Institutional-specific section) of the University of Twente. Additionally, it defines and stipulates the following regulations for written assignments, programming assignments, etcetera:
   a. Individual assignments: where there is a single author who will receive an individual grade based on the assignment. If passages or information derived from another person's work are included, the student must:
      i. clearly indicate which passages are derived from other sources (e.g. by using italics or quotation marks);
      ii. clearly indicate the source of the information (e.g., by providing a formal literature reference or a statement such as "personal communication from Mr/Ms XX").
   b. "Individual" group assignments: where different group members are responsible for different components of the assignment and each member receives an individual grade. Students must:

[5] Prior to this, the student timely applied for a provision, which the student was granted in this case.

i. clearly specify which group member was responsible for each component of the assignment;
ii. clearly acknowledge any passages or information derived from components written by other group members by indicating:
a. which passages are derived from another group member's work (e.g., by using italics or quotation marks);
b. the source of such material within the report;
c. the source of any material derived from persons outside the group, to which the regulations for individual assignments apply.

c. "Joint" group assignments: where the group as a whole is responsible for the entire content of the report, even if individual members have written different sections. In such cases, it is not necessary to indicate which group member was responsible for each observation or contribution.
i. When using external sources, the rules for individual assignments, as stipulated in paragraph 3(a), also apply. Failure to comply with these provisions, including the verbatim copying or paraphrasing of another person's work without proper source attribution, constitutes plagiarism. Both copying without appropriate source attribution and allowing one's work to be copied are considered plagiarism and/or fraud. In the case of joint group assignments, the entire group shall be held responsible for any plagiarism or fraud contained in the assignment.

3. The Examination Board SET-ME shall determine whether fraud or academic misconduct has occurred and what measures, if any, shall be imposed. In the event of alleged fraud or academic misconduct:
a. Any person involved in the assessment process (e.g., invigilator, lecturer, Examiner, observer or witness) shall inform the Examination Board SET-ME as soon as possible of suspected fraud or academic misconduct and provide all relevant evidence and information via the official accusation report.[6]
b. The Examiner shall refrain from assessing or grading the work concerned.
c. The Examination Board SET-ME shall review the available evidence and circumstances and may, where necessary, obtain additional information from people involved in the assessment. Such people shall cooperate fully by answering questions and providing any information reasonably requested by the Examination Board SET-ME.
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.~~ In all cases of alleged fraud, the student(s) concerned shall be given the opportunity to be heard before the Examination Board SET-ME adopts a final decision. Where the available evidence is considered irrefutably conclusive, or where the student(s) admit the fraud, the Examination Board SET-ME may issue a preliminary decision without first hearing the student(s). The preliminary decision shall be communicated to the student(s) concerned. Unless the student(s) have admitted the fraud, they shall thereafter be given the opportunity to be heard before the Examination Board SET-ME adopts its final decision.
e. Where a hearing takes place, the student(s) shall be informed of the evidence on which the allegation is based and shall be given the opportunity to respond to that evidence. The student(s) shall cooperate by answering questions and providing any information reasonably requested by the Examination Board SET-ME to enable it to reach a well-informed decision.
f. After considering the evidence and, where applicable, the information provided by the student(s) during the hearing, the Examination Board SET-ME shall determine whether fraud has been committed and, if so, shall impose an appropriate sanction on the student(s) concerned.

4. Where fraud or academic misconduct has been established, the Examination Board SET-ME shall determine the sanction(s) to be imposed. In determining the appropriate sanction(s), the Examination Board SET-ME shall take into account the nature and severity of the fraud.
a. Sanctions may include (in order of severity):
i. an official warning; and/or
ii. invalidation of the assessment concerned —the assessment is graded with a 1 (one)—, with the student(s) being permitted to retake the assessment at a time determined by the Examiner; and/or

[6] The fraud protocol, academic misconduct procedure and accusation report can be found on the Examination Board SET-ME website at: https://www.utwente.nl/en/me/organisation/examination-board/Fraud/

iii. invalidation of the assessment concerned —the assessment is graded with a 1 (one)— and exclusion from participation in the relevant assessment for a period of up to 1 (one) year; and/or
iv. invalidation of the assessment concerned —the assessment is graded with a 1 (one)— and exclusion from participation in any assessment for a period of up to 1 (one) year; and/or
v. a recommendation to the Executive Board of the University of Twente to terminate the student's enrolment in the programme.

b. The sanctions listed above are indicative rather than exhaustive. The Examination Board SET-ME may impose any other sanction it considers appropriate in the circumstances of the case.
c. A student for whom fraud or academic misconduct has been established shall not be eligible for the designation *cum laude* on the degree diploma.
d. Where fraud or academic misconduct has been established, a record of the case and the sanction imposed shall be placed in the student's file (or, where applicable, the files of the students concerned) for the purposes of monitoring repeated offences and ensuring that the designation *cum laude* is not awarded.
e. Where the Examination Board SET-ME is unable to establish fraud or academic misconduct conclusively but considers that the available evidence gives rise to a reasonable suspicion that fraud or academic misconduct has occurred, it may issue a formal caution to the student(s) concerned. Such a caution shall not be regarded as a finding of fraud or academic misconduct and shall not result in any disciplinary sanction. The caution will be registered in the Examination Board SET-ME records and may be considered by the Examination Board SET-ME when evaluating future cases involving the same student(s), but shall not be included in the student(s) file(s).
f. As a general principle, information relating to fraud investigations and sanctions shall be shared only with staff members whose duties require access to such information. However, where a sanctioned student is enrolled in a programme other than the MSc Mechanical Engineering programme, the Examination Board SET-ME may notify the relevant examination board of the student's programme or faculty of the established fraud, the sanction imposed, and the reasons for that sanction. The student concerned shall be informed of such notification.

5. Use of generative AI
   a. To reduce generative AI-related risk, the Examiner shall consider redesigning assessments where feasible —especially if the assessment is a written report/essay type. Any changes to the assessment policy of a study unit must be documented in the corresponding assessment plan and shared with the relevant Programme Committee and the Examination Board.
   b. Prior to an assessment, Examiners shall clearly specify whether the use of generative AI is permitted (e.g. via Canvas, lecture materials, or the assignment description).
      i. Where the use of generative AI is permitted, Examiners shall clearly define the permitted use, the conditions under which such tools may be used, and the manner in which students must disclose and acknowledge such use when submitting their work.
      ii. Students shall disclose and appropriately reference any use of generative AI in accordance with the Examiner's instructions when submitting their work. Failure to comply with this requirement may be treated as suspected plagiarism and shall be reported by the Examiner in accordance with the provisions established in Rule 8.4 of these Rules and Regulations (R&R).

## RULE 9 – REGULATIONS IN CASE OF AN EMERGENCY (*FORCE MAJEURE*)

1. In the event of an emergency or an imminent threat constituting force majeure —including, but not limited to, fire, extreme weather, or the technical failure of assessment facilities or platforms (e.g., *Remindo, Canvas*)— occurring immediately preceding an assessment session, the following provisions shall apply:
   a. The assessment may be postponed. The Examiner shall inform the Examination Board SET-ME as soon as possible and, in consultation with the programme director, determine a new date and time for the assessment.
   b. The rescheduled assessment shall take place within one month, excluding academic holidays. The new date and time shall be binding upon all participants and shall be communicated through the usual communication channels within 3 (three) working days of the occurrence of, or decision to postpone due to, the *force majeure* event.
2. Should a force majeure event occur while an assessment is in progress, the following regulations apply:

a. All participants shall vacate the room immediately upon the instruction of the examination supervisor or the relevant authority;
b. Students shall leave all assessment materials in the room. To facilitate the identification and handling of assessment materials in the event of a force majeure situation, students shall comply with the requirements set out in paragraph (f) of Rule 7.1 of these Rules and Regulations (R&R) concerning the identification of assessment materials.
c. ~~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.~~ If the disruption occurs after 50% (fifty per cent) of the scheduled assessment time has elapsed, the Examiner shall use the partially completed work to determine the final grade.
d. If a final grade cannot be determined under the provisions of paragraph 2c, a resit shall be scheduled for the affected students within one month (excluding holiday periods) of the original assessment date, provided that the students were registered for the initial session.
e. By way of derogation from paragraph 2d, a student may submit a request to the Examination Board to have the partially completed work assessed and graded instead of participating in the replacement assessment. The Examination Board may grant such request after consulting the Examiner, provided that the Examiner confirms that a reliable assessment of the student's achievement of the intended learning outcomes can reasonably be made on the basis of the work submitted. The following provisions shall apply:
    i. Where such request is granted, the assessment of the partially completed work shall constitute the replacement assessment opportunity referred to in paragraph 2d.
    ii. The student shall not be entitled to participate in the replacement assessment referred to in paragraph 2d, irrespective of the grade awarded for the partially completed work.
    iii. Where the affected assessment was the first assessment opportunity for the study unit, the student shall remain entitled to participate in the regular second assessment opportunity provided for the study unit in accordance with the applicable EER.

## RULE 10 – ASSESSMENT RESULTS

1. ~~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.~~ Pass/fail criteria shall be drawn up for each assessment (e.g. an exam or test), including predefined grading criteria applicable to the individual questions or components that form part of the assessment, and shall be laid down in the corresponding test plan of the relevant study unit. The Examination Board SET-ME shall ensure that such criteria are available.

~~1. The assessments 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 ≠ 5~~<br>~~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:~~<br>~~Grade ≥ 5.00 and < 5.50~~ | ~~→ 5.0~~ |
| ~~Grade ≥ 5.50 and <6.00~~ | ~~→ 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~~

~~1. When the student has been assessed more than once for the same examination, the highest mark is the valid one.~~

2. Where bonus points, bonus credits, or comparable incentives form part of the assessment of a study unit, they shall not be used to compensate for a failure to demonstrate sufficient achievement of the intended learning outcomes of that study unit, nor shall they result in a student passing the study unit unless the student has otherwise satisfied all mandatory pass requirements applicable to that study unit.
3. Results obtained at other institutions and included in a student's examination programme with the approval of the Examination Board SET-ME shall not be converted to the University of Twente grading system. Where a different grading system has been used (i.e., a system other than the 1-10 scale referred to in Article 5.7.2 of the applicable Education and Examination Regulations (EER)), satisfactory results shall be recorded as "P" (Pass) and unsatisfactory results as "F" (Fail). The Educational Affairs Office (BOZ) shall determine and register the equivalent number of ECs for the study unit concerned.
4. Pursuant to Article 5.7.7 of the applicable EER, the Examiner shall disclose the result of an assessment to the students concerned no later than 10 (ten) working days after the date of the assessment.
    a. In accordance with Article 5.8.5 of the applicable EER, upon a reasoned written request by the Examiner, the Examination Board SET-ME may, in consultation with the programme management, grant an extension of this deadline.
    b. Any extension granted under paragraph (a) shall not exceed 5 (five) additional working days for each cohort of 100 (one hundred) students above 200 (two hundred) students enrolled in the assessment for the study unit concerned.
    c. Where an extension is granted, the Examiner shall inform the students concerned of the delay and communicate the revised expected date on which the results will be disclosed no later than 5 (five) working days after the assessment date.
5. The final results of assessments (e.g., exams and tests) shall be recorded in Osiris. Results relating to (sub)components of an assessment (e.g., subtests, partial assignments, or intermediate results) shall be recorded and maintained by the Examiner in their own administration.
6. To facilitate student access to assessment results and enable oversight by the Examination Board SET-ME, Examiners shall publish assessment results in Osiris as soon as the grading has been completed, even if the assessment review session has not yet taken place.
    a. The publication of results prior to the assessment review session shall not prevent the Examiner from correcting or adjusting grades where necessary following the review session.
    b. Any grade adjustments made after the assessment review session shall be registered in Osiris as soon as reasonably possible.
7. Pursuant to Article A3.3.4 of the applicable EER, Examiners shall determine the result of a study unit on the basis of the unrounded grade resulting from the applicable assessment. As Osiris only accepts grades recorded to one decimal place, Examiners shall register the final study unit grades in Osiris after using a consistent rounding method that reflects the rounding logic set out in the above-mentioned Article.
8. Pursuant to Article 2.2.5 of the applicable EER, the pass/fail regulations for the pre-master programme shall follow the same provisions as stated in Articles A3.3 and B3.2 of the current EER for the BSc ME programme. The conditions regarding the maximum period of time to complete the pre-master programme, as stated in Article 2.2.6 of the applicable EER, shall apply.
9. The Examination Board SET-ME may declare a grade invalid if it determines that the grade was obtained contrary to these Rules and Regulations (R&R), the applicable EER, or a decision of the Examination Board SET-ME. This includes, but is not limited to, where a student has taken part in an assessment without the required approval of the Examination Board SET-ME.

## RULE 11 – AWARD AND ISSUANCE OF DIPLOMAS

1. As provided in Article 6.2 of the applicable Education and Examination Regulations (EER), the Examination Board SET-ME shall award a diploma as proof that the student has successfully completed the MSc programme. The diploma shall be signed by an authorized member of the Examination Board SET-ME prior to the MSc colloquium and by the student following the assessment of the MSc thesis project. Where the assessment of the MSc thesis project is satisfactory, the diploma shall be presented to the student immediately following the MSc colloquium.
2. Where the diploma cannot be awarded immediately following the MSc colloquium, the diploma shall be signed at the earliest appropriate opportunity by an authorized member of the Examination Board SET-ME or by the chair of the graduation committee. The student shall sign the diploma upon receiving it from the Educational Affairs Office (BOZ).

3. The Examination Board SET-ME shall apply the provisions of Article 6.3 of the applicable EER strictly. No exceptions, deviations, or dispensations from the requirements for the award of the designation *cum laude* shall be granted, except where expressly provided for in Article 6.3 of the applicable EER.

## RULE 12 – EXEMPTIONS

1. The Examination Board SET-ME may, upon a student's written request, grant an exemption from participation in the assessment of a study unit and/or from participation in practical exercises if:
   a. The student has successfully completed, within another programme or at another accredited higher education institution, a study unit that is equivalent in level and intended learning outcomes to the study unit for which the exemption is requested. The content and intended learning outcomes of both study units shall overlap by at least 80% (eighty per cent); or
   b. The student demonstrates, through appropriate evidence and to the satisfaction of the Examination Board SET-ME, that the intended learning outcomes of the study unit have been achieved by other means at a level equivalent to that required for successful completion of the study unit.
2. A request for exemption shall be accompanied by all documentation necessary for the assessment of the request.
   a. Where an exemption is requested on the basis of studies completed within another programme or at another accredited higher education institution, the student shall submit an official transcript of records from the previous institution, the course descriptions (including intended learning outcomes) and any other supporting documentation relating to the study unit(s) concerned. The request shall clearly specify, for each study unit for which exemption is requested, the corresponding study unit previously completed by the student that forms the basis of the request. Requests that do not clearly identify this correspondence may be deemed incomplete.
   b. Where an exemption from the internship, as referred to in paragraph 2 of Article 4.6 of the applicable EER, is requested on the basis of relevant industrial experience, the student shall submit evidence of employment in a position related to the Mechanical Engineering discipline for a minimum period of 10 (ten) months, together with a 5 to 6-page essay demonstrating how that experience contributes to the achievement of each of the 11 (eleven) intended learning outcomes defined in Article 3.2 of the applicable EER.
3. Exemption requests may only be submitted in respect of study units that belong to the student's current academic year according to the applicable curriculum. The Examination Board SET-ME shall reject exemption requests relating to study units belonging to a previous or subsequent academic year.
4. In evaluating a request for exemption, the Examination Board SET-ME may seek advice from one or more relevant lecturers and/or Examiners with expertise in the subject area concerned.
5. The granting of an exemption in a previous case shall not create any entitlement or expectation that a similar exemption will be granted in a future case. Each request shall be assessed on its own merits and in accordance with the applicable EER and the R&R in force at the time of the request. Because study units, intended learning outcomes, assessment methods, and programme requirements may change over time, previous exemption decisions shall not be regarded as precedents for future requests.
6. Exemptions shall not be granted for more than a total of 15 (fifteen) EC per academic year.

## RULE 13 – EXTENSION OF GRADUATION ASSIGNMENTS

1. Students may submit a request for an extension of the MSc graduation assignment. In such cases, the following provisions shall apply:
   a. Students shall submit their request, including a substantiated motivation, no later than 11 (eleven) calendar months, or 15 (fifteen) calendar months for a double-degree MSc graduation assignment, after the start date of the assignment as recorded in Mobility Online.
   b. The request shall be accompanied by a work plan approved and signed by the members of the graduation committee (i.e. the chair and the main supervisor, as registered in Mobility Online).
   c. First requests submitted more than 12 (twelve) calendar months after the start date of the MSc graduation assignment, or more than 18 (eighteen) calendar months after the start date of a double-degree MSc graduation assignment, as registered in Mobility Online, shall not be granted.
   d. Second requests submitted more than 16 (sixteen) calendar months after the start date of the MSc graduation assignment, or more than 24 (twenty-four) calendar months after the start date of a double-degree MSc graduation assignment, as registered in Mobility Online, shall not be granted.
2. Where the request is approved, the Examination Board SET-ME may grant an extension of up to 8 (eight)

calendar weeks for MSc ME graduation assignments or 12 (twelve) calendar weeks for double-degree MSc graduation assignments.

3. Where the request is rejected, the provisions of Article 6.1.3 of the applicable Education and Examination Regulations (EER) shall apply. The student shall then submit the work completed for the MSc graduation assignment up to that point to the Examination Board SET-ME within 5 (five) working days after the decision has been communicated. In such cases, the following provisions shall apply:
    a. The Examination Board SET-ME shall forward the submitted work to the graduation committee.
    b. The graduation committee shall assess the work within 10 (ten) working days of receipt.
    c. Where the graduation committee determines that the work is of sufficient quality to be presented and defended, an MSc colloquium shall be scheduled within 10 (ten) working days after the assessment has been completed. The MSc colloquium shall take place no later than 5 (five) calendar weeks after the student has been informed of the committee's decision.
    d. Where the graduation committee determines that the work is insufficient, the provisions of Article 6.1.3 of the applicable EER shall apply and the student shall commence a new MSc graduation assignment under the supervision of a different supervisor.

## RULE 14 – DOUBLE-DEGREE PROGRAMMES

1. For the purposes of Articles 4.3 of the applicable EER, the requirement of 15 EC of MSc courses shared in both programmes shall be fulfilled exclusively by courses that are included in both:
    a. the curriculum of the MSc Mechanical Engineering programme as set out in Appendix A to the applicable EER; and
    b. the curriculum of the other MSc programme as set out in the applicable EER of that programme.
2. Courses that are not included in the curricula of both programmes, as evidenced by the applicable EERs, shall not be regarded as courses shared in both programmes for the purposes of the above-mentioned Articles.
3. The Examination Board shall determine, on the basis of the applicable EERs, whether a course qualifies as a shared course within the meaning of this Rule.

## RULE 15 – GRADUATION COMMITTEES

1. For the purpose of administering the requirements set out in Article 6.1.4 of the applicable EER, the Examination Board SET-ME shall draw up and maintain a list of authorized graduation committee members for the MSc Mechanical Engineering programme. The following provisions apply:
    a. Only persons who satisfy the requirements referred to in Article 6.1.4 of the applicable EER and these Rules and Regulations (R&R) shall be included in the list.
    b. Persons seeking inclusion in the list referred to in this Rule shall provide any information, evidence, or documentation reasonably required by the Examination Board SET-ME to determine whether the applicable requirements have been met.
    c. The Examination Board SET-ME may remove a person from the list where the requirements for inclusion are no longer satisfied.
2. The provisions laid down in Article 6.1.4 of the applicable Education and Examination Regulations (EER) apply UT-wide. Accordingly, academic staff of a faculty different to the Engineering Technology Faculty can participate as graduation committee members.
3. By way of derogation from paragraph 3 of Article 6.1.4 of the applicable EER, the Examination Board SET-ME may grant voting rights to a guest member upon a written request from the chair of the graduation committee, provided that the guest member possesses qualifications deemed satisfactory by the chair of the graduation committee.
4. Regarding paragraph 4 of Article 6.1.4 of the applicable EER, where the chair of the graduation committee, as recorded in Mobility Online, is unavailable, the chair shall appoint a replacement who complies with the requirements set out in paragraph 1a of Article 6.1.4 of the applicable EER, and inform the Examination Board SET-ME and the Educational Affairs Office (BOZ).
5. For the purposes of paragraph 2b of Article 6.1.4 of the applicable EER, intended graduation committee members who are not authorized yet to participate in graduation committees shall demonstrate that they have participated as an observer in at least 2 (two) MSc graduation examinations of either the MSc Mechanical Engineering or MSc Sustainable Energy Technology programmes. The following provisions apply:
    a. Evidence of such participation shall be submitted to the Examination Board SET-ME.
    b. Acceptable evidence shall consist of either:

i. the corresponding signed Observer Statement form(s)[7]; or
ii. a copy of the corresponding signed Assessment Form MSc Thesis ME, as referred to in Appendix C1.5 of the applicable EER, showing the intended graduation committee member listed as a guest or observer.

c. The Examination Board SET-ME may refuse the appointment or approval of a graduation committee member where the evidence referred to in this paragraph has not been provided or is deemed insufficient.

## RULE 16 – SUBMISSION AND HANDLING OF REQUESTS, COMPLAINTS AND APPEALS

1. Requests and complaints intended for the Examination Board SET-ME shall be submitted exclusively through the designated online forms published on the official Examination Board SET-ME website.[8]
   a. Requests and complaints submitted by any other means, including email, shall not be processed.
   b. Requests and complaints shall be processed in the order in which they are received.
   c. Requests and complaints shall be treated confidentially, unless the student concerned has explicitly indicated otherwise.
   d. Before submitting a request to the Examination Board SET-ME, students shall first discuss the matter with their Study Adviser and, where applicable, with their specialisation coordinator and/or graduation supervisor. Requests shall be accompanied by evidence that such consultation has taken place.
   e. The Examination Board SET-ME may decline to process a request where the consultation requirements set out in paragraph (d) of this Rule have not been met.
2. When handling complaints, the Examination Board SET-ME shall act in a neutral and impartial manner. Before taking a decision, the Examination Board SET-ME shall provide the person or body to whom the complaint relates an opportunity to respond to the allegations and to present their views.
3. Students may submit an appeal against a decision by an Examiner and/or a decision by the Examination Board SET-ME in writing at the UT Complaints Desk via the Student Services Contact Centre.[9]
4. Oral communications not initiated by the Examination Board SET-ME shall not constitute an official request, complaint, appeal, or other submission to the Examination Board SET-ME.
5. The Examination Board SET-ME reserves the right to communicate with students through other channels, including telephone calls, online meetings, and in-person meetings, where it considers this necessary.
6. Any decision of the Examination Board SET-ME shall be communicated in writing.
7. Where the Examination Board SET-ME grants conditional approval, students shall confirm their understanding of and agreement with the stipulated conditions by the deadline and in the manner specified by the Examination Board SET-ME. If the student fails to confirm by the specified deadline, the conditional approval shall be withdrawn and the request shall be deemed rejected.

## RULE 17 – FINAL PROVISIONS

1. These Rules and Regulations (R&R) were adopted by the Examination Board SET-ME and shall enter into force on 1 September 2026. Upon entry into force, they shall replace all previous R&R.
2. The Examination Board SET-ME shall review these R&R on an annual basis and amend them where necessary.
3. Notwithstanding the annual review referred to in paragraph 2 of this Rule, the Examination Board SET-ME reserves the right to amend these R&R at any time. Amendments shall be communicated through the appropriate channels and may, where circumstances so require, be adopted without prior notice.
4. These R&R shall be published on the website of the programme.

Enschede, 1 September 2026.

[7] Available at: https://www.utwente.nl/en/me/organisation/examination-board/forms-for-staff/
[8] Students may only submit requests via: https://www.utwente.nl/en/me/organisation/examination-board/Request-MSc/ and may only submit complaints via: https://www.utwente.nl/en/me/organisation/examination-board/Complaint%20Form/
[9] See Article 5.1 of the Student Charter's institutional section available at: https://www.utwente.nl/en/sgw/regulations/charter/

## APPENDIX A – PERIODS OF RECESS OF THE EXAMINATION BOARD SET-ME FOR THE ACADEMIC YEAR 2026-2027

In accordance with Rule 1.12 of the Rules and Regulations (R&R) of the Examination Board SET-ME, the Examination Board SET-ME may determine one or more periods of recess during an academic year. This Annex records the periods of recess applicable during the 2026-2027 academic year.

| Period | Start Date | End Date |
|---|---|---|
| Winter recess | 19 December 2026 | 10 January 2027 |
| Spring recess | 24 April 2027 | 09 May 2027 |
| Summer recess | 24 July 2027 | 22 August 2027 |

During these periods, the regular meetings, activities, and duties of the Examination Board SET-ME may be suspended in whole or in part in accordance with Rule 1.12 of the R&R.

## ANNEXES A-I – MANDATE REGISTER OF THE EXAMINATION BOARD SET-ME

In accordance with Rule 1.9 of the Rules and Regulations of the Examination Board SET-ME 2026-2027 (R&R) for the MSc Mechanical Engineering programme of the University of Twente, the Examination Board SET-ME may issue mandates for routine or administrative decisions to its registrars and/or other programme staff. Annexes A to I of the R&R record the mandates granted by the Examination Board SET-ME and set out the conditions, limitations, reporting requirements, and other provisions applicable to the exercise of those mandates.

The Annexes referred to above form part of the internal governance and administrative records of the Examination Board SET-ME. They are intended primarily for the administration, oversight, and review of delegated responsibilities by the Examination Board SET-ME and for the communication of such responsibilities to the persons authorized thereunder.

The Examination Board SET-ME shall provide the relevant Annex or extracts thereof to the persons concerned for the proper exercise of the delegated responsibilities recorded therein.

### INDEX

Annex A – Mandate Register of the Examination Board SET-ME for its Registrars.
Annex B – Mandate Register of the Examination Board SET-ME for BSc Study Advisers.
Annex C – Mandate Register of the Examination Board SET-ME for the MSc Internship Office.
Annex D – Mandate Register of the Examination Board SET-ME for the BSc Minor Internship Coordinator.
Annex E – Mandate Register of the Examination Board SET-ME for MSc Study Advisers.
Annex F – Mandate Register of the Examination Board SET-ME for MSc Programme Coordinators.
Annex G – Mandate Register of the Examination Board SET-ME for the BSc Programme Coordinators.
Annex H – Mandate Register of the Examination Board SET-ME for the Educational Affairs Office (BOZ).
Annex I – Mandate Register of the Examination Board SET-ME for the BSc assignment Coordinators.